



AQUATIC CLUB OF ELKHORN

MEMBER HANDBOOK

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Dear ACE Parent,

Welcome to the Aquatic Club of Elkhorn, a member club of USA Swimming. We are very proud to be considered one of the best competitive swim programs in Nebraska. The ACE Otters swim team program offers year-round competitive swim training from novice to elite levels.

USA Swimming is the single most decorated, successful and structured of any youth sport organizations in the world. The Aquatic Club of Elkhorn employs coaches with a passion for the sport and for each of our swimmers. We are committed to athletic excellence while providing a positive, educational, and healthy environment for all members.

As we move forward in the sport of competitive swimming, take great comfort that your children are surrounded by great people, from the swimmers they share a lane with, to the coaches and parents who help run this club.

Involve yourself as much as you can by facilitating your child's efforts in this sport by getting them to practice and meets on time, by volunteering and/or officiating, by showing them that you care as much about their involvement as they do. Support them with kind words and appropriate praise for jobs well done. Let the coaches coach, and let yourselves be the encouraging and compassionate support system.

We look forward to another great swimming season!

The Aquatic Club of Elkhorn Coaching Staff and Board of Directors

Organization

The Aquatic Club of Elkhorn (ACE), is a registered club within USA Swimming. Recognized as the ACE Otters, we operate a year-round, competitive swim team program at the Eppley Recreation Center at the Omaha Home for Boys campus and at Elkhorn's Common Ground recreation center. We provide quality coaching and technique instruction for swimmers of all ages and abilities - from young, developmental swimmers to athletes with the commitment and talent to achieve success at the national and collegiate level - who want to be part of a competitive swim team program.

As a registered not for profit organization, ACE is overseen by an elected volunteer parent Board of Directors. The annual meeting of the ACE membership is held each August. Members are welcome to attend monthly Board Meetings upon request. Financial reports are available for member review by contacting the ACE President.

Mission

Developing Achievement, Character and Excellence for life through swimming.

Vision

The Aquatic Club of Elkhorn is dedicated to developing swimmers to achieve their highest potential as athletes and as people. In a competitive swim environment, we promote growth of mind, body, and character to swimmers of all levels through high-quality and consistent coaching and family engagement in a safe and supportive environment. Through a shared love of sport and team spirit, we will demonstrate and nurture our core values of Integrity, Passion, Sportsmanship and the Pursuit of Excellence.

Our success is defined by "Building Champions" in and out of the pool for life.

Athlete Protection Policy

As a registered club affiliated with USA Swimming (USAS), Aquatic Club of Elkhorn (ACE) adheres and follows the USA Swimming Minor Athlete Abuse Prevention Policy (MAAPP) and Code of Conduct (COC) Articles 304, 305, and 306 for both its athletes and non-athlete members. A complete copy of the MAAPP and COC can be found at www.usaswimming.org and at www.aceotters.com.

Non-athlete members (coaches, officials, members of the Board of Directors, and certain volunteers based on activities required) must adhere to all requirements of USA Swimming, including but not limited to background checks, classes and testing, and certifications. Non athlete members that are not current on the requirements set forth by the club or governing body will not be allowed to participate in club activities until re-certified. All new club hires must pass the USA Swimming pre-employment screening process as defined in sections 502.4 and 502.6.3 of USAS Rules. Pre-employment screen results must be kept on file at the club level. ACE shall marshal all non-athlete members on deck for current certification cards at all ACE hosted meets.

Board of Directors

The administrative functions and management of the club are overseen by the ACE Board of Directors. The Board is composed of four executive officers (President, Vice President, Secretary, and Treasurer) and five members at large. The head coach, club manager, and Elkhorn Public Schools liaison are non-voting members of the Board. The listing of the elected members to the [ACE Board of Directors](#) can be found on the ACE website.

The Board of Directors is responsible for establishing the mission, developing guiding principles and strategic direction of the organization, and ensuring the necessary resources are available to manage a financially sound, competitive swimming program. The coaching staff and club manager manage the day to day affairs of the club by ensuring appropriate planning, coordination, and implementation of the program established by the Board to support the mission and strategic plan of the club. Elections for board positions are held at the annual parent meeting. Please contact any board member for additional information regarding board position nominations.

All members are welcome to attend the monthly Board Meetings upon request to the Board president and are encouraged to be involved in team activities.

ACE Membership Process

The Aquatic Club of Elkhorn (ACE) welcomes and encourages athletes with various levels of experience and ability. Our program, however, is not designed to teach young people the basics of how to swim. The ACE coaching staff instructs the fundamentals of competitive swimming, including stroke technique, physical conditioning and mental preparation for racing.

To become a member of the Aquatic Club of Elkhorn (ACE), new swimmers must complete a tryout scheduled on an as needed basis and conducted by the coaching staff. The swimmer will either be recommended for placement in a specific ACE training group or be referred for further instruction. A tryout does not guarantee immediate availability to join ACE.

Placement in a training group depends on many factors including stroke mechanics, age, prior experience, the swimmer's ability to meet the expectations/ requirements of the training group and lane space availability within the training groups.

Each July, current ACE members will be provided online registration renewals for the upcoming annual season.

Representing the ACE Swim Team

Swimmers are expected to act appropriately when practicing, competing, traveling or attending team functions. Swimmers need to understand that no matter where they go (practice, swim meets, schools) that once a member of the Aquatic Club of Elkhorn, they represent the team and fellow teammates at all times.

- **Code of Conduct** – All members of the Aquatic Club of Elkhorn are subject to ACE Code of Conduct. During registration for every season, members must e-sign and acknowledge subscribing to this Code. A copy is included as Enclosure (1) of this handbook as well as on the ACE website.
- **Facility Stewardship** – The Elkhorn Common Ground Community Center (CG) and Omaha Home for Boys (OHB) are the Aquatic Club of Elkhorn's primary training facilities. The facility/staff at CG and OHB will always be treated with respect. The Aquatic Club of Elkhorn does not own these facilities. We rent the pool lanes for team use. All members are expected to conduct themselves as good citizens. This applies to any facility ACE swimmers use for training or competitions.
- **USA ATHLETE PROTECTION POLICIES & RULES** - Protecting our young athletes is all of our responsibility, as coaches, volunteers and parents. In order to create a positive experience and a safe environment for athletes, USA Swimming's Code of Conduct provides specific, mandatory policies that must be followed at all levels of the organization. Consequences for breaking a policy include but are not limited to revocation of membership.
- **Swim Meets** – Your team apparel is a source of pride. At all USA Swimming sanctioned meets, ACE athletes and coaches are expected to dress in team apparel, team suit, team cap and team shirt. For designated meets, a particular shirt color/sequence may be selected. National Team, Sectional Team, LSC Championship Team specialized apparel will be assigned by the coaching staff.
- **Parent Involvement** – Parents are a vital source of support for swimmers, coaches and the team effort in general. ACE Parents are obligated to volunteer as part of the MeetCREW, encouraged to sit together at practices and meets, wear ACE apparel, positively share information, cheer for everyone and enjoy being members of the Aquatic Club of Elkhorn. Support your swimmer with kind words and appropriate praise for jobs well done. Let the coaches coach, and parents should be the encouraging and compassionate support system.
- **Promoting the Aquatic Club of Elkhorn Swim Team** – Sharing the positive experience of membership with others, members of the community, neighbors, family and friends is an important aspect of team support. Potential future members are nearly always connected by word of mouth. Members of other USA Swimming Teams however, may not be directly recruited or solicited. USA Swimming prohibits recruitment of any kind.

Team Communication Methods

There are a number of ways the ACE coaching staff and Board of Directors will communicate with team members and their families in accordance with Safe Sport and MAAPP guidelines. Please check these sources for information, as they are all updated on a regular basis.

- **Website.** Our website, www.aceotters.com, managed by Sports Engine, is the best source of information. The site is updated frequently and almost immediately if changes occur. Check daily.
- **Sports Engine Motion App.** The mobile app version of the ACE website is for available for ACE families. In the event an urgent message needs to be sent out, push notifications will be sent to those accounts who have downloaded the Sports Engine Motion app for IOS and Android platforms.

- **Email.** Our most frequently used method of communication. In the event of sudden changes or other important information, an email will be sent out to those on our email list. You may also add swimmer's emails to the account.
- **Text Message.** In the event an urgent message needs to be sent out, the SMS text messaging system will be used. If you wish to receive messages in this format, please add a cell phone number to your on-line account and approve the SMS messaging feature by completing the verification process. You may also add swimmer's cell phones to the account. If the verification of the cell number has not been completed, you will NOT receive any text messages from ACE.
- **Social Media.** ACE maintains official Facebook and Instagram pages that athletes and parents can "friend" or "follow" for educational information and updates on team-related matters.

Membership Directory

Often times members have the need to coordinate ride sharing to and from practice, contacting a swimmer's teammates for a get-together, or simply to confirm if the "group of friends" are attending a specific meet. The *Member Search* option is available to parents and swimmer when looking for information in the member directory through the ACE website. The directory shows the swimmer's name, roster group, primary phone number, email address, parent name and mailing address.

If you wish to opt out of having your information available to fellow team members, you can log into your account, go to *My Account > Account* and scroll down to the Participate in Member Search drop down to **Participate** or **Do not participate** and **Save Changes**. The opt out feature will not impact you receiving communications from the ACE coaching staff or Board of Directors

The membership directory of the Aquatic Club of Elkhorn shall not be used or distributed by any member or employee of the Aquatic Club of Elkhorn for personal gain or for commercial or solicitation purposes.

Coaching Policies & Information

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. The ACE staff consists of experienced trained coaches. Our coaching staff provides the assurances that the time your children spend swimming will be quality time. ACE strives to maintain ideal coach-to-swimmer ratios in order to provide quality instruction, coaching and attention to **ALL** of our swimmers.

Coach Responsibilities

Whether it is to achieve that first qualifying time, or reach a National level meet, the coaches' role is to help each ACE swimmer to reach his or her goals through a progressive model based upon developmental ability for a competitive program.

1. The Coaching Director of each training group, along with the ACE Head Coach, will determine placement of swimmers in the respective practice groups.
2. Sole responsibility for all "wet side" issues rests with the ACE Coaching Staff including stroke instruction, training philosophy, move-ups, lane assignments, practice and meet schedules/assignments, meet events, approved suits, relays, etc.
3. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. At the conclusion of each race, swimmers are to report to the ACE coaches where they will receive constructive feedback for that specific swim. *(It is the parent's job to offer love and understanding regardless of their child's performance)*
4. The building of a relay team is the sole responsibility of the coaching staff and will be determined based upon the specific meet.

Line of Communication between Coach & Parent

The coaches' time when at the pool belongs exclusively to the swimmers, please respect that during practices. If you have questions and/or concerns regarding your swimmer, respect the coaches' scheduled pool time and please email your questions and/ or concerns to your swimmer's training group coach.

The ACE coaching staff encourages questions and feedback from parents. If you would like to have a face-to-face meeting with a coach before or after a practice session, please email the coach to arrange a mutually agreed upon time. Parents are not allowed on the pool deck at any time during practice sessions per USA Swimming Rules. Please refer to the team website for coaches' email contact information.

Often parents tend to feel more comfortable discussing their concerns over coaching issues with other parents rather than taking them directly to the coach. The problem or concern never gets resolved in this manner; in fact this approach often results in new problems being created.

Some guidelines for a parent who may need to raise some difficult concerns/ issues with a coach:

1. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group.
3. Parents shall refrain from gossip with other parents and all swimmers, including their own and address any concerns with the coaching staff FIRST, then, if needed, a board member.
4. If another parent uses you as a sounding board for complaints about the coach's performance or policies, please encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem. We appreciate our membership following this policy. Thank you.

FOR ISSUES THAT ARE "DRY SIDE" – that is billing, registration, policies, etc. please contact the club manager or Board members directly.

Drop Off & Pick Up Policy

When arriving to / dropping off swimmers for practices, please supervise children in the parking lot as often drivers are not looking for little ones walking, especially in the evenings.

Parents, may drop off swimmers up to fifteen (15) minutes prior to the start of practice, but please no earlier as the coaches may be working with other swimmers and cannot provide adequate supervision prior to practice. Swimmers are not to congregate in the locker rooms, lobby or common areas while waiting before practices.

Late arrival to practices takes away valuable warm up and instructional time to be successful at that practice and interrupts the practice and training for the rest of the team. Ideally, ACE swimmers should arrive approximately ten (10) minutes before practice so they have time to get ready for practice and to allow time for socializing.

When at practice is held at the Common Ground facility, please enter the building through the main doors. Swimmers (*and parents*) are to go up to the pool stands by using the north stairwell located in front of the reception desk. Swimmers are to remain in the stands preparing their stuff (goggles, caps, equipment bags) until it is time to come down on deck and promptly enter the water upon the coaches instruction for warm ups. Swimmers who are dawdling to get caps on, etc. delay the start of practice and valuable training time. All swim bags, towels, shoes, etc. must be kept in the pool stands during practice.

At the conclusion of practices, swimmers are to get their items from the pool stands and exit down the north stairwell and then out the main lobby doors. Swimmers should be picked up promptly after practice. Swimmers should not wait in the parking lot after dark for their safety.

When picking up swimmers, please do not park in the fire lane at the buildings' entrances. Parents may park and wait in the pool stands, or can wait in the designated waiting areas. Many times, our coaches have other obligations such as full time jobs, etc. following practice. If you are running late, please let the coach know through a phone call or text message or have another parent supervise your child until you arrive. Please have that parent advise the coach of the arrangement if you cannot reach the coach.

Parents who chronically pick up their child late, as determined by the coach, may be fined as determined by the staff and board. This applies to all training groups. Our coaches must stay until all ACE swimmers have been picked up. Note, Common Ground staff will lock the facility and parking lot gates regardless of whether or not ACE swimmers are still outside the building at the end of the evening.

Pool Deck & Locker Rooms Expectations

Use of the locker rooms is a privilege. Swimmers who choose to not adhere to the pool deck and locker room expectations may be subject to disciplinary action including possible suspension and/or termination from ACE.

Swimmers should use common courtesy when at the pool, keeping the pool area, viewing stands and the locker rooms picked up. Theft, destruction or invasion of property, belonging to another swimmer or the facility, will not be tolerated and will result in immediate disciplinary action.

Smart phone usage is not allowed in locker rooms. USA Swimming Athlete Protection Policies prohibit the use of cell phones and other mobile devices with recording capabilities, including voice recording, as well as still cameras and video cameras in the locker room or other changing areas.

Parents are not to enter locker rooms and changing areas under any circumstance, unless it is an emergency. In those instances, it should only be a same-sex parent.

When at Common Ground, ACE swimmers are to use the high school locker rooms only, not the member locker rooms. The high school locker rooms are only accessible from the pool deck as the doors from the lobby are to be locked at all times. Locker room use is for restroom and changing purposes only. Locker rooms are not a social hangout location. Swimmers need to be respectful when using and leaving these areas as this is the exclusive space of Elkhorn Public Schools/ Common Ground as they permit our team members to use this space.. ACE will not tolerate behavior problems in the locker rooms.

Practice Schedules, Changes & Cancelations

All ACE practice schedules are posted on the www.aceotters.com website within the account holder's member portal under Org Resources, as well as on the Practice Calendar. Any changes from the published practice schedule will be posted on the monthly calendars located on the team website.

Practices run year round. Group practice schedules change quarterly: Fall (*September through mid-Nov.*), Winter (*mid-Nov through Feb*), Spring (*Mar through May*), and Summer (*June through August*).

ACE is very fortunate to be able to rent the facilities, Common Ground and Omaha Home for Boys, to train our athletes. Out of respect for the facilities and their staff, ACE members are asked to be courteous and respectful and follow all rules established by ACE as well as Common Ground and Omaha Home for Boys.

During the high school swim team season (mid-Nov through Feb), the Elkhorn Public Schools high school swim & dive team has priority for the usage of the Common Ground aquatic facility and Duchesne Academy high school swim team has priority usage of Omaha Home for Boys. The ACE practice schedules must accommodate for any and all changes in the usage of these pools according to our negotiated pool rental contracts. At times, practice schedules may be modified when the high school swim teams hold home swim & dive meets, special events, etc.

Training groups may have scheduled break periods from practices to allow the athletes to recover following LSC Championship meets in March and July. The breaks are typically last one to two weeks depending upon the practice group and will be announced by the ACE Head Coach and Lead Group Coaches.

The ACE Website calendar will be updated as quickly as possible when there is a change in the practice schedule. Make it a practice to check the website frequently and monitor email from ACE for notifications.

Swimmers may not attend practices with a group other than their own unless prior arrangements have been made with the approval of the coaches of both groups. Training group schedules, particularly in relation to group size, lane space, group training development ability, and coach staffing do not have the flexibility to accommodate random swimmers from other training groups. Exceptions to swim with a group lower than the swimmer's current group may be granted by the Head Coach and must be arranged in advance, and only when deemed necessary.

Observing Practices

Parents are welcome to stay and watch practices if they desire, however it is not necessary.

At Common Ground, parents are to proceed directly to the pool stands from the lobby. Parents must stay in the bleachers at all times. Parents are not permitted to be on the pool deck at any time as stated by our insurance policy through USA Swimming. At the Omaha Home for Boys location, parents are welcome to wait in the meeting room in the lobby since there is not sufficient space in the pool area for spectators.

If you are a member of Common Ground, while you are at an ACE practice you function as an ACE member and must adhere to ACE rules. Common Ground members who wish to use the facility for lap swim during ACE practices are asked to not interact with any ACE swimmer during practice from the pool or deck as it disrupts the practices and undermines the coach's authority to lead the practice.

Parents are not to enter the swim team locker rooms and changing areas unless it is an emergency. In those instances, it should only be a same-sex parent.

If parents wish to speak with a coach, they must make an appointment via email to schedule a convenient time to chat.

If siblings must come with the parent to practice, please keep close supervision of the sibling as they should not be running around the top of the pool stands, pool deck, the Common Ground facility or Omaha Home for Boys grounds.

Reminder: Parents and siblings are not permitted to be on the pool deck at any time during ACE practices as stated by our insurance policy through USA Swimming.

Inclement Weather

Weather conditions can change quickly and can vary dramatically from neighborhood to neighborhood. Whether to venture out on severe weather days is **your choice**. Make good choices for your family. ACE does not issue refunds or schedule make-ups for events canceled due to weather conditions.

Should inclement weather cause a closure of practices or a swim meet, information will be sent by email, the Sports Engine Motion app push notifications, and SMS text messaging. Be sure to sign up for text messaging and verify the SMS provider in your account and that your ACE account lists the email address you check most often.

Training Philosophy & Placement

Guided by USA Swimming's American Developmental Model, our training groups develop and train the swimmer focusing on four critical athlete-centered outcome: Competence, Character, Confidence and Connection.

ACE progressively trains our swimmers to be prepared for racing ALL strokes and ALL events through developmentally appropriate skills to promote great technique and prevent injuries.

Training groups are based upon development level rather than specific age level. Each swimmer's journey is fluid and proceeds at an individual pace, with many different levels of success. Swimmers will transition through groups as deemed by the coaches when they are ready, prepared and have the necessary skill levels mastered for success in the next group.

Key factors driving group placement decisions are:

- Development & progression of stroke techniques and training benchmarks for the respective training groups.
- Coachability. *(swimmer follow instructions, make corrections to swim(s) upon coach direction, listen respectfully, etc.)*
- Engagement / Shows consistent effort and hard work to improve when at practices and at meets.
- Arrives prepared for practices. *(has all the necessary training equipment with them at practice)*
- Ready to enter the water on time. *(has cap and goggles, not engaging in procrastination tactics)*
- Behavior when at practices & meets. *(Being respectful to the swimmers in their lane/ group; and to the facilities)*
- Meets the required practice group attendance.
- Competes in swim meets as required by the respective training group.
- Respects fellow ACE teammates, coaches and USA Swimming officials/ volunteers.
- Team Player. *(Takes pride in being a member of the team, cheers on/ encourages teammates during practice & meets, wearing team uniform/outfitting, speaks positively about teammates and team as a whole)*

It is the goal of the ACE coaching staff to find the most appropriate training group for each swimmer so they can best develop within the ACE program.

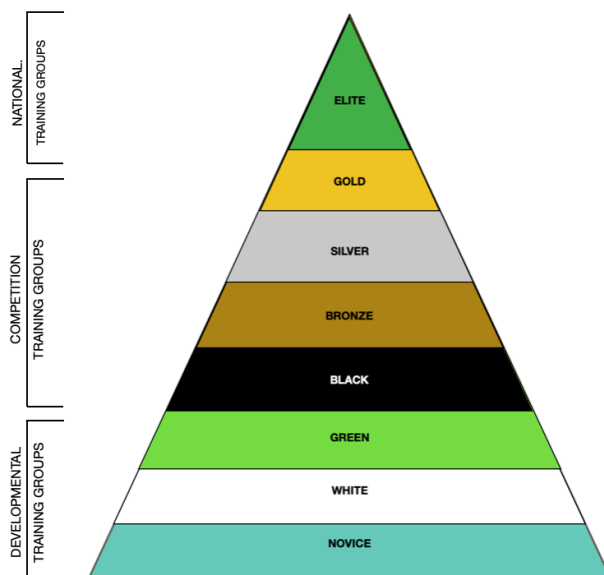
Every athlete progresses at different paces as progression is fluid process. Physical, mental, and emotional development occurs in spurts. Excellence take time and patience.

When evaluating swimmers for consideration to move groups, each athlete should look at being placed in the middle of the next group rather than just achieving the minimum standards. The goal is to have swimmers thrive in their new group, not just survive.

The following information is subject to revision as deemed appropriate by the coaching staff. **Prior season group assignment does NOT guarantee continuation of group assignment the following season if training expectations are not achieved.**

ACE Team Structure

The Aquatic Club of Elkhorn is structured based upon development level rather than ages to provide swimmers optimal opportunity to develop at their own pace and desire. Our goal is to properly instruct and train our swimmers for long-term development by establishing clearly defined training plans and performance standards for each level of instruction to insure continual growth from group to group.



DEVELOPMENTAL TRAINING GROUPS

NOVICE

This introductory level group is for the swimmer discovering the world of competitive swimming.

Novice Group Goals:

- Improve body awareness and balance in the water
- Improve efficiency of freestyle and backstroke
- Introduce and improve racing starts, turns, and streamline skills
- Introduce clock reading skills for swim training
- Actively listens and respects coaches and fellow swimmers at all times
- Develops appropriate practice/ lane etiquette
- Learns swim meet behavior expectations
- Talks to the coach immediately before & after each race prior to seeing parents
- Participates in ACE hosted meets and other meets within our LSC

Practice Attendance Expectation:

- At least 2 times per week

Meet Participation Expectation:

- Takes pride in being a member of ACE; demonstrates by cheering on teammates during practice or meets; wearing team swim caps and apparel at all meets
- Minimum of two (2) short course meets and
- two (2) long course season meets of your choice

Meet Event Recommendations / Progressions:

- 25 Freestyle & Backstroke (*8 & Under only*)
- 50 Freestyle & Backstroke
- 100 Individual Medley

WHITE

This developmental group is for swimmers continuing to discover the world of competitive swimming.

White Group Goals:

- Continue improvement of strokes - technique and efficiency, body awareness and balance, racing starts, turns, and streamline skills
- To be legal in all competitive strokes: freestyle, backstroke, breaststroke and butterfly
- Actively listens and respects coaches and fellow swimmers at all times
- Continue learning clock reading with an introduction to interval training
- Work on developing leadership skills for practice, competitions, and away from pool
- Continue working on practice and swim meet etiquette
- Speak with coach immediately before & after each race
- Participate in ACE hosted meets and other meets within our LSC

Practice Attendance Expectation:

- At least 2 times per week

Meet Participation Expectation:

- Takes pride in being a member of ACE; demonstrates by cheering on teammates during practice or meets; wearing team swim caps and apparel at all meets
- Minimum of three (3) short course meets and
- two (2) long course season meets of your choice

Meet Event Recommendations / Expected Event Progressions:

- 50s of all strokes
- 100 Free
- 100 Backstroke
- 100 Individual Medley

GREEN

The primary focus of the Green group is to begin the transition to a more competitive focus through the introduction of basic interval training while maintaining proper swimming form.

Green Group Goals:

- Continuation of stroke development and efficiency in all four competitive strokes, mastering starts and turns
- Develop endurance for 100 stroke events
- Continue progress with using the pace clock
- Actively listen and respect coaches and fellow swimmers at all times
- Continue working on practice and swim meet etiquette and developing increased communication with coaches at practices and meets
- Learn about taking ownership of swimming and how their attitude affects how they swim and their teammates
- Develop their leadership skills for practice, competitions, and away from the pool
- Speak with coach immediately before & after each race
- Race preparation is introduced in this group.
- Work toward achieving USA Swimming Motivational time standards
- Participate in ACE hosted meets and others meets around LSC, including qualified Championship meets

Practice Attendance Expectations:

- A minimum of 3 practices per week / 60% of the practices for the month
- Multi-sport athletes must attend at least two (2) practices/ week during the second sport season or make arrangements with their coach

Meet Participation Expectations:

- Takes pride in being a member of ACE; demonstrates by cheering on teammates during practice or meets; wearing team swim caps and apparel at all meets
- A minimum of four (4) short course meets of your choice
- A minimum of two (2) long course season meets of your choice
- Compete in the LSC Championship Challenge meet and/ or LSC Championship meet at the end of each season

Meet Event Recommendations / Expected Event Progressions:

- 50s & 100s of all four strokes
- 100 & 200 Individual Medleys
- 200 Free
- Legally complete all USA Swimming IMR Events based upon age group each season

COMPETITIVE TRAINING GROUPS

BLACK

The emphasis for swimmers in the Black group is to focus on race preparation and developing endurance for more 200 stroke events while the continuation of stroke development.

Black Group Goals:

- Actively listen and respect coaches and fellow swimmers at all times
- Develops Championship behaviors and accountability during practice the athlete will: leave on time during sets, start and finish at the wall, swim the set in the prescribed manner (*e.g., doesn't do freestyle on butterfly sets, doesn't pull on kicking sets, performs all turns legally*), and swim the entire set (*e.g., doesn't walk on bottom, counts accurately*)
- Swims with prescribed technique and breathing patterns during practice and meets
- Work on taking ownership of swimming and develop increased communication with coaches at practices and meets
- Develop their leadership skills for practice, competitions, and away from the pool
- Learn how attitude affects they swim and their teammates
- Work toward achieving USA Swimming Motivational time standards, as well as Midwestern Championship and Zones qualifying time standards

Practice Attendance Expectations:

- Minimum 3 out of 5 practices per week / 60% of the practices for the month
- Multi-sport athletes must attend at least two (2) practices/ week during the second sport season or make arrangements with their coach

Meet Participation Expectations:

- Takes pride in being a member of ACE; demonstrates by cheering on teammates during practice or meets; wearing team swim caps and apparel at all meets
- Compete in the LSC Championship Challenge meet and/ or LSC Championship meet at the end of each season
- Non-High school swimmers: Minimum of five (5) short course meets
- High school swimmers: Minimum of three (3) short course meets
- Minimum of two (2) long course season meets

Meet Event Recommendations / Expected Event Progressions:

- 50s & 100s of all strokes
- 200 Free & Backstroke
- 100 & 200 Individual Medleys
- 500y Free / 400m Free
- All USA Swimming IMR Events based upon age group
- Strive to complete the USA Swimming IMX Events based upon age and completion of ACE IRON OTTER

BRONZE

The priority for the Bronze group is for the swimmer to challenges him- or herself to perform to the utmost of his or her ability in practices and meets, gaining further insight into sport of competitive swimming.

Bronze Group Goals:

- Begin seeing the correlation between practice times and competition times
- Breathes within the rhythm of stroke under race conditions in all four strokes
- Short sprints of all strokes at maximum velocity working on racing skills, coordination, starts and finishes
- Develop greater endurance for 200 stroke events and distance events
- Work on taking ownership of swimming and develop increased communication with coaches at practices and meets
- Continue develop leadership skills for practice, competitions, and away from the pool

Practice Attendance Expectations:

- Minimum 3 out of 5 practices per week / 70% of the practices for the month
- Multi-sport athletes must attend at least two (2) practices/ week during the second sport season or make arrangements with their coach

Meet Participation Expectations:

- Takes pride in being a member of ACE; demonstrates by cheering on teammates during practice or meets; wearing team swim caps and apparel at all meets
- Compete in the LSC Championship Challenge meet and/ or LSC Championship meet at the end of each season (*applies to both HS & non-HS swimmers*)

Bronze Group Goals (Continued):

- Begin understanding relationship between nervousness & performance and the mind–body connection; competitive mental training introduced
- Understand the role of failure and the importance of learning from one's mistakes; understands that this is essential to becoming a champion.
- Work toward achieving USA Swimming Motivational time standards, as well as Midwestern Championship and Zones qualifying time standards
- Long-term and short-term goal setting will be introduced

Meet Participation Expectations (Continued):

- Non-High school swimmers: Minimum of six (6) short course meets
- High school swimmers: Minimum of three (3) short course meets
- A minimum of three (3) long course meets

Meet Event Recommendations / Expected Event Progressions:

- 50s, 100s and 200s of all four strokes
- 100, 200 & 400 Individual Medleys, based upon age
- 500y Free / 400m Free
- 1000y Free / 800m Free
- All USA Swimming IMR & IMX Events based upon age group
- Completion of ACE IRON OTTER

SILVER

The Silver group is designed to develop the athletes' understanding of the relationship between training, maturation and development and their effects on competitive performance.

Silver Group Goals:

- Develop advanced techniques for greater stroke efficiency
- Understand purpose of heart rate measurement in training and how to monitor exercise intensity and recovery
- Learn pacing for training and maintain consistent stroke rates and times in training sets
- Know and follow race plans for each event (*including prelims and finals*) and appropriate training paces to achieve goal time(s)
- Understand correlation between attendance, performance, and habits in practice and how these three relate to meet performance
- Take ownership of their swimming by seeking out improvement both in and out of the water
- Demonstrate healthy eating and sleeping habits while balancing schedules/ commitments.
- Continue long-term and short-term goal setting
- Commit to achieving USA Swimming Motivational time standards as well as Midwestern Championship and Zones qualifying time standards

Practice Attendance Expectations:

- Minimum of 4 out of 5 practices per week / 80% of the practices for the month
- Multi-sport athletes must attend at least two (2) practices/ week during the second sport season or make arrangements with their coach

Meet Participation Expectations:

- Takes pride in being a member of ACE; demonstrates by cheering on teammates during practice or meets; wearing team swim caps and apparel at all meets
- Compete in the LSC Championship Challenge meet and/ or LSC Championship meet at the end of each season (*applies to both HS & non-HS swimmers*)
- Non-High school swimmers: Minimum of six (6) short course meets
- High school swimmers: Minimum of three (3) short course meets
- A minimum of three (3) long course meets

Meet Event Recommendations / Expected Event Progressions:

- 100s and 200s of all four strokes
- 200 & 400 Individual Medleys
- 500y Free / 400m Free
- 1000y Free / 800m Free OR 1650y Free / 1500m Free
- All USA Swimming IMR & IMX Events based upon age group
- Completion of ACE IRON OTTER

NATIONAL TRAINING GROUPS

GOLD

The Gold group is a bridge between age group competition training and those striving to achieve a competitive level beyond the LSC and the possibility of college swimming. Swimmers in the Gold group are focused on achieving higher competitive meet goals (*ie: placing in top 16 at the high school conference meets & state championships, placing in top 16 at MW LSC Championship meets, striving for Speedo Sectional level meet qualifying times, etc.*).

Gold Group Goals:

- Take responsibility for attendance, performance, and habits in practice and how these three relate to meet performance
- Set season goals, breaking end goals down to short-term and practice goals
- Continue stroke refinement for greater efficiency, mastering underwater streamlines, starts and turns; and increasing aerobic and anaerobic endurance through increased interval training
- Maintain proper technique under increased training loads
- Know the relationship between distance per stroke, stroke rate, and swimming speed
- Improve pacing and race strategy in all strokes/ events
- Understand the factors that vary relaxation level and how to maintain optimum relaxation level and positively reframe “uncontrollables” and adversity to enhance confidence
- Develop ownership of their swimming by seeking out improvement both in and out of the water
- Master time-management skills so outside activities do not interfere with practices or meets
- Accept responsibility of being a team leader and/or role model; lead by being a positive example

Practice Attendance Expectations:

- Five (5) practices per week / 90% of the practices for the month
- The swimmer is responsible for communications regarding absences with their coach in advance of the missed practice(s)
- Multi-sport athletes must attend at least three (3) practices/ week during the second sport season or make arrangements with their coach

Meet Participation Expectations:

- Takes pride in being a member of ACE; demonstrates by cheering on teammates during practice or meets; wearing team swim caps and apparel at all meets
- Compete in the LSC Championship Challenge meet and/ or LSC Championship meet at the end of each season (*applies to both HS & non-HS swimmers*)
- Expected to attend Spring and Summer Sectionals meets, if qualified
- Commitment to travel meets is expected
- Non-High school swimmers: Minimum of six (6) short course meets
- High school swimmers: Minimum of four (4) short course meets
- A minimum of three (3) long course meets

Meet Event Recommendations / Expected Event Progressions:

- 100s and 200s of all strokes
- 200 & 400 Individual Medleys
- 500y Free / 400m Free
- 1000y Free / 800m Free OR 1650y Free / 1500m Free

ELITE

This group is for highly dedicated competitive swimmers for whom swimming is a priority. Athletes in this group are striving for elite level performances at national level meets: *Sectionals, Futures, Jr. Nationals, Nationals*. Swimmer are exploring the potential opportunities to swim at a collegiate level. **Ultimately, the Elite group coach has full discretion for group appointments. Prior season group placement does not guarantee continuation the following season should the group expectations not be achieved.**

Elite Group Race/ Performance Goals:

- Develop short-term and intermediate goals that ultimately tie into long-range goals
- Use ultimate goal in sport to maintain intensity and work ethic in practice
- Use pre-race routines and control focal points to maintain concentration during a race; able to rebound quickly from mistakes and failures
- Demonstrate an understanding of factors that excite and relax the athlete; Utilize relaxation techniques under meet duress to perform optimally
- Maintain optimum relaxation level ("good nervousness"), regardless of uncontrollables
- Utilize imagery skills to manage competitive stress and positively reframe uncontrollables and adversity to enhance confidence
- Able to visualize a race from start to finish in complete detail (seeing, hearing, and feeling). so vision matches actual performance, with instruction

Meet Participation Expectations:

- Takes pride in being a member of ACE; demonstrates by cheering on teammates during practice or meets; wearing team swim caps and apparel at all meets
- Commitment to travel meets is expected
- Required to compete at Spring & Summer Sectionals / higher National level meets, if qualified
- Meets based upon coach's discretion

Meet Event Recommendations / Expected Event Progressions:

- Carry full & well rounded event load at meet designated based on target goals established with Coach with strong focus on strengthening Power index score on collegeswimming.com

Elite Practice/ Training Expectations:

- 95% practice attendance required for the month
- The swimmer is responsible for communications regarding absences with their coach in advance of the missed practice(s) and a plan on how they intend to make up the missed practice
- Multi-sport athletes must attend at least three (3) practices/ week during the second sport season or make arrangements with their coach
- Take responsibility for attendance, performance, and habits in practice and how these three relate to meet performance
- Maintain proper technique under increased training loads
- Continue stroke refinement for greater efficiency, mastering underwater streamlines, starts and turns; and increasing aerobic and anaerobic endurance through increased interval training
- Calculate swimming speed, distance per stroke, and stroke rate during competition and training; able to manipulate stroke rate and distance per stroke to vary DPS/SR combinations for different races

Elite Group Personal Growth Expectations:

- Accept responsibility of being a team leader and/or role model; lead by being a positive example
- Master time management skills, balance the demands of a rigorous training program with school work and life so outside activities do not interfere with practice and meet attendance
- Take ownership of their swimming by seeking out improvement both in and out of the water
- Demonstrate healthy eating and sleeping habits to maximize training and racing
- Understand the difference between self-interest and team goals and demonstrate dedication to team based upon commitment

Collegiate Swimmers: Winter Break & Summer Training

Collegiate swim team members who would like to train with the Aquatic Club of Elkhorn are required to register with the club, pay all applicable costs associated with USA Swimming Athlete Registration, ACE administration and training fees, and complete all USA Swimming MAAPP requirements.

The athlete will compete as a member of the Aquatic Club of Elkhorn at any meets held May - July. Any costs associated with entering a swim meet will be invoiced as necessary.

Placement will be determined by the ACE Head Coach following evaluation of the swimmer's current performance times, collegiate program structure, and level of swimmer fitness.

ACE Equipment & Apparel Information

ACE is sponsored by Arena. ALL members of the ACE Swim Team will need the required equipment appropriate to their respective training group. Equipment lists for each training group can be found on the ACE website. All equipment must be brought to practice each day. If swimmers do not bring their required equipment to practices, they may be sent home by the coach for lack of preparation as they cannot adequately participate in training. **Equipment bags and training gear must have the swimmer's name clearly marked so if misplaced the item(s) can be returned.** ACE is not responsible for missing items.



ACE has set-up an on-line store website with [Elsmore Swim Shop](https://elsmoreswim.com/collections/ace-otters-1) as an option for parents to use to purchase the required equipment and apparel. The prices listed on the Elsmore website <https://elsmoreswim.com/collections/ace-otters-1> have been discounted for ACE members. ACE receives a percentage of the sales for use by the club for future equipment purchases.

ALL ACE Athletes: Required Meet Apparel & Equipment

Black ACE Arena competition swimsuit ***

ACE swim cap **

latex or silicone: *green (preferred), black or white*
Option to personalized with last name by special order

Goggles

ACE team shirt

(swimmers will receive 1 free ACE team shirt at the start of each ACE annual season)

[ACE Warm-up jacket](#) or [ACE Swim Parka](#)

Closed toe shoes *(sneakers or water friendly shoes)*

Towels, Water bottle

**** ACE team caps are the only swim caps permitted to be worn at swim meets.**

***** Bonded Technical racing suits are to be worn ONLY by swimmers who are 13 & Over at championship or higher level meets in accordance with the USA Swimming 12 & Under Tech suit ban as of September 2020.**

Fundamentals of Competition

In preparing for your swimmer's meets, the following are some basic fundamentals of competition that the Aquatic Club of Elkhorn's coaches stress.

- Each swimmer should compete with him/herself. It is more beneficial to improving one's time and/or technique than to win a ribbon or medal.
- Sometimes competition is not only about earning best times, but rather working on perfecting a technique and/or race strategy. As a swimmer continues to work on new skills and techniques, their times will eventually improve. When trying something new (e.g., flip turns, technique, etc.) a swimmer may not immediately improve his/her time and times cannot and should not be compared against others.
- The swimmers are taught to set realistic short term and long term goals. Results are directly correlated to practice habits and daily performance.
- The coaching staff encourages age group swimmers to accomplish age appropriate IMR events and then the progressively more challenging IMX events. As swimmers age their favorite events may change. This helps to promote swimmer versatility as they grow, mature, and change body shapes and sizes.
- Sportsmanship is a MUST at ACE. All swimmers, parents, and coaches are expected to respect the officials, competitors, and the facilities we use. Swimmers are to encourage and support their teammates.
- Your team apparel is a source of pride and reflects the Aquatic Club of Elkhorn. At all USA Swimming sanctioned meets, ACE Athletes and Coaches are expected to dress in ACE team apparel. For swimmers this includes team suit, ACE swim cap and an ACE shirt. Parents are encouraged to wear team spirit apparel as well.

Competition Time: Understanding Swim Meets

Meets are a fun and exciting part of being on the swim team. The meet schedule will be posted on the ACE website as soon as meets are selected for each season.

Meet schedules can often be confusing to determine which particular meets swimmers are eligible to swim. Please direct any questions concerning the meet schedule and your swimmer's eligibility to your swimmer's coach or to the club manager as we can gladly guide you in the right direction to help your swimmer be successful.

Swimmers are expected to participate in minimum number of meets during the short course season and the long course season as outlined in the training group structure descriptions. Participation in meets provides swimmers a chance to show skill development and growth, but most importantly, the chance to race and self evaluate—after all ACE is a competitive swimming club.

Motivational Time Standards

The USA Swimming Age Group Motivational Time Standards are used to offer swimmers a general idea how they match up with other swimmers in their age group events and as they transition between age-groups for given pool settings.

Prior to the very first meet your swimmer enters, s/he will be entered as **NTS** (No Time Standard) for the events. Age group time standards are designed to encourage age group swimmers "to step their swimming up to the next level." Times are listed for groups including B, BB, A, AA, AAA and AAAA.

In a general sense they can be used to compare swimmers in different age-groups with each other, but just because a swimmer has "AAA" times as a 9-10 year old does not mean that same swimmer will get "AAA" times as a 13-14 year old. There are several reasons for this, including differing developmental maturation rates, changing interests, and even injuries.

The Age Group Time Standards are updated every four years by USA Swimming following an Olympic year.

How to Enter Swim Meets

To enter a swimmer in a meet, you must use the ACE website via TeamUnify system. **Do NOT enter a swimmer in a meet by contacting the host club directly.** If you wish to enter into a meet which ACE is not participating, please contact the ACE Head Coach to make any necessary arrangements.

In order to participate in swim meets with ACE, a swimmer must be in good financial standing with the team. This means that a swimmer's financial account must be current (within 30 days of due date).

The steps to indicate your swimmer will participate in a meet or will not participate in any portion of the meet are:

1. Sign-in to your ACE account.
2. Click on **Swim Meets & Team Events** and find the list of meets available for your child.
3. Select the meet in which you are interested in for your swimmer.
4. Click on the **Attend / Decline** button for the meet.
5. Click on your swimmer's name. A Declaration pull down will appear.
6. From here you can commit the Athlete by using the Signup Record and Selecting **"Yes, please sign (swimmer's name) up for this event."** If you know your swimmer cannot attend a specific meet, please select **"No, thanks, (Swimmer's name) will NOT attend this event."**
7. Double check the attached meet information pdf as to the dates/ times your swimmer's sessions/ events are scheduled.
8. Once you have selected to sign up your swimmer for a meet - You may opt to have the coaches to select the events for your swimmer by leaving the coaches a note in the meet entry file "Notes" section as to the sessions the swimmer will attend **OR** You and your swimmer may select the sessions and events based upon the meet event recommendations and expected event progression for the swimmer's training group.
9. Click on the events shown in **BLACK** which your swimmer is eligible to swim. Events that appear in **RED** indicate your swimmer is not qualified for that race.
10. Any questions or comments regarding the respective meet can be left in the "Notes" section for the coaches.
11. If the respective meet information indicates relays will be offered, you must indicate in the meet entry notes the availability of the swimmer. If not stated that the swimmer is available, the coaches will not enter the swimmer in the possible relays.
12. Once you have finished, always remember to **Save Your Changes!** You should receive an email confirmation of your swimmer's meet entries upon completion.

Once the ACE designated deadline has past, you will NOT be able to un-commit your swimmer once the team entries are processed. Declaring for a meet will turn off on Midnight, the day of the ACE sign up deadline.

How to pay for meet entries

Swim meet entry fees are automatically billed to your ACE account. The fees are listed on the meet information flyer on the event page located on the ACE website. The meet fees will be invoiced to your monthly statement in addition to the monthly training fees. Important - meet fees are not refundable. The club does not receive a refund if a swimmer scratches an event or has to miss a meet due to illness or another obligation.

Additionally, if you swimmer fails to show for a committed relay, you may be subject to fines as the “no-show” penalizes other swimmers who committed to participate on the relay.

In general, the following fees will apply in regards to committed swim meets, all of which will be automatically invoiced to your statement at the end of the month:

- Individual event fees, as indicated in the respective meet information
- Relay event fees, if applicable
- LSC / Midwestern Swimming athlete fee
- Meet Host Facility fees per swimmer, if applicable
- ACE Coaching fee per swimmer
\$10 for MW LSC meets (\$20 max/ family); up to \$30 for non-MW LSC meets (\$60 max/ family)

Swim Meet Procedures: Before, During and After Your Race

All ACE team rules apply at meets. Swimmers and parents are representing ACE when they travel to another pool for a meet. Please conduct yourselves respectfully and appropriately. Parents are expected to share in the responsibility of supervising their swimmers and instructing them to behave appropriately and remain in the team area. Please leave the facilities, in which we are a guest, just as they were, if not better, when we arrived, including picking up any trash left behind.

1. The week of the meet, the head coach will be emailed out details regarding the meet once received from the meet host. Double check the entries for your swimmer and know which day/ session your swimmer is scheduled to compete. If there are any problems with your swimmer's entries, let your swimmer's coach know as soon as possible.
2. ACE swimmers are to wear the recommended solid Arena black team suit. Suit can be purchased from Elsmore.
3. An ACE team swim cap (*green, black or white*) must be worn during both warmups and actual competition. Novelty swim caps are not permitted during swim meets and should be reserved for swim practices only.
4. Swimmers are to wear an ACE team t-shirt during the meet when not competing. All other ACE team apparel is encouraged, but optional. Be proud to wear your ACE team colors! Wearing the complete team uniform promotes team unity and pride.
5. Arrive at the pool 20 minutes prior to the scheduled warmup time, and locate the ACE team area where all team members sit. The meet warmup times are listed in the meet information and will be emailed out the week of the meet.
6. Obtain a heat sheet. The heat sheets may be available for purchase by the meet host or may be available online or through the Meet Mobile app (*the app is an annual subscription of \$9.99 but worth the money for swim parents*). Generally, printed heat sheets costs range between \$3 and \$20 depending upon the meet.
7. Check the heat sheet immediately upon arrival to confirm your swimmer is properly entered in all events. If there is a mistake, have your swimmer inform their coach immediately so corrective action can be taken if appropriate.
8. It is customary to write event numbers, heat and lane assignments on a younger swimmer's hand, arm, or leg with a Sharpie marker. The best approach is a grid as shown below. The **E**vent number and **S**troke are found on the meet flyer posted on the website. The **H**eat and **L**ane assignments can be found in a meet heat sheet which is available for sale at each meet.

E = Event Number
H = Heat Number
L = Lane Assigned
S = Stroke

E	H	L	S
15			25 free
17			25 fly

9. **It is expected for all swimmers to participate in warmups with the team.** Warmups are always conducted by the ACE coaching staff. Swimmers' bodies are just like cars on a cold day—they need to get the engine going and warmed up before they can go all out in a race.
10. Each swimmer is responsible for knowing which events s/he is swimming and for being on time to swim his/her event. **Coaches will not hunt for a swimmer to tell them when to go behind the blocks.**
11. At the conclusion of each race, swimmers are to go immediately to their coach following the race before going to see friends or family members. The coach discusses the race with each swimmer individually and gives positive comments concerning splits, stroke technique, and race strategy and something constructive to keep working on for the next race.

NOTE: Under USA Swimming rules, parents are not allowed in the immediate competition venue (the pool deck) unless they are serving in an official or host meet volunteer capacity.

12. All questions concerning meet results, an officiating call, or the conduct of a meet should be referred to the ACE coaching staff at the conclusion of the session. They, in turn, will pursue the matter through the proper channels.
13. In between races, swimmers are asked to rest and stay warm. All energy should be stored up and used in competition. If swimmers must eat - a light, nutritious snack and plenty of water is recommended.
14. Swimmers are expected to sit with the team rather than family members if possible.
15. As a matter of team pride and courtesy to the meet host, swimmers are expected to leave the ACE team area in a neat and clean condition at the conclusion at each session of the meet.
16. It is very important that swimmers check with the ACE coaches before leaving their session of the swim meet.
17. **Prelim/ final meets: All ACE swimmers who qualify to compete in the finals are expected to participate in the finals.** It is extremely important for the swimmer to chat with the coach on duty before leaving the meet. In some cases, scratch rules apply. If a swimmer does not scratch a qualified final, you may be subject up to a \$100 fine, which will be billed to your ACE account.
18. Prelim/ final meets: Team members are strongly encouraged to return to the finals sessions to support the team and take advantage of the opportunity to learn from watching the finals. At times, alternate and relay positions may open up that need to be filled.
19. Team members and parents are expected to display proper respect and sportsmanship toward coaches, officials, meet administrators, and fellow competitors at all times.
20. Should inclement weather cause a swim meet to be delayed or cancelled, ACE will send notification to parents as soon as it is received from the host club. Notification will be via email, posting on the website, On Deck mobile app notifications, and a text message will be sent to cell phones verified on the respective ACE account.
21. If a swimmer is unable to attend the meet due to illness etc., please email the Head Coach, the ACE Meet Entries Coordinator and your practice group coach.

Parent Involvement: Become a Meet Official

Swim meets cannot be run without officials who ensure that everything runs smoothly, within the guidelines of USA Swimming. These are the people who act as Starters, Stroke and Turn Officials, Referees, etc. Midwestern Swimming to which ACE belongs – strongly encourages all Midwestern Swimming teams to provide officials in a wide range of capacities.

Please contact the [ACE Head Coach](#), [Club Manager](#) or [MWS Officials Chair](#) to learn more about this process. As an official from ACE, your annual USA Swimming non-athlete registration and any background check expenses will be paid by the club if you maintain your certification.

As an official, you can officiate at any meet in the area (even if ACE is not attending the meet.) We encourage our officials to work at other meets both because it's a courtesy of ACE to provide officials and because officials from other teams officiate at our meets.

ACE apprentices/ officials can earn volunteer hours at our hosted meets. New officials will automatically earn 16 MeetCREW hours upon completion of their apprenticeship.

To find out more see: [Becoming an Official](#) and the various [types of officials](#) needed for meets.

Financial Policies

Electronic Payment Policy

ACE provides the TeamUnify-Sports Engine team management platform for its members. Using our secure website, www.aceotters.com, or by using the SE Motion mobile app, members can view their current account balances as well as set up automatic payments of their account.

The ACE Board of Directors requires all ACE accounts to be paid using the *Auto Pay* feature within the ACE website/ TeamUnify system using either credit card or ACH. Payment by way of paper checks to ACE is not accepted.

Auto payment via credit card or ACH will be processed on the 1st of the month, in the amount equal to the balance of your account. An invoice will not be sent to you, since you can access your account balance at any time when logged into your account on the ACE website. The website automatically places the monthly training group fees charge onto all active member accounts at midnight on the first of each month.

The ACE auto payment credit card transaction will appear on the 1st of the month, while the ACH transaction may take 5-7 business days to show up on your bank account. If your initial setup for *Auto Pay* is after the 1st of the month, the first payment would not occur until the 1st of the following month. It is not an immediate transaction on the initial setup except in the case of the registration process.

All credit or debit card transactions will be billed an additional electronic payment management fee of 2.96% plus a \$0.30 transaction fee. Electronic ACH payments using a checking or savings account will be billed a \$1.25 transaction fee. These are pass-through fees billed by the merchant processing company to accept your credit or debit card transactions.

It is the account holder's responsibility to ensure credit card or checking account information within the account is kept up to date. **If the credit card on file does fail** (*possibly due to insufficient funds, fraud, expiration, cancelation, etc.*), **the account holder will receive email notification from Sports Engine Motion and/ or the club manager.** If the card is not updated and payment is not resolved by the 10th of the month, the account will be charged a late fee. Instructions for setup of *Auto Pay* are located on the ACEOTTERS.com website in the account information section.

Late Payment Policy

If your auto payment does not process on the first of the month for the balance owed, the account will be charged a \$25 late fee for the month if not resolved by the 10th of the month.

The outstanding payment will be re-submitted the next month for the past due balance and late fee along with the current month's invoice balance. If the payment does not process on the second month, the account will be charged an additional late fee of \$50 and the swimmer(s) will not be allowed to practice until the following month if the payment doesn't process.

If a payment does not process on the third month, the swimmer's membership on the team will be subject to termination. The account holder will be responsible for the outstanding balance, all late fees and subject to all fees pursuant to collection.

Excessive failure to pay for the required months, and/or assessed account fees, may result in not being able to register for the next year's season.

Inactive Policy

If your swimmer will not be swimming during a particular month or months due to family conflicts, vacations, non-swimming sports, etc., you may choose to put him/ her on inactive status. **Swimmers may elect to be "inactive" for up to two (2) months for each ACE enrollment year.** The months do not have to be consecutive.

Parents are required to send request **via email to administration@aceotters.com** in order to be considered inactive. Notification to coaches or any other source, in any other form, is not an accepted of notification.

All inactive notices must be received by the 15th of the prior month you plan for inactive status. You may send an email that includes more than one month for inactive status. For example, if you know your swimmer is going to be inactive for January and March and you only want to send an email once, it must be received by December 15th for January inactive status and March will also be noted in your account. Your inactive status will expire at the end of the month(s) requested which at that time the swimmer will once again become active and subject to monthly training fees.

During the inactive month(s), an "Inactive Administrative Fee" of 50% of the normal monthly training fee will be invoiced in place of the full training group rate for that billing cycle. This fee offsets ongoing ACE expenses for coaching staff/ facilities and reserves the swimmer's spot on the ACE roster upon their return.

You will receive a reply email from ACE Administration indicating acknowledgement of your inactive status request. If you do not receive an email confirming inactive status, please follow up on the email by contacting the Club Manager at administration@aceotters.com.

During any period in which the swimmer is inactive, he/ she will not be permitted to attend any practices OR compete in swim meets. The parent account will remain active for all necessary financial and communication purposes. The athlete will remain on the coach's roster list to ensure group placement is held.

The inactive fee does not apply to swimmers who are actively participating on their respective high school swim team.

Inactive Policy: High School Swim Team Leave

ACE swimmers who will be participating on their high school swim team must notify the training group coach AND club manager administration@aceotters.com by October 15th.

The "Inactive Fee" does not apply to swimmers who are actively participating on their high school swim team. In this unique circumstance, the swimmer's November training group fee will be pro-rated to 50% to coincide with the start of the high school swim training season which officially begins mid-November.

If a high school swimmer plans to NOT return to ACE after the high school season (March 1), notification must be made to administration@aceotters.com no later than February 10th.

High school swimmers wishing to return to ACE practices in mid February must have permission by their high school coach and notify the ACE club manager via email so accommodations can be made. The training fee for those swimmers returning in February will be pro-rated to 50% the monthly training group fee.

Inactive Policy: Medical Related Leave

If your swimmer needs to be inactive due to long term illness or injury and is under medical care, please contact administration@aceotters.com. Once ACE receives a medical inactive request, the swimmer will be moved into permanent inactive status upon written notice provided by the attending physician. The "Inactive Administrative Fee" is waived under this circumstance.

To return to active status and practices, the parent is required to provide notification from physician (*PDF copy of Dr. letter*) sent to the ACE administration email address in order for swimmer to return to practice with ACE. Depending upon the status of the swimmer's condition upon returning to ACE, he/she may temporarily move groups to allow the athlete to return to the water and performance levels safely.

ACE Financial Hardship Policy

From time to time a financial hardship may present itself making it difficult for a family to pay the annual membership, monthly dues and meet fees. Examples of a financial hardship might include, but are not limited to a change in family finances due to the loss of employment or the death of a family member. The ACE Board of Directors may grant approvals for financial assistance when requested in writing. Financial assistance may only be approved when by doing so the financial well being of the Club is not placed in jeopardy. For information, please contact any board member.

Unpaid Accounts

While these situations do not happen often, the Board of Directors has adopted the following procedure for dealing with unpaid invoices of active and/ or inactive members:

1. A formal letter will be sent requesting the parent make payment and settle the account.
2. The swimmer will not be permitted to actively participate at ACE practices or meets.
3. If payment is not made the swimmer will not be eligible to become active with ACE in that year or future years until financial settlement of the ACE account has been made.
4. ACE reserves the right to seek legal enforcement of financial obligations owed, including any assessed account late fees. This includes for those who may leave ACE to swim for another USA Club without settling the unpaid balance on the account.

As volunteers elected to a non-profit corporation board of directors, it is our fiduciary responsibility to uphold the rules of the club.

Termination of ACE Membership

Should a swimmer/ family decide to discontinue membership with ACE, email notification must be sent to the club manager at administration@aceotters.com by the 15th of the month prior to termination. At termination, all outstanding account balances must be paid in full through the Auto Payment system before final termination of the account can occur. This includes any monthly fees for the month in which he/she swims any portion thereof, any outstanding meet fees and/ or MeetCREW non-volunteer fee obligations which would be considered an outstanding obligation to ACE. The annual membership fee, the USA Swimming registration fees or any previously submitted meet entry fees are NOT refundable.

Should the outstanding balance not be paid in full, the swimmer will not be eligible to transfer to any other USA Swimming club in that year or future years until financial settlement of the account has been made and may be subject to collection. Contact administration@aceotters.com with any specific questions or concerns regarding any outstanding financial obligations.

Transfers to another USA Swimming member club

Should your swimmer intend to transfer to another swim team, the process to terminate the account applies as stated above. All USA Swimming and Midwestern Swimming LSC transfer rules and fees apply.

Fees & Expenses: Expenses Other Than Monthly Training Fees

Annual ACE Membership Fee - \$150 per swimmer/ year

This non-refundable fee is charged to all returning and new members. Due at the time of registration, this annual fee supports the administrative expenses of the Aquatic Club of Elkhorn. This fee will be prorated for swimmers joining after May 1st.

Annual USA Swimming Registration Fee - \$82 per swimmer/ year

All swimmers practicing with a member club or competing in events sanctioned by USA Swimming must be registered as athlete members of USA Swimming. The annual USA Swimming registration fee will not be collected by ACE at the time of member registration. All ACE families, coaches, official, and board members will receive a USA Swimming registration link specific to ACE in order to complete and pay the USA Swimming registration which will be valid until December 31, 2025. This non-refundable registration fee is required to train with the Aquatic Club of Elkhorn and participate in USA Swimming sanctioned activities.

The fee for year-round athlete membership in USA Swimming is determined annually by USA Swimming and includes an additional fee as established by the Midwestern Swimming LSC. This annual USA Swimming registration fee supports the national organization, the Midwestern Local Swim Committee (LSC) and provides the member insurance coverage when at USA Swimming sanctioned activities. Questions regarding insurance should be directed to USA Swimming and their various agents.

General Equipment & Apparel Costs - Varies

Each swimmer will need certain training equipment as specified by their coach. All of these items can be purchased through Elsmore Swim. All practice groups are expected to be at their designated area with their practice equipment ready to start practice on time. Standard equipment for all groups include a practice suit, swim cap, goggles, water bottle, pull buoy, kick board, and towel.

Additional ACE apparel may be available for purchase during the year. Swim cap orders will be open quarterly.

Meet Related Fees

Meet fees vary based upon the specific meet information posted on the event page of the ACE website. Usually, there is a \$4.00-\$20.00 per individual event fee. In some cases, a facility fee may also apply. Additionally, there will typically be a LSC splash fee ranging from \$6.00-\$10.00 per swimmer.

ACE reserves the right to charge a nominal coaching fee of \$10/ swimmer, max \$20/ family (*in addition to standard meet fees*) for MW LSC meets and \$30/ swimmer, max \$60/ family for non-MW LSC meets to offset expenses associated with the coaches for a given meet. Should further team travel fees be necessary, information will be included at time of meet announcement along with the travel and lodging expense estimates. Some meets carry a flat fee that covers all costs.

You will be billed for meet fees signed up for, even if the athlete does not attend. Meet related fees are non-refundable. Meet fees will be billed online.

2025 - 2026 Season Financial Information

Annual ACE Membership Fee 1st swimmer: \$150 2nd swimmer: \$125 3rd swimmer: \$100 4th swimmer: \$75 THIS FEE IS NON-REFUNDABLE.	During the annual registration process for returning and new members, each swimmer will be charged an ACE Membership Fee. Families with multiple ACE swimmers will receive a discounted annual membership fee at the time of registrations. The Annual ACE Membership fee will be pro-rated for those new swimmers registering with ACE after May 1st, following the tryout process.
USA Swimming Reg. Fee Athlete Premium Membership: \$82 Seasonal Membership*: \$45 <i>(Available April 1 - July 31 only*)</i> ** Outreach Membership: \$5/year THIS FEE IS NON-REFUNDABLE.	All ACE swimmers must be registered athletes with the national governing body of amateur swimming in the United States. Annual registration covers the period from September 1st until December 31st of the following year. Families must register swimmers with USA Swimming directly. The required USA Swimming Athlete annual membership fee covers liability and secondary medical insurance for the swimmer and permits the athlete to compete in any USA Swimming sanctioned meets. Outreach Athlete membership is available only to qualified athletes in accordance with USA Swimming guidelines. If an athlete participates in a free/ reduced school lunch program and provides school documentation, the membership becomes \$5.00. For more information, contact ACE.
Monthly Training Group Fees Elite: \$195 / month Gold: \$185 / month Silver: \$170 / month Bronze: \$150 / month Black: \$140 / month Green: \$130 / month White: \$120 / month Novice: \$110 / month HS Condition: \$125 / month	The training group fee covers the swimmer's monthly practice sessions. The ACE season runs from September through August. The amount of the monthly fee is based on the swimmer's assigned practice group. If a swimmer is moved from one group to another, he or she will be charged the monthly fee for the highest group in which he or she participates. On the 1st of each month, the monthly training group fees are automatically billed to your account. Regardless of the number of practices a swimmer attends, the monthly fees are not pro-rated and are non-refundable. Parents can view charges applied to their account at any time by logging into the ACE account. Membership to Common Ground is not required for participation with ACE. Training group fees do not include any additional member access to the Common Ground facility or programs.
Inactive Swimmer Fee	Swimmers may elect to take up to two (2) inactive months during the ACE season (Sept - Aug). An "Inactive Fee" of 50% of the monthly training fee will be assessed per swimmer each month via the normal billing cycle in place of the monthly training group fee. For more information regarding swimmers competing for their HS swim team (Nov-Feb), please refer to the ACE handbook.
Meet Fees (Determined on a per meet basis) MEET FEES ARE NON-REFUNDABLE. USA-S Outreach Athlete Meet Fees Meet Coaching Fees	If swimmer(s) participates in any meets, charges will be included on your monthly invoice. Amounts vary depending on the meet and the number of events in which the swimmer participates. See each meet flyer for specific meet fee costs. If your swimmer is entered in a meet and does not attend the meet, your account will be billed for these fees. Outreach athlete meet fees are twenty-five percent (25%) of the published entry fee for all Midwestern Swimming sanctioned competitions, which are reimbursed to your ACE account as a credit. ACE reserves the right to charge a nominal coaching fee of \$10/ swimmer, max \$20/ family <i>(in addition to standard meet fee)</i> for MW LSC meets and up to \$30/ swimmer, max \$60/ family for non-MW LSC meets to offset expenses associated with the coaches for a given meet. Should further team travel fees be necessary, information will be included at time of meet announcement along with the travel and lodging expense estimates.
MeetCREW Non-Volunteer Fee	Each ACE family will be required to volunteer a min. of 12 hours for the 2025-26 ACE enrollment year. If unable or unwilling to perform the required number of volunteer hours, the member account will be assessed a \$300 "non-volunteer fee" after the last ACE meet or volunteer opportunity.
Electronic Payment Policy Late Fee Policy	All ACE accounts must use the Auto Pay feature in the ACE website/ Team Unify system (credit card or ACH). Accounts are billed on the 1st of each month. Cash/ checks / bill pay are NOT accepted. Parents are responsible for making sure the credit card or checking account information in the account is up to date so the payment will process. An electronic payment transactions fee will be applied. If payment does not process on the 1st of the month for the balance owed, the account will be charged a \$25 late fee for the month. Should payment not process on the second month, the account will be charged an additional late fee of \$50. For more information regarding the electronic payment and late fee policies, please refer to the ACE handbook.

Financial assistance is available for qualifying members, please inquire with the ACE Board President or ACE manager for details.

ACE MeetCREW Volunteer Program

ACE MeetCREW Mission Statement

MeetCREW is the team of parents who are committed to supporting all ACE athletes by providing the opportunity to compete in well-run, highly competitive, local swim meets.

MeetCREW Overview

Hosting swim meets is our team's primary source of outside revenue outside of monthly training fees. The MeetCREW Program was developed by the ACE Board of Directors to ensure parent volunteer staffing for all ACE hosted swim meets and when meet hosts indicate that ACE must provide volunteer lane timers for specific meets throughout the season based upon the participation of our athletes. It is also a means for our families to come together as a crew of volunteer workers to support the athletes and the local swim community. There may be limited volunteer opportunities offered through the year aside from swim meets.

All ACE families are automatically members of MeetCREW. Every ACE family is required to volunteer annually a **minimum of 12 MeetCREW hours**. If unable, or unwilling, to perform the minimum number of volunteer hours, the member account will be assessed a \$300 "non-volunteer fee" at the end of the season. MeetCREW jobs and hour tracking is administered by the ACE club manager and MeetCREW admin coordinator.

Volunteer hour requirements are based per family, not per swimmer. Each family's MeetCREW required number of volunteer hours are based upon the number of families we have at the beginning of each season in relation to the number of jobs needed to fully staff all of our swim meets that season.

The Aquatic Club of Elkhorn runs some of the best run meets in the area. MeetCREW volunteers work diligently to makes sure that our meets start and end on time; that the swimmers, coaches and officials have a safe, fun and successful experience; that accurate results are posted in a timely manner; and that session delays are kept to a minimum. The ones who benefit most from well-run meets are the athletes.

Over the years, our dedicated families have worked tirelessly to organize and execute top notch swim meets. We rely on all of our ACE families to step up and keep this tradition of excellence going strong.

MeetCREW Benefits

The MeetCREW Program is much more than just working swim meets. The following are some of the benefits of participation:

1. MeetCREW is a great way for parents to show support for their athlete and teammates
2. Working as a MeetCREW member, parents can learn more about competitive swimming
3. Involvement in MeetCREW is a way to get to know other swim families and make lasting friendships

ACE MeetCREW: Policies & Procedures

Each MeetCREW volunteer position summary is posted on the MeetCREW page of the ACE website.

Times for the position shifts will be listed on Job Signup system. These times are ESTIMATED and determined based upon the meet start time of warm-ups and an estimated finish time of the end of the entire meet session. Many jobs do not require you to be there at the start of warm-ups, so please be sure to read the position summary for your specific job to know when to report.

Parents can sign up for as many MeetCREW Volunteer slots as they choose for meets with job signup offerings. While the sign ups are "open", you can sign up and you can remove yourself from jobs as needed. Once the job sign up is "closed," you will no longer be able to remove yourself from jobs. If you can not work the job you have signed up for, you are responsible for finding a replacement. The administrator will NOT be responsible for searching out your replacement. If a true emergency arises, you can contact the administrator. Please note, that although the start time of the volunteer jobs is firmly known and stated when you sign up, the end time can be earlier or later than stated: Volunteer shift times may be subject to alteration once the final meet timeline is known.

MeetCREW Account Credit Procedure

To ensure that you receive credit on your account for each worked session, families are expected to:

1. Show up and work the entire meet session in which sign-up. No credit will be issued to a volunteer who leaves a session before their job is completed.
2. Arrive at the indicated times specific to their job. Failing to do so may result in finding a replacement for the position after which no credit will be given.
3. Use the online Job Signup system on the ACE website and sign up before the deadline. Changes are not permitted after the deadline has passed.
4. Check in at the MeetCREW table set up at the facility. Failing to do so will result in not receiving proper credit for your worked session. All workers, including officials, will need to sign in for each worked session.
5. Based upon each specific job, MeetCREW members are responsible for knowing when to report to the meet.
6. MeetCREW sessions must be worked by family members (parents, grandparents, siblings, etc.) who are at least 13 years old.

What if I work more sessions than I am required?

Many of our dedicated ACE families go above and beyond what is asked of them and we truly appreciate their commitment to their swimmer and the team! Hours accrued DO NOT carry over to the following season.

Prorated MeetCREW Hours

Families who join ACE in the middle of the season, may have the MeetCREW hours obligation prorated based upon the number of meets remaining in the season. Once a new ACE enrollment year starts, your MeetCREW requirement would then begin.

If your swimmer decides to terminate their ACE membership in the middle of the season, your MeetCREW hours will NOT be prorated and shall be subject to the \$300.00 "non-volunteer fee".

MeetCrew "Non-Volunteer" Fee

Families who do not work their entire MeetCREW hours will be billed a \$300.00 "non-volunteer fee" for the 2025-26 season will be billed following the last volunteer opportunity.

For example: If at the end of the season you have volunteered only 6 of your 12 MeetCREW hours, you will have not met the MeetCREW volunteer obligation. Therefore your ACE account would be billed the \$300.00 "non-volunteer fee". The non-volunteer fee will not be prorated for partial completion of volunteer hours.

If you have extenuating circumstances that will not allow you to earn your MeetCREW volunteer hours, please talk to the ACE Board President or club manager. From time to time, ACE can find a volunteer job that will fit in with your needs. If you truly have unique circumstances, we will take that into consideration. Please do not wait until the end of July to contact us. Please contact us as early as possible.

What if my family does not finish out the season with ACE?

Any family who decides to discontinue their membership with ACE before the completion of the season will still be responsible for their remaining MeetCREW Hours for the season. After notice is received of discontinuance, the family will be obligated to either sign-up for and work their remaining sessions or be charged for their remaining MeetCREW balance. Please contact administration@aceotters.com with any specific questions or concerns regarding MeetCREW hours.

ACE Codes of Conduct

USA SWIMMING CODE OF CONDUCT

All ACE swimmers will abide by USA Swimming Article 304 Code of Conduct [pg. 89], in addition to those established by the ACE Board of Directors and Coaching staff.

Appendix A - ACE Athlete Code of Conduct

Appendix B - ACE Parent Code of Conduct

Appendix C - ACE Coach Code of Conduct

Appendix D - ACE Anti-Bullying Policy

Appendix E - ACE Locker Room & Changing Area Policy

ACE Disciplinary Guidelines and Procedures:

The ACE head coach and leadership staff have the authority to impose penalties for violation of the ACE Club Code of Conduct and USA Swimming Code of Conduct. Failure to comply with the Codes of Conduct set forth may result in disciplinary actions, which may include but are not limited to:

The disciplinary actions include, but are not limited to, the following:

- The individual will be verbally warned by the coach as to what misbehavior has occurred and be expected to stop the behavior immediately.
- If misbehavior continues, the individual will be dismissed from that meet or practice. If a swimmer's parent/guardian is not on the premises, the parent/ guardian will be contacted to inform them about the misbehavior and the swimmer must then wait in a designated area until a parent/guardian arrives.
- Further misbehavior may result in a period of suspension to be determined by the head coach during which time the individual must meet with the coaches to discuss ways to rectify the situation. Parents are responsible for all dues and fees during suspension.
- If after a period of suspension, should the individual be removed from another practice or meet, the matter will be brought before the ACE Board of Directors.
- If misbehavior persists after the disciplinary issue has been brought to the Board's attention, coaches will continue the steps of the discipline progression at an appropriate pace and will determine if expulsion from the club is warranted.
- These disciplinary procedures are guidelines and will be used at the discretion of the coaches. If a situation arises that affects the safety or well being of the swimmers in the water, swift and appropriate disciplinary measures may be appropriate.

Aquatic Club of Elkhorn's Athlete Code of Conduct

As a person involved in any way with the sport of swimming, the following standard of behavior is expected:

General Conduct

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior.

ACE members are expected to behave in an exemplary manner when at all practices, meets, and functions. I agree to the following statements:

- I will obey all USA Swimming's rules and codes of conduct. I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's board of directors.
- I will adhere to USA Swimming Safe Sport rules and policies.
- I will show courtesy to others at all times and be respectful of my teammates' feelings and personal space. Fighting, bullying, intentional touching or striking another athlete at team practices, activities and events will not be acceptable behaviors.
- I understand that theft, disrespect, destruction, or degradation of people, places, and/or objects will not be tolerated under any circumstances.
- I understand that sexist, racist, homophobic, or otherwise inappropriate language or behaviors will not be tolerated.
- I understand that possession or use of alcohol or tobacco products by any athlete is prohibited.
- I understand that possession, use, sale or distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.

Practice & Meet Conduct

- I will be on time and prepared for all swimming activities (practices, meets, warm-ups, etc.).
- If I am sick, I will not attend practice or meets. (The coaches and the parents do not want swimmers sharing illnesses with each other!)
- I will have my cap and goggles, and other equipment (kick boards, etc.) ready at every practice
- I understand that I am expected to, with best effort, enter the water at practice and meets in a timely manner and not waste valuable pool time.
- I understand that the use of audio and visual recording devices, including cell phones, is not allowed in changing rooms, restrooms, or locker rooms.
- I will listen to the coach. When the coach is talking, I will listen and not distract other team members.
- I will not disrupt or interfere with the quality of my teammate's practice. If a swimmer wishes to pass me, I will be courteous and allow them to pass.

- I will set a good example of behavior and work ethic for my teammates, swimming the complete practice to the best of one's ability.
- I understand "deck changes" are NOT permitted. Athletes are expected to use available change facilities
- I understand that I must check with the ACE coaches prior to leaving a meet. Should it become necessary for a swimmer to leave a meet early, his/her coach must be notified as soon as possible.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will demonstrate good sportsmanship proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times. Applaud good performances whether they are made by your team or the opposition.

Failure to uphold the Code of Conduct:

The ACE head coach and leadership have the authority to impose penalties for violation of the ACE Club Codes of Conduct and USA Swimming Code of Conduct.

Failure to comply with the Codes of Conduct and policies set forth may result in disciplinary actions, which may include but are not limited to:

The disciplinary actions include, but are not limited to, the following:

- The individual will be verbally warned by the coach as to what misbehavior has occurred and be expected to stop the behavior immediately.
- If misbehavior continues, the individual will be dismissed from that meet or practice. If a swimmer's parent/guardian is not on the premises, the parent/ guardian will be contacted to inform them about the misbehavior and the swimmer must then wait in a designated area until a parent/guardian arrives.
- Further misbehavior may result in a period of suspension to be determined by the head coach during which time the individual must meet with the coaches to discuss ways to rectify the situation. Parents are responsible for all dues and fees during suspension.
- If after a period of suspension, should the individual be removed from another practice or meet, the matter will be brought before the ACE Board of Directors.
- If misbehavior persists after the disciplinary issue has been brought to the Board's attention, coaches will continue the steps of the discipline progression at an appropriate pace and will determine if expulsion from the club is warranted.

The Aquatic Club of Elkhorn has a zero-tolerance policy for the following infractions that affects the safety or well being of the swimmers, which may result in dismissal from the Team and immediate return home at the expense of parent or guardian.

The infractions include, but are not limited to:

- the possession or use of alcohol, tobacco products, controlled substances
- any form of sexual misconduct

Aquatic Club of Elkhorn

Parent/ Guardian Code of Conduct

The purpose of this Code of Conduct is to establish consistent expectations for behavior by parents and guardians in order to promote a safe, caring, positive, and productive team environment for ACE members.

I agree with the following statements:

Lead by example:

- I will contribute to a positive team culture to ensure success of our team and our swimmers. Swimmers get better together...the more we build each other up the better we all become.
- I will set the right example for my child by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parent volunteer coordinator and all facilities.
- I will encourage my swimmer to establish his/ her own goals and make progress towards them and talk with my child and their coach about their progress, being aware not to impose my own standards and goals upon my swimmer.
- I will support the team's training and technical philosophies by allowing the ACE coaching staff to direct my child's swimming career.
- I understand any attempts to divide the Team or bring discord upon the Team, are strictly prohibited.
- I will refrain from any social media postings that put another swimmer or team member in a negative light or do not "create a positive team vibe".
- I will not to ridicule, bully, blame, or yell at my child, coaches, officials or volunteers for making a mistake or performing below expectation.
- I will not speak harshly or directly to a child who is not my own.
- Please contact a coach or an ACE board member if you have an issue with another parent's child. The board member or coach will approach the child's parent, if necessary.
- I will refrain from any inappropriate or illegal behavior that would detract from a positive image of ACE or be detrimental to its performance objectives.
- I understand the use of alcoholic beverages, illegal substances, tobacco or vaping during practice or meets is prohibited.
- I understand any non-consensual physical contact, obscene language or gesture, intimidation, or other threatening language or conduct directed towards another ACE Swim Team parent or member, meet official or USA Swimming Coach will not be tolerated.

Be Informed:

- I will read all team communications so I can be informed about what is happening with ACE, meets, and my swimmer.
- I will take the time to review the information presented on the ACE website.

- I will Read the Team Handbook and understand the team policies, athlete & parent requirements

Be involved:

- I will get involved by volunteering and fulfilling all required MeetCREW volunteer hours.
- I will observe practices from the bleachers, cheer at meets, and talk with my child and their coach about their progress.

Be the Parent:

- Your role as a parent is vital. Let the coach do the coaching, so you can provide unconditional love and support to your swimmer as the parent.
- I understand that parents are not allowed on the pool deck during practice unless it is an emergency. The presence of a non-USA registered coach member on deck invalidates the club's USA insurance liability coverage.
- I will bring any questions or concerns about training directly to my swimmer's ACE group coach via email or schedule an appointment - outside of practice time.
- I will not interfere with the coaches on the pool deck and will refrain from coaching my child from the stands/pool deck during practices and meets.
- I will refrain from registering my swimmer(s) for, applying for entry to, or attending, any competition outside of those presented on the ACE website/ meet schedule without the Head Coach approval.
- I will direct my concerns first to my child's coach; then, if not satisfied, to the head coach.
- Maintain self-control at all times. Refrain from inappropriate behavior that detracts from a positive image of the team or is detrimental to our performance.
- I will advise my swimmer's coach of any medical conditions my child may have so they can create the best training opportunities for my swimmer.
- I will ensure my child is on time to all practices and meets.
- If I disagree with a coach, a board member, or an official, I will speak with them in a private setting.
- I/we will bring any questions or concerns about training directly to the ACE group coach. If need be, I/we will communicate with our child's coach - via email or appointment - outside of practice time

You (the parent/guardian) agree to abide by this Code and accept the penalties for not abiding by these rules. Any non-compliance may be subject to disciplinary action determined by the coaches and/or the Board, which may include expulsion from the team.

Aquatic Club of Elkhorn Coach Code of Conduct

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of this club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- ☐ At all times, adhere to USA Swimming's rules and code of conduct.
- ☐ At all times, adhere to all U.S SafeSport and Minor Abuse Prevention Policies (MAAPP).
- ☐ Set a good example of respect and sportsmanship for participants and fans to follow.
- ☐ Always maintain a professional separation between coach and athlete.
- ☐ Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- ☐ Respect officials and their judgment and abide by the rules of the event.
- ☐ Treat opposing coaches, participants, and spectators with respect.
- ☐ Instruct participants in sportsmanship and demand that they display good sportsmanship.
- ☐ Coach in a positive manner and do not use derogatory comments or abusive language.
- ☐ Win with humility and lose with dignity.
- ☐ Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- ☐ Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- ☐ Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.

Any complaints of a coach violating this code of conduct will be brought to the attention of the ACE Head Coach and/or the ACE Board of Directors.

ANTI-BULLYING POLICY

PURPOSE

Bullying of any kind is unacceptable at the Aquatic Club of Elkhorn and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. ACE is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, team manager or board member.

WHAT IS BULLYING?

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- causing physical or emotional harm to the other Member or damage to the other Member's property; placing the other Member in reasonable fear of harm to himself/ herself or of damage to his/her property;
- creating a hostile environment for the other Member at any USA Swimming activity;
- infringing on the rights of the other Member at any USA Swimming activity; or
- materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied should do one or more of the following things:

- Talk to his or her parents;
- Talk to a Club coach, Board member or other designated individual;

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

FINDING OUT WHAT HAPPENED

1. First, we get the facts.

- a. Keep all the involved children separate.
- b. Get the story from several sources, both adults and kids, and gather all available information regarding the circumstances under which the incident occurred.
- c. Listen without blaming.
- d. Don't call the act "bullying" while you are trying to understand what happened.

2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

- a. Review the USA Swimming definition of bullying;

- b. To determine if the behavior is bullying or something else, consider the following questions:
 1. What is the history between the kids involved?
 2. Have there been past conflicts? Is there a power imbalance? Remember that a power imbalance is not limited to physical strength and can include things like the “popularity” of the kids involved.
 3. Has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

1. Support the kids who are being bullied

Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.

Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:

- a. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
- b. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

2. Address bullying behavior

- a. Make sure the child who engaged in the bullying behavior understands why his or her behavior is unacceptable. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - Sometimes children bully to fit in or to make fun of someone who is different from them. In other words, there may be some insecurity involved.
 - Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:

Avoid strategies that don’t work or have negative consequences:

 - Write a letter apologizing to the athlete who was bullied.
 - Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - Clean up, repair, or pay for any property they damaged.
- e. Avoid that don’t work or have negative consequences.
 - Zero tolerance or “three strikes, you’re out” are generally unsuccessful strategies. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - Similarly, conflict resolution and peer mediation often don’t work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

3. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening:

- a. Be a friend to the person being bullied.
- b. Tell a trusted adult – your parent, coach or club board member.
- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- d. Set a good example by not bullying others.
- e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Aquatic Club of Elkhorn

Locker Rooms & Changing Areas Policy

PURPOSE

Locker rooms and changing areas are private and enclosed spaces in which abuse can occur. To prevent abuse of minor athletes in these private areas, the MAAPP is intended to keep Applicable Adults from being present in a locker room or changing area at the same time as minor athletes.

The following policy applies to any and all locker rooms or changing areas in connection to practice, competitions, etc. used by minor athletes. The purpose is to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

FACILITIES

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use:

We practice at Elkhorn Common Ground Community Center and Omaha Home for Boys.

Common Ground has specific locker rooms / changing area available to our swimmers, which is shared with the Elkhorn Public Schools high school swim team. ACE swimmers are to use the high school locker rooms, not Common Ground member locker rooms. The high school locker rooms are only accessible from the pool deck as the doors from the lobby are to be locked at all times.

Locker rooms should be considered as a shared place to change before and after practice, not a place for swimmers to play. Swimmers need to be respectful when using and leaving these areas as this is the exclusive space of Elkhorn Public Schools/ Common Ground who permit our members use. From time to time, Common Ground may permit the locker rooms to be shared with the Common Ground membership and/ or swim lesson families. As such, there is the potential for people who are not associated with the Aquatic Club of Elkhorn in the changing area around the time of practice periodically.

MONITORING

General Policy

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts.

The Aquatic Club of Elkhorn has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical for coaches to constantly monitor locker rooms and changing areas over this extended course of time. The ACE coaching staff will periodic monitor the locker rooms using the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Swimmers should use common courtesy when at the pool and keep the pool area and the locker room picked up. Be sure to turn off the showers, pick up after yourself, and pick up trash. Theft or destruction of property, belonging to another swimmer or the facility, will not be tolerated and will result in immediate disciplinary action. Use of the locker room is a privilege. If you choose to break any of the above listed rules, you will be subject to disciplinary action including suspension and/or termination from ACE. ACE will not tolerate behavior problems in the locker rooms. Anyone caught violating these rules may lose locker room privileges and be subject to removal from the club.

Parents/ legal guardians are discouraged from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance.

If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas.

The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area:

305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.



Minor Athlete Abuse Prevention Policy

AQUATIC CLUB OF ELKHORN (ACE)



THIS POLICY APPLIES TO:

In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions and/or summits.

Adult Participants: Any adult 18 years of age or older who is a:

- USA Swimming member, either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees ("LSCs") or member clubs to have regular contact with (e.g., ongoing interactions during a 12-month period wherein the individual is in a role of active engagement) or authority over Minor Athletes; and/or
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

GENERAL REQUIREMENT

USA Swimming Zones, LSCs and member clubs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents/legal guardians, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club or LSC, as applicable.

DEFINITIONS

Athlete: A USA Swimming athlete member.

Authority: When one person's position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).

Dual Relationship: When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals and family friends.

Emergency Circumstances: A serious, unexpected and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete's suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.

Electronic Communication: Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging and social media.

Event or Facility Under Partial or Full Jurisdiction: Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training or competition.

In-Program: Activities related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.



In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to contact occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Massage: Any Massage involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Travel: Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by the Organization. Examples include, but are not limited to transportation or travel to or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

Massage: Any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

Minor Athlete: An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months.

Organization: Aquatic Club of Elkhorn

EXCEPTIONS

[Note: Exceptions apply only where specified]

Close-In-Age Exception: In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:

- a. The Adult Participant has no authority over the Minor Athlete; and
- b. The Adult Participant is not more than four years older than the Minor Athlete.

Dual Relationship Exception: An Adult Participant has a dual role or relationship with a Minor Athlete. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually.



ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:

- a. In emergency circumstances;
- b. When a Dual Relationship exists; and/or
- c. When the Close-In-Age Exception applies.

MEETINGS AND INDIVIDUAL TRAINING SESSIONS

I. Meetings

- a. Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. Meetings must not be conducted in an Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.

II. Meetings with Licensed Mental Health Care Professionals and/or Health Care Providers

If a licensed mental health care professional and/or health care provider meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of the Organization in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring although the Minor Athlete's identity does not need to be disclosed;
- d. The Organization is notified that the licensed mental health care professional and or health care provider will be meeting with a Minor Athlete; and
- e. The licensed mental health care professional and/or health care provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

III. Individual Training Sessions

- a. In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.
- b. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to the Aquatic Club of Elkhorn, which can be withdrawn at any time.
- c. Parents/legal guardians must be allowed to observe the individual training session.



ELECTRONIC COMMUNICATIONS

I. Content

All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.

II. Open and Transparent

- a. If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete's parent/legal guardian must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete's parent/legal guardian on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.
- b. The following exceptions apply to Section II(a):
 - i. In emergency circumstances;
 - ii. When a Dual Relationship exists; and/or
 - iii. When the Close-In-Age Exception applies.
- c. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.

III. Requests to Discontinue

Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by the Organization or by an Adult Participant subject to this Policy. The Organization must abide by any such request that the Minor Athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

Electronic communications must only be sent between the hours of 5:00 a.m. and 9:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

- a. Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with Minor Athletes must be discontinued. Minor Athletes may "friend", "like" or "follow" the Organization's official page.
- b. Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.
- c. The following exceptions apply to Section V:
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.



IN-PROGRAM TRAVEL AND LODGING

I. Transportation

- a. During In-Program Travel, observable and interruptible environments must be maintained.
- b. An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes or another Adult Participant, except:
 - i. In emergency circumstances;
 - ii. When a Dual Relationship exists;
 - iii. When the Close-In-Age Exception applies; and/or
 - iv. The Minor Athlete's parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.
- c. Adult Participants, including team managers and chaperones, who travel with the Organization must be USA Swimming non-athlete members of USA Swimming.

Adult Participants who are parents/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

II. Lodging

- a. An Adult Participant must not share hotel room, sleeping arrangement or overnight lodging location with an Athlete.
- b. During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.
- c. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
- d. The following exceptions apply to II(a), (b) and (c):
 - i. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
 - ii. When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.
- e. Minor Athletes should be paired to share a hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.

III. Written Consent

A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all In-Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.

IV. Meetings

- a. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
- b. Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

LOCKER ROOMS AND CHANGING AREAS

I. Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when an athlete or Adult Participant changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Observable and Interruptible

All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except:

- a. In emergency circumstances;
- b. A Dual Relationship exists; and/or
- c. The Close-In-Age exception applies.

III. Private or Semi-Private Space for Minor Athletes

The Organization must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of the Organization.

IV. Use of Recording Devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a Minor Athlete or an Adult Participant is prohibited.

V. Undress

Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.

VI. Showers

- a. Adult Participants must not shower with Minor Athletes unless:
 - i. The Adult Participant meets the Close-in-Age Exception; and/or
 - ii. The shower is part of a pre- or post-activity rinse while wearing swimwear.
- b. Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. The Organization must abide by such a request.

VII. Monitoring

The Organization must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a Minor Athlete goes to the locker room or changing area during practice and competition, and, if the Minor Athlete does not return in a timely fashion, to check on the Minor Athlete's whereabouts.

VIII. Parents/legal guardians in Locker Rooms or Changing Areas

If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.

MESSAGES, RUBDOWNS AND ATHLETIC TRAINING MODALITIES

I. General Requirement

Any In-Program Massage performed on an athlete must be conducted in an observable and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

II. Additional Minor Athlete Requirements

- a. Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.
- b. Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
- c. Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.
- d. Any Massage of a Minor Athlete must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
- e. Any Massage of a Minor Athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.