

# Sharks Aquatic Club Team Handbook



## 1 INTRODUCTION

- 1.1 This document serves as a set of guidelines for the Sharks Aquatic Club.
- 1.2 This handbook is based on guidelines from USA Swimming and NC Swimming (LSC) and the SAC Bylaws.

## 2 STRUCTURE AND GOALS

- 2.1 The Sharks Aquatic Club is a year-round swim team program serving Cleveland County and the surrounding areas. The program serves swimmers age 6 years and older. SAC is a member of USA Swimming, Inc. (USAS), North Carolina Swimming, Inc. (NCS), the Western Carolina Swim Association (WCSA), and the Blue Ridge Swim League (BRSL).
- 2.2 The goal of the program is for each swimmer to reach his or her capability potential (regardless of competitive level). The program fosters swimmers' development and maturity into excellent competitive swimmers. Through the commitment and dedication learned through SAC, the program strives to help the swimmer develop a positive self-image beyond swimming and understand the benefits of commitment, dedication, self-discipline, time management, and goal setting inside and outside of the pool. The team's organizational by-laws are also located on the team website, [www.sharksaquaticclub.com](http://www.sharksaquaticclub.com).

## 3 ORGANIZATIONAL STRUCTURE

- 3.1 SAC is a non-profit corporation organized to requirements defined by the State of North Carolina. The membership of the club serves as its foundation. SAC uses a Board of Directors as a governing structure. Its governance is outlined in the club's documented bylaws. The Board of Directors develops policy as needed for the operation of the club. The Board normally meets quarterly, and as needed. Meetings are open for members to attend. Attendance is welcomed. Board meetings are announced and minutes documented on the website.

## 4 TAX STATUS

- 4.1 SAC is organized as a non-profit corporation under state and federal laws. It has been granted tax-exempt status (e.g. 501c) by the IRS and the state of North Carolina.
- 4.2 Any monetary contributions made to SAC may be considered charitable contributions, which could be deductible for income tax purposes.

## 5 EQUAL OPPORTUNITY COMMITMENT AND CONDUCT

- 5.1 SAC is an equal opportunity employer and a non-sectarian swim team committed to full and open enrollment to all swimmers, regardless of race, religion or gender. We operate under the broad principals of USA Swimming, Inc., the national governing body for competitive swimming in the USA.
- 5.2 Harassment or “bullying” of any kind is unacceptable and will not be tolerated. It is counterproductive to team spirit and can be devastating to a victim. SAC is committed to must adhere to the USA Swimming Code of Conduct regarding Athlete Protection for providing a safe, caring and friendly environment for all of our members. If this does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that harassment is happening is expected to tell a coach, board member or athlete/mentor.

## 6 COACHES

- 6.1 The SAC Coaching Staff is a seasoned, competent and supportive group of coaches who are approachable and strive to work with you and your swimmer to reach their goals.
- 6.2 Please feel welcome to contact your swimmer’s coach, however, please do not interrupt them during the practice session. Coaches may be reached via email as listed on the website.

## 7 TRAINING PROGRAM AND PRACTICE SITES

- 7.1 Our coaching staff operates a training program at several locations. Training sessions are under the direction of the coaches. **It is imperative that the coach’s attention is to our swimmers in training.** To promote a safe learning environment, the following must be observed at all times:
  - 7.1.1 **The Head Coach sets the practice schedule and overall training program.** This process will be followed at all times. Suggestions for coaching are to be addressed to the Head Coach, but not during a practice session.
  - 7.1.2 **Coach communication is focused to the swimmers in training.** The coach’s directions to the swimmers is key to their continued improvement. Anyone on deck during a swim team practice must be a registered USA Swimming Coach or USA Swimming registered athlete member and SAC member.
  - 7.1.3 **During practice is not an opportunity to approach or speak to a coach.** During practice, or at any time there is a swimmer in the water, the coach must maintain direct line of sight and supervision of the swimmers at all times. If you have a concern or suggestion, please speak

to the coach after practice or make an appointment to meet with the coach.

- 7.1.4 **To be compliant with USA Swimming liability requirements, only active swimmers and coaches are to be on deck or in the pool.** Non-swimmers, including swim parents, siblings, and visitors, are not permitted adjacent to the deck. Seating in the mezzanine at the Kings Mountain pool is closed except during sanctioned/approved swim meets. Parents visiting or observing practices should not interfere with the coaching staff.
- 7.1.5 **Others working out adjacent to the team.** Our agreement with Kings Mountain High School (KMHS) is to provide one lane available to the community during swim practice. Swimmers in this open lane must pay appropriate fees. At Shelby High School (SHS) and at the City Park, practice is for SAC swimmers only. At Moss Lake additional swimmers must have access approval from the City of Kings Mountain. Non-SAC swimmers are not to interfere with the practice at any time.
- 7.1.6 **To meet USA Swimming Athlete Protection requirements, only SAC swimmers and coaching staff are allowed in changing rooms at the start and end of practices.** The dressing rooms and shower areas are not available to non-USA Swimming members during these times.
- 7.1.7 **Swimmers are to attend practice at the scheduled times.** Swimmers are responsible for transportation to and from practice. Swimmers shall arrive on time and be ready to participate at the start of practice. At the conclusion of practice, swimmers will leave the facility in a timely manner and avoid a late departure. The coach will review late departures with parents as they occur.
- 7.1.8 **To be compliant with pool operator requirements at SHS, KMHS, City Park, and Moss Lake, only SAC registered athlete members may use the facility during scheduled practices.** Access to the deck and pool by non-athlete members or groups is not allowed without an access permit from the pool operator (or City of Kings Mountain for Moss Lake).
- 7.1.9 Food and Drink at practices. Pool operator requirements at SHS, KMHS, City Park, and Moss Lake restrict outside food and drink at these facilities to that required for swimmer nourishment/rehydration only (i.e. water, Gator-Aid type drinks, energy bars, etc). Outside food and drink at these facilities is not allowed.
- 7.2 **Practice Locations.** SAC normally holds its practices during the short course season (September through April) at two locations:
  - 7.2.1 Shelby High School (25 m pool)
  - 7.2.2 Kings Mountain Pool (25 yd pool)

- 7.2.3 While at these locations, swimmers must stay in the vicinity of the aquatic facility and obey local rules. The rest of the campus is restricted. Coaches are to supervise swimmers during scheduled practice. Children not in a practice must be accompanied by an adult. Coaches are focused on their swimmers in practice. Parents and non-swimming family members must not interrupt the coaches or swimmers during practice.
- 7.3 SAC trains for long course for summer swimming (May – August) at the above locations and also at:
- 7.3.1 Shelby City Park Aquatics Center (50 m pool). The City Park location is a shared facility with training before and after normal operating hours.
- 7.3.2 Kings Mountain Parks & Recreation Moss Lake (Open Water Course used for monitored practices).
- 7.4 Inclement Weather Policy. In accordance with Cleveland County School System policy, when a school is closed for inclement weather, all school facilities are closed. Any exceptions must be approved by the district office. In the event a school is closed, coaches will relay information regarding practice cancellations or venue changes to families via Team Unify® messaging and email.
- 7.5 Sharks Alumni Practice. Former SAC swimmers who are currently in college are welcome to visit practices during their college breaks and holidays. This invitation is extended to all previous SAC swimmers, in good standing, and with the SAC board and/or head coach's approval, to swim with the team or in adjacent lanes for short periods, not to exceed two weeks. This participation is not to conflict with scheduled practices, but to share swimming as a lifelong activity with our current swimmers.

Visiting college SAC alumni are required to be a registered member of USA Swimming and must sign a waiver before participation. A copy of the waiver is available on our website under the "Practice" information tab.

To register for the alumni practice, please contact the head coach ([alumni@SharksAquaticClub.com](mailto:alumni@SharksAquaticClub.com)) for approval. Once approved, ensure you print and complete the waiver. Bring the waiver with you to your first practice.

***Note: You must be approved by the board and/or the head coach, and the completed and signed waiver must be given to the head coach prior to any participation.***

Visiting SAC Alumni that wish to practice for an extended period (i.e. full summer break) must enroll in the SAC Summer Swimmer program. This program normally runs June through August and includes a seasonal membership in USA Swimming and will allow swimmers to compete in all swim meets lower than zone, sectional, or national meets. SAC Summer Swimmer dues are listed in paragraph 11.5..

## 8 ATTENDANCE

- 8.1 Attendance is taken at each practice. For continuous improvement, swimmers are encouraged to attend as many practices as they can. Effective communication among swimmers, parents, and coaches is important to convey information regarding the status of each swimmer.
- 8.2 If a swimmer has an injury or illness that will limit or affect his or her attendance or ability to practice, then a parent of the swimmer must inform the coaching staff of the problem and any limitations.
- 8.3 If a swimmer has any issue that causes him or her to miss more than 3 consecutive practices, then the parent should inform the coach.

## 9 TRAINING PROGRAM AND TEAM STRUCTURE

- 9.1 Training is based on coach led practices and in compliance with USA Swimming guidelines. SAC segments the team on the basis of individual performance of swimmers into group teams with general objectives and specific goal for improvement.
  - 9.1.1 Hammerheads. The Hammerhead group is an entry level group for swimmers who have recently completed swim lessons. Swimmers should be able to swim 25 yards of continuous freestyle and backstroke. Competition is not required at this level; however swimmers are encouraged to attend meets when they feel ready.
  - 9.1.2 Tigersharks. The Tigershark group is an entry level group for swimmers to begin refining the four competitive strokes through use of drills and fun games. This basic program prepares swimmers to begin competitions. Swimmers must be able to swim 25 yards of the four competitive strokes
  - 9.1.3 Mako 1. The Mako 1 Group is group for swimmers typically aged 8-12 who have begun to compete in meets. This group normally practices five times per week with a focus on improving best times.
  - 9.1.4 Mako 2. The Mako 2 Group is a continued, advanced age group program typically for ages 10-14. Swimmers have become technically proficient in all four strokes, and are progressing to make state and regional time standards. This group improves in all four strokes and has training six times per week.
  - 9.1.5 Senior. The Senior Group is our highest level of training. This Group is for serious swimmers normally of age 14 and older. These swimmers will swim six times per week with additional specialized training (e.g. endurance, weight training) may be offered for this group. Senior swimmer goals include state, regional, sectional, and national competition levels.

- 9.2 Swimmers are evaluated and advance to the next level, typically at the end of the long course season. In some cases, swimmers may be moved up at other times in the year. Please contact the coach with any concerns regarding your child's group placement. Fees will be adjusted when swimmers advance to a new training group.

## 10 COMMUNICATION

- 10.1 SAC communicates to its membership by electronic methods including website announcements, text, and email. The team has its website organized with Team Unify®. Members register for system access.
- 10.2 Electronic Communication Policy
- 10.2.1 All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection
- 10.2.2 Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend." A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.
- 10.2.3 Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm, except in the case of emergencies. Texting only shall be used for the purpose of communicating information directly related to team activities.
- 10.2.4 Athletes and coaches may use email to communicate between the hours of 7am and 9pm, except in the case of emergencies. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.
- 10.2.5 The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

## 11 MEMBERSHIP DUES / REGISTRATION

- 11.1 Registration. Registration for the 2014-2015 season is \$85.00. Registration includes athlete membership with USA Swimming, NC Swimming, and

insurance. Swimmers who register before September 30, 2014 will receive a free t-shirt and latex swim cap.

- 11.2 SAC utilizes electronic billing and payment service (e.g. Team Unify®). An assigned credit or debit card is required upon registration and may be used to draft monthly charges against. Additionally, members may supply their checking account routing number for monthly draft. All payment information entered by the member is HTTPS secured and 128 bit encrypted. Member inquiries or account assistance is provided by the Treasurer.
- 11.3 To avoid additional charges any changes in a member's email address and/or credit or debit card status must be communicated by the member to the electronic billing and payment service. Members will be drafted automatically on the first of each month.
- 11.4 If the draft is unsuccessful due to insufficient funds, expired credit or debit card, etc. the member is required to enter an "on demand" payment manually via the Team Unify® website by the 20<sup>th</sup> of the month and resubmit a valid credit or debit card in the system. If the dues are not paid by the 20<sup>th</sup> of the month, the account will assessed a \$10 late fee, and the swimmer will not be allowed to practice or swim in a meet until the monthly fees are paid.

- 11.5 Dues are assigned to the swimmer's monthly rate based on their team. Additional fees are assigned throughout the year for sponsorship and service (rates effective Sept 1, 2015):

| Team                                                                                                                                                                                                                                                                                                                                                                                   | Monthly Rate * | Service Hours | Sponsorship |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------|-------------|
| Hammerhead                                                                                                                                                                                                                                                                                                                                                                             | \$60           | 0 **          | \$0 **      |
| Tigershark                                                                                                                                                                                                                                                                                                                                                                             | \$80           | 10            | \$100       |
| Mako 1                                                                                                                                                                                                                                                                                                                                                                                 | \$95           | 25            | \$250       |
| Mako 2                                                                                                                                                                                                                                                                                                                                                                                 | \$105          | 25            | \$250       |
| Senior 1                                                                                                                                                                                                                                                                                                                                                                               | \$120          | 25            | \$250       |
| Senior 2                                                                                                                                                                                                                                                                                                                                                                               | \$120          | 25            | \$250       |
| * Families with multiple swimmers will receive a 5% discount from their total monthly bill (discount only applies to SAC monthly dues)                                                                                                                                                                                                                                                 |                |               |             |
| ** Hammerhead families are still encouraged to begin providing service hours to the club as well as seeking sponsorships                                                                                                                                                                                                                                                               |                |               |             |
| <b>SAC Summer Swimmer Program</b> is available for new members and previous SAC members wishing to try SAC from June through August and includes USA Swimming Registration and USA Swimming insurance. SAC College Alumni swimmers in good standing are also eligible if they wish to practice with SAC for extended periods during the summer. Total cost for Summer 2015 is \$150.00 |                |               |             |

11.5.1 Swim rates are based on contact hours in the pool of practice.

11.5.2 Service hours are credited to the member to recognize and award support at swim meets and other team events. Participation is tracked using sign in through Team Unify®. Members can opt not to support the team and pay out at a rate of \$10 per hour. Service examples include, but not limited to: timer and head timer, time and meet management, hospitality, registration and heat sheet sales, clerk of course, officiating, meet director and marshal, committee activities, team outing escort. An example: two members from a swimmers family timing a lane for a four hour session would attain 8 service hours.

11.5.3 Sponsorship is a set fee assigned in tiered method as the swimmer advances. Sponsorship examples include, but not limited to: advertising in heat sheets or at the facilities, acquiring advertising sponsors, Sharkathon sponsor, and general donation.

- 11.5.4 Service hours and sponsorship is assigned to members with multiple swimmers based on the status of the highest team ranked swimmer.
- 11.6 It is the intent of SAC that everyone has the opportunity to swim. Scholarship, financial support with reduced rates for members, may be available based on need. Interested members are to contact a member of the Scholarship Committee (coach, treasurer, president). This activity is maintained within the committee. Acceptance, terms, and allocation is determined by the committee on an individual, case by case basis.

## 12 REFERRAL AND RECRUITMENT

- 12.1 Any family that refers a friend who joins the team and remains a paying member in good standing for a minimum of three (3) months, will receive a \$50 credit toward their bill. Any family making a referral must notify the treasurer via email ([billing@SharksAquaticClub.com](mailto:billing@SharksAquaticClub.com)) as soon as possible to ensure proper credit is given.

## 13 TEAM SUPPORT

- 13.1 Prior to the start of the short course season, each member is required to pay a registration fee. This fee includes registering each swimmer with USA and North Carolina Swimming, and insurance.
- 13.2 Additional fees include swimmer rate for their team, sponsorship, and participation at meets. At all away meets, a small surcharge of \$5.00 per swimmer and \$0.50 per event will be added to the host team event charges to help offset coach travel costs.
- 13.3 SAC members have a financial responsibility to pay all applicable fees required by the team. Any member who needs to make different financial arrangements may contact the coach, board president, or team liaison.
- 13.4 SAC members are expected to actively support the team with participation on the board, committees, and events. Event support includes on deck tasks in support of our meets.
- 13.4.1 Board Members and Officers are nominated positions from within the membership.
- 13.4.1.1 The following positions on the team are recognized as requiring extraordinary personal time and effort to support the team and as such, their annual fundraising goals and service hour commitments are waived for the year:
- a. President
  - b. Treasurer

- c. Meet Director
- d. Lead Hy-Tek/CTS computer operator

13.4.2 Committees include Operations, Fundraising, Nominating, Awards, Hospitality, Travel, and Communications (additional committees on an as needed basis) with participants from within the membership.

13.4.3 Event support tasks from within the membership and external to SAC include time management, officiating, hospitality, and set up and take down.

## 14 TEAM HOSTED EVENTS

14.1 Throughout the year, SAC hosts swim meets and events to promote the sport, engage our membership, and generate revenue.

14.1.1 These events include meets sanctioned by USA Swimming/NC Swimming. This format includes:

14.1.1.1 Open meets available to all qualified swimmers.

14.1.1.2 Closed meets limited to membership teams and swimmers (e.g. Blue Ridge Swim League).

14.1.1.3 SAC members and visiting team members participating in meets must follow guidelines of the sanctioning body and additionally meet requirements defined by the host team, host facility, and applicable organizations.

14.1.1.4 SAC members and visiting teams must conform to established standing for financial commitments and participation

14.1.1.4.1 Visiting teams with documented, non-conformance issues will not be allowed to participate in SAC hosted events for the time of the initial issue for one year. This requirement cannot be rescinded without prior SAC board approval.



## **Sharks Aquatic Club**

### **Coach Travel Policy**

#### **1 INTRODUCTION**

- 1.1 This document serves as a set of guidelines for coach's travel for the Sharks Aquatic Club.
- 1.2 These guidelines will be an addendum to the Sharks Aquatic Club Team Handbook and may be modified by the Executive Committee.
- 1.3 All coaches should be familiar with and adhere to these policies at all times, as well as the policies set by USA Swimming and North Carolina Swimming.

#### **2 PERSONAL CONDUCT DURING TRAVEL**

- 2.1 As coaches are in a very visible position, they shall conduct themselves appropriately and in accordance with all USA Swimming and NC Swimming rules and guidelines.

#### **3 SWIM MEETS**

##### **3.1 Attendance**

- 3.1.1 Senior Meets: Head Coach will attend all assigned Senior level swim meets.
- 3.1.2 Age Group Meets. Assistant Coach will attend all assigned Age Group level meets.
- 3.1.3 Combined Senior/Age Group Meets: Head Coach will attend all combined meets and assistant coach may be assigned to assist if there are at least five (5) age group swimmers attending the meet.

##### **3.2 Additional Compensation for non-salaried (i.e. hourly wage) coaches.**

- 3.2.1 Head Coach will receive \$80.00 per session for each meet attended.
- 3.2.2 Assistant Coach will receive \$65.00 per session for each meet attended.

##### **3.3 Accommodations.**

- 3.3.1 Coaches on away travel approved by the Executive Board should secure accommodations at a reasonable rate. It is encouraged to make all reservations early enough to avoid increased lodging costs. Booking assistance is available from the Executive Committee if necessary.

### 3.4 Meals

3.4.1 Meals not provided by the hotel or the swim meet host will be reimbursed up to the following amounts.

**NOTE: Receipts are required. When possible, utilize provided meals by hotels and/or swim meets.**

3.4.1.1 Breakfast: \$10.00

3.4.1.2 Lunch: \$15.00

3.4.1.3 Dinner \$25.00

**NOTE: Alcoholic beverages will not be reimbursed.**

### 3.5 Transportation

3.5.1 All coaches will receive the following gas stipend for away meets:

3.5.1.1 Charlotte, Duncan, Huntersville, and Rock Hill: \$30.00

3.5.1.2 Lenoir: \$35.00

3.5.1.3 Greensboro: \$75.00

3.5.1.4 Cary: \$120.00

3.5.1.5 Stipends for any other locations will be determined by the Executive Committee.

3.5.2 Any air travel to meets or other authorized activities must be pre-approved by the Executive Committee.

### 4 Other Overnight Travel Requests.

4.1 Any overnight travel other than assigned swim meets and HOD representation (i.e. Coach's seminars, additional training, etc.) must be requested in advance for approval at a regular Board of Directors Quarterly meeting. Request shall be made on the SAC Overnight Request form (Available from the Treasurer).

### 5 Reimbursement.

5.1 All expenses must be documented on the Sharks Aquatic Club Expense Statement (available from the Treasurer) and submitted to the Treasurer with receipts within 14 days of completion of travel. Reimbursement will be via check within seven (7) working days after submission of the expense report.