



PARENT HANDBOOK

TABLE OF CONTENTS

WELCOME & INTRODUCTION.....	4
Letter from the head coach.....	4
Mission & vision.....	5
Coaching philosophy.....	5
Team history & background.....	6
TEAM STRUCTURE.....	7
Coaching staff bios.....	7
Description & criteria of practice groups.....	9
Group advancement policy.....	13
SEASON OVERVIEW.....	15
Annual calendar.....	15
Meet schedule and participation expectations.....	16
Key events (banquets, trips, etc.).....	17
PRACTICE & ATTENDANCE POLICIES.....	18
Practice schedule.....	18
Attendance expectations.....	18
High school swimming.....	19
Required practice equipment.....	20
Pool locations & facility rules.....	20
Photography & video policy.....	22
Practice changes & cancelations.....	23
SWIM MEETS.....	24
How swim meets work (entries, heat sheets, warm up, etc.).....	24
Meet sign-up process.....	25
Parent expectations at meets.....	27
Team gear/uniform requirements.....	29
Championship meet info.....	29
COMMUNICATION.....	31
Team communications.....	31
How to contact coaches (and when it's appropriate).....	31
Communication FAQs.....	32
Photography, social media & team website.....	32
Privacy statement.....	33
FINANCIAL INFO.....	34
Registration.....	34
Dues structure & payment schedule.....	34
Discounts & incentives.....	35
Meet fees & other costs.....	36
Membership requirements.....	37
Refund & withdrawal policy.....	38
Fundraising info.....	39

PARENT RESPONSIBILITIES.....	41
Volunteering (timers, officials, etc.).....	41
Code of conduct for parents.....	42
Supporting your swimmer (cheering vs coaching).....	43
SWIMMER EXPECTATIONS.....	45
Code of conduct for swimmers.....	45
Locker room behavior.....	46
Academic & social expectations.....	46
Team travel policies.....	47
GRIEVANCE PROCEDURES.....	50
General philosophy.....	50
Types of concerns covered.....	50
Chain of communication/step by step process.....	51
Safe sport reporting.....	54
TEAM GEAR & APPAREL.....	56
Required gear by group.....	56
Team suits & caps.....	57
Apparel ordering info.....	59
HEALTH & SAFETY.....	60
Safe sport policies.....	60
Illness/injury protocol.....	60
Concussion policy.....	61
Emergency action plan.....	62
RESOURCES.....	64
Glossary of swim terms.....	64
Links & resources.....	65
How to become a certified official.....	66
Recommended reading or articles.....	67

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AtlantisAquaticsNH.com
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WELCOME & INTRODUCTION

Letter From the Head Coach

Dear Atlantis Families,

I'm absolutely thrilled to welcome you to the Atlantis Aquatics family!

Whether you're brand new to the sport or have been swimming for years, I want you to know that you're joining something truly special. Atlantis isn't just a swim team—it's a community built on passion, perseverance, and the belief that the journey matters just as much as the results. Coaching this team is more than just a job for me—it's my heart. I've spent a lifetime in and around the pool, and I can honestly say there's nothing more rewarding than watching young athletes grow into confident, driven, compassionate humans through this sport.

Our swimmers are supported not only by a dedicated and knowledgeable coaching staff, but also by a network of incredible parents and teammates who cheer for each other just as loudly as they strive for their own goals. Wins are celebrated, setbacks are learning opportunities, and every milestone—big or small—is a chance to grow.

This handbook is your go-to resource as you begin your Atlantis journey. Inside, you'll find important information about team policies, procedures, and expectations to help you and your swimmer feel confident and comfortable from day one. We encourage every family to read it thoroughly, bookmark it, and revisit it often. And of course, if you ever have questions or just want to connect, your group coach or I are always just a message away.

Thank you for choosing Atlantis Aquatics—we're honored to have you with us. Here's to an incredible season ahead full of hard work, growth, laughter, and unforgettable moments both in and out of the water.

With gratitude and excitement,
Rhi Jeffrey, OLY
Head Coach & Owner
Atlantis Aquatics

Mission & Vision

Mission: Atlantis Aquatics strives to provide a safe, supportive, competitive, and inclusive environment for all athletes to develop their potential and achieve their goals. We work to provide each athlete with the personalized attention necessary to achieve the highest level of success while also cultivating a team-centered environment. We see swimming as more than a sport; it provides athletes with lifelong skills including discipline, self-motivation, and a love of the water.

Vision: We envision a team where every swimmer takes ownership of their journey, guided by thoughtful coaching and a culture of personal responsibility. Our goal is to instill a lifelong love for swimming while empowering athletes to set bold goals, make intentional choices, and embrace both challenge and growth. We aim to inspire a lasting connection to the sport—whether as competitors, mentors, or lifelong lovers of the water.

Coaching Philosophy

Our coaching philosophy is rooted in the belief that technique is everything—especially at the age group level. We focus on building a strong technical foundation because we know it sets swimmers up for long-term success, not just short-term results. Great habits formed early open the door to confident, healthy, and sustainable growth in the sport.

We believe that swimming should be a lifelong pursuit—not just a phase. That's why we strive to create an environment where hard work and fun go hand in hand. When swimmers enjoy the process and take pride in their progress, they stay engaged longer and gain more from the journey.

Our goal goes far beyond fast times. One day, their competitive careers will come to an end—but who they've become in the process will carry forward. We coach to build strong humans: disciplined, resilient, kind, and self-motivated individuals who take the lessons they've learned in the water and apply them to every part of their lives.

Team History & Background

Atlantis Aquatics was officially founded in 2019 by Head Coach Rhi Jeffrey, but the roots of our program stretch back to 2010. Since then, we've evolved into a team known not just for producing strong athletes, but for building a close-knit, values-driven community. Atlantis was born from the desire to create a better, safer, and more connected space for swimmers to grow—not only in the pool, but as people.

The name "Atlantis" was chosen as a tribute to Rhi's Florida upbringing and her lifelong love of mythical stories and creatures. The legendary lost city of Atlantis felt like the perfect symbol—something strong, mysterious, water-bound, and timeless. The goal was to create a team identity that felt just as powerful and enduring: something with roots, heart, and a story worth telling.

From our early days, we've taken pride in growing at our own pace. We celebrated our first Sectional qualifiers and New England Senior Championship relay in 2020, and in recent years, we've hit new milestones—including our youngest ever Sectionals qualifier and our first Age Group Championship relay since 2019. But even more important than the wins are the relationships: between swimmers, coaches, and families.

Atlantis isn't a factory—it's a family. We keep our roster intentionally small so every swimmer is known by name, not just by lane or time. We believe in team dinners, silly relays, fly merch, and bonding outside of practice just as much as great technique and race strategy. Because with your face in the water most of the day, we know that real friendships start when the goggles come off.

Above all, Atlantis Aquatics is built on respect, kindness, and connection. We'd rather coach a team full of good-hearted kids who support one another than a roster of Olympians who can't stand each other. This program is an extension of who we are—and we're proud to create a space where every swimmer can feel safe, seen, and celebrated.

TEAM STRUCTURE

Coaching Staff Bios

At Atlantis Aquatics, our coaching staff is the heart of our program. Each coach brings their own unique background, passion, and experience to the pool deck—but we all share a common commitment: to help every swimmer become the best version of themselves, in and out of the water. Our coaches believe in the power of connection, communication, and consistent, high-quality instruction. Whether your child is just getting started or striving for championship-level competition, our team is here to guide, support, and celebrate every step of the journey.

Get to know the people who make Atlantis Aquatics the family it is—we're so proud to have them on deck.

Rhi Jeffrey, head coach and owner

Coach Rhi brings nearly 20 years of coaching experience to Atlantis Aquatics, including over a decade as a head coach. A lifelong swimmer and Olympian, Rhi's passion for the sport began at age four and has grown into a full career of both elite-level competition and athlete mentorship.

Rhi is a 2004 Olympic Gold Medalist in the 4x200 Freestyle Relay and a 5-time U.S. Olympic Trials qualifier (2000, 2004, 2008, 2012, 2016). She was also a 2-time World Champion in 2003, an American record holder, a 6-time NCAA finalist, and a 2-time NCAA All-American. As a high school swimmer in Florida, Rhi made history as an 8-time individual state champion—the most decorated swimmer in Florida high school history—and set national and state records along the way.

Her coaching journey began in 2006, where she discovered a new kind of fulfillment: helping young swimmers believe in themselves and unlock their full potential. Since then, she's coached in California, Florida, New England, and internationally in New Zealand. In 2016, Rhi took over a small New Hampshire swim team and transformed it into Atlantis Aquatics—now a thriving, competitive program rooted in character, connection, and technical excellence. Rhi has also been the head swimming and diving coach at St. Thomas Aquinas High School since 2021.

In addition to her coaching with Atlantis, Rhi is deeply involved in the broader swimming community. She currently serves as the Admin Vice Chair and Calendar Chair on the New England Swimming Board of Directors and sits on multiple committees including Finance, Coaches, Age Group, and Technical. She's a current USA Swimming National Age Group Development Committee member, a voting member of the Rochester Recreation & Arena Commission, and founder of the nonprofit Go for the Gold Inc.

E-mail: atlacoachrhi@gmail.com

Cell: (781) 472-9823

Kirsty Nichols, associate head coach

Kirsty started teaching swim lessons at the YMCA in 2011. Through her years of teaching she has worked with babies as young as 9 months through senior adults. Holding several certifications to teach and coach swim. Kirsty has taught all varieties of swimming. From getting comfortable with being in and around the water to competitive swimming with high school age athletes.

Kirsty started coaching swim team in the fall of 2014 with the team even before it became Atlantis Aquatics . Both of her children joined the swim team Shortly after. Although never a competitive swimmer herself, Kirsty has a passion for the sport. She truly believes it is one of the greatest sports that can last a lifetime. From safety around water, to the discipline this sport takes, to the fact that it can be enjoyed though old age. It truly is like no other. One of her favorite things is when a lesson or technique all of a sudden clicks with a swimmer and the swimmers confidence shines through.

Kirsty is highly competitive and loves watching the kids she's coaches race and compete. Kirsty's 2 kids and husband are all proudly part of the ATLA swim family. Outside of the pool Kirsty spends her days working as a veterinary technician. In her time off she loves to travel, play games and spend time with her family and animals.

E-mail: kirstynichols4@gmail.com
Cell: (207) 451-7838

DJ Poulin, head age group coach, dryland coach, and owner

DJ has spent most of his life around pools. He swam competitively in high school and college and was the Berkshire league champion in the 100 freestyle in Connecticut high school swimming as a junior. DJ has been a personal trainer and fitness buff for over ten years, and has also been a lifeguard or pool operator since he was 15 years old. When DJ met Rhi, she was still training for the 2016 Olympic Games. He was her dryland coach for a year in 2015 during her comeback bid and helped bring her back up to the top 10 at the national level. DJ brings a perfect blend of swimming and dryland knowledge, making him a unique dryland coach. He is currently the Director of Operations at Water Country in his day job.

E-mail: atlantisaquaticsdjp@gmail.com
Cell: (860) 921-7975

Alexandra Nichols, age group coach

Alexandra has been competitively swimming since she was 8 years old. Her favorite strokes are backstroke and butterfly depending on the day or time in the season. Alexandra has been a member of Atlantis Aquatics since Rhi and DJ started the team and was previously on CSC. Alexandra enjoys sharing her love of swimming with her younger teammates and new swimmers alike. She officially became a member of the coaching staff in 2022 after doing all the required training and skills she's learned in her years of swim training. She looks forward to a great swim season this year.

E-mail: aenichols05@gmail.com

Bill Nichols, dryland coach and Safe Sport liaison

Bill has been involved with the ATLA swim program since it started. Both of his kids are currently age group swimmers on the team. Bill has fallen in love with the sport over the years, and really enjoys watching the races and helping out when he is able. He has been a strokes and turns official with New England swimming since 2022. Bill was a three sport athlete in high school and played Rugby in college so has always had passion for strength and conditioning. He has spent countless hours in the gym and learning strength building techniques. He believes that the best version of an athlete is the strongest version of themselves. In 2024 he started as a drylands coach and loves seeing the kids get stronger and faster as they train.

E-mail: williamnichols24@gmail.com

Cell: (207) 272-3234

Description and Criteria of Practice Groups

Atlantis Aquatics is separated into **six** practice groups. Placement into groups is by recommendation of the coach during a try-out before the start of the swimmers' first season with the team. Each group is designed to benefit swimmers who are grouped together by a multitude of factors, including (but not limited to) ability, age, and speed. The frequency, duration, and training intensity of practices define each group. The levels are as follows:

Senior Training Groups

These training groups have a higher attendance requirement, longer practice times, meet requirements, and usually consist swimmers 12 years of age and older who have chosen swimming as their main sport.

POSEIDON

Overview: This is our highest level group so the requirements for it are the most rigorous. Swimmers in the Poseidon group have chosen swimming to be the primary sport of their focus and, as such, will participate year round. Swimmers in the Poseidon group are expected to attend workout every day (six days a week) and communicate with the coach about absences. Meets and dryland are also requirements of the Poseidon group.

At the core of the program is a cyclical annual training plan crafted to peak the swimmers two to three times per year in accordance with an elite meet schedule. 400 IM and 400-1650 freestyle events become benchmark for training and testing. All energy systems are emphasized, including lactate tolerance training. There is a daily focus on stroke refinement, starts, turns, and transitions. The program focus is on all four strokes and high level technical skill refinement. Instruction will be given on starts, turns, transitions and finishes with attention to detail on all elements, including reaction time, flight, entry, and underwater work. The importance of underwater work is emphasized to match the demands of short course racing. The program is closely aligned to match the needs of High School season and national level rigors.

Dryland: Dryland is VERY important for our swimmers. Each swimmer in this group will be required to attend dryland sessions associated with their swim practice schedule.

Attendance: We require attending five to six times a week, and at least 85% attendance or better every month.

Swim Meets: Poseidon swimmers are expected to participate in most or all of the scheduled USA-sanctioned swim meets. A meet participation schedule is carefully developed between swimmers, parents and coaches to serve the ultimate goal in peaking at the proper times in the season.

TRITON

Overview: This group is structured to prepare swimmers for the rigors of the Poseidon group. Swimmers in the Triton group have chosen swimming as one of their primary sports of focus and, whenever possible, participate year round. The Triton group is expected to attend workout five to six days a week and communicate with the coach about absences. Meet attendance and dryland is a requirement in the Triton group.

The program focus of the Triton group is on swimming biomechanics with close attention to detail in stroke refinement and racing techniques. The backbone of the structure is Individual Medley (IM) training. We believe the age group swimming focus should be to develop all-around swimmers and IM training addresses that effectively. Swimmers are assessed individually and attention goes into building

around the strengths while, at the same time, diligently working on improving swimmers' weaknesses.

Dryland: Dryland is VERY important for our swimmers. Each swimmer in this group will be required to attend dryland sessions associated with their swim practice schedule.

Attendance: We encourage attending five to six times a week, and at least 85% attendance or better every month.

Swim Meets: Triton swimmers are expected to participate in most or all of the scheduled USA-sanctioned swim meets. A meet participation schedule is carefully developed between swimmers, parents and coaches to serve the ultimate goal in peaking at the proper times in the season.

Pre-Senior Training Groups

These training groups are designed to prepare swimmers for the rigors of senior level swimming. Attendance requirements, dryland, and swim meets should all start becoming more of a primary focus for these swimmers. They usually consist of swimmers aged 10 to 13 who are refining skills.

HYDRA

Overview: Hydra is our transition group into pre-senior level swimming. Swimmers in Hydra have demonstrated that racing is becoming important to them and swimming is among their top sport choices. The Hydra group is encouraged to attend workout four to five days a week and have a parent communicate with their group coach about absences. Meet attendance and dryland are highly emphasized in the Hydra group as they become a requirement once swimmers move to Triton.

This group program devotes great attention to all 4 strokes and Individual Medley (IM) refinement. Starts, turns, transitions and finishes receive significant attention in the pre-race and race seasons, including reaction time, flight, entry and underwater work.

Dryland: Swimmers in this group will be strongly encouraged to attend dryland sessions associated with their swim practice schedule.

Attendance: We encourage attending four or more times a week, and at least 75% attendance or better every month.

Swim Meets: Hydra swimmers are encouraged to participate in half of the USA-sanctioned swim meets. Participation at meets will be individually determined by the coaches, respecting each child's own readiness and motivation.

SIREN

Overview: Swimmers in Siren are required to know all four strokes legally. The Siren group is encouraged to attend workout three to four days a week and have a parent communicate with their group coach about absences. Meet attendance and dryland are highly emphasized as they become more important moving into Hydra.

The program focus of the Siren group builds on skill development, stroke construction, and refinement. Swimmers are introduced to interval sets, effort, and pace management. General education on learning how to train, manage hydration and nutrition levels before, during, and after practice begins at this level. Coaching staff directs swimmers in developing strong work ethics. Basic racing concepts are introduced with stroke rate/stroke count, effective air exchange techniques during starts and turns, as well as event-specific breathing patterns.

Dryland: Swimmers will be introduced to dryland sessions in this group. They will be strongly encouraged to attend those associated with their swim practice schedule.

Attendance: We encourage attending three or more times a week, and at least 75% attendance or better every month.

Swim Meets: Siren swimmers are encouraged to participate in half of the USA-sanctioned swim meets. Participation at meets will be individually determined by the coaches, respecting each child's own readiness and motivation.

Age Group Training Groups

These training groups have more lenient attendance/meet requirements, and practice times. They usually consist swimmers 12 years of age and younger who are still learning swimming fundamentals.

LEVIATHAN

Overview: Leviathan is one of our two entry levels in the age group program. Swimmers in this group are required to know legal freestyle and backstroke as well as have a loose understanding of butterfly and breaststroke. The Leviathan group is encouraged to attend workout two to three days a week and have a parent communicate with their group coach about absences. Meet attendance is encouraged but not required in the Leviathan group.

The program focus the group is stroke development and teaching all four competitive strokes, Individual Medley (IM), and starts and turns through positive reinforcement and immediate feedback. An important objective for this group is to develop a love for swimming through fun games and activities in the water. Swimmers are expected to continue developing self- discipline, respect for coaches and teammates, as well as age-appropriate social skills in a team environment.

Dryland: Dryland is not offered in this group.

Attendance: We encourage attending two to three times a week, and at least 60% attendance or better every month.

Swim Meets: Not required but encouraged.

KRAKEN

Overview: Kraken is one of our two entry levels to the age group program. Swimmers in this group are required to know legal freestyle and backstroke. The

Kraken group is encouraged to attend workout two days a week and have a parent communicate with their group coach about absences. Meet attendance is as approved by a coach in the Kraken group.

The program focus the group is stroke development and teaching all four competitive strokes, Individual Medley (IM), and starts and turns through positive reinforcement and immediate feedback. An important objective for this group is to develop a love for swimming through fun games and activities in the water. Swimmers are expected to continue developing self- discipline, respect for coaches and teammates, as well as age-appropriate social skills in a team environment.

Dryland: Dryland is not offered in this group.

Attendance: We encourage attending two times a week, and at least 60% attendance or better every month.

Swim Meets: Only when approved by a coach.

Group Advancement Policy

MOVING BETWEEN ABILITY LEVELS

At Atlantis Aquatics, our training groups are designed to meet swimmers where they are and challenge them as they grow. Movement between groups is not based on a single test or evaluation, but rather on a holistic review by the coaching staff. Swimmers are considered for advancement based on a combination of factors, including but not limited to:

- **Age and developmental readiness**
- **Consistency and attendance history**
- **Emotional maturity and ability to handle higher expectations**
- **Demonstrated commitment to the sport**
- **Injury risk and physical resilience**
- **Coach-ability, focus, and teamwork**
- **Mindfulness and attention to technique during practice**

With each group move, swimmers are expected to take on more responsibility and make swimming a bigger priority in their lives. By the time an athlete is ready for the Senior groups, they should be attending year-round and maintaining a high attendance rate (typically 85% or better), while showing strong dedication both in and out of the pool. Group moves are discussed and initiated by the coaching staff at specific intervals during the year. Families and swimmers will be informed if a move is being considered, but final placement decisions rest with the coaching staff and are always made with the swimmer's long-term development in mind. Our goal is to place each athlete in the environment where they can be both challenged and successful—physically, emotionally, and mentally.

SWIMMERS IN BRIDGE GROUPS

Some swimmers may find themselves in a transitional phase—demonstrating progress that places them between two practice groups. In these cases, the coaching staff may recommend a “bridge” approach to support continued development.

Bridging into the next group can include:

- **Attending select practices with the higher group**
- **Participating in added workouts or dryland sessions**
- **Following a hybrid schedule that gradually builds readiness**

Each bridge plan is tailored to the individual swimmer and created in close collaboration between coach and athlete. Swimmers will continue to be billed at the lower group rate until they are fully transitioned and officially placed in the next group. This approach allows swimmers to rise to new challenges while ensuring they are physically, mentally, and emotionally ready for the demands of the next level.

SEASON OVERVIEW

Annual Calendar

Atlantis Aquatics is a year round swim team with two vacation times annually. Swim meets will change each year, but the timing of championships and other events will stay relatively the same.

SCY SEASON **September to March**

Season Start

Tuesday directly following after Labor Day or Monday one week after Labor Day. Start time is dependent on indoor pool shutdown and reopen dates.

Season End

Sunday after the final TSSA Championship meet, usually the third weekend in March.

Holidays (NO PRACTICE)

Indigenous People's Day (Oct)

Veteran's Day (Nov)

Wednesday, Thursday, and Friday of Thanksgiving (Nov)

Christmas Eve (Dec)

Christmas Day (Dec)

New Years Eve (Dec)

New Years Day (Jan)

MLK Day (Jan)

President's Day (Feb)

School Vacations

We still have practice during school vacation if it is during our season (outside of annual breaks). There are no refunds offered if you are not at practice during school vacation.

ATLA SPRING BREAK IS THREE WEEKS LONG FROM MID-MARCH TO EARLY/MID APRIL

LCM SEASON
April to August

Season Start

Mid-April

Season End

Sunday after the final Moose Championship meet, the last weekend of July or the first weekend of August.

Holidays (NO PRACTICE)

Memorial Day (May)

Juneteenth (June)

Independence Day (July)

School Vacations

We still have practice during school vacation if it is during our season (outside of annual breaks). There are no refunds offered if you are not at practice during school vacation.

**ATLA SUMMER BREAK IS FIVE WEEKS LONG FROM EARLY AUGUST
TO MID-SEPTEMBER**

Meet Schedule & Participation Expectations

Swim meets will often change weekends from year to year but there are some key points in the season that do not change that should be noted.

Meet Schedule

Swim meets for the **SCY** season often begin sometime in mid-October or beginning of November. Our **SCY** season culminates in the TSSA (Tri-State Swim Association) Championships held at UNH in the third weekend of March.

Swim meets for the **LCM** season often begin in early or mid-May. Our **LCM** season culminated in the Moose Invitational held at Jenny Thompson Pool in the final weekend of July or first weekend of August.

Participation in Swim Meets

Swim meets are more than just competition—they're a celebration of progress, team spirit, and personal achievement. They offer swimmers the chance to challenge themselves, bond with teammates, and experience the thrill of racing in a true competitive environment—something that simply can't be replicated in practice.

While meet participation is not required for our Age Group swimmers, we strongly encourage it. For swimmers in Pre-Senior and Senior groups, meet participation is a required part of the training program. As athletes progress through the team, meets become essential to their development—not only for tracking times and technique but for building confidence and learning to race under pressure.

We've also found that swimmers who attend meets—especially those like TSSA Championships in the short course season and Moose Meet in the long course season—often fall more in love with the sport and stick with it longer. These meets are team favorites, full of high energy, great swims, and unforgettable memories.

At Atlantis, we view swim meets as an extension of practice, especially in our older groups. Racing is a skill, and like any skill, it requires repetition, strategy, and experience to develop. Meet attendance supports this progression and helps swimmers reach their full potential—while having a blast along the way.

Key Events (Banquets, Trips, etc.)

At Atlantis, we believe the magic of swim team extends far beyond the lanes. Our calendar is filled with events that bring swimmers, families, and coaches together to celebrate milestones, build friendships, and have a ton of fun along the way. From high-energy meets like **TSSA Champs**, to unforgettable team bonding events, holiday traditions, themed practices, and community service projects — these moments are the heartbeat of our culture. We encourage all families to take part whenever possible. Whether you're cheering from the sidelines, carpooling to an event, or just showing up with team spirit, your involvement helps create the supportive, close-knit environment we're known for. Check out our list of key events and mark your calendars—we can't wait to make more memories with you!

- **ATLA Buddy Week (Sept)**
- **Fall Festival (End of Oct)**
- **Thanksgiving Food Drive Contest (Nov)**
- **Winter Festival & Wreath Decorating (Dec)**
- **Swim-a-thon (Jan)**
- **Team SCY Banquet (Mar/Apr)**
- **Spring Festival (May)**
- **Summer Festival (July)**
- **Team Travel Trip (TBD Annually)**
- **ATLA Hosted Swim Meet (TBD Annually)**

PRACTICE & ATTENDANCE POLICIES

Practice Schedule

Our practice schedule can change from year to year. The best place to find an up to date practice schedule is on our website (AtlantisAquaticsNH.com) under our “**SCHEDULE**” tab. Atlantis has traditionally practiced after 6 PM, however in the summer months we move outside and will usually start practice in mid-afternoon a few times a week.

Attendance Expectations

Consistent practice attendance is one of the most important factors in a swimmer’s growth and success—both in and out of the pool. At Atlantis, we understand that our athletes are students, teammates, siblings, and community members, and we work to support a healthy balance. That said, commitment and consistency are key to progress, and we ask that families treat swim practice with the same level of respect as any other organized activity.

General Expectations:

- Swimmers are expected to attend all scheduled practices for their training group unless they are sick, injured, or have a school-related conflict.
- Swimmers should arrive on time, prepared, and ready to engage mindfully in every practice.
- Consistency is especially important when preparing for meets, advancing between groups, or building toward long-term goals.

Group-Specific Guidelines:

- *Age Group:* Flexible attendance. We strongly suggest attending at least 2-3 times per week or 75% per month to build basic skills and a sense of team rhythm.
- *Pre-Senior Group:* Swimmers should attend a majority of practices offered. Attendance is tracked and considered when evaluating progress and readiness for group advancement.
- *Senior Group:* High-commitment levels. Swimmers are expected to maintain 85% or better attendance to ensure steady progress, avoid injury, and stay on track with group peers.

Communication Expectations:

For swimmers in younger groups, we ask parents to communicate any planned absences or delays via email or message. As swimmers grow into their Pre-Senior and Senior years, we expect them to take ownership of their commitment. Teenagers are encouraged to be responsible for communicating with coaches directly when

they'll miss practice or need modifications. Clear and respectful communication is a core part of being a mature athlete and a member of our team culture.

Consequences of Inconsistent Attendance:

We **do not punish** swimmers for missing practice—but the simple truth is that inconsistent attendance will slow progress. Swimmers who don't attend regularly may fall behind peers in skill development, conditioning, and meet preparedness. *Group advancement is not based on age alone.* While we understand the desire to stay with friends, swimmers must demonstrate readiness through consistent attendance, technical improvement, maturity, and a visible commitment to the sport.

If a Swimmer Falls Behind:

If a swimmer falls behind due to injury or illness, we work closely with the swimmer and their family to create a personalized, thoughtful plan for returning to the water. Our priority is to support their recovery and long-term success in a way that's sustainable and empowering. If a swimmer falls behind due to conflicting sports or school commitments, we expect them to manage their time responsibly. Being involved in multiple activities is totally valid—but we place the responsibility on the swimmer to prioritize what they care about. We may not offer the same level of individualized support if the inconsistency stems from poor time management or an unclear commitment to swimming.

High School Swimming

At Atlantis Aquatics, we fully support our athletes participating in high school swimming and love seeing them represent their schools with pride. However, due to the size and structure of our team, we do not offer a "high school season pause" or reduced membership option during the winter season.

Swimmers are expected to remain active members of Atlantis Aquatics throughout the high school swim season. While we understand that balancing two teams can be a challenge, continued participation in Atlantis ensures technical consistency, long-term development, and connection to our training goals.

We do require that swimmers **fulfill their high school team's attendance requirements**, and we are happy to work with athletes to avoid burnout. If a swimmer prefers not to double up on practices in a single day, we support taking breaks from Atlantis practices on those days. However, we **do not** recommend full days off from training during this period, and a consistent presence at Atlantis is expected.

Maintaining involvement in both programs not only supports the athlete's overall progress but also strengthens their readiness to re-enter full Atlantis training after the high school season concludes. As always, communication with coaches is key, and we're here to support swimmers in managing their schedules responsibly.

FAQ: High School Season & Atlantis

What if my swimmer is overwhelmed trying to balance both teams?

We totally understand that juggling high school and club commitments can feel like a lot. We're always happy to adjust weekly training plans when needed—just reach out. Our coaches are here to help your swimmer manage their schedule while still making meaningful progress.

Can my swimmer take full days off from training during high school season?

We strongly recommend that swimmers avoid full days off, especially multiple days per week. However, if they've already attended a high school practice that day, they're not required to double up. The key is consistency—we want to keep their progress moving forward without burning them out.

Why doesn't Atlantis pause memberships during the high school season?

As a small, year-round program, we rely on consistent membership to operate sustainably. We also believe that ongoing technical coaching, accountability, and community are critical to a swimmer's long-term development—even during high school season.

Who should I contact with questions or scheduling concerns?

Please reach out directly to your swimmer's coach (or Coach Rhi) if you ever have concerns or need help navigating your swimmer's schedule. We're always happy to help you find a balance that works.

Required Practice Equipment

A list of required practice equipment can be found on our website (AtlantisAquaticsNH.com) under our “REQ. EQUIPMENT” tab. Swimmers who are newer to the team can borrow basic practice equipment from Atlantis and the Portsmouth Indoor Pool (kick boards, pull buoys, fins) but after the first few months with the team we expect swimmers to have all their own equipment. In addition, when we go outside in the summer, there is no access to extra gear.

Team store access (passwords, pricing, etc.) change each year. If you would like to find information on our team store, please visit our team website (listed above), hold your mouse over the “REQ. EQUIPMENT” tab and find the “TEAM STORE” option. If you have trouble getting all the equipment you need, please reach out to a coach as we may have extra donated equipment we can give to you.

Pool Locations & Facility Rules

Atlantis Aquatics' primary training facility is the **Portsmouth Indoor Pool (PIP)**. In summertime, we split our training between the PIP and the **Jenny Thompson Outdoor Pool**. Please see addresses below:

Portsmouth Indoor Pool - Year Round
48 Andrew Jarvis Drive
Portsmouth, NH 03801

Jenny Thompson Outdoor Pool - Memorial Day to Labor Day
150 Portland Avenue
Dover, NH 03820

FACILITY RULES

As guests of the **Portsmouth Indoor Pool (PIP)** and **Jenny Thompson Outdoor Pool**, it's important that all swimmers, coaches, and families follow the facility's rules and treat the space with respect. Our continued ability to use the facility depends on our partnership with their staff and our shared commitment to safety, cleanliness, and professionalism.

Pre-Practice Hygiene

- **All swimmers** must take a quick shower before entering the pool. This helps reduce harmful chemical reactions between body oils, products, and chlorine—and keeps the water clean and safe for everyone. Please remind your swimmers that even a quick rinse makes a difference!

Check-In Procedure (PIP Only)

- Swimmers must check in at the front desk using their membership tags upon arrival. This is a requirement from facility management and is closely monitored.
- **MEMBERSHIPS ARE REQUIRED AT ALL TIMES!**

Arrival & Supervision

- Swimmers may arrive **no more than 15 minutes before** practice and should leave **within 15 minutes after** it ends.
- Swimmers may not enter the pool without a coach present. This is both a safety and insurance requirement. If swimmers are on-site early due to sibling schedules, they may wait quietly in the designated areas, but must stay out of the water until practice begins.

Respect & Conduct

- Atlantis swimmers and families are expected to treat all staff, lifeguards, coaches, other teams, and members with courtesy and respect at all times.
- Lifeguards are the final authority on deck. Please follow their directions without debate. If concerns arise, contact the pool supervisor after the fact.
- **Parents are not permitted on the pool deck during practice per USA Swimming insurance policy.**

Basic Etiquette

- Swimmers should be ready to start on time and exit the pool promptly at the end of practice.
- Keep noise levels reasonable to ensure everyone can hear their coach.
- Coaches and families are expected to maintain a positive, professional atmosphere —no negative comments about other programs.
- Only pool staff may access the front desk or back rooms—please ask if you need assistance.

Cleanliness Standards

- No food or drinks allowed on deck or in locker rooms—water, Gatorade, or sports drinks only, and in plastic containers per NH state law.
- **(PIP ONLY)** Street shoes are not allowed on deck—coaches and swimmers should wear clean deck shoes.
- Please pick up after yourselves and use trash barrels. Notify the desk if supplies are low.

Locker Room Guidelines

- **(PIP ONLY)** All bags must be stored in lockers or brought to the bleachers—do not place items on top of lockers.
- Changing stalls are for quick changes only—do not leave belongings inside.
- Toilet stalls are for bathroom use only.
- Be gentle with shower curtains and locker room fixtures—treat the space with care.

Photography & Video Policy

Atlantis Aquatics takes athlete safety and privacy seriously. In accordance with USA Swimming's Safe Sport policies and MAAPP, we follow strict guidelines for all photography, video recording, and media use involving swimmers.

Parent Photography/Videography

- **Filming or photographing swimmers at practice, on deck, or in the locker room areas is not permitted** unless explicitly approved by a coach in advance.
- Meet photography is governed by facility and meet host policies—parents should follow posted rules and announcements at all venues.

Practice Changes & Cancelations

Sometimes ATLA has to change or cancel practices. Reasons for practice changes or cancelations can be (but are not limited to) swim meets, bad weather (thunderstorms), coaching staff is sick, pool is closed due to a fecal incident, etc.

Practice changes or cancellations that are known ahead of time are included in our monthly newsletter and also in our weekly news blast emails (please see our **COMMUNICATION** section for more details). Practice changes or cancelations that occur last minute are sent out via email, text, and SportsEngine app messaging. Please ensure you have access to the SportsEngine app so you do not miss anything!

Practice cancellations are not refundable by the team! There are a certain number of cancelations that Atlantis already accounts for and is built into the pricing of the team. If one week or more of practice is canceled unexpectedly over the number allotted by our pricing structure, we will refund accordingly.

SWIM MEETS

How Swim Meets Work

Swim meets are a key part of your swimmer's experience—and a chance to see their progress in action. If you're new to meets, don't worry! Here's a step-by-step breakdown of what to expect:

1. Signing Up

Swim meets are posted on our team communication platform and/or website with a deadline for registration. Parents are responsible for declaring their swimmer's availability by the posted deadline—**some meet entries are due up to 6 weeks in advance**, so please reply as early as possible. There will be a note section in each meet sign up where you can let the coaching staff know of conflicts with meet days (i.e. if you can only attend Saturday of a weekend meet or if you have to leave mid-session for another activity or event). Once availability is submitted, coaches select events that fit each swimmer's goals and development.

2. Meet Preparation

Final details (warm-up times, location, session info, etc.) are usually released **the week of the meet, often 2-3 days before the first session**. We'll email everything to families as soon as we receive it—typically by Wednesday for a weekend meet. Swimmers should arrive in team gear, ready to warm up on time, and bring everything they'll need for a long day (see below section). Coaches will walk them through the day and help keep things running smoothly.

3. Meet Structure

Meets are typically divided into sessions based on age group and/or gender. Each swimmer's events are listed in a **heat sheet** that tells you the event number, heat, and lane. You don't have to memorize it—coaches help guide swimmers to the blocks and explain the process, especially for younger athletes. Swimmers may compete in individual and relay events, and are expected to stay with their group on deck unless otherwise instructed.

4. The Racing Experience

Swimmers should check in with their coach before and after every race. We encourage good sportsmanship, team cheering, and a positive attitude. Results are shared after each event and typically posted online later that day or the next. The best place to get results is the mobile app called **Meet Mobile**. There is a yearly fee associated with the app but if you are racing a lot it is well worth it. Best times can also be found through your TeamUnify portal.

5. After the Meet

Coaches will review each swimmer's performance and times, and use those results to help guide future training and meet strategy. Swim meets are just one piece of the bigger picture—and whether it's a best time or a learning experience, there's value in every race.



What to Pack for a Meet

- Team suit, cap, and goggles (+ backup pair!)
- Team t-shirt and warm layers
- 1–2 towels (more for multi-session meets)
- Refillable water bottle
- Healthy snacks (fruits, granola bars, sandwiches, etc.)
- Activities for downtime (books, cards, coloring, etc.)
- A great attitude and team spirit!



First-Time Parent Tips

- Arrive early—parking fills up fast.
- Write your swimmer's events/heat/lane on their arm with a Sharpie if helpful!
- It's okay if you're confused—just ask a coach or another swim parent.
- Be patient—meets can run behind or ahead of schedule.
- Cheering is encouraged—but no parents are allowed on pool deck!



Heat Sheet vs Psych Sheet

- **Heat Sheet** = the real schedule. It shows who's swimming in which event, heat, and lane.
- **Psych Sheet** = a preview. Lists all swimmers and their entry times before heat/ lane assignments are made.

Meet Sign Up Process

Swim meet sign-ups are handled through our team communication platform and/or website. We aim to make the process as smooth and transparent as possible, but it does require timely action from families to ensure swimmers are properly entered. Step-by-Step:

1. Meet Announcement

We'll post upcoming meets with all the available details—location, dates, eligible groups, and deadlines—once we receive them from the host team. Some meets are open to all, while others have qualifying times or group-specific participation. These will all be listed under our "EVENTS" section of the website. Further details can be found at the New England Swimming website (NESwim.com).

2. Declare Attendance

Parents must log in to the team platform and declare their swimmer's availability for each meet. Even if your swimmer cannot attend, we still ask that you mark them as unavailable. This helps with planning and avoids confusion. There will be a note section in each meet sign up where you can let the coaching staff know of conflicts with meet days (i.e. if you can only attend Saturday of a weekend meet or if you have to leave mid-session for another activity or event).

 **Important:** Meet entry deadlines are often 4–6 weeks before the actual meet date. Entries must be submitted early to reserve space, so please respond as soon as possible—even if final details haven't been released yet.

3. Coach Event Selection

Once availability is submitted, coaches will select the appropriate events for each swimmer based on age, ability, training progress, and meet goals. You can check which events were selected for your swimmer in the same section you signed up. We do not allow parents to select events.

4. Championship Meets

For championship-level meets (such as TSSA Champs, Age Groups, Seniors, Sectionals), entries are always handled by the coaching staff. Coach Rhi will send an email to qualifying swimmers approximately 2 weeks before the meet, confirming who has made the cut and asking families to confirm participation. These meets have strict entry rules and do not allow late additions, so please reply promptly.

5. Meet Fees & Costs

Each meet has associated costs, which may include entry fees, facility surcharges, and team fees. Once entries are submitted, fees are non-refundable, even if your swimmer cannot attend. For a detailed breakdown of how meet costs are handled and billed, please refer to the "FINANCIAL INFO" section of this handbook.

6. Final Details Sent

Final information—warm-up times, session breakdowns, what to bring, etc.—will be sent out the week of the meet, typically **2–3 days before** it starts. We'll send this as soon as we receive it from the host team.

Late Entries & Special Circumstances

We understand that things come up, and occasionally a meet sign-up might slip through the cracks. When possible, we'll do our best to accommodate late entries—but please be aware that many meets have firm deadlines that we cannot override. Some meets allow late entries, and if space is available, we may be able to submit your swimmer after the deadline. These entries may include additional fees and are subject to approval by the host team.

- **Meets held in Massachusetts and Rhode Island typically do not accept late entries.**
- **Championship-level meets (e.g., TSSA Champs, Age Groups, Seniors, Sectionals) do not allow late entries under any circumstances. Once entries are submitted, they are final.**

If you miss a deadline and still wish to attend, please reach out to Coach Rhi as soon as possible. We'll always let you know what's possible based on the specific meet's policies. To avoid missing out, we strongly recommend setting reminders and responding to meet sign-ups as early as possible—even before all the details are finalized.

Parent Expectations at Swim Meets

Swim meets are a vital part of the athlete experience—and parents play a huge role in making them successful! Your encouragement, flexibility, and positive energy help shape a fun, focused, and team-first environment. Here's what we ask of all Atlantis parents on meet days:

Be Supportive, Not Instructive

- Cheer loudly, love fiercely—but please don't coach from the stands.
- Trust the coaching staff to guide your swimmer on race strategy, technique, and how to approach each event.
- Please do not tell your swimmer to skip parts of a race they feel nervous about (like skipping a flip turn or stopping early in distance events). This undermines their confidence and sends the message that quitting is an option. We'll always support your swimmer if they're nervous—but we'll do it by helping them grow through the challenge, not around it.

Handling Tough Races with Encouragement

- Not every race will be a personal best—and that's okay. One of the most valuable things swimmers can learn is how to bounce back from disappointment with resilience and perspective.
- As a parent, the best thing you can say after a rough race is something simple like:
 - "I love watching you swim."*
 - "I'm proud of how hard you tried."*
 - "You handled that like a champ."*
- Avoid focusing on times, mistakes, or comparing your swimmer to others. That's our job as coaches—and we'll do it constructively, when they're ready to hear it. What they need from you is unconditional support, calm reassurance, and the reminder that one race doesn't define them.

Be On Time

- Ensure your swimmer arrives on time for warm-up, with all their gear ready. Meet days can be hectic, and punctuality helps your swimmer feel confident and prepared.
- In addition, *scratch sheets for the day are usually due before the start of the meet.* If you are late and a coach does not know where you are, there is a chance you can be removed from that day of the meet.

Encourage Independence

- Let your swimmer check in with their coach before and after races.
- We know it's tempting to step in, but we want to help swimmers build independence, responsibility, and self-advocacy. That starts by letting them own their meet-day experience.

Respect Boundaries

- **Parents are not allowed on the pool deck** unless serving in an official volunteer role.
- Please avoid entering team areas or attempting to speak with swimmers during warm-ups or races.

Promote Team Spirit

- Cheer for all Atlantis swimmers—not just your own.
- Celebrate effort over outcome and encourage great sportsmanship, especially in tough races.

Help Keep Things Clean

- Please pick up after yourselves in team areas and seating spaces.
- Label all belongings—Atlantis gear is awesome, but lots of kids have it!

Be Available for Volunteer Roles

- Meets often require parent timers, officials, or session check-ins. We may reach out asking for help—your support makes meets run smoothly and creates a great experience for every swimmer.
- We release an incentivized list of parent volunteer jobs each year. Not only does volunteering help the team run smoothly, but we also offer a kickback as a thank-you for your time and support.

Team Gear/Uniform Requirements

Representing Atlantis Aquatics at meets is a point of pride—and our uniform helps build team identity, promote unity, and keep swimmers focused and prepared. Here's what your swimmer should wear (and bring!) to all competitions:

Required Meet Uniform

- Atlantis team suit or plain black/navy swim suit.
- Atlantis team cap (provided by the team)
- Atlantis t-shirt—we will let swimmers know which color to wear each day if applicable

Swimmers must wear official team gear during all individual and relay events. Caps and suits from other teams or unrelated brands (including high school, college, or novelty caps) should not be worn at meets when representing Atlantis.

Tech Suits

Tech suits may only be worn:

- At designated meets (Championship-level or coach-approved)
- With coach approval only—please do not purchase or wear a tech suit without first speaking to your swimmer's coach.

We want to ensure tech suits are used at the right time for the right reasons—when swimmers are ready to truly benefit from the investment.

What to Bring

In addition to their uniform, swimmers should bring:

- At least two pairs of goggles (in case one breaks or leaks)
- At least two towels
- A filled water bottle
- Extra warm layers (sweatshirt, pants, socks/slides)
- Healthy snacks
- A positive attitude and team spirit!

Championship Meet Information

Championship meets are some of the most exciting and rewarding parts of the swim season! These meets mark the culmination of months of hard work and give swimmers the chance to compete at a higher level against the best in the region.

Atlantis Aquatics attends several championship-level meets throughout the year, including:

- **TSSA Championships (Short Course)**
- **Bronze Championships**

- **Silver Championships**
- **New England Cup**
- **Age Group Championships**
- **Senior Championships**
- **Sectionals**

How Championship Meets Work

These meets are **qualifying-only**—swimmers must meet specific time standards in order to participate. Each championship meet has its own set of requirements and eligibility criteria, which are usually posted by the LSC or host team. Coach Rhi will track all swimmers' progress throughout the season and send out an email approximately 2 weeks before each championship meet to notify families of qualifiers and confirm who will attend.

Team Expectations

Swimmers are expected to compete in all qualified events, including relays if selected. Championship meets typically require full team uniform, including designated Atlantis shirts and team caps for each session. Tech suits are permitted for most championship-level meets, but swimmers must receive coach approval prior to wearing one.

Relay Responsibility

Swimmers selected for relays are expected to honor their commitment to the team. If a swimmer scratches a session in which they are part of a relay, and we do not have a replacement, *that swimmer will be financially responsible for the full cost of the relay.* We strongly discourage scratches for any reason outside of illness or family emergency, especially at championship meets where relays are a vital part of our team scoring and culture.

Why It Matters

Championship meets are about more than fast swims. They're a celebration of progress, commitment, and team unity. Whether your swimmer qualifies for one event or many, we're proud to have them representing Atlantis—and we'll be there to support them every step of the way.

COMMUNICATION

Team Communications

Clear and timely communication helps everything run smoothly at Atlantis. We do our best to keep families informed and connected through consistent updates, friendly reminders, and open lines of contact between coaches, swimmers, and parents.

How We Communicate

- **Email:** Most official team information—including meet details, schedule updates, group notices, and important announcements—will be sent via email in a weekly news blast. Please make sure we have an up-to-date email address on file and check it regularly.
- **Team Platform/Website:** Practice calendars, meet sign-ups, billing info, newsletters, and group-specific updates will be available through our team portal. Bookmark it and visit often.
- **Text Alerts (Remind or similar):** Used for urgent updates (last-minute changes, weather cancellations, etc.). Make sure at least one parent is subscribed. This is done through the SportsEngine (TeamUnify) app!

Office Hours

We do our best to respond to communication in a timely manner, but please be mindful of boundaries. Coaches are often on-deck for multiple hours each day, and responses may be delayed during meets or training blocks. Unless it's urgent, we kindly ask that non-emergency messages be sent during reasonable daytime/evening hours.

How and When to Contact Coaches

If you have a question, concern, or need to connect with a coach, we're happy to help! We ask that you follow a few basic guidelines to ensure smooth communication:

- **Please do not approach coaches right before or after practice or during meets.** These are high-focus times when we're managing workouts, supervising swimmers, or juggling 14 mesh bags and a clipboard tower. Our full attention is on the kids—and that's where it should be!
- **Email is the best way to reach us.** Not only does it allow us to respond thoughtfully, but written communication helps Coach Rhi stay organized and remember the important details.
- As swimmers get older (especially Pre-Senior and Senior), we encourage them to begin taking responsibility for their own communication. It's a key part of growing as an athlete and person!

Communication FAQs

What should I do if my swimmer is going to miss practice?

Please send an email to your swimmer's group coach. For older swimmers, we encourage them to take the lead and email us themselves if they're able—great life skill! If your swimmer is sick, injured, or dealing with a family emergency, let us know so we can support them appropriately.

Can I ask the coach a quick question before or after practice?

We kindly ask that you avoid approaching coaches before or after practice, unless it's truly urgent. These are busy transition times, and we want to give everyone the attention they deserve. Send us an email, and we'll follow up when we're not managing the deck chaos!

My swimmer had a tough race or is feeling discouraged—should I reach out?

Absolutely. We care deeply about our athletes and want to know if they're struggling. Send a quick email to their coach, and we'll either check in personally or make a plan to reconnect with your swimmer at practice.

I'm confused about the schedule—who do I ask?

If you're ever unsure about practice times, meet sessions, or anything scheduling-related, email us! We'd much rather clarify things ahead of time than have a swimmer show up at the wrong time or miss an important session.

Photography, Social Media & Team Website

Atlantis Aquatics uses both social media and our team website to keep families informed, engaged, and connected—on deck and beyond.

Team Website

Our website is the central hub for:

- Practice calendars and schedule updates
- Meet information and sign-ups
- Billing and account management
- Team resources and documents

We recommend bookmarking the site and checking it regularly. If you ever need help navigating it, we're happy to assist.

Social Media

Follow us on social media for fun team content, updates, swimmer highlights, and behind-the-scenes moments at practices and meets. It's a great way to build community and celebrate our amazing athletes!

- [Atlantis Aquatics Facebook](#)
- [Atlantis Aquatics Instagram](#)

We love to share photos and videos—but always with care and respect. If you'd prefer that your swimmer not appear on social media, please let us know and we'll honor that request. Families are also welcome to send in photos or videos they'd like us to feature!

 **Please note:** Social media platforms are not a place for team business, including meet questions, schedule concerns, or coach communication. For anything team-related, email is always the best way to get in touch.

Team Use of Photos & Videos

Atlantis Aquatics may use photos and video of swimmers for promotional purposes, such as:

- Social media highlights
- Newsletter features
- Website images
- End-of-season videos or awards

Opt-Out Policy

- Families may choose to opt out of any photo/video use for their swimmer at the time of registration.
- This preference is recorded in our system and respected by all staff and media representatives.
- If your family's privacy needs change mid-season, please notify the head coach immediately so we can update your swimmer's status.

Privacy Statement

Atlantis Aquatics respects the privacy of its members. We do not share personal information with the general public. Email addresses are used only for team communication and newsletters, and our contact lists are never sold or given to outside organizations. Families may choose to opt out of our private online team directory, which may include basic contact information such as phone number or address.

FINANCIAL INFORMATION

Registration

All swimmers must complete registration at the start of each season, including both **Fall/Winter** and **Spring/Summer**—*every year*. This process is essential for maintaining accurate rosters, insurance coverage, billing setup, and USA Swimming compliance. Even if your swimmer has been on the team for years, registration is required at the start of each new season. You will receive an email or link to register online before the season begins. Please complete registration by the posted deadline to ensure your swimmer is added to the correct group and practice schedule.

 **Please note:** Swimmers will not be allowed in the water until registration for the current season is complete.

Dues Structure & Payment Schedule

Atlantis Aquatics is a year-round, competitive swim team, and our dues reflect the full scope of what it takes to support our programming—pool time, coaching, administrative costs, insurance, and more. We do our best to keep costs manageable while providing a high-quality experience for every swimmer.

Dues Overview

Dues are billed by season:

- Fall/Winter Season (typically Sept–March)
- Spring/Summer Season (typically April–July)

Each practice group has a set seasonal rate, based on group level, training frequency, and programming. You will receive an invoice or dues breakdown during registration.

Payment Schedule

- Dues may be **paid in full at the start of the season** or through **monthly installments** (billed on the 1st of each month).
- We offer a full-season discount for families who pay in full at the beginning of the Fall/Winter season, and we may offer a similar discount for Spring/Summer depending on outdoor pool pricing and availability.
- Payment plans must be selected at registration. If your family needs a custom payment arrangement, please reach out to discuss options.

Late Payments & Non-Payment

- Late payments will incur a late fee of \$25 after 30 days of non-payment.
- Swimmers with unpaid balances may be temporarily withheld from practices or meets until payment is received or a payment plan is in place.
- If you're experiencing financial hardship, we encourage you to communicate with us—we're always willing to have a respectful, private conversation.

Discounts & Incentives

We recognize the commitment families make to support their swimmers and offer the following programs to help offset costs:

Sibling Discount

Families with multiple swimmers receive a 20% discount for the second swimmer and a 15% discount for each additional swimmer.

Discounts are applied to the lowest-level swimmer(s) on the account.

Referral Bonus

Families who refer a new swimmer to Atlantis will receive a credit equal to **one month of dues for the new swimmer's practice group**—once that swimmer registers.

Example: If Jenny refers Alan, and Alan joins the Kraken group, Jenny will receive a credit equal to one month of Kraken dues on her account.

Fundraising Credit

We offer team fundraisers throughout the year, and families can earn credit toward dues by participating. Details on fundraising opportunities and credit structures will be sent out during the season.

Parent Volunteer Incentive Program

Each season, we release an incentivized volunteer opportunity list for parents. These roles help the team operate smoothly—and as a thank-you, we offer a dues credit or kickback for families who contribute their time and skills.

Details and sign-up information will be shared at the start of each season.

Meet Fees & Other Costs

While seasonal dues cover coaching, practice time, and general team operations, there are additional costs associated with swim meets and optional team activities. We do our best to keep these costs predictable and communicate them clearly in advance.

Meet Fees

Each time your swimmer is entered into a meet, the following fees typically apply:

- **Entry Fees** – Charged per event by host team (usually \$5–\$10 per event)
- **Participation Fees** – A flat fee set by the host team to help cover rental or staffing (usually \$25–\$35). Sometimes this fee will also include the cost of spectator fees at the meet.
- **Atlantis Team Fee** – A small admin fee (per swimmer per meet) to help cover coach travel, lodging, and deck time during meets (usually \$10–\$50 depending on length of meet and distance of travel).

These fees will appear on your account and are billed after entries are submitted. Please note that:

! Meet fees are non-refundable, even if your swimmer cannot attend, unless the host team cancels the meet or declines the entry.

Late Entry Fees

If a swimmer is entered into a meet after the registration deadline (when possible), late entry fees may apply. These are typically higher than standard fees and are not always accepted by host teams—especially for Massachusetts, Rhode Island, and championship meets, which do not allow late entries.

Relay Policy

If your swimmer is entered into a relay and chooses to scratch (withdraw) from that session and we are unable to find a replacement, your family will be billed for the entire cost of the relay. Relays are a team effort and require commitment from all participants.

Meet Fee Example

Here's a sample breakdown of what a typical **two-day swim meet** might cost for one swimmer:

- Entry Fees (6 events @ \$5 each) = \$30
- Participation Fee = \$35
- Atlantis Team Fee = \$15
- Estimated Total = \$80

Other Potential Costs

Team Apparel

- A team cap is included at the start of each season.
- Atlantis shirts, team suits, and gear are required for meets. Pricing varies and order info is provided during the season.

Travel & Championship Meets:

Some meets—such as championship-level or travel meets—may involve additional costs, including longer meet sessions, team gear requirements, and coach travel expenses. While we do not cover the cost of hotels, transportation, or meals, we'll always provide plenty of notice and a detailed overview so families can plan accordingly. These meets are optional unless your swimmer qualifies and commits to attending.

Optional Team Activities

We host various team-building events, social outings, and community service projects throughout the year. Most are low- or no-cost, but some optional events may require a small fee (ex: team dinners, apparel add-ons, etc.).

Membership Requirements

To participate with Atlantis Aquatics, swimmers must hold a few required memberships that support both the team and the facilities we use throughout the year. These memberships must be maintained for your swimmer to remain active.

Atlantis Team Membership

- All swimmers must be registered with Atlantis Aquatics at the start of each season (Fall/Winter and Spring/Summer). See the Registration section for full details.
- Your Atlantis registration covers coaching, team administration, insurance, and access to our team platform.

USA Swimming Membership

- All swimmers must hold a current USA Swimming membership. This is required for insurance, meet participation, and official times tracking.
- The membership typically costs around \$98 per year and must be renewed annually in the fall or upon first time registration with the team.
- If your swimmer is new to USA Swimming, you will receive an email with a personalized registration link and step-by-step instructions on how to set up their account through USA Swimming's online system.

- In future years, returning swimmer memberships are handled in bulk by Coach Rhi and paid during Atlantis team registration—no action is required from families after the first year unless otherwise noted.

! Your swimmer cannot enter the water until their USA Swimming membership is active.

Portsmouth Indoor Pool (PIP) Membership

All swimmers must also hold an active monthly membership with the Portsmouth Indoor Pool, our primary indoor training facility. This is separate from Atlantis dues and is required for access to the facility. To set up a PIP membership:

- Visit this website to set up an account with the city of Portsmouth
◆ <https://portsmouthnh.myrec.com/>
- Once you have an account set up through the portal, you need to add an indoor pool membership by going to the “MEMBERSHIPS” tab or clicking the LINK HERE.
- Memberships are billed directly through PIP, not through Atlantis.
- If you are a Portsmouth resident you will have to go into the pool in person with proof of address for the resident pricing.

! Your swimmer must scan in with their key card every practice!

Outdoor Pool Membership

We do not currently require a separate outdoor pool membership for summer training. Should this change in future seasons, families will be notified well in advance.

Refund & Withdrawal Policy

Atlantis Aquatics is a year-round program that depends on seasonal planning, facility reservations, and staffing commitments. Because of this, we have a clear policy in place regarding refunds and early withdrawal from the program.

Refund Policy

- **Registration fees and USA Swimming memberships are non-refundable.**
- **Seasonal dues are non-refundable after the first two weeks** of the season unless there are exceptional circumstances (e.g., serious injury or illness).
- If a swimmer withdraws within the **first 14 days** of the season, a **partial refund** may be issued for unused dues—minus a processing fee and any non-recoverable expenses already incurred (registration, apparel, meet entries, etc.).
- After the two-week mark, families are financially committed to the full season’s dues, even if the swimmer chooses to stop attending practices.

 **Please note:** Missed practices due to travel, other sports, or schedule conflicts **do not qualify for refunds or credits**. Your dues hold your swimmer's spot in their group and support team operations, regardless of attendance.

Withdrawal Process

If you need to withdraw your swimmer:

1. Notify Coach Rhi in **writing via email**.
2. Include the reason for withdrawal and the date of the swimmer's last planned practice.
3. We will confirm your request and review whether any refund applies.

 **Please note:** Verbal conversations or "taking a break" do not count as official withdrawals. Your account will remain active unless you complete the written process.

What If We Want to Return Mid-Season?

We love having swimmers come back—but please understand that returning mid-season is not always guaranteed. Group sizes, coaching plans, and available space may limit re-entry. If you're thinking about returning later in the season, reach out early so we can explore what's possible and determine whether a prorated plan is available.

! Coach-Initiated Removal

Role	Description	Incentive
Parent Liaison	Communicates with parents, coaches, and captains; coordinates carpooling	Full fundraising requirement waived
Special Event Coordinator	Leads planning for team events; works with coaches, liaisons, and captains	\$50 off fundraising goal per event
Meet Monitor	Supervises swimmer behavior and attendance in team area at meets	\$20 off fundraising goal per session
Swim Meet Official	(Training required) Judges stroke technique and rules on deck	\$50 off fundraising goal per session OR swimmer's meet fees waived
Timer (Swim Meet)	(No training required) Times races during meet sessions	\$30 off fundraising goal per session

In rare circumstances, a coach may ask a swimmer to leave the team. If this occurs:

- If the swimmer is asked to leave for **non-disciplinary reasons** (e.g., a group mismatch, readiness concerns, scheduling conflicts), a **full refund** of seasonal dues will be issued.

- If the swimmer is removed for a **behavioral or disciplinary reason**, including those related to a grievance outlined in our Grievance Procedures, **no refund will be issued**.

We take all team dismissals seriously and aim to handle them with fairness, transparency, and respect for everyone involved.

Fundraising Information

Fundraising helps keep Atlantis Aquatics running strong by supporting things like equipment upgrades, pool time, travel expenses, and team events. We ask all families to participate in our annual fundraiser to help build a stronger team experience for every swimmer.

Swim-A-Thon: Our Main Fundraiser

Each January, Atlantis hosts our annual Swim-A-Thon, and it's the one big fundraising push we ask of our families each year.

- Every swimmer participates during their regular practice time.
- The family fundraising requirement is \$200—this is **per family**, not per swimmer
- You can fulfill this goal through:
 - ◆ Family and friend donations
 - ◆ Volunteering for approved team jobs to earn credit toward your goal

Prizes & Contests

We make it fun! Each year we run a Swim-A-Thon contest with awesome prizes for top fundraisers in each group. It's a great way to motivate swimmers and bring the team together for a cause we all benefit from.

Flat Donations Work Best

We strongly recommend asking for flat donations. It's much easier to manage and avoids the stress of tracking down donors for post-event totals.

More Info Will Be Sent

We'll send out full details each season as the Swim-A-Thon approaches—including tracking forms, donation links, deadlines, and everything else you'll need to participate and succeed.

PARENT RESPONSIBILITIES

Volunteering (Timers, Officials, etc.)

Atlantis Aquatics relies on the support of our amazing parent community to help meets run smoothly, events come to life, and our swimmers stay connected and supported. We love our volunteers—and we also believe your time and energy deserve recognition.

Why Volunteering Matters

Running a competitive swim team takes more than just coaches and swimmers. Parent volunteers help make our meets safe, organized, and efficient—and our team culture vibrant and connected. Whether you're watching over the team area, timing on deck, or organizing a fun event, your help makes a huge impact.

Volunteer Requirement for Hosted Meets:

If your swimmer is attending a meet hosted by Atlantis, your family is required to volunteer for at least one session of that meet. These jobs are critical to running a successful meet and supporting our home team advantage.

Volunteer Incentive Program

We offer fundraising credits or fee reductions as a thank-you for your time and effort. Below are the current volunteer opportunities and their associated incentives:

Referral Program

Help us grow our swim family! If you refer a new swimmer and they join the team, you'll receive a credit equal to one month's dues for that swimmer's group—applied to your next monthly bill or used toward swim meet fees.

Example: If you refer a swimmer who joins the Kraken group (\$200/month), you'll receive a \$200 credit. If they join the Siren group, that's a \$300 credit.

How to Sign Up

Volunteer roles will be announced at the beginning of each season and through meet emails. We encourage all families to find at least one way to get involved—it's a great way to connect with the team and earn credit toward your fundraising commitment!

Code of Conduct for Parents

At Atlantis Aquatics, we believe that creating a positive, respectful, and supportive environment starts with the adults who surround our swimmers. This Parent Code of Conduct exists to establish consistent expectations and help us all work together in a way that benefits the team and every athlete on it.

As a parent/guardian of an Atlantis swimmer, I understand the important role I play in my child's development and team experience. I also recognize that the coaching staff needs the space and authority to do their jobs effectively. By joining the team, I agree to uphold the following standards:

Team Culture & Conduct

- I will practice teamwork and collaboration with other parents, swimmers, and coaches.
- I will support my swimmer's journey by providing encouragement and positivity, not instruction or critique.
- I will respect the boundaries and roles within the team: Swimmers swim. Coaches coach. Officials officiate. Parents parent.

During Practices & Meets

- I will not coach my child—or any swimmer—during practices or meets. This includes giving directions from the stands, poolside, or viewing areas.
- I will not interfere with coaches during practice or competitions.
- I will direct any meet-related concerns (such as officiating decisions) to the coaching staff after the session or meet is completed.
- I will volunteer when needed—especially at meets we host—and understand that parent involvement is critical to our success.

Communication & Sportsmanship

- I will demonstrate good sportsmanship at all times, showing courtesy and respect to all swimmers, coaches, officials, and families—both on our team and others.
- I will refrain from name-calling, criticism, gossip, or abusive language or gestures. These behaviors are not acceptable and may result in disciplinary action, including removal from the program.
- I will address concerns calmly, respectfully, and through the proper channels (see the **Grievance Procedures** section of this handbook).

My Role as an Atlantis Parent

- I will enjoy my involvement with the team by being a source of encouragement, not pressure.
- I understand that my behavior directly impacts my swimmer's experience and the overall culture of the team.

- I am committed to helping Atlantis Aquatics remain a safe, welcoming, and empowering space for all swimmers.

Supporting your Swimmer (Cheering vs Coaching)

As a parent, your role is incredibly important—and we know how much you want your swimmer to succeed, feel confident, and enjoy their experience. The best way to support them is to cheer enthusiastically, love unconditionally, and leave the coaching to the coaches.

📣 Be a Cheerleader, Not a Coach

- Your swimmer hears enough instruction throughout practice and meets. What they really need from you is emotional support and encouragement—not technical corrections or pressure.
- Avoid giving race strategy, stroke tips, or critiques from the stands. Even well-meaning advice can feel overwhelming or confusing when it contradicts what their coach is saying.

 Say this: "I love watching you swim."

 Not this: "You should've taken fewer breaths that last 50."

❤️ Trust the Process—and the Coaches

- Our coaches are here to guide your swimmer's development, both in and out of the pool. Trust that we are making decisions with long-term progress and individual growth in mind.
- If you ever have questions or concerns about your swimmer's training or performance, please reach out directly to the coaching staff after practice or via email—**not during practice or at meets**.

🧠 Celebrate Effort, Not Just Outcome

- Whether they dropped time or added 10 seconds, your swimmer is learning and growing.
- Avoid making time or placement the only topic of conversation after a meet. Celebrate their bravery, sportsmanship, and effort—even on the tough days.
- Swimmers are more likely to stay in the sport—and love it—when they feel supported, not pressured.

💬 What to Say After a Race

The moments after a race are powerful. Whether it went great or not-so-great, your swimmer is looking to you for emotional cues. Here are some simple, effective things to say that build confidence and keep the focus on growth:

Great Things to Say

- “I love watching you swim.”
- “You looked strong out there!”
- “You gave it your all—I’m proud of you.”
- “You’ve worked so hard, and it shows.”
- “How did you feel about that race?”

These phrases keep the spotlight on your swimmer’s effort and experience—not the stopwatch or scoreboard.

Things to Avoid

- “What happened on that turn?”
- “You should’ve gone out faster.”
- “Why didn’t you beat [insert name]?”
- “You added time again?”
- “You weren’t trying hard enough.”

Even when said with good intentions, these comments can feel critical or discouraging and often do more harm than good.

 **Remember:** Your swimmer already knows how the race went. What they need most is your steady presence, not a post-race analysis.

SWIMMER EXPECTATIONS

Code of Conduct for Swimmers

As a member of Atlantis Aquatics, I understand that I represent my team, my coaches, and myself at all times—in and out of the water. I agree to uphold the values of respect, responsibility, teamwork, integrity, and sportsmanship and to carry those values into every practice, meet, and team event. By participating with Atlantis, I agree to the following:

General Expectations

- I will show respect and courtesy to all coaches, teammates, officials, competitors, and parents at all times.
- I will follow directions given by coaches and staff without talking back or interrupting.
- I will come to practices and meets prepared, on time, and ready to participate fully and put in my best effort.
- I will not engage in horseplay, goofing off, or distractions during workouts or dryland.
- I will wear appropriate Atlantis team gear to meets and team-sponsored events.

Behavior & Sportsmanship

- I will be a positive and respectful teammate—no gossip, negative talk, or put-downs.
- I will not make jokes or comments that are sexist, racist, homophobic, or otherwise offensive. These behaviors are never acceptable.
- I will demonstrate good sportsmanship during races—win or lose.
- I will accept coaching and officiating decisions respectfully, even if I don't agree.
- I will avoid any behavior that is dishonest, destructive, or disrespectful, including theft or vandalism.
- I will follow all rules set forth by Atlantis Aquatics and USA Swimming.

 As an older swimmer, I will work to be a role model for my younger teammates in my attitude, effort, and behavior.

By being part of Atlantis, I agree to hold myself to a high standard—and to support my teammates in doing the same. I understand that swimming is not just about being fast—it's about being accountable, coachable, and kind. I'm proud to represent this team.

Locker Room Behavior

Atlantis swimmers are expected to show maturity, responsibility, and respect at all times—including in the locker rooms. You represent your team, your coaches, and your teammates, even when practice is over. While **general facility rules** are outlined in an earlier section of this handbook, this section focuses specifically on **swimmer behavior in the locker room**.

Locker Room Expectations

-  **Absolutely no cell phone use** is allowed in the locker room—**ever**. If you need to call or text a parent, do it outside the locker room, in a hallway or lobby.
-  Do not touch, twist, or tamper with shower heads or locker room equipment. Breaking things is not funny—it's expensive, and it impacts everyone.
-  You should spend no more than **15 minutes** in the locker room after practice. Most facilities close 15 minutes after our scheduled swim time, so be efficient and respectful.
-  No screaming, shouting, or horseplay. Locker rooms are shared spaces, and noise echoes—be mindful of others using the facility.
-  Keep your hands to yourself. Physical play, joking around, or invading someone's personal space is never appropriate.

Accountability & Consequences

Just like on deck, you are expected to carry yourself with integrity and respect in the locker room. Misbehavior may result in:

- Loss of locker room privileges
- Parent contact
- Further disciplinary action depending on the situation
- Serious or repeated violations will be handled according to our Grievance Procedures (see that section of this handbook for more details).

Atlantis swimmers hold themselves—and each other—to a high standard. Let's be the kind of team others are proud to share a facility with.

Academic & Social Expectations

Being a swimmer at Atlantis Aquatics means more than just showing up to practice and races—it means showing up with integrity, responsibility, and kindness in all areas of life. We believe in developing well-rounded athletes who are not only strong in the pool, but also thoughtful, respectful, and successful in school and in their communities.

Academics Come First

- School always comes first. We expect our swimmers to maintain good academic standing and to stay on top of their schoolwork.
- Swimmers who are struggling with grades or coursework are encouraged to communicate with their coach. We are happy to work with families to temporarily adjust schedules if needed to support academic success.
- Time management is key. Swimming and school can absolutely coexist—but swimmers must learn to plan ahead, prioritize, and stay focused in order to succeed in both.

Behavior Outside the Pool

- Atlantis swimmers are expected to show respect, kindness, and maturity no matter where they are—at school, at meets, in the community, and online.
- Wearing an Atlantis shirt or jacket is a privilege, and it doesn't come off just because you're not at practice. Our athletes represent the team 24/7, and we want to be known as the team full of genuinely good humans.
- We expect swimmers to treat teachers, classmates, teammates, and others with courtesy and integrity, just like they would on deck. If we hear about behavior that does not align with our values, we may follow up accordingly.

 *Character counts just as much as your freestyle.*

Our goal is to help you become not only a great athlete—but a great person.

Team Travel Policies

Travel meets are a highlight of the swim season—offering athletes a chance to grow, bond, and compete at a higher level. At Atlantis Aquatics, we treat team travel as a privilege that comes with high expectations for maturity, sportsmanship, and personal responsibility.

This section outlines the policies, expectations, and code of conduct for all swimmers participating in team travel events.

General Expectations for Travel Meets

- Swimmers are expected to attend all scheduled practices, meetings, and team events while traveling.
- Swimmers must arrive on time for all sessions, meals, and curfews.
- Swimmers must wear appropriate team attire during all competitions and Atlantis-sponsored activities.
- Any travel-related costs (hotel, meals, transportation, etc.) will be communicated in advance, and families are expected to meet all payment deadlines to confirm participation.

Travel Code of Conduct

All Atlantis swimmers participating in travel meets agree to the following:

- I will follow the directions of the coaching staff and chaperones at all times.
- I will treat my teammates, coaches, officials, competitors, and facility staff with respect and courtesy.
- I will demonstrate good sportsmanship, including avoiding gossip, negativity, and disrespectful comments about races, coaches, or teammates.
- I will participate fully in all team practices, competitions, and events—unless excused by a coach.
- I will wear the appropriate Atlantis gear and represent my team proudly and professionally.
- I will be on time and ready to go for all team events.
- I will not engage in dishonest, destructive, or disrespectful behavior—including theft, vandalism, or inappropriate conduct.
- I will respect the personal space and boundaries of my teammates at all times.
- I understand that sexist, racist, homophobic, or otherwise inappropriate behavior will result in consequences, including the possibility of being sent home at my family's expense.
- I will follow curfew, respect lights-out times, and turn in my phone/technology to the coach when asked.

Zero Tolerance Areas

- No possession or use of drugs, alcohol, tobacco, or vape products.
- No leaving the hotel or facility without coach permission.
- No bullying, hazing, or exclusion of teammates.

Consequences for Misconduct

Team travel behavior is taken seriously. If a swimmer violates the travel code of conduct:

- They may be removed from team events or meets.
- Their parent/guardian may be asked to pick them up or arrange transportation home—at the family's expense.
- Further disciplinary action may be taken, including loss of future travel privileges or removal from the team.

All travel behavior concerns fall under the **Atlantis Aquatics Code of Conduct and Grievance Procedures**.

Permission Forms for Travel

For any team travel where a parent/guardian is not attending, swimmers must submit the appropriate signed permission forms. These may include:

- Lodging Permission Slip
- Transportation Permission Slip
- Food Allergy and Medication Disclosure Form (when applicable)

These forms will be provided by the coaching staff in advance of each trip and must be completed and submitted by the posted deadline in order to participate.

GRIEVANCE PROCEDURES

General Philosophy

At Atlantis Aquatics, we believe that open communication, mutual respect, and accountability are the foundations of a healthy team culture. Conflict is a natural part of any community—but how we handle it is what sets us apart. We are committed to maintaining a safe, inclusive, and supportive environment for every swimmer, parent, and coach. When concerns arise, we aim to address them calmly, fairly, and directly—with the goal of resolution, growth, and preserving trust. Our grievance procedures are designed to:

- Provide a clear and respectful process for addressing concerns
- Encourage honest dialogue while protecting the dignity of everyone involved
- Promote accountability and prevent escalation
- Uphold the integrity of the team and its values

We ask that all members—swimmers, parents, and coaches—approach conflict with the same character, respect, and courage we expect in the pool. Atlantis is a team where kindness, decency, and direct communication are not just encouraged—they are required.

 *Speaking up respectfully is not complaining—it's how we build a stronger team.*

Types of Concerns Covered

The Atlantis Grievance Procedure is in place to address a wide range of concerns that may arise within the team environment. While not every situation requires formal escalation, this process provides a clear and respectful path forward when informal communication isn't enough. Below are examples of the types of concerns that may be addressed through the grievance process:



Swimmer-to-Swimmer Issues

- Bullying, exclusion, or harassment
- Repeated disrespectful behavior or boundary violations
- Conflicts that are affecting a swimmer's ability to feel safe or enjoy the team experience



Parent or Swimmer Concerns with a Coach

- Communication breakdowns
- Concerns about coaching style, fairness, or treatment
- Feeling uncomfortable or dismissed when raising a question or concern



Parent-to-Parent Conflicts

- Disrespectful behavior in the stands, locker room, or team spaces
- Miscommunication about carpooling, volunteering, or meet logistics
- Ongoing tension that impacts the team environment



Serious Concerns / Policy Violations

- Suspected violations of Atlantis' Code of Conduct
- Safety issues, including locker room behavior or equipment misuse
- Concerns related to discrimination, verbal abuse, or misconduct
- Violations of USA Swimming's Safe Sport or Minor Athlete Abuse Prevention Policies (MAAPP)

⚠ Any issue involving athlete safety or potential abuse must be reported directly to Coach Rhi, our Safe Sport Liaison Bill Nichols, and/or USA Swimming's Safe Sport program. You can report directly and confidentially to USA Swimming at usaswimming.org/report.

This process is not intended for minor misunderstandings that can be handled through a respectful conversation. We always encourage swimmers and parents to begin with open, honest communication whenever possible. However, when a situation cannot be resolved informally, this procedure is here to support you.

Chain of Communication/Step-by-Step Process

Atlantis Aquatics is committed to handling all grievances in a productive, fair, and systematic way. These procedures are designed to give swimmers, parents, coaches, and staff a clear path for addressing concerns—ensuring that all parties feel heard and supported.

By following this process, we can properly investigate issues, intervene when necessary, and take disciplinary action in a way that is consistent, respectful, and focused on growth.



Where to Report

Certain types of concerns must be reported outside the club, especially if they involve athlete safety or legal violations. To read up on Safe Sport concerns and how to report, please move to the next section “Safe Sport Reporting”.



Club-Level Grievances

Concerns related to team dynamics, coaching interactions, bullying, behavior, or Code of Conduct violations should be addressed through the following club-level process:



If the concern involves a swimmer:

- Contact that swimmer's group coach.
- The parent/swimmer should report the concern in writing or by email. Verbal conversations can supplement, but should be followed by written documentation.
- The group coach will inform the Head Coach and may involve them in follow-up or discipline as needed.



If the concern involves an assistant or age group coach:

Type of Concern	Where to Report
Sexual misconduct, sexual harassment, or inappropriate sexual communication (including via social media)	U.S. Center for SafeSport
https://safesport.i-sight.com/portal	
833-5US-SAFE (587-7233)	
Physical or emotional abuse, criminal charges, use/sale/distribution of illegal drugs	USA Swimming Safe Sport
safesport@usaswimming.org	
USA Swimming Safe Sport Form	
Known or suspected child abuse	NH Child Protective Services
(800) 894-5533 or (603) 271-6562	

- Contact the Head Coach directly.
- The concern may be submitted in writing or by email. The Head Coach will assess the issue and may consult the team owner or Safe Sport representative depending on the situation.



If the concern involves the Head Coach:

- Contact Bill Nichols, Atlantis Aquatics' Safe Sport Liaison.
- Written or email reports are preferred. Bill will determine the appropriate next steps and, if necessary, escalate to Safe Sport or the board of directors.



If the concern involves a parent, official, or non-coaching adult:

- Report the issue to the Head Coach, who will assess and determine next steps.
- As with all grievances, documentation (email or written note) is encouraged to ensure clarity.



Please note: Unless there is an immediate safety concern, grievances should not be brought up during or directly before/after practice. Coaches must be allowed to focus on swimmer safety and instruction during on-deck time.



How Grievances Are Handled

Once a grievance is submitted, it will follow this process:

1. Information Gathering

- The appropriate coach or Safe Sport contact will speak to both the person submitting the grievance and the individual(s) involved.
- Witnesses may be contacted if necessary.
- Details will be documented using the Atlantis Aquatics Grievance Report Form.

2. Behavior Assessment

All behavior will be assessed using:

- Atlantis Aquatics team policies and Code of Conduct
- Facility rules
- USA Swimming Code of Conduct and Safe Sport guidelines
- Local and state laws (if applicable)

3. Determining Consequences

Coaches have the authority to impose penalties for violations of the Atlantis Aquatics Code of Conduct or any behavior deemed not in the best interest of the team. Consequences will be based on:

- Nature and severity of the misconduct
- Prior behavior and disciplinary history
- Impact on teammates, staff, or the team as a whole
- Alignment with team values and safety expectations

Possible consequences include, but are not limited to:

- Verbal warning issued by the coach
- Temporary removal from practice (time-out), followed by rejoining the group
- Sent home early with a written warning; parent will be contacted via email
- Parent required to accompany swimmer at the next two practices
- Suspension from practice for one (1) week *Note: No dues will be prorated or refunded for suspended practice time.*
- Team meeting with the swimmer, parent, and coaching staff to determine future participation
- Loss of travel privileges, meet participation, or team membership, in serious or repeated cases

If a violation is related to USA Swimming's Safe Sport policies or involves potential criminal behavior, it will be reported to the appropriate governing body or authority within 24 hours.

Safe Sport Reporting

Atlantis Aquatics is a Safe Sport-recognized team committed to providing a safe, inclusive, and abuse-free environment for all athletes. We believe every swimmer has the right to train and compete in a space where they feel protected, respected, and heard. We follow all USA Swimming Safe Sport guidelines and the Minor Athlete Abuse Prevention Policy (MAAPP) to safeguard our athletes and promote transparency, accountability, and trust.

When to Report a Concern

Safe Sport concerns may include, but are not limited to:

- Sexual misconduct, harassment, or abuse
- Physical abuse or excessive punishment
- Emotional or verbal abuse
- Inappropriate or sexually suggestive communication, including via text or social media
- Violation of locker room, travel, or electronic communication policies
- Bullying or hazing
- Violations of MAAPP (e.g., one-on-one interactions, improper use of social media, etc.)

If you're not sure whether something qualifies, **it's always better to say something**. Reports can be made anonymously, and no concern is ever too small to be taken seriously.

How to Report a Safe Sport Concern

Reporting at the Team Level

If your concern does not require an external Safe Sport report but still involves inappropriate conduct, you may report it directly to:

- Coach Rhi Jeffrey (Head Coach & Club Owner)
- Bill Nichols (Atlantis Aquatics Safe Sport Liaison)

These reports may include:

- Peer-to-peer bullying
- Coach-athlete conflicts
- Parent behavior
- Code of Conduct violations
- MAAPP violations that don't rise to the level of SafeSport abuse

Reports can be made:

- In person
- By email
- Through a written note or Safe Sport form (available upon request)

You are always welcome to bring a trusted adult or teammate with you to make a report.

Confidentiality, Support & Protection

Atlantis Aquatics will handle all reports with care, confidentiality, and urgency. Swimmers and families who raise concerns will be treated with respect and without retaliation. We are here to support you.

 *You do not need proof to report something. If you see something, say something—and we'll take it from there.*

TEAM GEAR & APPAREL

Required Gear by Group

Atlantis Aquatics swimmers are expected to come to practice prepared—with the right mindset and the right gear. Having the proper equipment helps athletes train effectively, build good habits, and stay safe in the water.



Practice Equipment Expectations

- A full list of required practice equipment by group can be found on our website:  AtlantisAquaticsNH.com → “REQ. EQUIPMENT” tab
- Newer swimmers may borrow basic gear (kick boards, pull buoys, fins) from the team or the Portsmouth Indoor Pool for the first few months. After that, we expect all swimmers to bring their own full set of required equipment to each practice.
- During outdoor summer training, there is no access to extra gear, so swimmers must have their own equipment.
- If your family needs help acquiring equipment, please talk to a coach—we sometimes have donated gear available at no cost.



Team Store Access

Team store access (including logins, pricing, and ordering instructions) may change each season. To find current team store information:

- Visit AtlantisAquaticsNH.com
- Hover over the “REQ. EQUIPMENT” tab
- Click on “TEAM STORE” for links and seasonal apparel info



Team Apparel Requirements

- Team caps and shirts are required for all swimmers during meets. These are provided at the start of each season.
- Additional apparel (sweatshirts, bags, parkas, etc.) is optional but encouraged to build team spirit and identity—especially at meets.
- Swimmers are expected to wear Atlantis gear when attending team functions, team travel, and meet sessions.



Equipment by Group

All swimmers are required to have both practice and racing suits, a practice cap, a team cap, and at least one pair of goggles.

- Team caps are provided by Atlantis at the start of each season.
- All other gear is purchased by families.

- Equipment must be brought to practice every day. Please label all items with your swimmer's name!

Kraken

- Kick board
- Long fins

Leviathan

- Kick board
- Long fins
- Pull buoy (optional)

Siren & Hydra

- Kick board
- Fins (short or long)
- Pull buoy
- Small hand paddles
- Snorkel

Triton & Poseidon

- Kick board
- Short fins
- Pull buoy
- Small hand paddles
- Finger paddles
- Snorkel

Team Suits & Caps

Wearing Atlantis gear isn't just about looking unified—it's about building team pride and showing up ready to represent our culture, values, and hard work. At every meet, we want our swimmers to feel connected, confident, and part of something bigger.

Team Suits

- Atlantis Aquatics has an official team suit available for purchase through our team store.
- Team suits are strongly encouraged for all swimmers at meets, especially at larger team competitions or championship-level meets.
- While we do not currently require team suits for general meets, we expect swimmers to wear black or navy solid-colored, well-fitting competition suits if not wearing team-branded gear.
- Suits with large logos, patterns, or branding from other clubs/teams are discouraged.

 Team suit designs may change slightly each season depending on availability—but colors and style will remain consistent.

Team Caps

- Team caps are required at all meets. This is part of our uniform and creates a strong team presence on deck.
- Atlantis provides **two** team cap per swimmer at the start of each season.
- Additional or replacement caps can be purchased through the team.

Types of caps we offer:

- Standard silicone cap (provided with registration)
- Personalized caps (available for pre-order during designated windows)
- Special edition caps (may be available during championship season or team promotions)

 **No non-Atlantis caps are to be worn at meets.** This includes summer league, high school, or fashion caps. We want our swimmers unified, visible, and proudly repping Atlantis.

Tech Suit Policy

Tech suits can be exciting—but at Atlantis Aquatics, we believe they should be used strategically and intentionally. Our focus is on developing strong technique, racing skills, and confidence—not relying on a suit to do the work.

General Tech Suit Guidelines

- Swimmers 12 & under may not wear technical suits unless approved by the head coach and only for championship-level meets (e.g., Age Group Champs, Zones).
- Swimmers in Kraken and Leviathan groups should not wear tech suits under any circumstances.
- Swimmers in Siren, Hydra, Triton, and Poseidon may wear tech suits at:
 - ◆ Championship meets (Age Groups, Seniors, Sectionals, Zones)
 - ◆ Coach-approved travel meets
 - ◆ When discussed and approved ahead of time by the coach

 Tech suits are expensive and can give the illusion of speed—but long-term progress comes from training and racing with intention.

For Younger Swimmers

Tech suits are not necessary (or beneficial) for developmental swimmers. We want our athletes to grow into their speed, not rush into it. Coaches will help guide families on when (and if) a tech suit makes sense.

Apparel Ordering Information

Atlantis Aquatics offers seasonal apparel so swimmers and families can proudly represent the team both on deck and beyond. From cozy hoodies to fresh caps, we aim to have the best gear in the game—and we want you to rock it with pride!



How to Order

Apparel orders are placed through our online team store, which is updated each season. To access the store:

- Visit AtlantisAquaticsNH.com
- Hover over the “REQ. EQUIPMENT” tab
- Click on “TEAM STORE”



Ordering Schedule

Team apparel is typically released twice per year:

- Fall/Winter season (September)
- Spring/Summer season (April)

Occasionally, we'll open limited-edition or championship gear orders as needed.

 All ordering windows are **time-sensitive**, and most items are custom printed, so we cannot accept late orders or exchanges once the store closes.



Delivery

Orders are usually delivered to the team 2–6 weeks after the store closes.

Items will be handed out at practice or at a designated pick-up day.



Trouble Ordering?

If you have issues accessing the store, placing an order, or finding the right size:

Reach out to your group coach or the team's apparel coordinator or email Coach Rhi directly—we're happy to help!

HEALTH & SAFETY

Safe Sport Policies

Atlantis Aquatics is a USA Swimming Safe Sport-recognized team, and we are fully committed to creating a healthy, respectful, and abuse-free environment for all swimmers. We follow all USA Swimming Safe Sport guidelines, including the Minor Athlete Abuse Prevention Policy (MAAPP) and team Codes of Conduct.

Key Policies Include:

- No one-on-one interactions between athletes and unrelated adults (unless in observable, interruptible settings)
- Locker room safety (no phones, appropriate behavior, supervision)
- Travel policies (rooming, supervision, curfews, conduct)
- Electronic communication guidelines between swimmers and coaches
- Mandatory Safe Sport education for coaches, athletes 12 & up, and parents
- Photography and video policies

For full Safe Sport information and reporting procedures, please refer to the **Grievance Procedures** and **Safe Sport Reporting** sections of this handbook. You can also find additional resources—like our MAAPP policy, reporting tools, and education links—on our website under the “SAFE SPORT” tab:

 AtlantisAquaticsNH.com

Illness/Injury Protocol

At Atlantis Aquatics, our top priority is the health and safety of every swimmer. We know that injuries and illnesses happen—and when they do, our goal is to support your swimmer’s recovery while keeping them connected to the team.

Illness Guidelines

- Swimmers who are actively sick (fever, vomiting, contagious cough, etc.) should stay home to rest and avoid spreading illness.
- If your swimmer has mild symptoms (like allergies or lingering congestion) but feels okay to swim, please communicate with the coach to make a safe decision together.
- After extended illness (COVID, flu, mono, etc.), we may request a doctor’s clearance and/or a graduated return plan.

Injury Guidelines

- If your swimmer has an injury—whether it happened in or out of the pool—please notify your coach as soon as possible.
- We may ask for a doctor's note or clearance before the swimmer resumes full training, depending on the severity of the injury.
- Swimmers with minor injuries may still be encouraged to attend practice to stay engaged, stretch, or observe, if it's safe to do so.
- If your swimmer falls behind due to injury, we will work with your family one-on-one to create a customized return plan that supports both their physical and emotional well-being.

 Our goal is always to get swimmers back in the water **safely and gradually**, without rushing recovery.

Communication Is Key

- Injuries and illnesses should be reported directly to your group coach via email.
- For long-term issues (more than a few days), please keep us in the loop—we're here to help adjust training as needed and support your swimmer's goals.
- Swimmers in older groups are expected to begin communicating for themselves about these matters, with parents copied as needed.

Concussion Policy

Atlantis Aquatics is committed to protecting the health and safety of all swimmers, especially when it comes to head injuries. Concussions are serious—and even though they're rare in swimming, they can happen in dryland training, during meet warm-ups, or outside of the pool. We follow best practices and guidance from USA Swimming, the CDC, and New Hampshire state law regarding concussion awareness, reporting, and return-to-sport protocols.

All Atlantis coaches are required to complete annual concussion awareness training as part of their USA Swimming membership and team responsibilities.

What Is a Concussion?

A concussion is a type of traumatic brain injury caused by a bump, blow, or jolt to the head—or by a hit to the body that causes the head and brain to move rapidly back and forth. Symptoms may include:

- Headache or “pressure” in the head
- Dizziness or balance issues; nausea or vomiting
- Blurred vision or sensitivity to light/noise
- Trouble concentrating or remembering
- Confusion, fatigue, or appearing “off”.

If a Concussion Is Suspected

- The swimmer will be removed from training or competition immediately.
- A parent or guardian will be notified, and the swimmer will not return to the water that day.
- Atlantis coaches are not medical professionals—we will always err on the side of caution and refer the swimmer to a healthcare provider.

Return-to-Swim Protocol

- Swimmers must be evaluated and cleared by a licensed healthcare provider before returning to any team activities.
- A signed return-to-play clearance must be submitted to the coaching staff.
- We may use a graduated return-to-swim plan to ease the athlete back into training safely.

 We will **not** permit a swimmer to return without written medical clearance. No exceptions.

Concussion Education

- Families are encouraged to review concussion symptoms and protocols at [cdc.gov/headsup](https://www.cdc.gov/headsup)

Emergency Action Plan (EAP)

Atlantis Aquatics follows the Emergency Action Plans (EAPs) established by the facilities we train in: the **Portsmouth Indoor Pool** and the **Jenny Thompson Outdoor Pool**.

Each facility has its own detailed plan for handling:

- Medical emergencies
- Fire alarms or evacuations
- Severe weather
- Facility lockdowns or security threats

Who Responds?

- In the event of an emergency, facility staff and lifeguards are trained to activate and execute their facility's EAP immediately.
- Atlantis coaches will support and follow all staff instructions while ensuring swimmers remain calm and accounted for.

Where to Find EAP Details

- A copy of each facility's Emergency Action Plan is on file with:
 - ◆ City of Portsmouth Recreation Department (PIP)
 - ◆ City of Dover Recreation Department (JTP)
- Families who wish to view these documents can contact the city or visit the respective pool's administrative office for more information.

What You Can Expect

- In an emergency, communication will come from the head coach as soon as it is safe and appropriate to do so.
- Swimmers are regularly reminded to stay calm, listen to instructions, and follow facility staff and coach directions immediately.
- ✓ Safety is always our top priority, and we are fully aligned with the emergency protocols of the facilities we operate in.

Swimmer Emergency Behavior Expectations

In any emergency, the most important thing a swimmer can do is stay calm and follow instructions. Here's what we expect from every Atlantis athlete:

- Stop what you're doing immediately and listen for directions.
- Look to your coach or the nearest lifeguard—they are trained to help and will tell you what to do.
- Stay with your group unless instructed otherwise.
- Do not run, yell, or panic. Take deep breaths and focus on staying safe.
- Help younger swimmers if you're able, and set a good example for your teammates.
- Do not leave the facility unless you are specifically told to by a coach or staff member.

 **Remember:** You are part of a team. Staying calm, collected, and respectful during emergencies helps everyone stay safe.

RESOURCES

Glossary of Swim Terms

Welcome to the world of swimming! Whether you're brand new or just brushing up, here's a quick reference guide to some of the most common swim terms you'll hear around the pool:

Basic Swim Terms

- Freestyle (Free; FR) – The fastest stroke, typically the front crawl.
- Backstroke (Back; BK) – A stroke swum on the back with a flutter kick and alternating arm pulls.
- Breaststroke (Breast; BR) – A stroke with a frog kick and symmetrical arm movement.
- Butterfly (Fly; FL) – A powerful stroke using a dolphin kick and simultaneous arm recovery.
- IM (Individual Medley) – A race where the swimmer does all four strokes in the order: Fly, Back, Breast, Free.

Practice & Training Terms

- Kick board – A foam board used to isolate the legs during kick sets.
- Pull Buoy – A float placed between the thighs to isolate the arms during pull sets.
- Fins – Training equipment worn on the feet to improve kick speed and strength.
- Paddles – Flat hand tools used to build upper-body strength and technique.
- Snorkel – A training snorkel (center-mounted) that helps swimmers focus on body position without turning to breathe.
- Interval – The set time a swimmer has to complete a repetition (e.g., “5 x 100 on 1:30”).
- Set – A group of repetitions or drills with a specific goal or purpose.
- Drill – A focused skill exercise used to improve technique.

Meet & Competition Terms

- Heat – A group of swimmers racing in the same event at the same time.
- Seed Time – A swimmer's best time used to determine heat and lane assignments.
- DQ (Disqualification) – Occurs when a swimmer breaks a rule during a race.
- Split – The time for part of a race (like each 50 in a 100-yard event).
- Relay – A team of four swimmers each racing a portion of the event.
- Scratch – To withdraw from an event or race before it begins.
- Taper – A period of reduced training before a big meet to maximize performance.

Swim Organizations & Policies

- USA Swimming – The national governing body for competitive swimming.
- LSC (Local Swimming Committee) – The regional division of USA Swimming (we are part of New England Swimming).
- Safe Sport – A set of USA Swimming policies designed to protect athletes from abuse and misconduct.
- MAAPP – The Minor Athlete Abuse Prevention Policy outlining rules for safe adult-athlete interactions.

Links & Resources

Below are key websites and tools that help swimmers and families stay connected to the larger world of competitive swimming—track progress, learn about rules, and follow meet results in real time.

Atlantis Aquatics Website

 www.AtlantisAquaticsNH.com

Visit our team site for:

- Practice schedules and meet calendars
- Required equipment lists
- Team store access
- Safe Sport resources
- Contact info, updates, and more

New England Swimming (NES)

 www.neswim.com

Your local resource for:

- Regional meet schedules
- Championship qualifying times
- Team and coach contact info
- LSC news, policies, and event updates

USA Swimming

 www.usaswimming.org

Your go-to source for:

- Official rules and policies
- Safe Sport education and reporting
- National time standards and rankings
- MAAPP & athlete protection policies
- Membership support and resources

 **USA Swimming Times Lookup Tool** [Individual Times Search \(SWIMS\)](#)

Use this to view verified times, personal bests, and qualifying standards.

 **Meet Mobile App**

Track swim meet results in real time! Use Meet Mobile to follow live results, heat sheets, and swimmer rankings at most meets.

 [Apple App Store](#) [Google Play Store](#) **SportsEngine App**

We use SportsEngine to send team-wide messages, schedule updates, and more.

 [Apple App Store](#) [Google Play Store](#)

 Be sure to download the app and enable notifications so you never miss a schedule change or last-minute update!

How to Become a Certified Official

Swim meets don't run without certified officials, and we're always looking for awesome parents to join the crew! Becoming an official is one of the most valuable ways to support the team—and you get the best seat in the house, right on deck. Don't worry—you don't need any prior swim experience to become an official. Just a willingness to learn and a commitment to helping create a fair and fun competition environment.

 **Why Become an Official?**

- You'll gain a deeper understanding of the sport
- You'll help meets run smoothly for all swimmers
- You'll be eligible for Atlantis fundraising credit and waived swimmer meet fees (see Parent Incentives!)
- You'll get free training and mentorship from experienced officials



Steps to Get Started

1. Create a USA Swimming account
 www.usaswimming.org/register
2. Complete the background check, athlete protection training, and non-athlete registration.
3. Take the online officials clinic through **USA Swimming University**.
4. Shadow a certified official at a meet
5. You'll gain hands-on experience before stepping into the role solo
6. Pass the online open-book certification exam
7. Visit  www.neswim.com and click **Officials > Become an Official** for more information!



Need Help Getting Started?

We're happy to walk you through the process! Just talk to **Coach Rhi** or reach out to **Bill Nichols**, who can help connect you with the New England Swimming Officials Chair.



You don't need to know the difference between a flip turn and a frog kick to get started—you just need to care about the sport and want to be part of the magic behind the scenes.

Recommended Reading & Articles

Whether you're brand new to swim parenting or have been poolside for years, there's always more to learn about this sport—and the incredible journey it offers young athletes. To help support you in that journey, we regularly share curated swim articles, tips, and mindset pieces through our monthly team newsletter.



Find each edition on our website under the “NEWSLETTERS” tab:

 www.AtlantisAquaticsNH.com



Suggested Reading for Swim Parents

Here are some of our favorite go-to resources for insight, encouragement, and perspective:

- **“Ten Things Every Swim Parent Should Know”**

A great overview of the emotional ups and downs of the sport and how to support your swimmer through it.

 swimmingworldmagazine.com

- **“The Car Ride Home: What Not to Say”**

Why what you say after a race matters even more than you think.

 usaswimming.org

- **“How to Talk to Your Swimmer About a Tough Meet”**

Tips for handling bad races and keeping morale up.

 swimswam.com

- **“The Value of the Long-Term Swim Journey”**

A great reminder that progress isn't always linear and that patience is part of the process.

 yourswimlog.com

Nutrition for Swimmers

Here are some of our favorite go-to resources for nutrition tips:

- **“What Swimmers Should Eat Before, During, and After Practice”**

Practical tips for fueling up before early-morning workouts and recovering after.

 usaswimming.org

- **“Swim Meet Nutrition: What to Eat on Race Day”**

Race-day meal planning, hydration tips, and snack ideas between events.

 swimswam.com

Dryland Training for Swimmers

Here are some of our favorite go-to resources on why dryland is important:

- **“Why Dryland Training Matters”**

Breaks down the benefits of strength, mobility, and injury resistance for swimmers.

 yourswimlog.com

- **“5 Dryland Exercises Every Swimmer Should Do”**

Great for understanding what kind of work swimmers do outside the pool (and why).

 swimoutlet.com

Injury Prevention

Here are some of our favorite go-to resources on injury prevention:

- **“Common Swimming Injuries—and How to Prevent Them”**
Covers shoulder, knee, and back injuries with tips for long-term care.
 swimmingworldmagazine.com
- **“Is Your Swimmer Training Too Much?”**
A helpful read about monitoring signs of overtraining and burnout.
 usaswimming.org

Bonus: Coach Picks!

Every month in our Atlantis Newsletter, we include a new article hand-picked by Coach Rhi or our leadership team—on topics like motivation, nutrition, burnout prevention, and celebrating the weird world of swim life.

THANK YOU

Thank you for being a part of Atlantis Aquatics.

This handbook was created not just to share rules and expectations—but to help you feel informed, supported, and connected as part of our team family. Whether your swimmer is just starting out or chasing big goals, we’re here to walk that journey with you.

Atlantis is more than just a swim team. It’s a community built on hard work, character, resilience, and joy. We believe in celebrating progress, lifting each other up, and helping every swimmer discover what they’re capable of—both in the water and beyond.

If you ever have questions, ideas, or just want to talk through something, our door is always open. We’re so grateful you chose to swim with us.

Welcome to the family.