

2025-26 season

# Buffalo Swimkins Artistic Swimming **Club Handbook**



## **Welcome!**

Thank you for choosing the Buffalo Swimkins. The Swimkins Synchronized Swimming Association, Inc. was founded in 1956 by Mildred Moore, a Kensington High School Physical Education teacher. Moore was involved with synchronized swimming and aquatic art at the school, choreographing water shows throughout Buffalo. Billy MacKellar, a renowned founding member of USA Synchronized Swimming (now USA Artistic Swimming or USAAS), was a mentor and good friend who helped Moore establish and grow her synchronized swimming program.

Director Mary Ellen Wiegand has been a member of Swimkins since the club's inception in 1956. She starred as an athlete under Mildred Moore and took over the club responsibilities in 1964. When asked how Swimkins received its name, she states that the athletes naming the club turned to the water and said they were kin to the water- thus the name Swimkins. The club was first called the Buffalo Swimkins due to the fact that practices were held in pools in the city of Buffalo, New York.

The Logo of the team is an "S" with eight flower petals in the middle of it, representing eight athlete team members.

According to USAAS membership, Swimkins is the oldest continuous registered team in USAAS membership history. There are teams older than Swimkins; however, they were not always registered with USAAS. Our athletes live throughout the entire Western New York area. Practices currently take place at Maryvale High School, and University at Buffalo pools.

Swimkins has attended and competed in all Association, Regional, Zone, Junior National, Senior National, and National Junior Olympic Championships. Our athletes have been finalists in many of these championships and have won several medals and championship titles throughout the years. We have qualified swimmers for various National Teams, International competitions, National Elite Training camps, and Empire State Games, and many graduates of the program have obtained college scholarships and have participated in collegiate synchronized swimming programs.

The Swimkins Parent Board is a volunteer organization that raises its own funds, provides its own transportation, and utilizes volunteer and paid coaches. No additional funding is presently received from any organization or agency. The main function of the Parent Board is to relieve the coaches of the many non-swimming duties as possible. These duties include organizing and driving carpools to away meets, making swimsuit purchases, setting dues levels, collection and disbursing funds, and raising those funds. The monies raised in this process are used primarily for Swimkins - defraying pool rental costs, sponsored meet expenses, coach certifications, and athletes' competition cost. Swimkins has sponsored two National Age Group Championships and one Junior National Championship.

## Team Leadership

Our coaches and board members may be contacted at any point throughout the season if you have any questions or concerns. All of our board members are also veteran swim parents. Questions about specific groups should be directed to head coach Debbie Latchford or the coach leading that squad. Please keep in mind coaches and board members all work full time, so please do not expect an immediate reply during the work day and allow ample time for them to respond.

### Swimkins Coaching Staff

Name	Team	Phone Number	Email
Debbie Latchford	Head Coach, 16-19/Juniors	716-481-1154	latch211@aol.com
Cindy Ehlers	Asst. Head Coach 13 & Overs and Juniors	716-983-4043	caehlers99@yahoo.com
Gigi (Grizanti) Cooke	12U	716-472-2957	ggrizanti@gmail.com
Julia Grizanti	Intermediate	716-472-2915	j.m.grizanti@gmail.com
Debbie Latchford	Learn to Swim	716-481-1154	latch211@gmail.com
Emma McCorry	Novice	716-903-8155	Emccorry106@gmail.com
Kate Marabella	Novice	716-345-9577	kmarabella3@gmail.com
Maille Young	13 & Over and Intermediate	716-986-3492	mailleyoung1@icloud.com

### Swimkins Board Members

Jody Starck Amy Pecoraro	Co-President/ Treasurer	716-481-9010 716-984-5741	<a href="mailto:jjswan@aol.com">jjswan@aol.com</a> amypecoraro77@gmail.com
Caihua Liang	Vice President	401-835-5417	caihualiang@gmail.com
SooYoung Choi	Treasurer/Billing Assistant/ Registration	415-408-8858	sookyoungchoi@gmail.com
Lisa Ermer	Photographer/Social Media	716-390-0755	theermers@aol.com
Debbie Latchford	Head Coach	716-481-1154	latch211@gmail.com
Cindy Ehlers	Assistant Head Coach	716-983-4043	caehlers99@yahoo.com
Sarah Chadwick	Secretary/Social Media	716-553-2228	srstrr@gmail.com
	Recruitment		

## Parent Volunteers

	Parent	Phone Number
Website management		
Girl Scout Liaison	Sarah Chadwick	
Apparel	Amy Pecoraro	
Grant Writer/Sponsorships	Nikki Ronan	
Travel Assistant/Chaperone Coordinator	Amy Pecoraro Jody Starck	
Scoring	Andrea Brown Li Wang Christine Slocum Caihua Liang	

	Meet Coordination	Team Liaison/ Team Parent	Team function to coordinate
Novice/ Intermediate	Love for Laura Invitational - 3/14	Fei Yao (Novice) 312-856-6943  Christine Slocum 315-506-8494	Holiday Party
Youth Team	Youth Nationals 4/24-4/27	Zhihong Gong 206-388-7562	Water Show
12u and Junior Team	Jr. Nationals 4/10-4/14	Yan Lei 716-495-0009	Halloween

## Team Communication

You can connect with the Swimkins on:

- Facebook Team Page: <https://www.facebook.com/SwimkinsSynchro>
- Instagram: <https://instagram.com/buffalo.swimkins?igshid=YmMyMTA2M2Y=>
- Website: [https://www.teamunify.com/team/nys\\_kss/page/home](https://www.teamunify.com/team/nys_kss/page/home)

Notifications of canceled practices (due to weather or school closings) will be announced via email and What's App.

Last minute communication should be sent through text message or What's App.

Please contact coaches with any questions or concerns; however, this MUST happen outside of the practice times, unless it is urgent.

## Getting Started

In order to participate with the team, each swimmer must complete the online registration process. Registration includes registration with the USA Artistic Swimming, East Zone and Niagara Association. Once you register for a season, team registration and USA Artistic Swimming Membership fees are non-refundable.

Each family is responsible for their annual assessment fee. It can be paid bi-annually or monthly. The club reserves the right to make adjustments to the annual fee, making it a fair representation of the club's expenses.

Swimmers and their parents (or guardians) must read the Team Code of Conduct (found at the end of this handbook). Joining the team is an agreement to follow team rules.

## Membership

Every member is required to have a credit or bank card on file in our Team Unify system through which all payments (membership charges, meet fees, merchandise, etc.) will be charged. Members can pay via Venmo to avoid service fees. We will also accept bi-annual payment by personal checks.

## Membership Fees

	Registrations Fees Sept	Monthly Assessments Starting Oct 15	Travel Assessments <b>**This will be re-evaluated in April</b> Starting Nov 15	Meet Registration Fees, suit rental and Team Shirt -Billed 4/15
Learn to Synchro	\$20/session	none	none	none
Novice	\$80	\$190 (8 months)	none	varies
Intermediate	\$150	\$245 (8 Months)	\$100 (7 months)	varies
Pre - Age Group	\$150	\$295 (8 months)	\$100 (7 months)	varies
12U Age Group	\$150	\$295 (9 Months)	\$155 (9 months)	varies
13-15 Age Group	\$150	\$395 (9 Months)	\$55 (9 months)	varies
16-19 (Juniors)	\$150	\$395 (9 Months)	\$55 (9 months)	varies

**\*\*Amounts are estimates and are subject to change based on number of swimmers, pool costs and location of meets.**

## Important Payment Information:

- Payments are assessed on the 15th of the month.
- Venmo payments need to be received by the 10th of the month.
- Credit card payments are assessed a 2.9% service fee.
- Athletes will be assessed ½ monthly assessment if they sustain a long term injury, prohibiting them from swimming. Travel will still be assessed.
- Declined credit cards will be assessed a 5.8% fee. If an assessment is declined, a swimmer may be restricted from swimming until it is resolved.
- Meet fees and levels testing will be assessed April 15.
- Families with more than one swimmer will receive 10% off the monthly assessment of the 2nd swimmer.

- Assessments will be prorated if a swimmer joins late. Travel will still be assessed in full.
- Meet registration fees are as follows:
  - Level testing - \$15 (level 1), \$20 (level 2), \$25 (level 3, 4, 5)
  - Association (Includes Figure Playday) - \$15 entry fee
  - Regional - \$15/routine + \$15 sponsorship fee
  - Nationals - \$30/routine + \$40 sponsorship fee

*Please note: Paying your membership monthly is not a partial season membership; it is a convenience the club offers. The entire amount will be charged even if your swimmer does not finish the season. If there are extenuating circumstances, the board will review the situation.*

## **Transferring From Another Team**

If your swimmer is joining the Buffalo Swimkins from another team, just let us know. Once the transfer process is complete, we will take care of updating your membership information. (If you are transferring mid-season and have already purchased a USA Artistic Swimming membership, you do not have to purchase it again.)

## **Two-Week Free Trial Period**

Swimmers who have not previously swam with the Buffalo Swimkins are welcome to a two-week trial period during which they may attend the full number of practices attended by their practice group. Before attending their first practice, trial swimmers must complete registration (so that we have all guardian and emergency contact information). [REGISTRATION](#) is available on our website. After the initial two-week period, members are financially responsible.



## **Groups/Team Assignments**

Swimmers are assigned to a group by age and skill level, based on the coaches' assessment. The goal is to have each athlete in a group which provides the best potential for growth. For the first two weeks of practice, new swimmers should attend practice groups according to their age. Coaches will make any necessary adjustments after observing swimmers.

### **Novice**

- Beginning artistic swimmers, learn the basics, start to learn figures and sculling
- Must be able to swim 2 lengths of the pool freestyle
- Meet Participation: Figure Playday, Snowflake Invitational, Zone Invitational(if local), Regionals (if local), Swimkins Watershow

### **Intermediate**

- Continue to develop skills, may compete at more meets, start to learn more figures, etc
- Meet Participation: Figure Playday, Snowflake Invitational, Zone Invitational, Regionals, Zone Championship, Swimkins Watershow
- Level Requirement-Level 1

### **12 and Under Age Group**

- More competitive, swim more hours per week, swimmers are improving their skills, will travel to out of town meets
- Meet Participation: Figure Playday, Snowflake Invitational, Zone Invitational, Regionals, Zone Championship, Swimkins Watershow, and Junior Olympics
- Level Requirement-Level 2, and Level 3, if possible

### **13-15 Age Group**

- More competitive, swim more hours per week, swimmers are improving their skills, will travel to out of town meets
- Meet Participation-Figure Playday, Zone Championship, Nationals (as appropriate), Regionals, Swimkins Watershow, and Junior Olympics
- Level Requirement-Level 4

### **13-15 Age Group plus small routines**

- More competitive, swim more hours per week, swimmers are improving their skills, will travel to out of town meets
- Meet Participation: Figure Playday, Zone Championship, Nationals (as appropriate), Regionals, Swimkins Watershow, and Junior Olympics
- Level Requirement-Level 4 and 5 (if possible)

### **16-19/20 (Juniors)**

- More competitive, swim more hours per week, swimmers are improving their skills, will travel to out of town meets, the oldest group of swimmers on our team
- Meet Participation: Figure Playday, Zones, Nationals, Regionals, Swimkins Watershow and Junior Olympics
- Level Requirement-Level 5 and sometimes 6

### **16/19 Juniors plus small routines**

- More competitive, swim more hours per week, swimmers are improving their skills, will travel to out of town meets, the oldest group of swimmers on our team
- Meet Participation: Figure Playday, Zones, Nationals, Regionals, Swimkins Watershow and Junior Olympics
- Level Requirement-Level 5 and sometimes 6

## **Levels Testing**

Levels Testing is required for swimmers to participate in certain groups as they progress in the support. Swimmers will work with the coaches to prepare for the testing. Levels testing typically takes place in November and sometimes in the Spring if necessary. If you have any questions, please talk to your child's coach. There is a cost of \$20-25 to complete the levels testing.

**Levels Testing will be October 25th at Maryvale High School time is 9-12 and November 22nd at Hoover Middle School from 8 to 11am.**

[Levels Testing Manual](#)

## **Practice Locations**

Our main practice pool is Maryvale High School Natatorium in Cheektowaga (1050 Maryvale Drive). Everyone should enter the school through the double doors in the small parking lot on the side of the school closest to Union Rd. Doors will open to the team 10 minutes prior to practice and remain open 10 minutes after the practice time has started. Parents and spectators can observe the practice from the balcony, but are not allowed on the pool deck. We also will utilize the University at Buffalo pools from time to time.

Note: if Maryvale Schools are closed for weather we will not have practice. If the school is closed for holiday, ahead of time, we will try to secure practice time at another pool.

## Practice Schedule

We practice from the end of September through May (Novice) Early June (Intermediate) & End of June (older swimmers).

<b>Learn to Synchro</b>	Wednesdays	6:30-7:15
<b>Novice</b>	Monday and Wednesday	6:30-7:45
<b>Intermediate</b>	Monday and Wednesday	6:00-6:30 Land 6:30-8:00 Water
<b>12U Age Group</b>	Monday and Wednesday Saturday	6:00-8:00 Check monthly schedule for time
<b>13-15 and 16-19</b>	Monday, Tuesday, Thursday Saturday	6:00-6:30 Land, 6:30-8:30 Water Check monthly schedule for time

**\*\*Calendar is emailed at the beginning of every month by Coach Debbie.**

**\*\*If Maryvale Schools are closed for snow days; no practice.**

## Routines and Routine Assignments

- Routines and small routines will be assigned by the coaches and communicated to the parents in the first few months of the season.
- It is the coaches' sole discretion as to how many routines will be performed and who is assigned.
- If you have a concern about assignments, please speak to a board member and it will be addressed with the board and the coaches.
- Small routines may be charged additional assessments to compensate for the additional coaching and pool time.

## Illness or Injuries

- If your child is sick, they should not attend practice and they should notify their coach as soon as possible.
- Notify the coach if your swimmer is injured outside of practice, so they can adapt accordingly. Certain injuries may require a doctor's note to continue back in the pool.
- You will be contacted if your swimmer gets sick or injured at practice. *Please ask your child to inform the coaches immediately of injury or illness experienced during practices.*

**Concussion Awareness** -The coaches take extreme caution to keep the athletes safe. However, there is inherent risk with Artistic Swimming, as there is in all activities. Please talk to your athletes about the symptoms of concussions and overuse injuries. We strive to keep all athletes safe and healthy!

## Fundraising

Fundraising helps you offset the monthly assessment fees and help with your travel expenses. Each season families will be able to participate in fundraising if they choose, it is an optional opportunity. The fundraisers will be 100% individual or a combination of individual and team. The team needs to raise some money for unforeseen expenses or opportunities.

We need parents to assist us in fundraising. We attempt to keep these easy and reasonable. These include but are not limited to:

- Holiday wreaths
- Raise Right/Shop with Scrip
- Football Squares
- Raffles
- Splash Bash

Our team also receives reimbursement through:

- Dash's receipts
- Affiliate links on our webpage - Shutterfly and others

**All money for fundraising will be turned in to the club via venmo to @Swimkins-Syncrho or via personal check made out to Swimkins Synchrono. No cash will be collected for security and record keeping purposes. Individual profit made from fundraisers will be applied to your account following the fundraiser.**

## **Sponsorships, Corporate Donations, and Grants**

There are opportunities to obtain team sponsorships. The sponsorship letter is on our website as well as at the following link:

[Sponsorship Letter](#)

You will receive a one time credit of 20% for every sponsorship received. You will receive \$200 per grant received over \$1000.

## **Photography Opt-Out:**

Throughout the season, we feature photos of our swimmers online and in the newspaper. If you would like to opt out, please contact us at [theermers@aol.com](mailto:theermers@aol.com). If you choose to opt out, your child will not be included in any photographs, individual or group. Also please be aware that we cannot control what other parents choose to post on social media.

## **Team Volunteers**

There are opportunities throughout the season for parents to help. We will provide additional information throughout the season and we encourage you to help build our team's reputation by volunteering.

Another way to help our team is to join our Board of Directors, either as a full board member or as a committee member (in charge of a specific event or task). Please email Board President Jody Starck at [jjswan@aol.com](mailto:jjswan@aol.com) for more information.

## **Team Apparel**

We require team shirts and black leggings for competition. We also require swimmers to have black suits and white caps for figure competition. Swimmers will also need to rent or buy the competition suits. Team shirts will be ordered in October or November. It is smart to order a black suit and white cap now to have it ready. It is also smart to have a large supply of nose clips on hand at all times; they get lost often. Please contact Coach Debbie before ordering any supplies; she often has nose clips, goggles, and black suits in the team supplies.

Other team apparel can be purchased through the team. Items can also be found at very reasonable prices at [swimoutlet.com](http://swimoutlet.com).

### ***Typical Swimmer Equipment:***

***BRING ALL EQUIPMENT TO PRACTICE AND COME TO PRACTICE DRESSED AND READY***

Beginning equipment:

- ❖ swimsuit and swim caps
- ❖ team shirt for competition
- ❖ nose clips-several pairs
- ❖ goggles
- ❖ swim backpack or Mesh bag(orange TYR or Speedo)
- ❖ water bottle
- ❖ yoga mat
- ❖ clothes and sneakers for land training

When advanced:

- ❖ fins
- ❖ jugs
- ❖ weight belt and ankle weights
- ❖ yoga blocks
- ❖ Therabands (\$7 from Coach Debbie)
- ❖ orange practice suit and orange swimkins cap (\$10 to Coach Debbie)
- ❖ parka (more information will be provided at a later date)

## **Knox**

**Before competition or meets a coach or parent will do a knoxing demonstration for new parents**

**Materials needed:**

- Hot water
- Rubber Gloves are helpful
- Packets of Knox Gelatin about 6 per meet
- Cup and fork or whisk
- Large rubber bands for hair
- Small clear rubber bands
- Hair nets
- Swimmers with shorter hair may need a bun donut
- Lots of bobby pins
- ACE comb

**Here is a link of a video to help you get the idea:**

<https://www.youtube.com/watch?v=wgHEXwSxEDQ&list=TLPQMjYwOTlwMjKlyxc5LVifEQ&index=2>

## Meets and Competition

<b>Novice</b>	Figure Playday - Dec 14 Sweet Home	Love for Laura Invitational Maryvale March 14			Regionals Rochester Victor HS May 16-17	Water Show Maryvale HS May 28		
<b>Intermediate</b>	Figure Playday - Dec 14 Sweet Home	Love for Laura Invitational Maryvale March 14	Zone B Invitational Hamden CT March		Regionals Rochester Victor HS May 16-17	Water Show Maryvale HS May 28	Zone Championship MA or NJ TBD June	
<b>12U</b>	Figure Playday - Dec 14 Sweet Home	Love for Laura Invitational Maryvale March 14	Zone B Invitational Hamden CT March	Youth Nationals 4/23-4/26 Flickinger Center	Regionals Rochester Victor HS May 16-17	Water Show Maryvale HS May 28	Zone Championship MA or NJ TBD June	JOs Michigan 6/27-7/4
<b>13-15 (Youth)</b>	Figure Playday - Dec 14 Sweet Home	Association meet TTA 2/14	Zone Meet TTA March 6-8	Youth Nationals 4/23-4/26 Flickinger Center	Regionals Rochester Victor HS May 16-17	Water Show Maryvale HS May 28		JOs Michigan 6/27-7/4
<b>15-17 18-19 (Junior)</b>		Association meet TTA 2/14	Zone Meet TTA March 6-8	Jr. Nationals 4/9-4/13 Flickinger Center	Regionals Rochester Victor HS May 16-17	Water Show Maryvale HS May 28		JOs Michigan 6/27-7/4

**\*There is a qualification process to advance to higher level meets, such as Nationals and Junior Olympics**

## Meets

### Figure Playdays

- Swimmers need black suit, nose clips, goggles, yoga mat, flip flops, and white swim cap
- Hair does not need to be gelled
- Need team shirt, team jacket (Older girls) and black leggings for awards

### Competition Meets

- Swimmers need black suit, nose clips, goggles, yoga mat, flip flops, and white swim cap
- Hair needs to be gelled
- Need team shirt, team jacket (older girls) and black leggings for awards
- Swimmers need their competition suits, knocking supplies, make up and headpieces

## Travel requirement for swimmers

- Swimmers are required to travel and stay with the team
- Meals while traveling are planned for and approved by the coaches
- Travel meets are considered team events and swimmers are expected to stay with the team the duration of the meet

## Approximate Travel Costs

Meet Category	Description	Approximate Cost
A	Nationals - Fly Meet	\$1300-1500
B	Nationals - Drive Meet	\$700-\$1000
C	Zone Championship	\$300-400
D	Local Zone Meet	\$50
E	Regionals - Travel	\$100
F	Local Regionals/Association Meet	\$30
G	Playdate	\$15
H	JOs-Drive Meet	\$700-\$1000
I	JOs - Fly Meet	\$1300-\$1500

\*\* Money left at the end of the season from travel assessments will be returned to the families

## Team Meet Chaperones

Being a Chaperone is an important role in the success of our athletes at meets. Chaperoning a meet is hard work, and there are a lot of moving parts and things do change at times. Our best chaperones are patient, organized, not easily flustered, and who generally go with the flow. We try to assign a lead chaperone and an assistant when needed to provide one point of contact for the coaching staff. For families new to this, we will have you work with someone who has done this before to help show you the ropes.

- MUST be a registered member of USAAS and have a background check through USAAS
- MUST complete SafeSport Training prior to event
- Every meet, the coaches will give a detailed "itinerary" of which swimmers need to be where, at what time, and prepared for the appropriate event. It is very important that the chaperones follow that schedule as closely as possible. The coaches know when an event could move up in start time, how much time is needed for stretching and land drilling, etc. and they build that into the schedule.
- Coaches will also identify and coordinate with the chaperone(s) to organize various healthy options for snacks and meals during the competition.

**Non-chaperoning parents** – we welcome all parents and families to our meets both home and away, a big orange cheering section is awesome!

- If you are not an assigned chaperone you primarily remain in the stands or cafeteria and let the team prepare for competition with the coaches.



- If your child has dietary needs, please let the chaperones know ahead of time so they can plan accordingly.
- The exception to this "hands-off" policy is hair – chaperones always welcome assistance with putting up your child's hair or switching headpieces so don't be shy about jumping right in.
- We will publish hotels, schedules, and flights as we know them, you are welcome to stay at the team hotel, be on their flights and join the group at restaurants. The team stays together as a team with chaperones, not with parents or other family/friends.

**Local Meets** -We require an assigned chaperone for local meets. This can be more than one person depending on scheduling and availability. Responsibilities include:

- Ensuring that athletes are ready at the time and location dictated by the coaches, in the appropriate routine, practice, or black suit.
- Organize and plan for healthy team food to be available during the appropriate times and in enough quantities that the athletes are well fueled. Sometimes this may require the collection of \$ and an advance trip to the store, other times it can be managed by assigning athletes to bring items to share. The coaches will let local chaperones know if any arrangements need to be made for team meals.
- Assist younger athletes with knocking of hair and/or makeup. There are usually plenty of parents around to help with this process, but the chaperone needs to make sure everyone is covered and step in where necessary.

### **Travel meets (driving) -**

We require that chaperones who travel with the team are willing to either use their own vehicle or be willing to drive a larger capacity van should that be required. We require two adults to be in each car, it is often the chaperone and a coach, plus the number of swimmers that fit comfortably in the vehicle. While we understand that often families travel to every meet, we encourage the athletes to travel together. If there is a special circumstance, please discuss it with the coaches at least two weeks prior to the meet. The team typically places 2 athletes in a queen or double bed. We try very hard to be as cost efficient as possible when traveling.

Responsibilities in addition to the above:

- Driving athletes and coaches to/from the hotel and pool
- Arranging any necessary planning/catering for lunch or evening meals
- Ensuring that athletes are aware of expected bedtimes and wake up times.
- Assisting with knocking/preparation at the hotel if necessary.

**Travel meets (flying) -**

Same as all of the above. Additionally, chaperones for fly meets must have a valid credit card that they are able to use for the rental car. This is fully reimbursed, but the rental car companies require the card be in the name of the person renting. We also ask that fly meet chaperones be comfortable flying. Fly meets are typically longer than our other meets, so someone with endurance, a flexible personality, and a willingness to surround yourself with teenage girls for an extended period of time is necessary.

**Accommodations and Reimbursement**

We do not expect our chaperones to incur additional expenses. We typically divide all chaperone and coaching expenses up amongst the athletes that attended the meet. You can expect to be reimbursed for gas, tolls, rental cars, etc. Chaperones typically share a room at the team hotel. If you are traveling with and/or meeting up with a spouse or kids you may elect to stay with them. However, if there is not another adult (i.e. an odd number of coaches) to take your place, you will be responsible for the unused hotel bed (50% of room cost). There are often other parents who are also happy to share the cost of a room with you, so arrangements can typically be worked out.

All receipts must be turned in no later than 30 days after the meet. You may choose an account credit or check reimbursement.

**Safe Sport Chaperone Training**

All chaperones must be Safe Sport trained and certified. This must be renewed every year and it must be completed before the travel event with the team.

Information is available at:

<https://www.teamusa.org/usa-artistic-swimming/safesport>

We also recommend chaperones watch Team USA's concussion awareness videos:

Information available at:

<https://med.stanford.edu/neurosurgery/divisions/vr-lab/CrashCourse.html>

All coaches are required to watch Team USA's concussion awareness videos annually.

**Social Media Code of Conduct**

Swimmers should be aware that future college admissions personnel and employers often scan social media to screen athletes. Social media posts now become part of your digital footprint. Always make sure what you are posting is positive and appropriate. Don't post anything now that will impact you in the future or that will be hurtful to other athletes or coaches. Your social media posts reflect on you as an athlete and as an individual, as well as on the team as a whole. This policy will be reviewed by the coaches, and violation of this policy may result in discipline, including possible suspension.

1. **Maintain a positive social media presence at all times, especially when using Swimkins media platforms (SnapChat, Instagram, Twitter, Facebook, What's App, etc.)**
2. **Do not post anything negative about the team, fellow swimmers, or coaches on social media**
3. **Be mindful posting pictures of other swimmers without their permission**
4. **Avoid sharing personal information such as full names of other swimmers and dates and locations of meets, etc.**

## **Swimkins Code of Conduct for Athletes, Parents and Coaches:**

By joining our team, all swimmers, coaches, parents, guardians and family members agree to follow our team's Code of Conduct (as well as USA Artistic Swimming's Code of Conduct):

- Eyes and ears on the coaches! Stay above water while receiving instruction.
- Show respect and courtesy for others and their property.
  - Athletes are expected to be responsible for their own equipment and punctuality.
- Respect and follow the directions of coaches. Do not interfere with coaching in any way.
- Respect the personal time of all team members.
  - Arrive at practices and the meets in time to change and appear on deck ready to swim.
- Demonstrate good sportsmanship at all times.
- Do not behave in an unruly or inappropriate way.
- Do not bully, intimidate, harass or isolate any person. Bullying, harassment or intimidation will not be tolerated and could result in disciplinary action.
- No use of inappropriate language (e.g.: swearing or derogatory comments).
- Athletes are required to be at any coach/parent meeting, unless otherwise agreed upon.
- Leave all facilities in a neat and clean condition after use.
- Do not exhibit destructive behavior, including stealing and vandalism.
- Do not possess or use any illegal substance.

**Remember that you represent Swimkins wherever you go; wear the Swimkins logo with pride!**

If a parent, swimmer, or coach has a concern, complaint, idea or suggestion, they should contact the head coach or a board member in order to set up a meeting to discuss the issue. Two board members will be available, by request, to meet on Mondays at practice. Any idea, concern, complaint or suggestion can be in writing, but must be delivered in person.

**We Move as One - One team. One attitude.**  
**To dazzle our families and competitors!**