

BSC Parent Handbook:

Team Policy, Procedures, Youth Protection, Volunteering, Liability Release and Indemnification, Registration and Other Fees

[updated 10/13/20]



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Bobcat Swim Club Policies

PURPOSE

To provide an opportunity for all eligible children to engage in a wholesome lifestyle and recreational activity. The program emphasizes the promotion of sportsmanship, team spirit, physical fitness, and swim training.

PRACTICE POLICIES

All swimmers should be ready for practice and on deck 15 minutes before the start of practice. No food or drink on the pool deck, however, water is permitted.

All swimmers should **be picked up within 20 minutes after practice**. If you are able to come into the lobby are to pick them up, this is the safest option, so they are not waiting in the parking lot. We prefer especially the little ones under 8 not be outside waiting for parents. This also gives you an opportunity to check your child's folder for ribbons, pick up papers, and sign up for upcoming events.

Locker rooms will not be locked during practice; all swimmers must take their belongings out on deck during practices and meets. **The Bobcat Swim Club** is not responsible for lost or stolen items. We have a lost and found area out in the lobby and we send out emails to the parents regarding missing belongings, if necessary. Please remind your swimmer that the locker room is used by many people and to be courteous and clean up their area before leaving.

Appropriate **behavior and language** must be used in locker room and on the pool deck by both swimmers and parents. Parents will be informed if there are any issues with their swimmer.

NO JEWELRY MAY BE WORN AT PRACTICE OR MEETS.

Swimmers may only sit out during practice if approved by the coach. Swimmers sitting out for extensive periods will be asked to leave.

PRACTICE ATTENDANCE GUIDELINES

Swimmers are expected to attend practice regularly for the purpose of improving their technique, building endurance, and developing a sense of teamwork with other swimmers.

Unless otherwise advised by a coach, weekly attendance guidelines should be followed. Swimmers are not permitted to attend practices that are not their levels.

Level 3 and 4 swimmers are expected to attend a minimum of three (3) practices to be eligible to participate in that week's swim meet.

It is fun to see your children progress and improve their swimming. However, it also can be very distracting to the swimmers and the coaches. **For this reason, practices are closed to parents except for Thursdays.**

*As you watch on open nights please avoid talking to your swimmer or the coaches. The swimmers need to pay attention to the coaches and follow their instructions. If your swimmer comes over to you please redirect them back to the pool and the coaches.

*If you have a question or concern that involves your child's swimming, please contact our head coach. Please do not try to meet with a coach during practice since our coaches need to focus on the swimmers and keep practice moving.

SNACK BAR

At each home meet we have a snack bar set up. The snack bar supplies are donated by swim families. The snack bar is our main fundraiser to help cover cost of pool rental, coaching salaries, banquets, etc. We ask that all swim parents sign up for a designated item for each home meet. We also need many volunteers to help set up the night before the meet and the morning of the meet including during and after the meet. This is a large task for any one person to take on and everyone is encouraged to help out where they can. The snack bar coordinator will have a listing of items needed for each meet and sometimes a monetary listing of donations needed to keep the snack bar running for such items as paper supplies, condiments, etc., that we purchase in large quantities at Sam's Club. Be on the lookout for how to sign up.

FUNDRAISERS

Each season we have a fundraiser to help pay for the club's expenses (coaches, insurance, ribbons, awards, pool rental fees and replacement equipment). Watch for information on these events.

PAYMENTS

In the pool lobby a gray mailbox is mounted on the side of the Club's storage shed. This will be the primary way to make a payment for all events, such as registration payments, invitational fees, clothing orders, etc. Preprinted envelopes are available for you to fill out the breakdown of your payment enclosed. You will also include any order forms or event registration paperwork in the envelope. One of our board members will then pick up the mail weekly and distribute to the necessary person in charge of the event.

COMMITMENTS

Your swimmer will be asked to make a commitment to the meet she or she will be attending. All commitments are made online, using the website. Swimmers should register if they are attending and if they are not attending. This will help the coaching staff know the attendance for each meet during the season. If you are unable to attend a meet we ask that you inform our head coach no later than the **Wednesday** before the meet date. Relays in particular are impacted when swimmers are unavailable for a meet. During the summer season, it is especially important for our coaches to know your vacation schedule if it is during a scheduled meet.

PARENT QUESTIONS AND CONCERNS

The swim club is a non-profit organization run by a parent board. If you have questions or concerns about how a meet is run, procedures or payment concerns please contact one of our board members or head coach. All parents are encouraged to attend Board meetings to stay informed of changes in policies, challenges, and be part of decisions.

Natasha Weaver, President

nweaver1@yahoo.com

Jenn Dillman, Vice President

jenniferdillman08@gmail.com

Jaclyn Brandt, Secretary

jbrandt2005@gmail.com

Sandy Starner, Treasurer/Purchasing Rep

Sandra.starner@gmail.com

Lyndsay Schaeberle, Head Coach

fry3578@gmail.com

TEAM COMMUNICATION

Email and the Club's website are the main forms of communication about upcoming events, club needs, and deadlines. We will do our best to keep the website updated with current news. Keep checking the site to see pictures, best times, and information for upcoming events. Board members and their contact information can be found on the website. (www.bsccswimming.com).

BSC may use swimmer photographs on the club website and literature. In addition, coaches may use a recording device to review swimmers' strokes for training purposes only.

SWIM GEAR FOR PRACTICE AND MEETS

For practice: Swimsuit (one-piece for girls), goggles, cap, towel.

MEET INFORMATION

In addition to the black swimsuit, goggles and BSC cap, swimmers will need an extra towel or two and a spare set of goggles. There is usually a concession for snacks, but a water bottle will help swimmers stay hydrated during the meet. For bigger meets some swimmers bring fleeces, sleeping bags, or blankets to sit on; parents may bring camping chairs and blankets for themselves. Sweats or some sort of cover-up help them stay warm between events.

Electronics: In general, swim families look out for one another. But when large numbers of kids are collected in one place, electronics could be at risk of being lost, stolen, or broken. It is the responsibility of the parent and swimmer to keep track of their devices and neither the hosting team or the **Bobcat Swim Club** are liable for any lost items. In some venues where swimmers are seated beside the pool with limited room, we encourage the swimmer to cheer for their teammates rather than playing games. With the younger swimmers watching the older swimmers they can learn techniques and rules about swimming, especially if they are newer to competitive swimming.

We will have helpers on deck to assist 8 & Under swimmers get to the block for their event. Also, the helpers can assist other new swimmers who are still learning how meets are run. We know swimmers like to go to the snack bar during the meet, but coaches and lineup helpers will request that they are on deck at least **10 events** prior to their scheduled event. Swimmers should also ask a helper or coach if they are able to leave

the pool deck. This will ensure that swimmers do not miss their events. Please encourage your swimmer to always check with helpers or coaches before leaving the deck area.

MEET ATTENDANCE GUIDELINES

Unless otherwise announced by the coaches, swimmers are to check-in 30 to 45 minutes prior to the start of the scheduled team warm-up for all competitions. For home meets, warm-up time is 7:15 a.m. Away meet warm-up times are announced on a meet-by-meet basis.

Sportsmanship is a MUST with our parents, team members and other teams! (Handshakes and kind words—congratulations or good win!)

All swimmers are expected to stay until the meet is over unless prior arrangements have been made with a coach.

Cleaning up your area when leaving a meet is very important. You are representing Bobcat Swim Club!

BEHAVIORAL ISSUES

All team-related incidents, issues, and concerns are to be addressed directly to the head coach by fellow coaches, parents, or swimmers. Matters are recorded in a behavior/performance log by the head coach. With regard to documented incidents, issues and concerns, the head coach may adhere to the following steps on a per case basis when addressing matters.

First Incident. Communication via email, phone or in-person to the parent/guardian made by the head coach. The incident, issue or concern will be addressed and expectations for change outlined.

Second Incident. Communication via email, phone or in-person to the parent/guardian will be made by the head coach. The coach will determine if a meeting with the swimmer and his/her parent/guardian is necessary. The issue will be addressed with expectations for change outlined. Consequences for any future infractions may be defined. Consequences could include, but are not limited to, dismissal from practice, suspension from practice, suspension from competition, or dismissal from the team.

Third Incident. Communication via email, phone, or in-person will be made by the head coach at his discretion. The coach will determine if a meeting with the swimmer and his/her parent(s) is necessary. The issue will be addressed and consequences will be imposed, including but not limited to suspension from practice and/or meets, removal from the team for the remainder of the season, or permanent removal from the team.

PARENTS and SWIMMERS are expected to review and abide by these policies.

[Required] I have read and agree to the above statement

Youth Protection Policy

Bobcat Swim Club believes that our children must be protected from child abuse. To this end, this policy must be reviewed and signed off by all volunteers and employees. Volunteers include parent volunteers who help in any position. BSC has a zero-tolerance policy for any types of abuse. It is the responsibility of all involved in the program to report potential issues of abuse. These guidelines apply to youth activities carried on within the context of BSC Program.

PREVENTION

The BSC Program requires adult volunteers and employees to provide good supervision, maintain safe surroundings, and observe time-tested precautions to ensure a safe and secure environment that eliminates and prevents opportunities for abuse.

ABUSE

There are three additional kinds of child abuse caused by commission of acts against the child;

Emotional abuse. Abuse occurs when the child is constantly being told that he is no good and never will be. Denigrating name-calling is a form of emotional abuse

Physical abuse. Physical Abuse is the bodily injury of a child by the child's parents or caretaker.

Sexual abuse. Sexual Abuse is any sexual activity between a child and an adult or between children when there is an unequal distribution of power such as when one is significantly older or larger.

POLICY

All persons involved with BSC shall report to local authorities any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. No person may abdicate this reporting responsibility to any other person.

Touching. One-on-one contact between adults and BSC swimmers is prohibited. In situations that require personal conferences, such as a Coach meeting, the meeting must be conducted in view of other adults and youths.

Gifting. Adults may not give youth a reward or token gift outside of approved BSC team and individual awards.

Complimenting Youth. A supportive comment or words of encouragement serve as positive reinforcement from an adult for a youth's accomplishments, appearance, or good behavior. The words should not be too personal in nature, nor discuss the youth's appearance.

Privacy. Volunteers and employees must respect the privacy of youth members in situations such as changing clothes and taking showers at meets, and intrude only to the extent that health and safety require. Volunteers and employees must protect their own privacy in similar situations.

Electronics. Inappropriate use of cameras, imaging, or digital devices is prohibited. While most swimmers and volunteers/employees use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording or transmitting visual images in shower areas, restrooms, or other areas where privacy is expected by participants.

Hazing. Hazing will not be tolerated. Physical hazing and initiations are prohibited and may not be included as part of any BSC activity.

Bullying. Bullying will not be allowed. Verbal, physical, and **cyberbullying** are prohibited in BSC programs.

Attire. Appropriate attire for all activities must be worn. Proper clothing for activities is required. For example, skinny-dipping or revealing bathing suits are not appropriate in BSC.

All *volunteers* must review and acknowledge that they have reviewed these policies. All employees must have the following certifications/clearances be on file before their start date:

- FBI Check: Fingerprinting
- PA State Criminal Check: Online
- PA State Child Abuse History Check
- PA Child Abuse History Clearances

STEPS TO REPORTING CHILD ABUSE

If you think any of the BSC Youth Protection policies have been violated please follow the steps below. All reported incidents will be investigated.

1. Ensure the child is in a safe environment.
2. In cases of child abuse or medical emergencies, call 911 immediately. In addition, if the suspected abuse is in the coach or volunteers' home, you are required to contact the local child abuse hotline. The report must contain the name of the person making the report, name of the youth, current address of the youth, and specific facts that have been observed or alleged.
3. Notify the head coach or one of the BSC board members.

Any person reporting a known or suspected instance of abuse will not incur civil or criminal liability as a result of any report authorized herein, unless it can be proven that a false report was made and the person knew that the report was false or was made with reckless disregard of the truth or falsity of the report.

ENFORCEMENT

If an employee or a volunteer/parent has been reported for a possible incident, that person will immediately be removed of responsibilities/access to the BSC swimmers. If the reported incident has been verified by the Board the incident will be reported to the proper authorities.

[Required] I have read and agree to the above statement

Volunteer Policy

TO MAKE OUR TEAM A SUCCESS, PARENT VOLUNTEERING IS REQUIRED

VOLUNTEERING

The team couldn't function without its volunteers. Every meet that we participate in, we need volunteers for timing, snack bar, setup, ribbons, cleanup, time clock, etc. Effective 2019, working in a job role will be mandatory for each BSC family. **Families will be expected to volunteer for half a meet for at least 5 meets during the season AND provide 5 food item donations.** All of the jobs will be open for enrollment for one month after the season begins. A BSC Board Member will assign all remaining unassigned jobs to a BSC family. Your family will be notified of your assigned job role. Failure to work at a swim meet may result in your child(ren) being unable to compete at the next scheduled meet. If there are extenuating circumstances that prevent you from helping, please speak with a board member. When everyone in our organization pitches in, it allows everyone a chance to be in the stands and support all swimmers. Even if you are not on deck and are helping out at snack bar or another location off the deck, you will not miss your child swimming their event. The goal is to have everyone involved so you can slip away during that time slot to watch.

Having enough volunteers helps to make a swim meet run smoothly. It takes 25-30 volunteers to make a meet run smoothly. A few parents cannot do it all. We all love to see our kids swimming and with the more volunteers we have, the less work is involved for all and everyone can see their swimmers swim. For most jobs you will even get a better view as you are right on deck.

If you are a new parent or haven't volunteered before and you have any questions about the jobs please contact and BSC Board Member. We will be happy to train you -- and even have scheduled a Volunteer Training session (see Club calendar).

Volunteer jobs include:

- **Timers:** times swimmers with stopwatches and records their times
- **Back-up timers:** backup if a lane timer misses a start
- **Finish judge:** writes down the order the swimmers finish
- **Runner:** collects papers from finish judges and timers
- **Snack Bar:** helps at snack bar, includes setup and cleanup
- **Ribbon Writers:** puts stickers on ribbons and files the ribbons for the swimmers
- **On-deck lineup helper:** Help organize swimmers to get to their events. Volunteer clearances are required for this job. Please contact Amber if you have any questions.

All jobs are for only half of the meet and allow you to be on the pool deck (except snack bar)

SIGNUPS WILL BE ONLINE AT WWW.BSCSWIMMING.COM

A system-generated e-mail will be sent out to all families seven days prior to the event. **This email will remind you of the volunteer job and food item donation that you've signed up for.**

[Required] I have read and agree to the above statement

Liability Release and Indemnification

In consideration of being permitted to participate in any/all events and activities sponsored by **Bobcat Swim Club** and its local swimming committees (hereinafter referred to as "Activities"), the parent(s) and/or legal guardian(s) of the minor participant named below agree:

1. The parent(s) and/or legal guardian(s) will instruct the minor participant that prior to participating in any/all Activities, he or she should inspect the facilities and equipment to be used, and if he or she believes anything is unsafe, the participant should immediately advise the officials of such condition and refuse to participate. I understand and agree that, if at any time, I feel anything to be UNSAFE, I will immediately take all precautions to avoid the unsafe area and REFUSE TO PARTICIPATE further.
2. I/WE certify that the minor participant is in good health and has no physical condition that would prevent participation in any/all Activities. Furthermore, I/we agree to use the minor participant's medical insurance as a primary medical coverage payment if an accident or injury occurs. I/we consent to emergency medical treatment in the event such care is required.
3. I/WE fully understand and acknowledge that:
 - a. There are risks and dangers associated with the events and activities sponsored by **Bobcat Swim Club** and its local swimming committees, which could result in bodily injury partial and/or total disability, paralysis and death.
 - b. The social and economic losses and/or damages, which could result from these risks and dangers described above, could be severe.
 - c. These risks and dangers may be caused by the action, inaction or negligence of the participant or the action, inaction or negligence of others, including, but not limited to, the Releases named below.
 - d. There may be other risks not known or are not reasonably foreseeable at his time.
4. I/WE accept and assume such risks and responsibility for the losses and/or damages following such injury, disability, paralysis or death, however caused and whether caused in whole or in part by the negligence of the Releases named below.
5. I/WE HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Bobcat Swim Club, its local swimming committees, the members of its board of directors, officers, employees, volunteers, other participants and agents (collectively, the "Released Parties") FROM ALL LIABILITY TO THE UNDERSIGNED, my/our personal representatives, assigns, executors, heirs and next to kin FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES OR DAMAGES AND ANY CLAIMS OR DEMANDS THEREFORE ON ACCOUNT OF ANY INJURY, INCLUDING BUT NOT LIMITED TO THE DEATH OF THE PARTICIPANT OR DAMAGE TO PROPERTY, ARISING OUT OF OR RELATING TO THE EVENT(S) CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE RELEASEE OR OTHERWISE.
6. I/WE HEREBY acknowledge that the events and activities sponsored by Bobcat Swim Club and its local swimming committees ARE VERY DANGEROUS and involve the risk of serious injury and/or death and/or property damage. Each of THE UNDERSIGNED also expressly acknowledges that INJURIES

RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENT RESCUE OPERATIONS OR PROCEDURES OF THE RELEASEES.

7. EACH OF THE UNDERSIGNED further expressly agrees that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the State in which the events and activities are conducted and that if any portion is held invalid, it is agreed the balance shall, notwithstanding continue in full legal force and effect.
8. On behalf of the participant and individually, the undersigned partner(s) and/or legal guardian(s) for the minor participant execute this Waiver and Release. If, despite this release, the participant makes a claim against any of the Releases, the parent(s) and/or legal guardian(s) will reimburse the Released Parties for any money, which they have paid to the participant, or on his behalf, and hold them harmless.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

[Required] I have read and agree to the above statement

Registration & Other Fees

REGISTRATION PAYMENT

By filling out this registration, you agree to pay the complete registration fee in full. If further assistance is needed for payments, you are responsible for contacting a board member prior to the season starting.

At the end of the online registration, you can pay in full using a credit or debit card only. If paying by check, please select that option at check out, and deposit your check in the gray BSC payment box found in the lobby. If you have any questions about registration payment, please email our Treasurer, Sandra Starner at Sandra.starner@gmail.com.

FEES

Level 1 - 4: \$200.00

High School - \$10.00

N/A FOR 2020 - Families with multiple (non-high school) swimmers receive \$25.00 discount for your second swimmer, and each additional swimmer. For example, families with 3 swimmers will receive a total discount of \$50.00, \$75.00 total for the four swimmers, etc. Deduction will be taken off on the payment page.

N/A FOR 2020 - SWIM CAPS: Swim caps with swimmer's last names will be purchased by the club for **new swimmers only**. Returning swimmers have the option of purchasing two additional caps for \$14 at the end of registration.

N/A FOR 2020 - SWIM SUITS: Black competitive swim suits that are worn only for swim meets can be purchased at the end of registration. Purchasing the suits through the Club is optional. Boys suits are \$33.00 and girls' suits are \$36.00. Swimmers will be fitted during the second week of practice.

N/A FOR 2020 - TEAM GIFT: Each swimmer this season, will receive a new Bobcat Swim Club surprise gift for free, as part of their membership.

[Required] I have read and agree to the above statement