



# SWIM TEAM HANDBOOK

*UPDATED 2025*

## **GENERAL INFORMATION**

### **SURF SWIM TEAM ORGANIZATION SET UP**

*The SURF swim team is a non-profit entity operated according to its By-Laws. These may be found on the team website. While the SURF swim team is an independent organization, it has symbiotic relationship with its host club, Bloomfield Hills Swim and Tennis.*

### ***SWIMMER ELIGIBILITY***

All Bloomfield Hills Swim and Tennis (BHSAT) club members, ages 5-18 are eligible to join the competitive team provided the swimmer can complete one full length of the pool showing rotary breathing and above water arm recovery. For those not able to meet this requirement, an opportunity to join the Pre-Team, known as the Boogieboards, and private swim lessons will be available through any of the coaches. See their contact information on the swim team bulletin board or on the website.

### ***REGISTRATION***

The Northwest Suburban Swim League (NSSL) requires that a team roster is submitted showing each swimmers name, age, and gender. Swimmers need to register for the team prior to attending swim practices. Parents are encouraged to sign up for their volunteer commitments early. A swimmer's age that he/she/they will be competing at is his / her / their age as of May 30<sup>th</sup> of that year's swim season.

### ***TEAM WEBSITE***

All pertinent swim team information will be posted on the BHSAT SURF Swim Team website. Follow the link on the SURF Competitive swim tab at [bhsat.org](http://bhsat.org).

### ***COACH INQUIRIES***

Families are not to ask the coaches questions during practices (including spring tune-up) or meets. It is imperative that coaches remain focused on swimmers in the pool, both for their development and safety. Coaches will be available for questions after practice and always via email. Families may contact members of the swim board at any time.

### ***TEAM BANQUET***

The team banquet is held on Sunday evening after A Finals. All swimmers (competitive and boogieboarders) and their families are welcome to attend! Coaches will recognize all SURF swimmers at the team banquet. The coaching staff will summarize the season, and celebrate each swimmers' successes. We encourage all swimmers and their families to join us for dinner in celebration of the end of our summer swim season.

## EQUIPMENT

**Positive Attitude:** Each swimmer's attitude has a big impact on the team. Swimmers are expected to attend each practice and meet; physically and mentally prepared to train; and compete to the best of their abilities. A positive attitude is a key ingredient to successful participation. Swimmers should arrive early enough to be ready (*swimsuit on, goggles in hand*) on the pool deck **15 minutes prior** to their scheduled practice.

**Nutrition:** It's a good idea to eat something light at least a half-hour before going to practice. Suggested items include: bagels, muffins, cereal, fruit, nuts, eggs, chocolate milk, and juice. Swimmers need fuel (*especially carbohydrates*) for energy and protein for muscle rejuvenation. It is unwise to skip the morning meal or after school snack before practice.

**Practice suits:** Practice suits can be purchased at most sporting goods stores and online retailers. Male swimmers should wear jammer trunks or brief practice suits (no baggy shorts). Female swimmers should wear one-piece training suits (no two piece suits).

**Team Suit:** Team suits can be purchased online via the link on our team website, or at local swim shops that will be identified on the team website. Chlorine can be hard on suits; please reserve the team racing suit for meets.

**Caps:** Team caps will be available for purchase at BHSAT through the course of the season. If a swimmer wears a swim cap during a meet, it **MUST** be a current BHSAT team cap. Swimmers with longer hair should wear a cap during practice and at meets. It keeps hair out of their eyes and mouth, and it also provides some protection from the chlorine. Drying the cap after every practice/meet and dusting with talcum powder occasionally will ensure a longer cap life.

**Goggles:** Swimmers must supply their own swim goggles (no masks). It is recommended that swimmers carry an extra pair to practices and meets, as goggles break, get lost, etc.

**Swim Gear:** Additional practice gear may be required or recommended by the coaches that vary among swimmer age groups. These may include fins, kick boards, paddles, pull buoys, etc. Coaches will communicate to swimmers/families what is necessary for each group.

## **SWIM TEAM PRACTICES**

*\*\*\*All practice times are subject to change occasionally due to special events for the SURF Swim Team or Bloomfield Hills Swim and Tennis Club. Please check the SURF swim team website for any practice schedule updates.\*\*\**

### **PRACTICE GROUPS**

The swim team is organized into two classifications – Competitive Team and Boogieboards. The Competitive Team has practices that are organized by swimmer age. Coaches may make alterations based on ability at their discretion. The Boogieboards are divided into two groups based on swimmer ability. Boogieboards practices may take place in the competition lanes of the pool and/or in the diving well.

### **PRACTICE ATTENDANCE**

As a rule, the coaches expect the swimmers to be at practice as often as possible during the school year, as well as very day once school is out. Your child will reap the benefits of consistent training as they see their times improve from meet to meet. Swimmers are expected to arrive on time to practice. Attendance at practices the morning of and the morning after swim meets is *crucial* to the coaches; they prepare the swimmers for the meets and debrief them afterwards.

For swimmers that concurrently participate in a club team long course program, or an organized swim practice other than SURF Swim Team: please arrange attendance requirements at the beginning of season with the head coach.

### **SPRING TUNE-UP**

Starting in May through the Thursday prior to Memorial Weekend, spring tune-up practices will be scheduled for swimmers who *have prior competitive swimming experience*. This does not include prior pre-team or swim lesson experience; swimmers in spring tune up *must* have *competed* on a swim team in order to be eligible for spring tune-up. This is a conditioning program, *not* a Learn to Swim or Pre-Team program.

All competitive team swimmers are strongly encouraged to participate in spring tune up, which is led by SURF coaching staff. You may enroll in spring tune-up when you register your swimmer(s) for the swim team season. There is a nominal charge per swimmer.

### **AFTER SCHOOL OUTDOOR PRACTICE**

Starting on the Wednesday after Memorial Day through the last Thursday of the Bloomfield Hills School District school year calendar, practices will be scheduled for the different age groups. Please refer to the SURF swim team website for practice times. Initially, swimmers will be assigned to the workout schedule based on age; however, as swimmers are evaluated, the coaches may ask a swimmer to attend a different practice based on ability.

## ***SUMMER PRACTICE SCHEDULE***

Starting after the conclusion of the Bloomfield Hills School District school year calendar, through remainder of season, practices will be scheduled for the different age groups between the hours of 7:00 AM and 12 PM. Please check the SURF swim team website for practice times. Please note: There is NO practice on the last day of the school year on the Bloomfield Hills School District school year calendar.

## ***STROKE CLINICS***

Stroke Clinics with the members of the coaching staff will be held after morning practices on days determined by the swim coaches and BHSAT. Days and times will be communicated by the coaching staff to SURF swim team. Stroke clinic fees are required to be paid directly to the fiduciary coach on the first day of a clinic session.

## ***WEATHER***

Practice will be held in most all weather. In the event of lightning, the coaches will instruct the swimmers to leave the pool area until it is deemed safe to go back into the pool – generally 30 minutes after the last thunderclap. If there is enough notice regarding inclement weather, an email will be sent indicating the cancellation of practice for that day.

Boogieboard practices may be cancelled if the temperature is below 70 degrees.

## **SWIM TEAM MEETS**

### ***REGISTERING FOR MEETS***

All swimmers must indicate on the swim team website whether or not he/she/they will attend the meet by the designated due date for the meet. This can be done this by clicking “ATTEND THIS EVENT” for each swim meet and specifying COMMITTED or NOT COMMITTED. An “Attend this Event” link will be posted for every meet of the entire season. Even if you have told one of the coaches that you cannot swim in a meet, you must also indicate the same on the swim team website for that meet. If you have a last minute emergency and need to change plans, please email the Coach at [Swimcoach@BHSAT.org](mailto:Swimcoach@BHSAT.org).

Please note: if a swimmer has not opted out of a meet via the website and is “no-show” at a swim meet, that swimmer will not be entered in the next swim meet. This also applies to mini-meets.

### ***MEET LINE-UPS***

Coaches take into account the following when building a line-up: attendance and performance at practice; opposing team strengths; strengths of our team; and previous meet performances. In addition, the coaches will attempt to have every athlete swim every event during the summer. This will decrease monotony, increase the chance of making A-finals, increase confidence, and possibly uncover new abilities. A great swimmer is a well-rounded swimmer! The meet line-up will be posted during warm-up prior to the meet. If a swimmer notices that an error has been made, or has a question about the line-up, the swimmer should see the coach *prior to* the meet.

### ***MINI-MEETS***

Mini-meets are fun and allow swimmers to branch out into events they normally do not swim during dual meets. Swimmers typically choose the events that they swim at the mini-meets. Nearly every team in the league participates in mini-meets. These meets use the “timed final” format: there is no prelim/finals heats – a swimmer’s final placing depends on their time for their one swim in that event. Awards are given for places 1st – 12th. Swimmers compete solely against other swimmers their identical age, not their age group. For example, 7-year-olds compete solely against other 7-year-olds.

### ***“A” and “B” FINALS***

Every swimmer concludes their season with the Finals Meets. Each swimmer will swim in one or the other, if they have signed up on the swim team website “ATTEND THIS EVENT.” The Coaches will select and post a list of swimmers for each of the finals meets the week before “B” Finals.

If you have any questions regarding the placement of your child, please feel free to contact the coaches. On the Friday prior to each final, the team will hold a Finals “Pump-up” Dinner at BHSAT. Swimmers for that competition are treated to a pasta dinner, which is a swimmer-only event and includes team traditions that builds camaraderie among the swimmers and coaches.

### ***“B” FINALS MEET***

“B” Finals is a one-day meet that will be held the Saturday before A Finals in July. These meets are great fun for NSSL swimmers who are not competing in the “A” Finals. Swimmers who qualify for “A” finals will not be eligible to swim in “B” finals.

8 & Under and 9/10 age groups swim in the morning, while 11&Up will swim in the afternoon. Swimmers are placed in heats according to their best time going into the “B” Finals meet. This meet uses the “timed final” format; there is no prelim/finals heats – a swimmer’s final placing depends on their time for their one swim in that event. Awards are given for places 1st – 12th *(or 1st – 16th if the meet is held in an 8-lane pool)*. “B” Finals does not limit a club’s number of entries per event. The number of events each swimmer may swim is limited to two. The swimmers may select their events for B Finals. It is at the host club’s discretion whether or not to hold relay events.

### ***“A” FINALS MEET***

“A” Finals are held the last weekend in July. This two-day championship meet features the 12 teams of the NSSL competing for final season standings. NSSL entry rules for this meet limit each team to 2 swimmers per individual event and 1 team per relay. The “A” Finals team line-up will be determined by the coaches based on time and meet line-up criteria. Preliminary heats are held on Saturday, and the fastest 12 swimmers in each event return on Sunday to compete in the Championship Finals. The 1st – 6th place finishers from each Saturday event compete in Sunday’s “Championship Final” heats for final 1st – 6th placing and scoring. Similarly, the 7th – 12th place finishers from each Saturday event compete in Sunday’s “Consolation Final” heats for final 7th – 12th placing and scoring.

On Sunday, the league holds special opening ceremonies, with a “Parade of Clubs.” The NSSL clubs adopt themes for the parade. All clubs are introduced, and special presentations and acknowledgements are given. All BHSAT Swimmers are encouraged to attend. Each day’s festivities begin around 9:00 am (with warm ups as early as 7:00 am) and are usually concluded around 4:00 pm. Awards are presented and photos are taken on a periodic basis throughout Sunday’s finals. At the end of the “A” Finals meet, the NSSL League Champion Team is announced based on the performance that day.

## **SWIM FAMILY VOLUNTEERING**

*The success of the swim team program is tied to the involvement of its participating families. Each swim family, except those with only Boogieboard swimmers, is required to assist with the team operation. There are a variety of volunteer positions available, and each job earns the family their required volunteer credits. Volunteering sign-up is done through the team website. Each credit not earned by a competitive team family shall be charged via a fee set annually by the Swim Board of Directors to the credit card on file.*

*SURF Swim Team will also have some required volunteer positions at "A" & "B" finals, which fall outside of the regular season volunteer requirements.*

### **LEADERSHIP POSITIONS – BOARD OF DIRECTORS**

The SURF Swim team Board of Directors is comprised of 7 seats (6 of which include regular voting rights). Please refer to the team bylaws for more information on the Board's roles.

- President
- Treasurer
- Administrator
- Internal Competitive
- External Competitive
- Social
- At-Large (tie-breaker vote only)

### **LEADERSHIP POSITIONS – COMMITTEE CHAIRS**

*Each of the Chair positions report to a member of the board. These positions are responsible to operate their area of the swim team program, which includes: communicating with families that have registered to volunteer in their area; ensuring the required volunteers are present; and soliciting volunteers to fill voids (when necessary). The Chairs are a vital part of tracking the team's volunteer credits. Chairs must provide a record of which families earned credits in their area. Some parents may need to be educated how to perform their role, and each Chair must have a system in place to welcome and guide each parent. If a Chair's area has a financial aspect to it, they must adhere to spending within the set annual budget.*

- Swim Banquet
- Meet-Day Breakfasts
- Concessions
- Fundraising
- Marshalling
- Pump Up Dinner
- Ribbons
- Senior Swimmers
- Spiritwear
- 13 & Up Campout
- 12 & Under Hangout
- Volunteers

### **SPECIAL VOLUNTEER POSITIONS**

*There are a limited number of special-volunteer positions that run the length of the SURF swim team season. These include:*

- Boogieboard Liaison
- Computers
- Computers Assistant
- National Anthem Musicians/Singers
- NSSL Representatives (2)
- Photographer



## **DUAL MEET SCORING**

### ***Individual events***

Places 1 thru 4 are awarded points: 5-3-2-1 (11 total points per individual event).

*Only the top two finishers for each team may score. If a team places 1-2-3 in an event, they are only awarded points for 1st and 2nd. The other team is awarded points for 3rd and 4th. If there is an illegal swim, no points are awarded.*

### ***Relay events***

Places 1 and 2 are awarded points: 8-4 (12 total points per relay event).

*Only one relay per team may score.*

### ***DUAL Meet Awards***

Dual Meets: for all “points” swimmers.

“Points” swimmers receive ribbons that are awarded for 1st through 6th place

Non-point swimmers receive “Exhibition” ribbons.

## **NSSL Dual Meet Order of Events**

#1 11-12 Girls 50 Back	#24 13-14 Boys 50 Breast
#2 11-12 Boys 50 Back	#25 15-18 Girls 100 Free
#3 13-14 Girls 100 IM	#26 15-18 Boys 100 Free
#4 13-14 Boys 100 IM	#27 7-8 Girls 25 Fly
#5 15-18 Girls 50 Breast	#28 7-8 Boys 25 Fly
#6 15-18 Boys 50 Breast	#29 9-10 Girls 50 Back
#7 7-8 Girls 25 Back	#30 9-10 Boys 50 Back
#8 7-8 Boys 25 Back	#31 11-12 Girls 50 Fly
#9 9-10 Girls 50 Fly	#32 11-12 Boys 50 Fly
#10 9-10 Boys 50 Fly	#33 13-14 Girls 50 Back
#11 11-12 Girls 50 Free	#34 13-14 Boys 50 Back
#12 11-12 Boys 50 Free	#35 15-18 Girls 100 IM
#13 13-14 Girls 50 Fly	#36 15-18 Boys 100 IM
#14 13-14 Boys 50 Fly	#37 7-8 Girls 25 Breast
#15 15-18 Girls 50 Back	#38 7-8 Boys 25 Breast
#16 15-18 Boys 50 Back	#39 9-10 Girls 50 Free
#17 7-8 Girls 25 Free	#40 9-10 Boys 50 Free
#18 7-8 Boys 25 Free	#41 11-12 Girls 50 Breast
#19 9-10 Girls 50 Breast	#42 11-12 Boys 50 Breast
#20 9-10 Boys 50 Breast	#43 13-14 Girls 50 Free
#21 11-12 Girls 100 IM	#44 13-14 Boys 50 Free
#22 11-12 Boys 100 IM	#45 15-18 Girls 50 Fly
#23 13-14 Girls 50 Breast	#46 15-18 Boys 50 Fly

### **Relay Events**

- #47 40-year Combined 200 Free Relay
- #48 40-year Combined 200 Medley Relay
- #49 52-year Girls 200 Medley Relay
- #50 52-year Boys 200 Medley Relay
- #51 66-year Girls 200 Free Relay
- #52 66-year . Boys 200 Free Relay

### **Notes**

Event Numbers Odd numbered events are GIRLS events  
Even numbered events are BOYS events

Event numbers ending in 7 or 8 are 7 – 8 year-old events.  
Event numbers ending in 9 or 0 are 9 – 10 year-old events.  
Event numbers ending in 1 or 2 are 11 – 12 year-old events.  
Event numbers ending in 3 or 4 are 13 – 14 year-old events.  
Event numbers ending in 5 or 6 are 15 – 18 year-old events.

## **FREQUENTLY ASKED QUESTIONS**

### ***Who swims?***

Every swimmer on the competitive team swims at the dual meets. Some Boogieboard swimmers may move to the competitive team during the season at the coaches' discretion and with parent approval. Swimmers on the competitive team may enter a maximum of three events per meet, with a two-event type max: two individual and one relay or one individual and two relays.

### ***What if I can't make it to a meet?***

Coaches must be notified [well in advance](#) if a swimmer is unable to participate in a meet. The meet line-up is prepared based upon everyone swimming, and last minute adjustments and/or scratches are upsetting to everyone involved, especially those on relay teams. All swimmers must indicate on the swim team website whether or not he / she / they will attend each meet by the designated due date. This can be accomplished by clicking "ATTEND THIS EVENT" for each meet and specifying COMMITTED or NOT COMMITTED. An "Attend this Event" link will be posted for every meet of the season. Even if a swimmer has communicated a meet absence directly to a coach, that swimmer must also indicate the absence on the swim team website. Emergencies happen! In those situations, please communicate directly with the coaching staff as soon as possible.

### ***What should I eat before/during the meet?***

"Carbo-load" mid-afternoon. Pasta is an excellent choice; however, swimmers should eat early enough so that they have time to digest before getting into the pool. During the meet, healthy snacks can help to maintain energy; keep snack timing and content into account. Always remember to stay hydrated on the inside as well as out!

### ***What should swimmers bring to a meet?***

Team suit, goggles (2 pairs), towels (2), warm clothes, shoes, a SURF swim team cap, a reusable water bottle, sunscreen and a sharpie marker.

Optional items include: playing cards, books, and simple games to fill time during long meets. Expensive electronics are better left at home. Swimmers may also want to pack extra money for concessions.

### ***What should parents bring?***

Many families utilize large umbrella-shelters, folding camp chairs, and blankets to establish a comfortable rest area during meets. Although this is a summer sport, the weather can change rapidly. Spectators should also dress for the weather. Sunglasses and hats or visors come in handy. Bring money for concessions, drinks, and meet line-ups ("heat sheets") You can also bring snacks and drinks.

### ***Is there something for non-swimmer siblings to do?***

Dual meets can be long for children - generally over 3 hours. Some clubs have playgrounds that the siblings can play on with adult supervision. When bringing non-swimmer children, it is best to plan accordingly.

### ***How do I get to the meets?***

Parents are responsible for transporting their swimmers to/from meets. Locations of NSSL member clubs are published on the SURF swim team and NSSL websites.

### ***What is marshalling?***

Marshalling is the process in which swimmers are organized by lane heat, followed by an escort to the starting blocks. NSSL teams marshal all 8 & Unders and 9/10's. 11 & Up swimmers expected to be responsible in arriving at the starting block area on time for their events. If they miss an event, there is not a scheduled opportunity for a make-up.

### ***What do I do in case of bad weather?***

Meets are held rain or shine. They are delayed (*or, rarely, rescheduled*) only for lightning. Cancellation or delay is typically decided at the meet, not in advance.

In the event that the swimmers are removed from the pool, do not leave the meet. Officials will work with the host club to evaluate the situation. Every effort is made to complete the meet – the meet will be postponed only if the inclement weather does not clear after an extended period of time. Officials wait a minimum of 20 minutes after lightning to resume a meet. During the delay, swimmers/families usually gather in the club locker rooms, pavilions, or other protected areas.

### ***What should a competing swimmer do immediately following a heat?***

Upon completion of a heat, each swimmer should:

1. Ask their timer for his/her time in the event, AND
2. See a coach for a short debriefing session about the race.

### ***What happens when a swimmer is disqualified?***

Occasionally, a swimmer may be “disqualified” (“DQ’d”) because an official will have identified that a swimmer’s stroke, turn, or finish was done not according to the rules. The official will speak with the swimmer and coach about the finding; the coaches will work on preventing future infractions at practices. If a swimmer is “DQ’d” during a “for points” heat, the swimmer is ineligible to receive an award for that event. That swimmer’s finish place is not counted towards the team score. Do not be alarmed if this happens - even very experienced swimmers have been “DQ’d.”

### ***What are the awards?***

Swimmers receive ribbons for their participation in the meet whether “for points” or exhibition. All the exhibition ribbons are the same color. Ribbons awarded to “for points” swimmers vary according to place. All ribbons have the swimmer’s event and time written on a sticker on the back of the ribbon. Awards for home and away meets are usually available about 5-10 events after the swimmer’s event – the swimmer can claim their

ribbon at the awards table on the deck. All unclaimed ribbons are given to the coaches to be distributed after the next practice.

### ***What does exhibition and “for points” mean?***

Whether a swimmer swims “exhibition” or “for points” is at the total discretion of the Coach. Either way, the swimmer’s participation is a valuable asset to the team. “For points” means that the swimmer’s finish position determines the amount of points accumulated for the team’s overall score. Generally, the fastest three swimmers in each event compete “for points.” “Exhibition” swims do not count toward the swim team’s score; however, exhibition swims provide valuable insight for the coaches in the determination of participation in events in meets, relays, training, and swimmer progress. Swimmers nearly always compete in their age group. On occasion, if the team does not have a full complement of swimmers in an older age group, a younger swimmer may be asked to “swim up”, in which the younger swimmer swims “for points” in an older age group when that swimmer’s age group events can be filled. This practice also allows the coaches to work with different combinations of swimmers and strokes to plan for the future.

### ***When can I leave a meet to go home?***

Swimmers are expected to remain for the duration of the swim meets, even if they are done swimming. Relay races, which take place at the end of the meet, are a time to congregate as team and cheer on our swimmers. Additionally, the team will congregate with coaches post-meet, and many clubs host after-meet celebrations for all participants. (see below) Dual meets typically last about 3-3½ hours and consist of 52 numbered events.

### ***What do I do at the end of the meet?***

The SURF swim team always gathers at the end of the meet to recap with the coaches and cheer for the opposing team. Swimmers should always take part in this cheer. Even though a meet may run late, this is a major reinforcement of our team spirit. At the end of a meet, it is important for swimmers and parents to be responsible for cleaning up the areas used at the meets. No matter whether at home or at another club, swimmers should pick up trash, unclaimed towels, etc. and leave the area clean.

### ***Are there after-meet parties?***

After a meet, the host club may provide pizza, ice cream, or other treats to swimmers. This is a great way to get to know the families of all the NSSL swimmers.

### ***Where can I continue swimming during the off season?***

There are many opportunities to continue swim training and competition in the fall, winter, and spring. Local clubs include, but are not limited to: Birmingham Blue Dolphins (BBD), Birmingham Bloomfield Atlantis (BBA), Oakland Live Y’ers (OLY), Motor City Aquatics (MCA), Poseidon (PSC), North Oakland Waves, and Cranbrook Speedsters. Ask around for more details or speak to the coaches. Most middle schools and high schools in the area also offer swim teams.

# Surf Swim Team – Family & Swimmer Code of Conduct

## Parent Expectations

- Fulfill volunteering requirements and/or pay the mandatory fee for non-worked hours.
- Contribute additional volunteer hours as needed at A or B finals
- Contribute to a positive atmosphere for the team.
- Cheer on SURF swimmers and make the spirit of BHSAT SURF enjoyable for all.
- Avoid communicating with the coaching staff and swimmers during practice.
- Wait until a time designated by the coach to address any concerns.
- Contact the swim coach or committee as necessary for emergencies.
- Submit all swim meet commitments by the designated due dates in TeamUnify.
- Ensure swimmers arrive on time for practices and meet warm-ups.
- Read the team handbook and review expectations/rules with swimmers.
- Check the website weekly for updates.
- Keep both A and B finals dates available.
- Understand that swimmers will be held to accountable for his / her / their SURF swim team responsibilities.

## Swimmer Expectations

- Regularly attend swim practice.
- Arrive on time for practices and meet warm-ups.
- Bring all required gear and bottled water to every practice.
- Participate in at least 3 dual meets and 1 championship meet (*A finals if qualified*)
- Contribute to a positive atmosphere for the team.
- Cheer on SURF swimmers and make the spirit of BHSAT SURF enjoyable for all.
- Maintain a positive attitude.
- Show good sportsmanship toward teammates and opposing teams.
- Communicate any concerns to coaching staff and/or parents/guardians.