



Rushmore Swim Team

2024 – 2025

Team Handbook

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Introduction

The purpose of this handbook is to give new members a comprehensive understanding of the Rushmore Swim Team family, as well as outline various policies that positively impact each swimmer and swim family, year after year. This policy should be read by all families so they may become familiar with important facts and rules of the team.

Why swim?

The USA Swimming age group swimming program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits.

Physical Development

- Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much?
- Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports, an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swimming teams use every precious minute of practice time developing fitness and teaching skills.
- Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well.
- Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.
- Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.
- Swimming is the most injury-free of all children's sports.
- Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Masters Swimming programs are still training and racing well into their 80's.

Intellectual Competence

In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally their accomplishments in learning and using new skills contribute to a stronger self image.

Rushmore Swim Team

Rushmore Swim Team (RST) is a non-profit, parent-run, coach-informed organization. RST is governed by United States Swimming, Inc. and South Dakota Swimming (SD LSC) organizations. RST provides a year-round swimming program for athletes in and around the Rapid City metropolitan area.

Mission Statement & Vision

Motto

Honesty, Excellence, Commitment

Mission Statement

The mission of the Rushmore Swim Team is to operate the premier aquatics program in the state of South Dakota. Every day, we will strive to provide an environment where personal excellence, honesty, and commitment are expected. Through the pursuit of our vision, dreams and goals, we will learn valuable life skills and develop the drive to achieve our potential in swimming and in life.

Vision

Our vision is to build a tradition of swimming excellence tied to our community. We will earn and carry a reputation of producing passionate, inspired, and high-achieving swimmers, coaches, and parents, recognized regionally, as well as nationwide.

Rushmore Swim Team Board of Directors

The Board of Directors is elected by and from the Regular Members of RST. The Board of Directors consists of the following members: President, Vice-President, Secretary, Treasurer, Registrar, four (4) Members At Large, and two (2) swimmer/athlete representatives. The Head Coach is a member of the Board ex officio, but does not have any voting rights. The President, Vice-President, Secretary, Treasurer, Registrar, and the four(4) At Large members shall each serve a two (2) year term. To ensure continuity with the Board of Directors, a new President, Secretary, and two (2) At Large members will be elected during even years and a new Vice President, Treasurer, Registrar, and the other two (2) At Large members will be elected during odd years. The swimmer/athlete representatives shall align with each season's team captain selections.

The all-volunteer board manages Rushmore Swim Team's business planning and fiscal responsibilities. The election of Board Members is generally held each year at the beginning of the fall (short course) swim season. The Board of Directors meets on a monthly basis to discuss issues related to the organization. All members are welcome and encouraged to attend the scheduled monthly meetings.

Minutes from the Board meetings will be available following each meeting.

Coach's Role

All Rushmore Swim Team coaches must meet all USA Swimming and SD LSC certification requirements. All of the above requirements must be kept up to date in order to remain an active coach in good standing with USA Swimming and the Rushmore Swim Team.

Coach Code of Conduct

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of the swim team. It is to be used as a guide to promote a positive team environment and good sportsmanship.

Coaches are expected to:

1. Adhere to USA Swimming's rules and code of conduct at all times.
2. Set a good example of respect and sportsmanship for participants and fans to follow.
3. Be professional and accept responsibility for all actions.
4. Treat officials, fellow coaches, participants, and spectators with respect.
5. Instruct swimmers in sportsmanship and demand that they display good sportsmanship.
6. Coach in a positive and constructive manner, avoiding use of derogatory comments or abusive/offensive language at all times.
7. Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.

8. Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
9. Keep relevant qualifications up to date and continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
10. Cooperate with the swimmer's parents or legal guardians, involving them in their child's development.
11. Always maintain a professional separation between coach and athlete.

Any complaints of a coach violating this code of conduct will be brought to the attention of the team's board of directors.

Parent/Guardian's Role

As the Parent/Guardian of a competitive swimmer, your main responsibility is to provide a caring and supportive environment. This will encourage your child to feel good about his or her interest in competitive swimming. Show your support by ensuring your swimmer's attendance at practices and swim meets.

Parents/guardians are not participants on their child's team, but contribute to the success experienced by the swimmer and his or her team. Parents/guardians serve as role models and children frequently emulate their attitudes - strive to be a positive role model. Most important, show good sportsmanship at all times toward coaches, officials, teammates and other teams.

Parents/guardians shall not interfere with coaches and/or swimmers while practice is in session. Please either approach a coach before/after practice or during a predetermined meeting time and place.

As part of the registration process, all parents/guardians are required to review and sign the Parent Code of Conduct prior to their swimmers participating in any team-sponsored event.

Swimmer's Role

Swimmer Code of Conduct

The purpose of the Swimmer Code of Conduct is to establish common expectations for all members of the team in order to promote individual and team excellence both in and out of the water. As a representative of Rushmore Swim Team, USA Swimming, and the sport of swimming, all swimmers are expected to behave in an exemplary manner and display proper respect and sportsmanship towards team members, competitors, coaches, officials, parents, facility staff, and the public at all times. The Rushmore Swim Team will not tolerate behavior that reflects poorly on the team.

As part of the registration process, all swimmers are required to review and sign the Swimmer Code of Conduct along with their parents/guardians prior to participating in any team-sponsored event.

Mentorship

Each season, the team intends to pair up younger swimmers with older swimmers. This will allow the younger swimmers to ask questions of the older swimmers, have a role model, and feel more welcome and a part of the team. For the older swimmers, this will give them a chance to lead and set an example amongst the younger swimmers, hopefully inspiring them to continue competing in swimming. For the swim mentors, this role should not be taken lightly.

For the parents, the team intends to pair up new swim parents with seasoned swim parents each season, to ensure the new families are getting all of their questions answered and feel comfortable and welcome with the team. There are far too many nuances with the swim team to capture them in this handbook. Much of learning about swim teams will come through experience and asking questions of experienced families.

Trial Memberships

Trial Memberships are available to new members only. The purpose of trial membership is to give families an opportunity to try the sport of competitive swimming prior to making financial and time commitments. Trial memberships will last for two consecutive weeks from the time the new swimmer attends their first practice. Upon completion of the trial membership, families will have 7 days to register with USA Swimming. New swimmers who do not have a current USA Swimming membership after this time will not be allowed to participate in any team-sponsored events (practices, meets, clinics, camps, fundraisers, etc.).

Membership Fees & Dues

Annual Rushmore Swim Team Registration Fee

All families are responsible for a registration fee each season. The fall/winter season (short course) registration fee is \$100.00 per swimmer. The spring/summer (long course) registration fee is \$75.00 per swimmer. Registration fees are due at the start of each season.

USA Swimming/South Dakota Swimming Membership

Additionally, all swimmers must be registered and current members with USA Swimming (USAS). The **annual USA Swimming membership fee is typically around \$80 per swimmer (for Premium Athlete membership)** upon new membership registration and due each year thereafter by December.

New swimmers must be registered with USA Swimming within 7 days after the end of their 2-week free trial. New swimmers who do not have a current USA Swimming membership after this time will not be allowed to participate in any team-sponsored events (practices, meets, clinics, camps, fundraisers, etc.).

Existing USA Swimming members whose membership expires must renew their membership prior to participating in any further team-sponsored events.

Monthly dues:

Lastly, swimmers will be billed monthly dues. The primary purpose of which is to help pay for lane rental and coaches' salaries.

In consideration of the participation of the swimmer(s) in Rushmore Swim Team's swim program, the Parent/Guardian agrees to pay the dues corresponding to the Swimmer's assigned practice group as set forth.

Monthly payment of dues shall be due and payable on the first day of each month, for 10 months during each calendar year (March and August are typically not charged). Dues may be prepaid at any time. Swimmers are expected to pay for the entire month no matter how many days they attend practice. As a swimmer graduates, or is transferred to a different practice group by the coaching staff, the fees for the new practice group will be invoiced in the next billing cycle. If advance payments have been made, the difference will be invoiced to the swimmer's account. If an account is greater than 60 days delinquent, the swimmer(s) associated with the account will be suspended from the team until the account is paid in full.

If Parent/Guardian becomes delinquent in payment of dues or assessments because of financial hardship, he/she may apply to the RST Board or Directors for a waiver of late fees and suspension. A waiver may be granted if satisfactory arrangements are made for payment of the delinquent amounts. He/she may also apply for a scholarship once the account is current.

Payments may be made through the family's Team Unify (Sports Engine) account, which will charge the credit/debit card on file for the current invoiced amount automatically on the 1st of each month. It is recommended parents/guardians set up the "auto pay" feature in their account. Additionally, payment may be made by presenting payment (cash/check) to the team treasurer or by mailing payment to:

Rushmore Swim Team
PO Box 3755
Rapid City, SD 57709

Multi-Swimmer Discounts

Rushmore Swim Team offers a discount on monthly dues for families with two or more swimmers. Families with 2 swimmers, will receive a 5% discount and families with 3 or more swimmers will receive a 10% discount.

Rushmore Swim Team Scholarships

Rushmore Swim Team offers a limited amount of scholarship memberships annually. The number of scholarships available each year is based on the Rushmore Swim Team's annual budget, unless specific sponsorship funds are allocated for scholarships. The swim scholarships allow families to participate on the Rushmore Swim Team at a discounted rate. The RST scholarship applies to monthly dues only. **Scholarship participants are required to meet all**

volunteer and fundraising requirements. Failure to meet these requirements may lead to loss of future scholarship opportunities.

An application form is available for members who are interested in applying for a swim scholarship. Swimmers must reapply every year. Scholarship applicant's accounts must be in good standing. Scholarships will not be considered for families who did not meet the terms of a previous scholarship. The Executive Board will consider each application and the information submitted will be kept strictly confidential. Once the maximum number of annual scholarships have been awarded, any remaining applicants will be placed on a waiting list in case additional scholarship funds become available or a team member on scholarship leaves RST or no longer needs the scholarship.

Fundraising & Sponsorships

Fundraising:

RST is a parent-run organization. For the team to grow and meet stretch goals, fundraising is essential. Each season, optional fundraising opportunities will be made available to the membership. All profits raised in a team-sponsored event shall be split 50-50, meaning, 50% will go to the team and 50% divided equally to those swim team members who were active in the event.

This crediting will occur at the end of the season, provided you either register for the next season (Short Course to Long Course or Long Course to Short Course) or affirm you will be registering for the season which immediately follows the next season (Short Course to Short Course or Long Course to Long Course). If you fail to register by the start of the season following the next season, defined by the first day of practice, your fundraising credits will be forfeited.

Fundraising opportunities may include, but are not limited to, things like a swim-a-thon, team sponsored fundraising events, Chuck-a-Puck, concessions shifts at the Monument, family donations, raffles, and/or silent auction baskets.

The RST Board Treasurer, in coordination with the RST Fundraising & Sponsorship Chair, shall be responsible for the tracking of fundraising funds received and fundraising credit balances for each account.

Corporate Sponsorship:

Corporate sponsorship is separate from individual fundraising. Corporate sponsorships are critical to the team's ongoing operations. The RST Fundraising & Sponsorship Chair will lead a committee of 4-5 members, who are responsible for coordinating and securing corporate sponsorships annually. A call for committee member candidates will go out annually, at a minimum. Committee member candidates will then be selected by the RST Board member overseeing sponsorships and the RST Sponsorship Chair. For every \$2,000 secured in corporate sponsorships, members of this committee are eligible to receive a \$100 credit to their account. Corporate sponsorships which are specifically earmarked will require approval from the RST Board of Directors to be eligible for the account credit.

Discontinuing and Mid-Season Entries

Voluntary Discontinuance

The pool rental contract between RST and the city requires at least 30 days' notice prior to any changes in the team's lane space requirements. To ensure RST has adequate time to adjust lanes and coaching requirements, RST requires notification to the Registrar prior to the 1st of the month in which they will cease swimming. Billing will then continue until the end of the month in which they plan to leave. Failure to notify RST Registrar within this time frame will result in the following month's dues also being billed to the swimmer's account.

Example A: Swimmer notifies RST Registrar on October 16th that they will no longer be swimming effective in November, swimmer's account will be billed for dues until the end of November.

Example B: Swimmer notifies RST Registrar on November 2nd that they will no longer be swimming effective immediately, swimmer's account will be billed for dues until the end of December.

Exceptions to this policy include injury/illness (diagnosis and restriction limiting swimming provided by authorized medical professional) or short-notice (less than 45 days) relocation outside of the area, defined as a 50-mile radius from the Roosevelt Swim Center (documented proof required). All other exceptions and requests pertaining to swimmers who will be discontinuing must be presented to, and approved by, the RST Board of Directors.

Involuntary Discontinuance

The Executive Board of Directors (President, Vice-President, Secretary, and Treasurer) shall consider dues & fees requirements for any swimmer who is removed from the team (disciplinary, code of conduct/policy/law violations, etc.) on a case-by-case basis.

Mid-season entries

Mid-season entries include swimmers who were previously members of RST or another team, transfers, and new swimmers. Mid-season entries (anytime after the first 2 weeks of practice) will be considered on a case-by-case basis. If approved, a swimmer who enters mid-season shall pay the seasonal team registration fee, the USA Swimming membership fee (as required), the current month's dues, and any other fees typically administered at the beginning of the season. Transfer swimmers will adhere to the USA Swimming / SD LSC transfer rules (currently 60 days between last competition swimming under the old team and first competition swimming under RST).

RST Swim Groups

Rushmore Swim Team's practice group guidelines have been developed by its coaching staff to maximize the growth and development of swim techniques for swimmers of all levels. Swimmers

of similar age and abilities will be grouped together to reach the goals set for each level. The assignment of swimmers to a group shall be the decision of the coaching staff.

New Swimmers

New swimmers wanting to join the Rushmore Swim Team will be evaluated by the coaching staff to test their swimming ability and assess whether said person is ready to participate in competitive swimming. If said swimmer is ready, the coaching staff will determine practice group placement and the swimmer will be offered a 2 week trial period, starting on their first day of practice to determine if they would like to continue joining the swim team. If said swimmer isn't quite ready, the coach will refer the family to the appropriate swim lesson point of contact and the swimmer may be reassessed in the future.

Swim Groups

Placement in a swim group will be determined by the coaching staff. The coaching staff carefully monitors the rosters for each group and is continually assessing potential for moving swimmers to the next level. Parents/guardians are asked to refrain from specifically asking to move their child(ren) up to different group levels, however, are encouraged to ask questions of coaches to better understand placement.

Equipment & Team Gear

The team store is found at: <http://www.swimoutlet.com/collections/sdrst>

Equipment: Check with your coach and refer to guidelines for different training groups listed under training group descriptions –***not all items are required for all groups:***

- Practice suit (must be specifically designed for competition and training)
- Competition suit
- Googles
- RST Team Cap (a cap will be provided to your swimmer upon joining)
- Inwater equipment based on group (fins, pull buoys, snorkels, paddles, etc)

Team Attire and Gear:

- Rushmore Swim Team is an Arena sponsored swim team and therefore requires the purchase of an Arena team suit (or other pre-approved Arena suits). The team suit is required for all swimmers at meets. Tech suits must be FINA approved Arena suits. Arena will work with each swimmer to find the best fitting racing suit for the individual.
- Per USA Swimming rules (102.8.1.F), 12 & Under swimmers may not wear a Technical Suit at any Sanctioned, Approved, or Observed meet. The age of the swimmer is determined on the first day of the meet. Guidance on identifying compliant and non-compliant suits can be found on the USA Swimming website under Tech Suit Restriction for 12-and-Under Swimmers. When in doubt, please inquire with your coach to ensure you are purchasing an approved tech suit.
- Swimmers who choose to wear a non-arena racing suit in competition are not eligible for any meet benefits as listed in our Arena contract. Coaches recommend tech suits be worn for championship-level meets and qualifier meets thereof.
- New team suits are chosen periodically. When a new team suit is adopted, swimmers will be

asked to purchase the new design. However, an allowance will be made for a time for swimmers to wear their previous suit

- An RST Cap is required gear for all swimmers at meets, unless not wearing one for competition, or unless the head coach has designated an alternative team cap for a swim meet day. Additional team caps can be purchased.
- Practice equipment and team suits should be Arena brand and purchased online through the RST team store at SwimOutlet. Additional team items are also available on the SwimOutlet site (parkas, warmups, equipment bags, tshirts, etc). Team attire is strongly recommended to be worn at all meets. Parkas are a highly recommended item to keep swimmers comfortable after workouts, between events at meets, and during inclement weather. Equipment bags are also highly recommended. The team store is found at:
<http://www.swimoutlet.com/collections/sdrst>.

Lost & Found

You are strongly encouraged to label all your swimmers' equipment so equipment found at practice or swim meets can easily be returned to the swimmer. Unlabeled equipment found around the pool deck will either be placed in the team equipment box or can be found in the lifeguard station. Equipment not claimed for an extended period may be donated to a local charity. Swimmers should keep all personal belongings on the pool deck and not in the locker room during practice sessions. **The club is not responsible for lost or stolen items.**

Volunteering

Home meet volunteering:

Volunteers are essential for all RST home swim meets. It takes a tremendous amount of effort and the entirety of swim team parents to host and manage a swim meet. RST hosts a few swim meets each year. These swim meets are critical to ensuring the financial stability of the team and requires a large team of volunteers and hours to run smoothly.

As a member of RST, meet job signup participation from each RST family during home meets is required, even if you do not have a child competing in the meet. To ensure adequate volunteer support at **RST home meets, each family is required to volunteer a minimum of 4 hours each DAY** (ex: 2-day meet = 8 hours of volunteer work). Typically, families will sign up for, and will have their time tracked, through RST's site or app. See below.

Examples of home meet volunteer opportunities include concessions, meet setup and tear down, announcer, lane timer, meet marshal, awards, hospitality, clean up, officiating, or operating the timing system. Please let the volunteer coordinator know if you are interested in becoming a stroke and turn official, head timer, meet director, computer operator, scoreboard operator, meet official or involved in the video board/live streaming. These positions require varying degrees of specialized training.

Between 2-4 weeks prior to a home meet, a volunteer coordinator will email the available jobs slots for the meet. Parents click on "job sign up" under the meet name on the team events page and sign up for their jobs of choice (this is a green sign up tab next to the meet commitment tab). All job sign ups are on a "first come first serve" basis. **Families are asked to remain somewhat flexible and need to be aware changes may be made to the specific time blocks due to changes in the number of swimmers entered into each session. Please check the website for any changes the week of the meet. Failure to meet these requirements may lead to loss of swim meet participation privileges.**

Families must contact the *volunteer coordinator* if they have special circumstances which prevent them from fulfilling their volunteer requirements.

Away-meet volunteering:

By having their swimmer(s) participate in away meets, parents/guardians must understand there is an associated volunteer requirement at these meets. Generally, volunteer opportunities at away meets are limited to lane timing and officiating, however, it may also extend to things like chaperoning, recording video for coaches or taking & recording splits.

Approximately one week prior to an away meet, a volunteer coordinator will email the list of available volunteer job slots to all members with swimmer(s) attending. All job sign-ups are on a "first come first serve" basis. Families who fail to sign up prior to the start of the swim meet will be assigned to open slots by the volunteer coordinator. If a family is unable to fill their scheduled slot(s), it becomes their responsibility to find a suitable replacement. **Failure to fill a slot / meet the prescribed volunteer requirements will result in suspension of meet participation privileges for the family's swimmer(s).** Exemptions to volunteer requirements must be presented to and approved by the RST Board of Directors prior to the start of the meet.

How to sign up for volunteer jobs (through team unify site):

1) Log into your account
2) Go to "Events & Competition", then click on "Team Events"

3) Find the correct event
4) Click on "Job Signup"

5) Find an open slot & click the open box
6) Click "Signup"

USA's Safe Sport

Product Updates

Social Feed

My Account

Org Tools

Classes

Practice Management

Events & Competition

Videos

Business Tools

Org Resources

Calendar

General

Practices

Team Events

2023

Connect to Imported Meet Results

Jul 13 2023

Long Course Sectionals

13 July 2023 - 16 July 2023

Jul 14 2023

2023 South Dakota State B Long Course Championship

14 July 2023 - 16 July 2023

Connect to Imported Meet Results

Email Event

Edit Commitment

Job Signup

Timers - Lane

Rushmore Swim Team will provide 4 timers (02 lane) for Sessions 2-4. Timers may include responsible youth if accompanied by adult time. Timers report to Head Timer.

Timing System Operator

operates the timing system under the oversight the AO. Requires no prior training.

07/14/2023 05:00:00 PM - 07/14/2023 07:15:00 PM(2.25 Hrs.)

1

2

3

4

07/15/2023 09:00:00 AM - 07/15/2023 11:15:00 AM(2.25 Hrs.)

1

2

3

4

07/15/2023 11:15:00 AM - 07/15/2023 01:30:00 PM(2.25 Hrs.)

1

2

3

4

07/16/2023 09:00:00 AM - 07/16/2023 11:15:00 AM(2.25 Hrs.)

1

2

3

4

07/16/2023 11:15:00 AM - 07/16/2023 01:30:00 PM(2.25 Hrs.)

1

2

3

4

Signup

Remove Signup

mer meeting prior to meet start. Ensures all timers present and ready.

ers (02 lane) for Sessions 2-4. Timers may include responsible youth if accompan

- 7) If signing up for someone else, enter their name and contact info
- 8) Click on "Sign Up"

Please Supply Your Volunteer's Information ✕

Please provide any additional contact information for the person who will actually be doing the work.

Optional Contact Info:

How to sign up for volunteer jobs (through the OnDeck App):

1) Log in to your OnDeck App

2) Click on "Events & Jobs"

3) Click on "Job Manager"

4) Scroll to appropriate event

5) Click on the event

OnDeck™

Hi Rushmore

Home

Social Feed

Membership

My Finances

Attendance & Calendar

Events & Jobs

Events & Meet Entries

Meet Results

Job Manager

Coaches & Board of Directors

Cool Tools

Logout 4.41.17

JOB MANAGER

EVENTS PEOPLE

UPCOMING PAST

Type a name to search for Event

Date Range

2023 South Dakota State B Lo...

14 - 16 2023

Unfilled Slots: 18 (47) | Signup Deadline passed

Total Slots 186

Slots Filled: 65% 121

Account with Completed Jobs 14

2023 RST Rushmore Classic S...

23 - 25 2023

Unfilled Slots: 30 (9) | Signup Deadline passed

2023 South Dakota State B Long Course Championship

Unfilled Slots: 18 (47)

JOB

START TIME

PEOPLE

×

Timers - Lane

Unfilled Slots

0

Total Slots

20

Slots Filled: 100%

20

Account with Completed Jobs

0

Timing System Operator

Unfilled Slots

0

Total Slots

4

Slots Filled: 100%

4

Account with Completed Jobs

0

6) Scroll to appropriate job

7) Click on the job

Timers - Lane

Unfilled Slots: 0 | Signup Deadline passed

Edit

Delete

8) Scroll to desired job opening

9) Click on "Fill"

10) Enter/click appropriate info

11) Click "Save"

Sun, 07/16/2023 11:15 AM

Unfilled Slots: 1

1 unfilled slot

FILL

+/-

Swim Meet Volunteer Job Descriptions:

Listed below is a brief description of the primary volunteer positions needed for RST home swim meets. All of the jobs are relatively simple and training is provided as needed; however, some positions require specialized training sessions and some positions are better suited for more experienced swim parents. If you are brand new to the RST, the jobs of concessions, lane timer, meet marshal, set up/tear down are great places to start.

MEET DIRECTOR: One of the early meet planners, works with the head coach and other to develop the meet sanction to include the meet events, awards, etc. for approval by SD LSC. Considers and helps plan for or trigger action for others to implement what is needed for the successful operation of the swim meet.

SWIM MEET COORDINATOR: Works hand in hand with Meet Director, Admin Official and Meet Referee. This position requires timely responses, the ability to multitask, and a deep understanding of swim meet operations. Prior to a swim meet, the Swim Meet Coordinator will ensure all support areas are prepared and ready to execute the meet. This position will help coordinate items and donations needed for the hospitality area and ensure concessions have all needed support. The swim meet coordinator is typically the direct liaison to the facility (City, Roosevelt Swim Center or the YMCA). This person should review the Meet Marshal training. As needed, this person will serve as the runner to retrieve or purchase any required items during the swim meet. Refer to the Swim Meet Coordinator operating procedures for a comprehensive explanation of duties.

VOLUNTEER COORDINATOR: The Volunteer (Job Sign-up) Coordinator should have the list of required job openings posted and available for signup approximately 1 month prior to a swim meet, with the understanding lane timing requirements may change. This person should establish direct contact with individual families who are not signed up by the established deadline. The Volunteer Coordinator shall be responsible for assigning those families who have not met the volunteer requirement. The Volunteer Coordinator will track volunteers, coordinate coverage for no-shows, and verify volunteer time matches Team Unify/Sports Engine.

CONCESSIONS LEAD: Sets the concessions menu, offerings, and pricing for the meet, maximizing the concessions allotment granted by the RST Board of Directors. The Concessions Lead will be granted discretion on how to spend the allocated funds. This position provides/publishes a list of needed items to borrow, or have donated, in order to properly run concessions. Capital investments will be requested through the RST Treasurer. Swim meet concessions tends to be one of the most significant ways in which the team raises funds, so a continual focus on efficiency, effectiveness, profit & loss, waste, supply, demand, and management of margins is key. The Concessions Lead is responsible for ensuring accurate inventories are taken prior to and after meets and expiration dates checked. This individual will set the time and amount for discounts during the meet. The Concessions Lead will coordinate with the Swim Meet Coordinator for any real-time resupply runs and will create a daily list of resupply items for subsequent days.

CONCESSIONS: Sell meet programs, food items, raffle tickets, gear, and sometimes apparel during the swim meet. The Concessions Lead will provide a quick training prior to each shift on food safety, assigned responsibilities, and use of the tablet and Square.

ANNOUNCER: Announces first, second, and final calls for each event. Works closely with the officials to keep the meet running smoothly. The announcer will need to anticipate flow based on the number of swimmers, the stroke, the number of lengths to be swum, and the age of the swimmers. Minimal training is required for this position.

HEAD TIMER: Organizes and briefs the lane timers on their duties prior to the meet and oversees the lane timers throughout the meet. Previous experience required for this position: It is recommended you have experience as a Lane Timer for 2-3 sessions and then shadow 1 session with a head timer for proper training.

LANE TIMERS: Records the swimmer's time. Each timer is assigned a lane; there are usually 2 timers for each lane. Each timer will have a Pickle (button to stop the pad time), stopwatch, and clip board to record each time. This job gives you the best view of the pool to watch swimmers during their races. Ask any swim parent, they all have favorite memories timing their athletes. No training needed; you will be paired with an experienced timer at your first meet and the head timer will be available to answer any questions you may have.

MEET MARSHAL: Marshals oversee the rules of USA swimming to keep the athletes safe. There is no one allowed on deck of the pool without proper credentials, the marshal will verify that at the beginning of each session. Marshals help maintain the rules of the facility as part of the swim team's partnership with the Roosevelt Swim Center/YMCA, hand out band aids, first aid and assist in filling out injury reports, as needed. You can be paired with an experienced meet marshal or shadow a session to get comfortable with this job. Meet marshals are expected to review the USA Swimming Meet Marshal training slides prior to working as a marshal.

TIMING SYSTEM: Work under the oversight of the Admin Officers (AO). Responsible for entering data that is not recorded by the redundant timing equipment (if everything is working, not much data is required to be entered by hand) and verifying data entered. With this job, you see the race results before anyone else. The administrative official is there to guide you, some training is required and being comfortable using a computer is a must! If interested in this position, it is recommended to start with the scoreboard to give you a great foundation for this position.

TIMING & SCOREBOARD: Responsible for the timing system and scoreboard equipment. The panel is straightforward although attention to detail is needed. You are turning timing pads off when no swimmers are present in that lane, making sure pads are firing to ensure split times are captured. This does require training; it is suggested you shadow 1 session before signing up on your own.

AWARDS: You will post result stickers on the back of awards (ribbons/medals), during and directly after the sessions are finished; very little training is needed. The commitment to the whole session and awards time is needed. No shadowing is needed. For state championship meets, responsible for conducting awards presentation to include announcing swimmers and awarding medals.

HOSPITALITY: Responsible for providing the RST hospitality room/area for officials and coaches. Keeps things stocked and fresh during and in-between sessions. You should be able to leave the meet during sessions to pick up lunch and dinner, if needed. Maintains the hospitality budget for the meet. Recommended to shadow with this position and the commitment to be available for all home meets. You work directly with the concessions/hospitality chair to

help increase efficiency of assets and remove redundancy.

SET UP AND BREAK DOWN: You help set up the tables, chairs, tents, timing and sound equipment, meeting signage, etc and available to transport necessary equipment to and from storage shed. Must be able to lift 50 pounds. Commitment to being available before and after the meet.

MEET OFFICIALS: These positions carry with them education, USA Swimming education and certification requirements needed to become an official. Qualification requirements are driven by the role you are seeking: STROKE AND TURN, STARTER, MEET REFEREE, and ADMIN OFFICER. The team will help you obtain these qualifications and cover all associated training costs. If you are interested, new officials are always needed and can help alleviate the burden on existing officials by splitting time on deck. Please contact a board member if you have any questions. If you officiate at a home or away meet, this satisfies all of your volunteer requirements.

Team Communication

Rushmore Swim Team's **primary methods of communication** are through two systems, Team Unify and Band.

TeamUnify/OnDeck and associated *Team Feed* feature. Provides one-way communications regarding swim meets and all team sponsored events, various announcements, changes or cancellations in practice times, via email, OnDeck notifications and/or mobile phone texts. Please note, TeamUnify emails may be sent to a "junk" folder. So please be on the lookout for these emails. Please also make sure your email and phone number are correct in your TeamUnify account to ensure you will receive timely communications. In order to receive text messages, you must opt in for SMS messaging, and identify your phone carrier in your TeamUnify account. The website also provides practice & meet calendars, meeting info, news, meet/event signup to include job sign-up and other resources. The site is updated regularly. Please check for new and updated information.

TeamUnify link: <https://www.teamunify.com/team/sdgrce/page/home>

TeamUnify also utilizes a mobile phone app called **On Deck**. We strongly recommend downloading this app to access all your account information on the go. The app can also be used to access event and meet entries, meet results, and to sign up for swim meet jobs through a feature called *Job Manager*.

Band

This is our two-way communication platform to complement Team Unify's communications and features while giving parents a medium to communicate with coaches, board, fellow parents, and older (junior & senior) swimmers a safe space to chat, mingle, and communicate with their coaches.

We request all parents create Band accounts. Parents must be associated with our

Band account before their swimmers will be admitted in Band.

To set up:

- Download the BAND App
- Use the following invite link to join “RST 2024-2025”:
 - <https://band.us/n/aea2A4Qegdidd>
- Use your first and last name AND relevant info about you, i.e. “junior”, or “parent to Bob” to complete your account creation.

[Band Basics Tutorial](#)

Notes.

- 1) Kids under 13 can join using the *BAND for Kids* app
- 2) We/Adult Participants are bound to abide by USA Swimming and Safe Sport's [MAAPP](#) Electronic Communication policies (see page 8)

Meet Mobile is a third and final app we recommend for download and use. Meet Mobile is typically used during swim meets, and allows you to look up your swimmer's events and results during and/or after a swim meet.

Team Storage Cabinet

Each swimmer will have a folder in a file box inside the team cabinet, which will contain non-email correspondence and their ribbons from swim meets. This cabinet is located on the west end of the deck at the deep end of the pool, next to the equipment boxes. Please have your child periodically check their folder.

Swim Center ID Card

Every RST swimmer is required to have a Swim Center ID Card and to check in for each practice, this includes new swimmers who are in their 2-week trial. If you use the pool or other areas of the rec center outside of practices, then you must purchase a separate pool pass and membership from the city. Please ensure when they scan their ID for swim practice that it is being applied to the Rushmore Swim Team account and that they are not deducting from your normal Swim Center paid pool pass for open swim.

Display Case

The display case near the Locker Rooms at the Swim Center can be used to highlight swimmers and their accomplishments or for team advertising. If you take photos at swim meets, please share them with the team to update the case and also to update the team's social media.

Semi-Annual Membership Meetings

At the beginning of each season, RST will hold a membership meeting to:

- Discuss upcoming team events
- Communicate training objectives
- Provide a financial status report
- Hold elections for new Board of Directors members (as applicable)

The meetings will typically include a brief presentation by the Board of Directors, an update from the Head Coach, and a question and answer session. Due to the requirement to meet a quorum for any membership vote, family member attendance is highly encouraged at these meetings.

Swim Meets

By its very name, the purpose of competitive swimming is to compete and that means attending swim meets! For many new swimmers, taking the first step and going to their first competitive meet is a big undertaking, however, as they will discover, swim meets are fun! Swimmers are encouraged to participate in as many swim meets as they feel comfortable, especially RST home meets. RST coaches understand this and are happy to share information about each meet and what meets may be good for certain swimmers, especially beginners.

Short & Long Course Seasons

USA Swimming recognizes two seasons within each calendar year. The season beginning around Labor Day and ending in mid-February is referred to as the short course season. During the short course season meets are recognized as “yard” events. There is also a long course swim season that begins in March and ends in early August. Meets during the long course season are recognized as “meter” events.

Season Meet Schedule

The season meet schedule is determined by the BOD in conjunction with the Head Coach. The Short Course and Long Course Meet schedules can be found on the TeamUnify website:

[Rushmore Swim Team](#) Events

Only team/coach sponsored events will be listed on the website. If a swimmer or family decides to attend a non- team sponsored meet, it is up to them to make arrangements with the host meet director.

Swim Meet Procedures

As a competitive swim team, all RST swimmers are encouraged to attend swim meets and compete in events recommended by their coaches. Swim meets provide an opportunity for the swimmers to measure the progress of their training and practice. They also allow for team

building and social bonding, which enables the swimmers to build friendships with fellow teammates.

Swim Meet Sign-up

Swim meet signups are completed through your TeamUnify account. Each family will receive an email from the Rushmore Swim Team at least 1 week before each swim meet entry deadline. The e-mail will contain a link to the Rushmore Swim Team TeamUnify website.

Click on the link to go to the EVENT SIGN UP page of the Rushmore Swim Team website.

Home Page Access

If signing up through the homepage of the Rushmore Swim Team website (instead of directly through the email link), first, find the swim meet you would like to enter under "Events & Competition" then "Team Events." Click on the specific meet you are signing up for. From here, you should be able to navigate to the EVENT SIGN UP page.

Commit to an Event

The EVENT SIGN UP page will bring up a chart with the swimmer(s)' name(s) from your family. Click on the swimmer's name in the left column. A commit to the event heading will appear for that swimmer. When accessing the pull down bar, there will be a choice of "yes, please sign (name) up for this event" or "no, thanks (name) will not attend this event." Please mark NO if you do not plan on attending, so that the coach knows that you have considered your attendance at the meet. If you mark YES, you will have a choice of session(s) to attend. If the meet is held on Saturday and Sunday, you may select one or both days to attend. Make sure to select the rectangular box on the bottom right corner that states "save changes" or your request will not be processed. The screen will change to show the athlete's name, a box with a check mark, and "committed." You must repeat this process for each of the swimmers in your family.

Swimmer Events

Your swimmer's coach will "Approve" your selection of events that they will participate in. The coaching plan, swimmer ability, coach-swimmer goals, and other factors will be considered as the events are being selected. Swimmers and parents/guardians can request events during the sign-up process, but the coaching staff makes the final decision. If you have any questions about which events to enter, it is highly recommended swimmers and parents discuss with a coach.

Newer swimmers will initially be placed in events that they will succeed in. As their skills build, they will be placed in more challenging events as determined by their coach.

Confirming your Events

Rushmore Swim Team recommends that you return to the EVENT SIGN UP page to see which events your coach has selected for your swimmer. Do this as soon as possible after the entry deadline for the meet, which can be found on the meet sanction. If you find an error, please contact your coach immediately.

Please pay particular attention to the deadline and commit your swimmer through your TeamUnify account as early as possible!

Meet Fees

A meet Facility Entry fee (approximately \$3.00-30.00) and individual swim event fees (approximately \$3.00-6.00 per race) are required for entry in a swim meet. Additionally, we apply a \$25 coaches' fee to your swimmer's account for away meets; this helps to cover some of our coaches' lodging, transportation, and per diem expenses.

Meet fees for swim meets are the responsibility of the parent. The Meet Administrator will invoice the swimmer's account and payments may be made along with the following month's dues. Delinquent meet fees will result in a suspension in meet privileges until the swimmer's account becomes current.

Once the meet sign up deadline passes, Rushmore Swim Team submits all entries and meet fees to the host team. Meet fees are non-refundable to Rushmore Swim Team once they have been submitted to the host team. If a swimmer is unable to attend the meet (for any reason) after the submission of the entries and payment, the swimmer will still be responsible for payment of the meet fees. If Rushmore Swim Team coaches or staff make an error in a swimmer's entries, the team will be responsible for the subsequent erroneous fees.

Relay entry fees will be paid by RST.

Important Swim Meet Information

Meet Sanction

Each swim meet will have a meet sanction that will provide information such as location, date, time, directions, events, cost of events, etc. Please consult this document prior to signing up. It can be accessed through the Rushmore Swim Team website, Events tab. This will take you to the Event page where you can select the meet and see a brief description. The sanction may be found under the Forms/Documents heading, as a .pdf document listed in red. Click on the .pdf heading and the document will open.

Team Hotel

For some of the team's away swim meets, in order to facilitate both swimmer and family team bonding, the team will try to reserve a block of rooms at a specific hotel.

Meet Guide

Typically, the week prior to a swim meet, a meet guide will be published. In addition to consolidating pertinent information from the meet sanction, it will include specific times for arrival, team warmups, items to bring, and additional guidance to help swimmers and families be prepared for the meet and have an enjoyable experience.

Psych Sheet, Warmup & Timing Schedule, Session Reports

A few days prior to a swim meet, the team will send out documents which will include a psych sheet (sequence of events and associated seeding for the entire meet), warmup & timing schedule, and sometimes sessions reports. Both the psych sheet and the session reports will allow families to derive a general timeline for the swim meet. The timeline will show the estimated time for each event, which will allow you to better plan your weekend. You may visit the same Forms/Document heading as for the meet sanction above, to see if a timeline is available. Do not use this timeline to determine your arrival time at the meet. Your swimmers' coach should tell them when to arrive for warm-up and it should be captured in the meet guide.

Timing Assignments

All families who have swimmers attending a swim meet must help with timing as discussed in volunteer requirements.

First Swim Meet Guide

A First Swim Meet Guide is available on the website.

Team Camp

For most meets, RST will strive to have a Team Camp sectioned off. Unless you've already been informed of the location, please look for the team camp when you arrive at the swim meet. Sitting together will help build team camaraderie, but will also allow coaches to find swimmers quickly, as needed.

Season Breaks

All squads receive a break at the end of both the Short Course season and the Long Course season. These are usually in March and August, respectively.

APPENDICES



Rushmore Swim Team - Swimmer Code of Conduct

The purpose of this code of conduct for swimmers is to establish common expectations for all members of the team in order to promote individual and team excellence both in and out of the water. As a representative of Rushmore Swim Team, USA Swimming, and the sport of swimming, all swimmers are expected to behave in an exemplary manner and display proper respect and sportsmanship towards team members, competitors, coaches, officials, parents, facility staff, and the public at all times. Rushmore Swim Team will not tolerate behavior that reflects poorly on the team.

As a swimmer, I agree to the following:

1. Obey all of USA Swimming's rules and codes of conduct.
2. Represent Rushmore Swim Team with excellence, respect, team spirit, and politeness.
3. Practice good sportsmanship at all times to the team members, coaches, competitors, officials, parents, and for all facilities and properties used during practices, competitions, and Refrain from use of obscene, profane, or abusive language or gestures in the presence of any swimmer, parent, or coach during or traveling to/from practices, meets, or team activities.
4. Refrain from violence and behaviors deemed dishonest, offensive, or illegal
5. Respect the facility personnel and property (including locker rooms) during practices, meets, and team activities.
6. Use of alcohol, tobacco (including e-cigarettes and any form of vaping), illegal drugs, or any substances banned by USA Swimming is prohibited.
7. Swimmers are expected to respect each other. Fighting, intentional touching or striking another athlete will subject the swimmer to the most severe discipline.
8. Swimmers will not approach any official directly, but rather will talk to their coach if they disagree with an official's call.
9. Swimmers will be respectful of teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
10. Bullying is prohibited. See anti-bullying policy for more information.
11. Every effort should be made to avoid guilt by association with such activities as those listed above.

Code of Conduct Violations Will Be Processed as Follows (bullying will be handled separately in accordance with the Anti-Bullying Policy):

1. First offense: A written letter from the Board to the swimmer and/or parent(s)/guardian(s) explaining the Code of Conduct Violation, which could lead to one or more of the following:
 - a. A written warning with the understanding that if any further offense is violated, automatic suspension or expulsion from the team will result.
 - b. Suspension from ALL team activities for a set amount of time.
 - c. Expulsion from the team (Drug usage, weapons, assault, etc)
2. Second offense: suspension or expulsion from the team

Parent Printed Name: _____

Parent Signature _____ Date: _____

Swimmer Printed Name: _____

Swimmer Signature _____ Date: _____



Rushmore Swim Team - Parent Code of Conduct

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents.

I have reviewed and agree to abide by the following statements:

1. I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
2. I understand that any non-consensual physical contact, name-calling, criticizing, obscene language or gesture, or other threatening language or conduct directed towards another swim team parent or member, meet official, volunteer, participating swimmer, or coach will not be tolerated.
3. I will make every effort to ensure my child(ren) arrive(s) on time to practice, warm-ups, meets, or any other team-sponsored activity. If my child(ren) will be late or absent, I will make every effort to notify the coach in advance.
4. I understand that disagreements or issues concerning coaching ability, philosophy, or team policies should be taken directly to the board.
5. If I must speak to the coach, I will do so only after the conclusion of the scheduled practice times, at a scheduled meeting time, or during the coach's posted office hours. I will not interfere with the coaches while on the pool deck.
6. I will refrain from coaching my child from the stands during practices or meets.
7. I will get involved by reading team communications, volunteering, cheering at meets, and talking with my child and their coach about their progress.
8. I will respect the integrity of the officials. I will not challenge an official's decision at a meet. If I have a question or concern, I will ask the coach to raise the issue with the official.
9. I will direct my concerns first to a board member; then, if not satisfied, to the board president.
10. I understand that parents who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
11. If I disagree with a coach or a board member, I will speak with them respectfully in a private setting. If I disagree with another parent, I will speak to a board member.
12. I understand that use of alcoholic beverages, tobacco/vaping, drugs other than those prescribed by a physician, and performance enhancing drugs or stimulants are prohibited at practices or at meets. I also understand that possession of any item that can be considered a weapon at any team function is prohibited.

13. Any other act, conduct or omission not provided above, which is detrimental to the image or reputation of the swim team, USA Swimming, a LSC, or the sport of swimming will not be tolerated.

Code of Conduct Violations Will Be Processed as Follows:

1. First offense: A written letter from the board to the parent(s)/guardian(s) explaining the Code of Conduct Violation which could lead to one or more of the following:
 - a. A written warning with the understanding that if any further offense is violated, suspension or expulsion of the parent(s)/guardian(s), and possibly their swimmer(s), from the team will result.
 - b. Suspension from ALL team activities for a set amount of time.
 - c. Expulsion from the team (Drug usage, weapons, assault, etc)
2. Second offense: suspension or expulsion from the team of the parent(s)/guardian(s), and possibly their swimmer(s).

I acknowledge that I have reviewed the parent code of conduct and agree to abide by this code and accept the penalties for not abiding by these rules.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature _____ Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature _____ Date: _____



Rushmore Swim Team Anti-Bullying Policy

Action Plan of the Rushmore Swim Team to Address Bullying

PURPOSE: Bullying of any kind is unacceptable to Rushmore Swim Team (RST) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. RST is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of RST's Bullying Policy and Action Plan:

1. To make it clear that RST will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that RST takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. Bullying is the severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic or technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member or Participating Non-Member that to a reasonably objective person has the effect of

causing physical or emotional harm to the other member or damage to the other member's property. Examples include, but are not limited to:

1. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
2. Creating a hostile environment for the other member at any USA Swimming activity
3. Infringing on the rights of the other member at any USA Swimming activity
4. Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

1. Talk to your parents
2. Talk to a Coach, Board Member, or other designated individual
3. Write a letter or email to the Coach, Board Member, or other designated individual
4. Make a report to the USA Swimming Safe Sport staff

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate RST leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we STOP BULLYING ON THE SPOT using the following steps:

1. Intervene immediately (it is okay to get another adult to help)
2. Separate the kids involved

3. Make sure everyone is safe
4. Meet any immediate medical or mental health needs
5. Stay calm. Reassure the kids involved, including bystanders
6. Model respectful behavior when you intervene

If bullying is occurring on our team or it is reported to be occurring on our team, we address the bullying by FINDING OUT WHAT HAPPENED and SUPPORTING THE KIDS INVOLVED using the following approach:

FINDING OUT WHAT HAPPENED

1. First, we get the facts.
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.
2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a. Review the USA Swimming definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?

- c. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

1. Support the kids who are being bullied
 - a. Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.
 - b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between RST and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
 - c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
2. Address bullying behavior
 - a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
 - b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. MODEL respectful behavior when addressing the problem.
 - c. Work with the child to understand some of the reasons he or she may be bullied. For example:

- i. Sometimes children bully to fit in or just to make fun of someone who is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
 - d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for RST, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
 - e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
 - f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.
3. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- a. Be a friend to the person being bullied;
 - b. Tell a trusted adult – your parent, coach, or RST board member;
 - c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."

- d. Set a good example by not bullying others.
- e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature _____ Date: _____

Swimmer Printed Name: _____

Swimmer Signature _____ Date: _____



Rushmore Swim Team Media Release Form

I, (print name) _____, parent/guardian of (print child's/children's name(s)) _____, hereby authorize Rushmore Swim Team, Inc. (Rushmore Swim Team), its agents and employees the irrevocable and unrestricted right to photograph, take motion pictures of, take video footage of, and/or make electronic sound recordings of my child(ren) (herein referred to as photographic or electronic reproductions).

I authorize the use of any such photographic or electronic reproductions of my child(ren) for any purpose, including, but not limited to publication, promotion, illustration, or advertising, in any manner or in any medium deemed appropriate by Rushmore Swim Team (I understand that my child(ren) may be identifiable from such photographic or electronic reproduction).

I hereby consent and agree that such photographic or electronic reproductions shall be the sole property of Rushmore Swim Team and that Rushmore Swim Team has the right to duplicate and reproduce the images as it may desire, free and clear of any claim on my part.

I hereby release Rushmore Swim Team and its legal representatives for all claims and liability relating to said photographic or electronic reproductions. Furthermore, I grant permission to use my child(ren)'s statements that were given during an interview with or without their name, for the purpose of advertising and publicity without restriction. I waive my right to any compensation.

Parental Consent

It is Rushmore Swim Team's policy not to identify minors by full name or address in any photographs, videos or publications used.

By signing the below, I (i) certify that I am the legal parent/guardian of the individual(s) above, a minor(s) under the age of eighteen years (Minor Athlete); (ii) grant Rushmore Swim Team permission to use Minor Athlete's image in photographic or electronic reproductions; (iii) consent that such photographic or electronic reproductions may be used by Rushmore Swim Team in whatever way it desires for future promotional appearances; and (iv) hereby agree to assume legal responsibility for authorizations made in this Media Release.

This authorization shall remain in effect until revoked by me in writing.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian



RST WAIVER/RELEASE OF LIABILITY

PLEASE READ CAREFULLY BEFORE SIGNING.

THIS IS A RELEASE OF LIABILITY AND WAIVER OF CERTAIN LEGAL RIGHTS.

I, _____, the enrolled participant and/or the parent/guardian of the participant, agree and understand that swimming is a HAZARDOUS activity. I recognize that there are risks inherent in the sport of swimming including, but not limited to, paralyzing injuries and death.

The participant and/or the parent/guardian hereby agrees to participate in the competitive swim program and hereby agrees to indemnify and hold harmless Rushmore Swim Team, Inc., its coaches, officers, directors, agents and employees against any liability resulting from any injury that may occur to the participant while participating in the competitive swim program. The participant also agrees to indemnify Rushmore Swim Team, Inc. for any damages incurred arising from any claims, demands, actions or causes of action by the participant.

The participant and/or parent/guardian authorizes any representative of Rushmore Swim Team, Inc. to have the participant treated in any medical emergency during their participation in swimming.

Further, the participant and/or parent/guardian agrees to pay all costs associated with medical care and transportation for the participant.

I have noted in the Medical Information section of my account any medical/health problems of which the staff should be aware.

I HAVE CAREFULLY READ THE ABOVE LIABILITY RELEASE AND AGREE TO ALL TERMS WITH FULL KNOWLEDGE OF ITS CONTENTS AND SIGNIFICANCE.

Signed: _____ Date: _____
(Participant or Parent/Guardian)

Signed: _____ Date: _____
(Participant if Parent Signed Above)



RST Chaperone Guidelines and Agreement

1. The Head Coach or Board shall select a Head Chaperone who, in turn, shall select additional chaperones adequate to properly support swim team sponsored trips, with final chaperone roster approval by the Board.
2. Chaperones shall check-in routinely with the head chaperone for assignments and to maintain good communications, with priority responsibilities to support the coaches and the swimmers with any of their needs.
3. There should be at least one male and one female coach or chaperone on the trip, in accordance with the gender of the athletes (i.e. female athletes need a female coach, or chaperone, on trip). Coaches and chaperones need to ensure that swimmers are not left alone with adults unsupervised or unaccounted for behind closed doors.
4. As an annual requirement prior to short course season start and team travel, all swimmers and their parents must sign RST's Code of Conduct. These documents are to be made available to the Head Coach. All swimmers are expected to adhere to the Code of Conduct while traveling.
5. Chaperones must set the example of positive sportsmanship and behavior. Chaperones need to represent themselves in a professional manner at all times. Chaperones must abstain from any alcohol and drugs at all times. Tobacco may not be used in the presence of athletes. Chaperones must be available and accessible for the coach at all times in the event of an emergency.
6. Chaperones are collectively responsible for the athletes who are traveling with the team. Chaperones will be assigned a group of swimmers, and at all times must know where their swimmers are and what they are doing. A prescribed curfew will be set by Head Coach (generally 10pm) and must be maintained at all times.
 - Swimmers are not permitted to leave with anyone other than coach or chaperone unless it is their parent and in which case the head chaperone shall be informed prior to departure. Any non-parent relative or friend must have written permission from the swimmer's parent before being allowed to leave with a non-parent.
 - The head chaperone has the discretion to alter this policy in the case of an emergency or hardship. Chaperones need to emphasize mutual respect and expect the best from the athletes, both for their own safety and because they are representing Rushmore Swim Team.
 - Chaperones must report any Code of Conduct violation to the Head Chaperone.
7. Chaperoning means monitoring activities and stepping in when the lines of unacceptability are being approached.
8. Chaperone assignments, whenever possible, will be made so that they are able to see their children swim, but they must accept the fact that this may not always be possible.
9. Swimmers shall be responsible for proper management of their own travel monies. Chaperones, however, may hold money poolside, for safety reasons.

Chaperones should not be misused as swimmers' money managers, tracking all expenses.

10. Chaperones are responsible for managing meals, making sure that there is easy access to reasonably priced, healthy meals, foods and beverages as determined by coach and head chaperone.
 - It is the swimmer's responsibility, ideally in advance of the trip, to let the head chaperone know of any dietary restrictions or allergies. Every effort will be made to accommodate special needs, but the primary responsibility lies with the athlete/parent to make arrangements prior to leaving (i.e. if the swimmer needs a certain recovery drink, they will need to pack in advance travel, etc.)
 - Chaperones will make sure that, at minimum, water, and a cooler (if it is warm) are available. Athletes should bring at least one refillable water bottle for their personal use during the meet.
11. Chaperones will help make sure swimmers keep the team area clean during all sessions of the meet.
12. Chaperones must maintain a clean lodging area with the good help of the swimmers. At checkout, rooms and all rental spaces must be checked for cleanliness, damages resolved, and left behind articles collected.
13. Four weeks prior to travel, the head chaperone must ensure **parents** have acknowledged/signed/returned all applicable waiver and release forms (i.e. medical, travel, lodging - see RST Handbook Appendices), and non-minor athletes have met USAS requirements (i.e. APT training).
14. Two weeks prior to travel and before serving as an **RST Chaperone**, parents/guardians will have completed the following:
 - registered with USA Swimming as a non-athlete;
 - passed USAS online athlete protection training (APT)[See [USAS SafeSport Resources](#)];
 - i. completed a background check as part of USAS APT, and
 - signed/acknowledged (forms found in RST Handbook Appendices)
 - i. RST Chaperone Guidelines and Agreement, and
 - ii. RST's USAS/SafeSport's [MAAPP Policy](#)

By signing below, I understand and accept the responsibilities of chaperoning for RST.

Chaperone Signature _____ Date _____
Name (Printed) _____

RST TRANSPORTATION RELEASE FORM

I hereby release from liability the owner/operator of the vehicle transporting my child,

_____ and Rushmore Swim Team, Inc.
to and from any swim team-related functions.

Date: _____



(Parent/Guardian Signature)



RST AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

I hereby authorize Rushmore Swim Team, Inc. personnel to secure emergency medical treatment for _____

Participant's Name

Physician to Call:

Name: _____

Address: _____

Phone: _____

If the above named physician is not available, I hereby give authorization to call any qualified physician, clinic or hospital. I understand that the Swim Team personnel will attempt to contact me before requesting medical treatment.

(Parent/Guardian Signature)

Date

Phone

MEDICAL INSURANCE INFORMATION:

Company Name: _____

Insured's Name: _____

Group Number: _____

Individual Number: _____



ACKNOWLEDGEMENT OF Rushmore Swim Team's MAAPP POLICY

I acknowledge that I have received, read, and understand USA Swimming and Safe Sports' Minor Athlete Abuse Prevention Policy located within USAS' [MAAPP site](#). I further acknowledge and understand that agreeing to comply with the contents of this Policy is a condition of my membership with Rushmore Swim Team (a USA Swimming member club).

Name (print): _____

Signature: _____

Date: _____



**Rushmore Swim Team SWIMMING MAAPP WRITTEN
PERMISSION FOR A LICENSED MASSAGE
THERAPIST OR OTHER CERTIFIED PROFESSIONAL
OR HEALTH CARE PROVIDER TO TREAT A MINOR
ATHLETE**

I, _____, legal guardian of _____,
a minor athlete, give express written permission, and grant an exception to the Minor
Athlete Abuse Prevention Policy for _____ (massage therapist
or other certified professional) to provide a massage, rubdown and/or athletic training
modality on _____ (minor athlete) on _____ (date) at _____
_____(location). The massage, rubdown or athletic training
modality must be done with at least one other adult present in the room and must never
be done with only _____ (minor athlete) and _____
_____(massage therapist or other certified professional) in the room. I acknowledge
that I have the right to observe the massage, rubdown, or athletic training modality. I
further acknowledge that this written permission is valid only for the dates and location
specified herein.

(Legal Guardian Signature)

(Date)



**Rushmore Swim Team MAAPP WRITTEN PERMISSION
FOR AN UNRELATED APPLICABLE ADULT TO
PROVIDE LOCAL TRANSPORTATION TO MINOR
ATHLETE**

I, _____, legal guardian of _____,
a minor athlete, give express written permission, and grant an exception to the Minor
Athlete Abuse Prevention Policy for _____, an unrelated
Applicable Adult to provide local vehicle transportation to _____
(minor athlete) to _____ (destination) on _____
(date(s)) at _____ (approximate time), and further acknowledge that this written
permission is valid only for the transportation on the specified date and to the specified
location.

(Legal Guardian Signature)

(Date)



**Rushmore Swim Team MAAPP PERMISSION FOR AN
UNRELATED ADULT ATHLETE TO SHARE THE SAME
HOTEL, SLEEPING ARRANGEMENT OR OVERNIGHT
LODGING LOCATION WITH MINOR ATHLETE**

I, _____, legal guardian of _____,
a minor athlete, give express written permission, and grant an exception to the Minor
Athlete Abuse Prevention Policy for _____ (minor athlete), to
stay in the same hotel room of, or share a sleeping arrangement or other overnight
lodging location with _____(unrelated adult athlete) at _____
_____ (location of hotel room or other overnight lodging location)
from _____ to _____ (dates of applicable rooming arrangement).
I further acknowledge that this written permission is valid only for the dates and location
specified herein.

(Legal Guardian Signature)

(Date)



**Rushmore Swim Team MAAPP WRITTEN PERMISSION
FOR AN UNRELATED APPLICABLE ADULT TO
TRAVEL TO COMPETITION ALONE WITH MINOR
ATHLETE**

I, _____, legal guardian of _____,
a minor athlete, give express written permission, and grant an exception to the Minor
Athlete Abuse Prevention Policy for _____ (minor
athlete), to travel with _____ (Applicable Adult), to travel from _____
_____ (point of origin) to _____ (destination) to
attend the _____ (name of competition)
from _____ to _____ (dates of travel to competition). I acknowledge that _____
_____ (minor athlete) cannot share a hotel room, sleeping arrangement
or other overnight lodging location with _____ (Applicable Adult)
at any time. I further acknowledge that this written permission is valid only for the dates
and location specified herein.

(Legal Guardian Signature)

(Date)



RUSHMORE SWIM TEAM SCHOLARSHIP REQUEST FORM

This is an application for financial aid for monthly fees. Meet fees and other expenses are not eligible for scholarships. Within our budget for financial assistance, RST will award scholarships for monthly fees. While we are a non-profit organization dependent on monthly fees, fundraising and donations to help maintain our swimming program, we are committed to serve the community.

Please complete the following form, attach needed documentation, and return to the Treasurer or Head Coach. These documents may also be sent to:

Rushmore Swim Team, PO Box 3755, Rapid City, SD 57701

The RST Board of Directors will review the applications and notify recipients of a decision within 2-4 weeks. Reapplication is required each season. Application required for each swimmer applying.

Applicant's Name: _____

Guardian's Name (s): _____

Address: _____

Phone: _____

Does your family qualify for the free and reduced National School Lunch Program? _____

If YES, please attach a copy of the letter you received documenting this.

If NO, please outline why you need assistance _____

Yearly USA Swimming Registration fees can be reduced to \$7 by applying to the SD LSC (Local Swim Committee). This and other scholarship applications can be found on the SD Swimming website by following this link:

<https://www.sdswimming.org/page/documents1>