



**2016 Policy and Procedures**  
**Manual**

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# ***INTRODUCTION TO HSA***

Welcome to the Huntsville Swim Association. This team handbook was prepared in order to help familiarize swimmers and parents with the HSA program. The team handbook explains HSA's terms and conditions, policies and procedures. The handbook is intended to serve as an educational tool for those new to competitive swimming and a reference guide for those who have been swimming for years. HSA is a USA Swimming affiliated team, and strives to follow all USA Swimming's published policies and procedures.

## **Mission Statement**

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Our team is a year round competitive swim team offering high quality professional coaching and technique instruction for all ages and abilities.

## **Vision Statement**

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Become the preeminent swim team in Alabama by developing long-term successful swimmers through proper development of sound fundamentals, mental training, and competitive opportunities.

## **Goal Statement**

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The goal of our team is to provide every member an opportunity to improve swimming skills and achieve success at his or her level of ability, from novice to international competitor.

## **Team Philosophy**

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The HSA coaching staff is committed to the long term success of the swimmer through proper development of sound fundamentals, mental training and competitive opportunities.

## Team History

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HSA was started in 1969 as the Rocket City Aquatic Club. In 1974, the club's name was changed to the Huntsville Swim Association. Since 1969, HSA has produced Olympians and countless athletes that have competed on the international, national, and collegiate levels. Former and current HSA swimmers also hold numerous relay and individual LSC records. Along with individual accomplishments, HSA has won the LSC championship numerous times and finished within the top 3 at National Level Meets. For forty years, HSA has proven itself over and over again as the top program in Northern Alabama, the State of Alabama, and the South. HSA added competitive diving to its services in the Fall of 2013.

## Organizational Structure

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HSA is a non-profit, parent-owned organization governed by a Board of Directors (BOD). The board of directors represents the association and works in conjunction with the coaching staff to maintain the high quality of swimming that is offered by HSA. The club employs a head coach who is responsible for managing day-to-day operations and leading the swim program and coaching staff. Member involvement is an integral part of the association. Parents and members support the association through a variety of committees and organized volunteer activities.

HSA is a member of both USA Swimming (the governing body for amateur competitive swimming in the United States) and the Southeastern Swimming LSC, which is a local governing body for USA Swimming. The team participates in USA Swimming meets ranging in ability level from novice to international, and offers meets locally, regionally, and nationally.

Monthly training fees, fundraising efforts, and running swim meets financially supports HSA.

The BOD operates within a framework of bylaws that were set up to guide the operation of the team. The BOD also establishes and manages an annual budget, which is reviewed monthly at regular Board meetings. Whereas the coaching staff manages the “wet” side of the program, the BOD handles the “dry” side, which includes setting the dues structure for the club, club budget, club investments, and overall guidance of the club’s long-term future.

## Facilities

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The HSA office is located at 3322 South Memorial Parkway, Suite 211, Huntsville, AL 35807

The HSA mailing address is P.O. Box 1102, Huntsville, AL 35807

HSA's main practice locations are located at:  
Brahan Spring Natatorium  
2213 Drake Ave. SW  
Huntsville, AL 35805

Redstone Arsenal Aquatic Center  
Building 3705 on Aerobee Rd.  
Redstone Stone Arsenal 35898

The Brahan Spring site is owned and operated by the City of Huntsville Parks and Recreation Department, and HSA rents lane space directly from the Park & Rec. Department.

The Redstone site is owned by the U.S. Army and is operated by the Army MWR program. HSA rents lane space from the Redstone MWR.

## HSA Coaching and Office Staff

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All Huntsville Swim Association Coaches are members of the American Swim Coaches Association and are USA Swimming Members. All coaches undergo a background check and have certifications in First Aid, CPR, Athlete Protection, and Coaches' Safety Training.

The coaching staff is charged with structuring and running the "wet" side of the Huntsville Swim Association. The "wet" side of the team consists of scheduling and coaching workouts, scheduling and attending meets, meet event selection, relay team selection, special event scheduling, goal setting sessions, and other swimming related events. It also includes setting ideal guidelines and procedures for swimmers to compete at the highest levels. These guidelines and procedures include things such as group advancement procedure, nutrition guidelines, camp and lesson participation, appropriate meet uniforming (technical suit appropriate meets, wearing team suit and cap at meets, etc.), and setting conduct guidelines at both practice and meets for athletes.

The full time coaching staff also performs office duties which include, but are not limited to billing, team electronic communication, web site maintenance and content, and the basic day to day running of the club.

#### **Head Coach: Matt Webber**

Coach Webber is in his sixth year as the Head Coach and Program Director of HSA. He has previously served as a coach at both the Birmingham Swim League and the Greater Chattanooga Aquatic Club (now Baylor Swim Club). Over the course of his 16 year coaching career, he has coached swimmers at the highest level of the sport, including Olympic Trial, National, and Junior National qualifiers. He has also coached numerous Southeastern and High School State champions.

Coach Webber has also served the sport of swimming through various means. He is currently serving as the General Chairman of Southeastern Swimming. He has also served as the Age Group Vice Chairman of Southeastern Swimming, and as the Finance Chair. He has coached seven Southeastern Swimming All-Star Teams, serving two of those years as the Head Coach. In addition to that, he has recently been on the coaching staff for both the USA Swimming Southern Zone Select Camp in Louisville, KY, and the NCSA Training Camp in Colorado Springs.

Coach Webber is a graduate of Clemson [University](#). He is married to Jenell Webber and they have two daughters.

#### **Head Age Group Coach: Dave Kalange**

Coach Dave returned to HSA in 2013, 20 years after last competing as a swimmer for HSA. He comes to Huntsville with his family from Round Rock, Texas. Since leaving HSA coach Dave has been a part of some of USA Swimming's most successful club teams. He has coached with swim teams from Maryland, California, Florida and Texas. During this time Coach Dave had the opportunity to work with many of USA Swimming's best coaches and athletes. Coach Dave's swimmers have been Top 3 at USA Swimming Short Course Nationals, Junior National Champions and Olympic Trials Qualifiers.

Coach Dave lives in Huntsville with his wife Sue and their daughter Sydney.

#### **Lead Red 2 & White Group Coach: Arthur Fortin**

Coach Arthur is beginning his second year with HSA. He comes to Huntsville after serving in the Peace Corps, teaching English to children in Ukraine. His coaching background comes from stints at Evander Childs High School, where he was named Evander Childs Coach of the Year and led the team to their best record in 15 years. He also coached at Three Village Swim Club in East Setauket, NY, where he led their Novice group for three years.

Coach Arthur lives in Huntsville with his wife Krystle and their dog Bronxy.

### **Lead Senior Development & Senior/Junior Assistant: Cole Jolley**

Coach Cole is in his first year with HSA. He will be working as the Senior assistant with Junior and Senior group and also as the lead coach for the Senior Development group. Cole has been working and coaching with swim teams since the age of 15. He was the assistant head coach at Vestavia Country Club from 2008 -2013 and Head Coach in 2014

Cole swam for the Birmingham Swim League, where one of his coaches was HSA Head Coach Matt Webber. Cole swam throughout high school with BSL and Homewood High School. At Homewood he was a 4 year Varsity letter winner, qualifying for state all 4 years. Cole went on to swim at Delta State University in Cleveland, Mississippi as a sprint specialist before eventually graduating from Auburn University, with a degree in Sociology.

### **Lead Masters Coach: Brooke Pate**

Coach Pate brings over 30 years of coaching experience to our Masters Team. Brooke served as HSA's head coach until the summer of 2010, when he retired from the Head Coach position. As a Senior coach, Brooke was the 1983 and 1992 Southeastern Swimming Senior Coach of the Year. During his tenure, he also coached [numerous](#) Olympic Trial, Senior National, and Junior National qualifiers. Among that group of swimmers were several National Age Group Record Holders and an American Record Holder.

Coach Pate is also an expert bicycle mechanic, and is an avid rider himself. His knowledge of both the swimming and biking world make him an ideal coach to work with both the competitive Masters swimmers, as well as the competitive triathletes that use Masters for swim training.

### **Lead Red 1 Coach: Sue Lowe Butcher**

Coach Susan is starting her first year with HSA, and will be primarily working with the Red I group while assisting with Red II and Blue groups. She most recently was the 12 & under Head Age Group Coach with the Blue Dolphin Swim Team in Oviedo, Florida. Coach Sue brings incerdible enthusiasm and experience to the HSA staff. Sue worked as the Head Coach of both Thomasville YMCA, Hagerty High School and was also a member of the coaching staff at Area Tallahassee Aquatic Club. Coach Sue's swimmers in Florida were FLAGS Champions (Florida Age Group), Florida All Star qualifiers, Florida High School State Champions and Runner Ups and achieved Top 10 USA swimming rankings. ^

Swimming and Hobbies Coach Sue grew up swimming in St. Peterburg, Florida. She was a member of the Florida State Women's Varsity Swimming team from 1980-

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1982. Sue trains and competes in MultiSport events and is an avid cyclist and member of Advanced Cycles - Cycling team in Orlando, Florida.

Family - Coach Sue is a native of St. Peterburg, Florida. She and her husband David Butcher live in Owens Cross Roads, Alabama. Sue's has two sons Cole a Senior and Noah a Freshman both swimming for Florida State University.

Office Hours : By Appointment

**Other HSA Coaches:**

Hannah Hobbs

Susan Swing

Julie Ashcraft (Bookkeeper)

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## Communication

Communication between the coach, parent, and athlete is vital to the success of each athlete within the HSA system. We encourage as open a line of communication between the three entities as possible. Below are listed the various methods that the coaching staff will communicate with the parents and swimmers, as well as ways in which to contact the coaching staff. If any issue should arise, the first step should always be to contact the child's coach. If the issue is not resolved, the second step would be to contact either the Head Age Group Coach or the Head Coach regarding the matter. Finally, the last step, if a resolution is not found, would be to contact the HSA Board President. Following this order of communication allows the most informed person to address the matter first.

**Website:** The HSA website uses the "TeamUnify" website management system. All billing and club e-mail is handled through the website, as well as meet and event sign-ups, news communication, etc. You create an account with us during the registration process. The club uses the website for communication regarding all phases of the program, but in particular uses it for practice calendars, meet information and sign-ups, general announcements, and fundraising opportunities. The website also contains education areas for swimmers and parents, information on volunteer jobs such as officiating, financial documents, and both team and personal time records.

**E-mail:** Weekly e-mail notices are sent to all families updating you on pertinent dates, as well as linking you to important parts of the website. Any schedule changes are sent out through e-mail.

**Bulletin Board:** The bulletin board located at the Brahan Spring site is also used for general information dispersal, as well as advertisement for long-term fundraisers and any other pertinent information. Most information on the bulletin board will be redundant to information already found on the team's website.

**Office Phone:** The HSA office number is (256) 270-9255. All full time coaches have access to the office phone.

**Coach e-mail:** All coaches' e-mails are listed under the coaches' tab of the website (top left corner of the main page). All coaches check their e-mail periodically and will respond.

**Training Group Meetings:** At least once per year, each training group will hold a parent meeting to go over all pertinent information specific to that group. Notes from each meeting are available throughout the year on the HSA website.

**Progress Reports:** Periodically, swimmer progress reports will be sent home with the swimmers to update their progress.

# ***Training Programs***

## **Objectives and Values**

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All of our coaches, as members of the American Swimming Coaches Association, have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. They provide assurances that the time athletes spend in swimming will be quality time. They welcome swimmers of every level and provide them with the best possible environment and resources, allowing them to progress from novice to the highest level of competition. The HSA coaching staff strives to instill in young swimmers an understanding and appreciation for such concepts as high self-esteem, personal accountability, sportsmanship, teamwork, self-discipline, goal setting and goal achievement. These ideals will translate into each athlete's success in training, competition and in life as they grow and develop into adults. We strive:

- To ensure that our swimmers acquire the skills and confidence to succeed in all facets of life.
- To sustain a highly motivated and trained coaching staff.
- To advance and promote a program that encourages attendance, develops team unity and builds life-long friendships between team members and club families.
- To operate all of our programs at the highest levels of integrity and fairness.
- To provide a positive environment that is challenging, safe, healthy and rewarding for all athletes.
- To maintain World-Class sportsmanship at all times.
- To build a solid base from which we can grow and expand our membership in the community.

## Overall Structure

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The Huntsville Swim Association offers training and practice groups for swimmers and divers of all ages and ability levels beyond our minimum requirement to join the team. It is the goal of the Huntsville Swim Association to offer ability specific training for all of our athletes geared towards challenging each individual and developing each individual to the best of THEIR abilities.

The Training Program is divided into three different phases: Skill Development, Training Development, and Racing Development. Each of these phases represents varying amounts of times that are athlete specific, and are all equally important. These phases have varying degrees of overlap, and all build on each other.

### **Skill Development**

The foundation of all of the phases is the skill development portion. This phase begins when the athlete takes their first “Learn to Swim” lesson, and continues through our White group. Athletes in this portion learn necessary skills in which to be competitive swimmers, such as proper stroke technique for the four competitive strokes, correct starts and turns for each of these strokes, and an introduction to competition. At its core, this phase requires swimmers to focus on learning correct body movements through mass stroke instruction, breaking skills into a sequence of learning components of each stroke (drill progressions), and linking individual skills to the total movement of the stroke.

Along with proper stroke mechanics, this group works on developing a level of maturity from the athletes during the practice structure. This includes listening skills, behavior expectations, and converting visual and auditory instructions into stroke changes.

### **Training Development**

This phase begins with our Red I group and continues through our Blue group. In this phase swimmers continue their stroke technique development, but focus begins to shift to learning the correct training tools they will need to eventually compete at the highest levels of swimming. These tools include the ability to read a pace clock and understanding of training concepts like negative splitting, accelerating efforts, and building. These groups also offer a gradual increasing of training loads as the swimmer progresses through the groups.

Along with training skills, these groups also teach basic racing techniques, basic goal setting, and dryland skills.

## **Racing Development**

This phase encompasses our Junior and Senior groups. In this phase swimmers take skills learned in the first two phases, and apply them in order to achieve the highest level of swimming possible for each athlete. Specific goal setting is used to develop both race strategy and seasonal plans. Highly focused training is demanded from the athletes on a daily basis, and athletes are expected to be internally driven to be successful.

This phase also builds upon the dryland techniques taught in previous phases. Athletes in these groups are expected to compete at the highest meets that their ability allows.



### HSA Practice Group Comparison Chart

Group	Typical Age Range	Initial Skills for group entry	Typical Coach to Swimmer Ratio	Coach in Water?	Skills Taught in Group	Dryland	Goal Setting/ Progress Report	Practice expectations/recommendations	Meet Expectations/ Recommendations
Intro to HSA	5-10 yrs. old	Able to swim a 25 without stopping	8:1	everyday	Proper body position leaving wall; freestyle pull pattern, freestyle kick, side breathing, backstroke pull pattern, backstroke kick, backstroke finish, basic components of butterfly and breaststroke, especially kick technique. Become deepwater safe.	no	Basic progress report issued monthly by coach.	Seasonal Swimmers 2 times/ week recommended. Swimmers will only be on a M/W or Tu/Th schedule.	HSA Home and mini-meets recommended
White	6-11 yrs. old	Able to swim a 25 of Free, Back and either Breast or Fly. Must have a basic understanding of all strokes. Swimmers should also be deep-water safe.	25:1	occasionally	Proper stroke technique in FR, BA, BR, FY. Correct starts, turns, and finishes for each stroke. Starts from blocks. Basic pace clock skills (How to read it)	no	Basic progress reports issued monthly by coach.	Seasonal Swimmers 2-3 times/week recommended	Local and mini-meets are highly recommended. State or District Championship is highly recommended as travel meet
Red I	8-12 yrs. old	Able to swim all four strokes legally. Able to dive and complete a flipturn. Know how to read pace clock.	30:1	never	Continued work on proper stroke technique in all 4 strokes. Dryland training is introduced. Clock skills such as interval training are taught. USA Swimming IMR events are emphasized.	yes	Basic group goal setting, with monthly progress reports issued monthly by coach.	Seasonal Swimmers 2-4 times/ week recommended	Local and mini-meets are highly recommended. December Team meets and District Championship meets are also highly recommended.
Red II	9-12 yrs. old	Able to demonstrate proficiency in all 4 strokes as well as starts and turns. Able to demonstrate proficiency in training skills like reading a pace clock, interval training, etc.	30:1	never	Continued work on proper stroke technique in all 4 strokes. Aerobic training principles are developed. Dryland training is fully integrated into the daily practice schedule. USA Swimming IMX events are emphasized.	yes	Basic individual goal setting introduced with each swimmer. Semester progress reports issued by coach.	Invitation Only Year round commitment/ 12 months a year 3-5 times/ week recommended, 3 times/ week required	Local meets are expected and out of town meets are recommended. District and/or Southeastern Championship meets are expected.
Senior Development	13-18 yrs. old	Able to demonstrate an ability to swim all 4 strokes, as well as ability to do correct starts and turns for each stroke. Basic skills, such as the ability to read a pace clock are also expected.	30:1	never	Work on proper stroke technique in all 4 strokes. Aerobic/ Anaerobic training principles are developed. Dryland training is integral part of group schedule. High School and USA Swimming IMR events are emphasized.	yes	Basic individual goal setting introduced with each swimmer. Semester progress reports issued by coach.	Seasonal Swimmers Swimmers are encouraged to attend as many practices as possible.	Local meets are recommended. District and/or Southeastern Championship meets are also recommended.
Blue	10-14 yrs. old	Able to commit to meeting all Blue Group requirements. Must be able to commit to training and competing at a high level.	40:1	never	Technique fine tuning is done, with an emphasis on racing skills such as underwater kicking. Advanced aerobic and anaerobic training principles are introduced. Advanced racing strategy is discussed and implemented. Advanced Dryland training concepts are introduced. Proper nutrition and recovery concepts are introduced to the athlete. USA Swimming IMX events will be primary focus.	yes	Individual goal setting done. Semester progress reports issued by coach.	Invitation Only Year round commitment/ 12 months a year Required 4 practices weekly Saturday mornings are required.	All HSA team meets are recommended. Championship meets are required.
Junior	13-16 yrs. old	Able to demonstrate the ability to train and compete at a high level. Dedication to the sport is demanded of athletes in this group.	30:1	never	Seasonal training and racing plans are introduced. Continued education on racing skills and advanced training concepts. Dryland is heavily integrated. Proper nutrition and recovery techniques continue to be taught. USA Swimming IMX events continue to be a focus, along with some stroke specialization.	yes	Individual goal meetings with semester progress reports from coach.	Year round commitment/ 12 months a year 5 practices/ week required, with 8 practices/ week offered. Saturday mornings are required.	All HSA team meets are recommended. Championship meets are expected.
Senior	14-18 yrs. old	Able to demonstrate the ability to compete on a Regional and National level, and the ability to train to this level.	30:1	never	Seasonal and Quadrennial training plans are followed. Racing skills development continues. Weight training is integrated into the dryland program. Proper Nutrition and recovery techniques are expected. USA Swimming IMX events are a base focus, with each athlete having some specialization in events.	yes	Individual goal setting done. Semester progress reports issued by coach.	Year round commitment/ 12 months a year 9 practices/ week are offered, and swimmers are expected to attend all practices.	All HSA team meets are recommended. Championship meets are expected. Swimmers on a National meet track will have an alternate meet calendar.

### HSA F

	Initial Skills for group entry	Ideal Age
Intro to HSA	Able to swim a 25 without stopping	5-8 yrs. old
White	Able to swim a 25 of FR and 25 of BA, have a basic understanding of BR and FY. Swimmers should also be deep-water safe.	6-8 yrs. old
Red I	Able to swim all four strokes legally. Able to dive and complete a flipturn. Know how to read a clock.	8-10 yrs. old
Red II	Able to demonstrate proficiency in all 4 strokes as well as starts and turns. Able to demonstrate proficiency in training skills like reading a pace clock, interval training, etc.	9-11 yrs. old
Senior Development	Able to demonstrate an ability to swim all 4 strokes, as well as ability to do correct starts and turns for each stroke. Basic skills, such as the ability to read a pace clock are also expected.	14-18 yrs. old
Blue	Able to demonstrate an ability to train and compete at a high level. Also able to demonstrate a high level of dedication to the sport of swimming.	11-14 yrs. old
Junior	Able to demonstrate and ability to train and compete at a high level. Dedication to the sport is demanded of athletes in this group.	13-15 yrs. old
Senior	Able to demonstrate the ability to compete on a Regional and National level, and the ability to train to this level.	14-18 yrs. old

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## Swimmer Responsibilities and Code of Conduct

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As a member of HSA, athletes represent themselves, their family, their community, and their swim team at all times. The Athlete Code of Conduct listed below represents these expectations. In addition there are basic practice and meet behaviors that we ask of our swimmers:

- Respect your coaches, team members, parents, facility staff, and facility that you are in. If your action is in doubt of whether it is respectful or not, you are most likely violating the code of respect.
- Swimmers should communicate openly with coaches about any matters that may affect personal or team performance.
- Swimmers should display Team Spirit at every opportunity. Participate in team cheers, wear team clothing, and be proud to be a member of HSA. Wear the team uniform (TYR Navy Blue team suit), and any other appropriate HSA gear. Senior swimmers are expected to be positive role models at all times.
- Swimmers should know their best times in order to help their training. This is especially crucial for all swimmers in the training and racing development phases.
- At meets, swimmers should report to their coaches directly before and after each race.
- Swimmers should arrive on time for practice, unless circumstances out of their control keep them from doing so (i.e. school does not let out early enough to make it to practice on time)
- Swimmers should let their coach know if they are going to be out of the pool for an extended amount of time for a sickness or injury.
- Swimmers must be registered with HSA and have all fees paid in full prior to the start of the season to practice.
- Swimmers should be picked up no later than 15 minutes after practice ends.
- The swimmer should plan to stay the entire practice.
- Swimmers are to enter the Natatorium and go directly to the locker room to change and proceed directly to the pool. Once changed, the swimmer should remain on deck until practice is over. Swimmers should not leave anything of value in an unlocked locker in the locker-room. Bags may and should be brought onto the deck. HSA is not responsible for lost or stolen items.
- During practice sessions, swimmers are never to leave the pool area without a coach's permission.
- Each training group has specific attendance requirements appropriate for the objectives of that level. As a general rule, the least possible interruption in

the training schedule will produce the greatest amount of success. HSA encourages younger swimmers to participate in activities in addition to swimming. The coach's expectation level to attend practices increases as swimmers move to higher levels.

- If a swimmer is late to practice or has to leave early, we ask that the coach be notified prior to the start of practice.



## HSA Athlete Code of Conduct

### Philosophy

The purpose of this conduct policy is to insure that every swimmer and diver is provided an environment, which allows him or her the opportunity to reach his or her individual goals. Therefore, underlying this policy are the following assumptions:

- 1) A swimmer/diver's conduct should provide a healthy physical and emotional environment for themselves and others.
- 2) A swimmer/diver's conduct should support every other swimmer/diver's ability to learn.
- 3) A swimmer/diver's conduct should support the coach's ability to teach other swimmers and divers.
- 4) Each swimmer and diver should be committed to striving for their goals and for the good of the team.

### Conduct Expected of All Swimmers and Divers

Swimmers and divers are encouraged to learn because they choose to do what is in their best interest, not to avoid punishment for "breaking rules." However, it is in everyone's best interest for basic rules to be clear and unambiguous.

1. HSA swimmers and divers are expected to remember that they are representing HSA at all times. Swimmers, Divers, coaches, and parents should represent the HSA name with excellence, team spirit, good sportsmanship, and politeness. This conduct extends to all facets of a swimmer/diver's life, including their activity in digital media.
2. HSA swimmers and divers are expected at all times to follow the appropriate directions of any member of the coaching staff, Natatorium Staff, and any person who is a chaperone. Disrespect or failure to obey appropriate instructions will not be tolerated from any athlete.
3. Specifics
  - a. HSA swimmers and divers are expected to use appropriate language. Use of profane or abusive language or obscene gestures will not be tolerated.
  - b. There shall be no drinking of alcohol, use of tobacco products, illegal drugs, or any substance banned by FINA or the IOC.
  - c. HSA swimmers and divers are expected to respect each other. Fighting, intentional touching, or striking another athlete will subject the swimmer or diver to the most severe discipline.
  - d. HSA swimmers and divers are expected to respect and care for the property of others. Vandalism, intentional damage to property, or theft of property will not be tolerated.
  - e. Swimmers and divers may leave team activities early only with the permission of a member of the coaching staff.

- f. Changing of clothes (either into or out of swimsuits), other than in a designated dressing area or bathroom, is strictly prohibited. No swimmer or diver shall change clothes while on the pool deck or in other public areas.
- g. Any kind of physical or emotional abuse is strictly prohibited.
- 4. Other Expectations
  - a. Follow all of the coach's, natatorium staff, or chaperone's appropriate orders completely and exactly. If any clarification is needed, inquire politely.
  - b. HSA swimmers and divers are expected to support their teammates in a positive way through their words and actions at all times.
- 5. Discipline

Failure to follow the above rules may result in disciplinary measures, including:

  - a.  Suspension from events or practices.
  - b.  Removal from any trip. In this case parents will be required to pick their child up immediately.
  - c.  Suspension from the team.
  - d.  Expulsion from the team.

The coaching staff reserves the right to use these examples of discipline in order to protect the team as a whole. The uses of discipline will be administered based on the severity of any offense. Any suspension or expulsion from the team may be appealed to the board of directors in writing.

Swimmers and divers are expected to follow the spirit of the rules as well as the specific rules. The coach must adapt the philosophy to an infinite number of situations. Swimmers and divers are asked to respect the coach's directions and give their full cooperation. Cooperation with teammates and staff will produce a productive environment for all. The spirit of the above rules is to provide a safe and effective training and competition situation.

I have read, understand, and pledge to uphold the HSA Code of Conduct.

# Swimmer Advancement






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The process of assigning groups always proves to be one of the most difficult things we must do. Our decisions are based on a number of factors; meet performance, training, attendance, maturity, lane space and our future expectations of the groups. Swimmers and parents must understand that we realize the social aspect: the desire to be with friends, the competition and comparing, and the multitude of other approaches or views swimmers and parents have about swimming and other athletes. Please remember that over three hundred swimmers have been split up into training groups and that lines must be drawn; however, every swimmer will be given the opportunity to grow and develop over the season. Please be patient and realize that there may be adjustments to groups based on what we see in practice and how individual swimmers perform.

Please note: in order to be guaranteed a spot on the Team in the Fall, 11 and older swimmers must be training and competing with HSA over the summer and winter seasons. If you do not participate with us over the summer we will make it a top priority to assign you to a group for the fall, however swimmers who have committed to swimming year round will take precedent.

Generally speaking, swimmers are grouped according to ability level. At the entry level, age is probably an equal consideration. We want these swimmers to feel comfortable within their peer group. Later in their development, however, ability takes precedence. It's important that the upper groups contain swimmers of similar ability for the sake of practice management.

Each of the practice groups has a general performance component intended to initiate the conversation between group coaches on who is ready to move into the next training group. Those times are as follows:

Into to HSA		White:	Legal 25 FR and Legal 25 BA
White		Red I:	Legal in all 4 strokes, Legal turns and starts
Red I		Red II:	At least two HSA Stepping Stone 10 & Under White Cut Times
Red II/SD		Blue:	At least one Southeastern cut
Blue/SD		Junior:	At least one Age Group Sectional Cut

Junior  Senior: At least one Senior Sectional Cut

More important to move ups than meet performance are several others. Chief among these is the appropriate practice attendance for each level. Ideal percentages for group move up consideration are listed below.

Intro Group	75% of the twice per week schedule
White Group	50% of the 5 practices offered each week
Red I Group	60% of the 5 practices offered each week
Red II Group	60% of the 6 practices offered each week
Blue Group	80% of the 7 practices offered each week
SD Group	80% of the 7 practices offered each week
Junior Group	90@ of the 7 practices offered each week

We also have several training paces that each athlete should be able to maintain on a **consistent** basis. These intervals should be **comfortable** for athletes being considered before advancement into our upper level groups. Those are listed below.

Red II	n x 50 FR	1:00
	n x 100 IM	2:15
	nx 50 Kick	1:10
Blue	n x 100 FR	1:30
	n x 100 IM	1:40
	n x 50 Kick	1:00
Junior	n x 100 FR	1:20
	n x 100 IM	1:30
	n x 100 Kick	1:50
Senior	n x 100 FR	1:15
	n x 100 IM	1:25
	n x 100 Kick	1:40

## Practice Equipment and Uniforming

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All swimmers are required to have an HSA Team Suit, which is made by TYR. The Team suit is a navy blue TYR Lycra or DuraFast Elite suit. Females can choose between a thin strap or thick strap, and males can choose between a jammer or brief. In addition each group has certain practice equipment that it requires swimmers to have. This equipment can be purchased at HSA's preferred vendor **First Place Athletics (805 Regal Dr., SW, Suite 2, Huntsville, AL 35801, 256-536-4770)**

First Place also has a large selection of HSA Warm-ups, backpacks, parkas, etc. for your purchase. Both First Place and TYR serve as loyal sponsors of HSA, and we highly encourage our team to support them in return by giving both companies your business.

First Place also offers a full array of TYR "tech" suits for purchase. HSA coaches determine which meets are appropriate for "tech" suit use. With our TYR sponsorship agreement, swimmers that have reached a certain level begin to receive free warm-ups and bags as an incentive. These "freebies" are only given to individuals that choose to purchase a TYR "tech" suit. If you choose to wear another brand, you are not eligible for the "freebie" gear. We also do not recommend wearing any "tech" suit if you are 10 & under.

Intro Group: TYR Junior kick board, goggles, TYR practice suit, and team caps for swimmers with long hair

White Group: TYR Junior kick board, TYR fins, goggles, TYR practice suit

Red I Group: TYR kick board, TYR Fins, goggles, TYR practice suit, TYR snorkel and athletic shoes.

Red II Group: TYR kick board, TYR Fins, goggles, TYR practice suit, TYR snorkel and athletic shoes.

Blue Group: TYR Fins, TYR Jr. kick board, goggles, TYR practice suit, nose clip, TYR Snorkel, TYR junior size pull buoy, TYR [catalyst](#) 2 hand paddles, speed jump rope, mesh bag, swim stick(provided by Coach Dave), Cross training/running shoes, and a HSA Team Cap

Senior Development: TYR fins, TYR Jr. kick board(small board - no full size boards), goggles, TYR practice suit, TYR snorkel, TYR junior size pull buoy, TYR catalyst hand paddles, speed jump rope, mesh bag, Cross training/running shoes

Junior/Senior: TYR Fins, goggles, TYR practice suit, TYR snorkel, TYR pull buoy, TYR catalyst 2 paddles, HSA Team Cap, and athletic shoes.

# **HSA Competition**

## **Philosophy of Competition**

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HSA believe each swimmer should progress in competition at their own speed. Research in the fields of sports psychology and child psychology reveals that children develop their competitive spirits at different rates. Moreover, young children, below the age of eight, are not naturally competitive. The main attraction of sports for them is fun.

Our meets are set up to offer each athlete a level of competition that suits their current commitment to swimming and their own desire to compete. As swimmers become more committed, more competitive opportunities are offered.

## **Classification of Swim Meets**

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Just as HSA has a progression of training groups, we also offer a progression of swim meets. There are four basic levels of swim meet. They are:

<b>Type of Meet</b>	<b>Those attending</b>	<b>Typical Locations</b>	<b>Number of days</b>
Local Invitational	All Groups	Huntsville area	1 to 2.5 days
Regional Invitational	All Groups	Typically within a 4 hour radius	2-3 days
Regional Championship	Qualifiers	Typically within a 4 hour radius	2-3.5 days
National Championship	Qualifiers	Anywhere in the U.S.	3.5-8 days

In general, HSA host 3-6 of the Local Invitational meets. These meets are extremely accessible for those just beginning. We recommend these meets for swimmers at every ability level, although our Intro to HSA group will often be limited to what they can swim at these meets. As swimmers progress in both their commitment and ability, they will progress into the next level of meets. The regional invitational meets are often open to all swim groups, and typically require overnight stay in a hotel. We recommend these meets for swimmers in the Red I group and above. As swimmers move through the progression, they will start to qualify for meets in the

next two levels. Each of these meets typically require a swimmer to swim faster than a “time standard” in each event in order to participate in the meet. Initially, these meets are held in our regional area, but as swimmers progress to the highest level of the sport these meets are held nationally.

At the local invitational, regional invitational, and regional championship meets, swimmers are typically separated into five distinct age groups for competition. These are: 8 and under, 9-10, 11-12, 13-14, and 15 and over. There are many meets that will combine the lowest two age groups into 10 and under, and many that will combine the upper two age groups into 13 & over. At the National Championship level, meets are typically swum as an Open age group, which does not separate swimmers by age.

Typically, any meet longer than one day will offer each stroke in varying distances. Each meet will also typically offer an Individual Medley (“IM”), which consist of each of the four competitive strokes. Some meets offer relays, while others do not. HSA enters relays in most home meets and championship meets.

As swimmers start to become interested in achieving time standards, it is important to understand what time standards are. They are simply meet management tools. At each level, they are intended to create a meet that is a certain size by limiting the amount of swimmers that would be eligible to compete. This concept extends from the U.S. Olympic Trials down to our local LSC Championship meets. Most pertinent time standards are listed on our website.

Swim meets are swum in one of three courses: short course yards, short course meters, and long course meters. Of the three, short course meters are the most rare. The short course yard season is typically from the middle of August until March, while the long course season is typically from March to the beginning of August. While the competition schedule separates into two season, HSA treats these as part of one yearly (August-July) season.

# Glossary of Swim Meets

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This is not a complete list of the meets that HSA will attend, but is a general review of the championship meets that HSA attends.

## National Championships

This is swum long course and is for the Nation's top swimmers of all ages. It is held in summer only and often used as the selection meet for Team USA's international meets. Selection is very much the same as for the Olympics and this meet is only for US citizens.

## US Open

This is swum long course and is "open" because any country or swimmer qualified may compete. The cuts for this meet are slightly slower than those for National Championships. There are "bonus" event times for 18 and under swimmers who qualify in other events. It is only held in the summer when there is a Selection meet earlier in the summer (EX. National Championships in the Summer of 2009 was in late June and the US Open was held in early August).

## Long Course Juniors

This is swum long course in the late summer and is open only to 18-under swimmers. It is considered the 18- under National Championships each year. There are "bonus times" in this meet.

## Short Course Nationals

This is swum short course and is open to all swimmers with cuts. It is typically held in December. It is considered the winter season National Championship meet.

## Short Course Junior Nationals

This is swum short course and is open to all 18 & under swimmers who have achieved the qualifying times. It is typically held the second weekend of December.

## NCSA Junior Nationals

This meet is held by the National Coaches Swimming Association and was developed after USA swimming discontinued the regional Junior National Meet in 2000. It is open only to 18 and under athletes across the country. There are "bonus times" in this meet. This meet is held in the middle of March, and is typically in Orlando, FL.

## Southeastern Championships



This meet is held twice per year: once in February (short course) and once in July (long course). This meet is our LSC championship meet, and involves swimmers from Tennessee, Alabama, and the panhandle of Florida. It is often the first major regional championship meet that swimmers attend.

## General Meet Information and Rules

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- Swimmers, coaches, parents, and guests are expected to display good sportsmanship at all times.
- Support and encouragement for HSA swimmers is appreciated! Please cheer on all of the HSA swimmers.
- HSA's meet schedule is posted on the team's web site ([www.swimhsa.org](http://www.swimhsa.org)) as soon as the coaching staff sets it. Meets sponsored by HSA ("home meets") are competed at the Brahan Springs Natatorium. Meets sponsored by other clubs ("away meets" or "team travel meets") are competed at the sponsoring club's pool of choice. Each swimmer is responsible for getting to the meets, and for securing lodging for team travel meets. Travel information such as directions and team hotels is provided on HSA's web site.
- Generally, USA Swimming sanctioned meets are quite different from summer meets. Individual swimmers can swim 4 individual events each day. In addition, most meets do not give team awards, even though we participate as a team. Therefore, individual points are scored, but team points are not.
- In meets that are run in two sessions, swimmers who are 12 and under USUALLY BUT NOT ALWAYS swim in the morning and swimmers who are 13 and older swim in the afternoon. Check the order of events on the meet invitation (which is always posted on the web site) to find the session in which you are swimming.
- For home meets, HSA parents are REQUIRED to volunteer to work one session for every day the family has a swimmer entered in the meet. If you are unable to volunteer, a buy-out of your commitment for \$80 per session is available. It is each family's responsibility to SIGN UP to volunteer or BUY-OUT prior to the meet. No experience? No problem! There are many jobs, and we will happily train you! Please contact the meet director through HSA's web site or check the bulletin board for volunteer sign up. Remember – when everyone does his/her part, our meets run smoothly, our swim club is successful, and this benefits ALL of the swimmers.

- Flash photography is NOT allowed during the meet. Events are started with a horn and a strobe. A flash from a camera can cause swimmers to false start. Non-flash photography is allowed at any time.
- According to USA Swimming rules, parents and guests ARE NOT allowed on the pool deck during the meet for insurance purposes. HSA can be sanctioned for allowing parents on the deck. In addition, people crowded around the pool make it harder for the coaches to watch their swimmers, officials to officiate the meet, and swimmers to get to the blocks for their events. Yes, you will see parents ignoring this rule, but for the sake of a safe, fun, well- run meet, please don't be one of them. For most pools, it is obvious where the off-limits spaces are.

In general, parents should stay away from the starting block area, away from the turn end of the pool, away from the meet officials, and at least three feet away from the side of the pool. At the Nat, it's a little tricky because the starting blocks for events that are 25 yards in distance are near the bleachers. In this case, do not go inside or crowd the ropes. The kids need space, and the stroke and turn judges need to be able to see.

- Parents and swimmers, if you have a question about a time, placement, or disqualification, DO NOT approach a meet official with the question; talk to your coach. Only the coach can inquire, ask for clarification, or protest a time or referee's decision.

## What to Bring To a Meet

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- Swim suit, goggles, and HSA swim cap. If you wear a swim cap, it must be an HSA cap. If you do not have an HSA cap, you may get one at the meet from your coach. You will be billed \$5 for the cap.
- Towels, at least two per swimmer. Three is better. Keep one dry until the end of the day's events.
- Clothes to put on over swim suit between events. Swimmers can easily become chilled. Good choices (depending on the season) include warm-up suits, flannel pants, sweat shirts, shorts, T-shirts, and jackets.

NOTE: Parents, although swimmers can get chilled, you will probably get hot. It is typically warm and humid in the pool area no matter where the meet is or what season it is. If it is cool or cold outside, dress in layers.

- Blanket or sleeping bag for swimmers to sit on. • Chairs for parents not wishing to sit in the bleachers.
- Food. Swimmers will be at the meet for several hours. They will expend a lot of energy. There is no magic list as to what to eat. Carbohydrates for energy are suggested for fast swimming; heavy, fatty, or rich foods are not. Examples of good snacks are pretzels, crackers, dry cereal, fruit, granola bars, trail mix, and sports drinks like Gatorade. Snacks must fit inside of a swim bag. Coolers ARE NOT allowed in the Nat. There is always a concession stand at each meet where you may buy food and beverages.
- Water. Swimmers need to stay hydrated. Although it is hard to tell that they are sweating, they are losing water. Bring a water bottle filled with water, and drink water throughout the meet.
- Games/music. Bring something to occupy your time when not swimming. Examples of things to bring are electronic games, cards, travel games, coloring books, personal CD or MP3 players with headphones and upbeat music.
- Sharpie marker to write event and heat numbers on the swimmers' arms. • Highlighter to mark your swimmer's events in the heat sheet.
- Money. You may wish to buy something from the concession stand. Meet apparel is also available for sale. Vendors selling swim supplies are usually at the meet. All America Swim Supply will be at HSA meets. Heat sheets are also available at meets. They typically cost between \$5 and \$15, depending on the size of the meet.

## Entry Process

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1. Go to our website ([www.swimhsa.org](http://www.swimhsa.org))
2. Sign in with your account info
3. Go to “Events/Meets” (upper left part of Homepage or lower half of home page)
4. To get info about meets (i.e. warm-up times, which events are which days, parent workers needed, relay info, location, etc) click on the meet icon itself (blue font)—not the “attend this meet” button

5. To sign up for meets:

click on “Attend this Meet”/”Edit Comitted”

-click on the swimmer you would like to commit

-by the “sign up record” click the arrow and select “yes...”

-click “save changes”

PLEASE include in the “note box” if you cannot attend all days provided—do not worry about signing up for the correct sessions!

6. How to take your swimmer out of a meet:

-If you want to take your swimmer out of the meet BEFORE the online deadline has expired—just go back to “events”, click on “attend this meet”, select swimmer, click arrow again (by “sign up record”)and select “no...”, save changes.

-Once we have sent the meet entries to the host team (this usually takes place about 2 weeks before the meet itself); you will be charged for those events.

7. How to look up your swimmer’s events

-Once the coaches have assigned events and approved them—then you can look up your swimmers events.

-go to “Events” and click on “attend this meet”/”edit committed” again—all events will appear

8. In order to help to make sure that your swimmers’ entries are correct—PLEASE review their entries once they are available on-line!!!

Our weekly e-mail blast that you will receive via email, also includes Meet information with direct links to more information on our website.

## **Team Travel & Chaperone Guidelines**

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Often, HSA will attend meets in a “team travel” situation. This means that the group travels to a meet with swimmer, coaches, and chaperones. These trips do not preclude parents from attending the meet, however swimmers attending the meet must travel and lodge with the team. These trips are usually used for regional invitation and national championship level meets.

Team trips offer swimmers and parents the fun and excitement of visiting unique places. Swimmers are also rewarded with higher levels of competition. For team trips to succeed, everyone involved must respect the rules of good behavior set forth by coaches, parents, and the host team.

Parents should take the responsibility to explain restaurant tipping, send sufficient money for food, and inform your child about the authority of chaperones / coaches to discipline as necessary. Parents should be prepared to share in the responsibility of chaperoning.

Parents will be responsible for all expenses incurred except what is covered in the published cost of the trip.

Payment for long distance calls, damages done by the child, etc. will be the responsibility of the parents. If any type of vandalism occurs the swimmer will be dismissed from the activity and may be sent home at the parents' expense.

Be considerate when canceling a bus reservation as late cancellations increase the overall cost to others. Swimmers who cancel too late may incur a cost, as travel arrangements are made by the team and are based off of expected numbers of swimmers, and are billed as such. Efforts to notify coaches when a swimmer will be canceling a team trip need to be made ASAP.

For certain National level meets the team will cover the cost of airfare. Once the tickets have been purchased they are considered property of the swimmer; thus any fees incurred after the ticket has been purchased, such as change/cancellation fees or excessive baggage fees will be the swimmers responsibility. If the swimmer is unable to go they will be charged the cost of the ticket. Special circumstances may apply.

Swimmers of legal driving age may only drive to and from team trip competitions with the approval of the head coach. A note of permission from the parent must accompany the request. Other swimmers will not be permitted to travel with a swimmer / driver unless permission is specifically given. Chaperones must be notified of any changes.

The team accepts no responsibility for any swimmer traveling by any other means to a meet.

### **HSA Guidelines and Procedures for Coaches and Chaperones**

As with all HSA activities, the goal of parents, coaches, and volunteers is to make the activity as positive of an experience for the athletes involved as possible. With this in mind, the HSA coaching staff and board of directors has put these guidelines in place for the interaction between all athletes and adult supervisors during team functions.

1. All adult supervisors should abide by the code of conduct set forth for the trip and the team.
2. All adult supervisors should work to create an environment in which each athlete is maintaining the code of conduct.
3. Appropriate steps should be taken to ensure the proper interaction between adult supervisors and athletes, which shall include:
  - a. More than one volunteer/ coach/ parent chaperone must attend each trip.
  - b. Whenever possible, adult supervisors will interact with athletes with more than one present.
  - c. If privacy is needed, conversations shall take place in view of other adult supervisors.
4. Accommodations provided for by the team will not include athletes staying in the same room with adult supervisors, unless they are the adult supervisor's children.

**In addition to the HSA Coach and Chaperone policy, we will strive to meet the following team travel guidelines set forth by USA Swimming:**

#### **Team Travel Policy:**

**Purpose:** Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club.

#### **Section 1 - USA Swimming Required Policies**

Club policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

## **Section 2 - Recommended Policies**

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- d. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- k. The directions & decisions of coaches/chaperones are final.

- l. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- m. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

### **Section 3 - Other Policies to Consider**

The following, organized by topic, is a bullet-point list of additional travel policies to consider. HSA will use all of these whenever appropriate.

#### *Safety*

- a. Additional guidelines to be established as needed by the coaches;
- b. Supervised team room provided for relaxation and recreation;
- c. Respect the privacy of each other;
- d. Only use hotel rooms with interior entrances; and
- e. Must wear seat belts and remain seated in vehicles;

#### *Behavior*

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Develop cell phone usage guidelines;
- d. Develop computer use guidelines including social media;
- e. Respect travel vehicles;
- f. Establish travel dress code;
- g. Use appropriate behavior in public facilities;
- h. Establish two different curfews – in own rooms and lights out;
- i. Must stay in assigned hotel room; and
- j. Needs and wellbeing of the team come first.

#### *Financial*

- a. No room service without permission;
- b. Swimmers responsible for all incidental charges;
- c. Swimmers responsible for any damages or thievery at hotel;
- d. Must participate in contracted group meals; and
- e. Communicate travel reimbursement information and policies.



# Swim Meet Procedures and Behavior

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## SWIM MEET PROCEDURES & BEHAVIOR

- HSA will always warm up as a team at all meets. This warm-up will normally take place one hour before the start of the swim session. Specific warm-up times will be communicated through e-mail typically at least one day before the meet starts. Swimmers must be ready to enter the water at the start of warm-ups. This is the only way we can be assured of having the necessary space for a proper warm-up. Those reporting more than ten (10) minutes late for warm-up must prepare on their own.
- HSA swimmers are expected to wear the HSA team suit and cap in competition. It is further suggested that the swimmers wear team warm-ups, T-shirts, etc., while at a swim meet. A list of t-shirt colors for each day is typically provided in the same e-mail as the warm-up announcement.
- Each swimmer is responsible for checking himself/herself in at the Clerk of Course within the time period allowed. This is normally done before the team warms up. Swimmers must not scratch any events without first consulting their coach.
- HSA traditionally has a "team area" at all meets. All swimmers are encouraged to sit together as a group; this promotes team unity and spirit.
- Swimmers are expected to be aware of their event numbers and to report to the Clerk of Course (or directly behind the blocks when appropriate) promptly when their event number is called. Discussions with the coaching staff regarding races should be done before this time.
- Swimmers should report to their coach directly following each event to review the race.
- The coaching staff will determine all relay teams. Sometimes we try to arrange the fastest relay possible. At other times, we are looking at scoring team points, and we may just be interested in maximum participation. Whatever the intent, relay selection and composition is a function of the coaching staff. Please check with the coaching staff prior to leaving a meet for any relay obligations.
- Know, and adhere to, proper behavior in all public places. Remember that your actions and words reflect not only on HSA, but your family, community, and most importantly, yourself.

- All swimmers are expected to be courteous at all times to meet officials, workers, and opponents.
- If swimmers or parents have any questions concerning meet results or an officiating call, these inquiries should be directed to the HSA coaching staff. The coaches will pursue the matter through the proper channels. It is best that parents and swimmers not get involved in these matters.
- Keep our team area neat and clean by using the trash receptacles provided. A team area full of debris is a bad reflection on our team and members.
- Team spirit is an important part of swim meets. All swimmers are encouraged to participate in cheering for the team and one another. Swimmers are discouraged from using cell phones and electronic devices instead of cheering for teammates. Be invested in each other's swims.
- Swimmers will be expected to rest and conserve energy between events and sessions and to remain in the team area while at the pool.

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# ***PARENTS ROLE IN HSA***

## **Parent Responsibilities**

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Support the team and coaches, not only by what you do but also by what you say. The swimmers pick up very quickly on statements that are negative and many of the younger swimmers stop working if their parents are not happy. If you do not understand what is going on, contact a head coach or board member as soon as possible and resolve the situation away from the swimmers. The longer the problem continues, the worse it becomes.

Do not try to coach your swimmers. The best advice a parent can give is to tell their child to do their best and do what the coaches say. We will be trying new methods constantly. Some may work and others may not, but innovation and change is good. Make your kids see their coach after each race. Post-event analysis is most effective within 60 seconds of their completing their event. Parents are not permitted on the pool deck during any swim team practice or swim meets, but are encouraged to observe from the stands. If you should need to contact your child during practice or at a meet, please go through the coach.

### **Be a Role Model for Your Child!**

Children learn behavior from many different people, including coaches, teachers and peers, but the people they learn the most from are their parents! You'll have many opportunities as your child participates in sports to model good behavior and attitude. For example, if you tell your child that he must respect others, your message will be lost unless you also model respect for others. Don't forget, nonverbal messages, like a look of disgust or disappointment, often speak louder than words. Here are some other tips to keep in mind as you sit at swim meets:

**Model good sportsmanship.** Being a „good sport” is much easier said than done. You can model good sportsmanship by encouraging and supporting all swimmers, controlling your emotions when upset or frustrated, and abiding by coaches’ and officials’ decisions even if you disagree.

**Model team spirit and loyalty.** Cheer for your team and have only positive things to say about the team and coach.

**Let go of your own ego.** Put your child’s development and desires ahead of your own. Examine your motives for your child’s participation.

**Have fun.** If you are enjoying the swimming experience, it is more likely that your child will do the same. If you complain and don't enjoy yourself, your child will pattern that behavior also.

**Volunteer!** Your role as a volunteer is crucial to our sport. You can be actively involved in your child's activity, meet new people, have fun, and be instrumental in strengthening swimming in the U.S. Ask the coach or the volunteer coordinator for your team what you can do to help.

# Parent Code of Conduct

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As a parent of a swimmer and member of Huntsville Swim Association, I will abide by the following guidelines:

- I. Practice *teamwork* with all parents, swimmers and coaches by supporting the values of
- II. *Discipline, Loyalty, Commitment and Hard Work.*
- III. As a parent, I will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.
- IV. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices.
- V. Maintain self-control at all times. Know my role.

**Swimmers – Swim**

**Coaches – Coach**

**Officials – Officiate**

**Parents – Parent**

- VI. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
- VII. Enjoy involvement with Huntsville Swim Association by supporting the swimmers, coaches and other parents with positive communication and actions.
- VIII. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff. Parents address officials via the coaching staff only.
- IX. Make sure that both a coach is present, and a practice is scheduled before leaving athletes at the pool.
- X. **Sanctions.** Should I conduct myself in such a way that brings discredit or discord to Huntsville Swim Association, or USA Swimming, I voluntarily subject myself to disciplinary action. HSA maintains the right to terminate any membership with/without cause in the interest of our vision, mission and objectives.

**Inappropriate behavior by a parent member will not be tolerated.**

The HSA Parent Board will review all incidents involving parent/member violations of the HSA Code of Conduct. Violations of the HSA Code of Conduct by a Parent may be subject to the families' dismissal from the team with no refund given. Parent Board decision will be final.

## **HSA Board of Directors**

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A seven member Board of Directors, made up of active members of the association, governs HSA. The Board positions include President, Vice-President, Treasurer, Secretary, and three members at large. The Head Coach also serves in a non-voting role on the board. The Board directs the dry-side of the sport, and has its role defined more thoroughly in the HSA By-Laws, which are at the end of this document.

## **USA Swimming Registration/ Membership**

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USA Swimming is divided into regions called Zones, with HSA being part of the Southern Zone. These regions are further divided into Local Swim Committees, or LSC's. HSA is in the Southeastern LSC, which includes the states of Tennessee and Alabama, as well as the panhandle of Florida. Each club that competes within USA Swimming is a Club member. Within that club member are registered individuals. These individuals are divided into two categories, athlete and non-athlete. Athlete members are eligible to compete in competition. A year-round athlete membership is purchased for each athlete that joins HSA.

Non-athletes comprise all non-competitive members of USA Swimming. These include coaches, officials, volunteers, and staff members of USA Swimming. Non-athlete members are asked to complete one of two levels of a background check for athlete protection. Coaches and any other volunteers that have direct contact with athletes are asked to take a level 2 background check, while other non-athlete members are asked to take a level 1 background check. Family memberships are also offered to families that have 2 or more non-athlete members, and are a reduction in cost from individual non-athlete memberships.

# Financial Obligations & Fundraising

Huntsville Swim Association bills on a monthly cycle. Upon registration, participants commit to paying program fees until 30 days notice is given to end membership. You are obligated for these fees until you cancel participation.

Group	Monthly Fees*	USAS Reg. Fee	HSA Reg. Fee	Fundraising**	Typical Meet Fees***
Intro to HSA	\$31 + \$20 Water Fee= <b>\$51.00*</b>	\$64.00	<del>\$60</del>	-----	\$30.00
White	\$58+\$20 Water Fee= <b>\$76.00</b>	\$64.00	<del>\$60</del>	-----	\$30-\$50
Age Group Diving	\$61+\$20 Water Fee= <b>\$81.00</b>	<del>\$25.00</del>	<del>\$60</del>	\$150 or \$200	
Red I	<del>\$75</del> +\$20 Water Fee= <b>\$95.00</b>	\$64.00	<del>\$60</del>	\$150 or \$200	\$30-\$50
Red II	<del>\$80</del> +\$20 Water Fee= <b>\$100.00</b>	\$64.00	<del>\$60</del>	\$150 or @200	\$30-\$60
Blue	<del>\$85</del> +\$20 Water Fee= <b>\$105.00</b>	\$64.00	<del>\$60</del>	\$150 or \$200	\$30-\$60
Senior Dev.	\$79+\$20 Water Fee= <b>\$99.00</b>	\$64.00	<del>\$60</del>	\$150 or \$200	\$30-\$50
Junior	\$99+\$20 Water Fee= <b>\$119.00</b>	\$64.00	<del>\$60</del>	\$150 or \$200	\$30-\$60
Senior	\$120+\$20 Water Fee= <b>\$140.00</b>	\$64.00	<del>\$60</del>	\$150 or \$200	\$30-\$80
Masters	\$38+\$20 Water Fee= <b>\$58.00</b>	<del>\$50.00</del>	<del>\$25</del>	-----	n/a

\* HSA also offers a Friday only and a Saturday only Intro class that is 3 x 45 minute classes per month at a rate of \$40.00 per month.

\*\* 1<sup>st</sup> Swimmer is at full price, 2<sup>nd</sup> Swimmer is 10% off Monthly Fee (without water fee), 3<sup>rd</sup> swimmer is 20% off Monthly Fee (without water fee), 4<sup>th</sup> and more swimmers pay no monthly fees. USA Swimming Registration Fee and the HSA Registration Fee are both payable for every swimmer and are not pro-rated.

\*\*\* The Fundraising fee is per family and not per swimmer or diver. Intro to HSA and White Groups are excluded from Fundraising, except if they are the 2<sup>nd</sup> swimmer in a family with a higher-level swimmer or diver. Swimmers with one swimmer or diver have a \$150.00 fundraising obligation. Families with more than one swimmer or diver have a \$200.00 fundraising obligation. Families with excess fundraising amounts will have 75% of the excess credited to their dues.

\*\*\*\* Typical meet fee is only an approximation, and changes from meet to meet. Event fees and surcharges are at the host teams discretion. All meet fees are posted in the meet information for each meet.

**Monthly Dues** are drafted on the 1st of each month (with the exception of August, which is a 1/2 month pro-rated fee and will be charged along with the September fee on September 1<sup>st</sup>) via HSA's secure Team Unify Online program. Each monthly draft also will include any meet fees and other charges from the previous month.

**Registration Fees** are due upon joining HSA and in return your swimmer will

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receive a USAS swimming registration, 2 t-shirts (1 given at the beginning of the season, one in February), 1 HSA team cap, and Splash Magazine subscription.

### **Dues (additional)**

(a) In consideration of the participation of the swimmer(s)/diver(s) in HSA'S competitive swim and dive program, the Parent agrees to pay the dues for the Swimmer/diver's practice level that are set forth on the attached Dues Schedule. Payments will be paid monthly through our HSA website company, Team Unify, after the initial registration fee and first months dues.

(b) Families who join HSA in mid season will be required to follow normal registration procedures.

(c) If the swimmer or diver is transferred to another training group by the coaching staff, the new group rate will take place starting the next month.

**(d) Upon registration, participants commit to monthly dues & fees, regardless of the extent of participation during the time of payment.** Participants are assumed to be continuing on for the next month unless the Head Age Group Coach is notified in writing (30 days notice) of the swimmer/diver's withdrawal and notification to cancellation of membership.

**(e) All accounts must use a valid credit card, debit card, or ACH transfer in order to pay all dues, fees, etc.**

(f) Fees for meet entries and surcharges will be billed on the invoice following the meet. Swimmers and divers must be in good financial standing in order to be able to participate in meets.

(g) A family will not be able to register a child to swim or dive with the Huntsville Swim Association for the upcoming season until all financial obligations for the previous season have been met (Session fees, Registration, Fundraising).

### **HSA FUNDRAISING OBLIGATION**

HSA requires a fundraising amount to offset dues. Please remember that the fundraising amount is per family/account and not per swimmer.

The fundraising requirements are as follows:

a) Accounts with Masters only swimmers, a single Intro to White swimmer, or a single White Group swimmer do not have a fundraising requirement (see "c" below for exception)

OR



b) \$150.00 for accounts with one swimmer in Red I group and above (pro-rated to \$75.00 for swimmers registering after December 31, 2016)

OR

c) \$200.00 for accounts with two or more swimmers, REGARDLESS OF LEVEL OF SWIMMERS (pro-rated to \$100.00 for swimmers registering after December 31, 2016)

The fundraising requirement may be fulfilled through Scrip, Kroger Rewards, Mum Sales, Swim-A-Thon, Honey Baked Ham Sales, Advertising for Heat Sheets, Friends of HSA, Sponsorships, and various fundraisers as approved by the Board of Directors. Please see more information on these fundraisers on the FUNDRAISING TAB on the HSA website.

If you should exceed your account's fundraising obligation, 75% of the excess amount will be credited back to your account.

The fundraising requirement WILL NOT be prorated if a swimmer does not complete the entire 2016-2017 season. If a swimmer gives 30 day written notice of withdrawal from the program, the account will have the OPTION of paying the remaining balance of the fundraising requirement on the next billing cycle after notification OR paying on June 1, 2017.

Any account that has not met the fundraising requirement will be billed the balance of the requirement on June 1, 2017.

If the credit card on the account is not able to be charged on June 1, 2017, the swimmer(s) will not be able to register for the 2017-2018 season until ALL fees are paid in full.

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## Hosting Meets

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HSA traditionally hosts several swim meets over the course of a year. These swim meets and the funds raised through hosting swim meets allow us to meet our budget for the year. Without the help of selfless volunteers, HSA could not function as well as it does. Therefore one of the most important jobs for you as a parent is making sure that HSA's home meets run smoothly.

In the past HSA has gained and maintained the reputation of hosting a well run swim meet, and as such typically fill out our swim meets with the maximum number of swimmers allowed. In order to keep this reputation it is important that you as parents take your responsibility as volunteers very seriously. On the next page is a list of the required number of officials and volunteers necessary to properly run a meet and then a list of official job titles and volunteer positions with job descriptions for each. Each year a volunteer coordinator is named and will be responsible for insuring that the proper numbers of volunteers are staffed for each home meet.

Again, without these meets, HSA would not be able to run as it does, and without you volunteering, we would not be able to host meets. These meets allow us to run HSA the way it should be run and allow us to give the best possible product to you and your family.

## How to Sign up to Volunteer

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1. Sign in to your account.
2. Click on Name of Meet if highlighted on Main Screen OR click on Events/Meets Tab at top of page.
3. Click on Job Signup.
4. Where there is an opening, click the box in front of the desired job. Pay attention to the description of the job, and the date and time (session). A parent may or may not work the same session that swimmer(s) are in.
5. Click Signup button at top or bottom of page. Your name should appear in the line next to the job.
6. A Reminder email will be sent close to the date of the meet.

## Swim Meet Personnel/Job Descriptions

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The job list below is a brief description of positions available for HSA's home meets. All parents are needed, as these meets are our main source of fundraising. Please remember that families are required to volunteer at meets in which that family has swimmer(s) participating. Generally, families are asked to volunteer one session for a two-day meet OR two sessions for a three-day meet. However, an email will be sent out requesting additional help if necessary. Please remember that anyone can train in a position at any home meet.

**Announcer:** Several announcements need to be made throughout the course of the meet as well as calling all the swimmers to the blocks or bullpen. This needs to be a person with a very clear and loud speaking voice.

**Awards:** Awards are given to swimmers, generally 12 and Unders. This job includes getting bags to put the awards in and then, at the meet, placing the labels on the ribbons and medals and placing them in the appropriate team bag. This usually requires two or three people.

**Clerk of Course:** This job is to take drop and add forms for swimmers and enter them into the computer. This job requires reconciling fees for adds as well as reconciling each team's entry fees. This person would need to have some knowledge of the software (Meet Manager) that is used to run meets. However, training can be done at meets for anyone who wants to learn to do this job.

**Bullpen:** HSA uses the bullpen for 8 and Unders only. Individuals are responsible for lining up the swimmers and taking them to the blocks for their races. Cards will be printed for each swimmer which will be placed in the card holder and then distributed to the swimmers when they are called to be lined up. Bleachers are used to seat the swimmers before taking them to the blocks.

**Deck Marshal:** This position is required by USA Swimming. This volunteer will watch the pool area, including the deck around the pool, to insure that all participants and spectators are acting in a safe manner. During the course of the meet, the warm-up lanes will be monitored by the deck marshal to ensure that the lanes are being used for swimming only. In addition, the Deck Marshal will ensure that the area behind the blocks is clear for 8 and Unders. The Deck Marshal will report to the Meet Director at the beginning of warm ups for further instructions.

**Computer Operator/Timing Verification:** HSA runs each meet with a computer program called Meet Manager. This position needs to be filled by someone familiar with the program. Those who are interested in learning this job are welcome to train at any of our home meets. This job includes pulling the times into the computer from the timing system, scoring events, and printing results. A supervisor will assist all operators each session to ensure that the meet is run properly and to troubleshoot any problems that arise.

**Concessions:** There is a concessions area in the lobby where we sell food and drink items. Two parents, one for each daily session, are needed to be the supervisors of this area and assist all other workers. The supervisors will purchase food and drink items and set up the concession stand. The workers will be responsible for making coffee and selling items starting at the beginning of the first warm-up session each day of the meet. The workers in the last session of the meet will be responsible for break down at the end of the meet.

**Food Runner:** One or two parents are needed to pick up breakfast and/or lunch each day. It may be necessary for this parent to pick up additional items needed. Money will be supplied for purchases

**Head Timer:** This position is usually held by someone who has experience as a timer. This person runs two stopwatches for each race in case a timer's watch fails on a race. If this occurs, the head timer will give one of his/her extra watches to the timer in order to have the necessary number of times for each race and swimmer.

**Heat Sheets and T-shirts:** There is an area in the lobby where HSA sells Heat Sheets and T-shirts. At the beginning of each session, it is necessary to report to the Meet Director for money.

**Heat Winners:** This person will give an award to the winner of each heat.

**Hospitality:** Two parents, one for each daily session, are needed to be the supervisors of this area and assist all other workers. The area is for the officials and coaches. We provide breakfast, lunch and snacks throughout the meet. The supervisors will purchase food and drink items, or arrange for food donations, and set up the hospitality area. Two other workers will be assisting in the hospitality area during each session. In addition, the workers will be providing waters to our timers and officials on deck. The workers in the last session of the meet will be responsible for break down at the end of the meet. We also provide water for our workers from this area.

**Meet Director:** This volunteer(s) is responsible for writing Meet Invitation, setting up the meet, purchasing awards, and many other tasks. This person will be present at the meet to insure that it is run within the guidelines set forth by USA Swimming and Southeastern Swimming.

**Runner/Poster:** The runner collects all the lane timer sheets from each lane after the completion of each EVENT and delivers them to the computer table. The poster will post all printed results of each race in the lobby in the designated areas.

**Set-up:** Approximately six parents are needed to help set up for the meet. Two parents are needed to set up the hospitality area. Two parents are needed for general set up of meet, such as organizing lane timer sheets, bull pen and relay labels, hanging signs, etc. Two parents are also needed in the concessions area. Set up will be done the day before the meet starts, however, if the meet starts on a Friday, set-up for concessions area will not happen until Friday around noon.

**Storage:** A few parents are needed to retrieve storage bins from HSA office several days before meet. In addition, a few parents are needed to return storage bins to HSA office a day or so after the meet. Heavy lifting is required. A large car or truck is helpful.

**Stroke and Turn Judges:** USA Swimming requires these positions at all its sanctioned meets. HSA needs many parents trained in these positions in order to run meets smoothly. In order to become an official, a person must pass an online test. Once test is passed, deck training is required. Anyone interested in becoming an official can find out the necessary information on the HSA website under Officials.

**Timers:** HSA can run meets with 8, 10 or 16 lanes. We need to have more timers than lanes that are used as relief timers are needed. The timers are responsible for operating the stopwatch and backup plunger connected to the timing system. The primary time for each swimmer will be the touchpad and we use the other two as backups. Each timer is to collect the time from the stopwatch and write it on the lane timer sheet for the swimmers. There is a timer's meeting with the meet directors and an official before the start of each session.

**Volunteer Coordinator:** This volunteer(s) is responsible for setting up the volunteer (job) positions in an online application on the HSA website.

**Water Runner:** A parent is needed to pick up donated water.

## Becoming an Official

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Swimming and Diving rely heavily on volunteers to work as officials in order to conduct fair and equitable competition for our athletes. HSA needs to grow with the city's capacity for competition.

In other words, ***we need your help!***

If you are considering officiating for swimming but are still not quite sure, check out the Top 10 reasons why you should:

10. You're at the meet anyway - why not?
9. Swimming is a family sport that is volunteer intensive – officiating counts for your volunteer requirement for our HSA meets.
8. Free food at meets - home and away (Free is good).
7. HSA covers USA-S member registration and training fees (Free is good).
6. Being on deck provides a shorter walk for your swimmer(s) to come to you looking for money....
5. Possible tax deductions when working away meets (Most teams are 501c3. Please consult applicable state & federal tax laws.)
4. You become more educated and informed on the sport (you DO NOT have to be a current or former swimmer).
3. You have the satisfaction of knowing you are contributing to your child's swimming efforts.
2. When you become a USA-S certified official, you are qualified to officiate for the [Rocket City Swim League](#), [Alabama High School Athletic Association](#) and [ARPA](#) meets. USA-S also has a reciprocal agreement with the [YMCA](#).
1. Best seat in the house! (The bleachers get crowded and really aren't all that comfortable).

## Certification Levels

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There are 3 levels of officiating within USA-S:

### **N1: Local Swimming Committee (LSC) Level**

The initial and most common level of official. Certified individuals are able to officiate at LSC level events within their home LSC and enjoy reciprocity when traveling to other LSCs.

#### **Becoming an N1 official:**

1. Join USA-S as a non-athlete member. There are **4** components:

[Membership Application / Fee](#) [USA Swimming Website Account](#) [Background Check](#) [Athlete Protection Education Course](#)

#### **OOPS! Level 1 or Level 2?**

Officials require a [Level 2 background check](#). Sometimes the Level 1 application is submitted in error. Instead of paying an additional fee to correct the application, please use the following link to 'convert' the Level 1 background check to a Level 2:

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=2038&Alias=Rainbow&Lang=en>

2. Pass an open-book Stroke and Turn qualification test through

[USASwimming.org](http://USASwimming.org)

3. Attend a Stroke and Turn clinic. Clinics are commonly provided at meets. Check with a qualified HSA official for upcoming opportunities.

4. Serve as a Stroke and Turn Judge apprentice during six individual meet sessions with an experienced official (one meet typically involves five sessions over three days).

### **N2: National Level**

The first National level for a position – Recognizes that an official is experienced and has been evaluated as capable of working the position at Sectional, Zone, Grand Prix and similar higher profile meets.

### **N3: National Championship Level**

The second National level for a position – Recognizes that an official has the experience, skills and knowledge to be considered for selection to work National Championship level meets in the evaluated position.



# HSA TEAM POLICIES

## Payment Policy

### Financial Policy (2016-17)

Huntsville Swim Association bills on a monthly cycle. Upon registration, participants commit to paying program fees until 30 days notice is given to end membership. You are obligated for these fees until you cancel participation.

Group	Monthly Fees*	USAS Reg. Fee	HSA Reg. Fee	Fundraising**	Typical Meet Fees***
Intro to HSA	\$31 + \$20 Water Fee = \$51.00	\$64.00	\$60	-----	\$30.00
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Red I	\$75 + \$20 Water Fee = \$95.00	\$64.00	\$60	\$150 or \$200	\$30-\$50
Red II	\$80 + \$20 Water Fee = \$100.00	\$64.00	\$60		\$30-\$60
Blue	\$85 + \$20 Water Fee = \$105.00	\$64.00	\$60	\$150 or \$200	\$30-\$60
Senior Dev.	\$79 + \$20 Water Fee = \$99.00	\$64.00	\$60	\$75 or \$200	\$30-\$50
Junior	\$99 + \$20 Water Fee = \$119.00	\$64.00	\$60	\$150 or \$200	\$30-\$60
Senior	\$120 + \$20 Water Fee = \$140.00	\$64.00	\$60	\$150 or \$200	\$30-\$80
Masters	\$38 + \$20 Water Fee = \$58.00	\$50.00	\$25	-----	n/a

\* HSA also offers a Friday only and a Saturday only Intro class that is 3 x 45 minute classes per month at a rate of \$40.00 per month.

\*\*1<sup>st</sup> Swimmer is at full price, 2<sup>nd</sup> Swimmer is 10% off Monthly Fee (without water fee), 3<sup>rd</sup> swimmer is 20% off Monthly Fee (without water fee), 4<sup>th</sup> and more

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... [13]

Matt Webber 7/6/2016 11:03 AM

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... [14]

swimmers pay no monthly fees. USA Swimming Registration Fee and the HSA Registration Fee are both payable for every swimmer and are not pro-rated.

\*\*\* The Fundraising fee is per family and not per swimmer or diver. Intro to HSA and White Groups are excluded from Fundraising, except if they are the 2<sup>nd</sup> swimmer in a family with a higher-level swimmer or diver. Swimmers with one swimmer or diver have a \$150.00 fundraising obligation. Families with more than one swimmer or diver have a \$200.00 fundraising obligation. Families with excess fundraising amounts will have 75% of the excess credited to their dues.

\*\*\*\* Typical meet fee is only an approximation, and changes from meet to meet. Event fees and surcharges are at the host teams discretion. All meet fees are posted in the meet information for each meet.

**Monthly Dues** are drafted on the 1st of each month (with the exception of August, which is a ½ month pro-rated fee and will be charged along with the September fee on September 1<sup>st</sup>) via HSA's secure Team Unify Online program. Each monthly draft also will include any meet fees and other charges from the previous month.

**Registration Fees** are due upon joining HSA and in return your swimmer will receive a USAS swimming registration, 2 t-shirts (1 given at the beginning of the season, one in February), 1 HSA team cap, and Splash Magazine subscription.

### **Dues (additional)**

(a) In consideration of the participation of the swimmer(s)/diver(s) in HSA'S competitive swim and dive program, the Parent agrees to pay the dues for the Swimmer/diver's practice level that are set forth on the attached Dues Schedule. Payments will be paid monthly through our HSA website company, Team Unify, after the initial registration fee and first months dues.

(b) Families who join HSA in mid season will be required to follow normal registration procedures.

(c) If the swimmer or diver is transferred to another training group by the coaching staff, the new group rate will take place starting the next month.

**(d) Upon registration, participants commit to monthly dues & fees, regardless of the extent of participation during the time of payment.** Participants are assumed to be continuing on for the next month unless the Head Age Group Coach is notified in writing (30 days notice) of the swimmer/diver's withdrawal and notification to cancellation of membership.

**(e) All accounts must use a valid credit card, debit card, or ACH transfer in order to pay all dues, fees, etc.**

(f) Fees for meet entries and surcharges will be billed on the invoice following the meet. Swimmers and divers must be in good financial standing in order to be able to participate in meets.

(g) A family will not be able to register a child to swim or dive with the Huntsville Swim Association for the upcoming season until all financial obligations for the previous season have been met (Session fees, Registration, Fundraising).

## **Fundraising Policy**

### **HSA FUNDRAISING OBLIGATION**

HSA requires a fundraising amount to offset dues. Please remember that the fundraising amount is per family/account and not per swimmer.

The fundraising requirements are as follows:

a) Accounts with Masters only swimmers, a single Intro to White swimmer, or a single White Group swimmer do not have a fundraising requirement (see "c" below for exception)

OR

b) \$150.00 for accounts with one swimmer in Red I group and above (pro-rated to \$75.00 for swimmers registering after December 31, 2016)

OR

c) \$200.00 for accounts with two or more swimmers, REGARDLESS OF LEVEL OF SWIMMERS (pro-rated to \$100.00 for swimmers registering after December 31, 2016)

The fundraising requirement may be fulfilled through Scrip, Kroger Rewards, Mum Sales, Swim-A-Thon, Honey Baked Ham Sales, Advertising for Heat Sheets, Friends of HSA, Sponsorships, and various fundraisers as approved by the Board of Directors. Please see more information on these fundraisers on the FUNDRAISING TAB on the HSA website.

If you should exceed your account's fundraising obligation, 75% of the excess amount will be credited back to your account.

The fundraising requirement WILL NOT be prorated if a swimmer does not complete the entire 2016-2017 season. If a swimmer gives 30 day written notice

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**Deleted:** \* 1<sup>st</sup> Swimmer is at full price, 2<sup>nd</sup> Swimmer is 10% off Monthly Fee (without water fee), 3<sup>rd</sup> swimmer is 20% off Monthly Fee (without water fee), 4<sup>th</sup> and more swimmers pay no monthly fees. USA Swimming Registration Fee and the HSA Registration Fee are both payable for every swimmer and are not pro-rated. For Diving athletes, there is no multi-swimmer discount for Beginner Divers or Masters Diver. The Age Group Diving Fee for the 2<sup>nd</sup> and more divers is \$50.00 per diver. ... [15]

of withdrawal from the program, the account will have the OPTION of paying the remaining balance of the fundraising requirement on the next billing cycle after notification OR paying on June 1, 2017.

Any account that has not met the fundraising requirement will be billed the balance of the requirement on June 1, 2017.

If the credit card on the account is not able to be charged on June 1, 2017, the swimmer(s) will not be able to register for the 2017-2018 season until ALL fees are paid in full.

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**Deleted: Fundraising** is designed to help limit the out of pocket expenses for swimmer/diver's families. HSA provides fund-raising as a way to keep session fees as low as possible. The Fundraising requirement may be met by any combination of advertising, team-organized fundraisers, and/or purchasing SCRIP. Payments are made through fund-raising activities or paid via one-time donat... [16]

## Accounts Receivable Policy

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The purpose of this policy is to create a standard procedure for addressing overdue accounts and collecting past due membership fees while also attempting to minimize conflict with team families. Every attempt will be made to ensure communication is consistent and frequent and that the Association has given every reasonable opportunity to work out a payment plan. The following escalation policy has been developed in order to ensure full engagement and communication with team families that have past due accounts:

### Monthly invoice is first notice

**30 days (second notice)**-email communication sent out via Team Unify. *"This is a friendly reminder and your second notice to ensure that you are aware that your account is delinquent for \$. Please disregard this notice if our payment has been made. Thank you for your attention to this matter. HSA Board of Directors"*

**60 days (third notice)**- email plus certified mail correspondence. *"This is your third notice (electronically). You will also receive a notice via certified mail notifying you that your account needs to be paid in full, or please contact the Board to work out a payment plan. If not paid in full by 90 days (from the first notice), swimmers(s) will forfeit all rights and privileges associated with membership of HSA. Swimmer(s) will not be reinstated until payment is made in full or members may seek to set up a payment plan; these petitions will be handled on a case by case basis. HSA Board of Directors"*

**90 days (fourth notice)**- email plus certified mail correspondence. *"Your membership is now suspended. Swimmer/(s) is/are not allowed to practice and lose/(s) all rights and privileges associated with membership of HSA until account is paid in full. HSA Board of Directors"*

**Note:** Attempts will be made by Board of Directors to handle both the communication and policing of these occurrences to keep coaches out of this process as much as possible. However, it is unrealistic to have a Board member on deck to intervene, so there will be circumstance that require a coach to communicate that a swimmer/(s) is/are not allowed to practice because of suspended memberships.

## Policy for the Support of Swim Meets

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With the exception of our professional coaches, the HAS is a volunteer organization. The club's success is directly dependent of the commitment of its members. Therefore, parents are required to donate time, services, and to help in various aspects of team operations. The amount of time each family will be required to work is dependent on the number and length of meets the club hosts, events scheduled, and team size.

Most volunteer jobs are available online. Sign up early as these sometimes go very quickly. In an effort to accommodate the needs of our volunteers, if you find that you cannot for some reason fulfill your obligations through the online signup, please contact the volunteer coordinator or a board member. There are opportunities to help at HSA sponsored events or performing a service to the club that will count. **We don't want your money, we want your time!**

Once assignments have been made, volunteers will be notified. It is then your responsibility to switch or find a replacement if you are unable to work your shift. Please report all changes to the Volunteer coordinator. Once you arrive to work a meet, all job assignments are at the discretion of the volunteer coordinator. You will need to have your volunteer card signed by a current board member and turned in to the volunteer coordinator in order to get credit for your volunteer sessions. Please be courteous if you are asked to switch jobs. Volunteers represent HSA and need to be appropriately dressed at all times.

Volunteering at away meets is required at times, but as of now, it cannot be used as a required session for the HSA volunteer requirement.

It is important to remember at all times that these events are run and managed by parents. As you will see, these events are very large and quite busy. Changes and adjustments made to volunteer assignments before and even during the meet are inevitable.

By registering my child with Huntsville Swim Association, I agree to volunteer one "session" per day that I have a child swim in a swim meet hosted by HSA. This session will vary in time depending on the format of the meet and the amount of parent volunteers available. The HSA Meet Committee also reserves the right to either increase or reduce the amount of volunteer sessions required for each meet

based upon need. **Those not working the required amount of sessions will be charged \$80.00 per session not worked.**

**I agree to notify the volunteer coordinator should I have to cancel my volunteer commitment due to unforeseen circumstances.**

Meets are our biggest fundraiser as a team and everyone's help is needed to host a successful meet. Please visit the Parents/ Meet Jobs tab at swimhsa.org to find a description of available meet jobs.

**Generally although not an absolute, HSA asks each parent to volunteer one session for a two-day meet and two sessions for a three-day meet. A family that participates in all home meets from August through July should accumulate at least 20 hours of volunteers hours (one session = 4 hours). If volunteering at a meet is impossible, there are other opportunities to obtain volunteer hours. Please contact the volunteer coordinator or a member of the Board for more information about these opportunities.**

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## Athlete Code of Conduct

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The purpose of this conduct policy is to insure that every swimmer and diver is provided an environment, which allows him or her the opportunity to reach his or her individual goals. Therefore, underlying this policy are the following assumptions:

- 1). A swimmer/diver's conduct should provide a healthy physical and emotional environment for themselves and others.
- 2). A swimmer/diver's conduct should support every other swimmer/diver's ability to learn.
- 3). A swimmer/diver's conduct should support the coach's ability to teach other swimmers and divers.
- 4). Each swimmer and diver should be committed to striving for their goals and for the good of the team.

### Conduct Expected of All Swimmers and Divers

Swimmers and divers are encouraged to learn because they choose to do what is in their best interest, not to avoid punishment for "breaking rules." However, it is in everyone's best interest for basic rules to be clear and unambiguous.

1. HSA swimmers and divers are expected to remember that they are representing HSA at all times. Swimmers, Divers, coaches, and parents should represent the HSA name with excellence, team spirit, good sportsmanship, and politeness. This conduct extends to all facets of a swimmer/diver's life, including their activity in digital media.
2. HSA swimmers and divers are expected at all times to follow the appropriate directions of any member of the coaching staff, Natatorium Staff, and any person who is a chaperone. Disrespect or failure to obey appropriate instructions will not be tolerated from any athlete.
3. Specifics
  - a. HSA swimmers and divers are expected to use appropriate language. Use of profane or abusive language or obscene gestures will not be tolerated.
  - b. There shall be no drinking of alcohol, use of tobacco products, illegal drugs, or any substance banned by FINA or the IOC.
  - c. HSA swimmers and divers are expected to respect each other. Fighting, intentional touching, or striking another athlete will subject the swimmer or diver to the most severe discipline.



- d. HSA swimmers and divers are expected to respect and care for the property of others. Vandalism, intentional damage to property, or theft of property will not be tolerated.
  - e. Swimmers and divers may leave team activities early only with the permission of a member of the coaching staff.
  - f. Changing of clothes (either into or out of swimsuits), other than in a designated dressing area or bathroom, is strictly prohibited. No swimmer or diver shall change clothes while on the pool deck or in other public areas.
  - g. Any kind of physical or emotional abuse is strictly prohibited.
4. Other Expectations
- a. Follow all of the coach's, natatorium staff, or chaperone's appropriate orders completely and exactly. If any clarification is needed, inquire politely.
  - b. HSA swimmers and divers are expected to support their teammates in a positive way through their words and actions at all times.
5. Discipline
- Failure to follow the above rules may result in disciplinary measures, including:
- a. Suspension from events or practices.
  - b. Removal from any trip. In this case parents will be required to pick their child up immediately.
  - c. Suspension from the team.
  - d. Expulsion from the team.

The coaching staff reserves the right to use these examples of discipline in order to protect the team as a whole. The uses of discipline will be administered based on the severity of any offense. Any suspension or expulsion from the team may be appealed to the board of directors in writing.

Swimmers and divers are expected to follow the spirit of the rules as well as the specific rules. The coach must adapt the philosophy to an infinite number of situations. Swimmers and divers are asked to respect the coach's directions and give their full cooperation. Cooperation with teammates and staff will produce a productive environment for all. The spirit of the above rules is to provide a safe and effective training and competition situation.

I have read, understand, and pledge to uphold the HSA Code of Conduct.

**Swimmer**

**Parent**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Coach Code of Conduct

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

- At all times, adhere to USA Swimming's rules and code of conduct.
- Set a good example of respect and sportsmanship for participants and fans to follow.
- Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- Respect officials and their judgment and abide by the rules of the event.
- Treat opposing coaches, participants, and spectators with respect.
- Instruct participants in sportsmanship and demand that they display good sportsmanship.
- Coach in a positive manner and do not use derogatory comments or abusive language.
- Win with humility and lose with dignity.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- 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 his/her supervisor and/or the club's board of directors.

## Electronic Media Policy

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### PURPOSE

HSA recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

### GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems; and inappropriate or sexually explicit pictures

Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional. Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the board, or other athletes?"

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is Transparent, Accessible and Professional.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member. If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes will be appropriate.

#### FACEBOOK, TWITTER, INSTAGRAM, SNAPCHAT, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend." A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other direct contact methods.

The Club has an official Facebook page, Twitter account, and Instagram account that athletes and their parents can "friend" for information and updates on team-related matters. Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

#### TWITTER/ INSTAGRAM/ SNAPCHAT/ ETC.

Best Practice: Coaches are not permitted to follow athletes on Twitter from their personal accounts. Likewise, athletes are not permitted to follow [coaches'](#) personal accounts on Twitter. Coaches and athletes are not permitted to "direct message" each other through Twitter.

#### TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

#### EMAIL

All email communication shall be done between a coach and parent of the athlete. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

#### REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that coaches through any form of electronic communication not contact their child.

# Cell Phone and Recording Device Policy

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## **PURPOSE**

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

## **FACILITIES**

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use:

We practice and compete at: Brahan Springs Natatorium and the Redstone Aquatic Center. These locations have a changing area and locker room dedicated to our swimmers. As guest at these locations and others we travel to for competition, we demand our athletes treat the locker room facilities with respect. Please clean up after yourselves. Horseplay, foul language, and any behavior that can compromise the general safety of our athletes will not be tolerated. Use of Locker room facilities can be revoked!

## **MONITORING**

General Policy Considerations

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts.

We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance. If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

## **USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas.

The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area:

305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

## **Bullying Policy**

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### **PURPOSE**

Bullying of any kind is unacceptable at HSA and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club 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 the Club's Bullying Policy and Action Plan:

1. To make it clear that the Club 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 (HSA) takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

### **WHAT IS BULLYING?**

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other 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 that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member's property;

- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. 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:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- 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 club 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 ok 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 at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

1. **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. \

## **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.

## **SUPPORTING THE KIDS INVOLVED**

### **2. 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 the Club 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.

### **3. 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 bullied. For example:



- i. Sometimes children bully to fit in or just to make fun of someone 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 the Club, 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.

**4. 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 club 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.

## Grievance Procedure

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1. Should an active member have an issue relating to the club, **every effort should first be made to resolve the matter informally.**
2. If the active member is unable to informally resolve the matter they should first discuss the issue with the Age Group Coach. This provides another opportunity to resolve the grievance without recourse to the formal procedure.
3. If the active member is unable to informally resolve the matter with the Age Group Coach then the matter will be informally presented to the Head Coach. This provides another opportunity to resolve the grievance without recourse to the formal procedure.
4. If the active member, Age Group Coach and Head Coach are unable to informally resolve the matter they should first discuss the issue with the HSA President or another appropriate member of the Board. This provides another opportunity to resolve the grievance without recourse to the formal procedure.
5. Board Members are advised to seek the advice of the Board President. If the grievance cannot be resolved informally, the aggrieved member must inform the HSA President (or another appropriate Board Member) of the basis for the grievance in writing in a professional courteous tone.
6. Upon receipt of the grievance in writing the President or appropriate Board Member will notify the rest of the Board of the grievance.
7. At the next regularly scheduled Board meeting the aggrieved party will be invited to present their case to the Board. This will provide the opportunity for the Board to ask questions.
8. The aggrieved party will be asked to leave as to allow private deliberations amongst the Board.

9. If the aggrieved party waives the option to present their case the Board will vote based on the written information provided.

10. A majority vote of the Board will carry. The aggrieved party will be notified within 5 days of the Board's decision.

11. The Board's decision is final no appeals will be allowed.

## **HSA By-Laws**

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1 HUNTSVILLE SWIM ASSOCIATION

2

3 BY-LAWS

4

5 As Amended January 14, 2013

6

7 SECTION I

8 Purpose

9 The purpose of the Huntsville Swim Association (HSA or the club) shall be as  
10 stated in the Articles of Incorporation. Specifically, the club shall facilitate the  
successful

11 participation of amateur swimmers of the Huntsville area in intra-city water  
sport leagues

12 and in those events and meets falling under the auspices of Southeastern  
Swimming, Inc.

13 (SES), United States Swimming, of which this club shall be a member.

14

15 SECTION II

16 Membership

17 Active members of HSA shall consist primarily of parents or guardians living in  
18 or near the City of Huntsville whose children are participating as athletes of HSA.  
Adults

19 who do not have participating children, but who are interested in facilitating  
amateur

20 swimming competition may become Associate members. Athletes over the age of  
21

21 shall become Active members. Athletes over the age of 18 without parents who  
are

22 members may become Active members with the approval of the Board of  
Directors.

23 Only Active members may vote on club matters. Each Active member family will  
have

24 one vote. An Active member may retain his voting and other privileges during the swim

25 year in which appropriate dues have been paid. Persons may apply for membership by

26 making formal application to the Board of Directors. Upon approval by the Board of

27 Directors, the members will be billed for the appropriate dues and fees. Upon receipt of

28 appropriate dues and fees, the applicant will become a member of HSA and their children

29 will be allowed to participate in the training sessions and meets scheduled by the coach of

30 HSA.

31

32 Parents of participating children will be expected to support the club and help

33 perform the many duties necessary in order to have an efficiently run club. The

34 membership shall abide by the club policy as established by the Board of Directors. No

35 child or adult shall be refused membership due to race, color, or religion.

36

### 37 SECTION III

#### 38 Officers

39 The officers of the club shall be a President, a Vice-president, a Secretary, and a

40 Treasurer, elected by ballot, by and from the active members of the club.

41

42 The President shall preside at meetings of the Club and meetings of the Board of

43 Directors. He will be an exofficio member of all committees. The official Board-Coach

44 communication will be via the President.

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45

46 The Vice President will serve as President in the absence of the President and

47 perform such other duties as assigned by the President.

48

49 The Secretary shall keep the minutes of each meeting and perform such other

50 duties as assigned by the President.

51

52 The Treasurer shall keep a permanent record of all monies received and paid out

53 and shall be prepared to supply a financial report at any meeting.

54

### 55 SECTION IV

#### 56 Directors

57 The club officers, and three members at large shall constitute the Board of

58 Directors of the Corporation. Directors must have been active members of HSA for at

59 least one year. Directors shall serve for a period of two years and shall be elected  
by  
60 ballot at a designated general membership meeting. Not more than two officers  
and not  
61 more than two members at large shall be elected in any year. Should a Director  
resign or  
62 be unable to perform the duties of their office or position, the Board of Directors  
may, by  
63 resolution, designate another active member to the Board of Directors to act in  
their place  
64 for the remainder of their term.

65  
66 The Board of Directors shall see to the day to day operations of the club, and be  
67 empowered to enter into contracts and other legal agreements which may bind  
the  
68 corporation. The Board of Directors shall also be responsible for other matters of  
club  
69 policy and management, and the expenditure of funds. The Board of Directors  
shall  
70 prepare standard operating procedures and publish these procedures for the  
benefit of the  
71 club membership. The Board shall coordinate an annual review of these  
procedures and  
72 revise them accordingly. The Board of Directors shall respond to written  
inquiries or  
73 grievances from any active member, according to published procedure. A  
majority vote  
74 of the Board shall carry.

#### 75 76 SECTION V

#### 77 Committees

78 The Board of Directors shall establish the following standing committees, by  
79 resolution, other such committees as may be necessary:

- 80 • Finance Committee
- 81 • Communications Committee
- 82 • Team Relations Committee
- 83 • Special Events Committee
- 84 • Meet Committee
- 85 • Officials Committee
- 86 • Nominating Committee

87 The President shall appoint the chairpersons of all Special and Standing  
88 Committees with the exception of the Nominating Committee.

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89

90 The Finance Committee shall develop the Fiscal Year budget to present to  
91 membership for approval at the designated general meeting.

92

93 The Communications Committee shall facilitate prepare, coordinate, and conduct  
94 communications, including, but not limited to, a club web site, news letters,  
brochures,  
95 and public media.

96

97 The Team Relations Committee shall facilitate logistics, apparel, and club  
98 recognition activities among Club members.

99

100 The Special Events Committee shall plan and present events that foster team  
unity

101 among Club members.

102

103 The Meet Committee shall plan, organize, and direct all HSA sponsored swim  
104 meets.

105

106 The Officials Committee shall plan, organize, and direct training and  
qualification

107 opportunities for members to become certified USA Swimming Officials.

108

109 The Nominating Committee shall consist of one (1) member of the Board of  
110 Directors, selected by the board, and two (2) at large members. The two at large  
111 members will be elected, in addition to at least one alternate, from and by the  
active

112 membership at a general membership meeting. The two at large members and  
alternate

113 must have been active members of HSA for at least one year. This committee  
will solicit

114 candidates and present a slate in writing to the membership at least twenty  
(20) days prior

115 to the general membership meeting designated for the election of officers.

Additional

116 nominations for officers and other three members of the Board of Directors  
may be made

117 from the floor at the general meeting designated for the election of officers. If  
any

118 member of the Nominating Committee becomes unable to serve prior to the  
presentation

119 of candidates, the alternate will serve the committee. In the absence of an  
alternate, a

120 replacement will be elected by the general membership.

121

122

123

124 SECTION VI

125 Meetings

126 The President shall announce and conduct not less than three general  
membership  
127 meetings per year. Other meetings may be provided for by action taken at a  
regular  
128 meeting or may be called by the President. The President will call a special  
membership  
129 meeting if requested to do so in writing by seventeen (17) active member  
families.  
130 Notice of a special meeting with the reason for same will be given to the  
membership  
131 prior to the meeting.  
132  
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133 SECTION VII  
134 Dues and Fees  
135 The Board of Directors shall present an annual budget for approval by the  
general  
136 membership. Dues may be paid in installments as determined by the Board of  
Directors.  
137 Special dues or fees may be levied on each member by a two-thirds vote of a  
quorum  
138 present at a regular or special meeting of the membership.  
139  
140 Athletes, who are represented by members, as defined in Section II, shall not be  
141 eligible to participate in any HSA Team activities unless dues and fees are paid.  
Dues  
142 delinquency shall be cause for dismissal from the HSA as determined by the  
Board of  
143 Directors.  
144  
145 In certain circumstances, scholarships may be granted at the discretion of the  
Board of  
146 Directors.  
147  
148 SECTION VIII  
149 Order of Business  
150 The Order of Business at a regular meeting of the club shall be: Accepting of the  
151 minutes of the preceding meeting; reports of standing committees; reports of  
special  
152 committees; report of Board of Directors; unfinished business; new business;  
elections  
153 when required; adjournment.  
154  
155 The order of business at any meeting may be established other than as here  
156 prescribed by a two-thirds vote.  
157

158 Fifteen percent (15%) active member families shall constitute a quorum for a  
159 regular or special meeting of the club. A quorum shall be counted as the sum of  
the  
160 number of active members in attendance of any regular or special meeting  
added to the  
161 number active members delegating votes, added to the number of active  
members  
162 electronically submitting votes. Each active member family has one vote, which  
may be  
163 cast in person, made by delegation, or made *electronically*. An active member  
family  
164 may delegate their voting rights to another active member who will be in  
attendance at  
165 the regular or special meeting of the club, if so duly documented and presented  
to the  
166 Secretary prior to the meeting being called to order. *An active member family  
may vote*  
167 *electronically by submitting their vote on any club business to the Secretary prior  
to the*  
168 *meeting being called to order*, with the exception of a vote to elect the Secretary  
of the  
169 club, in which case the vote shall be submitted to the Vice President prior to the  
meeting  
170 being called to order.  
171  
172 A majority of the directors shall constitute a quorum for any meeting of the  
Board  
173 of Directors.  
174  
175 SECTION IX  
176 Amendments  
177 These Bylaws may be amended at any special or regular meeting of the  
corporation by  
178 two-thirds of a quorum present provided that notice of the intent to do so,  
together with  
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