



2023-2024

The Woodlands Swim Team Handbook

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Our TWST Mission

The Woodlands Swim Team is dedicated to creating a safe community where every athlete has the resources to maximize individual and team success through hard work, encouragement, growth, and change.

Board of Director Meetings

Meetings are regularly held each month, typically on the 3rd Tuesday of each month at 7PM.

Any new business agenda items should be submitted a **week** in advance of the meeting by e-mail to the President of the Board.

All meetings are open to TWST members unless the Board decides to adjourn an open meeting to meet in a closed executive session. During executive session, the Board may discuss matters dealing with confidential contracts, personnel, or when the privacy of our membership is to be protected.

A copy of the past meeting agendas and approved meeting minutes for the Board of Directors open meetings are available for viewing by current TWST members on the team website.

The Woodlands Swim Team Training Groups

The goal of The Woodlands Swim Team (TWST), is to provide a developmentally appropriate training progression from the youngest novice athlete to the national level. Each level of the TWST program is focused on technique first, followed by a progressive training load where athletes are continually challenged and engaged.

At TWST, we teach and perfect all four competitive strokes and emphasize the importance of great technique and body awareness. Our program is designed to give every athlete the opportunity to excel, the confidence to succeed, and the chance to swim in college.

We also offer two, non-competitive training groups for other water lovers; swimmers who need more stroke refinement and/or simply don't want to compete: Pre-TWST and Gators

All registrations are online only. Visit itwst.org -select "Join" and the appropriate program for more information and registration steps.

TWST Non-Competitive Groups

Pre-TWST & Gators

These programs are a great fit for swimmers who are not quite ready for our competitive team and/or athletes who love swimming but may not have the desire to swim fulltime due to other activities, commitments, or personal preference.

Both programs are held on a month-to-month commitment basis and taught by our USA Swimming certified TWST coaches. Parents will need to enroll their swimmers each month for the following month's enrollment. All registrations are online only.

Pre-TWST is a lessons-based program for swimmers who cannot swim independently quite yet, while Gators is a training group that focuses on stroke refinement and conditioning.

TWST Non-Competitive Groups

Pre-TWST

- Pre-TWST is the swim lesson branch of The Woodlands Swim Team.
- Registration is on a month-to-month basis.
- Pre-TWST pricing is about \$20 per lesson, per child.
- All classes are taught by TWST USA Swimming certified coaches.
- Pre-TWST is taught with the goal of joining either our competitive team or non-competitive Gators.

Pre-TWST Groups & Structure:

- **LEVEL 1**

Prerequisites: Ages 3-8

Swimmers must be able to follow directions in a group setting. Swimmers must not be fearful of water and must be comfortable going underwater and floating.

Curriculum: This class has an in-water instructor. Classes are taught to the ability level of each individual student. Floating on front and back, kicking on front and back as well as swimming with arm strokes and introduction to side breathing. Jumping in water and introduction to diving.

- **COMBINED LEVEL**

Prerequisites: Ages 3-10

This class is for novice swimmers not fearful of the water and can float and kick on front (with face in water), and on back halfway across a 25-yard pool. They can take breaths to the back, front or side and continue swimming. The focus of the class is freestyle and backstroke with some introduction to breast and fly kick. Current Level 1 swimmers must be recommended for this class by the instructor.

Curriculum: This class has an in-water instructor and combines high Level 1 and 2. The focus of the class is freestyle and backstroke arms and breathing with some introduction to breast and fly kick and diving into the water.

- **LEVEL 2**

Prerequisites: Ages 5-12

This class is for swimmers who can swim on their front (with face in the water and back or side breathing) and backs unassisted the length of a 25-yard pool. Current Combined Level and Level 1. Swimmers must be recommended for this class by the instructor.

Curriculum: Swimmers will refine their freestyle & backstroke. Swimmers will be introduced to Breaststroke and Butterfly with the goal of joining either our competitive team (TWST) or non-competitive team (Gators). Diving, swim team drills and training is introduced.

TWST Non-Competitive Groups

GATORS

If your swimmer cannot swim 25-yards each (one length of a pool), unassisted on their front and back, they are not quite ready for our Gators program yet

- **WHAT:** Gators is the non-competitive branch of The Woodlands Swim Team. Gators is designed for all levels of athlete from high school swimmers wanting extra training to younger swimmers who can only swim freestyle and backstroke.
- The goal of Gators is to provide a fun place for athletes to learn to swim at any level and prepare swimmers to transition onto The Woodlands Swim Team. At any time, please notify the Gator coaches if you would like your swimmer evaluated for TWST year-round competitive team readiness.
- Cost ranges from \$125-\$150 per month based on how many sessions fall in that particular month.
- **WHEN & WHERE:** Monday –Thursday, 7:15PM-8:15PM @ The CISD Wilkinson Natatorium
19133 David Memorial Dr
Shenandoah, TX 77385

Please note that each month has a specific start and end date based on the number of days in each session. There will be potential NO SWIM days or outside practice location dates depending on the CISD school calendar and Natatorium schedule noted each month.

REGISTRATION: Registration for Gators is done each month. It is not on an auto bill cycle. Registration and information on Gators is up and on our website by the 25th day of the month preceding the Gator month. **There is a one-time \$40 charge for Gators each swim year, September through July, paid at their first registration of the season to cover the cost of swimmer insurance.**

For all REGISTERED Gator athletes, the first Monday of every session will be a time trial day. The swimmers will do 25-yard swims in the 4 competition strokes, a 50 freestyle, and some swimmers will do the 100 IM and the 100 freestyle. This helps the coaches assess and place the athletes in the correct training lanes each month.

Gators is broken into three groups based on the needs and abilities of the athlete:

Gator 1: is a training focused group that will do more specific stroke-based instruction in the framework of a TWST practice. The goal is to prepare your athlete to make the jump to TWST, or to perform on their high school team.

Gator 2: is a technique focused group for the swimmer that is ready to start training as well. This group will focus on refining all 4 strokes, as well as flip turns, and start to teach the basics of being in a swim practice to prepare the swimmer to move onto TWST, or into Gator 1.

Gator 3: is a technique focused group for the swimmers that are new or have not been in the water for a while. Learning to legally do all 4 strokes will be the goal of Gator 3 and a coach will be in the water one day a week to help facilitate this goal.

Competitive Team

The Woodlands Swim Team

-also known as-
TWST

Our Competitive Team consists of 3 Core Groups

I. Foundations

II. Challenge

III. Performance

I. TWST Foundations

- Bridges young athletes from swim lessons and summer club swimming to a competitive, year-round swimming environment. Learning TWST values and how to be part of a team.
- Foundations Groups:
- **Foundation White** – Bridges young athletes from swim lessons and summer club swimming to a competitive year-round swimming environment. Swimmers will be USA Swimming registered and will compete in USA Swimming meets. Swimmers are encouraged to participate in all our home swim meets, while other meets are optional. Practices include:
 - Four competitive strokes, turns, breathing patterns, balance, and streamlining.
 - Three 45-60-minute practices per week
 - Attend a minimum of one practice every week.
 - Attend three to four practices every two weeks for optimal results and skill retention.
- **Foundation Green** – For swimmers with some experience through another USA swimming program or summer league. Games and drills are used to create good habits and to keep swimming fun. Foundation Green swimmers are encouraged to participate in all our home swim meets, while other meets are optional. Practices include:
 - Four competitive strokes, starts, turns, breathing patterns, balance, and streamlining
 - (3) 45-60 minute practices per week
 - Attend a minimum of one practice every week
 - Attend three to four practices every two weeks for optimal results and skill retention.
- **Foundation Black** – Ages 7-10 –Conditioning and aerobic training will be emphasized. Swimmers should exhibit leadership skills in and out of the pool.
Foundation Black swimmers are encouraged to participate in all our home swim meets, while other meets are optional Practices include:
 - Competing in all four competitive strokes, starts, turns, underwater kicking, mastery of balance techniques, group and individual goal setting, and race strategy
 - (4) 60- to 75-minute practices per week (60-minute in-water & 15-minute dryland)
 - Attend a minimum of three practices every two weeks
 - Attend three to four practices per week for optimal results and skill retention.

// TWST Challenge

- Athletes who are ready for a more competitive experience.
- Athletes will learn the value of hard work, setting goals, and how to overcome obstacles and failure.
- **Challenge Groups:**
- **Challenge White** – age 11-13 –Conditioning and aerobic training will be emphasized. Swimmers should exhibit leadership skills in and out of the pool. Challenge White swimmers participate in all our home swim meets, while other meets are encouraged but optional.

Practices include:

- Competing in all four competitive strokes, starts, turns, underwater kicking, mastery of balance techniques, group and individual goal setting, and race strategy
- 5 x 75-90 minute practices per week (60-75-minute in-water & 15-minute dryland)
- Attend a minimum of three practices every two weeks
- Attend three to four practices per week for optimal results and skill retention.

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- **Challenge Green** –Primarily Ages 9-11 –
Challenge Green is for swimmers who are invited into the group by their coach’s discretion or meets these competitive standards:

- Gulf Champs participation individually or as part of relays
- IMX score of at least 600 points
- IM Ready score of 900 points

Practice goals are geared toward achieving Gulf Swimming time standards and National A time standards and beyond. Swimmers will exhibit leadership skills in and out of the pool and represent TWST to the best of their ability.

Challenge Green swimmers should understand the importance of being on time for warm-ups and practices. Swimmers need to demonstrate an ability to balance activities and school with swimming. *Challenge Green swimmers participate in all our home swim meets and their highest championship meet, while other meets are strongly encouraged*

Practices include:

- Competing in all four competitive strokes, starts, turns, underwater kicking, mastery of balance techniques, group and individual goal setting, and race strategy
- 6 x 75- to 90-minute practices per week (75- in water & 15- to 30-minute dryland)
- Attend a minimum of six in-water practices every two weeks
- Attend all practices for optimal results and skill retention

- **Challenge Black** –Primarily Ages 11-13 (or 8th grade), who are invited into the group by their coach’s discretion or meets these competitive standards:
 - Gulf Champs participation individually
 - IMX score of at least 800 points
 - Power point ranking of over 600 points in an event 100 yards or longer

Practice goals are geared toward achieving 11-12 Texas Age Group State times, National AAA time standards and beyond. Swimmers will exhibit leadership skills in and out of the pool and represent TWST to the best of their ability. Challenge Black swimmers should understand the importance of being on time for warm-ups and practices and have the desire to improve their swimming. The concept of mental training and race preparation are introduced in this group. Swimmers need to demonstrate an ability to balance activities and school with swimming.

Challenge Black swimmers participate in all our home swim meets and their highest championship meet. Additional meets are strongly encouraged and will be used to help gauge future placement.

Practices include:

- Competing in all four competitive strokes, starts, turns, underwater kicking, mastery of balance techniques, group and individual goal setting, and race strategy
 - 6 x 90 to 120-minute practices per week (90- in-water & 30- minute dryland)
 - Attend a minimum of 8 in-water practices every two weeks.
 - Attend all practices for optimal results and skill retention.
- **Senior Challenge** –Ages 13+. Physical and technical skills will be taught to help the athlete develop and progress into the performance program. Athletes in this group continue to evolve learning to train. We expect a wide range of physical, mental, and motivational levels in this group and will coach according to the needs of everyone. Athletes in this group have the option of participating in other sports with the understanding that a certain level of commitment is still required to develop skills. *Senior Challenge swimmers participate in all our home swim meets and their highest championship meet, while other meets are strongly encouraged*

Practices include:

- Competing in all four competitive strokes, starts, turns, underwater kicking, mastery of balance techniques, group and individual goal setting, and race strategy.
- (6) 90- to 105-minute practices per week
- Minimum attendance of 60% required.
- Attend all practices for optimal results and skill retention.

///. TWST Performance

- **Athletes** 13 and over who are ready to perform at their highest level. Performance athletes are committed to realizing their competitive potential and taking the steps to becoming the best athletes they can be.

- **Performance Groups:**

- **Performance White** – The Performance White group is for swimmers ages 13 years and older (8th grade and up) who are invited to the group at their coach’s discretion or meet these competitive standards.
 - 13–14-year-old with IMX over 1000 points or IMR score over 1500
 - 15 and older IMX score of at least 800 points or IMR score over 1000.

Practice goals are geared toward making National A times, Gulf Age Group Champs, and HS Varsity teams and HS District meets. Athletes should understand the importance of being on time for warm-ups and practices and have the desire to improve their swimming. Athletes need to demonstrate an ability to balance activities and school with swimming.

Practices include:

- Competing in all four competitive strokes, starts, turns, underwater kicking, mastery of balance techniques, group and individual goal setting, and race strategy.
- Six 90-105 -minute practices per week (including Dryland 2-3x per week)
- Minimum attendance of 60%
- Attend all practices for optimal results and skill retention.

- **Performance Green** – Swimmers generally 13-14 years old who are invited to the group at their coach’s discretion or meet these competitive standards:
 - 13–14-year-old with IMX over 2500 points
 - 3+ Gulf Age Group Champ qualifying times
 - Power point ranking of 500 points in an event 200 yards or longer

Practice goals are geared toward achieving Gulf Swimming time standards, National AAA time standards and (13-14) Texas Age Group State times. Swimmers will exhibit leadership skills in and out of the pool and represent TWST to the best of their ability. Athletes should understand the importance of being on time for warm-ups and practices and have the desire to improve their swimming. The concept of mental training and race preparation are introduced in this group. Athletes need to demonstrate an ability to balance activities and school with swimming.

Performance Green athletes will participate in all our home swim meets and their highest championship meet. Additional meets are strongly encouraged and will be used to help gauge future placement.

Practices include:

- Challenge Black Curriculum as well as increase mental training and race preparation skills.
- (6) 105-135 minute practices per week (90-105 minutes in water and 30 minutes dryland)
- Minimum attendance of 75% required, 100% recommended.

- **Performance Black** – Athletes who are generally 14 years and older, invited into the group by their coach’s discretion or meet these competitive standards:

- 13–14-year-old with IMX over 4000 points
- 15 and older IMX score of at least 2000 points
- Power point ranking of 700 points in an event 200 yards or long

This group is expected to be a cohesive training group that works together to assist the most dedicated and motivated athletes to reach their individual goals and expand those goals. Practices are geared toward achieving Texas Age Group State standards (13-14) and Texas Sectional standards and beyond. Swimmers will exhibit leadership skills in and out of the pool and represent TWST to the best of their ability. Swimmers will challenge themselves in practice and need to demonstrate an ability to balance school and swimming.

Performance Black swimming will participate in all our home swim meets and their highest championship meet. Additional meets are strongly encouraged and will be used to help gauge future placement.

Practices include:

- Performance Green Curriculum as well as increase mental training and race preparation skills.
- (6) 90–150-minute practices per week (90-120 minutes in water and 30 minutes dryland)
- Minimum attendance of 75% required, 100% recommended.

- **National Performance** – HS Athletes generally 14+ years and older who are invited into the group at their coach’s discretion and/or meet these competitive standards:

- Girls
 - Minimum IMX score of at least 3500
 - 3 Texas sectional qualifying times
 - Power point ranking over 800 points in an event 200 or longer
- Boys
 - Minimum IMX score of 3000
 - 3 Texas sectional qualifying times
 - Power point ranking of over 800 points in an event 200 or longer

This group will be a cohesive group that will work together to assist the most dedicated and motivated swimmers reach their individual goals and expand those goals. Practice goals are geared toward achieving USA junior national (winter and summer) times and beyond. Athletes will have clearly defined goals, high aspirations, good time management skills and a willingness to pursue their dreams and goals.

National Performance athletes will participate in all home swim meets and the designated end of season meet championship meet.

Practices include:

- Performance Green and Black curriculum as well as increased endurance training
- During school year – (6) 105-120 minute in water practices and (4) 30–45-minute dryland practices.

- During Summer – (8-9) 120 minute in water practices and (4) 30–45-minute dryland practices.

100% attendance expected and 80% required to stay in the National Performance Group.

TWST Competitive Team Coaching and Facility Fees

COACHING FEES

MONTHLY COACHING DUES

Invoiced Monthly on an 11 Month Billing Cycle: September 1st, 2023 - July 1st, 2024

11 Month Billing				
September 2023- July 2024				
<i>*No August 2024 Monthly Coaching Dues*</i>				
	1st Swimmer	2nd	3rd	Additional
FOUNDATION GROUPS:				
Foundation White	\$142.00	\$ 122.00	\$ 117.00	\$ 92.00
Foundation Green	\$163.00	\$ 143.00	\$ 138.00	\$ 113.00
Foundation Black	\$184.00	\$ 164.00	\$ 159.00	\$ 134.00
CHALLENGE GROUPS:				
Challenge White	\$184.00	\$ 164.00	\$ 159.00	\$ 134.00
Challenge Green	\$221.00	\$ 201.00	\$ 196.00	\$ 171.00
Challenge Black	\$231.00	\$ 211.00	\$ 206.00	\$ 181.00
Senior Challenge	\$231.00	\$ 211.00	\$ 206.00	\$ 181.00
PERFORMANCE GROUPS:				
Performance White	\$263.00	\$ 243.00	\$ 238.00	\$ 213.00
Performance Green	\$263.00	\$ 243.00	\$ 238.00	\$ 213.00
Performance Black	\$273.00	\$ 253.00	\$ 248.00	\$ 223.00
National Performance	\$289.00	\$ 269.00	\$ 264.00	\$ 239.00

August 2024 Coaching Dues are subject to bill if swimmer withdraws and returns within the same swim year

If a swimmer registers after the 15th of any month, dues will be prorated by practice days for that month.

ANNUAL MEMBERSHIP DUES

ANNUAL MEMBERSHIP FEES

Billed at time of registration annually.

Registration Fees are valid for the
2023-24 Swim Year

TWST Annual Registration Fee September 1, 2023 to August 31, 2024 Non-Refundable Family Total	1 Swimmer	\$200
	2 Swimmer	\$325
	3+ Swimmers	\$400

**Registrations from April 1, 2024 - July 1, 2024 will receive a 50% discount for
TWST Annual Registration Fee**

USA SWIMMING REQUIREMENTS & COST

ADDITIONAL REGISTRATION REQUIREMENT (not included in cost above)

USA Swimming Registration

All Competitive Swimmers will need to register individually with USA Swimming and obtain a personalized Swimmer ID. Registration is \$98 per swimmer, per year.

Rates are subject to change based on USA Swimming regulations

- It is each family's responsibility to maintain active USA Swimming registration during each competitive swim year.
- All competitive team swimmers must be registered with USA Swimming, regardless of the intent to participate in swim meets or not. For insurance reasons, this yearly fee is not optional or refundable. I understand that it is my responsibility to keep my swimmer's USA Swimming Registration current throughout each swim year or they will be subject to not being able to participate in practice and or swim meets until proof of renewal.
- As a reference, Click <https://omr.usaswimming.org/omr/welcome/F6B84B1BA36C53> to create a new login for your USA Swimming account.

Once you submit your TWST registration, a link to register your athlete and/or update your current USA Swimming account will populate.

USA Swimming Registration must be current for swimmers to attend practices and compete in meets.

Non-Active USA Swimmers will be denied entry on deck at all meets and may be rejected from practice at any time should their registration become delinquent for more than 14 days.

Financial Terms and Conditions

The Woodlands Swim Team is a 501(c)(3), parent operated organization and therefore relies on the support of the entire membership. By reviewing these terms and conditions and agreeing to them when registering your swimmer(s) for TWST, you are hereby confirming your understanding and acceptance of the following Financial Terms and Conditions:

- TWST is a year-round swim team with a twelve (12) month program (except for team breaks for 1-2 weeks in March and 2-3 weeks in August. The fees set forth above are based upon an eleven (11) month payment schedule of 9/1/23-7/31/24.
- Monthly fees must be paid even when the team is on break, during your vacation, or other personal reasons for pulling your swimmer(s) from the pool.
- If your swimmer(s) changes practice groups during the year, you will pay the new monthly training fees beginning at the start of that new month. Please see Coaching and Facility Fees chart on the website or in your TWST Handbook.
- All TWST families must have an automatic payment preference on file with their online TWST account (Visa, MC, Discover or ACH settlement). When registering, you must elect a primary form of payment and agree to a TWST Credit Card Authorization Form.
- Monthly coaching fees will be payable on the 1st of each month through your automatic payment preference. No Coaching Fees will be billed in August (unless a swimmer withdraws prior to the August 2024 billing cycle). Please note that any eligible meet/event fees, purchased merchandise, unfulfilled volunteer credits etc. are subject to be billed in the August billing cycle.
- If at any time your account has an outstanding balance, you will not be eligible to enroll your swimmer in any of our other programs (PreTWST and or Gators), until that balance is paid in full.

MEET, EVENTS & OTHER BILLING FEES

- Meet Fees (including individual entries and surcharge fee), will be billed to your account within 2 weeks of a completed meet. I understand that meet entry fees will be billed to my primary payment method for each eligible meet unless I have “uncommitted” in the specified timeframe.
- **If a swimmer(s) will not attend the meet, they must “uncommit” online, by the declaration deadline posted, as stated in the MEET ENTRY POLICY (see page 21). This is not the responsibility of your coach. Once the entry deadline has passed, your credit card will be billed for the entries. Meet Entry fees are non-refundable even when a swimmer becomes ill and or misses a race for any circumstance.**
- I understand that my TWST account will be billed in accordance with the TWST PRACTICE DROP OFF AND PICK-UP POLICY (see page 23) if my swimmer is not picked up in a timely fashion.

It is your responsibility to keep your credit card information updated.

- A “swim year” is deemed Sept. 1- August 31 for all billing and volunteer commitments.
- If your account or method of payment on file fails to pay for **ANY** reason, you agree that the following will apply without exception and understand that NO ACH payments or Checks will be accepted for late payments:

If an account defaults for the 1st time during the swim year for *any reason* (cc expiration date problems, account closure due to fraud, etc.), it is subject to a \$15 late payment penalty. **You must update your primary method of payment online and notify the TWST Business Manager to charge your account by the 14th to prevent the late fee from automatically billing your account.** Your new/updated card will be charged for the balance owed.

If an account defaults for a 2nd time during the swim year for any reason, it is subject to a \$15 late payment penalty and your swimmer(s) will not be able to participate in TWST practices immediately as of the default date. **You must update your account’s primary method of payment and notify the TWST Business Manager.** Your updated card will be charged for the balance owed or you may bring a cashier’s check, money order or cash to cover the balance. The swimmer(s) may return to TWST practices only after the full payment of the account balance has been collected and processed. The head coach, head age group coach, and the swimmer’s coach will also be notified.

If an account defaults for a 3rd time during the swim year (Sept 1-Aug 31) for any reason, it is subject to a \$15 late payment penalty and your swimmer(s) will not be able to participate in TWST practices immediately as of the default date. **The same rules from #2 will apply along with an additional \$50 administration fee due immediately.**

If an account defaults for a 4th time during the swim year for any reason, it is subject to a \$15 late payment penalty and your swimmer(s) will not be able to participate in TWST practices immediately as of the default date. **You must update your account’s primary method of payment and notify the TWST Business Manager.** Your updated card will be charged the **entire balance for the remaining season’s coaching fees AND \$50/swimmer per remaining months.** If you prefer, you may bring a cashier’s check, money order or cash to cover the fees for the balance of the season.

- a. The \$50 per month charge will be credited towards misc. (non-coaching fee) monthly charges (i.e. meet entry fees, private lessons, etc.)
- b. At any point in time, if you are down to a zero (0) balance on your account, you will be charged again by using the same formula as #4. NOTE: this may happen if you consistently have greater than \$50 per month of misc. fees.
- c. If there are credits at the end of the swim year the credit balance will remain in your account for the following swim year.

Payments must be dropped off with the TWST Business Manager **in person** for that week. If this procedure is not followed, it WILL cause a delay in the return date of your swimmer(s) to practice.

TWST – Service Obligation: Volunteer Requirements

Obligation: Each TWST family is expected to work a minimum number of volunteer sessions in direct support of TWST hosted meets/events, as per the following guidelines.

Follow the link below for more information about Volunteering:

[The Woodlands Swim Team - Volunteer Information \(gomotionapp.com\)](http://gomotionapp.com)

- Service Sessions & Obligations are also known as each TWST Family’s Volunteer Requirement.
- Each Swim Season, Short Course AND Long Course, have their own volunteer requirements.
- Timing at away meets **DOES NOT** count towards the season volunteer requirements.

Some volunteer roles may carry fractional session credit which will be indicated in the online job sign up. PLEASE CHECK THE SESSION’S CREDIT PRIOR TO SIGNING UP FOR ANY ROLE.

- It is your responsibility to check the total credit given for each service session at the time of electing a job signup/service session.
- Penalties will be pro-rated, for unfulfilled or missed fractional sessions.

-Each family will be expected to complete at least one (1) session, volunteer credit, at any meet in which the family has one or more swimmer(s) participating.

DESCRIPTION	SEASON	Required # of SESSIONS	TO BE COMPLETED WITHIN
TWST family (joining prior to December)	Short Course	4	September 1 – March 31
	Long Course	3	April 1 – August 31
The above commitments will be adjusted for new or returning members registering on or after January 1 st as follows:			
New TWST family joining JAN – March 31	Short Course	2	January 1– March 31
	Long Course	3	April 1 – August 31
New TWST family joining June 1 – Aug 31	Long Course	2	April 1 – August 31
Former TWST family joining Apr 1 – July 31	Long Course	3	April 1 – August 31

The requirements set forth above do not apply during Long Course to families of senior athletes who have graduated from high school or college swimmers training with the team only for the summer.

Volunteer Requirement Buy-Out Option:

Prior to October 15th for Short Course, and April 15th for Long Course, a family can opt to buy out all service hour requirements for the applicable season at a fee of \$500.

All new registrations that occur within the swim year have 30 days to elect the volunteer buy-out from the time of registration.

All volunteer buy-out requests must be emailed to the Business Manager by the above deadlines.

TWST – Service Obligation: Volunteer Requirements Continued

Fees For Unfulfilled Volunteer Obligations:

# of Sessions NOT Completed	Fee
1 Session	\$150
2 Sessions	\$325
3 Sessions	\$550
4 Sessions <i>*only applicable for Short Course*</i>	\$700

- Fees will be billed through your TWST account at the end of the season:
 - Short Course: By April 15th, 2024
 - Long Course: By August 15th, 2024
- All withdrawals will be billed for unfulfilled service hours within 30 days of swimmer's withdrawal date (not your date of notice for withdrawal).
 - *i.e.: June 1st withdrawals will be billed for unfulfilled service hours by June 30th*

TWST Hosted Meets

TWST meets depend on volunteers being at their position on time.

Families that do not have swimmers in the meet CAN earn volunteer sessions to fulfill the season's service obligation.

- Failure to show, without contacting monikayork@itwst.org **at least 12 hours prior to your shift**, will result in a fine of \$150 and no credit given for that session.
- Failure to arrive on time for your assigned shift may result in TWST filling the position with another volunteer and will result in a fine of \$150 for being a no show, and no credit given for that session.
- Fines will be billed to your TWST account within 30 days of a TWST hosted meet. If your swimmer withdraws prior to that 30-day window, fees are subject to be charged to your account prior to the 30-day window of a completed meet.
- If TWST is awarded TAGS, Sectionals, hosts an invitational end of season meet, or otherwise adds a meet to the schedule after October 1st, each family that has a swimmer participating (including relay and alternate swimmers), regardless of number of events, will be required to work a minimum of 2 additional sessions in addition to the requirements stated in the table above.
 - A penalty of \$150 per session will be billed for any uncompleted additional sessions that are required.
- The minimum additional requirement of two (2) additional sessions is in addition to your regular season service obligation. Any additional sessions worked at TAGS, Sectionals, an invitational end of season meet or added meet will **not** count towards your regular obligation.

TWST Timing & Scheduling Instructions for Away Meets

At away meets, TWST has an obligation to provide timers. Timing at away meets **DOES NOT** count towards the season volunteer requirements.

To ensure equality for all TWST members and fulfill our obligation to the host team for **away meets**, we will continue to pre-schedule timers in advance of the meet.

You will **NOT** have to time at every away meet. You will potentially be chosen to time at away meets if your swimmer is attending the said away meet (see more below).

- Away meet timers are chosen through a lottery system by our two Away Meet Coordinators
- Emails will come from **volunteer@itwst.org** the week of a meet that your swimmer is scheduled to swim
- You must check their list of volunteers
- If you are chosen for that meet, you must reply yes or find and notify them of a substitute, otherwise a No-Show Fee is charged to your account after the meet.
- If you are unable to work your away timing shift you **MUST** notify our away meet coordinators at **volunteer@itwst.org** at least that Tuesday prior to your assigned shift.

Please take a minute to review the following:

WHO WILL BE SCHEDULED TO TIME?

- Any parent with a swimmer entered in the meet could be scheduled to time.

HOW WILL I KNOW IF I AM ON SCHEDULE?

- An email will be sent out after the schedule is done to those expected to time.
- You will be requested to **REPLY** to the email with a **YES** you have been notified about your timing shift.

CAN I SAY NO, I DO NOT WANT TO OR CANNOT TIME?

- No, you cannot say “no”. It is every parent’s obligation to share in the timing responsibility for our swimmers. If you cannot fulfill it yourself, please find a friend to help you out and return the favor at some later date.

HOW WILL THE SCHEDULE BE FILLED?

- A fair rotation process is in place and all assignments will be based on the events your swimmer is entered in. Please expect that if your swimmer is entered in the last event that you will be scheduled to time the last shift.

WHERE IS THE SCHEDULE POSTED?

- There are 2 ways to check the timing schedule. The Timing Schedule is posted the Wednesday before the meet is scheduled to begin. Login to your TWST account: 1. Select the “Meet” tab at the top of the homepage. Select TIMING SCHEDULE from the drop-down box. 2. Look under the “Parent” tab and then MEET TIMING.

WILL I HAVE TO TIME EVERY AWAY MEET?

- TWST is assigned chairs based on the number of swimmers entered. **Please expect to time more than one time at an away meet during a season.** There is not a maximum number of times to be on the schedule. We would not expect that all parents will have to time at all meets, which is why a fair rotation process will be used.

IS ANYONE EXEMPT FROM TIMING?

- Only coaches and officials working the meet, essential volunteer positions (as voted in by the Board of Directors), are exempt from being scheduled to time.

ARE ANY EXCUSES ACCEPTED?

- The only accepted excuse is that your swimmer will not attend the meet due to: Injury, sickness, traveling, etc.

WHAT IF I FORGOT TO UN-COMMIT MY SWIMMER TO THE MEET?

- Please send an email to volunteer@itwst.org by **Tuesday night**, the week of the meet, to be removed from the schedule.
- **The Timing Schedule will be posted on Wednesday.** Once the schedule is posted on our website and you receive an email confirming your timing shift, **it's your responsibility to find a replacement for your shift. It is the parents' responsibility to notify the coach and the Timing Schedulers that they will not be attending.**
- Please note that this notification does not affect Meet Entry Billing. **There are no refunds for meet entry fees after the posted deadline.**

HOW DO I NOTIFY THE SCHEDULERS THAT MY SWIMMER(S) IS NOT ATTENDING?

- Email volunteer@itwst.org by **Tuesday night**, the week of the meet confirming non-attendance. Your name will be removed from the timing schedule. The Timing Schedule will be posted on Wednesday. Once the schedule is posted on our website and you receive an email confirming your timing shift, it's your responsibility to find a replacement for your shift. It is the parents' responsibility to notify the coach and the Timing Schedulers that they will not be attending. Your coach is not responsible for contacting the Timing Schedulers. Please note that this notification does not affect Meet Entry Billing. There are no refunds for meet entry fees after the posted deadline.

WHAT IF WE PARENTS ARE NOT ATTENDING BUT SENDING OUR SWIMMER WITH SOMEONE ELSE?

- Again, it is your responsibility to find a replacement for your scheduled shift by asking a fellow parent to help you out.

HOW EARLY DO I NEED TO ARRIVE FOR MY TIMING SHIFT?

- Please arrive to your assigned lane/shift 5 minutes prior to your scheduled time. Failure to arrive on time for you assigned timing shift may result in TWST filling the position with another volunteer and will result in a \$100 fine for being a no show.

WHAT IF WE ARE SCHEDULED TO TIME AND MY SWIMMER OR FAMILY MEMBER BECOMES ILL AND WE DO NOT ATTEND THE MEET?

- Although we realize this could occur, please take the responsibility upon yourself to find a replacement for your scheduled shift. We all have friends on the team; please help fulfill the obligation to the host team by working together. If you are a new team member (during the current season) and are unable to find a replacement, please notify volunteer@itwst.org no later than 24 hours before the start of your shift.

WHAT IF I TIME IN THE WRONG LANE, FOR ANOTHER TEAM?

- It is your responsibility to remember your lane assignment. If you time in the wrong lane, it will be considered a No Show because someone else will have to cover your position in the correct lane.

WHAT IF MY REPLACEMENT DOES NOT SHOW UP?

- This service is being offered by volunteers on the team to help organize us all. If your fellow TWST parent does not show up to replace you, please email volunteer@itwst.org after the meet and the appropriate action will be taken.

WHAT IF I DON'T SHOW UP FOR MY ASSIGNED TIMING SHIFT?

- Your TWST account will be invoiced for the \$100.00 NO SHOW fine for non-attendance.

Meet Entry Policy

A listing of all meets for the season and time standards can be found under the “Meets” tab at the top of the www.itwst.org home page or www.gulfswimming.org

Meet Entry Policy details:

- Before the meet, entries are due to the host team – meet event and eligible swimmers are posted in the “Events” Tab from your TWST account.
- If you are unable to attend, you must log onto your account and go to the **Team Events** section on the bottom part of the TWST homepage (www.itwst.org). Select “**Attend/Decline**” next to the appropriate meet. Click on your swimmer’s name and select “No” from the drop-down menu. To request specific events and/or let the coaches know you can only attend X day of X day(s), please include those in the **Notes** section under your swimmer’s commitment. This must be done by the declaration deadline stated in the meet information.
- If necessary, inform your coach, in the notes section of the declaration prior to the deadline, of any personal or family commitments that will keep your swimmers(s) from fully participating in the entire meet session. (e.g., “Unable to swim on Sunday”, “Must leave the meet by noon”, etc.)
- Once the declaration period has ended, it is up to the swimmer’s coach, not the parent, to choose the events each swimmer will compete in. Parents may request events in the comments box, but the coach has the final decision on a swimmer’s events.
- **Not declining or “un-committing” assumes your swimmer WILL attend the meet.**
- Before the meet entries are due to the host team, they will be available for final review in Team Unify by swimmers and parents. You will receive an email asking you to review the meet entries for your swimmer(s) and communicate with the coach any questions/clarifications/concerns before the review deadline, stated in the email.
- Changes or drops will be made during this period, usually 24-48 hours. **This is your last chance to un-commit from the swim meet.**
- Meet entry fees will be billed unless the swimmer is uncommitted from the meet by the declaration deadline. Once the meet entry file and fees have been submitted to the host team, your primary payment method will be charged for all entry and meet fees; all meet fees are **non-refundable**.
- **Read all meet information emails.** These provide information on location, warm up times, where to sit/park, etc.
- Any swim meet fines (i.e., no shows fines), incurred by a swimmer will be billed to your TWST account once billed by Gulf Swimming in the next TWST billing cycle.
- Occasionally, there will be travel meets, open water meets, or other meet formats to which TWST will not automatically commit swimmers. These meets will be noted and explained in team emails when the event is built and only swimmers who commit to these specific meets will be entered.
- **If a family is to be inactive for any amount of time due to vacation, summer league, illness, etc.it remains YOUR responsibility, not the coach’s or the TWST office, to “un-commit” from all meets you will not be attending.**

TWST Withdrawal Policy

1. A Withdrawal Form **must be submitted** to the TWST Business Manager. It must be received by 7:00 pm on the 20th of the month, to process your swimmer's withdrawal on the following month. Please contact the TWST Business Manager at monikayork@itwst.org for the form.
2. There are no refunds or credits for any monthly fees, partial or otherwise, collected prior to the processing of a written withdrawal notice. In addition, there will be no refund of the annual fees.
3. Any uncompleted service obligation and or outstanding bill, charges, etc. will be charged to your designated card on file within 30 days of your swimmer's withdrawal date (not the date you requested to withdraw), prior to closing your TWST account entirely.
 - a. All withdrawals will be billed for unfulfilled service hours within 30 days of swimmer's withdrawal date (not your date of notice for withdrawal); *i.e.: June 1st withdrawals will be billed for unfulfilled service hours by June 30th*
 - b. Any fees paid for sessions that have not been completed will be considered non-refundable.
4. **TWST HAS IMPLEMENTED A SLIDING SCALE FOR A FAMILY'S SERVICE OBLIGATION HOURS UPON WITHDRAWAL FROM THE TEAM (BASED ON THE MONTH THE WITHDRAWAL IS EFFECTIVE):**

MONTH	TWST MEMBER SERVICE OBLIGATION IS 4 SESSIONS FOR SC/3 SESSIONS FOR LC
Short Course Season	
SEPTEMBER	0
OCTOBER	0
NOVEMBER	1
DECEMBER	2
JANUARY	3
FEBRUARY	3
MARCH	4
Long Course Season	
APRIL	0
MAY	1
JUNE	2
JULY	3

The Woodlands Swim Team – Drop Off, Practice and Pickup Policy

The following policies and procedures are put in place to ensure the safety of our swimmers, to honor the guest privilege we enjoy at the CISD Natatorium and other facilities used, and to respect the time commitments of our coaching staff related to practice sessions.

Please read through them carefully.

TWST Drop off Policy

Swimmers should arrive no earlier than 15 minutes prior to their workout time. When dropping off your swimmers at an outdoor facility, please make sure a coach is present and your swimmer goes in the gate and not to the playground. Swimmers must immediately report to their coach. **Coaches are not responsible for swimmers outside the pool area before, during, or after normal practice times.**

TWST Practice Policy

Scheduled practice times are for the benefit of TWST swimmers participating in the session and are not to be used to monitor unsupervised swimmers not participating in the practice.

TWST Practice Policy & Procedures

1. Swimmers who are unable or not planning on participating in the practice should NOT be dropped off and left unsupervised at the NAT or any other team facility.
2. Swimmers should plan on staying for the entire practice period. Many times, skills and techniques are covered during the last portion of the practice.
3. Swimmers should be ready for the start of practice 5 minutes prior to the start time. Swimmers arriving late should join the practice as soon as possible. If you need to have your swimmer leave practice early, please make sure the coach knows before practice starts. This way, we can account for every swimmer and it will help ease transitions of swimmers arriving/departing.
4. Swimmers are not allowed to swim up or down groups to make up missed training sessions unless specific written permission is received from the relevant coach for the specific training session. Swimmers who are enrolled in off-campus PE programs must inform the Private PE Coordinator about practices missed.
5. All practices are open for observation by parents and siblings. The viewing gallery is located upstairs at the CISD NAT and is open for parents and siblings while TWST is in the water. Please ask your coach where you may watch while at the outdoor pools. **Siblings must stay with their parents at ALL TIMES. They are not allowed to be in the CISD Natatorium lobby upstairs, or downstairs unattended per CISD Natatorium Rules. There can be no running, jumping, etc. or loud talking in any of the lobby areas or on the stairs.** Many of our parents work or help children with homework in the upstairs lobby. Please help us keep it quiet for them.
6. **Due to USA Swimming liability rules, parents are NOT allowed on any pool decks during practice.** The pool deck at the Nat is any area beyond the doors to the pool area. The pool deck at an outdoor facility is any area beyond the gate. Parents are not allowed to accompany their swimmer to the restroom/locker rooms on deck.

TWST Pick up Policy

All TWST swimmers not able to provide their own transportation must be picked up from the CISD NAT or other TWST practice facility within 15 minutes of their scheduled practice finish time.

TWST Practice Pick up Procedures

1. All parents/carpool drivers MUST be present to pick up swimmers as stated above.
2. If picking up at an outdoor facility, all parents/carpool drivers must come to the gate to pick up swimmers.
3. This 15-minute window allows the swimmer time to change and collect their gear.
4. Any parents/carpool drivers arriving at the practice facility after the 15-minute window will be charged a fee of \$40 for the first 10 minutes and an additional \$20 for each 10-minute increment after that.

Please read group emails that may reflect changes to the schedule and/or special policies

TWST GRIEVANCE POLICY



The Woodlands Swim Team Grievance Procedure

The **The Woodlands Swim Team** Grievance Procedure provides swimmers, parents, coaches, club leaders and employees a system to address and report grievances in a productive, systematic way. Following these Procedures provides the appropriate parties a means to properly investigate, intervene, and take disciplinary action when needed.

WHERE TO REPORT:

For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication through social media:

- U.S. Center for SafeSport: 833-5US-SAFE (587-7233) or <https://safesport.i-sight.com/portal>

For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale or distribution of illegal drugs:

- USA Swimming Safe Sport: safesport@usaswimming.org
or
<https://fs22.formsite.com/usaswimming/form10/index.html>
-

For issues dealing with known or suspected child abuse:

- Montgomery County Sherriff's Department
The Woodlands Township Division
9200 Grogan's Mill Road
The Woodlands, TX 77380
(281) 297-6500

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of The Woodlands Swim Team Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy.

- These issues are handled at the club level following the procedures outlined below.

WHOM TO NOTIFY OF A GRIEVANCE (Chain of Command)

Regarding the Conduct of a Swimmer - Contact the swimmer's coach.

- Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the **The Woodlands Swim Team** Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure the **The Woodlands Swim Team** Board of Directors is notified of the complaint and will participate in assessing behavior.

TWST GRIEVANCE POLICY (continued)

Regarding the Conduct of an Assistant or Age Group Coach - Contact the Head Coach

- Should a parent or swimmer feel an Assistant or Age Group Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing. The Head Coach will ensure that the **The Woodlands Swim Team** Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding Conduct of Head Coach – Notify the **The Woodlands Swim Team** Board President

- Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the President of the Board of Directors of this violation. This complaint should be made in person or in writing. If the President is not immediately available, this complaint may be presented to any member of the Board of Directors, with notification made in writing to the President. This complaint will be subject to review and discussion by the full Board of Directors.

Regarding Board of Director Member Conduct - Notify the **The Woodlands Swim Team** Board President

- Should a parent or swimmer feel a Director's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Board President of this violation in person or in writing. If the Board President is the Director whose conduct is in question, the Board Vice President should be notified in writing or in person *instead* of the Board President. This complaint will be reviewed and discussed by the full Board of Directors.

Regarding Parent or Swim Official Conduct - Notify the Head Coach and Board President

- Should a parent or swimmer feel another **The Woodlands Swim Team** parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and Board President of this violation in person or in writing. This complaint will be reviewed and discussed by the full Board of Directors.

Note: With the exception of issues which immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session, as coaches should not be expected to deal with issues during water time.

TWST GRIEVANCE POLICY (continued)

HOW GRIEVANCES WILL BE HANDLED

*The Board of Directors have the authority to impose penalties for infractions of the **The Woodlands Swim Team** Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and/ **The Woodlands Swim Team** Board of Directors and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA*

Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

1. Gathering Information: The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the **The Woodlands Swim Team** grievance procedure form.
2. Assessing Behavior: The behavior of the person(s) against which the grievance was brought, will be assessed using club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, as well as applicable local and state laws.
3. Consequences will be given, and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:
 - a. Nature of the misconduct
 - b. Severity of the misconduct
 - c. Prior disciplinary actions
 - d. Adverse effect of the misconduct
 - e. Application of the Code of Conduct



TWST Medical Release Policy

If your swimmer is injured, ill, or has any other medical condition that will keep them from training for an extended period, you may qualify for a Medical Release. Please read the guidelines carefully. If you think your swimmer qualifies, contact your coach and the TWST Business Manager and notify your coach immediately.

- Swimmers must have a medical issue that will result in a complete absence from the pool AND any and all dryland activities for a minimum of 30 days.
- A written note from the swimmer's doctor must be provided to qualify for this exemption.
- The parent/guardian must complete and return the Medical Release Form to the TWST Business Manager.
- The family will be credited up to 50% of the normal coaching fees per month until released by the swimmer's doctor to practice. This will be prorated based on the effective date, however, if it results in a credit to the family upon withdrawal, the family will forfeit that credit.
- A written release from the swimmer's doctor will be required for return to any part of TWST training.
- If the swimmer participates in any way during swim practice and/or dry land training, the medical release option is considered invalid, and the discounted amount will then be charged back to the family.
- There will be no reduction of the service obligation requirement as a result of your swimmer being on medical leave.

TWST Swimmer Code of Conduct

We understand that while participating as members of The Woodlands Swim Team (TWST) that we are representatives of TWST and that our behavior and actions will reflect upon this organization, other parents and other swimmers. We agree to abide by the Rules set forth below, and the rules of the CISD Natatorium and/or Woodlands Township pools at all times. We further understand that violations of the Rules of Conduct will result in disciplinary action as determined by the TWST coaching staff and TWST Board of Directors.

SWIMMER RULES OF CONDUCT

1. Unacceptable behavior will not be tolerated, including but not limited to the following:
 - a. Any act considered to be an offense under federal, state or local laws.
 - b. Gross misconduct (i.e. inappropriate horseplay, theft, fighting, bullying, etc.)
 - c. Willful destruction of property (including that caused by horseplay, fighting, etc.)
 - d. Disrespectful language or conduct toward other swimmers, parents, coaches or chaperones.
 - e. Failure to follow coaches' and/or facility rules, instructions, or guidelines during practice, meets or other team activities.
 - f. Public behavior not appropriate (i.e. profanity, public display of affection, etc.) for the function(s) the swimmer is attending (i.e. training, swim meets, social events, travel trips, etc.)
 - g. Failure to treat the TWST training / meet facilities and equipment as well as the facilities and equipment of other teams with respect. It is imperative that all trash be properly disposed of for the health and safety of all. We understand it is a privilege to be able to utilize these facilities.
 - h. Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.
 - i. Any other violation of the USA Swimming Code of Conduct.
2. The transporting, possession, or unauthorized use of alcoholic beverages, firearms, illegal drugs, or USA Swimming banned substances is prohibited.
3. At swim meets, it is mandatory for the swimmers to wear TWST team caps and TWST team suits or other competition suit as approved by the program coach. There is a grace period for new swimmers that haven't received their suit/cap.
4. The following rules are adopted for team travel:
 - a. Visitors are prohibited in hotel rooms after curfew. (The curfew time will be determined by the coaches at the meet or travel event.)
 - b. Visitors of the opposite sex are prohibited in hotel rooms at any time.
 - c. Quiet hours begin at a time determined by the coach at the meet or travel event.
 - d. Any physical damage to a facility or loss of items in a hotel room will be paid for by those individuals assigned to the room in which the damage or loss occurs.
 - e. Rooming assignments are determined by the coaches and unauthorized room changes are prohibited.

Failure to comply with the Code of Conduct as set forth in this document may result in disciplinary action. Such disciplinary action may include but may not be limited to:

- a. Suspension from practice

- b. Sent home at parent's expense
- c. Financial penalties
- d. Permanent Dismissal from the team

Should a swimmer conduct themselves in such a way resulting in disciplinary action, I agree to abide by the disciplinary action determined by the Head Coach and Board of Directors.

TWST Parent Code of Conduct

As a parent of a swimmer and member of The Woodlands Swim Team, I will abide by the following guidelines:

1. As a parent, I will not coach or instruct my own or any other swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.
2. I understand that I'm not allowed on the pool deck or in the locker rooms at any time unless working a specific job at a TWST hosted swim meet that requires my presence there.
3. I will 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.
4. As a parent, I understand that criticizing, name calling, use of abusive language or gestures directed toward the coaches, officials, participating swimmers, host team, other parents or any other person of authority will not be permitted or tolerated.
5. Parents are to have their swimmers sit only in the designated area for the team athletes.
6. For no reason does a TWST parent contact a host team's Meet Director. If you have an issue, you will contact your coach and they will then go through the proper channels. Our team needs one voice when speaking to other teams. To alleviate confusion, that voice must be from the coaching staff.
7. I will abide by the rules of the CISD Natatorium, and any other facility used by the team including The Woodlands community pools and other host pools.
8. I will abide by the training rules set by my swimmer's coach and will not add extra training sessions on my own.
9. Unacceptable behavior will not be tolerated, including but not limited to the following:
 - a. Any act considered to be an offense under federal, state or local laws.
 - b. Gross misconduct (i.e. theft, fighting, bullying, etc.)
 - c. Disrespectful language or conduct toward others (i.e. other swimmers, parents or coaches).
 - d. Public behavior not appropriate (i.e. profanity, alcohol abuse, etc.) for the function(s) you are attending (i.e. training, swim meets, social events, travel trips, etc.)

A member may be denied voting privileges or may be disciplined in any way as deemed appropriate by the Board for cause or failure to comply with rules and regulations by a two-thirds vote of the Board at any meeting of the Board, but only after the member has had a reasonable opportunity to be heard. If the Board determines that dismissal from the team is the appropriate course of action, the dismissal shall be permanent.

Should I conduct myself in such a way that brings discredit or discord to TWST, I agree to abide by the disciplinary action determined by the Head Coach and Board of Directors.

Acknowledgment of Electronic Signature Pages

I have read, understand, and agreed to all conditions, fees, policies, team rules and codes of conduct set forth in the TWST 23-24 Handbook.

I hereby certify that:

I have read and understand fully the Financial Terms and Conditions Policies and accept the stated Terms and Conditions.

I have read and understand fully the TWST Service Obligation Policy, and I understand that all SC sessions must be completed by March 31 and all LC sessions by July 31.

I further understand all invoices for uncompleted sessions will be invoiced through my automatic payment preference on my iTWST account on April 1 for SC, August 15 for LC or within 30 days of my swimmer's withdrawal date from TWST.

I also understand that it's our responsibility to check our sessions in the TWST account for accuracy and report any un-recorded sessions prior to the dates noted above or by the date of withdrawal, whichever occurs first.

I have read and confirm my understanding and acceptance of the requirement to fulfill my scheduled timing shifts at any away meet my swimmer might be participating in.

I have read and confirm my understanding and acceptance of the Meet Entry Policy and the Practice Drop Off and Pick-Up Policy.

I have read and confirm my understanding and acceptance of all of the rules and policies set forth in this TWST Handbook.

We / I, as parent(s) and or legal guardian(s) of a TWST swimmer(s) hereby give our / my agreement to TWST and the Parent Code of Conduct (pg.). We / I also agree to conduct ourselves / myself in a manner consistent with the spirit of these rules, good sportsmanship and proper decorum while supporting team activities.

We / I, as parent(s) and or legal guardian(s) of the below swimmer hereby give our / my support and consent to our / my child's participation on TWST and the Swimmer Code of Conduct.

By registering my athlete(s), I accept all terms and conditions set forth in the TWST 23-24 Handbook.

Parent/Legal Guardian - Signature

Parent/Legal Guardian - Print Name

Date

Swimmer Code of Conduct Signature

(Must be signed by the swimmer unless 6 yrs. old or under)

I have read the Code of Conduct and understand that violating these rules will result in disciplinary action against me as determined by the TWST coaching staff and/or Board of Directors. I agree to these rules as part of my participation on TWST.

Swimmer Signature

Date

LIABILITY RELEASE AND INDEMNIFICATION FORM

I, the undersigned parent, request voluntary participation for designated minor (“Minor Participant”) to participate in all events, which are hereinafter referred to as the “Activities” sponsored by The Woodlands Swim Team, USA Swimming and its local swimming committees. This agreement is valid while the Minor Participant is a member of USA Swimming.

I consent to Minor Participant’s participation in the Activities and acknowledge that the Minor Participant and I fully understand Minor’s Participant’s participation in such Activities may involve risk of serious injury or death, including losses which may result not only from mine or Minor Participant’s own actions, inactions or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the event or activity is being conducted, and/or the rules of play of this type of event or activity. I understand that if I have any risk concerns, I should discuss the risks associated with my participation with the activity coordinators and event staff before I sign this document and before any Activities begins.

I certify that Minor Participant is in good health and has no physical condition that would prevent participation in the Activities. Furthermore, I agree to use mine and/or Minor Participant’s personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment in the event such care is required.

Release and Indemnification by Parent/Guardian:

The undersigned parent/guardian (on behalf of myself, the Minor Participant, and our respective heirs and assigns) further agrees to indemnify, defend, release and hold harmless The Woodlands Swim Team, USA Swimming, local swim committees, and the officers, directors, employees, representatives, agents, and other members of all of the foregoing (the “Indemnified Parties”) from and against any and all claims (including but not limited to wrongful death, pain and suffering, and loss of parental consortium), demands, losses, damages and causes of action (collectively “Claims”) for bodily injury, death, property damage, or other damage of any kind sustained by Minor Participant, me or any other member of my family, or a third party, arising from Minor Participant’s, undersigned parent’s and other family members’ participation in the Activities. **THE UNDERSIGNED ALSO AGREES THAT THE FOREGOING RELEASE AND INDEMNIFICATION APPLIES REGARDLESS OF THE NEGLIGENCE (WHETHER SOLE, GROSS, CONTRIBUTORY, COMPARITIVE, ACTIVE OR PASSIVE), STRICT LIABILITY OR OTHER FAULT OF ANY MEMBER OF THE INDEMNIFIED PARTIES AND/OR THIRD PARTIES.**

This liability and release form is governed by the laws of the State of Texas and is intended to be as broad and inclusive as is permitted by the laws of the State of Texas; provided that if any portion thereof is held invalid by a court of competent jurisdiction, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Print name of Parent/Guardian)

(Signature of Parent/Guardian)

(Date)

(Print name of Minor Participant)