



FAST HANDBOOK

Adopted November 2023

Purpose

- To provide a pathway that will allow our members to fully understand the Fort Atkinson Swim Team (FAST).
- Outline FAST policies that impact all athletes and families

Acknowledgment of Receipt of FAST Handbook

I acknowledge that I have received a copy of the FAST Handbook. I understand that I am responsible for reading and abiding by all policies and procedures that are outlined within this handbook. As a parent/guardian, I understand it is my responsibility to inform my swimmer(s) of the FAST policies and procedures.

I understand the purpose of the FAST handbook is to inform me of FAST's policies and procedures. Nothing in this handbook provides any entitlement to me or any other FAST member. I understand that FAST has the right to change any provision of this handbook at a Board of Directors meeting.

By completing registration and allowing your swimmer(s) to participate in practices and meets, you and your swimmer(s) are agreeing to follow all rules and policies as outlined in this handbook.

Table of Contents

Welcome
Board of Directors
Vision
Mission
Coaches
Our Training Philosophy
Team Core Values
History
Operating Year
Team Website
Code of Conduct
 Safety
 Swimmers
 Parents/Guardians
 Coaches
 Board of Directors
Team Outfitting and Equipment
Facility Time and Use
Practice and Drylands Policy
Open Practice Policy
Group Placement and Advancement Policy
Lane Assignments
Registration Policy
Meet Requirement Policy
Explanation of Fees and Fee Policy
Volunteering and Team Service Policy
Fundraising Policy
Financial Assistance Policy
Medical Leave Policy
Electronic Communication Policy
Goals
Locker Room Monitoring Policy
Photo and Video Policy
Cell Phones and Recording Devices Policy
SafeSport and Minor Athlete Abuse Prevention Policy
Bullying Action Plan
Illicit Activity Policy
Disciplinary Behavior Policy
Grievance Procedure
Violations Policy

Welcome

Welcome to the Fort Atkinson Swim Team, also known as FAST. We look forward to meeting you and your swimmer(s). Competitive swimming has many benefits, some of which include physical and intellectual growth, opportunities to build relationships, learn to be part of a team, and goal setting. This handbook has been created to help you and your swimmer(s) succeed on FAST. We encourage you to ask questions and familiarize yourself with this handbook.

Board of Directors

FAST is run by a parent Board of Directors and consists of the following positions:

- President
- Vice President
- Treasurer
- Registration Chair
- Meet Manager
- Fundraising Chair

Specific individuals serving these roles as well as descriptions of the position can be found on the [FAST website](#).

The Board of Directors meets monthly and meetings are held on the third Monday of the month at 5:30 pm in the Fort Atkinson High School pool office and are open to all FAST families to attend. Additional meetings are held on an as needed basis.

Vision

To be a leading youth swim club that inspires a generation of confident, disciplined, and socially responsible individuals, making waves both in and out of the pool as they pursue success in swimming and life.

Mission

Empowering young swimmers to achieve excellence through skill development, teamwork, and a passion for aquatic fitness fostering a life-long love for swimming.

Coaches

FAST employs a Head Coach as well as multiple Assistant Coaches and are required to be in good standing with USA swimming. A list of coaching staff can be found on the [FAST website](#).

Training Philosophy

Our youth swim program is centered on fostering a positive and inclusive environment that promotes skill development, fun and enjoyment, and safety, while offering progressive challenges, team spirit, and inclusiveness. Through this philosophy, our youth swim program aims to provide a positive and enriching experience that goes beyond swimming skills, contributing to the overall development and well-being of our young individuals.

Team Core Values

- Commitment - dedication to personal growth, continuous improvement, and the pursuit of excellence in both individual and team performance.
- Teamwork - fostering a supportive and inclusive environment where each member contributes to the success of the team, valuing collaboration and camaraderie.
- Respect - upholding a culture of mutual respect, treating Coaches, teammates, and competitors with dignity, fairness, and understanding.
- Integrity - demonstrating honesty and ethical behavior in all aspects of training, competition, and interactions within and outside the club.
- Passion - cultivating a genuine love for swimming, instilling enthusiasm for the sport, and embracing challenges with a positive mindset.
- Sportsmanship - embracing victories and defeat with grace, displaying good sportsmanship, and representing the team with pride and humility.
- Discipline - developing a strong work ethic, self discipline, and time management skills, promoting a holistic approach to personal development.
- Fun - creating an enjoyable and positive atmosphere that encourages a lifelong love for swimming, fostering a sense of joy and accomplishment in every swimmer.

History

The Fort Atkinson Swim Team is a United States Swimming (USA) registered swim team providing quality swimming programs for Fort Atkinson and the surrounding communities. FAST began back in 1968 and today is one of the oldest age group swimming organizations in the state of Wisconsin.

Operating Year

FAST operates year round with the session format outlined below.

- Fall Session: Begins in early September and runs through early December.
- Winter Session: Begins immediately after the end of the Fall Session and runs through the Short Course State Championship meet in late February/early March.

- Summer Session: Begins in April and runs through the Long Course State Championship meet held in late July/early August.

FAST Team Website

The online home of the Fort Atkinson Swim Team is <https://www.gomotionapp.com/team/wsfast/page/home> and our goal is to have this be a platform where you can find all the information needed. Upon completion of registration, you will be given a log-in that will allow you to sign into the member's only section of the website.

The website will serve as an informational platform. Members may accept/decline meets, sign up for volunteer positions, view account status, etc. It is the responsibility of the parent or guardian to check the FAST website on a regular basis for updates and new information. It is highly encouraged that members familiarize themselves with all aspects of the website on their own.

Email communications will be sent out by Coaches and the Board of Directors via the FAST website. Communications will come from a teamunify.com domain and email settings should be adjusted to avoid communications going into their "spam" or "junk" folders. If replying to a communication, please make sure to send communications to fortatkinsonswimteam@gmail.com.

Code of Conduct

- **Safety**
 - Purpose: To establish common expectations for all members and visitors to FAST and will be used as a guide to promote a safe environment.
 - **Policy:**
 - *Rules of the Fort Atkinson High School pool must be followed.*
 - *Due to drowning risks and other concerns, no one will enter the pool without a lifeguard or coach(es) on deck.*
 - *Children not participating in practice or competitions must be accompanied by a responsible adult.*
 - *Running, pushing, or "horse-play" on the deck area is not permitted.*
 - *Throwing gear (i.e. pool buoys, kickboards, goggles, water bottles, etc.) is prohibited.*
 - *People who seem out of place or unfamiliar and/or are participating in activities of an unsafe or unusual nature*

should be reported immediately to a Coach or Board member.

- *FAST non-athletes (including parents, coaches, lifeguards) will not enter the locker rooms except in an emergency situation and only after notifying a Coach, and if possible, with a second responsible adult in accordance with MAAPP guidelines.*
- *Only swimmers, Coaches, and current Board members may be on deck during practices.*
- *Concerns regarding safety in a locker room will be reported to a Coach or Board member immediately.*
- Violation of this Code of Conduct will be subject to disciplinary action determined by FAST Coaches and the Board of Directors.
- **Swimmers**
 - Purpose: To establish a consistent expectation for behavior of all FAST swimmers.
 - **Policy:**
 - *I will respect my teammates and Coaches at all times.*
 - *I will demonstrate good sportsmanship at practices and meets.*
 - *I will set a good example for my teammates.*
 - *I will respect the personal space and property of my teammates.*
 - *I will commit to giving my best effort every day.*
 - *I will not bully anyone.*
 - *I will show respect for our home pool/facilities and any other pool/facility we may travel to.*
 - *I will not use foul/obscene language or gestures.*
 - *I will not partake in violent, dishonest, or illegal behavior.*
 - *I will help take care of FAST equipment.*
 - *I will obey all USA Swimming rules and Codes of Conduct.*
 - Violation of this Code of Conduct will be subject to disciplinary action determined by FAST Coaches and the Board of Directors
- **Parents/Guardians**
 - Purpose: To establish consistent behavior expectations for parents.
 - **Policy:** As a parent/guardian, I understand how important my child's participation is. I understand the importance of respecting the Coaching staff as well as the knowledge and authority they have.

- I will demonstrate good sportsmanship and show respect and common courtesy to those around me at all times.
- I will support my swimmer in their competition and follow their progress.
- I will only address Coaches outside of practice times except in the event of an emergency.
- I will not enter the active deck area during practice and will only do so during a meet if I have an Official status (i.e. Timer, Meet Marshall, Runner, Official) or other meet related roles.
- I will refrain from coaching my swimmer(s) from the stands.
- I understand that abusive, profane, or derogatory language is not permitted.
- I will check my email and the FAST website regularly for communications from Coaches and Board members.
- I will direct any concerns to either a Board member or Coach.
- I will volunteer the required volunteer slots at all home meets.
- I will pay my FAST related fees in a timely manner or be subject to late fees or possible removal from the team.
- Violation of this Code of Conduct will be subject to disciplinary action determined by FAST Coaches and the Board of Directors
- **Coaches**
 - Purpose: To establish common expectations for all members of the Coaching staff and is to be used as a guide to promote a positive team environment and good sportsmanship in addition to following all rules as outlined in the Coaching job descriptions.
 - **Policy:**
 - Adhere to USA Swimming's rules and Code of Conduct at all times.
 - Set a good example of respect that the athletes and parents can follow.
 - Be passionate, engaged, and full of feedback (both positive and constructive).
 - Act in a professional manner and with dignity.
 - Respect Officials and their judgment.
 - Treat other Coaches and Athletes with respect.
 - Teach FAST athletes the fundamentals of good sportsmanship and set an example.

- Be positive at practice and meets.
- Use of derogatory, profane, or abusive language is prohibited.
- Inappropriate contact of any kind will not be tolerated.
- Treat all athletes as equals and with respect.
- Safety of FAST swimmers is a priority and will be maintained at all times.
- Always maintain a professional separation between Coach and Athlete.
- Violation of this Code of Conduct will be subject to disciplinary action determined by the FAST Board of Directors. The FAST Board of Directors reserves the right to discipline as needed. Signature and acknowledgment of the Code of Conduct and/or Coaching job description does not provide a contract of employment with that individual Coach. All Coaching staff are employed as at-will.
- **Board of Directors**
 - Purpose: To establish common expectations for all members of the FAST Board of Directors and is to be used as a guide to promote a positive Board environment and good business practices.
 - Policy:
 - As a Board member, we commit to acting in an honest manner with one another and will make decisions that are in the best interest of the members of FAST.
 - We will follow five core values:
 - Respect
 - We will treat everyone with dignity, be open to and value each other. We will accomplish this through:
 - Honoring each other's time by arriving on time and being prepared.
 - Listening respectfully to others opinions, thoughts, and feelings.
 - Ethics
 - We will embrace and practice a high standard of personal ethics. We will demonstrate this by:
 - Maintaining confidentiality on all Board matters (such as individual swimmer

- balances, individual disciplinary action, etc).
 - Standing behind the decision of the Board regardless of personal opinion.
- Openness
 - We will create an environment that allows for and encourages an open and honest exchange of ideas, thoughts, and feelings. We will accomplish this through:
 - Listening actively, openly, and objectively.
 - Voicing our opinion in an appropriate forum (i.e. during a meeting as opposed to after)
- Accountability
 - We will be accountable for our members and use the power and responsibility entrusted to us in a wise and honest manner. We will demonstrate this through:
 - Making decisions that are supported by data and input from our members.
 - Staying strategic in our Board discussions.
 - Being fiscally responsible.
- Courage
 - We will accept necessary strategic changes and act on them even when the change may be uncomfortable or unpopular. We will accomplish this through:
 - Focusing on *what* is right and not *who* is right.
 - Learning from the past and not being tied to it.
 - Caring enough to confront issues and ideas (no people) early and directly.
 - Violation of this Code of Conduct will be subject to disciplinary action determined by the FAST Board of Directors

Team Outfitting and Equipment

- Suits/Goggles/Caps

- Practice Suit:
 - Males: Jammers or Briefs. Swim “trunks” are not permissible.
 - Females: one-piece, competition style suit. No side cutouts or two piece suits are permissible. Tie-back suits are acceptable only for practice.
- Competition/Meet Suit:
 - Team suits are supplied through [Elsmore Swim Shop](#) and can be purchased online via the attached link, by clicking on the Elsmore icon on the FAST website, or in person at the Elsmore Swim Shop. While a team suit is not required, it is highly recommended. Elsmore has both female and male team suits.
 - Females: Solid black, one piece, competition style suit is permissible with approval from the Head Coach otherwise FAST team suit. No tie back suits or suits with cutouts will be allowed.
 - Males: Solid black jammers or briefs is permissible with approval from the Head Coach otherwise FAST jammer or briefs. No swim “trunks” will be allowed
- Technical Suits:
 - Special suits usually reserved for high level and Championship meets. Please talk with your Coach prior to purchasing a Tech Suit as they are expensive and have certain regulations that must be followed.
- Caps: helps keep hair out of the swimmer’s eyes, allows the swimmer to be more streamlined in the water, allows the individual to be identifiable to the coaches, and can help keep a swimmer warm in a cool pool.
 - Practice
 - Any Latex or Silicone cap is acceptable as long as it is in good taste.
 - Not required for male or female swimmers
 - Competition
 - FAST cap required for female swimmers and is optional for male swimmers. Caps can be purchased during practice hours. Please reach out to a Board member or Coach if needing a FAST cap. Caps are available in Latex or Silicone (slight cost difference).
 - Males: Cap not required
 - Females: Cap is required
- Goggles:

- Required for all swimmers during practice and at meets. Must be competition style goggles (not “fun” decorated goggles) and vary in price.

Equipment

- FAST supplies fins, pull buoys, and kickboards for swimmers. Swimmers may elect to purchase their own equipment, but are not required to do so. All personal equipment should be labeled. FAST is not responsible for lost, damaged, or stolen personal equipment.
- Swimmers are responsible for picking up all the equipment used at the end of practice. Personal items left on deck or in locker rooms will be placed in the “Lost and Found” and disposed of at the end of session.
- All swimmers should bring a water bottle to practice.

Apparel

- Apparel such as backpacks, parkas, and warm-ups are available through the FAST online shop at [Elsmore](#) year round.
- Additional apparel opportunities will be offered through a local apparel provider periodically throughout the year.

Facility Information

FAST conducts practices out of the Fort Atkinson High School pool located at 925 Lexington Blvd in Fort Atkinson, WI. The 25 yard pool contains 8 lanes, non-turbulent lane markers, backstroke flags, and 30 inch blocks. Pool depth at the shallow end is 4 feet and 9 feet at the starting block end.

FAST is not organizationally affiliated with the School District of Fort Atkinson or the Fort Atkinson Parks and Recreation Department and does not receive any funding from the mentioned parties.

FAST is subject to follow any and all facility policies of the School District of Fort Atkinson regardless of them being specifically listed in the FAST handbook. All individuals associated with FAST will treat the facility and pool administration/employees with respect.

Practice and Dryland Policy

- Purpose: Practice is the time for swimmers and Coaches to concentrate on improving the swimmer’s technique, speed, and endurance. Practice also allows the opportunity for development of strong swimmer/Coach and

swimmer/swimmer relationships. It is important that all others allow this development to occur without disruption.

- ***Parents are asked to drop their swimmer at the pool and return at the end of their assigned time to pick up their athlete.*** Parents are welcome to stay in the highschool commons area near the auditorium if they want to stay in the building. Exceptions to our closed swim policy require a recommendation from a certified health professional.
- Swimmers in every group are encouraged to attend all practices offered/recommended based on their group level. Excellent attendance, consistent practice, and uninterrupted training enhances the entire competitive swimming experience and is necessary for both short term and long term success. Swimmers may only swim with their assigned group, unless directed to swim with a different group by their primary Coach.
- Drylands:
 - Purpose: Dryland training for swimming is to improve the swimmer's power, athleticism, and overall speed in the pool. All swimmers Copper on up are required to attend dryland practices when offered. Bronze and Silver level swimmers are welcome to attend at the discretion of the Coaches and parents.
 - The Why:
 - Increased muscle formation and bone density
 - Through strength training with the swimmer's own body weight, new muscle is formed and bone density is improved.
 - Core Strength
 - Helps athletes get off the starting block and increases speed on turns.
 - Injury Prevention
 - Varies the athlete's normal range of motion in the water which challenges different muscles to engage.
 - Stronger muscles help distribute force which puts less strain on joints, tendons, and ligaments.
 - Learn Biomechanics
 - Requires focus, muscle recruitment, and coordination.
 - Improvement in balance and stability.

- Posture improves through core engagement which improves breathing.
 - Generate more power
 - Explosiveness develops well on land due to the solid surface.
 - Requires quick bursts of energy.
- Practice Policy
 - A Coach will arrive 10 minutes prior to practice to unlock the Fort Atkinson High School pool. Team members should arrive at practice on time with the appropriate equipment for their group, including proper attire for dryland activities. Swimmers should not arrive sooner than 10 minutes prior to practice. After practice, a Coach will remain at the pool until the final swimmer is picked.
 - Practice Cancellations: In the event of inclement weather during the school year, practice changes or cancellations will follow the direction of the School District of Fort Atkinson. Therefore, if school or afterschool activities are canceled, FAST practice will be canceled as well. Every effort will be made to send an email to FAST families and posted to FAST's social media feeds.

Group Placement and Advancement

Swimmers are placed into the training group that is appropriate for each swimmer and consists of six groups: Bronze, Silver, Copper, Plaid, Gold, Platinum. Group placements are determined by the Coaching staff. More information regarding the specific groups may be found on the [FAST website](#).

There are many factors that contribute to a swimmer's group placement, including but not limited to:

- Maturity chronological age, physiological age, emotional development
- Commitment (practice attendance, meet participation, priority of the sport)
- Training (technique and ability)
- Attitude (coachability)

Racing times are not a primary factor in group placement and do not reflect what a Coach's belief about a swimmer's potential might be. If swimmers have questions regarding group placement, they are encouraged to speak with their parent/guardian, who in turn are encouraged to speak with the Head Coach via email or following practice. This does not guarantee a change in group placement.

If a swimmer is not showing the necessary factors to stay in their current group, the Coaching staff has authority to move the swimmer to another group based on their discretion. In general, FAST Coaching staff will advance group placement at the beginning or end of a session. Swimmers advancing to a higher level group will be charged accordingly at the time of the change.

Lane Assignments

Swimmers will be divided into lanes for training depending on type of activity and ability levels, *not age*. During the first weeks of practice, swimmers will be evaluated and assigned to a lane based on sets administered by Coaches. Swimmers may be asked to move into different lanes during practice. This does not affect a swimmer's group placement and lane assignments may change daily. .

Registration Policy

- Purpose: All swimmers, regardless of their starting date, *must* re-register with FAST each session.
 - Registration is not complete until all forms are completed, a valid credit card is on file, and USA swimming registration is updated. If Registration forms are not completed at the end of Trial Week, the swimmer will not be able to practice until forms are returned.
 - Joining mid-season:
 - Swimmers may *join* mid-season upon approval from the Head Coach. The cost may be prorated for the month that the swimmer joins, as determined by the Board of Directors based on medical need or special circumstances.

Meet Requirements

- Philosophy of Competition (taken from a [blog](#) written by Dorsi Raynolds)
 - *The first is to experience competition* – a word that derives its meaning from the Greek to “strive with”. This “striving with” their opponents implies a cooperative effort that always results in important improvements in time or effort or brings a deeper understanding of the sport for each competitor. Viewing these competitive opportunities in this way promotes healthy attitudes towards competition for each swimmer and they are vital to athletic development.
 - *Fast times are produced in practice and are born at meets*. It is not possible for any athlete to go as fast or dig as deeply into themselves at practice as it is in competition. This going beyond what was thought possible is one of the gifts of swimming in meets.
 - *Swim meets also can serve as a testing ground for athletes*. During practice swimmers learn new techniques in strokes, starts, and turns. Races are their

opportunity to try out those new skills and for the swimmers and coaches to make assessments and adjustments for future improvements.

- *Swim competitions provide young athletes with an environment where they can learn to compete with grace and sportsmanship.* They must accept all results with a respectful attitude and learn self-control when things don't go as well as hoped. The meet setting is a great place for swimmers to learn to analyze their efforts for performance clues that will help them in the future as opposed to getting caught up in all the emotions – positive and negative that can arise and test not only the swimmers but also parents and coaches.
- *Swim meets are fun!* They can be social occasions as well as competitive experiences. They are a place to celebrate fitness, good health, and youthful exuberance. Team spirit, cheering for fellow swimmers and the excitement of seeing friends succeed in their efforts culminates in an exciting atmosphere that benefits everyone.
- **Home Meet(s)**
 - Home swim meet(s) are defined as any meet regardless of location that FAST hosts. FAST typically hosts two meets each year - one in the Fall session and one in the Spring/Summer session. FAST home meets serve as the team's latest fundraiser.
 - All FAST swimmers are expected to swim in the home meet if they are participating in that session.
 - All FAST swim family members *must* work a designated number of volunteer slots each meet.
 - FAST families are expected to contribute donations as needed.
 - FAST families who fail to fulfill their volunteer slots will be charged \$50 per volunteer slot not fulfilled.
- **Behavior at Meets**
 - Swimmers and parents' actions at meets are not only reflective of themselves, but FAST as well. It is expected that FAST swimmers and families will reflect positively and show pride for the team. Swimmers are expected to interact with fellow teammates and cheer on, encourage, and console other swimmers as necessary. Parents should cheer on and encourage all FAST swimmers.
- **Swim Meet Procedures**
 - Transportation to and from each swim meet is the responsibility of each FAST family.
 - Swimmers are expected to be on-time for warm-ups.
 - Swimmers are expected to sit together as a team in a designated spot on deck.
 - FAST families/parents/spectators are encouraged to sit together in the stands.
 - FAST families/parents/spectators will not be allowed on deck unless serving in the capacity of an Official.
 - Swimmers should always talk with the Coaches before and after their events for advice or recommendations.

Explanation of Fees and Fee Policy

- Purpose: FAST is a non-profit organization run by a parent-led Board of Directors. FAST is self-supporting through membership dues and fundraising. Fees and fundraising efforts go directly towards the team's operating expenses which includes, but not limited to Coach salaries, equipment, and supplies.
 - Registration fees: Session fees are billed in monthly installments. If electing to pay the session in a lump sum, please reach out to the Treasurer at fortatkinsonswimteam@gmail.com. *Note: if electing to make monthly installments, the member is still signing up for the **session**. If the member elects to not swim part way through the session, the member is still responsible for the remaining session balance.*
 - Invoices and Outstanding Balances:
 - Invoices are sent automatically through the TeamUnify on the 1st of the month.
 - Invoices will include overdue fees, meet fees, and any other fees that have incurred since the last billing cycle.
 - No refunds or waived fees will be given, even if a swimmer decides not to participate.
 - Any account that has a past due balance greater than 1 month will be discussed at the next Board meeting
 - FAST reserves the right to withhold a swimmer from practice due to unpaid balances.
 - USA Swimming Registration Fee
 - Required for all FAST swimmers as this provides insurance coverage during practice and meets. Swimmers will need to register with USA Swimming even if not competing in meets.
 - USA Swimming registration is valid for the calendar year, ending December 31st.
 - Swimmers new to FAST are to complete USA Swimming registration prior to their first practice with the team, regardless of session.
 - FAST requires all returning swimmers to renew their USA Swim registration prior to the first practice of the session they are swimming (fall or winter session) regardless of December 31st expiration date.
 - USA Swimming determines the cost of registration fee. Swimmers must Register on the USA Swimming site. A link to USA Swimming is found on the FAST website.
 - USA Swimming Transfer Fee
 - Mandatory fee, determined by USA Swimming, covers the cost of transferring membership to FAST from another team.
 - Meet Fees
 - Meet fees are determined by the host team of a swim meet and can be broken down into the following categories:
 - Individual Fees: Cost varies, on average each individual event is \$5 to \$8.

- Relay Fees: Posted as a larger dollar amount and divided evenly amongst participants of that relay.
- Splash Fee: This fee, set by the LSC, pays for the services at a state level.
- Other fees: Fees such as, but not limited to, facility fee, meet surcharge, admission fees, heat sheets are set by the host team to offset team expenses.
 - When registering for meets, FAST will pay all meet fees up front for all swimmers participating in that meet. Meet fees specific to each swimmer will be charged to that swimmer's account.
 - Meet fees will not be refunded regardless of whether the swimmer swims or not, **unless a note is provided from a medical professional.**
 - In the event that a swimmer signed up for a meet does not attend, a \$25 fee will be charged to the account of that swimmer.
- Insufficient Funds or Declined Card Transaction
 - A \$35 fee for each declined transaction will be charged to the account.
 - Multiple NSF checks will be brought to the attention of the Board of Directors and payment requirements, such as with Cashier's Check, will be determined.
- Leaving the Team
 - The Head Coach should be notified in writing that the swimmer will be leaving the team.
 - If the swimmer decides to leave the team before the end of session for any reason other than medically necessary, fees will not be refunded.
 - Any remaining monthly session installments will be required to be paid either in full or by continuing monthly installments. If electing to continue monthly installments as opposed to paying the remaining balance, the swimmer's account will remain active. Once the remaining balance is paid, the swimmer's account will be moved to an inactive state.
- Refunds
 - Refunds will not be given for any fees associated with the team unless medically necessary in which point, the refund amount will be at the discretion of the Board of Directors.

Volunteering and Team Service

- Purpose: Volunteering and involvement are not only the best way to support your swimmer and team, but are essential to FAST.
 - Volunteer requirements outside the home meet requirements will be determined by the FAST Board of Directors. If additional volunteer requirements are needed outside of the Fall and Summer Home Meets, this will be communicated during Registration of the affected session.
 - All FAST families *must* work at all FAST hosted meets. Families who fail to volunteer their required amount of volunteer slots will be charged a \$-50 fee per volunteer slot that was not fulfilled.

Fundraising

- FAST is a non-profit swim team and fundraising is essential to maintain sustainability of the team. Participation in FAST fundraisers is essential to keep membership fees low and plays a key role in FAST maintaining a working budget. A variety of fundraisers are considered by the Board of Directors.
- The Board of Directors will determine if a team fundraiser is optional or mandatory. Mandatory team fundraisers will be communicated during Registration at the start of each session.

Financial Assistance

- Free and reduced lunch students qualify for a reduced USA Swimming Registration fee. The link for this can be found on the FAST website.
- Scholarship Opportunities: Families in need should reach out to FAST at fortatkinsonswimteam@gmail.com to determine if scholarship money is available. The application would be reviewed by the Board of Directors in a closed meeting. If approved by the Board of Directors, a monetary amount would be awarded to help offset cost. Scholarship money:
 - Can be applied towards registration fees, USA Swimming Fees, or Transfer fees
 - Does not apply for meet entries or purchase of equipment as this is the responsibility of the swimmer.
 - Will not be granted for volunteer fees or fundraiser buy-out fees.
 - Shall be considered at the beginning of each Registration cycle and must be reapplied for consideration at each registration
 - Consideration is based on financial hardship within the family. The family will be required to provide a written letter of hardship.
 - Award fee will be at the discretion of the Board of Directors and is based on Scholarship funds available. The following information will be assessed by the Board when considering scholarship requests:
 - Financial condition of the family
 - Number of requests made and the amount of money available in the Scholarship fund
 - The number of years the swimmer/family has been associated with the team in good standing
 - Past and current involvement of the swimmer/family in the team competitions, activities, and volunteer involvement
 - Scholarship award may be rescinded by action of the Board if the swimmer/family fails to timely pay all other fees, fails to maintain membership in good standing, or fails to keep the award in confidence.
 - Unsportsman-like conduct and/or conduct detrimental to FAST will be grounds for removal of all Scholarship money and the swimmer will not receive consideration in the future. This may result in the swimmer being removed from the team mid-season.
 - The Board may approve any percentage of assistance, up to 100% of the qualifying fees.

- Confidentiality: the applicant agrees to keeping the terms of the agreement confidential and will not disclose any of the terms in the agreement to anyone other than the FAST Board of Directors. The FAST Board of Directors will keep all information regarding scholarship awards in confidence and will not disclose information to anyone outside the Board.
- If you would like to donate money to the scholarship fund, please reach out to a FAST Board member.

Medical Leave Policy

Medical leave is defined as a swimmer's absence from swimming as ordered by a healthcare provider that lasts at least fourteen consecutive days. A swimmer on a medical leave for a partial season will receive a credit against the swimmer's registration fee for the following season and will be calculated on a weekly basis.

- Requesting a Medical Leave
 - To request a medical leave, a signed statement from a health care provider must be submitted to the FAST Board of Directors President or Vice President with the following information:
 - The health care providers name, address, phone number, and position (letterhead preferred)
 - The dates of services, a statement that swimming should be suspended, and a date when swimming may resume. The specific medical issue does not need to be disclosed.
 - Communication of the request via email is recommended. A legible copy of the health care provider's statement may be attached to the email.
 - The swimmer will remain on the roster for the remainder of the session..
 - The swimmer and family will be required to participate in all mandatory team events for the remainder of the session.
 - The President and Vice President will review the request within 14 calendar days of receipt.
 - If the request fails to meet the criteria above, the President or Vice President will notify the requester of the deficiency and provide a reasonable opportunity to supplement the request.
 - If, in the judgment of the President and Vice President, the request for medical leave meets criteria outlined above, the Vice President shall notify the appropriate Board members. The treasurer will credit or adjust the swimmer's account based on their billing discretion. Further exemptions from mandatory team activities will be determined by the Board.
- Resuming Practices/Competitions
 - Any swimmer wishing to resume swimming for FAST after a medical leave must provide a signed statement from a health care provider to the President and Vice President with the following information:

- The health care provider's name, address, phone number and position (letterhead preferred) and a statement that permission has been given for the swimmer to resume workouts with a specified date
- Confidentiality
 - To the extent health information is included in the request for medical leave, the request for medical leave will serve as your consent to disclosure of health information in accordance with this policy. All requests for medical leave will be considered highly confidential and will only be shared as necessary to administer this policy

Electronic Communication Policy

- Purpose: FAST recognizes the prevalence of electronic communication and social media in today's modern age. Many of our swimmers use these means as their primary method of communication. While FAST acknowledges the values of these methods of communication, FAST also realizes there are associated risks that must be considered when adults use these methods of communication with minors.
 - Communication from FAST/Board of Directors
 - The primary means of communication between Coaching staff, Board of Directors, and swim families is email. You will be notified of changes, deadlines, meet information, and team information on a regular basis. It is the family's responsibility to read and provide timely responses to the coaches and Board.
 - Communication Between Youth and Adults
 - 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 communication must adhere to the USA Swimming Code of Conduct regarding Athlete Protection. For example, as with communication with any athlete, electronic communication should not contain or relate to any of the following: drugs, alcohol, sexually oriented conversation/language/activity, the adult's personal life activity or problems, explicit pictures.
 - 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 FAST'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 coaches and athletes should be conducted professionally as a representative of FAST. This includes word choices, tone, grammar, and subject matter that model the standards of integrity of a staff member.
 - Facebook/Instagram/Blogs/Other Social Media and Similar Sites
 - Coaches and athletes are not permitted to “private message” each other through any internet forum. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other instant messaging platforms.
 - Although FAST has an active Facebook and Instagram page, email will remain the official and preferred form of communication.
 - Texting
 - Subject to general guidelines mentioned above, texting is allowed between coaches and athletes between the hours of 7 am and 9 pm. Texting shall only be used for the purpose of communicating information directly related to team activities.
 - Email
 - Athletes and Coaches may use email to communicate between the hours of 7 am and 9 pm. When communicating with an athlete through email, a parent, another Coach, or Board member, must be copied.
 - Request to Discontinue All Electronic Communications
 - Parents/Guardians of an athlete may request in writing that their child not be contacted by Coaches through any form of electronic communication.
- Violations
 - The FAST Board of Directors reserves the right to discipline as needed.

Goals

Setting goals gives swimmers long-term vision and short term-motivation. It allows them to focus their acquisition of knowledge and helps them organize their time and resources.

By setting sharp, clearly defined goals, swimmers can measure and take pride in the achievement of those goals. They’ll see forward progress in what might previously have seemed like a long, pointless grind. Swimmers will also raise their self-confidence as they recognize their ability and competence in achieving the goals they have set. *FAST swimmers will be expected to work with their coaches to set individual goals.*

Locker Room Monitoring Policy

- Parents/Guardians are not to enter a locker room unless it is deemed medical or a safety emergency. This is for the safety of our swimmers and is in accordance with USA Swimming guidelines.
- Coaches will not enter a locker room for any reason unless it is deemed medical or a safety emergency. When notified of an issue taking place in the locker room, a member of the FAST Coaching team of the same gender will enter the locker room and mitigate

the situation in accordance with FAST Codes of Conduct. SafeSport and MAAPP guidelines will be followed at all times. Coaches rely on the information shared with them from swimmers as to locker room behavior and conditions. Coaches will make a final sweep of the locker rooms 15 minutes following practice to ensure all swimmers have left the premises.

- FAST is not responsible for any lost, damaged, or stolen property. It is recommended that belongings not be left on the floor or benches in the locker room. Belongings should be kept in a locker or in the bleachers.

Photo and Video Policy

- Purpose: While the great majority of images of children participating in sports are appropriate and taken in good faith, it is a fact that images can be mis-used. Children can be put at risk if common sense procedures are not observed.
 - All photography must observe generally accepted standards of decency, and in particular:
 - Action shots should be a celebration of the sporting activity and not a sexualized image in sporting context
 - Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit
 - Photography or filming of *any* kind are not permitted behind the blocks during a meet
 - Photos and/or videos may be taken of FAST swimmers during practices and/or meets. The team may take videos, both above and under the water, to better instruct swimmers on stroke technique and to illustrate both positive and negative aspects of a swimmer's skills. Videos will be used to help a swimmer learn and never be used to shame a swimmer.
 - The team may take photos for use on the team website or use them in promotional material. Every effort will be made to speak with a parent prior to this happening.
- Right of Refusal:
 - Parents/guardians have the right to refuse agreement to their child being photographed. If the parent/guardian wishes to refuse consent to the following items: take photographs to use on the FAST website, take photographs to include with newspaper articles, take photographs to use on social media, video used for training purposes only; the parent/guardian should note this on the Registration paperwork. If a parent/guardian elects to refuse consent after Registration has passed, the parent/guardian should provide a written letter of refusal to any Coach or Board member. The refusal letter will be valid from that date forward and will not apply to any photograph or videos FAST used prior. This policy does not cover photographs and/or videos taken by other swimmers, parents/guardians, and/or team.
- Violations
 - FAST Board of Directors reserves the right to discipline as needed

Cell Phones and Recording Devices Policy

- Purpose: FAST recognizes that most children have a cell phone or some type of electronic device. With this come the risk of abuse or photography and/or recordings that are unwanted.
- **Use of Cell PHone and Other Recording Devices**
 - Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, increase the risk for many 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 areas. Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, restrooms, or locker rooms.
 - Cell phones or any other electronic devices, tablets or gaming devices, tablets or gaming devices are not allowed to be out in view of others, or in use, inside any locker room with NO exceptions
 - Every swimmer, Coach, parent/guardian, adult, volunteer, and staff member has a responsibility to enforce this policy.
 - Swimmer's cell phones are not allowed on deck during practices.
 - Cell phones are allowed on deck during meets as long as swimmers pay attention to coaches, events, and actively cheer on other swimmers. If the coaches notice a problem at meets, coaches have the right to revoke access to cellphones while on deck at meets.
- **Violations**
 - The FAST Board of Directors reserves the right to discipline as needed.

SafeSport and Minor Athlete Abuse Prevention Policy (MAAPP)

FAST is committed to the safety of our swimmers and maintaining a safe space for our athletes. FAST's current information regarding SafeSport and MAAPP can be found at: **** or on the [FAST Team website](#).

- **Mandatory Reporting**
 - Pursuant to federal law, all adults authorized to interact with minor or amateur athletes who learn of facts that give reason to suspect that a child has suffered an incident of child abuse, including sexual abuse, shall make a report of the suspected abuse to law enforcement and/or your state's designated agency within 24 hours.

Bullying Action Plan

- Purpose: Bullying of any kind is unacceptable at FAST and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. FAST is committed to providing a safe, care, and friendly environment for all of our swimmers. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Individuals that are aware of bullying happening are expected to tell a Coach, Board member or other athlete/mentor.
- **Objectives**
 - To make it clear that FAST will not tolerate bullying in any form.

- To define bullying and give all Board members, Coaches, parents/guardians and swimmers a solid understanding of what bullying is.
- To make it known to all parents/guardians, swimmers, and Coaching staff that there is a policy and protocol should any bullying issues arise
- To make how to report bullying clear and understandable.
- To spread the word that FAST takes bullying seriously and that all swimmers and parents/guardians can be assured they will be supported when bullying is reported.
- Bullying Defined
 - USA Swimming defines bullying in their Code of Conduct and is the severe or repeated use by one or more USA Swimmer members of oral, written, electronic or other technological express, 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: causing physical or emotional harm to the other member or damage to the other member's property; placing the other member in reasonable fear of harm to themselves or damage to their property; creating a hostile environment for the other member at USA Swimming activity, or 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 limitations to, practices, workouts, and other events of a team club or LSC).
 - Reporting Procedure
 - An athlete who feels that he or she has been or is being bullied is asked to do one or more of the following:
 - Talk to their parents/guardian
 - Talk to a Coach, Board member, or other designated individual
 - Write a letter or email to a Coach, Board member, or other designated individual
 - Make a report to the USA Swimming SafeSport 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 team leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled so that bullying behavior can be stopped quickly.
 - How Will FAST Handle Bullying?
 - If bullying is occurring during team related activities, the bullying behavior will be stopped on the spot using the following steps:
 - Immediate intervention. It is ok to get another adult to help.
 - Separation of children involved.
 - Ensure all children are safe.
 - Attend to any immediate medical or health needs.
 - Maintain a calm demeanor and reassure children involved as well as any bystanders.

- Model respectful behavior when intervening.
- If bullying is occurring or reported within the team, FAST will address the bullying by finding out what happened and supporting the children involved via the following approach:
 - *Finding Out What Happened*
 - Obtain all facts and remain objective
 - Keep all the involved children separate. Obtain information of events that occurred from several sources, including other children and adults that were present. Refrain from referencing the act that occurred as “bullying” while trying to understand what happened. Collect all available information.
 - Determine if the act was bullying or something else
 - Review the USA Swimming definition of bullying. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the children involved?
 - Has there been past conflicts?
 - Is there a power imbalance? Power imbalance is not limited to physical strength and may not be easily recognized.
 - Has this happened before?
 - Is the child worried it will happen again?
 - It does not matter “who started it”. Once you have determined if the situation is bullying, support all of the children involved.
 - *Supporting the children involved*
 - Support the children who are being bullied.
 - Listen and focus on the child. Learn the events and show you want to help. Assure the child that bullying is not their fault. Work together to resolve the situation and protect the child being bullied. The child, parents/guardian, fellow team members, and Coaches may all have valuable input:
 - What can make the bullied child feel safe?
 - Develop a game plan.
 - Maintain open communication between FAST and the parents/guardians.
 - Discuss the steps that will be taken and how bullying will be addressed going forward.
 - Remain committed to stopping bullying behavior and support the child being bullied.
 - Address bullying behavior

- Looking at inappropriate materials while at FAST related events
- Any other behavior deemed inappropriate by the Coaches or Board of Directors
- Violations
 - The FAST Board of Directors reserves the right to discipline as needed.

Behavior Disciplinary Policy

- Purpose: FAST is dedicated to providing a safe and positive environment for children pursuing the sport of competitive swimming. In this spirit of providing a positive and supportive environment, FAST will not tolerate unsafe behavior violations. Coaches acknowledge that all swimmers are individuals that need to be dealt differently. Coaches are committed to working with swimmers and their parents as they are able after practices. Behavior violations are defined as behaviors that disrupts practice or the ability to coach.
 - Policy: Documentation will be maintained in the Coach's binder. Infractions will include the following information: date, time, offense. Documentation must be signed.
 - 1st offense - will be handled with "time outs", not to exceed 15 minutes.
 - Time outs will be spent on deck or on the bleachers
 - Subsequent offenses are subject to further disciplinary action, including but not limited to, parent/guardian-Coach meeting, removal from practice, practice suspension, or termination from the team.

Grievance Procedure

- Purpose: The FAST Grievance Procedure provides swimmers, parents, coaches, club leaders and employees a system to address and report grievances in a productive, systematic way.
 - 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: 720-524-5640 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:
 - Fort Atkinson Police Department – (920) 397-9905
 - Jefferson County Sheriff – 92-674-7310
 - For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the FAST 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.
- Who 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 FAST Code of Conduct, the parent/swimmer should discuss these concerns with the Head Coach who will in turn contact 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 FAST Board of Directors is notified of the complaint and will participate in assessing behavior.
 - Regarding the Conduct of an Assistant 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 FAST Board of Directors is notified of the complaint and will participate in assessing behavior.
 - Regarding Conduct of Head Coach – Notify the FAST 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 FAST 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 Directors Member Conduct -
 - Notify the FAST Board President Should a parent or swimmer feel a Board member's conduct is inappropriate or violates any team 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 Board member 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 FAST parent or an official's conduct is inappropriate or violates any team 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.

How Grievances Will Be Handled

The Board of Directors have the authority to impose penalties for infractions of the FAST 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/or FAST 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.

- 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 FAST grievance procedure form.

- 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.

- 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:

- Nature of the misconduct
- Severity of the misconduct
- Prior disciplinary actions

- Adverse effect of the misconduct
- Application of the Code of Conduct