



FAST Team Handbook

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FAST Vision Statement:

At FAST, our vision is to be a nationally recognized aquatics program serving swimmers at the highest levels of the sport, while also providing a home for individuals who are learning to swim or swimming for fitness. We aim to be the best swim program in the area, where "best" is defined as a community of happy swimmers who are accomplishing their personal goals.

FAST Mission Statement:

Our mission, as an organization comprised of swimmers, coaches, and parents, is to help every individual swimmer reach their highest potential in a safe, healthy, happy, and positive environment. We inspire our young athletes to achieve their goals in a supportive team atmosphere and we encourage a commitment to excellence - both in and out of the water - with a focus on incremental improvement and character development.

FAST Team Philosophy:

The Flying Fish Arizona Swim Team prides itself on being able to provide a home for all swimmers. Our coaching staff devotes a lot of time to our athletes individually both on and off the deck. We carefully assess goals and collaborate to achieve them together. We don't put all swimmers in the same box and believe working with each individual swimmer is key in helping them perform to the best of their abilities. Our goal is to allow all swimmers to thrive individually by working together as a team.

Athlete Code of Conduct

The purpose of a code of conduct for athletes is to establish consistent expectations for athletes' behavior. FAST athletes agree to the following statements:

- I will always respect and show courtesy to my teammates and coaches.
- I will demonstrate good sportsmanship at all practices and meets.
- I will speak highly of my team and coaches to others.
- I will commit to the betterment of my team and do my part to build my team and teammates.
- I will set a good example of behavior and work ethic for all my teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will meet all expectations of my group. If I cannot meet these expectations, I will approach and discuss solutions with my lead coach.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will obey all of USA Swimming's rules and codes of conduct.

FAST athletes understand that if they violate this code of conduct, they will be subject to disciplinary action determined by the coaches and/or board of directors.

Parent Code of Conduct

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. FAST parents understand the important growth and developmental support that their child's participation fosters. FAST parents also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. FAST parents agree to the following statements:

- I will set the right example for our children by demonstrating sportsmanship and always showing respect and common courtesy to the team members, coaches, competitors, officials, parents, and facilities.
- I will refrain from coaching my child from the stands during practices or meets.
- I understand that criticizing, name calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will respect the integrity of the officials.
- I will direct my concerns first to my swimmer's lead coach; then, if not satisfied, to any member of the board of directors.
- I will abide by every rule and regulation set forth by USA Swimming and their codes of conduct.

FAST parents understand the above expectations and agree that failure to adhere to them may result in disciplinary action.

Move Up Doctrine

FAST coaches believe that each swimmer should be in a group that will best support their swimming success and the success of the group. We use the tracking parameters below to determine which group is best suited for each individual:

- Age / Grade Level
- Ability / Skill / Talent
- Event Times (USAS Sanctioned Meets Only)
- Practice Attendance
- Meet Attendance
- Attitude (during meets and at practice)
- Training Results & Progress
- Technique
- Group Cohesion

By using this list of attributes, the coaches will decide which group is best suited for each swimmer. Ultimately, the coach has the final say. Parents are welcome to reach out to the coaches if they have any questions about their swimmer's progress or group placement. Coaches will not discuss a swimmer move up with the parents of another swimmer. We encourage parents to focus on being supportive of all swimmers and not to compare our athletes to one another.

Things to Remember:

- Move ups are a coaching decision.
- Coaches have nothing to gain by your athlete's lack of progression.
- Group placement is not a statement on the long-term success of your child.
- Becoming a great swimmer is a marathon, not a sprint, be patient.

Group Advancement Guide

10 & Under	11 - 14	High School
Blue	Silver	Senior Plus (HP)
Green	Bronze	Senior Fitness
Flying Fish		
Little Fish		

Group Descriptions

Little Fish Group (5 Practices a week + 1 Level 4 Swim Lesson (required))

- Little Fish swimmers are looking to compete in SAAA and begin competing in USA Swim meets.
- Little Fish swimmers are expected to attend at least 2-3 practices per week, including their level 4 lesson requirement, in order to retain their learning and reach their goals.
- Little Fish swimmers must be familiar with freestyle and backstroke.
- Little Fish swimmers will learn breaststroke (during level 4 lesson), stride starts, flip turns and open turns along with the terminology used in the swim team.

- Little Fish swimmers are not required to attend meets but are encouraged to attend at least one competition during the SCY season
- Little Fish swimmers must bring a water bottle to each practice and may use the kickboards provided by the team.

Flying Fish Group (5 practices a week)

- Flying Fish group swimmers are looking to compete in SAAA and begin competing in USA Swim meets.
- Flying Fish group swimmers are expected to attend at least 2-3 practices per week to retain their learning and reach their goals.
- Flying Fish group swimmers must be familiar with Freestyle, Backstroke and Breaststroke, Stride starts, flip turns, and open turns.
- Flying Fish swimmers will learn Butterfly and the different terminology used in the swim team.
- Flying Fish group swimmers are expected to attend at least one competition each season (SCY & LCM).
- Flying Fish group swimmers must bring a mesh bag, kick board, fins, pull buoy, and a water bottle to each practice. Please remember to purchase SPEEDO gear as we are SPEEDO sponsored team. [CLICK HERE FOR TEAM STORE!](#)

Green Group (5 practices a week)

- Green group swimmers are looking to qualify for Regional Championships (formerly Arizona B time standards) and to compete in SAAA.
- Green group swimmers are expected to attend at least 3 practices per week to retain their learning and reach their goals.
- Green group swimmers must be familiar with all four competitive swimming strokes, racing starts, flip turns, and open turns.
- Green group swimmers are expected to attend at least two competitions each season (SCY & LCM).
- Green group swimmers must bring mesh bag, kick board, pull buoy, fins, and a water bottle to each practice. Please remember to purchase SPEEDO gear as we are SPEEDO sponsored team. [CLICK HERE FOR TEAM STORE!](#)

Blue Group (6 practices a week)

- Blue group swimmers are looking to qualify for Age Group State Championship (formerly Arizona A time standards).
- Blue group swimmers are expected to attend at least 4 practices per week to retain fitness and reach their goals.
- Blue group swimmers will begin training for 100 strokes, 200 free, and 200 IM.
- Blue group swimmers are expected to attend at least two competitions each season and both end of the season championship meets (SCY & LCM). Please plan accordingly.
- Blue group swimmers must bring mesh bag, kick board, pull buoy, fins, and a water bottle to each practice. Please remember to purchase SPEEDO gear as we are SPEEDO sponsored team. [CLICK HERE FOR TEAM STORE!](#)

Bronze Group (6 practices a week)

- Bronze group swimmers are looking to qualify for Regional Championships (formerly Arizona B time standards) and to compete in SAAA.
- Bronze group swimmers are expected to attend at least 3 practices per week to retain fitness and reach their goals.

- Bronze group swimmers must be familiar with all four competitive swimming strokes, racing starts, flip turns, and open turns.
- Bronze group swimmers will vary in event focus: 50 to 200 free, 50 to 100 strokes, 200 IM, and 400 / 500 free.
- Bronze group swimmers are expected to attend at least two competitions each season (SCY & LCM).
- Bronze group swimmers must bring mesh bag, kick board, pull buoy, fins, and a water bottle to each practice.
- Bronze group welcomes newer swimmers to the group. The coaches will do their best to bring new swimmers up to the level of the group. Please remember to purchase SPEEDO gear as we are SPEEDO sponsored team. [CLICK HERE FOR TEAM STORE!](#)

Silver Group (6 swim plus 2 dry land practices a week)

- Silver group swimmers are looking to make finals at Age Group State Championships, qualify for SWAGR and start to qualify for Senior Sectionals.
- Silver group swimmers are expected to attend at least 4-5 practices per week to retain fitness and reach their goals.
- Silver group swimmers will begin training for the full meet program along with full technical development of all four strokes.
- Silver group swimmers are expected to attend at least two competitions each season and both end of season championship meets (SCY & LCM). Please plan accordingly.
- Silver group swimmers must bring mesh bag, kick board, pull buoy, short fins, paddles, and a water bottle to each practice. Please remember to purchase SPEEDO gear as we are SPEEDO sponsored team. [CLICK HERE FOR TEAM STORE!](#)

Senior Fitness Group (5 practices a week)

- Senior Fitness swimmers are looking to qualify for Regional Championships (formerly Arizona B time standards) and to compete in SAAA.
- Senior Fitness swimmers are expected to attend at least 3 practices per week to retain fitness and reach their goals.
- Senior Fitness swimmers must be familiar with all four competitive swimming strokes, racing starts, flip turns, and open turns.
- Senior Fitness swimmers are expected to attend at least one competition each season (SCY & LCM).
- Senior Fitness swimmers must bring mesh bag, kick board, pull buoy, paddles, fins, and a water bottle to each practice.
- Senior Fitness group welcomes newer swimmers to the group. The coaches will do their best to bring new swimmers up to the level of the group. Please remember to purchase SPEEDO gear as we are SPEEDO sponsored team. [CLICK HERE FOR TEAM STORE!](#)

Senior Plus Group (8 swim plus 2 dryland practices a week)

- Senior Plus Group is divided into sub groups with a high performance track directed by the coaches.
- Senior Plus swimmers are looking to qualify for Senior States (formerly Arizona A time standards)
- High performance Senior Plus swimmers are looking to final at Senior States and Sectionals and also achieve Futures, Junior Nationals, and Olympic Trials time standards.
- Senior Plus swimmers are expected to attend at least 6 practices per week to retain

fitness for higher levels of competition. High performance Senior Plus swimmers are expected to attend all practices to achieve the highest level of swimming.

- Senior Plus swimmers will be maturing their technical skills and their training abilities to compete at the highest level for their main events.
- Senior Plus swimmers are expected to attend at least three competitions each season and both end of season championship meets (SCY & LCM). Please plan accordingly.
- Senior Plus swimmers must bring mesh bag, kick board, pull buoy, short fins, paddles, and a water bottle to each practice. Please remember to purchase SPEEDO gear as we are SPEEDO sponsored team. [CLICK HERE FOR TEAM STORE!](#)

High Performance (HP) for Senior Plus Group

The FAST high performance (HP) track is for athletes looking to compete at the highest level possible.

- Senior Plus swimmers are looking to swim in college and compete on the national stage.

These goals are only met with hard work, dedication, positive attitude, and swimming talent. All these variables require consistency in training and competition. The swimmers and parents in these groups should be prioritizing swimming as their number one extracurricular activity. Vacations for our high performance swimmers are taken within the confines of the meet schedule. Attending practice and meets is crucial and expected. If you have any questions about our high performance track, please let us know.

Payment of Dues

All FAST dues, payments for apparel, meet fees, registration fees, etc. will be invoiced to your account on our team website. To access your account:

- Go to www.fastswimteam.com.
- Login with your email and password.
- Go to the "Back Office" if you have not been sent there.
- On the left side, go to "My Account."
- Click "Invoices and Payments."
- View and/or pay your bill under the "Make Payment" tab.
- Email Coach Matt (matt@fastswimteam.com) if you have any questions about your account balance.

There are three ways to pay your bill:

- Automatic credit card processing on the 1st of every month (or you can make payments on your own). Credit card payments will be assessed a processing fee of approximately 3% of the total payment amount.
- Automatic ACH withdrawal. This method takes 5 to 7 days to post to your FAST account. ACH payments will be assessed a processing fee of \$1.25.
- Mail a check to PO Box 68486, Oro Valley, AZ 85737. Make checks payable to FAST.

Failure to Pay

Dues are to be paid no later than the 10th of each month. An email will go out if your balance is past due. If dues are not paid by the 10th of each month or arrangements have not been made with Coach Matt (matt@fastswimteam.com), then your child will not be allowed in the water starting on the 11th of that month.

Private Lesson Policy

FAST believes private lessons are a great supplement, not substitute, to training. These are suggested to be used for learning and perfecting a new skill (timing / technique). Private lessons are only effective if the swimmer is dedicated to applying the changes in practice. We want the swimmers to be successful. We have a great coaching staff and recommend all swimmers do private lessons with our coaches. If seeking private lessons outside of our organization, you will need to get prior permission each season from your lead coach. Please be advised that we want to know what you are working on in your private lessons so we can solidify it in practice.

Any swimmer found to be doing private lessons outside of the organization without prior approval may be subject to disciplinary action and can lead to dismissal from the team.

Cancellation Policy

If you need to cancel your membership, please use the process below:

- You must email Coach Matt (matt@fastswimteam.com) prior to the final day of the current month to avoid having your autopay processed on the first day of the next month. If Coach Matt does not receive an email, your account will be charged for any and all outstanding fees and the next month's dues. You must cancel via email.
- If you wish to cancel after the first of the month billing and you have NOT swam at any practices, you may cancel and get a refund. A \$25 administrative fee will be withheld from the refund to process the request. No refunds will be given after the 10th of any month.
- After Coach Matt receives your email, you will receive a confirmation email along with your outstanding account balance.
- You have ten days to pay this balance. Once the account balance is at zero, your cancellation will be finalized. Failure to do so may result in issues getting on another USA team and/or could result in legal action.

Required Service Hours Policy

FAST has access to one of the best aquatic centers in Arizona and hosts several meets throughout the year. Not only does hosting meets bring in money for our team, but it also limits travel expenses associated with out-of-town meets.

The success of our meets, as well as our overall program, is dependent on our families' involvement. With help from everyone we can keep our dues lower and avoid traditional fundraisers.

Thank you for taking an active role in supporting FAST and your swimmers!

Service Hour Obligations

Families (Green through Senior Plus) will be required to work the following sessions per meet whether or not the family has a swimmer swimming at the meet:

- Any home meet with six or more sessions - 3 sessions
- Age Group / Senior States (when hosting) - 3 sessions
- Any home meet with four or five sessions - 2 sessions
- Any home meet with three or fewer sessions - 1 session

You will be charged \$75.00 per session for any missed required sessions. As an alternative,

your family can make a direct donation of \$1,000 to cover all service hour obligations for the year. This fee is non-refundable and will not be prorated.

Although, Flying Fish and Little Fish families are not required to work at our meets, we highly encourage and welcome participation and help from these families at our events.

The meets we current plan we host are as follows:

- Patriot Meet (September) – 2 Session Requirement
- Winter Lights (December) – 3 Session Requirement
- Age Group States (March) – 3 Session Requirement
- Mayflower Invitational (May) – 2 Session Requirement
- Oro Valley Open (June) – 1 session Requirement

Job Sign-Up

All parents must first register / sign up for sessions using the team's website. Everyone must also check in at the Clerk of Course for each session to be counted. If the person working does not check in at the Clerk of Course, the session will not be counted, and your account will be charged \$75.00 per missed session at the conclusion of the meet.

To sign up for a job for an upcoming meet:

- Log into your account
- Click "Events" at the top of the page and find the meet
- Click "Job Signup" to see the available jobs / sessions
- Choose the jobs / sessions you'd like to work
- Click the button with the green plus sign that says "Signup"

We ask that you please sign up for jobs / sessions no later than one week prior to the start of the meet. If there are no jobs available or if you have questions about the ones that are available, please contact the service hour committee (servicehours@fastswimteam.com) to discuss your options BEFORE the meet.

Common Meet Job Positions

Admin Official

Online/at home certification required prior to the start of the meet. All fees will be reimbursed by the team. Admins are responsible to work with officials and other meet personnel to accurately record swimmers' times which may require timing adjustments and computer entries. This position requires a person that can focus in noisy situations and multi- task.

Admin Runner

No previous experience necessary. Runners collect the timing sheets from the lanes after the races and deliver them to the administrative referee. They may also post results throughout the facility or deliver them to the Clerk of Course.

Announcer

No previous experience necessary. Uses a public address system to announce each event and heat of the meet. Makes required sponsorship announcements and announces the results at prelim / final meets.

C6 Operator

Basic training is required by shadowing and working as an C6 Assistant/Trainee. Responsible for operating the Colorado Timing System (computer hooked to timing system) and monitors timing or equipment errors. Must have the ability to function and multitask in a noisy environment.

C6 Assistant/Trainee

No previous experience necessary to shadow / train. This person will shadow and work with a C6 operator to learn and help with the function of the timing console and the duties that go with that job.

Clerk of Course

Basic training is required – training can occur during the meet. Assisting with the administration of the meet, including but not limited to athlete and coach check-ins, distributing coach information, and other paperwork.

Hospitality

No previous experience necessary. Hospitality servers help coordinate the food set up, preparation, and serving in the hospitality room. Hospitality runners assist the hospitality staff with bringing snacks, beverages, and meals to coaches, officials, and other key positions. Children 11 or older can sign up for sessions in the hospitality area. Families with younger children are welcome to bring them to help but it will not count as an additional session. For a child under the age of 11 to count as a session, they need to have worked in the hospitality area with a parent at a prior meet and have approval by the hospitality coordinator.

Head Timer

No previous experience necessary. Training is given prior to the start of the first race of the session. The head timer starts two stop watches at the start of each race to serve as backup watches in case there is a problem or malfunction in a lane during the race. They also communicate with officials regarding any replacement timer needs or problems.

Lane Timer

No previous experience necessary. Training is given prior to the start of the first race of the session. Timers operate either a button or a stopwatch during each race and record the stopwatch time on a timing sheet. Children 11 or older can sign up for sessions as a timer. Families with younger children are welcome to bring them to help but it will not count as an additional session.

Meet Marshal

Online/at-home certification required prior to the meet. The online training and test are quick. Any fees will be reimbursed by the team to gain this certification. Meet Marshals are required by USA Swimming to properly run a meet. They assist the officiating staff by observing the deck and surrounding areas to ensure that all safety rules are being followed.

Officials / Official Trainees

Online/at-home certification required prior to the start of the meet. All fees will be reimbursed. Only those interested in becoming an official should sign up for the trainee positions. No previous experience is necessary to shadow / train. Email matt@fastswimteam.com to learn how to become an official.

Additional Service Hour Opportunities

If you are unable to work at one of our mandatory meets, you may do one of the following:

- Provide other professional services. Contact servicehours@fastswimteam.com with any other skill, service, or creative ideas that you might have.

All the above MUST be pre-approved by a member of the Service Hour Committee. Please contact volunteer@fastswimteam.com with any additional questions.

Swim Meet Help & Advice

Meet Registration:

- Once you have logged into your account, go to the home page, scroll down to events, and select “attend/decline” for the meet that you would like to register for.
 - Coaches suggest that swimmers register for three individual events per day. Coaches are looking for quality execution from athletes. Racing is a learning opportunity, and no matter the outcome of the race, the swimmer gains important feedback. If you would like to swim more than three events per day, please have a conversation with your lead coach first.
- For older, more experienced swimmers in high school – if you want to try new events, do so early in the season and start to focus on your main events mid-season. The reasoning behind this is because our training becomes specialized toward your top six individual events. To properly prepare for championship season, you need to practice racing your best races in order to learn and prepare for your end of the season focus meet.

All time standards can be found on our website. [CLICK HERE!!](#)

Financial Obligations for Swim Meets

Each meet has its own specific charge that corresponds to the meet based on the following criteria:

- per event charge (individual events)
- Arizona Swimming or other LSC Surcharge
- FAST \$10 home meet or \$20 away meet charge
- other athlete charges from the host team.

All meet fees and charges will be billed to your team account.

Swim Meet Guidelines – Swimmers

Swim Meet Warm Ups:

- Please be on time to all warm ups dictated by the coaching staff which will be in the email sent out prior to the meet.
- General meet warm up is a team warmup. We expect all swimmers to be there on time and be a part of the team and get a good warm up.
- Being late to warm up will not be tolerated as it disrupts the flow of the team warm up and interferes with the rest of the team.
- We understand that not all events require you to be there at team warm up. Arriving later is at the discretion of the FAST coaches. The coaches have the final say.

Race Routine (with warm up pool):

- Warm up for each race in warm up pool, give yourself enough time before your events.

You should warm up about 25-30 minutes before your race.

- Check in with coach for pre-race strategy.
- After your race, check in with coach to go over postrace analysis.
- Warm down in the warm down pool, assess your body, make sure you have given yourself enough time to recover. General Rules: double your race in warm down yardage.
- If no warm down pool, make sure you stretch properly and do a dynamic warm up on land prior to race.

Pre-Race Guide:

- After pre-race warm up and coach talk, line up behind your lane.
- Make sure you are warm with feet and hands covered; body temperature is important when heading into competition mode.
- When the heat before you begins, put your stuff down and stand directly behind the block.
- When you hear the official blow three quick whistles, you need to be ready to step on the block. The official will then blow one long whistle, you need to step up on the block or hop in the water for a backstroke start.

Post-Race Guide:

- After the race, wait until the next heat dives in the water and exit the pool, unless the official asks you to exit the pool before that.
- FAST swimmers will show good sportsmanship by shaking opponents' hands and congratulating competitors.
- There will be zero tolerance for throwing cap and goggles, hissy fits, and cursing. Poor sportsmanship and bad attitude may result in the coach's decision to terminate you from the rest of the meet.

Swim Meet Guidelines – Parents

A useful quote directly from the USA Swimming website is "Swimmers swim, Coaches coach, Parents cheer."

Your role as a parent with a FAST swimmer:

- Provide positive support, be a good role model, and provide nutrition.
- We love hearing parents say, "What does your coach say?" or, "Go talk to your coach." or, "You did amazing, I love you, hugs."
- Trust the coaches to do their jobs, refrain from being a coach even if you have experience as a swim competitor.
- If there is a situation where you feel the need to talk to the coach about your swimmer, make sure you approach the situation in an appropriate manner. The best approach is off deck during a break in the meet, or when the meet is over. Never approach a coach on deck or during a meet in front of other swimmers.
- Swimming is a challenging sport. Support your swimmers through this process. Each swimmer goes through a growing process and has many ups and downs. For example: Johnny was really good at the 50 Fly at 10 & Under and now at 11-12 he develops into a good 100 Breast swimmer. Not all swims will be best times, but there are successes and failures in the swims that the coaches will analyze.
- Never approach an official about a swimmer's disqualification, that is an easy way to get thrown out of the meet and possibly banned from the pool deck.

- Just like we expect our swimmers to act with class, we also expect our parents and coaches to act with class. We want other teams to see us as the “FAST with Class” team.

10 Commandments for Swim Parents (per USA Swimming):

- Thou shall not impose thy ambitions on thy child
- Thou shall be supportive no matter what
- Thou shall not coach thy child
- Thou shall only have positive things to say at competition
- Thou shall acknowledge thy child's fears
- Thou shall not criticize the officials
- Thou shall honor thy child's coach
- Thou shall be loyal and supportive of thy team
- Thy child shall have goals besides swimming
- Thou shall not expect thy child to become an Olympian

If we can adhere to these commandments, we think we will have the best team of parents!

Nutrition: Parents, you oversee what your swimmers eat at meets. Here is a list of some great nutrition options during a swim competition:

- Fruit, dried fruit, vegetables, carbohydrate energy bars, low-fat crackers, bagels with peanut butter, rice cakes, water, yogurt, cheese sticks, sports drinks, chocolate milk, bran muffin (not chocolate muffin), dry cereal, pecans, walnuts, and almonds.
- Do not let your swimmers eat heavy foods during the meet.
- No cup of noodles, potato chips, nacho chips, cookies, candy ... these foods take longer to digest and can slow your child down on race day.
- Meals are different, make sure the focus is carbs (unprocessed, if possible) with some good fats: bread, rice, pasta, vegetables, burritos, chicken, lean meats/protein, salad, potatoes, and beans.

See our website for additional policies agreed to at the time of registration and for helpful links.

Locker Room Policy

Flying Fish Arizona Swim Team (FAST) have public locker room / restrooms. The use of public restrooms is intended for parents, visitors, students and the general public. Such access means there are multiple groups utilizing the space simultaneously creating the need for athletes to be respectful of others' privacy. Athletes must be diligent in monitoring the area to protect all teammates from any inappropriate conduct. The purpose of this policy is to protect our athletes, coaches and parents. We respectfully request all parents review this policy with your athletes.

Best Practice Locker Room Policy

- Athletes must be aware of the other patrons utilizing the locker room and report to the coach or staff member any concerning or inappropriate behavior.
- Athletes should shower and dress quickly avoiding time spent without cover in front of others.
- Athletes understand personal accountability and the expectation of being a FAST team member is always about maintaining a high level of personal character.
- The use of poor language, inappropriate discussions and general rough housing in the

locker room is unacceptable. Please notify a coach to report any violations.

General Policy Considerations

Coaches make every effort to recognize when an athlete goes to the locker room or changing area during practice and, if they do not return in a timely fashion, we will check on the athlete's whereabouts. A swimmer leaving the water for the locker room or changing area must ask the coach first. It is impossible to record these instances, but this request allows for a better awareness.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

FAST prohibits the use of mobile devices with recording capability in locker rooms.

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area:

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

FAST Grievance Procedure

FAST Grievance Procedure provides swimmers, parents, coaches, board members, and employees a formal system to address and report grievances in a systematic way. Following these procedures provides the appropriate parties a means to investigate, obtain notice, intervene, and take action when needed. The party against whom any complaint is made will be informed of the identity of the complaining party.

GENERAL SCOPE

The procedures outlined in this document are intended to deal with issues of peer-to-peer bullying, coach-athlete bullying, parent issues, and violations of the FAST Code of Conduct, FAST policies and procedures, and/or Minor Athlete Abuse Prevention Policy.

FAST Coaches and the Board of Directors strongly encourage swimmers and parents with questions or complaints about any coach to resolve the issues directly with that coach. If the nature of the complaint suggests that the matter cannot be resolved through direct communication with that coach, the matter shall be referred or resolved through this grievance procedure. Complaining parties will not be able to remain anonymous.

WHOM TO NOTIFY

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

1. Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the FAST Code of Conduct or FAST policies and procedures, the parent or swimmer should discuss these concerns with the lead coach of the swimmer responsible for the violation (Responsible Coach). That Coach, with assistance from a Head Coach and/or the Board of Directors if necessary, shall determine whether the issue can be resolved by a meeting between the Responsible Coach and the swimmer(s).
2. If it is determined that such a resolution is not possible, the Responsible Coach shall inform the parent or swimmer that the complaint must be submitted in writing. The Responsible Coach should inform the parent or swimmer that they will not be able to remain anonymous. The Responsible Coach will share this written complaint with a Head Coach and the Board

of Directors, and the formal grievance procedure described in this document shall be followed. The complaint will be subject to review and discussion by a Head Coach and the full Board of Directors, including the Board's coaching representative.

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

1. Should a parent or swimmer express a complaint about an Assistant or Age Group Coach, the parent or swimmer is encouraged to contact that Assistant or Age Group Coach directly.
2. If the parent or swimmer expresses the belief that they are unable to meet directly with that Assistant or Age Group Coach, a Head Coach shall consider the nature of the complaint and, if necessary, discuss the matter with the Board of Directors. The Head Coach and/or the Board of Directors may determine that a meeting between the complainant, Assistant or Age Group Coach, Head Coach, and any other party believed to facilitate a discussion shall be attempted before commencing the more formal grievance procedure described below. The Head Coach must inform parents and/or swimmers that they will not be able to remain anonymous during the grievance process.
3. If the complaints against an Assistant or Age Group Coach cannot be resolved under numbers (1) and (2) of this section, the formal grievance procedure described in this document shall be followed. Any parent or swimmer who feels an Assistant or Age Group Coach's conduct is inappropriate or in violation of the FAST Code of Conduct or FAST policies and procedures shall notify a Head Coach of this violation in writing. The Head Coach will ensure the Board of Directors is notified of the complaint and will participate in assessing and reviewing the matter.

Regarding the Conduct of a Head Coach - Contact any member of the Board of Directors.

1. Should a parent or swimmer express a complaint about a Head Coach to any member of the Board of Directors, that Board member shall strongly encourage the parent or swimmer to contact that Head Coach directly. Most complaints regarding the conduct of a Head Coach are usually resolved by having the parents and/or swimmers meet with that Head Coach. Board members must inform parents and/or swimmers that they will not be able to remain anonymous during the grievance process.
2. If the parent or swimmer expresses the belief that they are unable to meet directly with the Head Coach, the Board of Directors shall consider the nature of the complaint and discuss the matter with that Head Coach. The Board of Directors may, in its discretion, determine that a meeting between the complainant, Head Coach, and any other party believed to facilitate a discussion shall be attempted before commencing the more formal grievance procedure described below.
3. If the complaints against a Head Coach cannot be resolved under numbers (1) and (2) of this section, the formal grievance procedure described in this document shall be followed. Any parent or swimmer who feels a Head Coach's conduct is inappropriate or violates the FAST Code of Conduct or FAST policies and procedures shall notify any member of the Board of Directors of this violation in writing. The member of the Board of Directors who receives said notification of inappropriate behavior shall share this written complaint with that Head Coach and other members of the Board of Directors. This complaint will be subject to review and discussion by the full Board of Directors, including the Board's coaching representative. The Head Coach against whom the complaint has been filed may select a coach other than the Board's coaching representative to hear, review, and vote on this complaint. Both the Board's coaching representative and/or a coach chosen in lieu of the coaching representative may choose to recuse himself/herself from this matter.

Regarding the Conduct of a Member of the Board of Directors - Contact any other member of the Board of Directors.

1. Should a parent, swimmer, or coach feel a member of the Board of Directors' conduct is inappropriate or violates the FAST Code of Conduct or FAST policies and procedures, the parent, swimmer, or coach is encouraged to contact that Board member directly to discuss.
2. If the parent, swimmer, or coach expresses the belief that he/she is unable to meet directly

with that Board member, he/she shall notify any other member of the Board of Directors of this violation in writing. Board members must inform complainants that they will not be able to remain anonymous. The written complaint shall be shared, reviewed, and discussed by the full Board of Directors, including the Board's coaching representative, and the formal grievance procedure described in this document shall be followed. The member of the Board of Directors against whom the complaint has been made shall recuse himself/herself from this review, except when asked by the Board of Directors about the incident as part of the information gathering phase.

Regarding the Conduct of a Parent or Swim Official - Contact a Head Coach or any member of the Board of Directors.

- Should a parent or swimmer feel another FAST parent's or a swim official's conduct is inappropriate or violates the FAST Code of Conduct or FAST policies and procedures, he/she shall notify a Head Coach or any member of the Board of Directors in writing. Board members must inform parents and/or swimmers that they will not be able to remain anonymous. The written complaint shall be shared, reviewed, and discussed by the full Board of Directors, including the Board's coaching representative, and the formal grievance procedure described in this document shall be followed.

Note: With the exception of issues that immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session.

HOW GRIEVANCES WILL BE HANDLED

The Board of Directors has the authority to impose penalties for infractions of the FAST Athlete, Parent, Board Member, and Coach Codes of Conduct, FAST policies and procedures, or any behavior(s) they deem not conducive to the best interests of FAST. Consequences are at the sole discretion of the Coaches and/or Board of Directors and may include, but are not limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from team activities, and expulsion. Involved parties will be informed of the grievance procedure 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 swimmer, parent, coach, swim official, or member of the Board of Directors violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policies, or local laws.

1. Gathering Information: After discussion by the Board of Directors, 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, after discussion by the Board of Directors, other witnesses may be contacted for more information.
2. Assessing Behavior: The behavior of the person(s) against whom the grievance was brought will be assessed using the FAST Code of Conduct, FAST policies and procedures, facility rules, USA Swimming Code of Conduct, USA Swimming's SafeSport Program, and applicable local and state laws.
3. Resolution can include, if agreed upon by all parties, discussion between the swimmer, coach(es), and/or parents and/or board members. Consequences may be given and disciplinary action will be taken, if appropriate. The resolution, 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

OTHER ISSUES - WHERE TO REPORT

For issues dealing with known or suspected child abuse, please contact your local police department.

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 SafeSport: safesport@usaswimming.org or <https://fs22.formsite.com/usaswimming/form10/index.html>