



SWIM FAST MAKE WAVES

THE SANFORD-SPRINGVALE TITANS SWIM TEAM

2020 – 2021 FALL / WINTER SEASON BEGINS SEPTEMBER 21ST.

REGISTER TODAY!

OUR MISSION

The Sanford-Springvale YMCA Titans Swim Team will create a culture of pride and excellence by:

1. Creating a positive, fun, and team-oriented environment
2. Focusing on education of swimming techniques and fundamentals
3. Developing team success at all levels of competition
4. Maintaining a high level of training and athlete development

ABOUT THE TEAM

The Titans Swim Team is The Sanford-Springvale YMCA's year-round competitive swimming program. We welcome children ages 6-18 who are interested in challenging themselves in the areas of mental and physical training and are dedicated to the Olympic Sport of Competitive Swimming.

Our swim team trains in the Sanford-Springvale YMCA 25-yard, 6 lane pool and competes throughout the state of Maine in 2 different seasons: Winter and Summer. Our Winter Season (September to March) competes in 25-yard short course pools, while our Summer Season (May – July) gives swimmers the opportunity to compete in 50-meter long course pools in addition to short course meets. We understand that some families are unable to make the year-round commitment to our Swim Team program, which is why we hold separate registrations for each season. However, we strongly encourage swimmers to participate throughout the year to help improve their techniques and times.

USA SWIMMING

The Sanford-Springvale YMCA Titans Swim Team is a member of the USA Swimming, the national governing body for swimming in the United States, and does participate in USA sanctioned meets throughout the year. Titans swimmers have the option of becoming a USA swimmer for an additional fee. Since there are often minimum entry fees associated with USA meets, participation is optional.

PRACTICE GROUPS

Due to COVID-19 we are limited on the number of swimmers we can have in the pool at a time. Therefore, it is important that each swimmer sign up for their appropriate swim level. All practice group changes are subject to coaches' discretion. The following guidelines are to help your swimmer know what they must be able to do to move up.

White Group: \$335 (meet 3 times a week)

Streamline on front and back. 25 freestyle with rotary breathing and 25 backstroke, without grabbing the wall/lane line. Rudimentary knowledge of breaststroke and butterfly. Dives off the side and jumps from the blocks. Can tread water for 90 seconds. Shows respect to coaches by paying attention to them in between sets, and tries to complete every set.

Blue Group: \$395 (meets 4 times a week)

100 freestyle, 100 backstroke, 25 legal breaststroke, and 25 legal butterfly. Dives off the block. Proficient open turns. Completes or tried to complete every set. Shows respect to coaches by paying attention to them between sets.

Junior Group: \$495 (meets 5 times a week)

200 freestyle, 200 backstroke, 100 breaststroke, 100 individual medley and 50 butterfly. Proficient breathing on all strokes. Proficient flip turns. Completes or tried to complete every set. Shows respect to coaches by paying attention to them between sets. Tries to attend most meets.

Senior Group: \$535 (meets 6 times a week)

1000 freestyle, 200 backstroke, 200 breaststroke, 100 butterfly and 200 individual medley. Tries to make it to every practice. Completes or tries to complete all swim sets. Tries to attend most meets. Assists with younger practice groups.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Senior A (Morning)	6:00-6:50am	6:00-6:50am	6:00-6:50am	6:00-6:50am	6:00-6:50am	11:00-11:50am
Senior B (Afternoon)	4:00-4:50pm	4:00-4:50pm	4:00-4:50pm	4:00-4:50pm	4:00-4:50pm	1:00-1:50pm
Juniors (Afternoon)	3:00-3:50pm	3:00-3:50pm	3:00-3:50pm	3:00-3:50pm	3:00-3:50pm	No Scheduled Practice
Blue (Afternoon)	6:00-6:50pm	No Scheduled Practice	6:00-6:50pm	No Scheduled Practice	5:00-5:50pm	3:00-3:50pm
White A (Afternoon)	5:00-5:50pm	No Scheduled Practice	5:00-5:50pm	No Scheduled Practice	No Scheduled Practice	12:00-12:50pm
White B (Afternoon)	No Scheduled Practice	5:00-5:50pm	No Scheduled Practice	5:00-5:50pm	No Scheduled Practice	2:00-2:50pm

Focus: All groups will focus on technique and aerobic development. There are no meet competitions currently scheduled. We will be working with other local teams to look for ways to have the athletes compete.

Cancellation and refund policy: Program fees are expected to be paid in full prior to the start of the program unless a payment plan agreement has been filled out. The Sanford-Springvale YMCA program fees are non-transferable and non-refundable. We reserve the right to cancel, reschedule, or combine practice groups. Space is limited in the practice groups; three unexcused absences may result in the forfeit of your swimming slot. In this case, no make-ups will be provided and there will not be a credit/refund option. Any changes to the practice schedule, including cancellations, you will be notified via email. We will make every effort to give as much advanced warning as possible. Additionally, no refund or credit will be issued for individual practices missed and make-ups will not be an option.



THE SANFORD-SPRINGVALE YMCA SWIM TEAM REOPENING PLAN

August 2020

To our Wonderful SYT Family,

Thank you so much for your patience as we find a way to safely bring out beloved Titans Swim Team back. As we have navigated through reopening our Y facility, we continue to put the needs, health and safety of our staff and members at the forefront of our decision making process. **As we prepare, we want to make you aware of our required changes so that you and your swimmer will know what to expect when they come home to our Y for swim practice.**

I want to thank all the swimmers and families who participated in our summer swim camp. It was because of the success of camp and the swimmer following all our new rules and guidelines that we are able to offer a Titans Swim Team this fall.

We are being respectful of the Maine Department of Economic & Community Development's Recommendations of Gyms and Exercise Facilities in these guidelines and plan to start practices on Monday, September 21st. Please note that adjustments will be made as the DECD makes any changes and revisions. We will share these changes with you as soon as we can.

Before we begin practices, it is important for you to carefully read our swim team reopening plan with your swimmer to help us keep your swimmer, our staff and other members safe. The health and safety of everyone in our Y Family is our number one priority, and we can't do it without you! Swimmers must be registered for the Winter season and have an active SSYMCA membership before coming to practice.

We are being required to ask members entering the facility to complete a Screening Questionnaire with our Welcome Center. To align social distancing guidelines, we will have a **capacity limit for each practice time.**

If you have any questions or concerns, feel free to email me at afair@sanfordymca.org

Please know how much we have missed all of you being here with us. We are getting everything ready for your return and are so thrilled to have our Y Family together again. We can't wait to see you!

Alexis Fair, Aquatics Director

WHAT TO DO FOR SWIM TEAM PRACTICE

Swimmer Check-In

- If you arrive at the Y early, your swimmer must stay in your vehicle until 5 minutes before practice. Swimmers will be allowed to enter the pool no earlier than 5 minutes before their practice time.
- Swimmers will enter through the Southern Maine Health Care Sports Performance Center Doors.
- At this time, parents/guardians will not be allowed to enter the building for swim practice.
- **For the safety of our staff and swimmers, swimmers must wear a face covering when entering our building.** Face coverings are only to be removed during swim practice.
- All must wash or sanitize their hands upon entry. Hand sanitizers will be available throughout the building.
- **COVID-19 Screening:** When arriving, your swimmer will be asked health-related questions and their temperature will be taken. If it is 100.4°F, they will not be allowed in the YMCA.
- Swimmers are required to stay home if they are feeling sick.
- **If a swimmer is experiencing any signs and symptoms of COVID-19, they must inform Coach Collin and Alexis Fair immediately.**
- Swimmers are to come in their suits and leave in their suits. Locker Rooms will be unavailable for changing until further notice. **The restrooms in the lobby are not to be used for changing.**
- **Swimmers must bring their own full water bottle and towel.** The water fountains will be unavailable until further notice.

During Practice

- **Locker Rooms, bleachers, and chairs will not be available.** The pool deck has designated areas with laundry baskets for swimmers to keep their personal stuff in. Staff are not allowed to handle any of a swimmer's belongings.
- Swimmers must use the restroom in the lobby. Locker Rooms will be unavailable.
- Physical distancing must be maintained to the extent possible in the pool, and on the pool deck.
- **Per regulations up to 3 swimmers will be allowed per lane at a time.** Because of this it is important all swimmers pay attention to the distancing measures the coaches and swim staff have implemented in each lane.
- Any equipment used by swimmers or coaches must be placed in the used equipment tubs after their swim.
- **Swimmers will be required to adhere to all posted signage regarding distancing and sanitation. Those who do not follow these guidelines will be asked to leave the Y.**

After Practice

- Swimmers will be unable to rinse off after their swim because the locker rooms are closed.
- Swimmers will leave the pool deck through the emergency doors and leave the YMCA through the Southern Maine Health Care Performance Center Doors to the parking lot.
- **Swimmers must leave the Y no later than the designated end time of their practice,** giving staff enough time to clean before the next group enters. No exceptions will be made due to our strict cleaning schedule.



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We welcome all returning swimmers as well as any new swimmers looking to join a team! New swimmers will need to be assessed by the Swim Team Staff in order to be placed in the proper level prior to registration.

To be a part of The Sanford-Springvale Titans Swim Team, every swimmer must currently have a Sanford-Springvale YMCA membership.

The Swim Team program fee is required to be paid in full at the time of registration. For interested swim families, we do offer the option of a monthly electronic scheduled draft payment every month on the 15th (September – December 2020). Financial Assistance is available to those who qualify.

NOTE: The YMCA is a non-profit organization. In the event that the participant quits the program, no refunds will be granted for money paid.

2020-2021 FALL / WINTER PROGRAM INFORMATION

☐ New Swimmer

☐ Returning Swimmer

☐ Transferring Swimmer

PRACTICE GROUP

☐ Senior A

☐ Senior B

☐ Junior

☐ Blue

☐ White A

☐ White B

SWIMMER'S INFORMATION (ALL FIELDS REQUIRED)

First Name _____ Middle Name _____ Last Name _____

Swimmer's Nick Name (if any) _____ Gender: ☐ M ☐ F ☐ U

Date of Birth ____ / ____ / ____ Age _____ Expected High School Graduation Year _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Email _____

School Attending _____ Grade Entering _____

T-Shirt Size: Youth: ☐ S ☐ M ☐ L Adult: ☐ S ☐ M ☐ L ☐ XL

Swim Suit Size: (20 – 38) _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian _____

Work Phone _____ Cell Phone _____ Email _____

Name & Address of Employer _____

Parent/Guardian _____

Work Phone _____ Cell Phone _____ Email _____

Name & Address of Employer _____

EMERGENCY CONTACTS

First Name _____ Last Name _____

Relationship to Child _____ Phone _____

First Name _____ Last Name _____

Relationship to Child _____ Phone _____

MEDICAL INFORMATION

Your child's safety is our #1 priority. Please provide as much detailed information as possible regarding special needs and medication.

Has participant been previously hospitalized?

☐ Yes

☐ No

If yes, please describe _____

Please describe any medical or emotional illness or disorder that could affect the child's ability to participate safely:

Is the participant allergic to: ☐ Medications ☐ Food ☐ None ☐ Other _____

If yes, please explain & note if any medication is needed:

Does the participant have: ☐ Asthma ☐ Diabetes ☐ Seizures ☐ None ☐ Other _____

If yes, please explain & note if any medication is needed:

DOCTOR'S CONTACT INFORMATION

Physician's Name _____ Office Phone Number _____

Address _____

BECOME A VOLUNTEER!

Parent/Guardian volunteers are an integral part to a successful swim season. Please check off the areas that you are interested in volunteering for:

☐ Timer

☐ Official

☐ Concessions

☐ Other _____

PHOTO/VIDEO RELEASE

I approve the use of my child's photo or video for Sanford-Springvale YMCA marketing purposes. I understand that my child's name will not be included without additional parent/guardian consent.

☐ Yes

☐ No

Parent/Guardian Initials _____

MEET FEES

Meet Fees are an additional cost and vary, depending on the event. Fees will be automatically applied to your swimmer's account when he/she signs up for a meet and must be paid prior to the event. For your convenience, we can automatically draft your payment when the meet fee is applied to your account. Would you like us to draft the meet fees with the card on file?

☐ Yes, please automatically deduct the meet fees from the card on file. (Highly recommended)

☐ No, I will come in and pay prior to the meet. (Unpaid fees may result in suspended services)

AGREEMENT

I have read the Cover Letter, Re-opening Plan, Payment Plan Agreement, Swimmer Code of Conduct, TeamUnify Information, Communications Policy and Photo/Video Release, and fully understand them, and sign the Agreement, personally and on behalf of my swimmer.

Parent/Guardian must sign if individual is under the age of 18 years.

Swimmer's Name _____

Parent/Guardian Name _____

Parent/Guardian's Signature _____ Date _____



Titans Swim Team 2020-2021 Payment Plan Agreement



Swimmers Name:

☐ **This swimmer is eligible for a scholarship for the Y or the multi sibling benefit of 5%.**

All payments are to be automatically debited form an account.

<input type="checkbox"/> Monthly Scheduled Payments	Monthly Fees Per Group	<input type="checkbox"/> I give the Sanford-Springvale YMCA permission to use my account (checking savings credit card) on file with the last four digits of _____ to automatically pay and all of my swim camp fees.
<input type="checkbox"/> Registration Date	<input type="checkbox"/> White: \$67.00	
<input type="checkbox"/> September 15th	<input type="checkbox"/> Blue: \$79.00	
<input type="checkbox"/> October 15th	<input type="checkbox"/> Junior: \$99.00	
<input type="checkbox"/> November 15th	<input type="checkbox"/> Senior: \$107.00	
<input type="checkbox"/> December 15th		
Dates that have passed are due upfront.		IF YOUR ACCOUNT IS NOT ON FILE, PLEASE FILL OUT THE BOTTOM OF THIS FORM.

Please advise, registration for any membership, other Y programs and/or Titans seasons may be denied if there is a balance on your account that is past due.

I authorize my bank to honor preauthorized Electronic Funds Transfers (or credit card charges) against my account for (membership/program/contribution) payments as indicated below. When the bank honors EFT (or credit card) by charging my account, such transfer shall constitute notice of payment due and my receipt of payment. Should any preauthorized EFT (or credit card charge) not be honored by said bank when received by them, then it is understood that the payment is to be made by me in the amount of said payment plus service charges. It is further understood that if such payment is not honored by the bank (or credit card institution), then the YMCA, at its discretion, may resubmit the amount due for payment on a future date.

Circle all that Apply	Checking	Savings (statement not passbook)	Credit/Debit Card
Bank Name			
Name on Account/Card			
Account Number		Transit/Routing Number	
Credit Card Type:	Visa	Master Card	Discover American Express
Credit Card Number		Exp Date:	
Draft Day	15th		
Signature of Account Holder		Date:	

I, _____ hereby consent to the above mentioned payment agreement. Should I have difficulty meeting the dates as mentioned in said agreement, it is my responsibility to notify the Sanford-Springvale YMCA. I also accept full responsibility for any payments that are returned for ANY reason along with any additional returned payment fees should there be any fees associated with the return payment.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Director's Signature: _____ Date: _____

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Sanford – Springvale YMCA

1 Emile Levasseur Dr., P.O. Box 249 Sanford, ME 04073

207-324-4942

www.sanfordymca.org

Minor Participant Waiver, Release, Indemnification of All Claims & Covenant Not to Sue

NOTICE: THIS IS A LEGALLY BINDING AGREEMENT. Read this document carefully and in entirety. By signing this agreement, you give up your right and the named minor's right to bring a court action to recover compensation or obtain any other remedy for any personal injury or property damage however caused arising out of the named minor's participation in Sanford-Springvale YMCA Programs, now or any time in the future.

Acknowledgment of Risk

I, in my legal capacity as the parent/guardian of the minor named below, do hereby acknowledge and agree that participation in Titan's Swimming activities comes with inherent risks. I have full knowledge and understanding of the inherent risks associated with Titan's Swimming participation, including but in no way limited to: (1) slips, trips, and falls, (2) aquatic injuries, (3) athletic injuries, and (4) illness, including exposure to and infection with viruses or bacteria. I further acknowledge that the preceding list is not inclusive of all possible risks associated with Titan's Swimming participation and that said list in no way limits the operation of this Agreement.

Coronavirus / COVID-19 Warning & Disclaimer

Coronavirus, COVID-19 is an **extremely contagious** virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a mean to prevent the spread of the virus. **COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in Titans Swimming programs or accessing the Sanford-Springvale YMCA facilities could increase the risk of contracting COVID-19.** Sanford-Springvale YMCA in no way warrants that COVID-19 infection will not occur through participation in Titans Swimming programs or accessing the Sanford-Springvale YMCA facilities.

_____ Initial

Waiver, Release, Indemnification & Covenant Not to Sue

In consideration of _____'s participation in Sanford-Springvale YMCA Titan's Swimming, I, _____, the parent/guardian of the minor named above, agree to release and on behalf of myself and the minor named above, my heirs, representatives, executors, administrators, and assigns, HEREBY DO RELEASE Sanford-Springvale YMCA, its officers, directors, employees, volunteers, agents, representatives and insurers ("Releases") from any causes of action, claims, or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which I, the named minor, my heirs, representatives, executors, administrators and assigns may have, now or in the future, against Sanford-Springvale YMCA on account of personal injury, property damage, death or accident of any kind, arising out of or in any way related to the use of Sanford-Springvale YMCA facilities/equipment or participation in Sanford-Springvale YMCA programs whether that participation is supervised or unsupervised, however the injury or damage occurs, including, but not limited to the negligence of Releases.

In consideration of the named minor's participation in Titan's Swimming, I, the undersigned parent/guardian of the named minor, agree to INDEMNIFY AND HOLD _____ Initial HARMLESS Releases from any and all causes of action, claims, demands, losses, or costs of any nature whatsoever arising out of or in any way related to the named minor's Titan's Swimming participation.

I hereby certify on behalf of myself and the named minor that I have full knowledge of the nature and extent of the risks inherent in Titan's Swimming participation and that I, on behalf of myself and the named minor, am voluntarily assuming said risks. I understand that I and the named minor will be solely responsible for any loss or damage, including personal injury, property damage, or death, the named minor sustains while participating in Titan's Swimming and that by signing this agreement I, on behalf of myself and the named minor, HEREBY RELEASE Releases of all liability for such loss, damage, or death. I further certify that the named minor is in good health and has no conditions or impairments which would preclude his/her safe participation in Titan's Swimming.

I further certify that my date of birth is _____ (MM/DD/YYYY), that my present age is _____, that I am therefore of lawful age (18 years or older) and otherwise legally competent to sign this agreement, and that I have legal capacity to act as the parent/guardian of the named minor. I further understand that the terms of this agreement are legally binding and certify that I am signing this agreement, after having carefully read it, of my own free will.

Participant Name (Print Clearly)

Date

Parent/Guardian Signature

Parent/Guardian Name (Print Clearly)



SANFORD-SPRINGVALE YMCA

Titan's Swimmer Code of Conduct

As a member of the SSYMCA Titans, I understand that it's my responsibility to be an active and positive member of the team. The guidelines below help identify mostly behaviors to strive for and others to refrain from. By signing below, I state that I have read, understand and accept this code of conduct.

1. Team members will refrain from any illegal or inappropriate behavior that would detract from a positive image of the SSYMCA Titans, Maine Swimming, USA Swimming, or be detrimental to its performance objectives.
 - Remember as a Titan swimmer, you represent all Titans. Be polite, considerate and respectful of others while in the YMCA facility including the lobby and locker rooms.
 - YMCA locker rooms are for changing, showering and using the restroom only. No extra time should be spent in the locker rooms. All personal belongings must be placed in a locker. No food or drink is allowed. Be respectful of Y members when using the facilities. Treat the facility and equipment with respect and care.
 - When entering the pool at the shallow end, everyone must sit and slide – no jumping.
 - Always respect personal boundaries and safety to keeping your hands to yourself.
2. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, the front desk staff, fellow competitors and the public.
3. Team members will act in a positive manner and lift up their teammates with positive words of encouragement, cheering and respect.
4. Team members will respect the program and its objectives by being on time to practices, warm-ups, meets, meetings, and events to the best of their ability.
5. Team members will be active participants in all practices, warm-ups, meets, meetings, and events held by the team or at which the team attends.
6. Team members will listen to their coaches and make their best efforts at every practice, warm-up or meet.
 - Each swimmer will focus on his/her own personal progress and not compare him/herself to others.
7. Team members will be supportive of each other's abilities and encourage camaraderie and mutual respect among swimmers and coaches.
8. Team members will refrain from any behavior deemed to be discourteous, dishonest, disrespectful or offensive to others. We have zero tolerance for bullying behavior.
9. The coaching staff and Sanford-Springvale YMCA administration will hold the final say on rules or disciplinary action.
10. Any additional guidelines for the team will be established as needed by the head coach.

Printed Name _____

Swimmer

Signature: _____

Swimmer

Date: _____

Signature: _____

Parent/Guardian

Date: _____

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SANFORD-SPRINGVALE YMCA

TITANS PHOTOGRAPHY CONSENT FORM

The SSYMCA Titans may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club required parental consent to take and use photographs.

Parents have a right to refuse agreement to their child being photographed.

As the parent/guardian of _____ I allow the following:
Swimmers Printed Name

Take photographs to use on the club's secure website

☐ Consent Given ☐ Consent Refused

Take photographs to include with newspaper articles

☐ Consent Given ☐ Consent Refused

Take photographs to use on club notice boards

☐ Consent Given ☐ Consent Refused

Take photographs to use for marketing purposes

☐ Consent Given ☐ Consent Refused

Take videos/film for training purposes only

☐ Consent Given ☐ Consent Refused

Parent/Guardian Name (Printed) _____

Parent/Guardian's Signature _____ Date _____



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SANFORD-SPRINGVALE YMCA

TITANS PHOTO VIDEO POLICY

PURPOSE

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

POLICIES

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions ("publication") will only be done with parents' consent per the attached form.
2. A parent or guardian has a right of refusal to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow.

In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

All photographs will observe generally accepted standards of decency in particular:

- Action shots will be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots will not be taken or retained where the photograph reveals a torn or displaced swimsuit.
- Photographs will not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs will not be taken in locker-rooms or bathrooms.



SANFORD-SPRINGVALE YMCA

Titans Electronic Communication Policy

PURPOSE

The Sanford-Springvale YMCA Titan's Swim Team recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the Y acknowledges the value of these methods of communication, we also realize that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection. For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems
- inappropriate or sexually explicit pictures
- Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the board, or other athletes?"

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **T**ransparent, **A**ccessible and **P**rofessional.

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

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

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes will be appropriate.

FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

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

Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

TWITTER

Best Practice: Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to "direct message" each other through Twitter.

Alternative Option: Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to "direct message" each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from am until 8pm. Texting only shall 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 8am and 8pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

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

By signing below, I state that I have read, understand, and accept this electronic communications policy.

Printed Name _____

Swimmer

Signature: _____

Swimmer

Date: _____

Signature: _____

Parent/Guardian

Date: _____



SANFORD-SPRINGVALE YMCA

Titan's TeamUnify Information

TeamUnify Account

During the registration process, you will be asked to provide your email address which will be used as your username for our team website. Creating your account is easy; on the TeamUnify homepage go to start registration. Once registered your password and instructions for accessing your account will be sent via email (returning members use their existing account).

In order to add your swimmer(s), we will need their legal first and last name (no abbreviations or nicknames), also their middle initial and date of birth. This will help us ensure accurate swim meet entries and the availability of your swimmers results.

www.teamunify.com/ymca-2549

Also optional USA Swimming registration requires an ID# that is derived from certain characters of each swimmers name and birth date (ID's are considered private information to be used only for USA Swimming registration and official team business).

Your primary email address will become the main point of contact for important notifications about team events and updates throughout the season. If you find that you are not receiving team emails, please let us know immediately.

Secondary email addresses can be added as needed to allow other family members to also receive team notifications.

Parent OnDeck App

Parents have the option of installing the free OnDeck app on their smartphones. This app is integrated into the team's online data base and will allow you to download your swimmers times, meet info and team news to your device. Visit the TeamUnify website for details and download links.

Team Communication

Parents are encouraged to use TeamUnify for communications. Team notifications will typically answer common questions about specific events as they come up. If you have specific questions you can email the Titan's head coach Collin Chamberlain @ swimmoose97@gmail.com or the SSYMCA Aquatics Director Alexis Fair @ afair@sanfordymca.org.