

# **HASTINGS**

# **AREA**

# **SWIM TEAM**

## **HANDBOOK FOR PARENTS**



“We build skills for swimming, winning, and life.”

## **WELCOME, BACKGROUND & MISSION OF HAST - HASTINGS AREA SWIM TEAM**

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## **WELCOME**

Welcome to Hastings Area Swim Team (HAST). We are a parent owned, coach directed, club that has been in existence since 1970. We are proud of the growth in HAST since its inception and the success of HAST swimmers both in improving swimming and life skills, and in competition. As a parent or guardian of a HAST swimmer you are a voting member of HAST and we are pleased to have you and your swimmer/s as members of our team. This handbook is designed to provide you with an array of information about HAST. It describes the swimming program, how competition is organized, and HAST's incentives for swimmers. The background of HAST's coaching staff is included, and the handbook describes how HAST is organized. Information about HAST's dues and fees, policies and procedures, and methods of communication are included.

## **BACKGROUND OF HAST**

Hastings Area Swim Team is a non-profit, competitive swim organization providing equal opportunity for boys and girls of all swim abilities. It was formed in 1970 as an affiliate of the American Athletic Union. HAST is a member of Minnesota Swimming Inc. (MSI), the local chapter of United States Swimming (USA). The rules of competition, swim meet fees, swimmer insurance and coach certification are established by USA and Minnesota Swimming Inc. As a member of HAST, your swimmer is a registered USA member. Swimmers range from six years to college age, and ability levels range from novice to national rank.

## **MISSION OF HASTINGS AREA SWIM TEAM**

The mission of the Hastings Area Swim Team is to build technical skills in swimming; to build skills for competition, promoting good sportsmanship; and to build skills for life, encouraging cooperation and team spirit among members while providing a safe, healthy and positive environment for athletes.

## **HASTINGS AREA SWIM TEAM PHILOSOPHY AND EXPECTATIONS**

HAST swim practices prepare swimmers to compete at their level of competition. HAST encourages swimmers to compete at the highest level meets they are qualified to attend. HAST will prepare a plan each season to help swimmers reach their peak performances at the championship meets at the end of the season (MAC/Bronze Finals, MRCs, State, Zones, and National meets). Swimmers and their families are encouraged to view these meets as a priority.

To prepare for competition at swim practices, HAST swimmers are expected to:

- Be prompt
- Be respectful
- Listen and follow directions
- Focus on the task
- Leave each practice with a sense of accomplishment
- Display good habits
- Work hard on improving technique and fitness level
- Be self-disciplined
- Cooperate and work together

HAST's priority is to develop well behaved, hard-working athletes. HAST's philosophy is that a strong work ethic and discipline are life skills that will benefit participants in the sport of swimming and other areas of the athletes lives (church, school, family, and work). Swimming is a sport where "you get what you work for." HAST provides practice opportunities and an environment for each swimmer to develop to their full potential. The coaching staff is responsible for providing a safe, well-supervised practice session on a daily basis so swimmers can succeed.

# **HAST SWIMMING PROGRAM**

## **The Sport of Swimming**

Swimming is both an individual and team sport. A swimmer will compete to improve his or her times, but also to gain points for the whole team. At HAST, the focus is on building both strong swimmers and a strong team. A strong team benefits the swimmer because he or she sees and learns from other swimmers in action. The reverse is also true. If there are many strong swimmers, there will be a strong team. While this may sound too simple, this philosophy places great emphasis on the swimmer as a team member. HAST chooses to treat all swimmers with equal care, whether they are national champions or struggling novices. Attributes such as self-discipline, courage, fair play and teamwork are regarded as important as winning a first place in competition.

## **Two-Season Sport**

Swimming is unlike many other sports in that it has two seasons, the summer or long course season, and the winter or short course season. During the spring and summer months (April through August), swimmers may swim outside in a metered pool called a long course pool. During the winter months (September through March), swimmers compete indoors in yard marked pools. State, zone and national meets allow swimmers to qualify to compete using either short course or long course times. The long course time standards are several seconds higher than short course standards because of the difference in the length of metered and yard pools.

Each season has a flavor and excitement of its own. Diving into an outdoor metered pool early on a summer morning is an experience kids never forget. Carrying a sleeping bag, swimming gear and a cooler full of food through a freezing parking lot on an early January morning also presents a memorable challenge for both swimmer and parent. While swimmers may swim one season rather than two, most swim year round. This presents a year round commitment to swimming by the family of the swimmer. Often, a swimmer “grows” into swimming both seasons as he or she becomes more proficient in the sport.

## **The Structure of Competition**

The highest form of competition in swimming is international competition, such as the Olympics. United States Swimming (USA) is the organization which sponsors national competition in the United States. There are other groups that sponsor swimming such as community education, YMCA's and school districts. However, USA Swimming is the only organization, structured into clubs, which sponsors swimmers from beginning levels to international competition. HAST is a club member of USA and pays annual dues to both USA and the Minnesota affiliate, Minnesota Swimming Inc. Many older HAST swimmers compete in high school during the high school season, but return to HAST for the rest of the school year to train and compete year round. Since swimming is a year round sport, organized into a club, it demands a full time coach.

## **The Swimmer at Practice**

There are many skill levels in swimming competitions. The new swimmer as well as the advanced swimmer has opportunities to excel in the sport. In Minnesota, there are progressive levels of competition: Pre Bronze or NT (no times) swimmers, Bronze level swimmers, Silver and Gold level swimmers, State Champ Swimmers, Zone Swimmers, Speedo Champions Series, Junior National Swimmers, and National Swimmers. When a new swimmer comes to HAST he or she usually has “Bronze” or NT (no times). They initially attend Conference Pre Bronze/Bronze meets to establish times. As the swimmer progresses, he or she will most likely achieve several Bronze &/or Silver times. This may take two months or several seasons. Once the swimmer is proficient enough, he or she will be invited to a weekend swim meets. Swimmers are swimming against the clock, and trying to do the correct swimming skills, they are not necessarily racing against each other.

Swimmers compete against swimmers their own age and gender. The age groups are: 8 years and under, 9-10 year olds, 11-12 year olds, 13-14 year olds, 15-16 year olds, 17-18 year olds and Senior. Some meets have open events available to swimmers of any age. Senior meets are open to swimmers of any age who can achieve the time standards for entry.

### **HAST's Competitive Swimming Program**

The purpose of HAST's competitive swim program is to provide school-age children an opportunity to participate in a local United States Swimming program. HAST provides practice/training sessions appropriate to each child's needs. HAST teaches the four competitive swim strokes to all swimmers. These strokes are the freestyle, the backstroke, the breaststroke, and the butterfly. HAST hosts 6-8, USA sanctioned swim meets throughout the year. These meets are for swimmers of all ability levels (NT, Pre-Bronze, Bronze, Silver, Gold, CHAMP and above).

HAST has progressive practice groups based on age, experience and level of commitment. The HAST coaching staff places swimmers in the proper practice group.

HAST is a year round program broken into two seasons. Practices for the fall/winter short course season are held in the afternoon or early evening. Practices for the spring/ summer long course season are held in both early morning and late afternoon.

***IMPORTANT NOTE: Practice times are posted on the website two weeks to a month ahead of time. The letters N(Novice), AG (Age Group), PS (Pre Senior), and S (Senior) denote the practice times for each group. Practice times may change depending on pool availability, so check the calendar on the HAST website daily.***

### **Practice Procedures**

1. The coach and swimmer are working together to improve skills. The coach is the partner that guides the individual swimmers.
2. The swimmer should be prompt at practice. If a swimmer arrives at the pool too early, he or she may disturb the swimmers in the pool.
3. The swimmer should come prepared with goggles, racing suit, swim cap and towel.
4. Parents may watch your swimmer practice and visit with other parents. Please be considerate of the swimmers and coach on deck.
5. The coaches are very busy with swimmers during practice. Their job is to pay full attention to the swimmers. **PLEASE DO NOT TALK TO THE COACHES DURING PRACTICE.** The coaches are available to speak with you after practice and during the day and/or evening by phone.
6. If a swimmer can't make a scheduled practice, arrangements can be made by email or phone with the coach prior to practice. Please don't send swimmers to another time slot without first arranging it with the head coach.
7. Ask your swimmer about practice sessions. This shows your interest in the swimmer and his or her activities. If a child has a complaint, please feel free to call the coach and discuss your concerns. (Please refer to our communication policy on pages 15/16 of this handbook.)

John Leonard, a nationally recognized swim club expert, compared swim coaches to substitute teachers. It takes a child time to have rapport with the swim coach, and to be comfortable on the team. If your child doesn't love swimming and the coach immediately, recognize that as a part of the learning process.

## **SWIMMING MEETS**

### **Preparing For Swim Meets**

The purpose of training and practice is to prepare for swim meet competition. Younger children and new swimmers are often frightened at the prospect of competing. In Minnesota, meets for new swimmers are arranged to be as non-threatening as possible. If your child is just beginning to swim, don't push him or her to attend a meet. Only after a reasonable time should the swimmer be encouraged to compete. Trust that the HAST coaches have properly evaluated your swimmer and know when they are ready to compete and in which events they are ready to compete in. Valuable lessons are learned in competition such as poise, sportsmanship, and team pride. HAST is not designed as an exercise program for children. There is a definite element of competition built into HAST.

Competition gives practice a purpose, therefore experienced swimmers must continue to compete. Competing is an opportunity to improve times, and become more focused. Parents have the choice of which meets to attend. If a parent or guardian is unable to provide transportation to a swim meet, please contact the coach for car pool or ride options. 2-4 weeks before a scheduled swim meet, we will post a meet preview to the HAST website. In addition, an email will be sent to the email you have listed on your HAST website account.

***IMPORTANT NOTE: You will be sent an invite via email (from Active) if your child qualifies and is invited to swim in a meet. You will be able to view this invitation in your Active Swim Portal online. If you do not respond to the invitation online, it is assumed that you want to attend the meet. The coach sends in entries for all swimmers who do not cancel/decline in the Active Swim Portal online. You will be responsible for meet fees whether your child swims or not.***

The week of the meet, the coach will email out meet information. The e-mail lists the event numbers your child will swim, address of the meet, the approximate time of warm-ups, and the cost of the meet. It will also note if your child is on a relay team. These sort of updates will also be listed online under the 'Meets' tab.

### **Meet Fees**

Meet fees will be billed to your families HAST account or automatically processed if you have a card on file. You are highly encouraged to pay off your account balance each month. Rates for splashes are determined by MSI and the host team. All meets have a \$3 HAST Admin fee in addition to the host fees. Generally the more skilled the competition, the more expensive the rate/splash.

### **Relays**

Relays are an important part of competitive swimming. Relays can be a source of great team work, or frustration because four swimmers must work together. Coaches determine the composition of the relays based on who has signed up for a particular meet. Relays are not listed on the preview info but on the meet info. If your child is on a HAST relay please make sure your child attends the meet. Three other swimmers are relying on your child. Coaches determine the relays based on "best times" and performance at practice. Please respect the coaches' decisions.

### **Progression of Meets**

Generally, swimmers train all season to compete at the end-of-season meets. For Minnesota Swimming, the final meets of the season require time standards to participate: MAC championships–Bronze times & pre Bronze times, MRC championships – Silver, and Gold, and STATE Championships – CHAMP times. It is important that swimmers attend final meets to see their improvement from the beginning of the season. For example, if a swimmer achieves two "Silver" times (MRC) over the course of the season, he or she should recognize the accomplishment by attending the Minnesota Regional Championships.

Swim practices are geared so swimmers peak performance is at the last meets of the season. Practices are more difficult at the beginning and middle of the season to build up endurance and speed. Towards the end of the season, swimmers begin to taper down the workload and refine racing skills. This process helps swimmers reserve energy for maximum performance at final meets. Swimmers should be conscious of eating healthy foods and getting plenty of sleep during tapering, as well as during the season.

### **Meet Suggestions**

1. Put swimmers to bed at a reasonable hour the night before the meet. Competition is emotionally and physically draining for swimmers.
2. Bring money for food or pack a small cooler with healthy treats.
3. Arrive to warm-ups on time, approx. 15min before the start of warm-ups.
4. Program may be available on MeetMobile (free or at a small cost) or on our Web Site under Meets.
5. Only swimmers are allowed on the pool deck. Try to find a place in the stands.
6. Encourage your child after he or she swims. Leave suggestions and advice to the coach.
7. Be courteous of other people at the meet. Meets are often crowded. You might want to consider giving your place to another parent after your child competes.

### **Disqualification**

Most parents have watched their child be disqualified from a swim event. Swimmers can be discouraged and embarrassed when they are disqualified. A few tears are normal, but swimmers and parents shouldn't allow the incident to ruin the whole meet. Being disqualified can be a valuable lesson and it happens to the best of swimmers.

To avoid disqualification always:

- Start or dive in reaction to the starting horn.
- Freestyle - Feet must touch the wall on freestyle turns.
- Backstroke - Swimmers must be on their backs as they come off all the walls and at the finish.
- Breaststroke and Butterfly - Swimmers must touch each wall with both hands at the same time. Only the proper kick may be used, dolphin kick for butterfly and frog kick for breaststroke. When swimming the butterfly, both arms must move at the same time and recover over the water.
- Refer to the USA Swimming website for further information in the rule book.

### **Uniforms**

The uniform required at any swim meet is the HAST Team Suit (Team Suit is optional for 8 week trial Swimmers) and a team swim cap. Caps with the HAST logo help the coach identify the swimmers so they can follow their progress in the water. To reduce wear and fading of the team suit, it is recommended that swimmers only use team suits at swim meets.

HAST will renew the team suit yearly at the beginning of the Spring/Summer season.

# **State Meet Expectations**

All HAST swimmers are expected to swim the maximum number of events that they have state qualifying times for at the state meet. We want to bring our best relays to represent HAST at the state meet. We expect relay only swimmers to be available for all state relays. If your swimmer does not have state qualifying times, your swimmer needs to be available to swim on a relay if asked to by his/her coach. High school swimmers are expected to return to the club at the end of their high school season to participate with the club at the state meet. If there are conflicts that may hinder participation in the state meet please discuss them with the coach as early in the season as you are able. The state meet is the end result of much hard work, by parents, swimmers and coaches. It is a time to come together as a team and work for a common goal and should always be viewed as a privilege.

## **HAST AWARDS AND INCENTIVES**

HAST has the following incentives to promote good attitudes, year-round participation, and desire to compete at higher levels while remaining a member of HAST:

Top practice attendees in each group receive a gift at the Annual HAST Banquet.

Each HAST State Meet swimmer (individual and relay) receives a HAST State Meet Team T-shirt to wear at the State meet. State meet T-shirts are paid for by the team and are meant to acknowledge the swimmer's hard work.

Swimmers who travel to compete at upper level meets earn the following reduction in their next season dues. MSI reimburses HAST for a portion of National travel costs. No reductions for late starts will be given to these swimmers.

Zones/Sectionals/Speedo	\$50
NCSA Junior Nationals	\$100
USA Junior Nationals/US Open	\$200
Senior Nationals	\$300

**\*If MSI gives more than allotted, we will go by that figure.**

## **Annual Banquet**

The annual banquet will be held after each summer season. The coaches determine swimmers earning the following awards:

- Most Improved
- Hardest Worker
- Spirit Award
- PRIDE Award
- Student of the Sport



## **COACHING STAFF**

### **Chasi May (Head Coach)**

Chasi May is a native of the city of Hastings. She started swimming at the age of 10. While swimming HAST she was a Minnesota State Champion numerous times, a Central Zone Finalist, and Qualified for both Junior and Senior Nationals. At Hastings High School Chasi was captain of both the girls Swimming and Track teams. In both sports she was All-Conference and All State. In swimming she was All-American and was a part of the Hastings Girls team which won State in 1995. Her Senior year, while captain, led the team to finish 2<sup>nd</sup> at State. Chasi graduated from High School in 1997 and went on to attend College at Wright State University in Dayton, Ohio on an athletic scholarship. As a student athlete she participated in swimming 4 years and track 1 year. At Wright State she achieved All- Conference honors 9 times, MVP her junior year and team captain her senior year. Chasi has experience instructing swimming to children of all ages and ability levels. In Ohio she gained experience coaching summer league and HAST 2002-Present. In the Fall, she helps coach the Hastings MS Girls Swim Team. Besides staying busy coaching swimming, she is a wife and mother of three. Hobbies include painting, reading, making shirts, and many other crafts.

### **Kate Reilly (Assistant Coach)**

Kate has recently hung up her suit for good after a successful and memorable 14-year swimming career. She joined HAST in 2005. During her time with HAST, Kate started taking ILTS lessons and moved up through all the practice groups working her way up to compete for HAST at the State, Zones, Speedo and NCSA Junior Nationals. She attended Gustavus Adolphus College, in Saint Peter, Minnesota. Here she swam all 4 years. Her freshman year she won the Female Rookie of the Year Award. During her memorable career at Gustavus Kate broke multiple school records and swam to multiple Top 3 finishes at the MIAC Championships. All 4 years she qualified to compete individually at the NCAA Division III Championship Meet, where she achieved 2 All-American honors. She is thrilled to be coaching the new generation of HAST Swimmers and hopes to help them grow, learn, and of course, love the sport more and more every day.

### **Mariah Ring (Assistant Coach)**

Mariah is a graduate from UW - Eau Claire with a degree in Public History, and a former member of the Blugold Swim Team. She loves the sport of swimming and working with kids of all ages. Mariah swam for 14 years and taught swim lessons for 8 years. Mariah started coaching with HAST in the Spring of 2016. Took a break Winter 2018-2019 and came back part-time after getting acclimated with her new full-time job as the Site Supervisor at The LeDuc Historic Estate in Hastings, MN. She coached with the Eau Claire Marlins Swim Team previously. She is excited to work for HAST, the team where she got her start in swimming! Mariah's goal is to encourage the love of the sport of swimming in young athletes.

### **Kiya Riley (Assistant Coach)**

#### **Junior Coaches**

- Ava McNamara

## **DUES AND FUNDRAISING to reduce dues**

Dues, set annually by the Board of Directors, vary for each level of swimmer and reflect the amount of practice time each swimmer is in the water. The Board is fiscally conservative. Since the renovation of the HMS pool, HAST is charged to use the pool. We also pay for pool time during the summer at HFAC outdoors.

The Board adopted a fundraising plan as a way to keep HAST dues at a reasonable level. HAST families can do as much or as little fundraising as they choose. The fundraising chair will report to the HAST treasurer. Money earned will be applied to your family's HAST account to reduce your dues.

The fundraisers vary from season to season. Each fund-raiser generates a certain percentage of profit. Information on available fund-raisers is distributed each season along with the name of the contact person. You may choose fundraising activities based on your preference.

## **WITHDRAW/EARLY QUIT POLICY-**

HAST will offer a partial refund of dues (\*excluding registration fees) to swimmers withdrawing from the program within 30 days of starting. All withdraw requests must be submitted in writing to Coach Chasi May. The refund due will be calculated by the team treasurer and credited to your HAST account. Any withdraw requests submitted after 30 days will not be eligible for any refund. \*Registration fees not refundable include- meet fees, team fundraising fees and administrative fees. The refund will be prorated at the time the request is sent.

## **TEAM FUNDRAISING**

HAST hosts two Team Fundraisers each year. Each of the fundraisers plays a key role in HAST maintaining a working budget. The fall/winter season fundraiser is our annual Swim A Thon. The Swim A Thon is a great night of fun and team building. We are pleased to offer the Swim A Thon as an online fundraiser on our website and accept donations through PayPal.

Each family will be asked to raise a minimum for the Swim A Thon. Prizes will be offered to encourage swimmers to go above and beyond the minimum required. We will not be collecting a check in advance to cover this minimum as we believe each family understands the need to participate and based on last year's success, we can reach our goals! Please be aware that we will bill any amount that falls short of the minimum to your account should the need arise.

During the spring/summer season we will host our annual Pancake Breakfast. That cost is included in your registration. When you sell tickets, you are reimbursing your cost of the tickets during registration.

## **HAST VOLUNTEER POLICY**

Did you know the best way to support your swimmer and your team is to volunteer? HAST is a parent run organization that depends heavily on parent volunteers. Parent volunteers play key roles amongst the team. When parents become involved in the team, they show through their hard work the kind of commitment they expect from their swimmers.

Swim meets hosted by HAST are by far our largest fundraisers of the year. An average meet has approximately 150+ volunteer positions to fill over the course of a meet weekend. Each family will be required to work a minimum amount of hours over the course of a given season. The hours are determined before the start of the season and disclosed during registration.

We understand that there will be times when you will be asked to work a meet that your swimmer may not be eligible to participate in. Keep in mind at those times it is extremely important to volunteer so that we can provide the same meet experience to all of our swimmers. If you have conflicts with certain dates, there may be other opportunities available for you to fulfill your family's volunteer requirements. Please contact the volunteer coordinator (see HAST website) via email to make arrangements for an alternate volunteer position so that you are able to fulfill your family commitment to HAST.

We will track volunteer hours on the Active Swim Manager portal website each season. Once logged into your family account you will be able to track your hours as each meet is updated. Please check your account often and be sure your volunteer hours are accurate prior to the end of the season. **At the end of the season we will bill any unmet hours at a rate of \$40 per hour.**

Sign-ups for the meets will be available approximately two weeks prior to the event and will close two days prior to the start of the event to ensure time to fill open positions. Positions will be filled on a first come, first serve basis. Parents who have not signed up within two days of the event will be assigned any remaining position for that event, if we have not already been made aware that you are unavailable. A volunteer check-in table will be set up at each event for volunteers to check in. **Please be sure to sign in and out for each meet at the volunteer table so that we can mark you down as fulfilling your family commitment.**

## **HAST PARENT CODE OF CONDUCT**

Membership in HAST requires the following:

- Completion of HAST registration.
- Signing and complying with the terms of the HAST Parent & The Athlete Code of Conduct (to be signed by your swimmer at practice).
- Following the terms and guidelines of the HAST Handbook.
- Payment of all assessed fees. (It is the responsibility of its members to ensure their membership dues are paid each month per the payment schedule on the registration worksheet. The final payment will be due on the 15th day of the last month of each season. HAST offers a 5% discount for all HAST dues paid in full.)
- Credit balances carry forward to the next season.
- Fulfillment of the HAST Volunteer Policy and Team Fundraising requirements as set forth each season. (See policies following)

As a HAST Parent I will:

- Put the well being of the team ahead of my own personal desires.
- Speak positively of our coaches, swimmers and other parents.
- Express my concerns in a positive manner when I have a dispute.
- Resolve conflicts with other parties either privately or through the HAST Board of Directors
- Accept responsibility for my child(ren).
- Make sure my children show respect to other parents, swimmers and the coaches.
- Have my child to practice and meets on time and prepared.
- Our coaches are trained, experienced and certified USA Swimming coaches. It is their responsibility to coach your children. We request you leave the coaching of your child(ren) up to the coaches so you can focus on cheering and supporting your child(ren).

## **State Meet Expectations**

All HAST swimmers are expected to swim the maximum number of events that they have state qualifying times for at the state meet. We want to bring our best relays to represent HAST at the state meet. We expect relay only swimmers to be available for all state relays. If your swimmer does not have state qualifying times, your swimmer needs to be available to swim on a relay if asked to by his/her coach. High school swimmers are expected to return to the club at the end of their high school season to participate with the club at the state meet. If there are conflicts that may hinder participation in the state meet please discuss them with the coach as early in the season as you are able. The state meet is the end result of much hard work, by parents, swimmers and coaches. It is a time to come together as a team and work for a common goal and should always be viewed as a privilege.

## **PHOTO WAIVER**

I grant the Hastings Area Swim Team, its representatives and employees the right to take photographs of my family and my property. I authorize Hastings Area Swim Team, its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that Hastings Area Swim Team may use such photographs of my family with or without name recognition and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

# **HAST ATHLETE CODE OF CONDUCT**

**The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior.**

By signing this code of conduct, I agree to the following statements:

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger 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 attend all team meetings and training sessions, unless I am excused by my 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.

**The purpose of this code is to promote the best possible individual, team, and program responsibility which supports the development of first class citizens at all times.**

## **PART I – GENERAL CODE OF CONDUCT RULES**

1. All participating team members will abide by this code of conduct.
2. All participants will wear designated team suits and apparel(if available) during all competitions.
3. All athletes will participate in all designated championship meets they are qualified for as a member of HAST.
4. Make the most of every training session and competition.
5. Be a proud member of Hastings Area Swim Team.
6. Support my teammates' efforts.
7. Lead by example.
8. Respect and listen to my coaches.
9. Respect the facilities and buildings in which I train or compete.
10. Respect my fellow swimmers and their personal property.
11. Be on time and prepared for practices and meets. Arrive on the pool deck at least 10-15 minutes prior to the start time. Exceptions by written notice will be granted.
12. Refrain from horseplay on the pool deck and in the locker rooms. Swimmers are allowed 15 minutes after practice ends to shower and change.
13. Curfews at team travel events, as a member of Minnesota Swimming, Hastings Area Swim Team or USA Swimming sponsored events and at all related activities will be obeyed. Extension will only be granted by the Head Coach. Curfew is not enforced if the participant is with parents.
14. Male and Female swimmers may not be in each other's room on any team trip unless supervised by designated Club officials.

15. Use of alcoholic beverages, drugs (other than those prescribed by your physician) and smoking are unacceptable at any time.

16. Disrespectful, indiscreet or destructive behavior will not be tolerated. It is the responsibility of each swimmer to make every effort to avoid guilt by association with such activities at any time during the year.

17. All participants and their parents have a responsibility to do their best to ensure that this Code of Conduct is adhered to and to help ensure the safety of these Program participants.

18. Cell phone use is not permitted on the pool deck or in the locker rooms; this includes texting, taking pictures or talking on the phone. Cell phone use should be limited to before or after practice or after swim events have concluded and should be conducted outside of the immediate pool area.

## **PART II- VIOLATION OF THE CODE OF CONDUCT RULES**

At the discretion of the Head Coach any one or all of the following penalties will be applied:

### **With regards General Code Rule 3:**

If your swimmer qualifies as part of the HAST State Team individually or as part of a relay and they cancel out for any unapproved reason, there is a fine of \$50.

### **With regards to Disrespect of person or property:**

**First Offense:** Written or verbal apology to victim or establishment. Notification of parents and board.

**Second Offense:** Swimmer, Coach and parent meet to discuss the conditions of reinstatement into the club after a 2 day suspension.

**Third Offense:** Immediate suspension of swimmer for the remainder of the season.

Any swimmer suspended as a result of a violation of the code of conduct policy will not be allowed to attend or participate in any team activities during the period of their suspension. This includes: practice, meets, fundraisers and social outings/activities. If a swimmer is declared ineligible to compete in an upcoming meet, they are still responsible for any meet entry fees incurred. If the meet cancellation date has not passed, the swimmer will be withdrawn from the meet and no fees will be assessed. If the Swim-a-Thon occurs during the period of their suspension, the swimmer will be required to make up and complete their lengths at a date and time agreed upon with the coaching staff.

### **With regards to Horseplay at practice or meets:**

**First Offense:** Warning, at coaches discretion, the swimmer will be asked to sit on deck or in the bleachers for an extended period of time. Parents will also be notified.

**Second Offense:** Swimmer will be asked to call parents to come and pick them up.

**Third Offense:** Swimmer will not be allowed back into the water until a meeting has taken place with the parents and coaches.

### **With regards to the remainder of the General Code of Conduct Rules as stated above:**

1. Swimmer may be sent home immediately from practice or meet at their own expense and if there is extra expense it will be the swimmer's responsibility.

2. Violation of General Conduct rule 15 will be an automatic fine of \$100.00 for the first time offender, \$300.00 for the second such occurrence and for the third offense a \$500.00 fine. These fines are payable immediately or a suspension is in effect until said fine is paid. All financial penalties will be ratified by the Board of Directors of the Hastings Area Swim Team.

3. Swimmer may be suspended from the team until the swimmer and parents have had a conference with the Head Coach and appropriate disciplinary actions have been implemented. This is automatic with violations of General Conduct rules 14 and/or 15.

4. Violation of General Conduct Code Rules 13,14,15 and/or 16 on team trips will result in the swimmer being suspended from ALL team trips for the remainder of the swim year and/or a specific period determined by the Head Coach.

**I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's board of directors.**

## **HAST ORGANIZATION STRUCTURE**

HAST is a parent owned, coach directed swim club. The head coach is the executive director as well as head coach. The coach-director is responsible for budget development, fiscal management, coordinating all aspects of the swim club, communication and representing HAST to the general public. A seven member Board of Directors, half of whom are elected by the membership annually, oversees policy development, is responsible for the fiscal management of the organization, and supervises the coach/director. Any member of HAST is eligible to seek election to the Board at the annual banquet in August.

## **COMMUNICATION**

Open communication and information sharing is an important aspect of HAST. Several methods of communication exist so you are aware of HAST activities, schedules, your child's progress, and the team's accomplishments.

### **Weekly Splash**

HAST produces a Weekly Splash via email and posted online under the 'Splash' tab that contains the practice schedule, upcoming meet schedule, information about swimmers accomplishments, information about fundraising activities and other important information.

### **Website**

[www.hastswimteam.com](http://www.hastswimteam.com)

You can access information fast and easily on the team website. HAST Programs, Weekly Splash, Calendars, Records & Times, Meets, Fundraisers, Pictures, Staff and Contacts.

### **Bulletin Boards**

There is one bulletin board in the swim pool that contains photos and information about HAST swimmers. Information is also posted on the walls by the front door of the pool. Please look at these areas periodically.

### **Parent Coach Conferences**

Parent/coach conferences are available any time as a means to provide formal feedback on your child's progress. Parents should email or call Coach Chasi to arrange a meeting time/ place.

### **Conflict Resolution**

Good communication skills and conflict resolution skills are essential, not only to good working relationships between staff and Board, but also among HAST members. It is expected that all HAST staff, Board and members will be able to resolve conflict or concerns among themselves without involvement of a mediator. In the event a situation arises that needs formal discussion, the Board developed a policy to address conflicts. A copy of the policy is located in the policy and procedure chapter of this manual.

### **Parent/Coach Communication**

At the pool, whether at practice or a meet, is the coaches time to work with the HAST swimmers. The #1 priority while the coaches are on the pool deck is the swimmers who are in the water. Parents are not allowed on the pool deck during practices or meets for insurance purposes. This also allows the coaches to stay focused on coaching and the swimmers focused on swimming.



## WHEN Parents Can Communicate with Coaches:

In Person at Practice: After the last group in the water is done swimming.

At a Meet: When we are off the pool deck, please ask if we are free to talk.

Conferences: Call or e-mail between **5am and 9pm** to set a time/place to talk.

E-mail Between **5am and 9pm**. Please do not email between 9pm and 5am.

Phone (Call/Text): Between **5am and 9pm**. Please do not call/text between 9pm and 5am.

## SWIM MEETS

We see meets as learning experiences not only for the swimmers, but for coaches and their parents. The swimmers are learning how to enjoy the spirit of competition and give a quality effort. The coaches are learning how to reach each swimmer so they can help him/her improve. The parents are hopefully learning a little more about their child and about his/her sport of swimming. But, more importantly, the parents are developing friendships with other HAST parents.

Being a good sport, showing some poise, holding your chin up when things are not going your way are great lessons to learn. In the heat of competition things often seem much bigger than they really are. Your child's position on a relay, being DQ'd, or missing a race may seem like life or death at the moment. Remember, at the swim meet your child is looking to you for emotional stability. Putting on those rose colored glasses and being upbeat and positive will make swim meets more fun, not just for you, but for your child as well. Parents who bribe or punish their kids for swimming performance are not helping, please try to always treat your child the same regardless of how they swim.

## PROBLEMS

We probably do not need to know everything that is upsetting your child regarding swimming. At the same time we do not want things to grow and fester. Please come to us if you want issues addressed and positive changes made.

*Practice* - Swimmers often vent after swim practice. We push them to do things they would not do on their own. If you are concerned about something your child said, please call us to learn the coaches' side of the story.

*Meets* - If you are upset by something the coaches did or did not do at the meet, please give it a little time. Step away from the meet and **give it 24 hours**. If it still bothers you then call to discuss the issues with us.

## **POLICIES AND PROCEDURES**

The Board of Directors has approved the following policies to guide various aspects of HAST. Please read these policies so you and your swimmer are aware of your responsibilities.

Policies included are:

- Hastings Area Swim Team Discipline Policy
- HAST Locker Room and Pool Area Procedures
- Procedure for Addressing Concerns/Complaints by Staff and Members of HAST
- HAST Coach Philosophy on Time Trials
- HAST Coach Philosophy on Relays
- HAST State Meet Relay Policy
- HAST Relay Policy
- HAST Scholarship Operational Plan
- HAST National Athletes Travel Fund Policy
- HAST National Athletes Travel Rules and Regulations
- HAST Team Travel Policies
- Policy of the Board of Directors

### **Hastings Area Swim Team Discipline Policy**

The purpose of the discipline policy is to create an environment that is conducive to learning. HAST coaches have the authority to ask a swimmer to leave practice when that swimmer is:

- behaving inappropriately for the circumstances such as talking disrespectfully to an adult or hitting teammates.
- distracting or interfering with teammates' ability to practice
- not following directions or not putting forth effort
- endangering self or others
- dishonesty, stealing or lying.

The swimmer will receive a warning from the coaches for minor violations. Two or more warnings during one practice may lead the coach to ask a swimmer to leave practice. A swimmer who has been warned for a minor violation, may be asked to sit out for a few minutes.

The first time a swimmer is asked to leave practice, it is a concern between the coach and the swimmer. The swimmer may return to the next practice or meet. The coach will notify the parents regarding the situation.

The second time a swimmer is asked to leave, the coach will notify the parents. The swimmer will be suspended from the next two practices, meets or activities.

The third time a swimmer is asked to leave a practice, the swimmer will be suspended from all HAST activities for one week. Prior to returning, a conference must be conducted with parents, swimmer and coaches.

### **HAST Locker Room and Pool Area Procedures**

HAST has established the following rules, regulations, and procedures so that all swimmers at practice are in an environment that is safe, supervised and conducive to learning. Given the incidents which occasionally occur in area high schools, it is of utmost importance that we ensure the safety of our swimmers.

#### *Parent Information*

- Please do not drop your child off at swim practice more than 15 minutes prior to start because your child will be unsupervised.
- Please encourage your HAST swimmer to be out of the locker room and packed up within 15 minutes after practice.
- Report all accidents or incidents to the HAST coach conducting practice that day.

#### *Swimmer Information*

- Locker rooms are a place to change, go to the restroom, and shower quickly. They are not a place to hangout, socialize, eat, play games, or do homework.
- Bring your swim bag to the pool area.
- Go to the bathroom prior to practice.
- Swimmers are responsible for reporting any accidents or problems immediately to the HAST coaches and their parents.

#### *General Rules Regarding the Pool Area*

- Take a shower prior to entering the pool.
- Place swim bags over railing in the bleacher area or on benches around the pool.
- **Do not** climb over the gate or the wall to get into the bleacher area.

### **Procedure for Addressing Concerns/Complaints by Staff and Members of HAST**

Good communication and conflict resolution skills are essential, not only to good working relationships between staff and Board, but also to effectively work with HAST members. It is expected that all HAST staff, Board and members will be able to resolve conflict or concerns among themselves without involvement of a mediator. Should an instance arise where a mediator is needed, one could be made available.

The following steps will be used to resolve issues among staff, and between HAST members and the Coach/Director.

**Step 1.** Any staff or member of HAST (members are defined as parents and guardians of all USA registered swimmers and other swimmers enrolled in HAST's competitive swimming program) who has a question or concern about a particular incident or the swimming program, is expected to discuss the matter with the Executive Director/Coach. It is expected that individuals will make a serious effort to resolve the concern through direct communication.

**Step 2.** If the concern/conflict is not resolved in Step 1, the staff or member may request the concern be brought to a meeting with the Executive Director/Coach, the concerned party and one member of the Board of Directors appointed by the Board of Directors. The Board member will serve as a neutral party to assist with addressing the concern. Each person will clearly state their position and the people in attendance will attempt to resolve the concern/conflict using a consensus process. The designated Board member will not meet individually with parties to the concern/conflict. The role of the Board member is to facilitate the process of arriving at a

resolution. The Board member will not have decision making power regarding the concern/conflict, but will provide input into the consensus process. Successful resolution of concerns/conflict is most likely when there is open communication with all parties to the concern/conflict present. Board members, staff, and HAST members will make every effort not to discuss unresolved concerns/conflicts with each other outside the concern/conflict resolution process.

### **HAST Coach Philosophy on Time Trials**

HAST is trying to develop well-rounded swimmers who can swim a variety of strokes, distances, and events. HAST swimmers will specialize in specific strokes when they compete in High School and/College. HAST puts emphasis on optimal performances during swim meets during the regular events at meets where it counts the most. HAST swimmers have the opportunity to contribute to their team effort by swimming fast, earning team points, and possibly winning an award. Lastly, the ability to focus and perform when you have only one opportunity does pay off. High School swimmers currently qualify for State meet by their performance at the Section finals. The number of times a swimmer can get up and race each day, and at a meet is limited. That is why the number of races swimmers can compete in at meets is limited.

### **What are Time Trials?**

Time Trials are offered at some meets as an opportunity to swim an event for an official time, but not for awards, place, or team points. In order to participate in the Time Trials session you must be entered in the meet as an individual participant. Minnesota Swimming Inc. has specific guidelines as to how close you must be to a time standard to sign-up for time trials (e.g., 5/10ths of a second per each 50 yards/m). At most meets there is a maximum number of individual events you may swim per session and/or at the meet. Time Trial Swims are usually included in that maximum. At some meets, such as MRC's, a swimmer may need to scratch one of his/her events to swim a Time Trial.

### **Who can swim Time Trials?**

Swimmers who want to get to the next level of competition and will compete there if they qualify to do so can swim time trials. At the MRC Meet swimmers who just miss a CHAMP time may choose to swim a time trials for that event, a swimmer who just misses an A time will not be able to swim a time trial. At State meet swimmers who just missed qualifying for Zones, or Nationals may choose to swim a time trial. Note that sometimes Time Trial Sessions are not considered for entry at National Meets and/or state records.

**What should HAST parents do for their son/daughter concerning time trials?** Encourage your child to talk to the coach concerning this matter. For best results your child must want to swim a time trial more than you want him/her to do so. Give them the fee so that the child can take the responsibility to sign-up.

### **Who signs up for time trials?**

Swimmers talk to the coaching staff about their desire to time trial a specific event. The swimmer and the coach will discuss the issue and come to a joint decision. MSI requires that a HAST Coach sign swimmers up for time trials.

## **HAST Coach Philosophy on Relays**

Relays at swim meets display the character and spirit of the team. Three swimmers are counting on you to cooperate and to perform your best. For most swimmers, relays are more fun than swimming individual races because of the team aspect. In addition, most swimmers can swim faster times on relays than in their individual races, not just because of the relay start, but because of the team element. **All 4 swimmers on the relay team are of equal importance.** The combination of the 4 creates the result and total time. No one swimmer can make or break a relay team.

The HAST coaching staff determines relays based on swimmers' "best times". Often swimmers complain about not being able to swim their favorite stroke or position on a relay. Being on a relay is an honor and a privilege. **The HAST Coaches determine the relay order by what is the best combination for that entire relay team.** For the relay to have a chance to perform effectively, the HAST swimmers and parents must cooperate with the coaches decision. Who goes first may be the strongest of the 4, or it may be a swimmer on whom the coach wants to obtain an official split time. Who goes last may be the strongest of the 4, may be the weakest of the 4, or may be the swimmer who needs to learn how to handle the pressure of going last. Remember that the cooperative effort of all 4 swimmers determines the relay's final result.

Occasionally the relays posted on the HAST Meet Sheet may change. The change may be due to inappropriate behavior by a swimmer or swimmers. **Remember that being a part of a HAST relay is both a privilege and an honor.** HAST swimmers need to act appropriately to swim relays. Performances at the current meet may also be reason to change relays. (If Sally is having a super meet & on Saturday swims faster than Susie's best time in the 50 Free, on Sunday Sally will take Susie's spot on the 200 Free Relay.)

**When HAST Coaches determine relays for the State Meet we set relays with the entire team in mind.** We want to score as many team points as possible, relay events have twice as many team points as individual events. We use the current season's best times to determine who is eligible for State Relays and we send information home to all potential State Meet Swimmers. The coaching staff also considers swimmers' attendance, commitment, and work ethic to determine who deserves the opportunity to swim relays at State. Our experience has taught us that even Bronze/Silver level swimmers who have paid the price will perform well at the State meet. In turn, HAST families are expected to check their calendars and cancel out whichever day/s they are not available to swim relays at State (Senior & Pre Senior swimmers are expected to be available for the last championship meet they qualify for, which includes state relay qualifying). State relays are tentatively set after performances of swimmers at the MRC Meet. Any changes in state relays prior to state would be made due to attendance, attitude, behavior, and or illness of HAST swimmers. At the state meet we hope that everyone keeps healthy and attends because we usually do not have alternates to fill empty spots. **Please respect the coaches' decisions.**

## **HAST State Meet Relay Policy**

Swimming a relay at the State meet is an honor. For the relay to occur, all four swimmers are equally important and must work as a team.

- If you are designated as one of the top 4 swimmers on a state relay and you cancel out for any unapproved reason prior to or after the deadline to cancel, there will be a \$50 fine charged.

### **Swimmers and Parents Responsibilities**

- Set a priority to attend every practice the week before state so the relay can practice starts.
- If your child becomes sick and cannot attend the meet on that day follow this procedure as soon as possible.
  - Call the Head Coach. Call the alternate listed on the sheet to see if he/she could swim in your child's place.

### **HAST Relay Policy**

Please help your child build good relationships with their teammates by following the guidelines listed below:

#### **Meet Notification:**

- HAST relays are determined after the deadline to cancel.
- If you are unable to make the meet, please cancel out of the meet by that meet's deadline in your Active Swim Manager Portal.

#### **After the deadline, but prior to time meet:**

- If your child is unable to compete, the parents must notify the HAST coach prior to the meet.
- If you are busy and unable to take your child, please consider everyone else on the relay and send them with another HAST parent.
- If you cancel after the deadline, or are a no show and are part of a relay, a \$20 fee will be charged on top of all other host fees.

#### **The day of the meet:**

If your child becomes sick and cannot attend the meet on that day, follow this procedure as soon as possible:

- Call/Text these people—in this order: head coach, assistant coach, a teammate on the relay, or anyone else attending the meet. If you are unable to speak to one of the coaches, please leave a message on the head coach's cell phone voicemail informing her that you will not be attending.

#### **At the meet:**

- Relay Cards must be completed by the coaches approximately 10 minutes prior to the start of the meet.
- Late, missing and /or sick swimmers may cause changes to the HAST Relays.
- Late or missing swimmers will still be charged the relay fee.

*Note: During a swim meet, please call/text Coach Chasi with **Meet Emergencies ONLY!***

### **HAST Scholarship Operational Plan**

1. HAST scholarships will be referred to as Sponsorships within HAST membership.
2. The program will be referred to as the HAST Scholarship Program when soliciting business sponsorship donations.
3. New and returning swimmers needing financial assistance to pay HAST dues are asked to complete a HAST Sponsorship application by November 1<sup>st</sup>.
4. The treasurer will offer Sponsorships during the first week of November. These letters will be sent to returning swimmers who the treasurer identifies as needing financial assistance during the year.
5. HAST dues will be reduced over the entire year for Sponsored swimmers.
6. Swimmer's family will be responsible for meet fees, goggles, practice/team suits etc.
7. All Sponsored families income levels meet Minnesota's current Free or Reduced Lunch guidelines

### **Swimmers Responsibilities**

All athletes who accept sponsorship, must return the signed letter to the treasurer by November 30<sup>th</sup>. The signed letter is an agreement between the swimmer and HAST that the swimmer will meet the following obligations.

- Swimmers will compete in a minimum of one meet per month.
- Swimmers will attend a minimum number of practices each week during the school year as established by HAST coaching staff. The number of minimum practices may be higher in the summer.
- Swimmers will pay all HAST meet fees.
- Swimmers and their families are encouraged to fundraise as much as possible.
- If a family has additional swimmers who are not sponsored, the family is required to keep current on HAST dues.
- Swimmers are expected to swim for a full year.

Families and/or swimmers who fail to meet any of the obligations will lose their sponsorship.

### **HAST National Athletes Travel Fund Policy & Purpose:**

To provide opportunity to financially assist HAST athletes to compete @ the following National Level Meets: Zones, Speedo, Junior Nationals, US Open, Senior Nationals, and Olympic Trials.

To Sponsor Fundraising Events which provides team building experiences that benefit all of the HAST swimmers & their families. To provide a team atmosphere where all HAST members look at what a privilege it is to have swimmers at this level. In addition, all National Swimmers & Families are grateful of the opportunities they have to participate in & the support they have from their teammates.

To organize Fundraisers that are:

- simple
- equable in both work & distribution of funds
- Financially responsible to HAST Articles of Incorporation, By-laws, Mission, Not-For Profit status, & Tax Accounting...etc.

To make sure to serve & meet the needs of all types of potential athletes &/or families who may qualify to compete at this level.

### **Group Effort Fundraising Policies**

- Have Interested Families decide on 1 big Fundraiser to do each season, with a maximum of 2 Fundraisers per year designated to NTASF.
- 90% of the Funds raised will be allocated for the athletes for travel expenses.
- 10% of the money will be put into the HAST General Fund.
- All NTASF Money raised goes through HAST & is put into a special account.
- Money is distributed by reducing the athlete's expenses at National Level Meets. No checks or cash will be distributed to the athletes &/or their family.
- The Money in the NTASF account from Group Fundraisers will be prorated equally among all swimmers who qualify & participate at a national meet for actual travel expenses incurred.
- For swimmers attending other National Meets other than Zones HAST will provide the athletes prorated funds available in NTASF only up to the cost of Air Fare, Ground Transportation, & lodging. HAST swimmers/families will be responsible to pay for meals, spending money, and meet fees at these meets. They are also responsible for the remaining balance not covered by the NTASF funds.
- If after HAST figures the cost of all National qualifiers & participants that season and additional money is in reserve, that money will remain in reserve.

### **Individual Effort Fundraising Policies**

- Each year the HAST Board provides the opportunity for solicitation for 'new' Businesses to Sponsor swimmers who have qualified for National Level Meets. Some of those businesses may be matching funds to HAST designated NTASF fundraising efforts.
- HAST Swim Families can use traditional HAST Fundraisers (Examples: ButterBraid, poinsettias, wreaths, etc.) to reduce their Individual travel expenses at National level meets.

### **Policies**

- As stated on page 7 of this handbook, HAST will give swimmers the following reduction off of their next season's dues: Zone/Speedo \$50, NCSA Junior Nationals \$100, USA Junior Nationals /US Open Swimmers \$200 and Senior Nationals \$300. No reductions for late starts will be given to these swimmers. (If MSI gives more than allotted we will go by that figure.)
- For any HAST relay that qualifies for a National meet the combination of the fastest 4 swimmers will be eligible to participate. The times used will be each Individual Swimmer's best times during the current USA HAST season, [Individual Events or Relays splits (printout)].
- When more than (1) swimmer attends a meet, HAST swimmers can share team lodging if they prefer.
- 

### **HAST National Travel Rules & Regulations**

1. Inform school administrators and teachers at least 2 weeks prior to National Meet to arrange make-ups lessons for days missed.
2. HAST swimmers will attend all team activities during national trips, including practices, meals and competition.
3. HAST swimmers will adhere to curfew and will take care of themselves (sleep, good nutrition) so that they can perform optimally.
4. HAST swimmers will abstain from the use of alcohol, drugs, &/or tobacco products.
5. HAST swimmers will cooperate with their coach, teammates and all others they come into contact with during the trip.
6. During free-time, HAST swimmers must inform the coach of their whereabouts at all times.
7. In a mixed group of male(s) & female(s), the motel door must remain open at all times.
8. All HAST athletes must stay at the team hotel.
9. It is preferable for the team to travel together. Any travel arrangements that differ from the team, must be submitted in writing to Coach Chasi May, prior to departure.



## **HAST TEAM TRAVEL POLICIES-**

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

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

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

### **Section 2 - HAST Specific Policies**

- a. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be of similar age. Where athletes are age 13 & Over, chaperones would ideally stay in nearby rooms. Where athletes are age 12 & Under, chaperones are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by the athlete's parents (or legal guardian).
- b. To ensure integrity of the athletes and to protect the staff, there will be no male athletes in female rooms and no female athletes in male rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- c. A copy of the HAST Code of Conduct/Team Travel Policies must be signed by an athlete and his or her parents or legal guardian.
- d. A liability Release and/or Indemnification Form shall be signed for each athlete by his or her parent or legal guardian.
- e. A Parental Consent form (with Medical treatment information) shall be signed for each athlete by his or her parent or legal guardian.
- f. HAST will establish and enforce curfews for each day of an overnight trip.
- g. HAST swimmers and staff traveling with the team will attend ALL team functions including meetings, practices, meals, meet sessions, etc., unless otherwise excused or instructed by the head coach or his or her designee.
- h. HAST swimmers are expected to remain with the team at all times during the trip.
- i. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission and knowledge of the coach or chaperone.
- j. The directions & decisions of the coaches or chaperones are final.
- k. The Head Coach or his or her designee shall make a written report of travel policy or code of conduct violations to the appropriate leadership and the parent or legal guardian of any affected minor athlete.

### Section 3 - Other Policies

- a. Be respectful of travel vehicles. Must wear seat belts and remain seated in vehicles at all times.
- b. No room service allowed.
- c. No inappropriate use of hotel telephones allowed.
- d. Swimmers will be responsible for any incidental charges incurred at a hotel.
- e. Swimmers will be responsible for any damage or thievery at a hotel.
- f. HAST will provide age guidelines and eligibility for travel meets.
- g. Cell phone and computer use shall be kept to a minimum at the discretion of coaches/chaperones. (No cell phone or computer use allowed on pool deck without permission from the coaching staff)
- h. Swimmers will stay in their assigned hotel room.
- i. Swimmers are expected to be prompt and on time.
- j. The needs and well being of the team come first.

### HAST Code of Conduct-January 15, 2011

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- a. Team members will display proper respect and sportsmanship toward officials, coaches, administrators, teammates, fellow competitors and the public at all times.
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives. (ie.- language, clothing, etc.)
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- d. The possession, use or sale and distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. No “deck changes” are permitted. Athletes are expected to use available changing facilities.
- f. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the HAST program. Athlete behavior must positively reflect the high standards of HAST and Minnesota Swimming.
- g. Swimmers must wear appropriate clothing. No clothing with bad language, alcohol or other inappropriate symbols will be allowed when with the team.
- h. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- i. Energy drinks of any type are prohibited at all times.

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

- i. Dismissal from the trip and immediate return home at the athlete's expense.
- ii. Disqualification from one or more events, or all events of competition.
- iii. Disqualification from future team travel meets.
- iv. Financial penalties.
- v. Dismissal from team.
- vi. Proceedings for a Minnesota Swimming or USA Swimming Board of Review.

## **Policy of the HAST Board of Directors**

1. The Board of Directors shall govern HAST so that long term purposes are achieved in a supportive, educational and cooperative environment. To this end the Board will:
  - a. Evaluate HAST's mission and set policies for its operation, ensuring the provisions of HAST's bylaws and the laws of Minnesota are being followed;
  - b. Set HAST's overall program from year to year and engage in long range planning to establish the organization's general course for the future;
  - c. Establish fiscal policies and boundaries, with budgets and financial controls;
  - d. Provide adequate resources for the activities of HAST through a commitment to fundraising;
  - e. Select, evaluate and if necessary terminate the appointment of the Executive Director/Coach;
  - f. Develop and maintain a communication link with the membership and to the community promoting the work /accomplishments of HAST swimmers.
2. The Board will govern with a long term perspective, attending to the short term
  - a. only when necessary
  - b. in monitoring the Executive Director/Coach performance of her duties
  - c. or as a device to maintain contact with HAST's membership.
3. The HAST Board will speak with one voice to the Executive Director/Coach, to the membership and to the community. No Board member may exercise individual authority over HAST except as explicitly set forth in Board policies and procedures.
4. Directors shall make no judgments of the Executive Director/Coach except as that performance is assessed against Board policies by the official process.
5. Board members will deal with members, staff and with each other in a manner reflecting fair play, ethics, and straightforward communication.