



2017-2018 Information Packet

HIGHLANDS RANCH AQUATICS
9249 S. Broadway #200-182, Highlands Ranch, Colorado 80129
www.hraswim.org

Highlands Ranch Aquatics 2017-2018 Season

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Welcome Athletes and Families to the 2017-2018 Season! Please read the attached information and follow the directions on each form during the online registration process.

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HRA PHILOSOPHY & OBJECTIVES

PHILOSOPHY

Highlands Ranch Aquatics (HRA) is a coach directed, parent supported organization committed to providing an enjoyable, complete, and competitive swimming experience for athletes of all appropriate ages and abilities. It is the tradition of HRA to provide a safe and challenging learning environment in which athletes can develop a sense of self-esteem and pride through individual and team achievement. HRA is additionally committed to excellence in performance and we continue to strive to be the competitive leader in state, national, and international competitions.

As with all organizations, our team can achieve the most success if everyone is an active member and participates in team activities. We expect families to volunteer their time, energy and talents on behalf of the team.

MISSION & OBJECTIVES

HRA's mission is to develop the individual athlete within a team-oriented structure. Our objectives may be summarized as follows:

- To provide a safe and challenging learning environment where each athlete is guided from aspiration to achievement.
- To build our club membership base to allow HRA to become a model program both within the state of Colorado and in the U.S.
- To promote the sport of swimming in Highlands Ranch and throughout the greater Denver metro area.

VALUES

The HRA coaching staff and club administrators feel very strongly about the values associated with the program. We expect each parent and athlete to understand and adhere to these principles and encourage every member to strive toward building the strongest team possible. The core values expected of each member of HRA include:

- **Fearlessness** - We will readily embrace challenges and face our fears of failure
- **Accountability** - We will take responsibility for our actions and our own success
- **Sportsmanship** - We will respect our fellow competitors as well as the parents, coaches, officials and volunteers who make our success possible
- **Tenacity** - We will develop a perseverance and passion for long-term goals and the grit to overcome obstacles in their pursuit
- **Enthusiasm** - We will infuse our hard work with inspired power and positivity
- **Spirit** – We will look for ways to inspire those around us and to contribute to the success of our teammates
- **Teamwork** - We will support and encourage our teammates, and celebrate our collective success

If at any point, an athlete or parent does not agree with or adhere to these values, they will be encouraged to search for another program outside HRA that supports their own personal philosophies and objectives.

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TUITION & PRACTICE TIMES

ANNUAL FAMILY MEMBERSHIP

An annual membership fee is required to join Highlands Ranch Aquatics. The fee is **\$200 per family** regardless of the number of athletes enrolled. Your membership fee includes a new HRA team suit, required to be worn at all meets unless otherwise specified by the coaching staff, and covers ACH fees associated with the online bill pay service.

ANNUAL USA SWIMMING ATHLETE REGISTRATION

Participants in Highlands Ranch Aquatics must be members of United States Swimming (USA), the national governing body for swimming. This membership must be renewed each year; the cost of membership this year is **\$68 per athlete**. Membership provides limited, co-benefit accident and liability insurance for athletes participating in supervised workouts and swim meets. The USAS Athlete Registration Application is included in the HRA registration package. Additional forms may be downloaded from www.ColoradoSwimming.org.

ANNUAL ATHLETE TUITION

Annual tuition assessed in nine installments for any athlete who registers with HRA prior to December 31. If you start swimming at the beginning of the season, you pay nine months of swimming to cover twelve months. In other words, you pay September thru May (nine months/school year months), and you can attend practices in the summer with no monthly tuition due.

Tuition is considered annual, thus cannot be pro-rated for vacations, illness, school breaks, etc., such as October (Fall Break), December (Christmas Break), March (Spring Break), May, June and July (camp, vacation). The coaches are present and facilities reserved regardless of whether your swimmer attends or not. Therefore, if you attend either one or thirty practices in a month, the annual cost is the same. If a member chooses to leave, all outstanding annual tuition and fundraising must be reconciled before the athlete will be able to rejoin HRA.

If an athlete registers and begins swimming anytime between the current season's start date and December 31 your tuition obligations are considered met after the receipt of 9 payment installments. If a swimmer registers and begins swimming any time after January 1 of the current season, your team tuition obligations must be paid pro rata each month of participation.

There will be one week vacation periods that align with the Christmas and Spring Breaks. Your normal payment towards the annual tuition is due because the annual payment for each practice group is based upon the total amount of practice time during the season. The total practice time for each team is added up for the entire season (all practices for September through July) and divided into monthly payments for your convenience.

HIGH SCHOOL ATHLETES

HRA believes there needs to be a balanced approach to the combination of USA and high school swimming. Check with your high school coach about rules regarding participation with USA swim teams during the high school swim season as participation rules may vary. Athletes also need to speak with the HRA coaching staff to determine the training/meet schedule their group is expected to have during their high school season.

Tuition will continue to be assessed during high school season regardless of your swimmer's ability to practice with HRA. Team tuition must be current in order to maintain your athlete's spot in their assigned practice group.

DRYLAND AND WEIGHT TRAINING

Formal dryland and weight training programs are directed by qualified strength and conditioning coaches. The formal dryland training program is available only to members of the State, Sectional, High School and National groups while the weight training program is available only to National group members of an appropriate age.

SUMMER LONG COURSE & STROKE CLINIC

Athletes joining HRA in September who are current on their monthly tuition installments will have no monthly tuition for the summer season (June-July-August)*. Athletes are welcome to participate fully in HRA programs through these months. For those athletes not swimming Long Course in the summer, tuition for May will remain the same as the Short Course season.

Blue and White group athletes may participate in the HRA Long Course program or the Stroke Clinics offered twice per week through June & July. Athletes in the remaining groups may not attend clinic sessions. Because the clinic is not part of HRA's regular competitive program, it conforms to the Summer Club State Meet eligibility rules. Athletes planning on swimming with their summer swim team (Highlands Ranch Seahawks, etc.) may still participate in HRA meets until May 15th and remain eligible for the Summer Club State Meet

NOTE: Only athletes who participate in long course or the clinic sessions will be guaranteed a spot on HRA next fall. Athletes who do not participate will be required to tryout again in August.

** Additional fees for the bus to Lowry are assessed and paid over the summer months if your athlete participates in the Long Course program.*

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FINANCIAL PROCEDURES & POLICIES

BILLING

A bill will be sent by email once per month to the **PRIMARY** email address provided on your registration form. This bill may include your current dues in addition to other fees such as team dinners, travel fees, fundraising, equipment or team apparel. Meet fees will generally be posted to each family's account **AFTER** the meet has taken place. **Meet fees include charges for individual events, relays, athlete surcharge and an HRA processing fee (\$3.00 In-Town; \$6.00 Out-of-Town).**

HRA's payment policy on meet fees is as follows:

1. If an athlete signs up for a meet and wishes to scratch after the meet entry deadline, is absent (e.g., sick) from that meet or chooses not to swim an event, parents will be expected to satisfy all meet fees charged. In addition, for any meets or portions of meets that are rescheduled for any reason, fees will remain applicable.
2. If an athlete is pulled from an event or a relay is scratched due to a coach's decision (not to include disciplinary action), HRA will absorb the cost.

PAYMENT

Full payment of fees included in your monthly invoice **must be received by HRA by the 25th of each month**. After the 25th, accounts carrying a balance due will be considered late. Please consider holidays, weekends, meets, travel, online bill pay schedules and/or any other factors which may impact HRA's timely receipt of your payment.

Payments may be made in any of the following ways:

1. Through your bank's online bill pay service, using HRA's mailing address. This is the preferred method.
2. Mailed to HRA at: Highlands Ranch Aquatics, 9249 S. Broadway #200-182, Highlands Ranch, CO 80129

Whenever possible, please pay all current fees with ONE check (dues, fundraising, equipment, miscellaneous HRA activities or special events, etc.).

If payment for a bill is not received by the 25th of the month, a \$50.00 late fee will be added to your account. This late fee will appear on the next invoice issued. If the bank returns your check to HRA as "Not Sufficient Funds" HRA will be billed a \$50.00 "chargeback fee" and in that case, the HRA member will be notified and responsible for paying this fee back to HRA. A second check deposit may be attempted.

If the account balance is not paid in full by the 1st of the month following the invoice date (30 days past due), the athlete(s) will not be allowed to sign up for or attend scheduled meets. If the account balance is still not paid in full within 60 days of the original invoice date, the athlete(s) will not be allowed to attend practices. If the account balance is not paid in full within 90 days of the original invoice date, the club will have the option to terminate membership.

Should delinquent account problems continue, you may be asked to handle all future billings for HRA activities on a prepaid basis. A \$50.00 late fee will be added to your account in the event of a first delinquency. Upon the event of a second delinquency, you will be *required* to pay through your bank's online bill pay service. In the event of a

third delinquency, you will be *required* to prepay the remaining portion of the current season's dues (including fundraising), as well as to prepay future seasons in full upon during that season's registration. We understand that from time to time financial hardships occur and we are willing to work with families on a case by case basis.

HRA has the right to seek legal enforcement of financial obligations owed, including those of swimmers who leave and attempt to swim for another USA Club. No such swimmer will be permitted to swim as a member of the HRA Swim Club until resolution of past financial obligations.

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FUNDRAISING INFORMATION

FUNDRAISING REQUIREMENT

Fundraising is an integral part of HRA's financial health. HRA strives to maintain a balance between ensuring the team is able to run efficiently while also being able to offer affordable annual tuition. Because HRA lacks the ability to host many large swim meets, in order to maintain our strong swimming program, the Board of Highlands Ranch Aquatics has implemented a yearly fundraising requirement of **\$40 per month** spread over the nine-month billing cycle. Combined with HRA's other major revenue source (Tuition) fundraising allows our team to collect sufficient revenue in order to pay for pool rent, pay our coaches and maintain an adequate reserve to help ensure the team's future success.

- The annual fundraising amount is an obligation that must be paid; if an athlete leaves HRA prior to fulfillment of this obligation, any remaining balance will be charged to your account, payable immediately. All annual fundraising requirements must be paid in full prior to the next season's registration.

EARNING FUNDRAISING CREDITS

You will have the opportunity to earn back credits through ongoing or special fundraising programs and scheduled events throughout the year. Many HRA families plan for and utilize one or more of these opportunities during the season as a way of earning money to be applied toward their account.

ISSUING CREDITS

Credits earned through fundraising programs and events will be applied to individual accounts on a monthly basis. 75% of all fundraising will go directly to HRA team fundraising and 25% will be applied directly to your account with no annual maximum.

- Any credits earned have no direct cash value and will be applied to your account only: to offset tuition, meet fees, etc.
- **No earned credits may be carried over beyond the end of the summer season (July), as all accounts are closed in August to prepare for the new season.**

FUNDRAISING PROGRAMS OR SPECIAL EVENTS INCLUDE: KING SOOPERS, SCRIPS AND THE HRA SWIM-A-THON. PARTICIPATION IN ANY OF THESE PROGRAMS IS STRICTLY VOLUNTARY.

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VOLUNTEER POLICIES

The success of HRA is dependent on the participation of all parents. We host meets throughout the year as well as social events and fundraisers. These events necessitate many hours of work to run smoothly. The Volunteer Policy requires parents to take an active role in their child's swimming. Each family will be responsible for the operation of our swim club and participation hours will be earned over the year.

VOLUNTEER REQUIREMENT

The volunteer requirement year runs from August 1 to July 31. HRA requires that all families volunteer for a total of **15 hours per year**. Job sign-up and tracking of hours is done through our TeamUnify website.

HOW CAN VOLUNTEER HOURS BE EARNED?

There are two ways to earn your volunteer hours.

1. Sign up for swim meet jobs – Job sign up will be done through TeamUnify. When you log into TeamUnify, select the meet you are interested in. The job opportunities will be listed for the meet. Every job that involves running a swim meet is accompanied by a time hour credit. Time hour credits for swim meet jobs vary according to the duration of the swim meet and level of certification needed.

HRA attempts to predict the duration of each swim session based on past experiences. Therefore, the hours posted on the website for the jobs should reflect the actual time that will be necessary. Since the job sign up is created in advance of the meet entries coming in, please check back on the sign up page a couple of days before the meet as the job times may have been adjusted once the actual timeline is created.

2. Sign up for a year-long assignment – Year-long assignments contribute to club operations and support. These positions include Swim-A-Thon Coordinator, Hospitality Coordinator, Concessions Coordinator, Spring Banquet Coordinator, as well as other positions. If you sign up for one of the year-long, annual positions, it is very likely that you will meet or nearly meet your volunteer requirements. Other positions that support these main positions are also credited by the hour.

UNFULFILLED REQUIRED HOURS

We are asking each family to participate for 15 hours per year. If this requirement is not met, the family's account will be charged \$50 per hour not fulfilled. Unearned volunteer hours are billed July 31 each year and must be resolved before the next season begins. Excess hours are not carried over to the following year. Hours are earned for helping with club operations, club support and swim meet operations. For swim meet operations, hours credited are for HRA-hosted meets only unless we create timing jobs for away meets. Hours can also be earned by other family members; volunteering is not limited to parents only.

Furthermore, parents may need to help at HRA-hosted meets in which their child is not competing to fulfill their obligation. We are a team and we all need to work together to provide opportunities for all the swimmers. Job opportunities to earn hours are advertised in our weekly emails. Sign-ups and tracking of yearly cumulative hours are accessible through each family's TeamUnify account.

If you have any questions, please feel free to contact one of the Board members. As noted above, the success of HRA is dependent on the participation of all parents. We need parents to contribute their time and efforts. We do not want people to “owe” time at the end of July when there are so many opportunities for everyone to benefit from family involvement.

THANK YOU FOR SUPPORTING HRA!

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PARTICIPATION IN TRAINING GROUPS

Training groups are divided according to age, competitive experience, ability, goals and level of commitment. The intent is to combine athletes with similar attributes. This allows for an optimal training environment that challenges each athlete to excel and provides the best possible teaching opportunities.

All training groups have minimum qualifying standards, which are determined by, and available from, the coaching staff. The specific requirements of each training group are established for the benefit of each individual athlete as well as the team.

While younger athletes are not required to attend every scheduled practice session, the coaching staff has made specific attendance recommendations for each group. Athletes participating according to the guidelines set forth by the coaching staff will realize the greatest gains. These athletes are encouraged to participate in other athletic, social and school-related activities outside of HRA. However, athletes not making reasonable progress will be advised by the coaching staff as to how best to progressively improve.

The more advanced training groups (Sectional and National groups) have attendance expectations that must be met. Athletes in these groups are expected to attend 90-95 percent of all scheduled practice sessions. In addition, athletes are expected to participate in all scheduled meets including the highest level competition for which they qualify.

The coaching staff understands circumstances do arise (academic commitments, illness, etc.) which require athletes to occasionally miss practice. Athletes are expected, however, to communicate directly with the coaching staff if and when such conflicts occur.

Athletes and families in the more advanced training groups (Sectional and National groups) are also expected to schedule vacations and other social activities around scheduled practices and meets. Athletes will be notified by the coaching staff should they fail to meet these expectations. If an athlete fails to fulfill his/her obligation to the group, he/she may be assigned to a different training group and his/her spot may be filled by the next athlete in line based on the group criteria.

Regardless of group placement, all members of HRA are expected to participate in the following:

- A minimum of one meet per month;
- All HRA hosted meets appropriate to the athlete's age group; and,
- The highest level championship meet for which the swimmer has qualified (includes individual events and relays).

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TRAINING GROUP DESCRIPTIONS

BLUE GROUP

Athletes in the **Blue** group are typically seven to nine years old (but not to exceed the age of ten) and must be able to perform freestyle and backstroke legally and consistently, as well as swim at least one length of breaststroke and butterfly. Development of these skills and an understanding of basic training etiquette are the coaches' primary objectives. Participation in other activities is strongly encouraged. The emphasis in this group is on swimming satisfaction, fun, and learning correct stroke technique with a goal of preparing athletes to compete in USA Swimming competitions. ***Training sessions are offered three times per week. The attendance recommendation for athletes in this group is a minimum of two practices per week.***

WHITE GROUP

Athletes in the **White** group typically range in age from nine to eleven years old (not to exceed the age of twelve) and must be able to perform all four competitive strokes legally and consistently. **White** group athletes will be working to earn Silver State, State and Age Group Zone qualification times. Interval training and pacing are introduced at this level, though continued stroke refinement is the primary focus. In addition, race strategy and competitive skills are developed along with an understanding of time standards. As with the Blue Group, fun and satisfaction are emphasized and participation in other activities is strongly encouraged. ***Practices for the White Group are offered five times per week. An attendance minimum of three practices per week is recommended with a suggested goal of four per week.***

SILVER GROUP

Athletes in the **Silver** Group typically range in age from ten to twelve years old (not to exceed the age of thirteen) and have demonstrated competitive swimming experience in all four strokes. The goal of the **Silver** Group is to earn Silver State and State qualification times, and ultimately prepare athletes to progress into the Red Group. This group balances the need for increased training intensity with continued technique and skill refinement. Outside activities are encouraged in this group. ***Five workouts per week are offered. Attendance at a minimum of four practices per week is strongly recommended.***

RED GROUP

Athletes in the **Red** Group typically range in age from eleven to thirteen years old (not to exceed the age of fourteen) and have demonstrated a high level of competitive swim experience in all four strokes. The goal of the **Red** Group is to earn State and Age Group Zone qualification times, and ultimately prepare athletes for the State Group. While the level of training intensity increases significantly, technique and skill refinement remain a main focus. Outside activities are encouraged in this group. ***Six workouts per week are offered. Attendance at a minimum of four practices per week is strongly recommended with a suggested goal of five per week.***

STATE GROUP

Athletes in the **State** Group are typically twelve to fourteen years old (not to exceed the age of fifteen) and have demonstrated an extremely high level of training skill and competitive swim experience. The primary goal is to prepare **State** athletes to score at the State and Age Group Zone Championship meets. Technique and skill refinement are primary emphases as the level of training intensity and duration increases. Formal dry land is introduced at this level. Outside activities are encouraged in this group. ***Six workouts per week are offered, and attendance at a minimum of five practices per week is strongly recommended.***

SECTIONAL GROUP

Athletes entering the **Sectional** Group must be at least thirteen years old (not to exceed sophomore year in high school), possess the ability to train at the current Sectional level, and have the desire to commit to a rigorous year-round training program. This group introduces athletes to an increased volume and intensity in training. It is expected that the athletes in the Sectional Group will show a dedication to the sport through exemplary attendance and attitude. The main goals of this group are to refine stroke skills, improve functional fitness and gain competitive experience to achieve Sectional, Futures and Junior National time standards. ***Six to eight workouts per week are offered, and swimmers are expected to attend at least 90 percent of scheduled practices on a monthly basis. Failure to meet this goal may result in group reassignment.***

HIGH SCHOOL GROUP

As swimmers advance into high school, they frequently want to participate and succeed on their respective high school teams but do not wish to train at the level required in the Sectional and National Groups. As such, HRA offers a training option for kids passionate about swimming but desiring a reduced commitment than what is expected of the other groups. The goal of this group is to prepare swimmers for CHSAA League and State competitions. ***Up to six practices per week are offered, and swimmers interested in this group are encouraged to meet personally with the coach to determine their level of commitment. Additionally, they must be a participant on their high school swim team.***

SENIOR GROUP

Swimmers entering the Senior Group must be at least fourteen years-old and have the desire to set and reach new competitive goals. It is expected that swimmers in the **Senior** Group will show a dedication to the sport through exemplary attendance and attitude. The main goal of this group is refine stroke skills, improve functional fitness and gain competitive experience to achieve State and Sectional time standards. ***Six to eight workouts per week are offered, and swimmers are strongly encouraged to attend at least six practices per week.***

NATIONAL GROUP

Swimmers in the National group must have achieved two Sectional qualifying times (excluding the 50 freestyle) or have the ability to train at a level commensurate with a National-level swimmer. Swimmers must display - through training and competition - the desire, dedication and discipline necessary to obtain the highest level of performance the swimmer's individual talents will allow. This expectation includes dry land conditioning and weight training in addition to, rather than in place of, in-water practices. Basic exercise physiology is explained to the athletes so they can understand the changes taking place during the different types of training. Swimmers in this group represent HRA at national competitions with the goal of reaching Futures, Junior National, Senior National and Olympic Trial time standards. National group athletes are expected to develop seasonal competition plans in conjunction with the coaching staff which should include the highest level meets for which the athlete qualifies. ***Up to nine practices are offered per week. National Group swimmers, in demonstrating the high commitment to training, are expected to attend at least 95 percent of scheduled practices on a monthly basis. Failure to meet this goal may result in group reassignment.***

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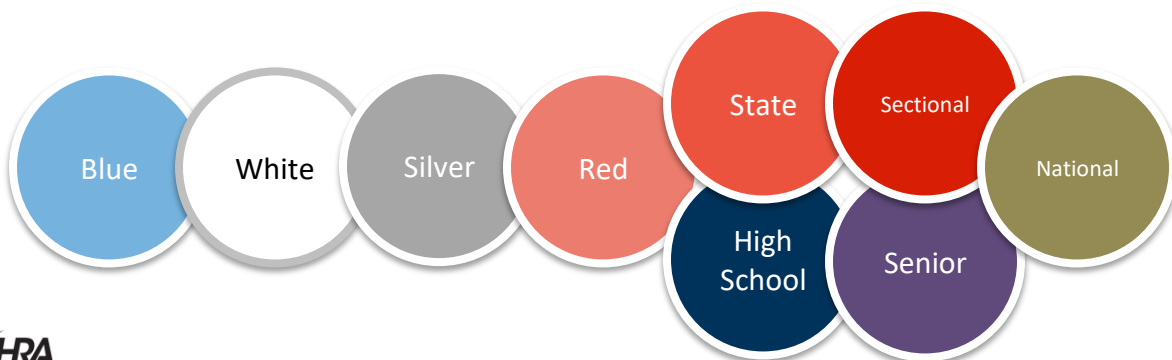
TRAINING GROUP ADVANCEMENT

Group placements will be determined at three times during the year, between each season: August, after Summer season; December, after Fall season; and April, after Winter season. Following each season, athletes will be evaluated based on the criteria below.

- 1) For an athlete to advance to the next practice group, there must be space available in the next group. The current size of the team makes this evaluation a harsh reality. Be assured, the coaches will make sure swimmers are challenged regardless of their group placement.
- 2) For swimmers to be eligible for a group promotion, they must have been swimming with the team in the two months prior to the evaluation period.
- 3) Lane leadership experience in the current practice group is a key consideration in group promotion.
- 4) Swimmers attending the expected number of practice sessions for their group will be considered for promotion.
- 5) Swimmers consistently completing all practice sets on the prescribed intervals will be considered for promotion.
- 6) A swimmer's behavior at practice is considered when determining move-ups. Swimmers listening to the coach's instructions, not disrupting practice, behaving maturely, encouraging their teammates, and giving appropriate effort during practice will be considered for promotion.
- 7) A swimmer's age will be considered. When possible, an attempt will be made to keep swimmers of similar ages in the same practice groups.
- 8) A swimmer's participation in HRA attended meets will be considered.
- 9) A swimmer's participation in qualifying meets such as Silver State, Age Group State, LC State, Zones, Sectionals and Nationals is considered.

GROUP PROGRESSION

HRA's group progression is designed to match the developmental level and goals of each individual athlete. Though individual plans may vary, the progression is envisioned as follows:



GENERAL GUIDELINES FOR ADVANCEMENT

The table below provides general guidelines for group advancement:

	Age	Attendance Standards	Practice Performance (Adjusted for meters courses)			Meet Performance
Blue to White	At Least Nine (9) Years Old	2-3 Practices Per Week in Blue	10x50 Fr @ 1:00	4x100 IM @ 2:15	10x50 K @ 1:15	500 IMR Points
		Participation in 1 Meet Per Month				
		Participation in Summer Clinic				
White to Silver	At Least Ten (10) Years Old	3-4 Practices Per Week in White	10x100 Fr @ 1:45	8x100 IM @ 2:00	10x50 K @ 1:00	1500 IMR Points
		Participation in 1 Meet Per Month				
Silver to Red	At Least Eleven (11) Years Old	3-4 Practices Per Week in White	10x100 Fr @ 1:45	8x100 IM @ 2:00	10x50 K @ 1:00	2000 IMR or 1500 IMX Points
		Participation in 1 Meet Per Month				
		Participation in Long Course				
Red to State	At Least Twelve (12) Years Old	4-5 Practices Per Week Year-Round	6x200 Fr @ 3:00	4x200 IM @ 3:15	10x100 K @ 1:45	2000 IMX points
		Participation in Minimum of 50% of Meets				
State to Sectional	At Least Thirteen (13) Years Old	5-6 Practices Per Week Year-Round in State	8x200 Fr @ 2:45	6x200 IM @ 3:00	12x100 K @ 1:40	2 State Quals (excl. 50 free)
		Participation in Highest Level Meet Qualified				
High School to Senior	N/A	4-5 Practices Per Week Year-Round in High School				2 LC State Quals (excl. 50 free)
Sectional/Senior to National	At Least Freshman Year	90% Attendance Year-Round in Sectional/Senior				2 Sect'I Quals (excl. 50 free)
		Participation in Highest Level Meet Qualified				
National to National Plus	N/A	95% Attendance Year-Round in National				2 Jr Nat'I Quals in LCM

GROUP TUITION & FEES

TRAINING GROUP	WORKOUTS OFFERED	WKLY REC. ATTENDANCE	ANNUAL FAMILY FEE	MONTHLY TUITION (SEPT-MAY)	MONTHLY FUNDRAIS. (SEPT-MAY)	ANNUAL TUITION + FEES
BLUE	3	2 – 3	\$200	\$110	\$40	\$1,550
WHITE	5	3 – 4	\$200	\$157	\$40	\$1,973
SILVER	5	4 – 5	\$200	\$161	\$40	\$2,009
RED	6	4 – 5	\$200	\$171	\$40	\$2,099
STATE	6	5 – 6	\$200	\$194	\$40	\$2,306
SECTIONAL	6 - 8	Minimum 90% attendance	\$200	\$205	\$40	\$2,405
HIGH SCHOOL	6	3 – 5	\$200	\$171	\$40	\$2,099
HIGH SCHOOL+	6	4 – 6	\$200	\$194	\$40	\$2,306
SENIOR	7 - 8	6 – 8	\$200	\$215	\$40	\$2,495
NATIONAL	7 - 9	Minimum 95% attendance	\$200	\$230	\$40	\$2,630

TENTATIVE GROUP SCHEDULE (SEPT-MAY)

Group	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Blue	6:10-7pm Littleton YMCA		6:10-7pm Littleton YMCA		6:10-7pm Littleton YMCA	
Dryland	6-6:10pm		6-6:10pm		6-6:10pm	
White	7-8pm Littleton YMCA	7-8pm Littleton YMCA	5-6pm Northridge	7-8pm Littleton YMCA	7-8pm Littleton YMCA	
Dryland	6:50-7pm	6:50-7pm	4:50-5pm	6:50-7pm	6:50-7pm	
Silver	5-6pm Northridge	7-8pm Littleton YMCA	7-8pm Littleton YMCA	7-8pm Littleton YMCA	5-6pm Northridge	
Dryland	4:45-5pm	6:50-7pm	6:45-7pm	6:50-7pm	4:45-5pm	
Red	5-6pm Northridge	5:30-7pm Northridge	7-8pm Littleton YMCA	5:30-7pm Northridge	5-6pm Northridge	9-10:30am Northridge
Dryland	4:45-5pm	5:15-5:30pm	6:45-7pm	5:15-7pm	4:45-5pm	8:45-9am
State	5-6pm Northridge	5:30-7pm Northridge	5-6pm Northridge	5:30-7pm Northridge	5-6pm Northridge	9-10:30am Northridge
Dryland	4:15-5pm	5:15-5:30pm	4:15-5pm	5:15-5:30pm	4:15-5pm	8:45-9am
Sectional	4-5pm Northridge	3:30-5:30pm Northridge	4-5pm Northridge	3:30-5:30pm Northridge	4-5pm Northridge	7-9am Northridge
Dryland	3:15-4pm	3:15-3:30pm	3:15-4pm	3:15-3:30pm	3:15-4pm	6:45-7am
High School	4-5pm (+ only) Northridge	5:30-7pm Northridge	4-5pm (+ only) Northridge	5:30-7pm Northridge	4-5pm (+ only) Northridge	9-10:30am Northridge
Dryland	3:15-4pm	5:15-5:30pm	3:15-4pm	5:15-5:30pm	3:15-4pm	8:45-9am
Senior	5:15-6-45am* 4-5pm Northridge	3:30-5:30pm Northridge	5:15-6-45am* 4-5pm Northridge	3:30-5:30pm Northridge	5:15-6-45am* 4-5pm Northridge	7-9am Northridge
Dryland	3:15-4pm	3:15-3:30pm	3:15-4pm	3:15-3:30pm	3:15-4pm	6:45-7am
National	5:15-6-45am* 3:30-5:00pm Northridge	3:30-5:30pm Northridge	5:15-6-45am* 3:30-5:00pm Northridge	3:30-5:30pm Northridge	5:15-6-45am* 3:30-5:00pm Northridge	7-9am Northridge
Dryland-Weights	3:15-3:30pm DL 5:15-6pm DL	3:15-3:30pm DL 5:45-6:30pm W	3:15-3:30pm DL 5:15-6pm DL	3:15-3:30pm DL 5:45-6:30pm W	3:15-3:30pm DL 5:15-6pm DL	6:45-7am DL 9:15-10am W

TENTATIVE GROUP SCHEDULE (JUNE-JULY)

Group	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Clinic	7-8am Littleton YMCA		7-8am Littleton YMCA		7-8am Littleton YMCA	
Dryland	6:50-7am		6:50-7am		6:50-7am	
White	7-8am Littleton YMCA	7-8am Littleton YMCA	1:30-2:30pm Lowry	7-8am Littleton YMCA	7-8am Littleton YMCA	
Dryland	6:50-7am	6:50-7am	1:15-1:30pm	6:50-7am	6:50-7am	
Silver	1:30-2:30pm Lowry	7-8am Littleton YMCA	1:30-2:30pm Lowry	7-8am Littleton YMCA	1:30-2:30pm Lowry	
Dryland	1:15-1:30pm	6:50-7am	1:15-1:30pm	6:50-7am	1:15-1:30pm	
Red	1:30-2:30pm Lowry	2:45-4pm Northridge Outdoor	2:30-4pm Lowry	2:45-4pm Northridge Outdoor	1:30-2:30pm Lowry	10-11:30am Northridge Indoor
Dryland	1:15-1:30pm	2:30-2:45pm 4-4:30pm	1:45-2:30pm	2:30-2:45pm 4-4:30pm	1:15-1:30pm	9:45-10am
State	2:30-4pm Lowry	2:45-4:30pm Northridge Indoor	2:30-4pm Lowry	2:45-4:30pm Northridge Indoor	2:30-4pm Lowry	10-11:30am Northridge Indoor
Dryland	1:45-2:30pm	2:30-2:45pm	1:45-2:30pm	2:30-2:45pm	1:45-2:30pm	9:45-10am
Sectional	7:30-8:30am ER Out 2-4pm Lowry	2:45-4:30pm Northridge Indoor	7:30-8:30am ER Out 2-4pm Lowry	2:45-4:30pm Northridge Indoor	2-4pm Lowry	8-10am Northridge Indoor
Dryland	7:15-7:30am 1:45-2pm	2:30-2:45pm 4:45-5:30pm	7:15-7:30am 1:45-2pm	2:30-2:45pm 4:45-5:30pm	1:45-2pm	7:45-8am
High School (+ only)	2:30-4pm Lowry	2:45-4:30pm Northridge Indoor	2:30-4pm Lowry	2:45-4:30pm Northridge Indoor	2:30-4pm Lowry	10-11:30am Northridge Indoor
Dryland	1:45-2:30pm	2:30-2:45pm 4:45-5:30pm	1:45-2:30pm	2:30-2:45pm 4:45-5:30pm	1:45-2:30pm	9:45-10am
Senior	7:30-8:30am ER Out 2-4pm Lowry	2:45-4:30pm Northridge Indoor	7:30-8:30am ER Out 2-4pm Lowry	2:45-4:30pm Northridge Indoor	2-4pm Lowry	8-10am Northridge Indoor
Dryland	7:15-7:30am 1:45-2pm	2:30-2:45pm 4:45-5:30pm	7:15-7:30am 1:45-2pm	2:30-2:45pm 4:45-5:30pm	1:45-2pm	7:45-8am
National	6:30-7:30am ER Out 2-4pm Lowry	6:30-8:30am ER Out	6:30-7:30am ER Out 2-4pm Lowry	6:30-8:30am ER Out	6:30-7:30am ER Out 2-4pm Lowry	8-10am Northridge Indoor
Dryland/Weights	6:15-6:30am DL 1:45-2pm DL	6:15-6:30am DL 3:30-5:30pm DL+W	6:15-6:30am DL 1:45-2pm DL	6:15-6:30am DL 3:30-5:30pm DL+W	6:15-6:30am DL 1:45-2pm DL	7:45-8am DL 10:15-11am W

Highlands Ranch Aquatics

2017-2018 Season

TEAM RULES AND EXPECTATIONS

ATHLETES

The primary interest of Highlands Ranch Aquatics is to develop of the individual athlete within a team-oriented structure. While the club is committed to excellence in competition at the highest levels, both individually and as a team, the individual's pursuit towards accomplishing defined goals is paramount. As such, athletes are expected to adhere to the following set of behaviors and attitudes:

- Never lie, never cheat, never steal
- Don't whine, don't complain, don't make excuses
- Do your very, very best every time in everything you do

COACHES

HRA provides a well-educated and professional coaching/teaching staff. Athletes will be taught through positive reinforcement skills not only associated with competitive swimming, but those associated with personal responsibility and accountability, sportsmanship and citizenship. HRA coaches are expected to meet the following standards:

- Be prepared with daily, weekly and seasonal training plans
- Make every effort to have THREE touch points with each athlete each training session
- Provide specific, constructive feedback to the athletes and parents
- Stay engaged every practice. No texting, no phone calls, no sitting down.

PARENTS

HRA promotes and needs family and community support and involvement in competitive swimming. We do not prohibit parents from observing practice or meet sessions from the stands or areas deemed appropriate. However, the presence of parents sometimes can be distracting to an athlete. In the event that this occurs, a parent will be notified. Parents are expected to abide by the following set of expectations:

- Assist the coaches in conducting effective practices by ensuring swimmers arrive and leave on time and bring the proper equipment. Make every effort to not interfere during practice and meet sessions until the coach dismisses your athlete(s).
- Support your athlete(s) in a positive, encouraging manner. Realize that swimmers become easily confused when coached by parents and benefit most from positive reinforcement of the professional coaching staff's instructions and advice. Your unconditional love and support before and after races will help them best.
- Respect the integrity of swim officials by assuming decisions are based on honest, objective evaluations of performance. Only coaches may approach meet officials for clarification of rulings.



Highlands Ranch Aquatics

2017-2018 Season

ATHLETE CODE OF CONDUCT & POLICIES

CODE OF CONDUCT

Each athlete participating in training and competitions with Highlands Ranch Aquatics must comply with the below-listed guidelines. Additional guidelines, as needed, may be established by the Coaches. Athletes and parents are advised to read over these and all guidelines set by HRA together and then sign, date and return the "Code of Conduct" form to the coaches.

GENERAL BEHAVIOR

1. HRA athletes will display proper respect and sportsmanship toward coaches, officials, administrators, competitors, teammates, members, and the public to include both their person and their property.
2. The transportation, possession or use of alcohol, tobacco products or illegal drugs by any HRA athlete is prohibited.
3. Illegal or inappropriate behavior that will reflect negatively on HRA or to be detrimental to performance objectives will not be tolerated.

PRACTICE & MEET BEHAVIOR

1. HRA athletes are expected to arrive on time, with all proper training equipment. If an athlete arrives late to any practice or meet, a coach should be notified by phone, email, etc., prior to them entering the water.
2. HRA athletes will display proper respect and sportsmanship toward teammates and coaches during all practice and meet sessions. Listening and application of instruction from the coaches is a primary focus during any practice or meet session.
3. Each training group will have specific attendance and practice requirements, appropriate for the objectives of that group. Failure to adhere to these requirements may result in specified penalties. It is the responsibility of the athletes and parents to familiarize themselves with the attendance policies and penalties.
4. Unless excused by the athlete's coach, advanced level (i.e., Silver State, State, Sectionals, and Nationals) championship competition will be required for all athletes who qualify to participate. This includes both individual and relay events.

TRAVEL POLICIES

The following policies are in effect as of December 31, 2010 as required by USA Swimming. These policies are a reflection of both recommendations from USA Swimming regarding team travel as well as additional policies added by the board of Highlands Ranch Aquatics.

USA Swimming Required Policies

- A. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.d)
- B. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.b)



- 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, or spouse of that particular athlete). (305.5.a)
- D. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5c)

Additional Policies Adopted by Highlands Ranch Aquatics

- a. During team travel, when doing room checks, conducting team meetings and/or other activities, open and observable environments should be maintained.
- b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- d. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. Team members 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/her designee.
- k. Only HRA and USA Swimming apparel and equipment will be permitted at swim meets. No other affiliated gear (high school, college, etc.) apparel will be permitted. All patches and accessories which detract from a positive team image will be prohibited. Athletes may be required to conform to a dress code when travelling as a group to/from swim meets.
- l. Swimmers are expected to remain with the team at all times during the trip unless otherwise excused or instructed by the head coach or his/her designee. 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/knowledge of the coach or chaperone.
- m. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & under athletes will be accompanied by a chaperone.
- n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor athlete.
- o. Athletes shall conduct themselves in a respectful and appropriate manner as representatives of HRA. Loud, obnoxious, or otherwise disruptive behavior could be cause for dismissal from the trip or future sanctions for travel meets.

The directions & decisions of coaches/chaperones are final. The coaching staff reserves the right to impose additional guidelines, as needed.

HIGHLANDS RANCH AQUATICS SOCIAL MEDIA POLICY

Highlands Ranch Aquatics recognizes and supports its athletes' rights to freedom of speech, expression, and association, including the use of online social networks. In this context, however, each athlete must remember that training and competing for HRA is a privilege, not a right. As an HRA athlete, you represent the Club and you are expected to portray yourself and the team in a positive manner at all times. Any online postings must therefore be consistent with federal and State laws, as well as team policies (including the Guidelines listed below).

If you participate on a social networking site or use social media, you must keep the following guidance in mind:

- Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, comments, and posts) may be accessible even after you remove it.
- Athletes should be aware that third parties – including other athletes, families, coaches, college admissions officers and recruiters – could easily access your profiles and view all personal information. Inappropriate material found by third parties affects the perception of the athlete, their family and the Club. This can also be detrimental to an athlete's future educational, athletic and/or employment opportunities. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information.
- Use caution when adding someone or inviting someone to be a follower or friend. Many individuals are looking to take advantage of young girls/boys. Limit information about your whereabouts or plans to minimize the potential of being stalked, assaulted, or the victim of other criminal activity.
- Similar to comments made in person, the Club will not tolerate disrespectful comments and inappropriate behavior online. Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:
 - Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco.
 - Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
 - Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
 - Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments aimed at a teammate, an athlete, coach or team at another club, or any individual based upon race, gender and/or sexual orientation).
 - No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).

If an HRA athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following penalties:

1. Notification of the content to the offending athlete's parents or guardians. If the reported content involves another athlete, the parents or guardians of both athletes shall be notified.
2. A meeting with Board of Directors and Head Coach.
3. Penalties as determined by the Board of Directors and Head Coach, including but not limited to temporary or permanent suspension from the Club.

IMPLEMENTATION OF ATHLETE CODE OF CONDUCT & POLICIES

1. Failure to comply with the above mentioned guidelines will subject the athlete to discipline, up to and including suspension and/or dismissal from the Highlands Ranch Aquatics program.
2. In most cases, a verbal warning to the athlete(s) about their failure to comply with these guidelines will be sufficient. If continued misconduct occurs, an athlete will be removed from the practice or meet and an email



or phone call to the parents will occur within 24 hours. If misconduct continues after a parent has been contacted, the athlete may be suspended or asked to leave Highlands Ranch Aquatics.

3. Coaches have the right to make rules and regulations beyond these stated rules, if needed. Athletes who violate the Code of Conduct or the rules and regulations established by the coaches may be denied the privilege of participation in team activities.
4. Failure to comply with any of these guidelines during a travel meet may result in
 - a. Dismissal from the team including an immediate returned home (paid by swimmer);
 - b. Disqualification from one or more events, or all events of competition;
 - c. Disqualification from future club travel;
 - d. Financial penalties (return from meet, lost entries, etc.).

POLICY AGAINST HARASSMENT

General

A central philosophy of HRA is respect for athletes and coaches. It is our goal to provide an environment that is free of hostility, intimidation and harassment of any kind, and to encourage athletes to develop respect for themselves and others. In keeping with these goals, HRA has developed a policy against harassment of any kind.

Policy

HRA strictly prohibits, and will not tolerate, harassment of any kind of any athletes, coach or employee by any athlete, coach, employee or other person. This policy prohibits harassment in any form, including sexual harassment. Sexual harassment includes, but is not limited to, unwelcome advances, requests for sexual favors, or other verbal or physical conduct. Written or electronically transmitted communication of an intimidating, hostile, or offensive nature will not be tolerated by HRA.

Any athlete who is determined to have engaged in harassing conduct is subject to discipline, up to and including revocation of his or her membership with HRA. Any employee or coach who is determined to have engaged in harassing conduct is subject to discipline, up to and including immediate termination.

Procedure

1. Any athlete who believes that he or she is being harassed should immediately report the offensive conduct to his or her coach, another staff or board member.
2. Any coach or other employee who feels that he or she is being harassed should immediately report the offensive conduct either to his or her immediate superior or a member of the HRA Board of Directors.
3. Within 24 hours of receiving a report of harassment, a coach should notify a board member, preferably the president of the board, of the reported incident.
4. The coach and/or board shall promptly investigate any reports of harassment. If the reported harassment involves conduct by an athlete against another athlete, the parents or guardians of both shall be informed, as quickly as possible, but in no event, more than 48 hours after the coach and/or the board member is informed of the offensive conduct. If possible, and within the coach's discretion, the athletes shall be separated during practice or meets until the investigation of the alleged misconduct is complete.

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PARENT CODE OF CONDUCT

PARENT GUIDELINES

As a member of HRA, parents are expected to abide by the following guidelines:

1. Practice TEAMWORK with other parents, athletes and coaches by supporting the team Philosophies & Objectives.
2. Refrain from coaching or instructing the team or any athlete at practice or at meets (from the stands or any other area) or interfere with coaches on the pool deck.
3. Demonstrate good sportsmanship by conducting themselves in a manner that earns the respect of their child, other athletes, parents, officials and the coaches at meets and practices.
4. Maintain self-control at all times. Know the parent's role, and the role of others.
 - **ATHLETES: Swim**
 - **COACHES: Coach**
 - **OFFICIALS: Officiate**
 - **PARENTS: Parent**
5. Understand that criticizing, name-calling, use of abusive language or gestures directed toward any coach or official, and participating athlete as well as any and all members of HRA, will not be permitted or tolerated.
6. Enjoy involvement with HRA by supporting the athletes, coaches and other parents with positive communication and actions.
7. During competitions, questions or concerns regarding decisions made by coaches or meet officials are to be directed to a member of our coaching staff. Parents should address officials via the HRA coaching staff only.
8. Outside of competitions, parents should conduct themselves in a befitting manner at all facilities (recreation facility, hotel, restaurant, etc.) during any team function.
9. Fulfill assigned volunteer shift obligations. If the volunteer cannot work a scheduled shift, it is the PARENT'S RESPONSIBILITY to find a substitute, or a missed-shift fine of \$50 will be assessed.
10. Volunteer during HRA hosted meets. If a family does not fulfill a volunteer shift obligation at an HRA hosted meet, a missed-shift fine of \$100 will be assessed.

HRA BOARD MEMBER GUIDELINES & OBJECTIVES:

1. To support the Philosophies & Objectives of HRA.
2. To support the structure of HRA as a coach-directed, parent supported organization.
3. To serve as a means of bringing a better understanding and cooperative spirit among parents, coaches and athletes.
4. To cultivate mutual cooperation and spirit of friendliness among parents themselves.
5. To support and encourage team activities which are beneficial to the success of Highlands Ranch Aquatics.
6. To serve in one of the following elected positions: President, Vice-President, Treasurer or Secretary.

