



TEAM HAND BOOK

Introduction

The purpose of this handbook is two-fold: to explain to new members just what EVOLUTION Aquatics is and to outline various policies that affect all swimmers, year after year. It should be read by all families so that they may become familiar with important facts and rules of the club.

Team Contacts

Name	Title	Email
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Jessica Berkowitz	Team Admin	swimteam@nomadaquatic.com

Why swim?

The USA Swimming age group swimming program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits.

Physical Development

Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much? Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports, an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swimming teams use every precious minute of practice time developing fitness and teaching skills. Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well. Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion. Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement. Swimming is the most injury-free of all children's sports. Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Master's Swimming programs are still training and racing well into their 80's.

Intellectual Competence

In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally, their accomplishments in learning and using new skills contribute to a stronger self-image.

EVOLUTION Aquatics Mission Statement, Vision, & Philosophy

Mission Statement

To sustain a positive learning environment, where all athletes can experience the joy of the sport of swimming, build important life skills. We strive to meet our athletes where they are, on their swimming journey, and help them develop the skills they need to become a better version of themselves.

Vision

EVOLUTION Aquatic's vision is to develop and maintain a program that, as a byproduct of its process and culture, will produce elite swimmers that will represent EVOLUTION at all levels of swimming competitions from the local level, to the Olympic level! EVOLUTION seeks to develop leaders in our community that will carry the lessons of competitive swimming into all aspects of their lives!

Philosophy

Teamwork

EVOLUTION Aquatics is a team that is built upon the commitment, support, and participation of the coaches, swimmers, parents/guardians, and the community at large. EVOLUTION Aquatics believes that success in achieving the team's goals is dependent upon the cooperation and effort of all team members.

Coaching

EVOLUTION AQUATICS is committed to providing comprehensive, expert swim/stroke training by an experienced coaching team. EVOLUTION's coaching staff is highly trained, experienced and holds true to the coaching philosophy of **"Teach First, Train Second!"** In addition to swim training, EVOLUTION AQUATICS promotes the practice of healthy lifestyle habits, such as good nutrition and sleep, and proper attention to studies.

Swimmers

The sport of swimming requires a strong commitment and this develops strong discipline in the individual. Good sportsmanship is stressed always by the coaches, parents, and other teammates. The friendships formed give the individual needed security when meeting and working with people. In the end, your child becomes a well-rounded individual. EVOLUTION AQUATICS understands that each swimmer is an individual with different backgrounds, needs, and goals. We focus on the development of positive self-esteem and individual goal setting. The team encourages swimmers to represent EVOLUTION AQUATICS by participating competitively on a year around basis. EVOLUTION AQUATICS believes that all members should model appropriate, positive, team spirit and sportsmanship.

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The Coaches Role

All EVOLUTION coaches must meet high criteria set forth by USA Swimming and North Carolina Swimming. Each coach is certified and holds a current First Aid and CPR Training for the Professional Rescuer certification. Coaches are also required to complete the USA Swimming Safety Training for Coaches Course. Our coaches have also passed a background check. All the above requirements must be kept up to date for a swim coach to remain in good standing with USA Swimming and North Carolina Swimming. Our coaches are also all members of ASCA (American Swimming Coaches Association) and the International Swim Coaches Association (ISCA). All of our coaches are working on various levels of certification and education from these organizations.

EVOLUTION swim coaches' main responsibility is to mold all our swimmers into the best possible athletes that they can be. Through various teaching methods EVOLUTION coaches work diligently on each athlete's swimming skills. In addition, coaches mentor swimmers in life skills and positive values, such as time management, goal setting, and emotional control.

Coaches work to build lasting positive relationships with athletes and team families, to achieve mutually-set goals for each swimmer, and the team.

Coaches also work to build relationships with other aquatic organizations.

The Parent/Guardians Role

As the Parent/Guardian of a competitive swimmer, your responsibility is to provide a caring, supporting environment for your athlete (s). Your unwavering support will encourage your child to feel good about his or her interest in competitive swimming. Show your support by ensuring your swimmer's attendance at practices and swim meets.

Parents/guardians are participants on the team as they contribute to the success experienced by the swimmer and EVOLUTION. Parents/guardians serve as role models, and children frequently emulate their attitudes. EVOLUTION parents strive to be positive role models. Most important, show good sportsmanship always toward coaches, officials and other teams, their athletes and parents.

EVOLUTION Parent Code of Conduct

As a Parent of an athlete (s) EVOLUTION Aquatic it is expected that you abide by the following code of conduct:

- Practice teamwork with all parents, swimmers & coaches by supporting the values of Discipline, Loyalty, Commitment & Hard Work.
- As a parent, I will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.
- Any communication with the coaching staff will occur either prior to the start of a coaches shift or after the conclusion of his/her coaching day. It is best to make an appointment to discuss your swimmer.
- Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials & the coaches at meets & practices.
- Maintain self-control at all times & know my role.

Swimmers – swim, Coaches - coach, Officials – officiate, Parents –parent.

1. Enjoy involvement with EVOLUTION Aquatics by supporting the swimmers, coaches & other parents with positive communications & actions.
2. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff only.
3. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures, or bullying directed toward the coaches, officials, &/or any participating swimmer will not be permitted or tolerated.

All parents understand and agree to the above terms and condition of EVOLUTION Aquatics in exchange for the privilege of their child/children registered with this agreement, and to participate in the activities and swimming program of EVOLUTION Aquatics. Parents will conduct themselves in such a way that brings no discredit or discord to EVOLUTION Aquatics, or USA Swimming. EVOLUTION Aquatics reserves the right to terminate any membership with/without cause in the interest of our vision, mission and objectives.

Release of Liability

The release of Liability can be found on the registration site and must be signed by all families joining EVOLUTION Aquatics. It reads 'Parent/Guardian hereby releases EVOLUTION Aquatics, its employees, officers, directors and volunteers and any facility used by EVOLUTION Aquatics from any liability arising out of any injury to the Swimmer(s) which may occur while the Swimmer(s) is/are participating in the EVOLUTION Aquatics program, including, but not limited to, practices, meets, travel trips, and other team activities, or while the Swimmer(s) is/are using facilities leased or used by EVOLUTION Aquatics.

Athlete Code of Conduct

As a swimmer & member of the EVOLUTION Aquatics, I/We will abide by the following code of conduct:

1. I will conduct myself with dignity and respect for others and for the property of others.
2. I will be on time for practice, training sessions, and meets.
3. I will comply with all team rules.
4. As a matter of team pride & courtesy to meet hosts, pool facility operators, & janitorial staff member(s), swimmers I will leave the EVOLUTION Aquatics team area in a neat & clean condition after each practice session. I understand this also applies to pool locker/restrooms, bleacher areas, pool decks, etc.
5. I will wear only approved EVOLUTION Aquatics team apparel at team functions and competitions.
6. I will practice and teach good sportsmanship.
7. I will promote positive team spirit and morale.
8. I will offer congratulations and encouragement to his/her opponents.
9. I will support my teammates at practice and at competition. Working together as a unit will benefit each team member and is an important part of EVOLUTION AQUATICS spirit.
10. I will follow verbal directions of the coaching staff. At no time, will I be disrespectful. Disrespectful attitudes by any swimmer will not be tolerated.
11. I will respect the rights and space requirements of other groups using the swimming facility.
12. I will follow the Code of Conduct at home, at away events and at any event where EVOLUTION Aquatics is represented.

Prohibited Behavior:

I understand that at no times will the following be accepted:

1. Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco).
2. Destructive behavior.
3. Inappropriate or unruly behavior, including fighting or striking another athlete.
4. Inappropriate language (swearing or derogatory comments) or lying.
5. Inappropriate use of social media
6. Stealing and vandalism.
7. Bullying or isolating another swimmer.
8. Interference with the progress of another swimmer during practice or at any other time.

Consequences for Violation of the Code of Conduct:

This code shall be in force for all EVOLUTION Aquatics swimmers during practice, during swim meets, and at events sponsored by, or in which, EVOLUTION Aquatics is represented. Disciplinary actions can range from, but are not limited to; reprimands, repetitions of a drill, etc., being sent home from practice or meets at the parents' expense, expulsion from the team, being barred from competition, or receiving any other disciplinary action that the coaching staff deems necessary if a member fails to adhere to the Code in part or in whole.

SUSPENSION

Coaches may suspend a swimmer from practice for disciplinary reasons for a maximum of three days. Coaches may also recommend to the Head Coach that a swimmer be expelled from the club if in his/her judgment, the swimmer is unable to conform to the disciplinary guidelines established for swim practice and club participation.

Safety and Behavior

EVOLUTION Aquatics reserves the right to terminate the membership of any individual whose behavior places EVOLUTION Aquatics in an unfavorable light or jeopardizes our participation in any pool use or sporting event. All swimmers are expected to demonstrate good sportsmanship and act as appropriate ambassadors for the club. They should act as role models for other swimmers, always.

EVOLUTION Practice Group Descriptions

EVOLUTION Aquatics practice group guidelines have been developed by its coaching staff to maximize the growth and development of swim techniques for its swimmers of all levels. Swimmers of similar age and abilities will be grouped together to reach the goals set for each level. The assignment of swimmers to a group shall be the sole decision of the coaching staff. Upon fulfillment of the group's goals, swimmers may be promoted at the completion of long course and/or short course season. In some instances, an assignment may be modified during the current swim season, if the coaching staff believes a different practice group would be more appropriate for the swimmer.

Group Name	Age Range	Description
Stroke Introduction	6-10	<p>Stroke Introduction bridges a swimmer from the small group instruction environment or swimmers new to competitive swimming, to the first step in becoming a competitive swimmer. Swimmers will learn proper starting and turning processes and develop a confidence and passion for racing. Stroke Introduction is a technique instruction group. Skills are taught in a fun instructive atmosphere. Athletes at this level will be encouraged to attend local low stress swim meets, develop a concept of what it means to be a part of a team, and learn the value of working together towards common goals. Each daily session will begin with dryland work including but not limited to jumping, throwing,</p>

		<p>and running, designed to increase overall athleticism. Meet participation at this level is optional.</p> <p><u>Training Equipment:</u> A3 Fins, Jr. Kick board, Evolution Mesh Bag</p>
<p>Stroke Development</p>	<p>6-10</p>	<p><i>Stroke Development</i> builds on the 4 stroke emphasis of <i>Stroke Introduction</i>. In this group, athletes will be taught the values of Individual Medley (IM) swimming that will begin to define their path within the Evolution program. Instruction will include more advanced stroke technique concepts as well as further development of starting and turning techniques taught in a fun atmosphere. Daily sessions will introduce foundational activation and athletic movements. Learning to love competition and manage competitive “anxiety” are keys to success at this level. Competitions begin to be encouraged as a measure of what is being taught in training and the development of team concepts.</p> <p><u>Training Equipment:</u> A3 Fins, A3 snorkel (red) Jr. Kick board, Jr. pull buoy, Evolution Mesh Bag</p>
<p>Age Group Development</p>	<p>9-12</p>	<p><i>Age Group Development</i> introduces athletes to their first real training experience. Athletes in this group will begin applying the “how to” and pairing it with the “why.” Understanding the importance of goal setting and learning to hold oneself accountable for goals begins here. Technical proficiency is expected as more advanced training concepts will be introduced. Improving technique and increasing speed and endurance while becoming well-rounded swimmers who can swim the 50 and 100 stroke events, as well as introduction to the 200's. The 100, 200 IMs will be the primary goals and areas of focus for athletes in this group, as well as the introduction of the 400 IM & 500 freestyle. Dryland intensity & frequency will increase from the foundation developed in the <i>Stroke Refinement</i> and a strength development component will be introduced. Athletes in this group are expected to attend meets on a monthly basis.</p> <p><u>Training Equipment:</u> A3 Fins, Finis, A3 snorkel (red), , Jr. Kick board, Jr. Pull buoy, Evolution Mesh Bag</p>

<p style="text-align: center;">Age Group Performance</p>	<p style="text-align: center;">10-12</p>	<p><i>Age Group Performance</i> is our highest 10-12 year old training group with a focus on preparing athletes for state and sectional level competitions. The training methods and techniques used are similar to <i>Pre Senior</i> and are designed to prepare athletes for senior levels of swimming while continuing to make fundamentals a priority. Improving technique and increasing speed and endurance while becoming well-rounded swimmers will continue to be primary goals and areas of focus for athletes in this group. Athletes will be challenged to swim all 50 and 100 stroke events, select 200 stroke events, and the 100, 200, and 400 IMs. Workouts will be progressively more challenging than those in <i>Age Group Development</i>. Swimmers are invited to join <i>Age Group Performance</i> by the coaching staff. In order to be considered for this group, an athlete must display a commitment to what is required to be successful in <i>Age Group Performance</i>. This includes but is not limited to the following expectations:</p> <ul style="list-style-type: none"> ● a commitment to practice attendance ● focus on self-improvement through monthly competitions at an appropriate level ● high level training effort ● ability and willingness to accept failure as a part of personal growth. <p><u>Training Equipment</u>: A3 Fins, Finis Agility Paddles (medium), A3 snorkel (red), Finis Tempo Trainer, Jr. Kick board, Evolution Mesh Bag</p>

<p>Pre Senior Development (4-5 days max)</p>	<p>12-14</p>	<p><i>Pre Senior Development</i> is a 12-14 year old training group with a focus on preparing athletes for state, sectional, futures, junior national and national level competitions. The training methods and techniques used are similar to <i>Senior Performance</i> and are designed to prepare athletes for elite levels of swimming while still making fundamentals a priority. Swimmers are invited to join Pre-Senior Development by the coaching staff. In order to be considered for this group, an athlete must display a full commitment to what is required to be successful in Pre-Senior. This includes but is not limited to the following expectations:</p> <ul style="list-style-type: none"> ● prioritize practice attendance ● focus on self-improvement through monthly competitions at an appropriate level ● high level training effort ● a commitment to the team and team goals <p><u>Training Equipment:</u> A3 Fins, Finis Agility Paddles (medium), A3 snorkel (red), Finis Tempo Trainer, Jr. Kick board, Evolution Mesh Bag</p>
<p>Pre Senior Performance (5-6 days max)</p>	<p>12-14</p>	<p><i>Pre Senior Performance</i> is our highest 12-14 year old training group with a focus on preparing athletes for state, sectional, futures, junior national and national level competitions. The training methods and techniques used are similar to <i>Senior Performance</i> and are designed to prepare athletes for elite levels of swimming while still making fundamentals a priority. Swimmers are invited to join Pre-Senior Performance by the coaching staff. In order to be considered for this group, an athlete must display a full commitment to what is required to be successful in Pre-Senior. This includes but is not limited to the following expectations:</p> <ul style="list-style-type: none"> ● prioritize practice attendance ● focus on self-improvement through monthly competitions at an appropriate level ● high level training effort ● a commitment to the team and team goals

		<p><u>Training Equipment:</u> A3 Fins, Finis Agility Paddles (medium), A3 snorkel (red), Finis Tempo Trainer, Jr. Kick board, Evolution Mesh Bag</p>
<p>Senior Development</p>	<p>13-18</p>	<p><i>Senior Development</i> is a training group for 13&O athletes who are interested in pursuing their goals in competitive swimming, but are not yet ready to commit to the requirements of <i>Pre-Senior</i> and <i>Senior Performance</i>. This includes athletes who are solely interested in training for their middle and high school swim season. Meet participation is not required but highly encouraged and swimmers can come to as many or as few practices as they would like depending on their commitment level. All swimmers should have knowledge of the 4 competitive strokes and to be ready to participate in a swimming workout before joining. Swimmers who have already achieved membership on their high school team don't have to be assessed to join this group. Swimmers new to competitive swimming should be assessed. While this group has no attendance requirement, those looking to utilize <i>Senior Development</i> as a stepping stone to <i>Pre-Senior</i> or <i>Senior Performance</i> should aim to consistently train at the standards of those groups.</p> <p><u>Training Equipment:</u> A3 Fins, Finis Agility Paddles (medium), A3 snorkel (red), Finis Tempo Trainer, Jr. Kick board, Evolution Mesh Bag</p>

<p>Senior Performance</p>	<p>13-18</p>	<p>Senior Performance is our highest training group with a focus on preparing athletes for futures, junior national, and national level competitions. Swimmers are invited to join this group by our coaching staff. In order to be considered for this group, an athlete must be fully committed to what is required to be successful in Senior Performance. This includes but is not limited to the following expectations:</p> <ul style="list-style-type: none"> ● maximum practice attendance ● focus on self-improvement through monthly competitions at an appropriate level ● high level training effort ● full commitment to being a team leader/role model ● Committed to team goals and challenging teammates to achieve their personal goals <p>Training Equipment: A3 Fins, Finis Agility Paddles (medium), A3 snorkel (red), Finis Tempo Trainer, Jr. Kick board, Jr. pull buoy, Evolution Mesh Bag</p>
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Training Equipment

Each training group has recommended training equipment. Swimmers will utilize this equipment daily to teach and train proper stroke technique. Equipment should be stored at EVOLUTION Aquatic's and Fitness in the team equipment area. Equipment can be purchased at The EVOLUTION Pro Shop.

TEAM OUTFITTING

EVOLUTION Aquatics is proud to be a A3 Performance Swim Wear sponsored team.

ALL EVOLUTION swimmers **are required to wear** the selected A3 Team Suit for all EVOLUTION swim meets.

EVOLUTION Aquatics Team Cap are required for all swimmers at meets. These can be purchased at the EVOLUTION Pro Shop. Coaches will have a limited number of team caps at competitions

New team suits are chosen about once every two years. When a new team suit is adopted swimmers will be asked to purchase the new design. However, allowance will be made for a time for swimmers to wear their previous season's suit.

T-shirts, sweatshirts and other items, marked with the team name and/or logo are available for purchase in the EVOLUTION Aquatics Pro Shop.

EVOLUTION Team attire is strongly suggested to be worn at all meets. A wide variety of apparel is available at the EVOLUTION Aquatics & Fitness Pro Shop.

****Swimmers are required to wear the A3 Team suits at all meets! ****

TECHNICAL SUIT POLICY:

- Technical suits must be FINA approved A3 suits.
- Tech suits are not permitted at regular age group/senior meets.
- Tech Suits may ONLY be worn by athletes approved to use them by the EVOLUTION coaching staff!
- Tech suits should be worn only at championship meets or when a swimmer is trying to qualify for a championship meet.
- Age Group Division swimmers may only wear technical suits at Age Group State Champion ships and above level meets.
- Swimmers violating this policy will not be permitted to compete in the meet until the suit is changed.
- If there is a question regarding technical suits and their use, please see your coach.

Check the EVOLUTION Pro Shop for official team training equipment, and team apparel!

Lost & Found

You are strongly encouraged to label all of your swimmer's equipment. Labeled equipment found at practice can easily be returned to the swimmer. Unlabeled equipment found around the pool deck will be placed in the pool office. It will be kept for 30 days and then if not claimed donated to a local charity. Swimmers should keep all personal belongings on the pool deck and not in the locker room during practice sessions. The locker rooms can be used by other groups. **EVOLUTION Aquatics is not responsible for lost or stolen items.**

EVOLUTION Aquatics Fees

Monthly Tuition

In consideration of the participation of the swimmer(s) in the EVOLUTION Aquatics competitive swim program, the Parent/Guardian agrees to pay the tuition for the Swimmer's practice level that is set forth. All training groups are on a monthly billing cycle. Payment of tuition shall be due and payable on the first day of each month. All families are expected to pay for the entire month no matter how many days they attend practice. If the Swimmer is transferred to a different practice group by the coaching staff, the fees for the new practice group will be invoiced in the next billing cycle. If advance payments have been made the difference will be invoiced to the families account. If the monthly tuition payment is not made in full by the 13th day of the month, a late fee of \$25 will be assessed to the family's account, and the swimmer will not be permitted to participate in team activities. **Invoices are sent out by email only!**

*****SWIMMERS MAY BE BARRED FROM TRAINING UNTIL PAST DUE ACCOUNT BALANCES, INCLUDING LATE FEES ARE SETTLED IN FULL! *****

- If your account goes 2 months past due you MUST pay by credit card or bank draft for the remainder of the season.
- Payments may be made on the EVOLUTION Aquatics Team Unify site with bank draft or credit card or with cash at the front desk at the EVOLUTION Aquatics & Fitness during normal office hours.
- Families are expected to pay dues for the entire month no matter how many days they attend practice. Fees will not be prorated for any reason!

Monthly tuition is recurring unless EVOLUTION Aquatics is notified **IN WRITING 30 days before start of the month** in which they plan to not swim. Inactivating the account is subject to a \$25 fee for processing the inactivation. To reactivate the account, the swimmer/parent notifies swimteam@nomadaquatic.com **in writing** at least 5 days prior returning to practice.

Annual Registration Fee

All families are responsible for an **annual team registration fee** upon enrollment and every year thereafter upon renewal. Registration fees for renewing members are due by August 1st. The registration fee covers USA Swimming registration fee, North Carolina Swimming (NCS) registration, EVOLUTION Team T-Shirt, and EVOLUTION swim cap.

Meet Entry Fees

A meet entry fee, event fees, and facility surcharges are paid by EVOLUTION in advance of each meet. Meet fee payment for swim meets is the responsibility of each EVOLUTION family. To enter meets each family must put a credit card or bank draft on file with Evolution Aquatics. Meet fees will be assessed at the time of entering the meet by credit card or ACH draft. Meet fees may not be paid in cash! Meet fees will be invoiced monthly along with team tuition. Delinquent meet fees will result in a suspension in meet & training privileges until the family account is brought current. Meet entry fees that become delinquent past 15 days will incur a \$25 penalty.

Upon passage of the meet sign up deadline, EVOLUTION AQUATICS submits all entries and meet fees to the meet host. **Meet fees are non-refundable once meet entries have been submitted to the meet host**, unless the meet is cancelled for some reason. If a swimmer is unable to attend the meet (for any reason) after the submission of the entries and payment, the family will still be responsible for payment of the meet fees. If EVOLUTION AQUATICS coaches or staff make an error in a swimmer's entries, the team will be responsible for the subsequent erroneous fees.

Suspension

If the monthly dues payment is not received in full by the last day of the month, a notice of delinquency will be e-mailed. If Parent/Guardian fails to pay any delinquent dues or assessment, including late fees, within 14 days from the date of such notice of delinquency, the Swimmer shall be suspended from further participation in all EVOLUTION AQUATICS activities, including, but not limited to, practices and meets.

If Parent/Guardian becomes delinquent in payment of dues or assessments because of financial hardship, he/she may apply for a waiver of late fees and suspension. A waiver may be granted if satisfactory arrangements are made for payment of the delinquent amounts.

Each active family must provide one adult to volunteer at each session at a EVOLUTION AQUATICS hosted meet. The time required of each family depends upon the size and duration of the meet. The meets for this season are listed below with their volunteer time requirements. Your family is requested to volunteer regardless of whether your swimmer(s) participates in the meet.

EVOLUTION Annual Breaks

EVOLUTION Aquatics takes two yearly breaks. One week in the spring for spring break and a 2-week break at the end of the summer competition season. This is usually the first 2 weeks in August. This break has been factored in when calculating tuition.

Discounts & Referrals

At registration EVOLUTION Aquatics, will offer a discount on monthly dues for families with more than one swimmer. The discount will be \$10 off for the second swimmer, \$15 for the third and \$20 for the fourth. Families wishing to prepay for the whole year will receive a 10% discount. Discounts will be revoked if the family account is delinquent, until the account is brought current. All EVOLUTION college swimmers in good standing with Evolution with 2 consecutive years or more with the team, that wish to train with EVOLUTION at holiday breaks and during summer breaks may do so with no tuition fees, but will be responsible for meet and travel fees.

Any EVOLUTION family referring a new swimmer to the program, that pays registration and one-month tuition will receive a \$25 credit per referred swimmer, on their next month's tuition. Credits may not be redeemed for cash.

Team Communication

EVOLUTION Aquatics uses a variety of methods of communication from social media, e-mail and the team website. EVOLUTION Aquatics encourages open communication. Please feel free to email coaches or support staff with your questions or concerns. Members can reach their coaches by phone at (704) 949-1555.

E-mail

E-mails will be sent to inform parents/guardians and swimmers of upcoming events, such as swim meets, team social events, fundraising opportunities, volunteer events, etc. **Be sure to keep your e-mail address current on the website. If you need help updating your email address, ask the Leigh Brown or send an email to leigh@nomadaquatic.com.** You may visit our website to send an e-mail to the coaches or support staff.

Text Messaging

Use the communication editor located in your account on the website to add or remove email addresses and text messaging devices. Text messaging is used for coach-drive time-sensitive messages, such as pool closures. Use the 'Add' buttons to add and address/number. Double-click on an item in the list to edit it. Click on the red 'X' button to delete an item.

NOTE: The first account email address is your login ID. Changing it will change your login username

Your swimmers can receive text messages too!

Occasionally coaches need to communicate with their swimmers about urgent matters. Click on the swimmer's name in the 'Members Under This Account' and you'll be presented with an interface to add a mobile number and/or email address.

Social Media

EVOLUTION Aquatics utilizes Facebook, Twitter to provide updates for meets, practices, and any other time sensitive communications. Families should follow EVOLUTION on both Twitter and Facebook to receive the most up to date information and any changes that may occurred to practices or meets.

Swim Meets

By its very name, the purpose of competitive swimming is to compete and that means attending swim meets! Individuals seeking membership in the EVOLUTION Aquatics should understand that we are a competitive team, not a recreational team. Swimmers should be willing to accept the responsibility of membership and participate in meets. For many new swimmers, taking the first step and going to their first competitive meet is a big undertaking. Our coaches understand this and are happy to share information about each meet and what meet's may be good for beginners.

Short & Long Course Seasons

EVOLUTION Aquatics has 1 swim season it is a calendar year. The season begins around the end of August and ends in the beginning of August. Each season is separated into two different "courses" Usually The fall and winter is referred to as the short course season. During the short course season meets are recognized as "yard" events or 25 yards. There is also a long course (50 meters or Olympic sized pools) that usually begins in April and ends in early August. Meets during long course season are recognized as "meter" events. The EVOLUTION Aquatics "swim season" runs from September to August each year.

Meet Schedules

All EVOLUTION Aquatics swim meet schedules can be found on the Team Unify website under events. All meets are subject to change by the meet hosts. If a meet is

cancelled by weather or the meet host meet fees will be refunded to your account.

Swim Meet Procedures

As a competitive swim team, we encourage all swimmers to attend swim meets and compete in events recommended by their coaches. Swim meets provide an opportunity for the swimmers to measure the progress of their training and practice. They are also a social time, which enables the swimmers to build friendships with fellow teammates.

Swimmer Events

Your swimmer's will select the events that they will participate in. Coaches will approve events after they have been entered. Events may be added or removed and this will be communicated to parents and swimmers by their coaches. The coaching plan, swimmer ability, coach-swimmer goals, and other factors will be considered as the events are being selected. Swimmers and parents/guardians are able to request events during the sign-up process, but the coaches make the final decision.

Newer swimmers will initially be placed in events that they will succeed in. As their skills build, they will be placed in more challenging events as determined by their coach.

Meet Fees

A meet entry fee (approximately \$6.00) and event fees (approximately \$3.00 per event) are required for entry in a swim meet. Meet fees for swim meets are the responsibility of the parent. The Meet Administrator will invoice the swimmer's account and payments may be made along with the following month's dues. Delinquent meet fees will result in a suspension in meet privileges until the swimmer's account becomes current.

Upon passage of the meet sign up deadline, EVOLUTION AQUATICS submits all entries and meet fees to the meet host. Meet fees are non-refundable EVOLUTION AQUATICS once they have been submitted to the meet host. If a swimmer is unable to attend the meet (for any reason) after the submission of the entries and payment, the swimmer will still be responsible for payment of the meet fees. If EVOLUTION AQUATICS coaches or staff make an error in a swimmer's entries, the team will be responsible for the subsequent erroneous fees.

Signing Up for a Swim Meets

Not all groups attend the same meets throughout the season so please check the Meet Schedule, and with your group coach to determine if a swim meet is appropriate for your swimmer's level before you commit.

Please pay attention to the deadline and commit your swimmer through your Team Unify as early as possible! After committing please select the event your swimmer would like to swim. The coaching staff will confirm these events and may select additional event based on what the coaches think the swimmers should be doing.

E-mail from Team

Each family will receive an e-mail from EVOLUTION AQUATICS approximately 4 weeks before each swim meet. The e-mail will contain a link to the EVOLUTION AQUATICS website.

Click on the link to go to the EVENT SIGN UP page of the EVOLUTION AQUATICS website.

Team Unify Home Page Access

If signing up through the home page of the EVOLUTION AQUATICS website (instead of directly through the e-mail link), find the swim meet you would like to enter under EVENTS. It should be listed as a red heading. Click on the rectangular box beneath the heading "Attend this event." "Attend this event" will also take you to the EVENT SIGN UP page of the EVOLUTION AQUATICS website.

Commit to this Event

The EVENT SIGN UP page will bring up a chart with the swimmer(s)' name(s) from your family. Click on the swimmer's name in the left column. A commit to the event heading will appear for that swimmer. When accessing the pull-down bar, there will be a choice of "yes, please sign (name) up for this event" or "no, thanks (name) will not attend this event." Please mark NO if you do not plan on attending, so that the coach knows that you have considered your attendance at the meet. If you mark YES, you will have a choice of session to attend. If the meet is held on Saturday and Sunday, you may select one or both days to attend. Make sure to

select the rectangular box on the bottom right corner that states "save changes" or your request will not be processed. The screen will change to show the athlete's name, a box with a check mark, and "committed." You must repeat this process for each of the swimmers in your family.

Notes to the Coach

On the EVENT SIGN UP page, there is a rectangular box for notes. Although the coaches will select the events that your swimmer will participate in, you may place a request or suggestion to the coach in the notes section. Please note that your swimmer may not be able to

participate in various events due to a minimum or maximum time requirement. The coach will ultimately determine if the event is appropriate for the swimmer.

Confirming your Events

EVOLUTION AQUATICS recommends that you return to the EVENT SIGN UP page to see which events your coach has selected for your swimmer. Do this as soon as possible after the meet closing date, which can be found on the meet form. If you find an error, please contact your coach immediately.

Important Swim Meet Information

Meet Information

Each swim meet will have a meet information sheet that will provide information such as location, date, time, directions, events, cost of events, etc. Please consult this meet sheet prior to signing up. It can be accessed through the EVOLUTION AQUATICS website, Events tab. This will take you to the Event page where you can select the meet and see a brief description. The meet sheet may be found under the Forms/Documents heading, as a .pdf document listed in red. Click on the .pdf heading and the meet sheet will open.

Meet Psych Sheet

Usually Meet host post a “psych sheet” to indicate entries received and ranking of the swimmers in each event before seeding. This is to catch any entry errors before seeding the meet. EVOLUTION will post the psych sheet when available. Swimmers and parent/s should check the psych sheet when posted and notify their coaches of any errors

Timeline for the Swim Meet

Some swim teams provide a timeline for the swim meet. The timeline will show the estimated time for each event, which will allow you to better plan your weekend. You may visit the same Forms/Document heading as for the meet sheet above, to see if a timeline is available. Do not use this timeline to determine your arrival time at the meet. Your swimmers’ coach will tell them when to arrive for warm-up.

Timing Assignments

When attending away meets, EVOLUTION swimmers and families may be asked to provide a timer for the time assigned to them by the Away Meet Coordinator. Timers must be at least 16 years of age. EVOLUTION AQUATICS will provide timing assignments based on the number of chairs required, the number of swimmers/families in attendance. In most cases, you will receive an e-mail on the Thursday or Friday prior to the meet letting you know your assignment(s).

Meet Heat Sheets

When arriving at a swim meet please obtain a heat sheet. The Heat sheet will tell you what event and order the events will run in. It will indicate which heat and lane your swimmer is swimming in for their events. If you notice any errors, please let your swimmers coach know and they will deal with it appropriately.

Section 2. Safe Sport

USA Swimming is committed to providing a healthy and positive environment free from abuse for all its members. USA Swimming's Safe Sport program, a comprehensive abuse prevention program, consists of a multi-layered approach to keep kids safe, including: required policies and best practice guidelines; mandatory screening, including criminal background checks and employment screening; training and education; monitoring, supervision and mandatory reporting. These measures are informed by experts in the field of child safety and are among the strongest safeguards found in youth-serving organizations.

2.1 Grievance Reporting

The Evolution Aquatics Grievance Procedure provides swimmers, parents, coaches, club leaders and employees a system to address and report grievances in a productive, systematic way. Following these Procedures provides the appropriate parties a means to properly investigate, intervene, and take disciplinary action when needed.

WHERE TO REPORT:

For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication through social media:

- U.S. Center for SafeSport: 720-524-5640 or <https://safesport.i-sight.com/portal>

For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale or distribution of illegal drugs: USA Swimming Safe Sport: safesport@usaswimming.org or <https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

- Cabarrus County Sheriff's Department or your local law enforcement agency

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the Evolution Aquatics Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy.

- These issues are handled at the club level following the procedures outlined below.

WHOM TO NOTIFY OF A GRIEVANCE (Chain of Command)

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

- Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the Evolution Aquatics Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure the Evolution Aquatics coach is notified of the complaint and will participate in assessing behavior.

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

- Should a parent or swimmer feel an Assistant or Age Group Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing. The Head Coach will ensure that the Evolution Aquatics club President is notified of the complaint and will participate in assessing behavior.

Regarding Conduct of Head Coach – Notify the Evolution Aquatics Club President (Leigh Brown). Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Club President of this violation. This complaint should be made in person or in writing or through our Safe Sport Advisory Committee email (ssac@nomadaquatic.com).

Regarding Parent or Official Conduct - Notify the Head Coach

- Should a parent or swimmer feel another parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation in person or in writing.

Note: With the exception of issues, which immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session, as coaches should not be expected to deal with issues during water time.

HOW GRIEVANCES WILL BE HANDLED

The Head Coach has the authority to impose penalties for infractions of the Evolution Aquatics Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

Gathering Information: The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the Evolution Aquatics grievance procedure form.

Assessing Behavior: The behavior of the person(s) against which the grievance was brought, will be assessed using club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, as well as applicable local and state laws.

Consequences will be given and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:

Nature of the misconduct

Severity of the misconduct

Prior disciplinary actions

Adverse effect of the misconduct

Application of the Code of Conduct

2.2 Safe Sport Advisory Committee

Evolution Aquatics has created a special Safe Sport Advisory Committee that will oversee all Safe Sport related concerns, reports, questions, etc. This committee will consist of 3 individuals: Evolution Aquatics President Leigh Brown and two team parents: Amber Weeks

and Wendy Holmes. The purpose of this committee is to review and respond to all Safe Sport related questions, concerns, reports, etc. and when necessary escalate to USA Swimming for further review. Any questions or concerns can be directed to either leigh@nomadaquatic.com or through the centralized ssac@nomadaquatic.com email box.

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

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is Transparent, Accessible and Professional.

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

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

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

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

SOCIAL MEDIA

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

The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER

EVOLUTION Aquatics has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent or another coach must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

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

Team Travel Policy for EVOLUTION Aquatics

Purpose

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or another team activity that is planned and supervised by the club or LSC.

- A. EVOLUTION Aquatics 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)

- E. During team travel, when doing room checks, attending team meetings and/or other activities, room doors will remain open and observable environments should be maintained.
- F. 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.
- G. 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).
- H. 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.
- I. 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). A copy of the EVOLUTION Aquatics Code of Conduct must be signed by the athlete and his/her parent or legal guardian. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- J. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- K. Curfews shall be established by the team or LSC staff each day of the trip.
- L. 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.
- M. The directions & decisions of coaches/chaperones are final.
- N. Swimmers are expected to remain with the team always during the trip. 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.
- O. 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.
- P. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

Athlete Behavior

- A. Be quiet and respect the rights of teammates and others in hotel;
- B. Be prompt and on time;
- C. Respect travel vehicles;
- D. Use appropriate behavior in public facilities;
- E. There will be two different curfews – in own rooms and lights out;

- F. Must stay in assigned hotel room; and
- G. Needs and wellbeing of the team come first.

Financial Responsibilities

- A. No room service without permission;
- B. Swimmers responsible for all incidental charges;
- C. Swimmers responsible for any damages or thievery at hotel;
- D. Must participate in contracted group meals; and

Code of Conduct

All EVOLUTION Aquatics 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 coaches, officials, administrators, teammates, fellow competitors and the public always.
- 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.
- C. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- D. The possession, use, or sale/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 change 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 EVOLUTION Aquatics. Athlete behavior must positively reflect the high standards of the club.
- G. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - a. Dismissal from the trip and immediate return home at the athlete’s expense;
 - b. Disqualification from one or more events, or all events of competition;
 - c. Disqualification from future team travel meets;
 - d. Financial penalties;
 - e. Dismissal from the team; and/or
 - f. Proceedings for a LSC or USA Swimming National Board of Review.
 - g. Swimmers are to refrain from inappropriate physical contact at team activities and events.
 - h. Swimmers are to refrain from use of inappropriate language.