



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

Central York Aquatics (CYA) is an open club available to individuals of all ages, abilities, and residences. CYA strives to provide the best instruction and mentorship to athletes and takes pride in immersing its athletes in a competitive atmosphere that is both communal and challenging.

### **Mission Statement**

INSTILLING COMMITMENT, TEAMWORK, AND COMMUNITY TO DRIVE  
EACH STUDENT-ATHLETE TO ACHIEVE THEIR FULLEST POTENTIAL  
THROUGH COMPETITIVE SWIMMING

### **League & USA Swimming**

CYA is a year-round, competitive club team. CYA is a member of the Capital Area Swim League (CASL) and USA Swimming. All CYA swimmers compete in CASL and USA meets.

CASL meets are held in the summer. CYA's spring/summer season runs from March/April to August (registration begins in March). When available, CASL meets swim meter distances. Spring/Summer is also when we participate in Long Course USA invitationals.



CYA is also registered through USA Swimming. All Members join USA Swimming and are provided the opportunity to compete at USA Swimming sanctioned meets at the local, regional, or national level. Membership to USA Swimming is a requirement for all CYA swimmers in our fall/winter league. For additional information, visit [www.usaswimming.org](http://www.usaswimming.org).

# Registration & Payment

## Open Registration

Open registration for CYA begins in August. Open registration is done online through the team website [www.swimcya.com](http://www.swimcya.com) and click on Team Registration. Registration term is one calendar year from August to July. New members may join throughout the current registration term and their registration dues will be pro-rated accordingly.

A two-week, no-risk trial is offered to potential new members. If the swimmer decides to join CYA after the trial period, payment for the entire month, including the trial period, will be due.

## Membership Dues

CYA membership dues are comprised of the following:

- CYSD pool membership fees:
  - In district: \$10 per swimmer or \$15 per family.
  - Out of district: \$25 per swimmer or \$40 per family out of district.
- Monthly membership dues, which are assigned by training group in the table below.
- USA membership fee of \$90 per swimmer
- Multi-swimmer discounts of \$5 per additional swimmer per month, which is applied in full at time of registration. Membership dues are outlined in the payment schedules below.

Payment for each subsequent month is due on the first day of the billing month. Accounts with balances that are 15 days past due will be assessed a \$5 late fee per month (and any late fee must be paid via cash or check made payable to CYA and given to the CYA Treasurer) and swimmers will not be permitted to compete at meets until the past due amounts plus all late fees have been paid in full. Practice allowance is at the discretion of the Head Coach and CYA Treasurer. Notification will be issued to the swimmer's parents/guardians by a member of the CYA Board.

# Additional Required Purchases

## USA Swimming Fee – Billed Annually – Due at Registration

**Annual**

**\$90**

## CYSD Pool Fees – Billed Annually – Due at Registration

**In District**

**Individual - \$10**

**Family - \$15**

**Out of District**

**Individual - \$25**

**Family - \$40**

### Month-to-Month Payment Schedule

Amounts indicated below represent monthly dues for **one swimmer** in each training group.

Additional Costs which will be billed on 9/1 are as follows: CYSD Pool Fees (\$10-\$40) and USA Swimming Membership \$90

The amount paid in September includes dues for September & CYA Training Group Membership Fee. Multiple Sibling Discount: There will be a \$5 per additional swimmer/per month discount given to families with multiple family members enrolled. This is applied in full at time of registration.

Members who register after September 1 must pay dues for the current month plus CYA Training Group Membership Fee, CYSD Pool Fee and USA Swimming Membership. USA Swimming Membership, CYSD Pool Fee and CYA Training Group Membership Fee are non-refundable. Mid-season

Non-returning swimmer refunds will be pro-rated based on the date the swimmer stops training with CYA. Payment for monthly dues must be received by the 1<sup>st</sup> of each month. Dues that remain unpaid after the 15<sup>th</sup> of each month will be assessed a \$5 per month late fee. **All payments must be made through the Active website via credit card or ACH.**

Accounts can be cancelled for spring/summer season by submitting a cancellation request to the Head Coach and CYA Treasurer by April 1st. Cancelled accounts will not be charged monthly dues and will not be charged a cancellation fee. At any time during the season, accounts can be cancelled for a \$200 cancellation fee. If a swimmer must pause their account for an injury, proper documentation must be sent to the Head Coach and CYA Treasurer and be approved by the CYA Board.

Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
Open Registration	Due 9/1	Due 10/1	Due 11/1	Due 12/1	Due 1/1	Due 2/1	Due 3/1	Due 4/1	Due 5/1	Due 6/1	Due 7/1
<b>ORANGE</b>											
\$0	\$140	\$70	\$70	\$70	\$70	\$70	\$70	\$0	\$70	\$70	\$70
<b>SILVER</b>											
\$0	\$140	\$70	\$70	\$70	\$70	\$70	\$70	\$0	\$70	\$70	\$70
<b>WHITE</b>											
\$0	\$150	\$75	\$75	\$75	\$75	\$75	\$75	\$0	\$75	\$75	\$75
<b>GOLD</b>											
\$0	\$160	\$80	\$80	\$80	\$80	\$80	\$80	\$0	\$80	\$80	\$80
<b>SENIOR</b>											
\$0	\$170	\$85	\$85	\$85	\$85	\$85	\$85	\$0	\$85	\$85	\$85
<b>PRE &amp; POST HIGH SCHOOL</b>											
\$0	\$170	\$85	\$42	\$0	\$0	\$0	\$85	\$0	\$85	\$85	\$85
<b>MULTI-SWIMMER DISCOUNT for HIGH SCHOOL SWIMMERS</b> <i>Amount is discount for each additional high school swimmer.</i>											
\$0	\$0	\$0	\$0	\$0	\$0	\$0	-\$10	\$0	-\$5	-\$5	-\$5
<b>COLLEGE OFF-SEASON</b> <i>Multi-swimmer discounts are not available for college swimmers.</i>											
\$0	\$0	\$0	\$0	\$85	\$0	\$0	\$0	\$0	\$255	\$0	\$0

## Annual & Bi-Annual Payment Option Schedule

Amounts indicated below represent annual and biannual dues for **one swimmer**, but do not include the one time CYA Training Group Membership Fee.

Additional Costs which will be billed on 9/1 are as follows: CYSD Pool Fees (\$10-\$40) and USA Swimming Membership \$90

The amount paid in September includes dues for September & CYA Training Group Membership Fee. Multiple Sibling Discount: There will be a \$5 per additional swimmer/per month discount given to families with multiple family members enrolled. This is applied in full at time of registration. Members who register after September 1 must pay dues for the current month plus CYA Training Group Membership Fee, CYSD Pool Fee and USA Swimming Membership. USA Swimming Membership, CYSD Pool Fee and CYA Training Group Membership Fee are non-refundable. Mid-season Non-returning swimmer refunds will be pro-rated based on the date the swimmer stops training with CYA. Payment for monthly dues must be received by the 1<sup>st</sup> of each month. Dues that remain unpaid after the 15<sup>th</sup> of each month will be assessed a \$5 per month late fee. **All payments must be made through the Active website via credit card or ACH.**

Accounts can be cancelled for spring/summer season by submitting a cancellation request to the Head Coach and CYA Treasurer by April 1st. Cancelled accounts will not be charged monthly dues and will not be charged a cancellation fee. At any time during the season, accounts can be cancelled for a \$200 cancellation fee. If a swimmer must pause their account for an injury, proper documentation must be sent to the Head Coach and CYA Treasurer and be approved by the CYA Board.

Aug		Sept		Feb	
Open Registration		Due 9/1		Due 2/1	
<b>ORANGE</b>					
BI-ANNUAL	\$332.50	\$332.50	<i>Amounts include 5% discount from month-to-month total, but not the one time CYA Training Group Membership Fee (\$70).</i>		
ANNUAL	\$630.00	<i>Amount includes 10% discount from month-to-month total, but not the one time CYA Training Group Membership Fee (\$70).</i>			
<b>SILVER</b>					
BI-ANNUAL	\$332.50	\$332.50	<i>Amounts include 5% discount from month-to-month total, but not the one time CYA Training Group Membership Fee (\$70).</i>		
ANNUAL	\$630.00	<i>Amount includes 10% discount from month-to-month total, but not the one time CYA Training Group Membership Fee (\$70).</i>			
<b>WHITE</b>					
BI-ANNUAL	\$356.25	\$356.25	<i>Amounts include 5% discount from month-to-month total, but not the one time CYA Training Group Membership Fee (\$75).</i>		
ANNUAL	\$675.00	<i>Amount includes 10% discount from month-to-month total, but not the one time CYA Training Group Membership Fee (\$75).</i>			
<b>GOLD</b>					
BI-ANNUAL	\$380.00	\$380.00	<i>Amounts include 5% discount from month-to-month total, but not the one time CYA Training Group Membership Fee (\$80).</i>		
ANNUAL	\$720.00	<i>Amount includes 10% discount from month-to-month total, but not the one time CYA Training Group Membership Fee (\$80).</i>			
<b>SENIOR</b>					
BI-ANNUAL	\$403.75	\$403.75	<i>Amounts include 5% discount from month-to-month total, but not the one time CYA Training Group Membership Fee (\$85).</i>		
ANNUAL	\$765.00	<i>Amount includes 10% discount from month-to-month total, but not the one time CYA Training Group Membership Fee (\$85).</i>			
<b>PRE &amp; POST HIGH SCHOOL</b>					
BI-ANNUAL	\$262.20	\$262.20	<i>Amounts include 5% discount from month-to-month total, but not the one time CYA Training Group Membership Fee (\$85).</i>		
ANNUAL	\$496.80	<i>Amount includes 10% discount from month-to-month total, but not the one time CYA Training Group Membership Fee (\$85).</i>			

In addition to membership dues, swimmers may also incur fees for invitational meets, USA Swimming registration or USA Swimming event fees.

- USA Registration fee will be charged **to all swimmers automatically** at registration. It is \$90 per swimmer (**as listed in the charts above**). There is no multi-swimmer discount for USA fees.
- Invitational fees will be automatically charged to the swimmer's account when they commit to attend the invitational meet. Each USA invitational meet has an entry fee of \$5 per swimmer. Each event the swimmer participates in also has a fee attached (currently \$5-\$6 per event. So if Swimmer X commits to an Invitational and is registered to swim in 5 events, the cost for that event being charged to the swimmer's account is \$5 entry fee plus cost per race (example: \$5 per race). In this example, this will equal a charge of \$30 for that Invitational charged to the swimmers account. Payment terms for these fees are the same as for payment of monthly membership dues.
- Swimmers will not be permitted to participate with the club meets or events until all balances are paid in full, unless permitted by CYA Board and Head Coach. Parents will receive 1 warning, the following next late payment will result in not participating in a meet until dues are paid.
- USA Swimming event fees are automatically charged to swimmer's accounts when the team registers for the meet, which may occur several months prior to the scheduled meet. Once a swimmer joins USA Swimming, they will be committed to participating in all USA meets CYA is scheduled to attend unless the swimmer declines participation. Payment terms for event entry fees will follow the same terms as for Monthly Payment Option of CYA Membership Dues (see above). Event entry fees will automatically be processed one week after the meet.
- If you commit a swimmer to an invitational meet, and do not inform the coach prior to the coach entering the swimmer to the meet (This can happen several months in advance), the member will be responsible for all meet fees incurred- **EVEN IF THE SWIMMER DOES NOT SWIM IN THE MEET**. Unfortunately, CYA needs to pay the fees upon entering the swimmer, and we cannot get a refund after that time.

## Registration

CYA practices an open registration. Once the season has begun, new swimmers should contact the Head Coach through the *Contact Us* link at the bottom of the home page on [www.swimcya.com](http://www.swimcya.com) prior to registering.

## **Registration Cancellation/Suspension**

Accounts can be suspended by submitting a suspension request to the Head Coach and CYA Treasurer by the 15th of the month prior to the request. Memberships may be restarted at any time; however, all past due balances must be paid in full.

## **Training Groups**

All swimmers are placed within one of the five groups:

1. Orange
2. Silver
3. White
4. Gold
5. Senior

All swimmers are placed into groups at the discretion and assessment of the coaches, and group assignments can be changed at any time, at the discretion of the coaches. Requests for group change should be made directly to the Head Coach. Descriptions of each group can be found on the team website [www.swimcya.com](http://www.swimcya.com).

## **Training Group Attendance Guidelines**

Swimmers are expected to attend practice regularly for the purpose of improving their technique, building endurance, and developing a sense of community with other swimmers. Unless otherwise advised by a coach, weekly attendance guidelines should be followed.

The following is the recommended weekly attendance by training group:

- Orange: 2 workouts per week
- Silver: 2 workouts per week
- White: 3 workouts per week
- Gold: 4 workouts per week
- Senior: 5 workouts per week

Swimmers are not permitted to attend a different training group practice to make up a missed practice, unless an exception is made by the coaching staff. The practice schedule can be found on the team website [www.swimcya.com](http://www.swimcya.com).

## **Team Commitment**

Along with practice and meet commitments, there are other expectations for all families that participate with CYA. The financial commitment includes keeping current with seasonal fees and meet entry fees for USA swimmers. Special situations will be dealt with on a case by case basis.

Swimming has a very high “volunteer need,” and many volunteers are needed to help with meets, both on-deck and in the concession area. The minimum requirements for service hours and concessions donations are included in Appendix A to this handbook. Every consideration will be made to allow you to watch your swimmer compete during their events if you are fulfilling service hours outside of the pool deck area. In addition, our hosting of swim meets provides substantial income for the club that benefits all of the swimmers. Even if your child does not swim at the meet, it is asked that you serve in some way for these events.

Families are expected to participate in all fundraising efforts, whether they are CYA-hosted USA meets (in which all funds raised benefit all members) or fundraising campaigns.

## **Team Communication**

CYA communicates directly with its members through email, the team website and our social media pages; Facebook and Instagram. We recommend that you check these pages daily for potential communications from CYA. These pages will communicate items such as practice changes, group updates, meet entries, meet details, and inclement weather information.

CYA also relies on a Communications Board Member to help provide answers to questions that you may have regarding any club business. They can be contacted through the *Contact Us* link on the team website. We would ask that you use this route of communication for all questions/concerns. You can usually expect an answer to your email within 24 hours.

## **Team Merchandise & Swimmer Mail**

Team merchandise (suits, caps and spirit wear) is available for purchase each season. Members will be notified when orders can be made through email notice and the team website.

All purchases, as well as ribbons, awards, mail, etc., must be collected before the end of each season. Uncollected items will be discarded at the start of the subsequent season.

## **Inclement Weather & School Closing Policy**

CYA will, for the most part, operate under the same weather policy as Central York School District (CYSD). If CYSD is closed for weather or non-weather related emergencies, it is important to check your email, as that will not necessarily mean that practice will be cancelled. It is also important to check the website and email for practice schedules during scheduled school closings, such as holidays.

On meet days, if there is bad weather or the chance for bad weather, it is recommended that you check your email/website frequently, as this is how cancellations will be communicated.

## **Swim Meets**

CYA participates in the Capital Area Swim League (CASL). Meets in these leagues are typically called dual meets. CASL meets are held throughout the Capital Region, which includes York, Adams, Cumberland, and Dauphin counties. These meets are generally held on Saturday mornings with a start time of 8:00 or 8:30 AM at most pools. Check-in time, or when your swimmer is expected to be on the pool deck, can be anywhere from 6:40 AM to 7:30 AM. It is important to arrive a few minutes **prior** to “check in time” so that your swimmer has time to find the pool at the different facilities. All details regarding time, place, and events your swimmer will be competing in can be found on the team website [www.swimcya.com](http://www.swimcya.com)

For the Spring/Summer season, CASL also provides championship meets with Divisionals, All Stars and Mid-Caps. All swimmers may compete in Divisionals if they have swum in the required number of meets that the league sets (will vary according



to season). Qualifiers from Divisionals will advance to All-Stars. Qualifiers from All-Stars will advance to Mid-Caps. The coaches will inform the swimmers of who has qualified. Additional information can be found on the website closer to the times of these meets.

Swimmers who compete with USA swimming can also find the information regarding meets that they will be competing in on the team website. The winter season championships will be based on USA sanctioned championship meets.

## **Events**

The events that your swimmer will be swimming in for league dual meets are picked solely by the Head Coach. The coaches will place your swimmer in events based on various factors (practice attendance, times, etc.). There are no additional costs for participating in league dual or championship meets.

The Head Coach, in consultation with the assistant coaches, will place swimmers in events for USA dual meets. Event entry fees for USA meets will follow their fee schedule.

Invitational meets have additional costs associated with them (e.g. event entry fees) that will be billed to the swimmer's account. Swimmers can inform the coaches regarding which events they want to swim at invitationals. Swimmer requests will be considered solely, unless a coach feels there is a specific event in which a swimmer should participate. Coaches will communicate with members in these matters. If members do not request events, the coaches will choose for the swimmers. Because members are given the choice of which events to swim, the expectation is, barring illness, swimmers will not scratch events at Invitationals unless under the strategic direction of the Head Coach.

## **Relay Events**

When forming relays for meets, it is at the coaches' discretion who to put in those relays. In most cases, the fastest swimmer up till that point will be put in the "A" relays. However, under certain exceptions, the coaches may choose to put whoever they see fit in a relay. When considering swimmers for relays, coaches look at multiple factors consisting of but not limited to; times, practice attendance, attitude, focus and drive and commitment of the swimmer to do their best. At any time during the season, a coach may choose to change who swims in which relay. Any and all questions and concerns

should be brought to the coaches' attention in private, not in front of the swimmers.

## **Meet Sportsmanship Policy**

Sportsmanship, character and class are attributes that are developed. To develop these attributes within the swimming arena, the swimmers will be expected to:

- For individual events, stay in lane until the race has ended.
- Shake the hand of their competitors following every race and say something to the effect of "great race", regardless of the outcome of the race.
- Before leaving the venue of a meet, thank a volunteer, timer or official for their time.
- Clean up after themselves before leaving the meet.
- Unsportsmanlike behavior to members of our team and other teams that come to our pool is not acceptable. It's understood that teamwork and cooperation are a keystone for our team's success and serve as an important criterion in determining participation.
- Team members are expected to be mentally present during meets. Therefore, we ask that all swimmers refrain from using electronic devices during our dual meets.

It is important for parents to remind their swimmer(s) prior to each meet of these expectations, and to follow up after the meet to ensure that their swimmer(s) has/have taken these steps.

## **Team Uniforms/Equipment**

The team website includes the Team Suit and Equipment Guide, which provides guidance on the CYA team suit, approved suits for USA Swimming, and required equipment.

- Swimmers are expected to wear proper attire for practice. Girls must wear a one-piece suit and a cap. Boys must wear a jammer or brief. Goggles are recommended but not required.
- Suits and caps from other teams are not permitted.
- Swimmers in the White, Gold, and Senior (including High School Pre/Post Season) training groups are expected to purchase and bring with them their own equipment to practice each day (reference the Team Equipment Guide on the team website). Dry land practices require shorts, shirts and sneakers.

- **All swimmers MUST wear the appropriate team suit for competitions.** If a swimmer has not acquired a team suit, a plain black suit may be worn instead; plain suits should not have patterns, colored edge-banding, logos other than suit brand, etc. A CYA cap is required for those choosing to wear one.

## **Disciplinary Code and Procedures**

Central York Aquatics is established to promote the sport of swimming and in the process help to develop the character of the individual swimmers. For the orderly operation of Central York Aquatics, certain rules and regulations and procedures for enforcing the same have been established. It is the expressed intention of Central York Aquatics to set forth procedures that will aid in identifying behavior the club finds undesirable and define a process for addressing the alleged occurrences. This Disciplinary Code applies to all behaviors occurring during or at an activity or function that is associated with Central York Aquatics including but not limited to: swim practice, swim meets, team trips, team outings, or individual group outings and addresses objectionable behavior by members of Central York Aquatics occurring outside of club activities.

The type of objectionable behavior is divided into three (3) classifications:

- **Class I** – Shall deal with behavior that is somewhat disruptive; does not portray CYA in a good light; and other actions that are not in compliance for good behavior as a member of the team or society in general.
- **Class II** – Shall deal with behavior that is considered disruptive; having a detrimental effect on one's self, other members of the team, or the general public; causes significant damage to the reputation of the club and/or their coaches; leading to the possible injury of self or other persons.
- **Class III** – Shall deal with the behavior that is considered very severe and disruptive, possibly life threatening and/or in direct violation of governmental laws. These are actions that are so detrimental that it is not desirable to have such a person associated with the team.

### **Class I Objectionable Behavior:**

Unacceptable behavior as a member of Central York Aquatics at CYA practices, meets and team functions. This behavior would include, but not be limited to: minor vandalism, being disruptive in practices and meets, abusive or offensive language or behavior,

insubordination to members of the coaching staff, chaperones or others, littering, other acts of misconduct as determined by the coaching staff.

***Disciplinary Procedure:***

- Handled by the coaching staff. Parents will be involved if anticipated discipline will result in a suspension.

***Recommended Discipline:***

- Disciplinary cards will be issued to the swimmer determined by the coaching staff.
- Disciplinary cards will be issued to the swimmer determined by the coaching staff. Other disciplinary measures may include but not limited to: extra laps, clean-up duties, suspension from practice, and/or suspension from meets.
- Repeated Class I offenses may result in the offense being considered Class II.

***Class II Objectionable Behavior:***

Unacceptable behavior as a member of Central York Aquatics at CYA practices, meets and team functions. This behavior would include, but not be limited to: possession or use of illegal drugs, alcohol, or tobacco, theft, significant vandalism, bullying, racial or gender based slurs or inappropriate use of social media.

***Disciplinary Procedure:***

- The Head Coach will write up and record the information and present the information to the CYA Board for review.
- The CYA Board will issue a letter documenting the event and place it in the swimmer's folder or issue it by email. The parents must respond to the letter by signing and returning the letter to the Head Coach.
- If the parents do not return the signed letter within one week, the Head Coach will call the parents to confirm the letter was received.
- The Head Coach will offer to set up a meeting with the parents and at least two members of the CYA Board and the Head Coach to discuss the issue.
- A follow up letter documenting the meeting and the associated disciplinary action will be placed in the swimmer's folder. If the parents leave CYA, a certified letter will be mailed to the parents for the record.

***Recommended Discipline:***

- 1<sup>st</sup> Offense – Suspension from the team may be a possibility based on the judgment of the Head Coach and CYA Board.
- 2<sup>nd</sup> Offense – Suspension from the team for potentially thirty (30) days of the swimmer’s season (these days may extend into the swimmer’s next season if needed.)
- 3<sup>rd</sup> Offense – Shall be considered a violation of Class III Objectionable Behavior and handled according to the disciplinary proceedings of Class III Objectionable Behavior.

**Class III Objectionable Behavior:**

Unacceptable behavior as a member of Central York Aquatics at CYA practices, meets and team functions. This behavior would include, but not be limited to: sale or distribution of illegal drugs; conviction of felony and fighting that results in the severe bodily injury of any person (regardless of whether at a club activity or not).

***Disciplinary Procedure:***

- CYA Board shall send notice of hearing to parent/guardian and swimmer via a letter placed in the swimmer’s folder. If no response has been returned to the Head Coach in one week, the parents will be called by the CYA Board to arrange a hearing.
- Hearing before a quorum of CYA Board with parent/guardian and swimmer being given the opportunity to be present; the facts shall be presented by the President or his/her designee; Head Coach shall be present in an advisory role.
- CYA Board decision’s will be mailed to the parent/guardian and swimmer within one week via certified mail.

***Recommended Discipline:***

The behavior may result in membership termination or other action as determined by the CYA Board.

Terms of Suspension shall be spelled out by the CYA Board and must be adhered to by the swimmer/parents in order to be reinstated by the CYA Board at the end of the

suspension period. During the periods of suspension, swimmers remain a member of CYA and thereby all dues and fees are still due in full from the swimmer. The swimmer cannot be reinstated until any fees and/or dues that are in arrears are paid in full. Additionally, during the periods of suspension, all service hour and concession donation requirements remain the responsibility of the swimmer.

## **Communication**

Effective communication between coaches, swimmers, and parents is essential to individual and team success. This triad works best when each individual seeks to understand the other. If a swimmer and/or parent have questions in regards to the swimmer's individual training progress, please follow the steps below:

- Swimmers should direct all team and swimming related questions/issues to the Head Coach.
- If clarification is needed or an issue has not been resolved, swimmers/parents are encouraged to contact the Head Coach via email, phone or in person to schedule a meeting. Please DO NOT approach a coach on deck prior to or during a practice.
- If the matter has not been resolved satisfactorily through communication with the training group coach, the swimmers/parents are encouraged to contact the Head Coach via email, phone or in person to schedule a meeting. Please DO NOT approach a coach on deck prior to or during a practice.
- If the matter has not been resolved satisfactorily through communication with the Head Coach, the swimmers/parents are encouraged to contact a member of the CYA Board via email, phone or in person to schedule a meeting.

For all other general questions and/or concerns, please contact the team through the *Contact Us* link on the team website.

The CYA Board is a community of volunteers that value input from the team, parents and coaches. You are encouraged to reach out to them as a source of information and facilitators for you. This organization is founded on the principles of integrity and respect. Our goal is to make the team an enrichment opportunity for the swimmers. This can only be done through open honest communication by all parties involved.

## Photo Release Statement

By accepting the team handbook through the registration process, the swimmer's parents/guardians thereby assign and grant CYA the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made of them or their child at all CYA activities, and thereby release CYA, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all liability from such use and publication. They thereby authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/videotapes/electronic representations and/ or sound recordings without limitation at the discretion of CYA, and specifically waive any right to any compensation that they may have for any of the foregoing.

Parents/guardians who wish to reject the photo release statement must notify CYA via the *Contact Us* link on the team website.

## Locker Room Policy

Central York Aquatics (CYA) utilizes the Central York High School pool locker rooms/restrooms. This means there are multiple groups utilizing the space simultaneously creating the need for CYA swimmers to be respectful of others and their privacy. CYA athletes must be diligent in monitoring the area to protect all CYA teammates from any inappropriate conduct. The purpose of this policy is to protect our swimmers, coaches and parents. We request all CYA parents review this policy with their swimmer.

- No CYA swimmer may leave practice early without the permission from a coach.
- No CYA swimmer should be in the locker room alone at any time unless absolutely necessary and only after notifying a coach.
- Swimmers should use the restroom prior to the start of practice.
- Bags/personal items should be placed in a locked locker or placed on the bleachers on deck.
- Swimmers must be aware of other patrons utilizing the locker room and report to

the coach any concerning or inappropriate behavior.

- Swimmers should shower and dress quickly.
- Parents should not enter the locker room unless absolutely necessary (i.e., to assist a swimmer under the age of eight or with a disability). If a parent must enter, please notify the coach or a board member. Only same sex parent is allowed to enter the locker room.
- The use of poor language, inappropriate discussions and general rough housing in the locker room is unacceptable. Please notify a coach to report any violators.
- The use of mobile devices with recording capability is **prohibited** in the locker room. This includes cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area:

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

This applies to devices even if the person is not using the photo, video or other recording feature. Please ensure that all swimmers are aware NOT to use any function on any mobile or recording device whatsoever while in a locker room. These devices should remain in a bag or clothing pocket.

- Locker rooms are a place to change, go to the restroom and shower quickly. They are not a place to hangout, socialize, eat, play games or do homework.
- Locker room use is a privilege and any swimmer that does not follow the above policies may lose this privilege, as decided upon by the coach and/or the CYA Board.

## **CYA Parent/Volunteer Code of Conduct**

- I will encourage good sportsmanship by demonstrating positive support for all swimmers, coaches, meet officials, other parents and volunteers at all times.
- I will place the emotional and physical well-being of all swimmers ahead of any personal desire for my child or our team to win.
- I will support the coaches, meet officials and volunteers working with my child in order to encourage a positive and enjoyable experience for all.



- I will remember that my child swims for his/her benefit, not mine.
- I will make certain that my child arrives on time for practices, meets and other team activities.
- I will remember that my child will learn based on the example that I set for them.
- I will ask my child to treat other swimmers, coaches, meet officials, other parents, and volunteers with respect.
- I will always be positive and support the decisions of the coaches and in doing so, support the team.
- I will not coach my child in or out of the pool; that is the coach's role.
- I will not get into arguments with parents, swimmers, volunteers or coaches from my swim team or from any other swim team.
- I will not use abusive or insulting language. I will treat everyone with dignity.
- I will not criticize meet officials and volunteers, understanding that mistakes will be made.
- I will praise my child for their effort rather than the result of a race or meet.
- I understand that **failure to comply may result in my suspension from CYA events, or the dismissal of my swimmer(s) from CYA as determined by the CYA Board.**

## **CYA Swimmer Code of Conduct**

- I will demonstrate and encourage good sportsmanship from fellow swimmers, coaches, officials and parents at all times.
- I will remember that swimming is an opportunity to learn and have fun.
- I will remember that practices and meets are equally important.

- I will not use drugs, tobacco, and/or alcohol.
- I will do the best I can at every practice, remembering that all swimmers have talents and weaknesses, the same as I do.
- I will treat my coach, other swimmers and coaches, meet officials, other officials, volunteers, and fans with respect always.
- I will always control my temper.
- I will always exercise self-control, including not using foul language.
- I will concentrate on swimming; always giving my best effort.
- While practicing and competing, I will conduct myself so as to be a credit to myself and to my swim team.
- I will be a team player.
- I will respect the facilities that we use.
- I will have a positive attitude and strive to be a positive influence for my teammates.
- I understand that **failure to comply may result in my suspension from CYA events or dismissal from CYA as determined by the CYA Board.**

## **Central York Aquatics Hours & Concessions Policy**

**Fall/Winter: 40 points MUST be accumulated from volunteering (20 points by January 1st)**

**Fall/Winter: 10 concession donations; 1 point for each donation (5 points by January 1st)**

**Fall/Winter: Total of 50 points (40 points from volunteering and 10 concession donations)**

**Fall/Winter High School: Total of 6 points from volunteering plus 5 concession donations**

**Spring/Summer: 16 points MUST be accumulated from volunteering (8 points by June 30th)**

**Spring/Summer: 4 concession donations; 1 point for each donation (2 points by June 30th)**

**Spring/Summer: Total of 20 points (16 points from volunteering and 4 concession donations)**

- Families with at least one parent/guardian who coaches for CYA or who actively serves as a Board Member, Concessions Manager, Ribbons Manager or Bookkeeper are exempt from fulfilling these minimum requirements since the service hours required by these positions are in addition to the hours required to run our meets.
- Families who do not meet the total requirement will be assessed a fee.
- Families must meet the total number of points by dates listed or their swimmer(s) may not be able to participate in any future meets at the discretion of the CYA Board.

### **Fulfillment**

Families are expected to be responsible for managing their service hours. Those responsibilities include:

- Signing up for service hour positions when they are posted on the team website.
- Showing up and completing the service hours they sign up for.
- Notifying the Volunteer Coordinator ASAP if there is a change of plans that prevent them from serving in the position(s) they signed up for.
- Routinely verifying that their team accounts have been updated to accurately reflect their service hours and notifying the Volunteer Coordinator of any discrepancies they find. Families may view their service hours on the team website.

CYA does not offer families a buyout from fulfilling service hours. The service needs for

each meet cannot be fulfilled through payment – the team needs people to volunteer their time. Instead, the team has established the following penalties that will be assessed to families who do not meet the service hour minimums:

Spring/Summer Season \$100-\$300

Fall/Winter Season \$200-\$400

Penalty fees will be charged to member accounts prior to the conclusion of the applicable season. Payment of penalty fees will follow the same payment terms for membership dues included in the Team Handbook. Penalties must be paid in full before members can register with the team for the following season.

### **Modifications or Exemptions**

CYA recognizes that some families may have special circumstances that challenge their ability to meet the requirements of this policy. Those families should contact the Volunteer Coordinator or the CYA Board for approval to modify their minimum requirements or obtain an exemption to this policy. If you are active in the military, an exemption may be given by the CYA Board with proper documentation. All special circumstance requests must be received within 30 days from the start of the season.

### **Overview**

Nearly all meets that Central York Aquatics (CYA) swims in require participation from member families. The amount of participation needed from each family may vary depending on the size of the team, the number of meets, the types of meets, etc. The minimum requirements established herein may be evaluated and adjusted as the team needs change. Changes to the minimum requirements will take effect beginning at the start of the next member registration period.

### **Service Hour Requirements and Donations**

Swim meets run on hours of volunteer service. There are many positions that families can select from when signing up to serve. Every registered family must fulfill the minimum service hour requirements and are required to volunteer at least one (1) shift at every invitational, no matter if their swimmer is swimming or not. Most CYA-hosted meets include a concession stand that runs predominantly on family donations. The proceeds from concession stands are returned to the team and benefit all swimmers.

Below are the volunteer positions and their point value.

<b>Job</b>	<b>Points</b>
Concession Set-Up	2
Concession Stand	2-4
DeckSeeder/On Deck Help	4
Timer	2-4
Timer Coordinator	3
Computer (Training Required)	4
Colorado (Training Required)	4
Meet Marshall	4
Operational Risk Director (Training Required)	4
Administrative Official	5
Announcer	4
Ribbons	2
Stroke and Turn Judge (Training Required)	4
Official (Training Required)	4
Finish Judge (Training Required)	4
Backup Timer	2-4
Meet Clean-Up	2
Security	2-4
Ticket Sales	2-4
Hospitality	3
Volunteer/Coach Check-In	3
Results Runner	3
Race Runner	2-4

# Handbook Attachments

This handbook includes the attachments listed below:

1. Central York Aquatics Hours & Concessions Policy (Version 2.0 dated March 9, 2015)

## Revision History

Date	Vers	Edits/Notes	Edited by
October 18, 2012	1.0	Original Draft	K. Alloway
April 2013	2.0	All pages, added page numbers. Added "Concession Stand Obligation" section header. Grammar corrections. Updated Photo Release verbiage to include reminder. Added this revision block.	B. Hammen & M. Beck
June 2013	3.0	Modifications to groups and registration based BOD meeting of 6/13/2013. Updated CYA Swimmer Code of Conduct to remind swimmers the use of foul language is not acceptable.	CYA BOD
July 2014	4.0	Comprehensive update of handbook.	CYA BOD
March 9, 2015	5.0	Change volunteering to service hours; added requirement that Orange (in addition to Pre-Senior & Senior) purchase their own training equipment.	K. Peyton
July 23, 2015	6.0	Revise membership fees including pool membership amount.	K. Peyton
August 20, 2017	7.0	Revise membership fees.	J. Lamison
August 16, 2017	8.0	Revise Membership fees, Revise USA Swim to reflect current participation; Revise Meet/Events section to reflect current participation.	J. Lamison
March 23, 2017	9.0	Revise Membership fees, Revise USA Swim to reflect current participation. Revise team training groups and attendance.	N. Keen
July 24, 2019	10.0	Revise Membership fees; Revise team training groups.	A. Noll
July 26, 2019	11.0	Revise team attendance and dual meet policies.	C. Doemland
April 20, 2020	12.0	Comprehensive update of handbook; Revise Membership fees; Removed CPSA meets; Revise Disciplinary Code and Procedures.	CYA BOD
June 22, 2021	13.0	Add Orange training group; Revise Membership fees.	CYA BOD

August 23, 2022	14.0	Updated team web address to <a href="http://www.swimcya.com">www.swimcya.com</a>	CYA BOD
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# Central York Aquatics Hours & Concessions Policy

## Revision History

<b>Date</b>	<b>Vers</b>	<b>Edits/Notes</b>	<b>Edited by</b>
July 22, 2014	1.0	Original draft and revisions.	K. Peyton
March 9, 2015	2.0	Change “volunteering” to “service hours.”	K. Peyton
August 20, 2016	7.0	Change fee structure and concession donations.	K. Peyton & J. Lamison
August 16, 2017	8.0	Revise service hours; Revise fulfillment for service hours penalty fees; Revise concession donations.	J. Lamison
August 3, 2018	9.0	Revise service hours and concessions to point system.	N. Keen
July 24, 2019	10.0	Revise service hours and concession points.	A. Noll
April 20, 2020	11.0	Revise service hours and concessions to dollar donation.	CYA BOD
June 22, 2021	13.0	Revise service hours and concessions to points.	CYA BOD