

# TEAM HANDBOOK

*2017-2018*

*What Starts Here Changes The World!*

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## A. Contact Information

### Website

[www.longhornaquatics.utexas.edu](http://www.longhornaquatics.utexas.edu)

### Location Address

Lee and Joe Jamail Texas Swimming Center  
1900 Red River St.  
Austin, TX 78712

The Lee and Joe Jamail Texas Swimming Center (TSC) is located on the corner of Martin Luther King Boulevard and Red River Street, south of Memorial Stadium and west of I-35.

### Mailing Address

Longhorn Aquatics  
1900 Red River St. D4050  
Austin, TX 78712

### Telephone Numbers

Longhorn Aquatics - (512) 471-7433

Texas Swimming Center Front Desk and Longhorn Aquatics Accounting Office - (512) 471-7703

UT Police Dept - (512) 471-4441

### Coaching Questions

Coaches respond to brief questions before or after daily practice. Please email the coach to schedule an appointment.

### Membership and Billing Questions

For information and questions regarding registration or billing matters, contact the Longhorn Aquatics Membership Office at [TXLAMembership@austin.utexas.edu](mailto:TXLAMembership@austin.utexas.edu) or (512) 471-2710.

## B. Welcome

Welcome to Longhorn Aquatics! Our pool is home to hundreds of Olympic Trials Qualifiers, over 70 Olympians, and some of the best coaches in the world. At Texas, what starts here, changes the world. Becoming a member of Longhorn Aquatics is larger than joining a swimming or diving team; you are becoming part of the Texas swimming and diving legacy that is like none other.

Longhorn Aquatics is here to provide well-rounded, competitive programs for all of our athletes while instilling life-long health and well-being.

Please do not hesitate to contact me or your coaches with any questions.

Hook em' Horns!

Ann Nellis

Director

[Ann.nellis@austin.utexas.edu](mailto:Ann.nellis@austin.utexas.edu)

(512) 471-7433

## C. ORGANIZATION

### 1. *Club Administration and Staff*

- a. Club Administration- Longhorn Aquatics (TXLA) is a club for competitive athletes of all ages and ability levels. TXLA is a member club of USA Swimming, USA Diving, AAU Diving, US Masters Swimming and Diving, and USA Water Polo. Organizationally, TXLA is a University of Texas at Austin department operated under the Office of the Vice President of University Operations.

TXLA is also a member of the South Texas Local Swimming Committee (LSC), which is an organizational subdivision of USA Swimming. This LSC covers the geographic region of Texas ranging from the Temple area through Austin and San Antonio to McAllen in the Rio Grande Valley.

TXLA offers age group programs for swimmers and divers age 6 and over, masters swimming for adult swimmers who want to continue training, and a water polo program for players of all ages and abilities. Each program offers opportunities for athletes to participate in national and international levels of competition.

Monthly training fees vary depending upon the practice group and the University of Texas charges an annual registration fee to join each year. Because of the competitive nature of the club, TXLA age-group athletes are strongly encouraged to participate in swim and dive meets throughout the year. Entry fees for a meet are typically in the range of \$7-\$15 (swimming), \$10-30 (diving), and \$15-50 (water polo) depending on the specific site and the number of events entered. The TXLA store gives 10% discounts on equipment to all TXLA members.

All Longhorn Aquatics coaches and staff are employees of the University of Texas. No University funds may be used to support Longhorn Aquatics; consequently, Longhorn Aquatics is considered a self-funded department.

- b. Longhorn Aquatics strives to maintain a stable, well-trained, and experienced coaching staff at all levels of the program. Our hiring process starts with a pre-employment screening, including an interview and comprehensive criminal background check for each prospective employee. In accordance with state law, all coaches complete mandatory training for child abuse awareness and reporting. All coaches must have a current certification by their national governing body. Each has the combination of experience, education, and caring that makes for superior coaching. Longhorn Aquatics coaches are certified in First Aid, CPR, coaches safety training, athlete protection (USA Swimming coaches), and have passed a Level 2 Background Check.

## ***2. National Governing Boards***

To join Longhorn Aquatics, each athlete must register with their National Governing Board (NGB) i.e., USA Swimming, USA Diving, AAU Diving, US Master Swimming or USA Water Polo.

**USA Swimming** -- <http://www.usaswimming.org>

USA Swimming is the national governing body for swimming in the United States. Its headquarters are on the site of the Olympic Training Center in Colorado Springs, Colorado. TXLA will enroll competitive swimming members with USA Swimming at registration. All swimmers are required to join USA Swimming for liability insurance that covers both TXLA and the swimmer. TXLA is the assigned club code.

**USA Diving & AAU Diving**-- <http://www.usadiving.org>; <http://diving.aausports.org>

USA Diving and AAU are two of the National Governing Bodies for diving within the United States. All Longhorn Aquatics divers are required to join AAU Diving. Depending on the level of competition, USA Diving registration may be necessary to compete in certain meets. When registering with AAU, TXLA athletes must enter the Longhorn Aquatics club code (see our website for the current year's code). AAU Diving provides liability insurance that covers both TXLA and the diver. Masters divers must register with US Masters before enrollment in TXLA.

**USA Water Polo** -- <http://www.usawaterpolo.org/>

USA Water Polo is a non-profit organization recognized by the United States Olympic Committee (USOC) and the Federation Internationale de Natation (FINA) as the National Governing Body for the sport of Water Polo in the United States. All TXLA Water Polo members are required to join USA Water Polo annually for liability insurance and to compete in certain meets throughout the training year. The coach will inform you what membership level is required.

**United States Master Swimming** -- <http://usms.org>

United States Masters Swimming (USMS) is the national governing body for masters swimming within the United States. Longhorn Aquatics masters swimmers are required to join USMS before enrollment. Like USA Swimming, USMS registration provides liability insurance for Longhorn Aquatics.

## ***3. Membership Requirements***

- The participant must be 6 years old at the time of registration
- The participant must meet the minimum swimming and diving requirements set forth by the coaching staff. The Texas Swimming Center is one of the fastest pools in the world because we have no shallow water. The minimum depth is nine feet. All athletes must be able to swim in deep water before tryouts.

- The participant (if over the age of 18) or the parent/legal guardian (if 18 or under) must register online and accept all waivers and policies electronically. This includes Consent for Treatment, a Release and Indemnification agreement, and an optional Authorization for Release of Medical Information to staff. Members must acknowledge the TXLA Code of Conduct Rules for Athletes and Parents and the Social Media and Communication policy. Members are also asked to sign an optional photo release.
- The participant must submit a copy of a medical physical or a signed Physician's Authorization form when registering. The exam date must be in the last 24 months. Participants will be allowed to practice for a minimum of 30 days from the date of registration without a physical. After 30 days, their membership will be suspended until the documentation is presented.
- The participant must be fully registered and pay the full amount due before being admitted.
- The participant must be registered with the required NGB for their program and they must present their membership card within 30 days of registering for Longhorn Aquatics. Participants will be allowed to practice for a minimum of 30 days from the date of registration without their NGB card. After 30 days, their membership will be suspended until the card is presented.
- The participant must type in their pin number each time to access the TSC deck and locker room. Pin numbers will be assigned after registration each season.
- The participant must maintain a paid balance on his/her account with Longhorn Aquatics for all training fees, meet fees and other charges.
- The participant must abide by all rules and regulations of Longhorn Aquatics, the Texas Swimming Center, the University of Texas at Austin, satellite locations, and their NGB.
- Admission to each training group is offered preferentially to active members of Longhorn Aquatics. Qualified applicants are accepted on a first-come, first-served basis. A waiting list is maintained if a group is filled.

#### ***4. Communication***

The club's primary means of communication with members is through email messages and notices posted on the Longhorn Aquatics website. The email entered when registering online will be used only for billing and account management. Team information, schedule updates and meet information from coaches is communicated through team email lists. To sign up for team emails, please visit our website ([www.longhornaquatics.utexas.edu](http://www.longhornaquatics.utexas.edu)). The sign-up section is located on the lower right corner of the Longhorn Aquatics homepage. The website also offers members the ability to view meet information and results, obtain important announcements, and download forms.

The TXLA Director maintains a complete email list for all teams and sends out club information of a general nature. The coaches regularly email specific team information to each family. All

participants and/or their parents should sign up for their specific team email list. You may sign up as many email address as you like for each list.

TXLA coaches communicate important information via email to their group members, so it is necessary for parents to take a proactive role by checking the TXLA website and their email frequently. The ultimate responsibility for keeping up with meet and practice schedules, meet eligibility requirements, volunteer opportunities, and meet entry deadlines lies with each participant and/or their parent/guardians.

Longhorn Aquatics also encourages members to regularly check these additional websites for your respective sport:

<a href="http://www.stswim.org/">http://www.stswim.org/</a>	South Texas Swimming
<a href="http://www.usaswimming.org">http://www.usaswimming.org</a>	USA Swimming
<a href="http://diving.aausports.org">http://diving.aausports.org</a>	AAU Diving
<a href="http://www.usadiving.org">http://www.usadiving.org</a>	USA Diving
<a href="http://www.usawaterpolo.org/">http://www.usawaterpolo.org/</a>	USA Water Polo
<a href="http://www.usms.org/">http://www.usms.org/</a>	US Masters Swimming

Parents are never allowed on deck to meet with coaches during practice or meets. If you wish to discuss your athlete's progress or performance, please email their coach to schedule a meeting. Contact information is available on the Longhorn Aquatics website.

## ***5. General Information***

Athletes are supervised by Texas Swim Center or Longhorn Aquatics staff once the athletes enter the Texas Swim Center through the front desk area on to deck and by City of Pflugerville lifeguards or Longhorn Aquatics staff once athletes enter the pool gates. Athletes should arrive at their training pool no earlier than 15 minutes prior to the start of practice and should depart by 15 minutes after practice ends. All participants **MUST** know their pin number to check-in at the TSC Front Desk. Athletes may bring a lock to secure their personal items in a day-use locker while in training, but must remove the lock at the end of practice. Lockers are available for rent for the semester or annually. Inquire at the TSC Front Desk for rates and availability.

The Texas Swim Center offers separate girl's and boy's locker rooms for authorized Longhorn Aquatics participants. These locker rooms are accessible from the pool deck. Please note, at times there are a variety of ages and programs who share these locker rooms. As an alternative option, we have two unisex restrooms on deck at the north and south ends of the pool. We recommend use of these unisex restrooms during practice. Parents may access restrooms available on the second or third floors of the swim center. Locker rooms with shower access are not available for parents.



Many groups have minimum attendance expectations. While, it is understood that there will be unexpected absences from time to time, it should be recognized that competitive swimming and diving involve skill development, strength development, and endurance development which is directly related to the amount of training an athlete receives. Optimum progress is heavily dependent on regular attendance at the training sessions offered. Changes in practice schedules may occur because of UT football games, swimming meets, inclement weather, and other functions held at the TSC. Coaches try their best to notify their athletes of schedule changes in advance; however, if an athlete is uncertain about whether or not practice will be held, email the coach or call the Texas Swimming Center (512-471-7703).

It is the responsibility of the parent or member to inform the coach and notify the TXLA Membership Office if the member must drop out of the TXLA program. The parent or member must submit an Inactive Status Form (available online or at the TSC Front Desk or online) to the TXLA membership office by the 15<sup>th</sup> of the month BEFORE the month in which you plan to withdraw to avoid billing for the next month. The Membership Office continues to bill until the form is properly submitted. Emails, phone calls, or individual communications with your coach is not considered sufficient notice.

The Longhorn Aquatics Store is located on the second level of the TSC. It provides the necessary swimming and diving equipment for TXLA members at discounted prices and also serves as a major source of funding for TXLA. Various items are available such as water bottles, bags, T-shirts, goggles, fins, hand paddles, kickboards, caps, swimsuits, and dress sweats. Prices posted at the store are retail prices and team members receive a 10 % discount when they identify themselves.

Medical Information-Various medical information is required for liability purposes. The agreement to release medical information to the staff is optional. This information is used only in the event medical attention is needed for the athlete. Medical care may be provided by the Texas Swimming Center staff, coaches, or advanced medical personnel (EMT, UTPD, AFD).

## D. Billing Policies and Fees Information

**1. Registration Fee-** \$80 per person is charged to all members who sign up between September 1-December 31. Members who join between January 1 and April 30 will be charged a registration fee of \$140. Members who join for the first time in May will be charged a registration fee of \$200.

**a. Monthly Training Fee-** Training fees are billed on the 1<sup>st</sup> of each month. For new members, the first month's training fee will be prorated and refunded after registration based on the date the member began training with the team. The fee is automatically drafted using the payment method selected when registering online.

**Swimming (Campus & Pflugerville)** training fees will be billed out in a 10 month cycle (September-June) with July & August having no training fees charged.

**Diving and Water Polo** training fees will be billed out for an 11 month cycle (September-July) with August will having no training fees charged.

**Masters** will be billed out for 12 months (September-August).

No additional travel fees will be charged for Swimming and Diving.

Water Polo coaches' travel fees will be assessed after each tournament.

- b. Discounted Annual Rate-** Masters Swimmers who pay upfront in September for the entire year will receive one free month. However, there will be NO REFUNDS, unless you are unable to train for one month due to injury or illness and have a written note from your physician. In these cases, the member will forfeit the savings and pay monthly for the remainder of the year.
- c. USA Swimming Registration Fee-** USA Swimming registration is required for all swimmers each year. The 2018 fee is \$78. New members who register between September 1 and December 31 of a current year will be registered for the following year (i.e. If registered in September 2017, member will be registered with a 2018 USAS membership which is valid during 2017 & 2018). A South Texas Transfer form is required from new swimmers if they are transferring from another team. This form will allow us to process a club transfer for the swimmer. If the transferring member's USA Swimming registration is current, they will only have to pay the \$15 South Texas Transfer Fee. (USMS, AAU, and US Water Polo registration is handled by the individual participant online using the links provided above.)
- d. PE Waiver Processing Fee -** Members who will need a PE Waiver processed for children enrolled in school must submit the required form from their child's school to Bridgette Rhoades by email at [bridgette.rhoades@austin.utexas.edu](mailto:bridgette.rhoades@austin.utexas.edu) or at the TSC Front Desk. There will be a \$25 processing fee per semester billed to your account at the end of the school year for this service.
- e. Additional Fees -** Members may incur additional fees such as "away meet" entries, late fees, travel fees, or team purchases. An automated email will be sent to the primary parent/guardian's email address when fees are added. Fees for swim meets hosted by Longhorn Aquatics at the Texas Swimming Center will normally be automatically billed to your credit card or checking account if you have saved this payment information for charges other than monthly membership fees. If you have not authorized your payment account to be used for automated billing of additional fees, you will be responsible for logging on to the [Swim Portal](#) and paying these fees as they are added. Please note that some fees cannot be automatically billed even if a payment method has been saved. Members should review their email notices and monitor their online account regularly for charges that are outstanding. All charges added to a member's account must be paid by the 25<sup>th</sup> of each month to avoid incurring late fees.

## ***2. Multiple-Family Member Discount***

Multiple Family Member Discounts - Families paying regular training fees with three (3) or more children will receive a price reduction. The regular training fee will be due for the 1st and 2nd Highest Level Participant. A 25% discount will be applied to the regular training fee of the 3rd Highest Level Participant and a 50% discount will be applied to the regular training fee of the 4th Highest Level Participant.

### **3. Multiple-Sport Athlete Discount**

Athletes who are enrolled in more than one sport may be eligible for a monthly training fee discount. Multi-Sport Athlete Discount Forms are available at the TSC Front Desk. This form requires signatures and approval from both coaches. It is at the coaches' discretion to determine if the athlete is eligible for a monthly discount and this is based on the frequency the athlete can practice with each team. On the form, each coach will circle a 0%, 15%, or 25% discount rate. One discount per athlete. Submit the form to the Membership Office to have the discount applied.

### **4. Meet Entry Fees**

**a. *Swimming Meet Entry Fees***- All competitors are required to pay an entry fee to the host team for all meets. The fees run between \$5.00 and \$20.00 per event depending on the meet. These charges may include a surcharge to the hosting Local Swimming Committee (usually \$1.25). In order to facilitate the entry process, Longhorn Aquatics pays the entry fees for the team and then bills the athlete for his/her portion of the team's fee. Fees paid on behalf of the athlete by TXLA will be added to your online account and may be automatically charged if your payment information is saved, or you will be required to log on to your account through the Longhorn Aquatics [Swim Portal](#) to pay the fees.

**b. *Diving Meet Entry Fees*** All divers are required to pay their dive meet entry fees personally. TXLA does not pay the entry fees for the team.

**c. *Water Polo Meet Entry Fees*** Water Polo meet entry fees vary throughout the season. Participants are typically required to pay their own meet entry fees, but if fees are paid by TXLA, the participant will be charged after the meet and must pay online through the Longhorn Aquatics [Swim Portal](#). The coach will inform participants of the fees before a meet occurs.

### **5. Additional Billing Policies**

**a.** The first month's training fees for new members will be prorated based on the date the new member began practicing with the team. Registration requires a full month's payment up front but a refund can be credited to the account if the new member began practicing after the 1<sup>st</sup> of the month. Contact the Membership Office at [txlamembership@austin.utexas.edu](mailto:txlamembership@austin.utexas.edu) or 512-232-2710 to request a credit.

**b.** All monthly training fees are automatically charged to the member's preferred payment method on the 1<sup>st</sup> of the month. If the member's payment fails, the member will receive an automated email. The member has until the 5<sup>th</sup> of the month to update their payment information or contact the Membership Office if special consideration is needed. After this grace period, there will be \$15.00 late fee assessed. A member is only allowed two failed monthly payments before their membership is suspended. The account must be brought current and all late fees paid in full before the athlete will be reinstated.

- c.** An automated email will be sent to the primary parent/guardian's email address when additional fees are added. Fees for swim meets hosted at the Texas Swimming Center will normally be automatically billed to your credit card or checking account if you have saved this payment information for charges other than monthly membership fees. If you have not authorized your payment account to be used for automated billing of additional fees, you will be responsible for logging on to the [Swim Portal](#) and paying these fees as they are added. Please note that some fees cannot be automatically billed even if a payment method has been saved. Members should review their email notices and monitor their online account regularly for charges that are outstanding. All charges added to a member's account must be paid by the 25<sup>th</sup> of each month to avoid incurring late fees.
- d.** One Month Only Policy: Guests wishing to participate for one month only or for a short duration will pay a prorated fee of \$40 for the TXLA Annual Registration fee, plus the appropriate monthly training fee, plus any required National Governing Body (NGB) fees. One month only age group swimming participants will not be held responsible for volunteer hours. One month only members will not be refunded for any fees for any reason. The Membership Office must be notified of the length of stay prior to registration.
- e.** Members with balances over 60 days will result in termination of membership. To avoid termination of your membership, contact the Membership Office to make payment arrangements. A delinquent account with a balance that is 60 days overdue will be reported to the credit bureau and forwarded to a collection agency for collection efforts. In addition to the delinquent balance owed to Longhorn Aquatics, the member will be responsible for the additional fees charged by the collection agency.
- f.** If a member quits the program or is dropped from Longhorn Aquatics due to a delinquent account, all overdue and current account balances are immediately due in full. The member will not be allowed to return to the program at any point in the future until the balance is paid, or a payment arrangement has been entered into.
- g.** Training fees are not refundable for a partial month except in the case of new members joining for the first time after the 1<sup>st</sup> of the month. Fees for current members will not be prorated under any circumstance other than a documented medical condition that would prohibit physical participation or other pertinent emergency. Team members who do not participate in a specific month of training risk losing their spot in their respective practice group. They will be assigned a practice group by the Head Coach when returning, based on space availability and ability to fulfill practice requirements.
- h.** **WITHDRAWAL POLICY:** Members withdrawing from the program must notify the Longhorn Aquatics Membership Office by submitting an "Inactive Status Request" form (available online or at the TSC Front Desk) by the 15<sup>th</sup> of the month BEFORE the month in which they plan to withdraw to avoid being billed for the next month. Any other form of notice such as emails, phone calls, or discussions with the coach are not considered proper notice. In addition, the account will only be deactivated if it is current and all outstanding fees have been paid. If there is a past due balance, monthly billing will continue until the balance is paid off.
- i.** If a member in good standing wishes to change between training groups of Longhorn Aquatics, they must obtain approval from the coach and the coach will notify the Membership Office who will process the transfer in the online system. There is not a transfer fee but the member may have to pay a NGB fee for the new program joined and must pay all training fees for the group.
- j.** Discounted pre-paid annual membership fees are non-refundable. Prorated refunds will only be granted on an *emergency* basis, such as a documented medical condition.

- k.** A member may contact the Longhorn Aquatics Membership Office during regular business hours with questions regarding registration, monthly training fees, or account balances. Contact the Membership Office at 512-471-2710 or [txlamembership@austin.utexas.edu](mailto:txlamembership@austin.utexas.edu).

## **E. CODES OF CONDUCT**

### ***1. Code of Conduct for Swimmers***

As a member of Longhorn Aquatics, you must understand and comply with the following guidelines set forth:

1. Follow all instructions given by the coaches at practices, meets, and all other team activities.
2. Display proper respect and sportsmanship toward coaches, teammates, officials, and the public, and refrain from any behavior that may discredit, or embarrass the team.
3. Be respectful of other people's possessions and property and refrain from activities that cause damage to either. Team members are financially responsible for any damage they cause.
4. Any physical or verbal harassment of others is strictly prohibited.
5. The possession or use of alcohol, tobacco products or controlled substances is prohibited at any time.
6. Follow all pool rules and facility rules at practices and meets.
7. Use appropriate language at all times at practice, meets, and all other team activities.
8. Display a positive attitude and refrain from any disruptive behavior at practices and meets, and give an honest effort in training and competition.

Any failure to comply with this Code of Conduct may result in disciplinary action within the coaches' discretion. These disciplinary measures may include, but are not necessarily limited to: a verbal warning, removal from practice, suspension, or dismissal from team.

### ***2. Code of Conduct for Divers***

1. Attend training sessions on time, with the correct apparel (tennis shoes, bathing-suit, gym shorts & shammy) and a willingness to learn. Inform the coaching staff, as soon as possible before the session, if you will be late or unable to attend practice. Attend every practice from beginning to end. If you must leave early, please inform the coaching staff before the practice session begins.

2. Give the coaching staff your undivided attention. Follow the coaching staff's directions.
3. Support the coaching staff and program. Communicate clearly and directly to the coaching staff regarding any concern with respect to the team.
4. Parents and friends are not allowed on the pool deck during workout without the coach's permission. Parent/coach conferences are welcomed, but should be arranged, in advance, by appointment with Head Coach. The Head Coach MUST be present at ALL parent/coaches conferences.
5. Comply with the safety rules of the building, equipment and pool area.
6. Do not use the equipment, dry land areas or the pool while coaches are not present. When coach is present, only one person is allowed on the trampoline at a time, unless instructed by the coaches.
7. Report any instances of pain or injury to the coaching staff before leaving the training session.
8. Refrain from using personal property during training (electronic games, mp3's, phones, etc). Leave them in a bag.
9. Use appropriate and acceptable language. Do not use racist, discriminatory, or sexually explicit comments even in jokes.
10. Treat all divers, coaches and spectators with respect and tolerance.
11. Do not gossip or spread rumours. Bullying and harassment will not be tolerated. Report any instances of these to the coaching staff.
12. Support fellow divers during training sessions and competition in victory and defeat. Divers should act as role models for other divers during workout, competitions and any other team activity.
13. Be responsible for your own belongings and equipment during training and competitions.
14. Do not steal, hide or damage other divers' personal items.
15. There is a zero tolerance policy on banned substances (e.g. alcohol, tobacco products, illegal drugs). Disciplinary action will be taken if divers abuse these substances (indefinite suspension from the team may be required).
16. Be prepared to dive when it is your turn. No talking on the board.
17. No cutting in line or climbing over/under rails (always use the stairs at the back of the diving boards).

18. After completing a dive, swim directly into the wall under the diving board and out of the pool immediately.
19. **Shower and hot-tub are a privilege.** Divers may only use shower and hot-tub in the presence of a coach. Missing a turn due to spending too much time in the shower or hot-tub will result in removal of the showers and hot-tub for all team members.
20. Keep a positive attitude at all times.

### ***3. Code of Conduct for Team Parents***

The TXLA coaching staff tries to create the best team environment possible at all times and we need everyone's cooperation to make this happen. Consequently, any failure to comply with this Code of Conduct may result in suspension or dismissal from team.

1. All members will display proper respect and sportsmanship toward coaches, teammates, officials, and the public, and refrain from any behavior that may discredit, or embarrass the team.
2. Any physical or verbal harassment of others is strictly prohibited. This includes confronting any athlete or coach members in a hostile, disrespectful, or otherwise inappropriate manner.
3. For the safety and privacy of Longhorn Aquatics participants, all videotaping and other recordings of all Longhorn Aquatics practices is strictly prohibited, unless otherwise permitted below. Videotaping and other recordings of official meets is permitted.

In the event a parent or guardian of a Longhorn Aquatics participant would like to videotape or otherwise record his/her participant in or during a Longhorn Aquatics practice for official purposes (e.g., videotape footage required for a college or university aquatics program or college/university scout), advance prior approval is required. To make a request, please contact the Longhorn Aquatics director at least seven days prior to the proposed filming date. The University reserves the right to refuse a parent's or guardian's request for any reason. The University's decision shall be final. Failure to comply with this policy may result in the participant's immediate dismissal from the program.

This policy does not apply to videotaping or other recordings made by or for University coaches and other University employees who have a business need for such recordings.

4. All members are expected to follow all pool rules and facility rules at practices and meets.
5. All members are expected to use appropriate language at all times at practice, meets, and all other team activities.

6. All members are expected to display a positive attitude and refrain from any disruptive behavior at practices, meets, and all other team activities.
7. Parents in attendance at practices and meets are expected to show support for all athletes, coaches, and other parents, and refrain from any negative talk.
8. Questions and concerns about the program should be brought directly to the group coach (or Head Coach when necessary).
9. "Coaching" activities are prohibited by parents during practice unless there is prior approval from your group coach.

#### ***4. TSC Rules and Regulations***

All participants are expected to comply with the rules and regulations of The University of Texas at Austin and the Lee and Joe Jamail Texas Swimming Center (TSC). Neglecting to follow these regulations may lead to termination of privileges. A Longhorn Aquatics membership allows you access for participation in scheduled, supervised practice sessions and appropriate meets, but it is not a pass for unlimited access to the TSC.

1. All members are required to show proper identification to the front desk staff each time you access the deck or locker room areas. Participants in single session Longhorn Aquatics workouts must show a valid National Governing Body registration card and photo ID each time they enter the facility.
2. Do not bring valuables to the TSC. Longhorn Aquatics participants may not leave equipment in the locker rooms between sessions without using a locker. You may bring your own lock for day use of a locker, but you must take your lock and equipment with you when you leave. Day use lockers will be cleared at the end of each day by TSC staff. Locks and lockers are also available for rent at the TSC front desk on an annual basis.
3. Use only proper swimming equipment and attire.
4. Do not leave the deck or locker rooms wet. Make sure to dry off completely before exiting the locker room or pool area.
5. No bicycles are allowed inside the Texas Swimming Center. Bicycles must be locked outside at the bike racks. Do not lock bikes to hand railings near stairs or entrance ways.
6. Only participants and staff are allowed out on deck. Parents, or children who are not members, must wait in the lobby or watch from the grandstands. If a visitor needs to contact someone in a restricted area, please contact the front desk for assistance.
7. All children must be under the direct supervision of an adult. Unsupervised children are not allowed in the building. Masters participants may not bring unattended children to practices.



8. The University of Texas at Austin is a tobacco free campus.
9. Glass is not allowed in the locker room or on the pool deck.

## ***5. Team Travel Code of Conduct and Punishments***

Longhorn Aquatics seeks out of town competition for the following reasons:

1. To compete against unfamiliar athletes in unfamiliar surroundings
2. To experience competition at the highest level that is beneficial to our athlete's development
3. To compete under conditions conducive to exceptional performances

Longhorn Aquatics designates certain competitions as "Team Travel Meets". In meets designated as such, team members are expected to travel with the team, participate in the meet, and behave in an exemplary manner.

The following Code of Conduct for Team Travel Meets has the purpose of ensuring that the athletes involved have an environment that is conducive to responsible behavior, successful performances, and a safe and positive travel experience. All athletes, parents, and staff members of Longhorn Aquatics are asked to bear in mind that Longhorn Aquatics must be well represented at all times.

### *i. Code of Conduct for Team Travel*

- All participating team members must abide by this Code of Conduct
- Minor athletes traveling to away meets must have a parent or guardian traveling with them. If an athlete is accompanied by another athlete's parent or guardian, an email or letter must be submitted to the head coach and director stating the athlete's travel plans and chaperone designation.
- The coaching staff establishes appropriate curfews. Permission from a staff member or chaperone must be obtained to be outside of one's room after curfew.
- There is absolutely no consumption of alcohol.
- Use of drugs other than those prescribed by a physician or approved by a staff member is unacceptable. Team members are reminded that FINA rules preclude the use of specified drugs.
- Indiscreet or destructive behavior is not tolerated. Every effort must be made to avoid "guilt by association" with such activities.
- When team members are in a room with a member or members of the opposite sex, the door must be propped open.
- All meetings must be attended.
- Team members must exhibit exemplary conduct at all times during the period of Team Travel.

ii. *Punishments*

Only the Head Coach addresses team members regarding Code of Conduct violations and discipline. Athletes should acknowledge that if they violate any provision, they are subject to the disciplinary action set forth below.

**Penalty One**

The team member is given curfew one or two hours earlier than the team and must check in with a staff member or chaperone before going to his or her room. No visitors other than Longhorn Aquatics members are allowed in the room. If the athlete is found outside of her/his room for any reason after curfew, it is considered a second offense, therefore earning Penalty Two.

**Penalty Two**

The athlete is not allowed to compete in scheduled events after this violation. If the violation occurs after the athlete has finished competing, the penalty is carried over to the next Team Meet.

**Penalty Three**

The athlete is sent home immediately at the parent's expense. If this is not possible, the athlete is benched for the remainder of the meet and suspended from the next three Team Travel Meets. After the violation, the athlete, parent(s) or guardian(s), and Longhorn Aquatics staff meet to discuss how to avoid another violation.

**Penalty Four**

Suspension from all Longhorn Aquatics activities for one year.

<b>Violation</b>	<b>Penalty Level</b>	<b>Offense</b>
1 <sup>st</sup>	1	Team disruption/failure to adhere to staff rules while traveling.
1 <sup>st</sup>	1	Curfew violation.
2 <sup>nd</sup>	2	2 <sup>nd</sup> curfew violation, same trip
1 <sup>st</sup>	3	Alcohol or substance abuse
1 <sup>st</sup>	3	Sexual promiscuity
1 <sup>st</sup>	4	Theft

## F. NOTICE OF PRIVACY PRACTICES and MEDICAL POLICIES

### 1. NOTICE OF PRIVACY PRACTICES

UNIVERSITY OF TEXAS AT AUSTIN  
LONGHORN AQUATICS

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY. HIPAA PRIVACY RULES REQUIRE THAT WE FURNISH YOU WITH THIS NOTICE.

- I. **Purpose:** Longhorn Aquatics and its professional staff, employees, and volunteers follow the privacy practices described in this Notice. Longhorn Aquatics maintains your medical information in records that will be maintained in a confidential manner, as required by law. However, Longhorn Aquatics must use and disclose your medical information to the extent necessary to provide you with quality health care. To do this, Longhorn Aquatics must share your medical information as necessary for treatment, payment, and health care operations.
- II. **What Are Treatment, Payment, and Health Care Operations?** Treatment includes sharing information among health care providers involved in your care. For example, your physician may share information about your condition with the pharmacist to discuss appropriate medication or with a radiologist or other consultants in order to make a diagnosis. Longhorn Aquatics may use your medical information as required by your insurer to obtain payment for your treatment. We also may use and disclose your medical information to improve the quality of care, e.g., for review and training purposes.
- III. **What Are Other Ways Longhorn Aquatics May Use Your Medical Information?** Your medical information may be used, unless you ask for restrictions on a specific use of disclosure for the following purposes:
  - To inform you of treatment alternatives or benefits or services related to your health. (You will have an opportunity to refuse to receive this information.)
  - To carry out health care treatment, payment, and operations functions through business associates, e.g., to install a new computer system.
  - Worker's Compensation. (Your medical information regarding benefits for work-related illnesses may be released as appropriate.)
  - Health oversight activities, e.g., audits, inspections, investigations, and licensure.
  - Certain research projects.
  - To prevent a serious threat to health or safety.
  - Law enforcement (e.g., in response to a court order or other legal process; to identify or locate an individual being sought by authorities; about the victim of a crime under restricted circumstances; about a death that may be the results of criminal conduct; circumstances relating to reporting information about a crime.)
  - Disaster relief agency if injured in a disaster.
  - National security and intelligence activities.

- Protection of the President or other authorized persons for foreign heads of state, or to conduct special investigations.
- Lawsuits and disputes. (We will attempt to provide you advance notice of a subpoena before disclosing the information.)
- As required by law.

IV. **Your Authorization Is Required for Other Disclosures.** Except as described above, we will not use or disclose your medical information unless you authorize (permit) Longhorn Aquatics in writing to disclose your information. You may revoke your permission, which will be effective only after the date of your written revocation.

V. **You Have Rights Regarding Your Medical Information.** You have the following rights regarding your medical information, provided that you make a written request to invoke the right on the form provided by Longhorn Aquatics.

- **Right to request restrictions.** You may request limitations on your medical information we use or disclose for health care treatment, payment, or operations (e.g., you may ask us not to disclose that you have had a particular surgery), but we are not required to agree to your request. If we agree, we will comply with your request unless the information is needed to provide you with emergency services.
- **Right to confidential communications.** You may request communication in a certain way or at a certain location, but you must specify how or where you wish to be contacted.
- **Right to inspect and request a copy.** You have the right to inspect and request a copy of your medical information regarding decisions about your care. We charge a fee for copying, mailing, and supplies. Under limited circumstances, your request may be denied; you may request review of the denial by another licensed health care professional chosen by Longhorn Aquatics. Longhorn Aquatics will comply with the outcome of the review.
- **Right to request amendment.** If you believe that the medical information we have about you is incorrect or incomplete, you may request an amendment on the form provided by Longhorn Aquatics, which requires certain specific information. Longhorn Aquatics is not required to accept the amendment.
- **Right to accounting disclosures.** You may request a list of the disclosures of your medical information that have been made to persons or entities other than for health care treatment payment or operations in the past six (6) years, but not prior to April 14, 2003. After the first request, there will be a charge.
- **Right to copy of this Notice.** You may request a paper copy of this Notice at any time, even if you have been provided with an electronic copy.

VI. **Requirements Regarding This Notice.** Longhorn Aquatics is required by law to provide you with this Notice. We will be governed by this Notice for as long as it is in effect. Longhorn Aquatics may change this Notice and these changes will be effective for medical information we have about you as well as any information we receive in the future. Each time you register with Longhorn Aquatics, you may receive a copy of the Notice in effect at the time.

X. **Complaints.** If you believe your privacy rights have been violated, you may file a complaint with Longhorn Aquatics or with the Secretary of the United States Department of Health and

Human Services. You will not be penalized or retaliated against in any way for making a complaint to Longhorn Aquatics or the Department of Health and Human Services.

- XI. Contact: Call the Longhorn Aquatics Membership Office at (512) 471-7433 if:
- You have a complaint.
  - You have any questions about this Notice.
  - You wish to request restrictions on uses and disclosures for health care treatment, payment, or operations.
  - You wish to obtain a form to exercise your individual rights described in paragraph V.

## 2. Medical Policies

If an athlete sustains a head injury, or any other injury requiring medical attention, a doctor's note approving return to their sport must be provided prior to returning to practice.

## G. SOCIAL MEDIA AND COMMUNICATION POLICY

This policy outlines the acceptable use of social media and electronic communication by athletes participating in the Longhorn Aquatics program when such use or communication affects or is related to the Longhorns Aquatics program and/or any of its participants (as defined below). This policy is intended to promote a safe and positive environment for athletes, officials, parents, and coaches participating in or affiliated with the Longhorn Aquatics program.

### ACCEPTABLE USE POLICY:

Longhorn Aquatics prohibits the harassment or stalking of any Longhorn Aquatics and/or USA Diving, USA Swimming, US Masters, USA Water Polo athlete, coach, official or parent by any means or method, including but not limited to, the use of Facebook, Text Messaging, Instant Messaging, Twitter, E-Mail, and SnapChat. Harassment and stalking, by any means, is unacceptable and will not be tolerated.

### HARASSMENT:

Harassment occurs when someone with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:

1. initiates communication and in the course of the communication makes a comment, request, suggestion, or proposal that is obscene;
2. threatens, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
3. conveys, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;

4. causes the telephone of another to ring repeatedly or makes repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
5. makes a telephone call and intentionally fails to hang up or disengage the connection;
6. knowingly permits a telephone under the person's control to be used by another to commit an offense under this section; or
7. sends repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.

#### **STALKING:**

Stalking is a course of conduct, including the use of electronic technology, directed at a specific person that would cause a reasonable person to fear for his/her own safety or the safety of others or would cause that person to suffer substantial emotional distress. A "course of conduct" means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveys, threatens or communicates to or about a person or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the complainant. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

#### **REPORTING ALLEGED VIOLATIONS OF THIS POLICY:**

The University will promptly investigate and resolve alleged violations of this policy. Any Longhorn Aquatics participant who believes he or she is being cyberbullied or cyberstalked, or is aware of any such cyberbullying or cyberstalking occurring, is asked to report such behavior(s) to a Longhorn Aquatics coach. It is important that affected Longhorn Aquatics participants keep copies of the electronic communication to aid the University in its investigation. While there is no time limit for reporting alleged violations of this policy, reporting an alleged event as soon as it occurs helps the University in its investigation and, if applicable, take steps to eliminate the inappropriate behavior.

#### **INVESTIGATING ALLEGED VIOLATIONS OF THIS POLICY:**

Upon receiving a report of alleged cyberbullying or cyberstalking, the Head Coach, or other appropriate University official, will investigate the allegation. For participants found in violation of this policy, sanctions may include suspension or expulsion from the Longhorn Aquatics program.

#### **ACCEPTABLE COMMUNICATION POLICY:**

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

1. Drugs or alcohol use

2. Sexually oriented conversation; sexually explicit language; sexual activity; sexually explicit pictures
3. The adult's personal life, social activities, relationship or family issues, or personal problems unless relevant to the Longhorn Aquatics program or any of its activities.

#### **FACEBOOK, BLOGS, AND SIMILAR SITES:**

While coaches may have personal Facebook (or other social media site) pages or accounts, coaches are not permitted to have any athlete member of the team join their personal page as a "friend" and coaches are encouraged to mark their pages as "private" to prevent athletes from accessing or viewing the coach's personal information.

A coach may not accept any "friend" request from an athlete. The Longhorn Aquatics program has an official Facebook page that athletes and their parents can "friend" for information and updates on team-related matters.

#### **TWITTER:**

The Longhorn Aquatics program has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters.

Coaches and athletes may follow each other on Twitter. However, coaches cannot retweet a message posted by a Longhorn Aquatics participant. Coaches and athletes are not permitted to "direct message" each other through Twitter.

#### **TEXTING AND EMAIL:**

Subject to the general guidelines above, texting and emailing between coaches and athletes is permitted to the extent such communications are directly related to Longhorn Aquatics program activities.

#### **REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS:**

Parents or guardians of a Longhorn Aquatics participant may request, in writing, that their child not be contacted by coaches through any form of electronic communication.

## **H. REQUIRED VOLUNTEER HOURS FOR TSC AGE GROUP SWIMMERS**

Our volunteer system is a vital part of how we keep swimming meets well-staffed, ensuring successful fundraising to cover the expenses of training in a world-class facility. All members of Age Group Swimming (AGE) who train at the Texas Swimming Center are required to participate in the volunteer system, even if they don't compete in meets.

In order to meet the volunteer requirement, AGE members must accrue a certain number of volunteer points each season. The number of volunteer points your family needs to earn is determined by the highest level of training in which your family participates. Find your family's highest level of training in the chart below to figure out how many volunteer points your family must fulfill each season. Points are awarded based on the position served.

Descriptions of our volunteer requirements, volunteering tips, and volunteer opportunities are listed on the following website: <https://www.utexas.edu/longhornaquatics/programs/volunteering/>

### ***Point Requirements for Swimming Meets***

<b>Swimming</b>		
<b>Group</b>	<b>Short Course Season: September - March Points Required</b>	<b>Long Course Season: April - July Points Required</b>
National/Elite	40	40
Senior	34	34
Age-Group Elite	28	28
Senior Longhorn	28	28
Longhorn Elite	24	24
Longhorn	13	13
Junior Longhorn	9	9

### ***2. Additional Information***

- You can only earn volunteer points by working at TXLA-hosted events. Working at non-TXLA-hosted meets does not count toward the volunteer requirement.
- Members who have made prior arrangements with the Membership Office to join for only one month do not have to fulfill volunteer requirements.
- Families whose children participate in championship meets hosted by Longhorn Aquatics, such as Junior Nationals, Senior Circuit Championships, and TAGS, are required to volunteer or provide a volunteer for each day their child swims in that level meet, even if the family has already met its point requirements. **Failure to comply will result in a \$50 per day fine.**
- There are two volunteer periods: Short Course, September through March and Long Course, April through August. Each family is required to fulfill the assigned volunteer point for EACH season. A family with two swimmers will only have to fulfill the highest group of volunteer points. Families that join TXLA after fall registration are responsible for fulfilling volunteer requirements on a prorated monthly basis.
- If a family leaves TXLA during the fiscal year, that family is responsible for paying fees for unfulfilled volunteer points on a prorated basis. The fees will appear on a statement at the end of the season.
- **If you do not fulfill your family's volunteer requirements, you will be billed a \$12 fee for each missing point.**