



SwimUnited Policy & Procedures

2026 - 2027

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Section 1

Board of Directors, Officers, and Coaching Staff

<https://www.teamunify.com/team/ohss/page/about-us/contacts>

Section 2

Mission Statement

The **SwimUnited** Vision: Children are our future. **SwimUnited** seeks to cultivate in them healthy habits and positive values that will instill physical, mental and moral strength throughout their lives.

The **SwimUnited** Mission: To provide a positive environment where swimmers have the opportunity to reach their full potential in and out of the water. This will be accomplished by encouraging swimmers to commit themselves to success through discipline, leadership, teamwork and respect for their team and community. **SwimUnited** offers a positive experience for swimmers at all levels of ability which allows them to obtain social, emotional and physical skills that will last a lifetime.

Section 3

Organization Status

SwimUnited is a non-profit athletic club.

Mailing Address

SwimUnited
P.O. Box 360524
Strongsville, OH 44136

Affiliation

- SwimUnited is currently recognized as a Level 2 club in the USA Swimming club recognition program. SwimUnited is acknowledged as a Silver Club of Excellence -- this prestigious distinction as a top 100 program in the country recognizes our children's achievements in the pool and illustrates the strength of our coaching staff.
- SwimUnited is a member of Ohio Swimming (prior to the merge with Ohio Swimming, SwimUnited was a member of LESI - Lake Erie Swimming Inc.)
- We were awarded the inaugural Club Community Service Award for our efforts to raise funds for Local Cancer Research.
- SwimUnited Volunteers, Coaches and Athletes hold key positions on multiple committees.

Section 4

Registration

Our Registration Process is handled entirely online. This process must be performed by a Parent or Guardian. Please follow all instructions during the registration process, and answer questions and update swimmer information accurately. You will find the current registration on the left button in the middle of our home page. If a swimmer withdraws from SwimUnited, future SwimUnited registrations within 6 months of the withdrawal date will be subject to board approval.

Trial Period

The New Swimmer group is only used to identify New Swimmers who want to take advantage of the trial period during the fall registration. The trial period is only offered during the fall sign ups and expires on Friday of the second week of the Fall practice schedule for each group. If we are notified of a NEW Swimmer's intent to not stay with our club during those two weeks then the initial payment and USA-Swimming registration fee will be refunded.

- Try-Out: *There is a certain amount of ability each swimmer must demonstrate. It is possible that your young swimmer would be better served to have additional "learn-to-swim" instruction time prior to joining us. The coaches will explain this to you if they feel it necessary.*

Registration Windows

Full Year and Indoor Season – Short Course

Registration Period: Opens August - Closes January

Duration: The Indoor Season (SC) starts practicing in August-September and lasts until late-May. The Championship season begins at the end of February. The Full Year program is for the most committed swimmer. The full year follows our entire Indoor Season (SC) and then flows right into the Outdoor Season (LC).

Spring Season

Registration Period: Opens Feb/March - Closes April

Duration: The Spring Season is for swimmers that did not sign up in August. They are looking to join the club after High School Season, Champs, or get in shape for the coming summer months. The Spring Season swimmers will join our Indoor Season for April & May.

Outdoor Season – Long Course

Registration Period: Opens May - Closes July

Duration: Outdoor Season (LC) starts practicing the last week of May and lasts until end-July. We have several outdoor pools where we hold practices.

Section 5

Payment and Discount Policies

Our web-based software offers us streamlined billing and payments.

For Fall registration, select if your swimmer will swim **Short Course** (school year) or for the **Full Year** (Full Year, which is the school year + the summer).

1. All account and registration information can be found at www.SwimUnited.org. Once registered, log into your account to find all family account and payment information.
2. Team Dues and USA Swimming Registration
 - a. When you register your child (or children) for the team you will be required to pay the \$250 Team Dues fee deposit, for each child, by credit card. This \$250 is applied to your dues owed (see Section 6 for Dues).
 - b. When you register your child for SwimUnited, you will also be required to pay the Premium Athlete USA Swimming membership. SwimUnited will register your swimmer with USA Swimming. All swimmers must register with USA Swimming.
3. Everyone will be set up on the Dues payment plan.
 - a. The payment plan for **Development, Performance and Elite** swimmers will be 1/4 of the remaining balance being due on October 1st, November 1st, December 1st and January 1st.
 - b. Dues balance for the **Senior** group will be split over three payments, 1/3 September 1st, 1/3 October 1st and 1/3 November 1st.
 - c. Please contact the Treasurer to request an alternative payment plan.
4. Credit card charges
 - a. The software system automatically charges your credit card the 1st of every month throughout the year.
 - b. Dues are charged per #3 above. Your account may have additional charges applied, such as meet fees, apparel, banquet tickets, etc.
 - c. A 3% plus \$0.30 credit card transaction fee is added to each charge. This matches the fee SwimUnited is assessed.
 - d. If the required monthly payment is not received by the 21st of the month, an automatic \$25 late fee will be applied to the account.
 - e. If you are delinquent, your child will not be able to enter any meets, may not participate in practice, and may not register for subsequent sessions until your account is brought current.
5. Discounts
 - a. Discounts are only eligible during Fall Registration and will only be applied to Short Course or Full Year registrations. There are no discounts for USA Swimming Fees or Spring/ Long Course dues.
 - b. A **Multi-Children Discount** of 10% may be requested of the Treasurer by families with 3 or more swimmers; requests must be sent to the Treasurer by December 1 and will be applied once within TeamUnify to reduce the January 1 dues installment.
 - c. If you are applying for a **Multi-Sports Discount** (one month swim dues) please be sure to send a written request to Team President and Treasurer by December 1. Multi-sports discounts apply towards school-sponsored sports programs only; therefore they are limited to High School and Middle School athletes.

- d. **Graduating Senior** swimmers who wish to retire following their High School season may submit a written request for a refund of the last two months dues. These swimmers must compete in either the Short Course Champs meet in March OR in four meets in the fall.
- e. If a swimmer is **injured** for more than three consecutive weeks and it prevents them from swimming, a dues credit request may be submitted to the Board.

For **Spring and Long Course Registration** – payment is due in full at the time of registration.

For **all Pre-Competitive group Registrations** – payment is due in full at the time of registration.

Section 6

Team Dues

USA Swimming registration is required and will be added to each registration -- currently \$80.25 for Premium Athlete (Short Course/Full Year) and \$30 for Flex Athlete (Spring/Summer & Pre-Competitive). [Link](#) for details; SwimUnited will automatically register your swimmer.

	Senior	Elite	Performance	Development	Pre-Competitive
Full Year Aug/September to Beg Aug	\$1260	\$1595	\$1155	\$880	N/A
Short Course Aug/September to Late May	\$900	\$1250	\$845	\$655	\$ 140 7 week session Brunswick only
Long Course June to Beg August	\$450	\$450	\$345	\$270	N/A
Spring only April to May	\$300	\$290	\$225	\$185	N/A

Notes:

- Swimmers practicing at **Strongsville Ehrnfelt Recreation Center** must have a current Rec membership. Strongsville residents must swim at the Strongsville Rec Center pool.
- USA-registered **college swimmers**, with coach approval, have the option to pay a daily drop in rate of \$5 during their college breaks. If breaks occur during the indoor session, membership at the ERC is required or the swimmer must pay the ERC daily guest rate.

Section 7

Practice Groups

This policy was developed with the thought of balancing our team with age and ability taken into consideration. These are guidelines. The HEAD COACH has final decision in determining the placement of your child. If there are any related questions, please contact your coach.

Groups are structured in the following way:

- Times considered are official USA swimming times (*recreational meets times are not official times*)
- Swimmers will be moved to the next group at the beginning of a session or when space is available and time is appropriate.

Senior: This group consists of high school or college swimmers. This group practices approximately 11.5 hours each week during the indoor season. To be in this group a swimmer must:

- Be in high school or beginning high school in the fall
- Commit to participate in team hosted swim meet in November
- Commit to attend 4 of 5 practices each week

Age Group Elite: This group consists mostly of swimmers between the age of 10 and 14. Swimmers in this group must be in eighth grade or younger. This group practices approximately 8 hours per week during the indoor season. To be in this group a swimmer must:

- Be age 13 or 14 and in middle school
- Or be age 10, 11, or 12 and have achieved at least two 11-12 age group NAG (National Age Group) 'BB' times
- AND by the judgment of the Head Age Group coach be ready to move up based on practices/training experience
- Commit to attend 3 of 4 practices each week

Age Group Performance: This group consists mostly of swimmers between the ages of 9 and 14. This group practices ~6 hours per week during the indoor season. A swimmer must:

- Be age 11 to 14 and in middle school or younger
- Or be age 9 or 10 and have achieved at least one 10 & under age group NAG 'BB' time
- AND by the judgment of the Head Age Group coach be ready to move up based on practices/training experience
- Commit to attend 3 of 4 practices each week

Age Group Development: This group is an introductory competitive program for novice swimmers interested in swimming year round. Emphasis is placed on teaching the fundamentals of competitive swimming. This group practices ~3 hours per week. To be in this group a swimmer must:

- Be able to swim freestyle and backstroke
- Commit to attend 2 of 3 practices each week

PreCompetitive: This group is for children who are interested in transitioning out of swim lessons and onto a swim team. Pre-Competitive provides a fun and encouraging environment to bridge this gap. In this group we teach young swimmers proper competitive swimming technique, how to practice in a group setting, and how to be a good teammate. This group practices 45 minutes per week, in eight week sessions. To be in this group a swimmer must:

- Be able to jump into the deep end of the pool and tread for one minute
- Swim continuously for 25 yards

Section 8

Calendar

- The Calendar Tab on the team site will show key events such as Meets/Registration deadlines and Social events. Email announcements are also distributed for each event.
- Practice schedules are listed as a drop-down menu option under Calendar/Schedules.
 - During the High School season, **home meets for the High School team** take precedence at all pools. It is important that all parents make note of all the High School home meets and the adjusted practice schedules for those days.
 - Schedule changes for **snow days and no-school days** will be emailed

Section 9

Locations and Residency Requirements

Strongsville Ehrnfelt Recreation Center

18100 Royalton Rd Strongsville, OH 44136

Brunswick Recreation Center

3637 Center Rd Brunswick, OH 44212

Medina Community Recreation Center

855 Weymouth Rd Medina, OH 44256

Berea-Midpark Middle School

7000 Paula Drive Middleburg Heights, OH 44130

Cleveland State University-Busbey Natatorium

2420 Chester Ave Cleveland, Ohio 44115

TBD (Long Course Summer Practice)

Swimmers from any city are welcome to swim with SwimUnited. **Non residents** of Berea/Brunswick/Medina/Strongsville school districts may choose sites.

Residents of Strongsville school district must swim at Strongsville location, residents of Brunswick must swim at Brunswick location, residents of Medina city school district must attend Medina location, residents of Berea-Midpark school district must attend Berea location. Summer practice locations may change but swimmers will still follow the practice schedule per their assigned site.

Exception: Swimmers who attend high schools outside of the community they live may swim at a different location only if they are unable to make practice times at their resident location (due to school day at high school attending).

Section 10

Swim Meets

- Meet Schedule
 - Our Head Coach selects the meet schedule and submits it for board approval.
 - Selected meets allow a balanced schedule & a balance of events for all age groups.
 - Schedules are posted at the start of the Short Course season and at the start of the Long Course season. The team commits to have coaches present at all team scheduled meets.
 - Swimmers are encouraged to participate in as many meets as they feel comfortable.
 - Requests to Add Meets to the Official Schedule
 - Swimmers or parents who wish to request adding a meet to the published SwimUnited meet schedule must submit their request to Coach Mike Milliken and Coach Anthony Petruzzi and obtain individual approval from both of them before submitting to the Head Coach. Requests should include the meet name, dates, location, and any relevant details.
 - All requests will be reviewed based on team goals, scheduling feasibility, and resources. Approval is not guaranteed. The coaching staff will make every effort to respond to requests within 7–10 days.
- SwimUnited Meet Representation Policy
 - At SwimUnited, our swimmers proudly represent our team at all USA Swimming competitions. Swimmers may only compete in meets that are on the official SwimUnited schedule.
 - We will make exceptions for swimmers who earn selection to higher-level teams, such as the Ohio Zone Team or Ohio Mid-State Team.
 - Returning to SwimUnited Representation: Swimmers who would like to transfer back to SwimUnited after competing for another USA Swimming team, or who have competed Unattached in any USA Swimming competition, must request reinstatement to the team from the entire Board of Directors.
- SwimUnited hosts
 - Two Ohio Swimming meets a season: “Splash Out Cancer” and “Andy Kuhl”. These are required meets (Andy Kuhl is for swimmers younger than high-school aged).
 - Several intra-squad meets
- Types of Meets
 - Breakout (Development) meets are for swimmers looking for an entry level of competition. Breakout meets have a Slower than cut time. If your swimmer has posted a time faster than the cut then they are not permitted to enter that event.
 - Open meets are those that do not have a NAG cut time.
 - Invite meets are for swimmers with a Faster than cut time. The meet information will specify the cut time for each event.

- Meet Announcements
 - As a meet approaches our meet entry coordinator will send out a notification to all.
 - Each meet will have a team registration deadline. This deadline will be separate from the meet host deadline and will allow our coaches to select events and submit our team entry in a timeframe that creates a high probability of our entry being accepted. Once the team registration deadline has passed, there will not be any additions, scratches, or modifications to the team entry.
 - All of our Meet Entries are processed through the team site. Specific registration instructions and deadlines will be included in the meet announcement. You must follow them to properly register in a timely fashion.

- Tech Swim Suits
 - Team or practice suits are to be worn at regular season invitational and intrasquad meets
 - Tech suits may be worn at prelim/final invitational meets, championship meets, and any other meets designated by the head coach.

- Meet dues will be applied towards your account when signing up for each meet and will need to be paid by the 1st day of the following month.

- Prelims/Finals
 - Meets that host a Prelims and separate Finals are considered an important meet. We pride ourselves in our dedication to compete and represent our club and communities.
 - If you attend a meet and qualify for Finals we expect that you will show for Finals.
 - **SwimUnited's Policy on Scratching for Finals is that if you will be unable to swim at Finals you MUST explain this to your coach PRIOR to the meet.**
 - It is the swimmer's responsibility (not the coach's responsibility) to scratch within 30 minutes after the finals lineup is announced at the meet, even if the coaches know in advance that the swimmer cannot make finals. If the swimmer fails to scratch and does not show up for finals then the swimmer will be withdrawn from the rest of the meet and the team could be fined for each occurrence. The team will pass this fine onto you.
 - An exception to our scratch policy would be if there is a family or medical emergency. If this is the case, it must be reported to the coach immediately since it has to be coordinated with the meet officials.

Section 11

Volunteer Policy

We (the SwimUnited Board and Officers) are all volunteers. We feel passionate about this team and the young swimmers on the team. We volunteer to help make this all happen and we hope that you look for opportunities to volunteer as well. These opportunities will connect you with other fellow swimming families. You will gain a better understanding of the sport, and your efforts will play a huge part in our ability to foster the growth of our sport.

Generally, the Volunteer Coordinator aims to post volunteer sign-ups at 9am the day after the meet sign-up is posted. Also, job sign-ups for Oct/Nov meets will be communicated to parents of high school parents before the remainder of the team. This is a) to allow high school parents the option of volunteering prior to high school season and b) to allow parents of younger swimmers to be more relaxed during early meets.

Minimum Volunteer Expectations

A) SwimUnited- Hosted Meets

Each family is asked to volunteer a minimum of **2 shifts per season** at SwimUnited-hosted meets.

- This requirement is the same regardless of the number of family members on the team and is the same regardless of your swimmer's meet participation.
- Most volunteer positions may be filled by any family member. The SwimUnited board will sign volunteer sheets for older swimmers needing volunteer hours for community service.

Opt-Out #1 / Penalty

- At the time of team registration, you may opt out of volunteering at *SwimUnited-hosted meets* by paying \$300
- If you do not opt out of volunteering at the time of registration, and have not volunteered at least 2 times during the season, your account will be charged \$400 on March 1 and your swimmer will be ineligible to receive a Champs shirt and to swim in Champs meets. Your swimmer(s) may not practice or participate in meets until this is paid. Once the \$400 charge is assessed, it will not be refunded.

B) Ohio Swimming - Hosted Meets

- SwimUnited must provide volunteers to some of the larger Ohio Swimming-hosted meets. If your swimmer is participating in such a meet, you will be asked to volunteer such that the volunteering is fairly spread among families.
- Families are encouraged to share jobs; for Finals, parents of swimmers in the latest events are strongly encouraged to volunteer

Opt-Out #2 / Penalty

- At the time of team registration, you may opt out of volunteering at *Ohio Swimming-hosted meets* (Spring and Summer seasons) by paying \$300
- If you do not opt out of volunteering at the time of registration, and have not volunteered when asked to do so at an Ohio Swimming Champs season meet (Spring and/or Summer) by a SwimUnited board member, your account will be charged \$400. This \$400 fee will be assessed at both the Spring Champs season AND the Summer Champs season if the family elects not to volunteer. Once the \$400 charge is assessed, it will not be refunded.

Honor Code

Behavior at practice and at meets:

1. SwimUnited team members should be respectful of their peers, coaches, the team and their parents. Failure to act in a respectful manner will result in any or all of these disciplinary actions:
 - verbal warning
 - sitting out the remainder of practice
 - meeting with coach, swimmer, parent and board member
 - suspension from practice and meets for up to 2 weeks
 - expulsion from team
2. SwimUnited athletes will compete in many swim meets. Parents and swimmers are expected to behave in an exemplary manner. The reputation of SwimUnited, as well as the other athletes with you, is dependent on your behavior. When we compete we are ambassadors for our team and our sport.

SwimUnited Parental Expectations

Practice Etiquette:

1. Observers should sit in the bleachers or on the bleacher side of the pool and should not disrupt swimmers or coaches.
 - Please stay away from the pool.
 - No miming or signaling to your child during practice.
 - If parents become a distraction they will be removed from the practice.
 - The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy. This will just confuse your child. Your job is to provide love, support and positive encouragement.
2. Coaches are available to discuss your concerns but not DURING practice.
 - Please contact your child's coach via email to set up a one on one meeting to discuss your concerns.
 - If, after discussion with your child's coach, you feel the problem has not been resolved, please contact the head coach via email to set up a one on one meeting to discuss your concerns.
 - If the problem still persists, the head coach will set up a meeting with you, the head coach, and a board member.
3. Arriving Late/Leaving Early:
 - If a swimmer arrives more than 5 minutes late, the coach needs a note with the reason they are late to let them swim. No notification, no practice.
 - Frequent tardiness disrupts practice.
 - The warm-up which begins practice is an especially important part of practice.
 - If you know in advance that your child will be late, let the coach know via email.
 - If a swimmer needs to leave early, the coach needs a note with the reason they are leaving early.
 - For your child's safety, the coach needs to know that your swimmer has your permission to leave early.
 - If you know in advance that your child will be leaving early, let the coach know via email.

- Except for an emergency, coaches and swimmers should not be interrupted during practice.

4. Missing Practice:

If a swimmer must miss practice, please email your child's coach with the date they will be missing and the reason they were absent.

Positive Example:

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- I understand that criticizing, name-calling, degrading personal comments, negative idle gossip, and use of abusive language directed at coaches, officials, swimmers, and families is not permitted.

Financial:

If you are delinquent at the end of the season your child will not be able to enter any Championship meets or register for subsequent sessions until your account is brought current.

By acknowledging this agreement my child/children and I understand our responsibility to follow the rules and requirements of SwimUnited. I acknowledge that I have read the honor code and discussed it with my child/children and that we agree to follow it to the best of our ability.