


# Aulea Swim Club Handbook

Updated 8/9/2026

# Introduction and Team Philosophy

## Introduction

Welcome to Aulea Swim Club, a club with a rich history in Hawaii since 1955! We strive to provide a wholesome athletic experience for swimmers of various ages and abilities by emphasizing stroke technique and training. We develop each swimmer as an individual by stressing self-improvement, self-motivation and discipline. The team experience helps the swimmer develop teamwork and leadership skills. We sincerely hope your experience with Aulea is a rewarding one.

The purpose of this handbook is two-fold:
1) to provide an introduction and information to new members
2) to outline policies that affect all members.
All families should read this handbook to become familiar with important facts and rules of the club.

## Aulea Mission

The Hawaiian translation of ***Aulea*** is “swimming together harmoniously.” As a TEAM we develop champions in the pool and in life by creating a positive environment that inspires the dreams of swimmers at all competitive levels – beginners, Olympians and everyone in between. Aulea’s competitive approach is complemented by its fun, community-oriented environment.

## Aulea Vision

- **TEAM –** Together Everyone Achieves More.
- **Competition:** Aulea strives to be a premier swim club in Hawaii (consistently in the top three at local championship meets). Aulea prepares athletes for the highest levels of competition possible. Aulea endeavors to grow a robust swim program from beginner swimmers through national level performers.
- **Champions:** From beginner to Olympian, Aulea teaches the skills both mentally and physically to be a Champion. We emphasize individual progress and competition at the highest level.
- **Life Skills:** Through the sport, Aulea develops life-long skills including commitment, hard work, goal setting, self-motivation, perseverance, time management and team loyalty.
- **Breadth:** Aulea operates a wide-range of programs including intro/pre-competitive, age-group developmental, through elite national-level.
- **Fun:** Aulea creates a community-oriented environment in which swimmers have fun and build lasting friendships.
- **Heritage:** Aulea maintains strong Hawaiian values including aloha (love) and kuleana (responsibility).

## Team Uniforms

Team uniforms are important in helping to develop pride, commitment and unity. Team colors are red and white. Team uniforms and colors should be worn by swimmers while traveling with the club and at **all meets**. Required items to wear in any meet are:

- Aulea swim cap (red cap with “AULEA” in white letters on both sides). Special championship meet caps or dome caps may be allowed at Coach’s discretion.
- Official team suit from our sponsor, Arena (black with white Aulea logo, prior year red with white logo acceptable as we transition to black suits).
- Please see the website for the team policy regarding tech suits under the Swim Store tab.
- Aulea t-shirt (wear to meets, while not swimming and while traveling with the club).

# Group Assignments

Aulea Swim Club has a broad range of groups for swimmers aged 6 through 18. Aulea uses a "progressive" age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. In order to emphasize long-term versus short-term results, the Aulea coaching staff establishes training groups of swimmers who are compatible with respect to abilities, commitment levels, attitudes, goals and age.

The goal is not to push swimmers through each group as fast as possible, but instead for groups to progress and move through the ranks together. It's important for swimmers to be in the correct group so he/she can get the proper instruction and be challenged – and conversely, not hold up the group during practice.

In most cases, swimmers will be moved up in March (after short-course age group championships) or August (after long-course age group championships). If a swimmer progresses faster than others in his/her group, the coaching staff may make a move up decision mid-season and communicate to the swimmer and parents. Aulea tries to keep each group at approximately 20 swimmers.

It can be disappointing if a child's peers get moved into a different group and he or she does not. It's best to focus on your child and his/her abilities and goals – rather than compare them to other swimmers. The coaching staff uses established criteria (described below) to make decisions and are always happy to respond to any questions or discuss abilities and goals with the swimmer and parent.

The following are descriptions of each group, practice and meet expectations, and necessary equipment (for specific information on equipment, please refer to Aulea website.)

# Aulea Intro Program

Intro 1 & 2

3 practices/week (Seasonal Sept-Dec / April-June)

The Aulea Intro Program consists of 2 tiered pre-competitive groups for capable swimmers ages 6-10 interested in swimming competitively. The Intro program is focused on technique fundamentals in all 4 competitive strokes as well as turns and learning racing dives. Intro swimmers compete in practice mini meets and intersquad meets with Aulea teammates, as well as USA Swimming sanctioned “B/C” meets, Block Party meets, and novice meets with other Oahu swim clubs. To advance to the Bronze group, swimmers must be legal in all 4 strokes, maintain good attendance and receive coaches’ recommendation.

**Age/Ability Considerations for Competitive Group Placements**

Move ups for all groups will be done after Age Group Champs (end of July and end of February)

The following group descriptions will be utilized to the maximum extent possible but there will also be coaches’ discretion used to balance all groups.

Bronze (age 8-11)

4 Practices/week

This group is for swimmers ages 11 & under who are legal in all 4 strokes and working on improving their endurance with continued focus on stroke technique, turns, and starts. Swimmers learn to read the pace clock and are introduced to mini sets on intervals. They compete in B/C and novice meets, Block Party Meets, A+ and Invitational meets if qualified. Bronze swimmers should be working towards racing all strokes and achieving a time in every event offered for the 10 & under age group. To progress to Silver Group, swimmers must have good practice attendance, display proper practice and lane etiquette, achieve official times in 50 of all 4 strokes, 100 IM and 100 freestyle, and receive coaches' recommendation.

Silver (ages 9-11)

4 Practices/week

This group is for swimmers ages 9-11 who are actively competing, maintain at least 65% attendance and receive coaches' recommendation. Swimmers in Silver have achieved or are approaching Invitational Times (INVT). Training continues to be technique focused but more challenging yardage and intervals are implemented. Silver swimmers are proficient in and regularly compete in all 4 strokes. Silver swimmers should achieve official times in all

events offered for their age group in both SCY and LCM. The group is focused on A+ meets, Invitational Meets, and Age Group Champs. Minimum test set requirement for Silver group: 10 x 50 free on 1:00 and 5 x 100 IM on 2:20. If a swimmer is below 40% attendance for 3 consecutive months they will lose the privilege to be in Silver Group for the season.

Gold (ages 11-13)

4 Practices/week

This group is for swimmers ages 11-13 who are working on being legal in all 4 strokes and improving their endurance. Gold group swimmers often do other sports/activities and may not compete in swim meets regularly but are striving to improve their times. Gold Group swimmers are encouraged to attend all Block Party, BC meets, and A+ and Invitational meets for which they have qualified. Swimmers in this group should achieve official times in 50 and 100 of all strokes, and 100 IM. The Gold group attendance goal is at least 50%.

Platinum (ages 10-12)

5 Practices/week

This group is for swimmers ages 10-12 who are active competitors. They attend practice at least 3x/week and receive coaches' recommendations. The minimum qualification for the Platinum group is 1 11-12 Invitational time. Swimmers aged 10 will be considered if they have at least 1 11-12 Invitational time and have strong attendance and coaches' recommendation. Platinum Group swimmers regularly compete in A+ and Invitational meets and should have competed in every event offered for their age group. Platinum Group continues to focus on solid stroke fundamentals while increasing intensity. Key meets are A+ meets, Invitationals, and Age Group Champs. Minimum test set requirement for Platinum group: 8 x 100 free on 1:40 and 5 x 100 IM on 1:55. If a swimmer is below 50% attendance for 3 consecutive months, they will lose the privilege to be in Platinum group for the season.

Senior (ages 13-18)

4 Practices/week swim + 2 x week dryland

Swimmers in the Senior group are 13 years and older, are proficient in all 4 strokes and are aiming to improve their times. Some swimmers in this group are active competitors with regular practice attendance while others may be multi-sport competitors and out of the water for periods of time throughout the year. Senior Group swimmers are training for INVT and striving for 13-14 CHAMPS, SR-B and SR-A time standards.

National Prep (ages 12-15)

5-7 Practices/week swim + 2 x week dryland

Swimmers in the National Prep group are at least 13 years old and are active competitors. They are year round aquatic athletes and have excellent practice attendance. Swimmers in this group are looking to make an impact at the state level and have national level goals. Athletes age 12 with at least 2 13-14 Champs times, exceptional practice attendance and effort, and coaches' recommendation will be considered for this group. Training intensity and expectations are elevated and National Prep swimmers focus on achieving 13-14 Age Group Champs standards in multiple events, and Hawaii Senior qualifying times. Key meets are Invitationals, Age Group Champs, and Senior Champs. Minimum test set requirement for National Prep: 10 x 100 free on 1:30. If a swimmer is below 50% attendance for 3 consecutive months, they will lose the privilege to be in the National Prep group for the season. Exceptions to the attendance policy for ILH or HS swim may be permitted with Group and Head Coach approval.

National (ages 14-18 and in high school)

6-9 Practices/week + 2-3 x week dryland

Swimmers in the National Group are high performance competitors fully committed to both the swim and dryland program. These swimmers are at practice every day and are looking to swim in college and beyond. Minimum requirement is at least 1 Senior A time. Swimmers in this group are Senior Zones and Senior Sectionals qualifiers (or on that trajectory). Swimmers in the National group are expected to attend all team travel meets for which they qualify. Focus meets are Hawaii Senior Champs, High School States, Senior Invitationals and Senior Sectionals. Swimmers with limiting injuries will not be invited to train with this group until they are fully recovered. Minimum attendance expectation is 70%. If the attendance requirement is not met for 3 consecutive months, the swimmer will lose the privilege to be in the National group for the season. Exceptions to the attendance policy for HS swim may be permitted with Coaches' approval.

# Training and Swimmer Responsibilities

## Training Sessions

Training sessions are the most important aspect of competitive swimming. Consistent training and effort is needed to progress and succeed. Therefore, it is important that each swimmer attends as many practices as possible (within the expectations for his/her group) in order to derive the full benefits of the program.

## Practice and Attendance Guidelines

These policies have been developed over many years and are designed to provide the best possible practice environment for all.

1. Each training group has specific attendance requirements appropriate for the objectives of that group. The coaches' expectations for swimmers to attend practices will increase as swimmers move to higher groups.
2. Swimmers should plan to stay for the entire practice. The last part of practice is often the most important. Usually, there are also announcements made at the end of each practice.
3. Children aged 12 and under are strongly encouraged to play other sports. It is still recommended they swim 2-3 times a week during those seasons. Swimmers may only train with their assigned group (exception: swimmers may be invited by the coaching staff to test out another group when they are near ready to move up/age up). We are unable to make accommodations for conflicts with other sports and activities.
4. Swimmers in the National Group are required to swim year-round. High School swimmers should discuss school/Aulea practice schedules and balance with the Head Coach and determine the best strategy during HS Swim season.
5. Occasionally, most of a practice group may be attending a meet or the pool will be closed for reasons beyond our control. In these cases, parents will be notified of a practice change or cancellation via email, push notifications, and social media.
6. Swimmers are the responsibility of the coaching staff during practice and should not leave the pool area without their coach's permission. Coaches are not responsible for children on the playground or off pool deck before and/or after practice.
7. Parents should be aware that Kailua District Park has always attracted all different types of people, including homeless people and unsavory characters. Parents should walk younger kids to/from the pool and/or have them walk with older kids. For safety reasons, swimmers should arrive at the pool no earlier than 15 minutes prior to their workout and should be picked up promptly when their practice session ends. Swimmers are not allowed on the pool deck unless a coach is present.
8. Swimmers and parents are reminded that they are guests while in the Kailua District Park, Le Jardin Academy and all training/competition venues and must respect this privilege. Any damage to park or facility property may result in financial liability to the swimmer's parents and/or permanent expulsion from the team.
9. Parents are not permitted on the pool deck unless they are USA Swimming non-athlete members and/or have a particular purpose (installing blocks or lane lines). Parents may watch practice from the observation area or behind the fence. Parents should avoid communicating with any swimmers or coaches from the observation area as it is a distraction to the group and practice..

## Illness and Injury

Coaches must be informed of any injury or serious illness as soon as possible. There is a difference between an injury and general soreness. In order to distinguish between the two, it is imperative for swimmers, parents, coaches and medical staff to work together to determine the best path forward for each individual swimmer. It is helpful to find a family physician who supports and understands the importance of participation in youth competitive sports. Depending on the nature of the illness or injury, the coaching staff may request written clearance for the athlete to return to practice and competition.

In the case of a serious injury or illness in which a swimmer is not able to swim, the Club Administrator and/or Head Coach/Associate Head Coach should be notified. Depending on the situation and duration, the swimmer may be put on long-term inactive status (in which no dues are paid) until the swimmer has been cleared to resume participation. This occurs on a month-to-month basis only; proration of dues per week is not an option.

## Concussion Information

Please follow the link for Concussion Information including symptoms, and return to the pool protocol. Aulea coaches have completed concussion protocol training as part of their USA Swimming certification.
https://www.usaswimming.org/docs/default-source/clinics/online-clinic-series/sports-med/concussion-recognition-and-management-slides.pdf

## Medical Conditions

If a swimmer has a medical condition (such as seizures or heart issues) that a physician has approved for swimming, please notify the Head Coach. The Head Coach will notify all the coaches and lifeguards so they are aware. Please also be sure to keep all medical and emergency contact information updated in your Aulea account.

## Swimmer's Training Responsibilities

Swimmers need to prepare themselves for a 100% effort each time they come to practice. Swimmers are required to bring additional training accessories (please see list on the Swim Store section of the website). It is the swimmer's responsibility to make sure their equipment is properly adjusted and that spares are readily available. Equipment adjustment and repair is not an acceptable excuse to miss part of a training session.

## Communication with Coaches

Your swimmer's group coach and the group parent representative are always your first point of contact if you have questions or concerns. In the interest of safety, the coaches' focus must be on the pool and the swimmers during practice time. Please arrange a time to speak with the coach before or after practice or on the phone. Here are some guidelines for effective parent/coach communication:

1. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group with 20-30 swimmers. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short-term inconvenience.
3. Always discuss the matter first with your child's group coach, following the same guidelines and preconceptions noted above. If the group coach cannot satisfactorily resolve your concern, then ask to talk to a Head Coach.
4. If another parent uses you as a sounding board for complaints about the coach's performance or policies please encourage them to speak directly to the coach.

He/she is the only one who can resolve the problem.

As a courtesy, if a swimmer will miss several practices due to vacation or illness, please notify your coach. (No need to do so if you miss one or two practices or change your schedule for a particular week.) Also, if you no longer wish to be part of the team, as a courtesy to your group coach, please tell him/her personally. (Please refer to the “Rules for Cancellation of Membership & Rejoining” section for the complete policy regarding cancellation).

When contacting the coaches, please be considerate. The best way to speak with the coaches is to meet him/her after practice. The coach will usually make him/herself available to answer questions, provide information, etc. Emailing the coach or sending a note to the coach with your swimmer is also a good way to get information to him/her. Email addresses for all coaches can be found on the Aulea web site (coaches section on the home page).

### Ocean Swims

During holidays and occasionally at other times, Aulea will have beach practice in lieu of pool practice. Unless otherwise indicated, beach practice will be held at Kailua Beach Park – at the beach closest to the parking lot across from Buzz’s Steakhouse. Swimmers should **wear their red Aulea swim cap**. Parents are welcome to join the ocean swims or escort on stand up paddle boards or kayaks. Bronze and Silver groups typically swim around the buoys; more experienced swimmers typically swim to or around Flat Island. Swimmers will swim in groups; coaches will guide and ensure swimmers stay together.

# Aulea Swim Club Code of Conduct

A. All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.
B. Team members, (swimmers, coaches and parents), will display proper RESPECT and SPORTSMANSHIP toward coaches, officials, administrators, teammates, fellow competitors and the public at all times. Participation in youth sports and on Aulea Swim Club is a privilege, not a right. An athlete or non-athlete member of the club may be suspended or removed from an event (practice, meet, other function) and/or the team for behaviors inconsistent with club values.
C. Aulea has a zero tolerance policy on physical violence. Penalties for violating this policy can range from verbal warning to suspension, and in severe cases, expulsion from the organization.
D. The consumption or possession of alcohol, tobacco, or any other illegal drug or substance of any kind will not be allowed by swimmers. In addition, any team member found to be in the presence of others partaking in any of the above activities could be subject to the same punishments including possible expulsion from Aulea Swim Club.
E. Weapons of any kind are prohibited at all club events, practices, meets, and other activities. Violation of this policy will result in removal from the event, possible suspension or expulsion from the organization, and notification of law enforcement.

F. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and Aulea Swim Club. Athlete behavior must positively reflect the high standards of the club and the Windward Oahu community.
G. Swimmers are to refrain from the use of inappropriate language.
H. Swimmers should never interfere with the progress of another swimmer during practice or otherwise and should follow all pool rules.
I. Swimmers are to follow the rules in the team travel policy.
J. Failure to comply with the Code of Conduct as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
    a. Dismissal from team trip and immediate return home at the athlete's expense
    b. Disqualification from one or more events, or all events of competition
    c. Disqualification from future team travel meets
    d. Suspension or dismissal from the team
    e. Proceedings for an LSC or USA Swimming Board of Review

# Aulea Travel Policy

A. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
B. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
C. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).
D. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.
E. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
F. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by the athlete's parents (or legal guardian).
G. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
H. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
I. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.

J. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
K. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the Head Coach or his/her designee.
L. The directions and decisions of coaches/chaperones are final.
M. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
N. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor athlete.

# Aulea Electronic Communication Policy

**Purpose:** Aulea recognizes the prevalence and value of electronic communication and social media, and also the potential risks when adults use these methods to communicate with minors.

**Overview:** All communication between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating team or swim-related information. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection. As with any communication with an athlete, electronic communication should not contain or relate to drugs or alcohol use; sexually explicit language; sexual activity; or any inappropriate or sexually explicit pictures. Communication should also avoid the details of an adult's social activities, relationship/family issues or personal problems.

For athletes, coaches and parents, the guiding principle for communication is to ask: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be comfortable saying out loud to the intended recipient in front of the intended recipient’s parents, the coaching staff or other athletes?”

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is Transparent, Accessible and Professional (T.A.P). If communication meets the T.A.P. criteria described below, then it is likely the method of communication with athletes will be appropriate.

- **Transparent:** All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.
- **Accessible:** All electronic communication between coaches and athletes should be considered a matter of record and part of the club’s records. It is ideal to include another coach or parent in the communication so there is no question regarding accessibility.
- **Professional:** All electronic communication between a coach and an athlete

should be conducted professionally as a representative of Aulea. This includes word choices, tone and subject matter that model the standards and integrity of a staff member.

**Instagram, Facebook, TikTok, and Other Social Media:** Coaches may have personal social media pages/profiles, but they are not permitted to have a minor Aulea athlete join their personal page as a “friend/follower”. Coaches and athletes are not permitted to “private message” each other through Facebook or through another IM method. Aulea has official Facebook and Instagram pages that athletes and their parents can follow for information and updates on team-related matters. Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

**Texting:** Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 5 a.m. until 9 p.m. Texting shall only be used for the purpose of communicating team or swim-related information.

**Email**: Athletes and coaches may use email to communicate between the hours of 5 a.m. and 9 p.m. When emailing an athlete(s), coaches should always cc another coach or parent.

**Request to Discontinue All Electronic Communication:** The parents or guardians of an athlete may request in writing or via email that their child not be contacted by coaches through any form of electronic communication.

# Aulea Policy Concerning Anti-Bullying

**Purpose of this Policy:** Bullying of any kind is unacceptable at Aulea Swim Club and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. Aulea is committed to providing a safe, caring and friendly environment for all our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member, parent or athlete/mentor. Aulea takes bullying seriously and all swimmers and parents can be assured that they will be supported when bullying is reported.

**Definition of Bullying:** Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. The USA Swimming Code of Conduct defines bullying as the severe or repeated use by one or more USA Swimming members of oral, written, electronic, image, sound, data, or a physical act or gesture directed at any other member that to a reasonably objective person has the effect of:

i. causing physical or emotional harm or damage to the other member’s property;
ii. placing the other member in reasonable fear of harm or damage to his/her property;
iii. creating a hostile environment for the other member at any USA Swimming activity;
iv. infringing on the rights of the other member at any USA Swimming activity; or

v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (including practices and meets).

**Reporting Procedure:** An athlete who feels that he or she has been bullied is asked to do one or more of the following things: talk to your parents; talk to an Aulea coach, board member or other designated individual; write a letter or email to a coach, board member, or other designated individual; and/or make a report to the USA Swimming Safe Sport staff. There is no time limit for initiating a complaint, however, it would be ideal to report any complaints as soon as possible to ensure memories are fresh and the bullying behavior can quickly be stopped. A Board Member or Coach who receives a report of bullying will notify the Head Coach and Associate Head Coach in writing so the claim can be investigated. Head Coaches and respective Group Coaches will follow the steps outlined below.

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**How Aulea Handles Bullying**

STOP BULLYING ON THE SPOT

If bullying occurs during team-related activities, Aulea will stop bullying by using these steps:
1.) Intervene immediately.
2) Separate the kids involved.
3) Make sure everyone is safe.
4) Meet any immediate medical or mental health needs.
5) Stay calm and reassure the kids involved and any bystanders.
6) Model respectful behavior when intervening.

If bullying is occurring or has been reported, Aulea coaches, board members or other designated adults will use the following approach:

FIND OUT WHAT HAPPENED

1. **Get the facts.** Keep all the involved children separate. Collect all available information. Get the story from several sources (both adults and kids). Listen without blaming. Don't call the act "bullying" while trying to understand what happened.

2. **Determine if it's bullying.** It's important to determine whether the situation is bullying or something else. Aulea will review the USA Swimming definition of bullying and consider the following questions:
    - What is the history between the kids involved?
    - Have there been past conflicts?
    - Is there a power imbalance? (If the targeted child feels there is a power imbalance, there probably is; a power imbalance is not limited to physical strength.)
    - Has this happened before?
    - Is the child worried it will happen again?

    Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior. Once

Aulea has determined if the situation is bullying, the club will support all the kids involved.

SUPPORT THE KIDS INVOLVED

3. **Support the kids who are being bullied.**
    a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
    b. Work together to resolve the situation and protect the bullied child. The child, parents, teammates and coaches may all have valuable input. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out (e.g., coaches can rearrange all lanes rather than just moving the bullied child).
    c. Develop a game plan. Maintain open communication with parents and athletes. Discuss the steps that will be taken and how bullying will be addressed going forward.
    d. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. **Address Bullying Behavior**
    a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
    b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
    c. Work with the child to understand some of the reasons he or she bullied. Sometimes children bully to fit in or just to make fun of someone who is different from them. Other times kids act out because something else (e.g., issues at home, abuse, stress) is occurring. They also may have been bullied. These kids may need additional support.
    d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can: write a letter apologizing to the athlete who was bullied; do a good deed for the person who was bullied or for Aulea; and/or clean up, repair, or pay for any property they damaged.
    e. Avoid strategies that don't work or have negative consequences (Zero tolerance; "three strikes, you're out" strategies; suspension or removal from the team are strategies that do NOT work because swimmers may be less likely to report and address bullying. Conflict resolution and peer mediation also do not work for bullying.)
    f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

**5. Support bystanders who witness bullying.** Every day, kids witness bullying. Here are ways they can help: Be a friend to the person being bullied. Tell a trusted adult such as your parents or a coach. Help the kid being bullied get away from the situation. Create a distraction or focus the attention on something else. Don't give the bully an audience – bullies are encouraged by the attention they get from bystanders. If you do nothing else,

just walk away.

# Aulea Policy Concerning Reporting of Misconduct

**Athlete Protection Policy**

The Athlete Protection Policy applies to all Aulea coaches, swimmers and volunteers. Aulea is dedicated to providing a safe and positive environment for our swimmers' physical, social and emotional development, as well as providing an environment that is free of misconduct.

In the event that any Aulea coach, swimmer or volunteer observes any kind of inappropriate behavior (such as policy violations or other kinds of misconduct) or suspects physical or sexual abuse, it is the personal responsibility of that person to immediately report their observations to an Aulea coach, board member and/or USA Swimming representative.

All Aulea coaches, swimmers and volunteers will refrain from any form of misconduct, which includes bullying, hazing, harassment, emotional, sexual and physical misconduct. Examples of misconduct can include, but are not limited to:

- Verbal behavior patterns that attack an athlete personally.
- Excessive or repeated yelling at a specific person that does not serve a motivational purpose or provides no productive training.
- Behavior or conduct that threatens to or physically causes harm to a swimmer.
- Behaviors that include teasing, ridiculing, spreading rumors, making false statements, or using social media as a means to harass, frighten or humiliate.
- Any act or conduct that is described as physical abuse or misconduct under state and federal law.

It is a direct violation of the Athlete Protection Policy if an Aulea coach, swimmer or volunteer knows about any misconduct taking place, but takes no action to intervene. Our policy is designed to reduce child sexual abuse and other types of misconduct, but it can still occur. If any Aulea coach, swimmer or volunteer sees it or suspects it of happening they need to follow the reporting procedures below.

**Reporting Procedure**

Aulea encourages swimmers, parents, coaches and volunteers to report any violations or allegations of child physical or sexual abuse to the appropriate law enforcement agency, any member of the Aulea board and/or directly to USA Swimming.

**Reporting to Aulea**

Aulea coaches, swimmers or volunteers can report to any administrator with whom they feel comfortable sharing their concerns. For these purposes, administrators include any Aulea coach, board member, parent chaperone or other trusted Aulea parent. Those administrators should immediately pass on complaints to a board member.

Aulea will accept a report in a way that is comfortable for the person making the report (either verbally or in written form). The person making the report can choose to remain anonymous. No matter how the report is reported, individuals are asked to provide at a minimum:

- Type of misconduct
- Specific dates and locations (if possible)
- Name of the person to have allegedly committed the misconduct

Out of respect for the importance of this issue and to encourage honest and effective reporting, knowingly false or vindictive reporting will not be tolerated.

**Reporting to USA Swimming Safe Sport Program**

Reports of Code of Conduct Violations will also need to be made with a staff member of the USA Swimming Safe Sport Program either by phone, email, letter or an online report. Child abuse and child sexual abuse is a crime. If USA Swimming receives a complaint of sexual misconduct involving a minor, it will report it to the proper authorities.

For links to report suspected misconduct or abuse, and for additional Safe Sport information, please click on the link.

Safe Sport (usaswimming.org)

**Response to Abuse, Misconduct and Policy Violations**

Aulea coaches and volunteers must immediately report:

1. Violations of the Aulea Swim Club Handbook
2. Misconduct defined in the Aulea Athlete Protection Policy, and
3. Allegations or suspicions of physical or sexual misconduct.

Coaches and volunteers need to report their observations to a member of the Aulea board and/or their immediate supervisor. **Allegations of abuse will be reported to the appropriate law enforcement authorities. Aulea does not evaluate or investigate the credibility or validity of child physical or sexual abuse allegations as a condition of reporting to the appropriate law enforcement authorities. Incidents will also be reported to USA Swimming, who will help facilitate any follow-up.**

# Grievance Process

The following procedures regarding problems, questions, concerns, or complaints must be followed by the families who elect to be part of Aulea Swim Club:

1. Problems/questions/concerns/complaints regarding practice, stroke instruction, meets, team rules, or any part of TRAINING or COMPETITION should be discussed with the following individuals, in order, until the situation has been resolved:
    a. The swimmer's group coach
    b. The Associate Head Coach
    c. The Head Coach
    d. The Aulea Board of Directors at a Board Meeting
2. Problems/questions/concerns/complaints regarding any other area of the team should be discussed with the following individuals, in order, until the situation has been resolved:
    a. The Chair of the committee in question
    b. The Associate Head Coach or Head Coach
    c. The Aulea Board of Directors at a Board Meeting
3. Problems/questions/concerns/complaints regarding other parents/swimmers should be discussed with the following individuals, in order, until the situation is resolved:
    a. The parent/swimmer in question (minor swimmer to minor swimmer, parent to parent, parent + minor swimmer to parent + minor swimmer, adult swimmer to adult swimmer)
    b. The swimmers' group coach
    c. The Associate Head Coach or Head Coach
    d. The Aulea Board of Directors at a Board Meeting

Grievances or complaints will be acknowledged within 5 days of receipt. The matter will be reviewed through the established channels, and a resolution or formal response will typically be provided within 30 days.

# Organization and Team Structure

## Organization

Aulea Swim Club is a long-standing member of USA Swimming. All Aulea activities run in accordance with USA Swimming rules and regulations that allow for training and competition at all levels through both the age group program and the senior program. The USA Swimming age group swimming program is America's largest program of guided fitness activity for children.

USA Swimming is the National Governing Body for amateur competitive swimming in the United States. At its headquarters office, located at the Olympic Training Center in Colorado Springs, USA Swimming staff interact with 59 Local Swimming Committees (LSCs), athletes, coaches and volunteers at all levels to provide a variety of services to 400,00 members and 2,800 swim clubs.

Aulea Swim Club is a non-profit organization, chartered by the State of Hawaii and recognized as a tax-exempt (501c3) non-profit foundation by the Internal Revenue Service. Money, goods and services donated to Aulea are tax deductible. All operating expenses are financed through monthly membership fees and specially designated fundraising events. Swimmers' expenses for swimming in meets are funded separately and are detailed in a later section.

## Board of Directors

The Aulea Board of Directors is composed of 3 professional swim coaches employed or contracted by the Club.

The Head Coach conducts practices, selects and monitors assistant coaches, provides guidance and counseling to swimmers, and is responsible for activities directly connected to competitive swimming. The Head Coach is a permanent member of the Board of Directors.

## Coach Responsibilities

The Head Coach's job is to oversee the competitive swim program and team. The Aulea Swim Club coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself - "to be the best you can be."

1. The coaches are responsible for placing swimmers in practice groups based on age and ability. When a swimmer meets criteria for a higher group, he/she may advance to a more challenging training group.
2. Sole responsibility for stroke instruction and the training regimen rests with the Aulea Swim Club coaching staff. Each group's practice sessions are based on sound athletic principles and geared to the specific goals of that group.

3. The coaching staff makes the final decision concerning meets in which Aulea Swim Club competes. The coaching staff also makes the final decision concerning which events a swimmer enters in these meets. (It is the parent or swimmer's responsibility to commit/register for the meet via TeamUnify).
4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches offer constructive feedback regarding the swimmers performance. (It is the parent's job to offer love and understanding regardless of their child's performance).
5. The building of a relay team is the sole responsibility of the coaching staff.

The coaching staff is constantly updating and improving the Aulea Swim Club program. It is the swimmers' and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

## Parent Volunteers

In many cases, the individuals who stay involved in swimming from a young age through high school are those whose parents have made a commitment to the sport and to Aulea to volunteer in some capacity. That's a great reason to get involved, but the other reason is that Aulea needs parent volunteers in order for us to be a competitive, organized and fun club. Like any youth program, our club is only as strong as the group of parents that supports it.

Aulea is primarily a volunteer-run organization. Aulea pays coaches and a club administrator, all other functions of the club are coordinated and run by volunteers. Aulea requires all families to volunteer **at least 25 hours** per year. A fine of $20/hour will be assessed for unfulfilled volunteer hours. Aulea will track volunteer hours in SportsEngine for each family and may publicize cumulative lists to the club. It is the responsibility of each family to sign up for and fulfill their volunteer hours. If a parent fills a last minute position for which they did not sign up in advance, it is their responsibility to inform the volunteer coordinator or Associate Head coach within 48 hours to receive credit.
Some ways to volunteer include:

1. Serve on a standing committee (see below).

2. Volunteer at all home/hosted meets (whether your child is participating or not). Aulea hosts 3-4 meets per year. When we host meets (typically at Kailua District Park) we need dozens of volunteers to set up and tear down, provide hospitality, sell concessions, handle awards, serve as safety marshals, and miscellaneous other functions.

3. Volunteer at swim meets in which your children participate. Aulea brings tents to provide shade for swimmers, so parents need to bring, set up and return tents to our storage facility. We are also required to provide officials and timers. Please volunteer in some capacity at these meets.

**Volunteer hours are non-transferable** and the only way to effectively and accurately track service hours for over 150 families is via SportsEngine. The account that will receive the service hours credit MUST sign up online in SportsEngine. If someone other than an account family member will be fulfilling the job, the account holder MUST indicate in the "Optional

Contact Info" field and/or communicate to the Volunteer Coordinator or Associate Head Coach who will be responsible for filling the role. **Completed service hours will NOT be deducted from one account and credited to another after the fact unless there was an unexpected last minute change or extenuating circumstances.**

## Standing Committees

Aulea seeks to maintain the following standing committees to assist with club operations:

**Meet Officials** – Assume USA Swimming designated roles within the Hawaiian Swimming Local Swim Committee (LSC) to officiate at swim meets. Roles are either "wet side" (e.g., referee, starter, stroke and turn judge) or "dry side" (administrative official, timing system operator). Aulea is required to have 1 official who actively officiates at least 10 sessions a year, for every 20 swimmers on our team. So our club needs 8+ officials. Aulea will ensure you get trained and will pay any associated costs. This is a very important role!

**Concessions** – Responsible for concessions donations/sales at home/hosted meets.

**Hospitality** – Plan and manage hosted meet hospitality functions, team potlucks and other occasional special events.

**Equipment/Facilities** – Prepare and maintain the facilities for meets and practices including helping to set up and maintain diving blocks and transporting tents for use at meets and other events. Help keep the equipment storage organized.

**Banquet –** Plan the annual spring/summer banquet including coordination with venue, theme, decorations, awards, program, RSVPs and menu.

**Group Ohana Representatives** – Parent/ohana reps partner with group coaches to plan 3-4 annual events for their group (beach time, potluck, movie night, bowling, hike, etc). Coordinate and promote events and track RSVPs. May also coordinate Birthday, Christmas or Coach Appreciation celebrations for the group coaches. Group reps meet with the Board of Directors quarterly to share ideas/concerns/feedback.

**Fundraising** – Plan and coordinate Swim-a-thon and additional fundraisers for the club.

**Community Service** – Partner with local organizations and city/county to serve and improve the community.

**Gear Store** – Source, order and distribute team/meet gear, spirit wear, manage inventory and orders. Host gear nights before/during practice to ensure all swimmers have required equipment for their respective group.

## Team Chaperone Expectations & Guidelines

1. The Head Coach and traveling Coach(es) may select travel chaperone(s) needed for the trip to accommodate the number and gender of swimmers attending. There should be at least one male and one female USA Swimming non-athlete member on the trip, in accordance with the gender of the athletes.
2. The primary responsibility of a chaperone is to assist in the planning and execution of the travel to the meet to include making airline and hotel reservations, transportation arrangements and planning meals for those swimmers and coaches participating in the meet. The chaperone being the primary person in charge of the planning for these items makes it possible for the coaches to function in their roles of coaching the swimmers without outside distractions.
3. Chaperones must set the example of positive sportsmanship and behavior. Chaperones need to represent themselves in a professional manner at all times. Chaperones must abstain from any alcohol, tobacco and drugs at all times. Chaperones must be available and accessible for the coaches and swimmers at all times in the event of an emergency.
4. Chaperone assignments, whenever possible, will be made so that chaperones will be able to see their children swim, but chaperones must accept the fact that this may not always be possible.
5. Chaperones shall be responsible for the actual payment of their own meals, lodging and transport except as other arrangements are specifically understood and agreed to by authorized representatives of the team.
    a. Expenses may be reimbursed as detailed above.
    b. Please keep all receipts for any expenses incurred and turn them in with a detailed expense report within one week of returning from the trip.
6. Chaperones are responsible for managing meals, making sure that there is adequate access to food and water. A chaperone may be asked to assist with a swimmer that becomes ill and is unable to attend and compete at the meet. It is the swimmer's responsibility, in advance of the trip, to let the chaperone know of any dietary restrictions or allergies.
7. Chaperones will help make sure swimmers keep the team area clean during all sessions of the meet. Chaperones must maintain a clean hotel area. At checkout, check rooms for anything left behind and for cleanliness and no damage. If any is noted, it must be reported in writing immediately to the Head Coach.
8. Chaperones must have completed and passed the USA Swimming background check and the APT requirement as part of Athlete Protection Policy and MAAPP 2.0, by USA Swimming, prior to departing for the event.
9. As a requirement for team travel, all members must sign the Code of Conduct and Travel Policy annually. These documents are signed electronically at time of registration. All swimmers are expected to adhere to the Code of Conduct while traveling.
10. While on the trip the coaching staff is the ultimate authority and will settle any disputes that may arise.

## Expectations Prior to the Trip

1. Compile a list of athletes with contact info and parent contact info, flight confirmation number, and Consent to Treat Minor Children form.
2. Coordinate with coaches and make reservations for hotel, transportation, meals and activities as needed.
3. Determine if any swimmers have food allergies or dietary restrictions that will influence travel arrangements.
4. Coordinate with the hotel to ensure breakfast availability prior to the morning session. If a hotel does not offer a breakfast, research options for dine-in, grab & go, or pick up/delivery.
5. Create group text with swimmers + chaperone + coaches for travel and meet updates and information.
6. Create group text with swimmers' parents for updates and to share photos and results.
7. Research area grocery stores and food options for quick and healthy meals and snacks.

## Expectations & Guidelines During the Trip

1. Chaperones should maintain general supervision of the swimmers. This means the enforcement of appropriate behavior balanced with common sense and courtesy.
2. Keep emergency contact on hand at all times.
3. Swimmers are not permitted to leave with anyone unless it is their parent, and the chaperone or coach is informed prior to departure. Any non-parent relative or friend must have written permission from the swimmer's parent before being allowed to leave with the athlete.
4. Report any Code of Conduct violations to the Head Coach or traveling Coach.
5. Shuttle athletes to and from hotel and pool for prelims/rest/finals, possibly in multiple shifts. Make sure swimmers are on time for meet sessions
6. Deliver food to pool for longer sessions/distance swimmers and coaches.
7. Confirm or modify reservations as needed. Maintain good communication with the coaches to plan accordingly.
8. Chaperones should remind the swimmers of the following rules at the hotel.
    a. No running in halls.
    b. No playing in elevators.
    c. No playing on hotel phones.
    d. No loud voices, music, or TV in rooms/hallways.
    e. Be respectful to other guests staying at the hotel.
    f. Stay in assigned areas. Do not leave the assigned area or hotel without the permission of a chaperone. Do not wander the hotel alone.
    g. If boys and girls are visiting in the same room, the door must remain open.
    h. Curfew and lights out will be enforced.

9. Chaperones should not leave the meet or hotel for personal reasons unless the coaches have been informed and chaperones duties have been reassigned to someone else.
10. Assist with check-out of the hotel to help ensure nothing is left behind and aid a smooth departure from the hotel.

## Parent Responsibilities

1. **Volunteers:** Aulea needs parent volunteers in order for us to be a competitive, organized and fun club. Aulea asks all parents to volunteer on committees, at home/hosted meets and at swim meets your child swims in. Please see the volunteer section for Aulea expectations.
2. **Practices:** Please make every effort to have your swimmers at practice on time. Realize that your child is working hard and give them all the support you can. Parents are responsible for their swimmers once the swimmers exit the pool area. Please be prompt when picking up your swimmer after practice.
3. **Support:** Please encourage good diet and sleeping habits, provide loving support of your child with their athletic performance and let the coaches coach.
4. **Transportation:** Transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by Aulea Swim Club as a purely private agreement between the parties involved and that neither Aulea Swim Club, nor the Aulea Swim Club Board of Directors, separately or as a group, except for the parties directly involved can be or will be considered as a party to such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved.

## Communication

Most information you need about the club will be contained in this Handbook and/or on Aulea's website: Aulea Swim Club Home (gomotionapp.com) The website has club news, upcoming events and other helpful content. If you login, you can also access your account balance and your child's past meet results. In addition, the Head Coach will send weekly emails full of important information including weekly schedule changes and upcoming meets. Aulea has a Facebook page and Instagram account for stories, pictures, and news. Links to both accounts can be found on TeamUnify.

## Insurance

All Aulea Swim Club swimmers are required to have a current USA Swimming membership. **NEW PARENTS/SWIMMERS ARE RESPONSIBLE FOR INITIAL USA SWIMMING REGISTRATION**. This membership not only supports swimming throughout the country, it also provides insurance for every swimmer and every club. Each registered swimmer is covered at any Aulea Swim Club organized practice and every USA Swimming sanctioned competition.

USA Swimming offers its members two forms of insurance: Liability and Accident Insurance. Please click on the link for more detailed information.
Insurance (usaswimming.org)

# Swim Meets

Aulea is a competitive swim club and swimmers are expected to compete in swim meets. Participation in meets helps kids continually improve, adds to their enjoyment and contributes to a strong team. Aulea participates in most meets held on Oahu throughout the calendar year. A meet schedule listing the date, type, groups, and location is available on the website at the beginning of each season. Emails will be sent and schedule changes will be posted throughout the season.

## Seasons

The swim year is divided into two seasons. The short course season (SCY) meets are held in 25-yard pools from August through March. The long course season (LCM) meets are in 50-meter pools from April through July. Each season culminates with a championship meet for swimmers who have achieved qualifying times.

## Expectations

Each swim group has different expectations for type and number of meets. Please refer to the Swim Groups section of this handbook for each group's expectation. Aulea does not generally send swimmers to meets which we are not attending as a team, nor do we allow them to be coached by other teams, unless they have reached a higher level (such as representing team Hawaii, a National team, or similar circumstances).

## Registration

Registering for meets is the responsibility of parents and swimmers (ideally after consultation with the swimmer's coach). You will receive one or more emails with information on the meet and how to register (you can also register from the website once you are logged in). At the minimum, you need to say "yes" to attending the meet (for each child if you have multiple children). You can also choose specific events for which your child is qualified. If you are not sure about events, you can consult with your child's coach or leave the specific events empty and the Head Coach will select. Please write a note in the note section of the registration page any relevant information (e.g., if you need to leave early and cannot swim in a relay).

Coaches will select swimmers for relays. Please notify the coach if you cannot swim in a relay. Relay spots will be tentatively assigned in advance, but are subject to change up until the session of that meet.

## Cancellation

If, after entering a meet, your child cannot participate, notify the swimmer's coach to assist in planning for meet relays. Depending on when you cancel, you may still be charged for the events.

## Cost

The entry fees for swim meets are typically $4-$6 per event + facility and/or athlete surcharge, higher for local and national champs meets. Most kids swim 3-4 events per day. Some meets charge a flat rate fee per swimmer. These fees will automatically be charged to your Aulea account.

It is a privilege to be asked to swim in relays and swimmers who are registered should make every attempt to attend the meet and participate in the relay (otherwise it may have to be canceled). Aulea will also charge your account for relays in which your child is entered. Occasionally a relay has to be canceled because of circumstances beyond the control of the club (e.g., a “no show” by a swimmer). In these unfortunate cases, all the accounts will still be charged.

## Location

Most swim meets take place at K. Mark Takai Veterans Memorial Aquatic Center (VMAC) which is located in the Central Oahu Regional Park (CORP) in Waipahu. Aulea hosts 3-4 meets at Kailua District Pool and meets are occasionally held at other locations such as Iolani School, Punahou School, and UH-Manoa. The website and emails will indicate the locations. Addresses and directions to many of the Oahu pools can be found on the Aulea website.

## Levels of Achievement

USA Swimming recognizes seven different age group classifications: 8-Under, 10-Under, 11-12, 13-14, 15-16, 17-18 and Senior. The Senior classification includes any swimmer age 12 or 13 (may vary by meet) and older, who has achieved the qualifying time for the event. Not all age groups are offered at every swim meet. The swimmer’s age on the first day of a meet determines the swimmer’s competitive age-group classification for the entire meet.

Within each age-group there are different state and national levels of achievement (time standards). All swimmers begin as "C" swimmers. As they improve, they advance to Hawaii B, Hawaii A, Hawaii INVT (Invitational), Hawaii CHMP (Age Group 14&U State Champs), Western Age Group Zone. In the open age category there is Hawaii Senior B, HI Sr A, Western Senior Zones, Sr Sectionals, Futures, Winter Junior National, Summer Junior National, US Open, Senior National, and ultimately Olympic Trials. A table of times for each age group, girls and boys, stroke and distance is available on the Aulea website.

## Types of Meets

Novice swimmers usually begin with Block Party or "BC" meets. Once a swimmer makes a Hawaii “A” time, they can participate in A+ meets. When they achieve an "INVT" or better time, they can swim in Invitational meets. Usually, there is one meet for each competitive level every month. However, swimmers occasionally compete in more than one meet a month if their qualifying times for different strokes and events place them in more than one competitive category. For example, if a swimmer has a “B” time in the 50 fly and 50 back, but has an “INVT” time in the 50 free and 50 breast, then the swimmer could end up swimming in a BC meet and an Invitational Meet in the same month. It is each family’s responsibility to review the meet schedule and each swim group’s meet expectations. Please refer to the website for more information on types of meets and Hawaii and national standards.

## Meet Preparation and Arrival

Here are some general swim meet preparation guidelines:

1. Arrive at the pool a few minutes before the scheduled warm-up time to allow time to locate the team and check in with the coach. Warm up time will be sent via email and

posted on the website. Aulea swimmers sit together as a team under the team tents – look for our Aulea tent and banner. Please keep in mind that the tents are for swimmers.
2. Swimmers should find the Coach and check-in. When it's time for warm-up, swimmers get their cap and goggles and report to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team.
3. Parents are encouraged to buy a heat sheet (usually available for sale in the lobby or concession area for $2 per session). For each event, heats are listed (typically) from slowest (heat 1) to fastest (last heat) and each specific lane assignment is noted. Swimmers are entered with their "best time" which determines their heat and lane seeding. If a swimmer is entered in an event for the first time, they will be entered as a "no-time" or "NT." It is ideal to write your swimmer's stroke/distance, event number, heat and lane on their arm.
4. After warm-up, the swimmer will return to the tent. This is a good time to make sure they go to the bathroom if necessary, get a drink, and get settled in.

## Swimmer Participation

1. It is important for any swimmer to know what events they are swimming. They may swim right away after warm-up or they may have to wait awhile. It is ideal for younger swimmers to have their events, heats and lanes written on their arm to give them ownership for their events.
2. Several heats before their event, swimmers should report to their coach for last-minute instruction and encouragement.
3. A swimmer's event number will be called, usually over the loudspeaker, and they will be asked to report to the starting area. Swimmers should report with their cap and goggles. (Many newer swimmers like to get to the back of the starting area several heats before their heat so they are already there when their heat is called.) Generally, girls' events are odd-numbered and boys' events are even-numbered. Example: "First Call, Event #26, 10-Under Boys, 50 freestyle, Heat 1 of 4."
4. The swimmer reports to his/her LANE and HEAD LANE TIMER.
5. The swimmer swims his/her race. After each swim, swimmers should ask the timers for his/her time. This is an unofficial time.
6. Swimmers should immediately report this time to his/her coach who will discuss the swim with them. Generally, the coach follows these guidelines when discussing swims: a) Positive comments or praise, b) Suggestions for improvement and c) Positive comments.
7. Coaches will often specify a warm down routine if there is a warm down pool available. Swimmers should warm down immediately after talking to their coach.
8. The swimmer waits until his/her next event is called and starts the process again. In the meantime, swimmers should use the bathroom, get a drink and eat something light.
9. When swimmers have completed all their events and checked with their coach regarding relays or finals, they can go home. Relays play a very important role in building team spirit and unity and are also the most exciting part of a meet.

## Parent Participation

1. Per USA Swimming rules, parents are not permitted on the pool deck unless they are

serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the Aulea coaching staff. They will make a decision whether to pursue the matter through the proper channels.

2. Volunteers: Each team is required to supply timers. Please schedule to volunteer ahead of time or if needed, volunteer that session. Training is provided, it's easy, shady and you get fed! Aulea may also be asked to provide marshals or other volunteers. If you volunteer for either of these roles, you should plan to stay until the end of the meet (even if your child is done swimming). If you cannot stay, it is your responsibility to find someone to take your place.
3. The Aulea tents are for swimmers and coaches. If there is room, it's possible for parents to sit under the tent.
4. As a parent, you play an important role supporting your child at meets. After your child's events, Aulea suggests the following:
    a) Tell your child how great they did! The coaching staff will be sure to discuss stroke technique with them. You need to tell him/her how proud you are.
    b) If your child has a poor race and feels badly, talk about the good things. Avoid making negative comments.

## Results

Meet results are updated within a few days of the meet.  Login to your TeamUnify account and go to My Account/My Results to view meet results.

# Fee Schedule and Billing Procedures

Income from dues covers basic club operating expenses, including coaches' salaries, admin salary, coaches' and officials' registration, equipment, rent, insurance, permits, coaches' travel and education, incentive programs and other expenses necessary to sustain a comprehensive swimming program.

## Payment Method

Each Aulea family is required to register and pay either by automated credit card charge or ACH (automated checking account withdrawal). At any time, you can log into your account and change your payment method (change from ACH to credit card or change credit cards). Effective 9/1/2026 all charges will be subject to a 3% processing fee. Please remember to update your account information if your credit card expires.

Aulea does not accept cash or checks for any purchases. If you purchase merchandise (a t-shirt or cap); your child participates in a group or club activity with a fee associated; or you incur any other expenses, they will all be charged to your account. You will pay for it during the following monthly billing cycle.

## Monthly Dues

Effective September 1, 2026, the monthly dues structure is as follows:

| Group | Dues | Frequency |
|---|---|---|
| Intro 1 | $400.00 | per session |
| Intro 2 | $400.00 | per session |
| Bronze | $120.00 | monthly |
| Silver | $120.00 | monthly |
| Gold | $120.00 | monthly |
| Senior | $140.00 | monthly |
| Platinum | $140.00 | monthly |
| National Prep | $165.00 | monthly |
| National | $180.00 | monthly |

Multi swimmer discount is 5% off the lesser group(s).
$100 annual club registration fee (includes team suit and team shirt) is paid 9/1 (or upon initial club registration for new members).
USA Swimming registration ($30 Flex, $90 Premium) is paid directly to USA Swimming for initial registration; renewals are done by Aulea and billed to SportsEngine accounts 10/1.
All charges will be subject to a 3% processing fee.

## Meet Entry Fees

Entry fees are paid directly by Aulea to the host club. Aulea will bill each account for meet entry fees in the month following the meet. The entry fees for swim meets are typically $6 athlete surcharge plus $4-$6 per event (higher for Champs meets and

above), some meets are flat rate charge per swimmer regardless of number of events. You will not be refunded for scratches that happen after the deadline has passed and the club has submitted entries and fees.

## USA Swimming Dues/Transfer

All Aulea Swim Club swimmers must be members of USA Swimming to participate in practices and meets. **NEW AULEA PARENTS/SWIMMERS ARE RESPONSIBLE FOR USA SWIMMING REGISTRATION.** Membership includes liability/accident insurance for the swimmer while at organized practices (including dryland), meets, events, and activities, plus subscription to *Splash* magazine published by USA Swimming. Aulea will bulk renew members' USAS registration for subsequent years and bill your SportsEngine account in October.

The LSC (Hawaiian unit of USA Swimming) charges a transfer fee of $5-10 for USA Swimming transfers. The appropriate amount will be charged to your account and Aulea will take care of processing the transfer and paying Hawaiian Swimming. Please note that all NEW members of USA Swimming will need to provide a copy of his/her birth certificate or passport to the club's Administrator for registration.

## Annual Registration

Aulea requires each family to register their child(ren) for Aulea Swim Club for the next season. This will occur during the month of August. If you do not register by the stated deadline (communicated multiple times via email), your child's spot on the team may not be available and/or they may not be permitted to attend practice. Failure to register does not constitute notice of membership withdrawal. Group rosters are created and placement emails are sent to all returning swimmers in July/August. If your swimmer will NOT return for the new season, written notice is still required. It is expected that swimmers who receive a placement email are accepting their roster spot. Annual registration is required and all members must acknowledge the agreements and policies.

## Billing Procedures

Monthly invoices are posted to each family's account on the first day of each month. A delinquent account may render the status of all swimmers in the account to involuntary inactive. All swimmers transferred to an involuntary inactive status will remain inactive until all dues, fees, and charges are paid in full. Swimmers in an inactive status may not participate in team practice sessions or swim meets. Inactive members may not practice until notified by the Team Administrator that the overdue balance is paid in full. The Club is aware that there may be situations that prevent timely payments. If you have problems making a payment on time, please contact the Club Administrator and/or a Head Coach immediately to make appropriate arrangements. Monthly dues are non-refundable except in the case of system or administrator error.

## No Proration of Monthly Dues

Monthly dues will NOT be prorated for partial attendance, holidays/vacation, pool closures, club practice/schedule modifications, etc.

## Membership Status

Aulea is a year-round competitive club and the general expectation is that competitive group members will participate year-round. The club has fixed monthly expenses such as rent, insurance and salaries that do not fluctuate with swimmers' school activities, or vacation travel. We understand that some high school athletes may take some time away from the club while pursuing school sports, and that families may travel for extended periods of time. If you wish to "PAUSE" your membership, we offer reduced monthly dues of $50 to hold your swimmer's roster spot during their absence.

- **Active Members:** Swimmers who attend practice on a regular basis, and are current with their dues and other expenses.

- **Long-term Inactive/Medical Leave Status:** If a swimmer is legitimately injured or ill, he/she will be put on long-term inactive status and no dues or fees are assessed during those months. Please contact the Associate Head Coach or Club Administrator prior to the first of the month to be considered for this type of inactive status. Medical clearance is required to return.
  If a swimmer lives off island for most of the year and returns to Oahu for a few months of the year, Aulea will consider putting this swimmer on long-term inactive status at the discretion of the Head Coaches.

- **Paused Member:** If a swimmer will be absent due to participation in another sport, extended travel or another non-medical reason, club membership may be "paused" for the duration of the absence. Paused members pay reduced monthly dues of $50 to hold their roster spot. 2 weeks written (email) notice from the 1st of the month is required to pause a membership (15th of the month prior to pause).

- **Canceled Member:** If a swimmer leaves Aulea, his/her membership will be canceled. If one or more swimmers in the family are still active members, the account for that family will remain open. If all swimmers in the family are canceled, the account will also be canceled. Swimmers who cancel their membership and decide to rejoin will need to attend a general tryout.

## Rules for Cancellation of Membership and Rejoining

30 days written notice from the first of a month is required to cancel your membership. Notice must be sent to the Head Coach (auleaswimclubkailua@gmail.com), Associate Head Coach (kimiregula@gmail.com), and Group Coach(es).

If your child opts to return, he/she may need to attend a general tryout (August/March) and is not guaranteed a spot on the team. If your child rejoins within a year, you may be subject to a rejoining fee of $50/month and/or a re-registration fee along with any outstanding account balance. This is intended to discourage short-term withdrawal. Aulea aims to encourage year round commitment and participation. Short-term membership and withdrawal can negatively impact group progress. Exceptions for High School athletes during HS swim season may be discussed with and granted by the Head Coach.

If your child rejoins after a year, he/she is not subject to the rejoining fees. This provision is to accommodate legitimate re-entry to competitive swimming, as well as family moves out and back to the community.

Failure to register for a new season does not serve as written notice of withdrawal.

## Billing Issues

Aulea has a Club Admin that handles billing. If you have any questions about billing, the first person to ask is the Club Administrator (he/she will work with the Head/Associate Head Coach to get it resolved). If you need to be reimbursed for a club expense (something that has been pre-approved), send or give receipts to the Head Coach.