



Academy of Texas Aquatic Champions

Member Handbook

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Getting Started

Welcome! Thank you for your interest in ATAC Swim Club!

Here are a few items you need to do to get started with the team. You will need to complete these items either before the end of the first week of the season or as soon as possible after you join.

1. Set up your ATAC Swim Club Account

New members will need to create an account and complete the online team registration on our website at www.atacswim.com. You will be required to set up a payment method at that time and pay the annual team membership fee and the first month's dues.

Fees and Dues are as follows:

PRORATED ANNUAL MEMBERSHIP FEE		
Swimmers per Family	Prorated Fee	Total Fee Owed by Family
1 st swimmer	\$100	\$100
2 nd swimmer	\$75	\$175
3 rd swimmer	\$50	\$225
<i>*Capped at \$250 per family</i>		

MONTHLY MEMBERSHIP DUES

MONTHLY MEMBERSHIP DUES		
Practice Group	Monthly Rate	Discounted Annual Rate
Elite Seniors	\$198	\$2,178.00
Black	\$185	\$2,035.00
Blue	\$169	\$1,859.00
Aqua	\$157	\$1,727.00
White	\$146	\$1,606.00
Future Champs	\$124	\$1,364.00
<p><i>*Payment of the annual rate in full will be discounted 10%.</i></p> <p><i>*Multiple Swimmers:</i></p> <ul style="list-style-type: none"> ➤ Family with 2 swimmers: 2nd swimmer gets 5% discount. ➤ Family with 3 swimmers: 2nd swimmers get 5% discount 3rd swimmer gets 10% discount. ➤ Family with 4 or more swimmers: all swimmers after the 3 most senior swimmers are free. 		

2. Register with USA Swimming

New members will also need to register with the governing body of swimming in the United States, USA Swimming, and pay the fee(s) associated with that registration.

3. Read and Keep this Handbook

You will need to refer to the handbook for information on the following:

- Equipment/Uniform requirements
- Practice Schedule
- Volunteer Policy
- Financial Policy
- Swimmer and Parent Code of Conduct

ATAC Swim Club Practice Schedule

ATAC Swim Club practices daily Monday through Saturday. Weekday practices are held after school, and Saturday practices are held in the morning. Saturday practices may be canceled when the team is attending a conflicting meet.

While ATAC Swim Club normally practices at either Loos Natatorium or the Greenhill School natatorium, scheduling may vary. Coaches will send weekly updates with times and locations as well as post-practice information on the main page of the website at www.atacswim.com.

ATAC Swim Club Apparel and Equipment

All swimmers are required to purchase a team cap and **ARENA** brand team suit. Practice suits and goggles are required. Any swimmer with long hair is required to wear a swim cap. Everyone is required to wear the team cap at swim meets.

ATAC spirit wear is offered at various times throughout the season. In addition, you can purchase branded spirit wear through our online [store](#). Click the link on the website.

All equipment can be purchased at [Xtreme Swim](#), our team store. Be sure to mention you swim for ATAC to receive our **special team discount** and a 10% discount for non-team items!

Xtreme Swim: 2300 Coit Rd. Ste 325, Plano, TX 75075 (972) 596-2188 (NE Corner Park and Coit)

Visit xtremeswim.com and create your account to purchase ATAC equipment online. Once at the site click on "TEAMS" then "Create An Account." Enter our team code **ATAC** to complete your registration. "Welcome ATAC" will appear at the top of the site. Click "Your Team Store" next to the welcome to get to our team area. They have team suits, caps, parkas, warm-ups, stadium chairs, yard signs, and much more.

Equipment Requirements by Practice Group:

Group	Equipment
Future Champs	Kickboard, Fins
White	Kickboard, Fins
Senior Aqua	Kickboard, Short Fins, Pull Buoy, Paddles
Blue	Kickboard, Short Fins, Pull Buoy, Paddles, Drag Suit, Water Bottle
Black/Sr Black	Kickboard, Short Fins, Pull Buoy, Paddles, Drag Suit, Swim Snorkel, Water Bottle, Mesh Bag
Seniors	Kickboard, Short Fins, Pull Buoy, Paddles, Drag Suit, Swim Snorkel, Water Bottle, Mesh Bag

ATAC SWIM CLUB APPAREL AND EQUIPMENT

**A note on the proper fit of a racing suit.* The suit should fit very snugly. There should be no sag, pooch, or wrinkling in the suit. It should fit like a second layer of skin. Suits stretch with use, and it is likely your child will wear the suit out before they grow out of it. Too large of a suit can create too much drag slowing the swimmer and could create an embarrassing situation, especially for boys.

ATAC Swim Club Frequently Asked Questions

GENERAL FAQ

1. Why does ATAC have a closed deck policy?

ATAC and all other swim clubs are required by USA Swimming to close the deck for insurance reasons. All swimmers and coaches are registered with USA swimming and covered under an insurance liability policy. Parents, grandparents, siblings, babysitters, etc. are not covered. We also find that kids are more distracted with parents present. They spend time waving to mom and dad instead of listening to their coaches. Accompanying adults may enter the deck 5 minutes before the child's class begins. They must clear the deck as practice starts and may reenter 5 minutes before class ends. Please note: Swimmers become the responsibility of ATAC Swim Team only after they have crossed the threshold of the pool deck. Before and after that, they are the responsibility of the accompanying adult.

2. How early can we drop off our child?

We ask that swimmers arrive no more than 10 minutes early. Swimmers will not be allowed on deck until a coach arrives. At that time, ATAC Swim Team will assume responsibility for the swimmer(s). Prior to that point, the swimmer(s) are the responsibility of the accompanying adult.

3. What is ATAC's late pick-up policy?

Swimmers have 15 minutes following the conclusion of practice to change, clear the deck, and be picked up. Coaches will remain for those 15 minutes, and time after that will be charged to the swimmer's account at a rate of \$1 per minute past the 15-minute mark. The late fee will be paid directly to the coaches to compensate them for their inconvenience.

4. What kind of equipment does my child need?

At tryouts, swimmers receive a list of equipment needs for each group. All swimmers need fins, kickboards, caps, goggles, and a proper fitting suit. Senior Aqua and above need pull buoys. Blue and above need water bottles, paddles, and drag suits. Swimmers should ensure that they have their equipment at every practice. Facilities maintain limited equipment for borrowing.

5. Is my child required to wear a swim cap?

All girls and any boys with long hair are required to wear swim caps in practice and in meets. All swimmers are required to wear the ATAC cap at swim meets. Swim caps are worn at the highest level of competition by both male and female swimmers. Caps make swimmers faster and allow coaches and officials to easily identify swimmers. Swimmers will not be allowed to swim in a swim meet without the proper ATAC cap.

6. What is ATAC's inclement weather policy?

ATAC is required to follow DISD and Greenhill school weather policies as well as our own. Cancellation due to ice, snow, or severe weather will be posted on the website and emailed by noon on the day in question. We never require practice attendance. If you are not comfortable getting out, please do not risk it. Parents should always check to make sure a coach is on deck before leaving their swimmer. **DO NOT** assume practice is canceled unless you hear it firsthand. To help foster a sense of responsibility, Coach Chris will directly communicate with the Senior and Sr. Dev. swimmers, not with the parents. These young adults are expected to be responsible and own their sport.

7. How do we know if there are changes in practice times or cancellations?

Throughout the swim season, there are various high school and middle school meets held at the pools where we practice. We do our best to move a group to a different pool, but sometimes practice must be canceled. A weekly email is sent out that will highlight any changes to practice. It will also be posted on the front page of our website as well as on the calendar. If there is a last-minute cancellation such as a broken pool, emails will be sent out ASAP and an announcement posted on the website.

8. What is USA Swimming, and why do I need to register with them?

USA Swimming is the national governing body for competitive swimming in the United States. As the National Governing Body for the sport, USA Swimming is responsible for the conduct and administration of swimming in the US. This includes setting the national time standards for all swimmers and selecting swimmers who will ultimately represent the United States in world swimming competitions. They also provide liability insurance for your swimmer while they are on the pool deck, whether at practice or in a meet. Your swimmer must be a member of USA Swimming in good standing in order to participate in meets.

9. Why does ATAC have a financial policy & what does it mean for me?

ATAC Swim Club is a competitive, year-round swimming program. This means the team contractually commits to coaches' salaries and pool rental agreements for a full twelve-month period. Membership enrollment is therefore considered a year-round, ongoing obligation, and the financial policies are in place to ensure that the team can meet its financial obligations. We ask all members to abide by the policies. Please keep a current credit card on file to pay for monthly dues, meet fees, and other items. Should you choose to pay your yearly membership in full upfront, please be advised that the team will not refund your money because of our obligations to our coaches and facilities. Additionally, there are no refunds of monthly dues paid. **Termination of Membership requires thirty (30) days advance written notice to the Treasurer (treasurer@atacswim.com) and completion of an exit survey located here: <https://forms.gle/oUCG6XjGCJGohR4E6>.** See the financial policy for complete details.

10. Why does ATAC have a volunteer policy & what does it mean for me?

ATAC is a non-profit swim team and is dependent on the help of every member to assist in running the team. **Every ATAC family is required to participate in the volunteer system, even if you are new and/or your swimmer does not compete in meets.** ATAC hosts two to four USA Swimming-sanctioned swim meets throughout the year, along with a number of other events, such as the Annual Intra-Squad Meet, Bi-Annual Swim-A-Thon, and various team socials. These events require a significant number of parent volunteers and swimmer participation to make them, and our team, successful. E-mail notices will be sent out when volunteers are needed. No job is too difficult to do/learn, but all of them are extremely important to the success of ATAC Swim Club. **To receive credit for volunteer service, please be sure to "Sign In" with the Volunteer Coordinator at each event. Members can check their service credits online at www.atacswim.com in the members' portal under My Account>Invoices & Payments, Service Hours tab.**

11. I have a friend who wants to join the team. Does ATAC have a referral program?

Yes! ATAC will apply a **\$100** dues credit to a referring member's account for every new family that joins the team based on their referral. **The new family must list the referring family's name for the question "How did you hear about ATAC?" when they complete the online registration.** The credit will be applied to the referring family's account after the new family has paid two months of dues and their annual registration fee.

12. I have more questions, whom do I contact?

A swimmer's coach is an excellent resource for all your swimming questions. If you have questions regarding your account and/or billing, please contact our Board Treasurer at treasurer@atacswim.com. If you have website questions or other general questions, contact the Board President. All contact information can be found on the Board of Directors page under the ABOUT ATAC heading.

FAQ FOR MEETS

13. What is the meet schedule?

The meet schedule online lists all meets currently sanctioned by the North Texas Local Swim Committee that are available for entry. The Meet Schedule can be found under Events and Competition>Team Events. In addition to the officially sanctioned meets, ATAC participates in other fun meets to promote camaraderie among swimmers. This includes our Annual Intra-Squad meets. Ask your coach for more details.

14. How do I know if my child is ready for a swim meet?

Your swimmer's coach can tell you if they are ready. If they are, coaches will provide guidance on appropriate events for your swimmer.

15. Does my swimmer have to participate in swim meets?

Meet attendance is not required at lower levels but is expected if and when a swimmer wishes to move to higher groups. Meets are highly encouraged. All the training and practice are geared toward meet participation. Meets allow swimmers to track their personal progress in swimming. No matter the age or ability meets allow swimmers a chance to build their confidence and improve their times.

16. Why does ATAC host meets? Do I have to volunteer if my child is not swimming in meets?

Every swim meet is hosted by a local team from the Metroplex. Hosting meets is part of each team's responsibility to the North Texas Local Swim Committee and provides our swimmers at all levels an opportunity to compete. However, some of the meets we host will only be for a certain level. ATAC will host 2-3 meets over the swim year (Sept-July) which means that our team will be responsible for the setup and running of the meet. Every swim meet is completely staffed by parent volunteers. Even though your swimmer may not be eligible to compete, you will still be needed to help ensure meets are run well and are safe and fun for all swimmers.

17. How do I know which swim meet to sign up for?

Level 3 meets are the start point for most new swimmers. Level 2 meets are for swimmers that have made a specific time standard (BB time). Level 1 meets are for elite-level swimmers that meet the criteria. Open meets are for any level or age to attend. When in doubt, ask your swimmer's coach.

18. Which events should my child swim?

The best thing to do is to ask your swimmer's coach. They will know which events best fit your child. In the upper levels, the swimmers should be talking to their coaches about what to enter.

19. Why do I need to pay to enter a swim meet?

While meets are run by volunteers, teams still have to pay to register the meet with the Local Swim Committee, for the pool facility, and for meet supplies. These costs occur whether your swimmer swims or not and are therefore non-refundable.

20. What should we bring to a swim meet?

ARENA brand team racing suit, team cap (Every swimmer must wear a team cap during a meet.), and a pair of meet goggles. You may want to bring several towels and backup goggles and cap in case yours break. You will need to bring water and some healthy **snack foods**. It is good to bring a folding chair to sit in and something to do: book, phone/iPad, headphones, coloring books, etc.

21. What do we do once we are at the swim meet?

Swimmers will want to arrive a few minutes before warm-up begins. Swimmers may need to check in for EVERY race in which they have been entered. Each event will have a list of all pre-entered swimmers. Swimmers should find their name on the check-in sheet(s) and place a check mark next to their name *at least 30 minutes before the meet starts. The officials will take down the check in sheets at that time. Swimmers will then enter the deck, look for their coach, and find a place to set up for the meet. Once swimmers are finished with their races, they are free to leave.*

22. Do we need to attend swim meet warm-ups?

Warm-ups are very important to awesome races. They allow the swimmers a chance to get a feel for the pool and get their muscles warmed up. Swimmers work just enough to get the body prepared to race but not too much to make them tired. It also helps swimmers focus on the upcoming races and can have a calming effect on nerves. Warming up the body properly also reduces the risk of injury. During warm-ups,

coaches put together relays and double-check that the swimmers in attendance have checked in for their events. If the coaches don't see you during warm-up, they will assume you are not coming to the meet. Remember the check-in in sheets will start to come down 30 minutes prior to the start of the meet. Therefore, skipping warm-up means you may not get checked into every race. **CHECK IN!**

23. What are these B, BB, A times I keep hearing about?

A/BB/B times are all [Motivational Time Standards](#) created by USA swimming, our governing body. Each event has its own set time standard. They are broken up by age (i.e. 10 and under 11-12, 13-14, etc.) and by gender. All swimmers start as "C" level swimmers. The goal is to get "B" times in each event. For example, a 9-year-old girl swimming a 50 Freestyle in 38.17 seconds, has swum fast enough to earn a B time. From there, swimmers work on BB times, then A, then [TAGS](#) times. BB times and A times will send swimmers to higher level meets. Swimmers are very excited when they receive these times!

24. What is TAGS?

TAGS is the Texas Age Groups Championship meet--a state-wide meet for 14 and under swimmers. It is the best of the best, and you must swim faster than the qualifying times to attend. Swimmers 15 and over who swim a qualifying time standard for the Sectional Championships will use that time as their upper-level Championship Meet for the season. Beyond the state/regional level, there are higher standards for Junior National, National, and Olympic Trials meets.

25. I have more questions about swim meets. Whom do I ask?

Ask your swimmer's coach. He/she is an excellent resource for all things swimming. Alternatively, ask another parent you have seen around the pool. Parents who have attended meets in the past can give great insight into what meets are all about.

ATAC Swim Club Financial Policy

ATAC Swim Club, Inc. is a competitive year-round swimming program, and as such, strives to provide consistent, quality coaching and practice facilities to its members. To achieve this goal, the team contractually commits to coaches' salaries and pool rental agreements for a full twelve-month period.

Membership enrollment is therefore considered a year-round ongoing obligation to ensure that the team can meet its financial obligations. Flexibility is important in any organization and the Board will handle any exceptions as they arise.

Dues may be paid annually or monthly. Monthly dues and miscellaneous transactions such as meet entry fees, T-shirts, etc. must be paid via credit card **only**. The Annual Membership Fee may be paid in full either by check or credit card.

- Every family will maintain an active credit/debit card on file whether dues are paid annually or monthly.
- Members can check their invoicing and dues balances online at www.atacswim.com in the Members' portal under My Account>Invoices & Payments.
- Dues and Fees are collected from September through July. There is no swimming in August, and therefore no charge to continue membership through August.
- A non-refundable annual team membership fee will be collected. See the section below for details.
- Dues are collected the first of the month.
- A \$10.00 late fee will be assessed on the last day of the month for accounts carrying a balance.
- Failure to satisfy any financial obligations will result in the swimmer's exclusion from entering any upcoming swim meets with the team entry format and may result in removal from practice until the account is made current. There are no refunds of dues paid.
- Meet fees will be charged to your account and billed along with dues at the first of the month. There are no refunds if you fail to attend an entered meet or fail to swim an event at a meet.
- A swimmer transferring from another team must be in good standing with their previous team.
- An account suspension or leave of absence will only be granted for injury or medical reasons and will last for 30 days. Any period longer than 30 days will require a note from a doctor. All requests for account suspension must be

ATAC SWIM CLUB FINANCIAL POLICY

submitted in writing to the Board Treasurer and approved by the Head Coach or Head Age Group Coach.

- Members are responsible for payment whether their swimmer(s) attend practice or not until they notify ATAC Swim Club in writing to terminate their membership.
- The team's summer break in August does not constitute the end/termination of membership. Members will be considered active and charged September dues unless they provide written notification of intent to terminate their membership to ATAC Swim Club no later than August 1st.
- Disputing a charge through your financial institution will constitute a breach of contract, possibly resulting in, but not limited to, penalties, additional fees, collection, legal action, and/or termination of any and/or all current and future services.
- Termination of Membership requires thirty (30) days advance written notice to the Board Treasurer at treasurer@atacswim.com and completion of an exit survey located here: <https://forms.gle/oUCG6XjGCJGohR4E6>. Notifying the coaching staff is not considered sufficient notice but is appreciated. Should you give notice mid-month you will pay a prorated portion of the next month's dues. If fees are prepaid for the entire year, cancellation during the swim year WILL NOT result in a refund of any portion of the prepaid amount. Any other fees such as meet fees, ATAC apparel, unworked volunteer hours, etc. will be assessed at this time. Please refer to the Membership handbook to calculate how many volunteer hours you will owe. You will be assessed \$75 per unworked hour.

Fees and Dues

Fees and Dues are as follows:

PRORATED ANNUAL MEMBERSHIP FEE		
Swimmers per Family	Prorated Fee	Total Fee Owed by Family
1st swimmer	\$100	\$100
2nd swimmer	\$75	\$175
3rd swimmer	\$50	\$225
<i>*Capped at \$250 per family</i>		

ATAC SWIM CLUB FINANCIAL POLICY

MONTHLY MEMBERSHIP DUES		
Practice Group	Monthly Rate	Discounted Annual Rate
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Black	\$185	\$2,035.00
Blue	\$169	\$1,859.00
Aqua	\$157	\$1,727.00
White	\$146	\$1,606.00
Future Champs	\$124	\$1,364.00

**Payment of the annual rate in full will be discounted 10%.*

**Multiple Swimmers:*

- *Family with 2 swimmers: 2nd swimmer gets 5% discount.*
- *Family with 3 swimmers: 2nd swimmers get 5% discount 3rd swimmer gets 10% discount.*
- *Family with 4 or more swimmers: all swimmers after the 3 most senior swimmers are free.*

USA Swimming Dues

USA Swimming new member registration is the responsibility of the parents for their swimmer with USA Swimming and the fee(s) associated with that registration. All renewing ATAC swimmers USA Swimming registration will be processed by the team and charged to each family accordingly in the monthly billing cycle.

Questions should be addressed to the Board Treasurer at treasurer@atacswim.com.

ATAC Family Volunteer Policy

ATAC hosts two to four USA Swimming-sanctioned swim meets throughout the year, along with a number of other events, such as mandatory meet duties at TAGS, the Annual Intra-Squad Meet, bi-annual Swim-A-Thons, and various team socials. All these events require a significant amount of parent volunteers and swimmer participation to make them, and our team, successful.

The ATAC Family Volunteer Policy requires every family to volunteer at **a minimum of six (6) ATAC-hosted swim meet sessions or other ATAC-sanctioned events** during the swim year. **Each session represents a commitment of \$125, or a full swim year commitment of \$750.**

There will be an assessment of \$125 per session not worked at the end of the swim year if this commitment is not met. If less than 50% of the required commitment is completed the full \$750 annual fee will be charged to the account. Members can check their service credits online at www.atacswim.com in the members' portal under My Account>Invoices & Payments, Service Hours tab.

The swim year and volunteer period run from September-July, and families that join ATAC during the year are responsible for fulfilling volunteer requirements on a pro-rated monthly basis (see attached table).

If a family leaves ATAC during the swim year, that family is responsible for paying an assessment of \$125 per session **not worked** on a pro-rated basis (see attached table).

To assure receipt of credit for volunteer services, you must sign in with the Volunteer Coordinator at the event. Failure to sign in will result in credit not being applied.

Volunteer requirements are only fulfilled by working at ATAC-hosted events. Working at non-ATAC-hosted meets does not count toward the volunteer requirement. No-shows are subject to a fee assessment of \$100 per session.

Members may buy out of your volunteer requirements at any time throughout the swim season.

The ATAC Family Volunteer Policy is meant to be a fun way to get to know other families on the team, support your swimmers, and provide a positive environment in which to succeed!

Pro-Rated Volunteer Session Requirements

Swim Season Start Month	Credits Owed
September – November	6
December – January	5
February – March	3
April	2
May – June	0

If you have any questions, please contact your coach.

ATAC Board Opportunities

ATAC is a non-profit swim team run by a Volunteer Parent Board of Directors. For those parents wishing to contribute to the management of the team, we have several board positions available. Board members discuss and vote on all major strategic decisions regarding the business of the team. For information on how to get involved, contact a coach.

President. The President shall preside at all ATAC general and special membership meetings and all meetings of the Board of Directors. The President and/or the Executive Director will outline the agenda for each membership and Board of Directors meeting, have distributed, and/or posted such in advance of each meeting. The President and/or the Executive Director may sign, with the Finance Chairman or any other proper Officer of ATAC as authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or any other binding instruments which the Board of Directors has authorized to have executed, except as for those which require the signature of some other Officer or Director. The President shall also act as a principal liaison between ATAC, local communities, corporations, and other not-for-profit entities. The President shall perform all duties as set forth by the Board of Directors from time to time.

Executive Director. The Executive Director shall assist the President in the operation of ATAC. He/she shall, in the absence of the President, perform the President's duties and have all the authority of, and be subject to the restrictions of that office. The Executive Director shall be responsible for the overall management of the organization.

Director of Board Development and Volunteers. The Director of Board Development and Volunteers shall be responsible for: Board Nominations; Board Development, and the design/update of the ATAC volunteer committee structure. He/she shall further be responsible for overseeing the activities/efforts of the committees/individuals in accordance with the direction of the Board of Directors. He/she will maintain sufficient knowledge of the activities of the committees/individuals to enable the Board of Directors to make sound decisions on such issues as he/she brings before them or that the Board of Directors deems it necessary to discuss.

Secretary. The Secretary shall keep the minutes of all meetings of the Membership, Special meetings, and of all meetings of the Board of Directors in one or more books designated for that purpose. He/she will conduct all official correspondence and give all notices required by law and these by-laws. The Secretary will be the custodian of all

ATAC BOARD OPPORTUNITIES

ATAC corporate records with the exception of financial records in which the responsibility shall reside with the Finance Chairman. The Secretary will perform all other duties deemed reasonable by the Board of Directors.

Finance Chairman. The Finance Chairman shall have charge and custody of and be responsible for all funds and securities of the Corporation. He/she shall be responsible for the collection and receipt of all monies deemed payable to ATAC from any source and shall deposit all such funds, in the name of ATAC, in banks, the Board of Directors shall designate trust companies and other depositories as. He/she shall also be responsible for the distribution of funds to meet the properly authorized financial obligations of ATAC. The Finance Chairman shall be responsible for the preparation of the ATAC annual budget. In conjunction with the Executive Committee, he/she will prepare the annual budget, and shall present the budget for approval by the Board of Directors by October of the upcoming fiscal year. The Finance Chairman shall prepare or have prepared financial reports at least monthly listing the current budget variances by line item. He/she shall prepare or have prepared the necessary documentation for the filing of ATAC's annual Federal Income Tax as well as all other forms due local, state, and federal tax authorities. He/she shall arrange for an annual audit, if directed by the Board, and report the results of the audit to the Board. The Finance Chairman shall also be the custodian of all ATAC financial records.

Fundraising Chairman. The Fundraising Chairman shall be responsible to coordinate all fundraising activities and report to the Board the result of all fundraising activities. He/she will verify that the fundraising efforts are within regulations, policies, and ethics.

Director of Marketing and Communications. The Marketing and Communications Director is responsible for marketing the team to the general public and for maintaining communication with the parent body and the swimmers. He/she shall develop a marketing plan on an annual basis to be presented to the Board and implement the approved plan. He/she shall develop and implement a public relations plan to effectively use the media, including the internet home page of ATAC (including the upkeep and maintenance of the home page).

Director of Personnel. The Director of Personnel shall serve as the liaison between the Head Coach and the Board. He/she shall develop personnel policies, create job descriptions for the staff, and review salaries for the staff. He/she is responsible to present to the Board recommendations for candidates for the position of Head Coach whenever that position should become vacant and shall also be responsible for evaluating the Head Coach on an annual basis.

ATAC BOARD OPPORTUNITIES

Director of Planning. The Director of Planning is responsible for monitoring all plans, events, and activities to assure that they are in keeping with the team philosophy. He/she will create a long-term strategic plan for the team as well as an annual work plan in coordination with the annual budget. The Director of Planning shall also evaluate the team's programs for their effectiveness.

Vice President of Legal Affairs. The Vice President of Legal Affairs is responsible for reviewing all deeds, mortgages, bonds, contracts, or any other binding instrument prior to their execution by the authorized Officer or Director. He/she shall counsel the Board in regard to any legal matter that may come before it. The Vice President of Legal Affairs shall review the bylaws from time to time to determine the Board is in compliance and shall monitor the non-profit status of the team.

Director of Membership. The Director of Membership is responsible for developing membership strategies and policies, coordinating membership development activities with the Head Coach and other coaches, liaising with the Board on membership issues, and in developing activities focused on generating new membership.

CODES OF CONDUCT

Swimmer Code of Conduct

By joining the ATAC swim program, you, the swimmer, agree to abide by this code of conduct. Please retain a copy for your records.

I, as a member of ATAC Swim Team, am part of a swimming organization that believes that teamwork, integrity, respect, and good sportsmanship are more important than winning. By signing this Code of Conduct, I agree to follow the rules for behavior and sportsmanship while I am a member of ATAC Swim Team.

I always promise to show respect and common courtesy to the team members, coaches, competitors, officials, parents, and for all facilities and other property used during practice and/or competition. Additionally, I promise to demonstrate good sportsmanship during all practices, competitions, and team activities.

I will be an active participant in all team practices, competitions, fundraising events, and other team activities.

I will come to all team-sponsored events in the appropriate attire.

I will respect the coaches' and officials' instructions and will make every effort to be on time for workouts, competitions, and team events.

I will refrain from using alcohol, tobacco, drugs, other prohibited substances, violence, defamatory, or foul language, inappropriate sexual conduct or any other behavior deemed dishonest, discourteous, offensive, or disrespectful of others.

While on team trips, I will abide by the ATAC Code of Conduct for Travel.

I agree that if I violate any of these rules, I will be subject to disciplinary action determined by the coaches, my parents, and the ATAC Board of Directors, which may include expulsion from the team.

By joining the ATAC swim program, you, the parent, agree to abide by this code of conduct. Please retain a copy for your records.

CODES OF CONDUCT

Parent Code of Conduct

I/We, as parent(s)/guardian of a swimmer who is a member of ATAC Swim Team, recognize that my child is a part of a swimming organization that believes teamwork, integrity, respect, and good sportsmanship are more important than winning. By signing this Code of Conduct, I/We agree to follow the rules for behavior and sportsmanship while my/our son/daughter is a member of ATAC Swim Team.

I/We always promise to set the right example for our children by showing respect and common courtesy to the team members, coaches, competitors, officials, parents, and for all facilities and other property used during practice and/or competition.

I/We promise to demonstrate good sportsmanship during all practices, competitions, and team activities.

I/We will be an active participant in all fundraising events and other team activities and will encourage and support my child, by permitting them to be timely for practices and competitions.

I/We recognize that ATAC's coaches are professionals and will allow them to coach my child without interference during workouts and meets, including not being present on deck during practice or competitions unless I am/We are working at a meet.

If I/We have a concern or problem, I/We will address it with the appropriate coach.

I/We will always insist that my child refrains from using alcohol, tobacco, drugs, other prohibited substances, violence, defamatory or foul language, inappropriate sexual conduct, or any other behavior deemed dishonest, discourteous, offensive, or disrespectful of others.

I/We agree that if I/We violate any of these rules, I/We will be subject to disciplinary action determined by the coaches and the ATAC Board of Directors, which may include my child's expulsion from the team.