Dover Area Aquatic Club

Member Handbook
2022-2023 FCSL

Dover Area Aquatic Club
4500 Intermediate Dr.
Dover, PA 17315

WELCOME TO DOVER AREA AQUATIC CLUB

Dear DAAC Member,

Welcome to the Dover Area Aquatic Club. DAAC is a parent-run organization with the goal of supporting our young athletes, their coaches, and the club. We are proud to have active board members who are happy to answer questions and be a resource for you and your swimmer.

Our hope is that all of our swimmers will find their experience in DAAC to be rewarding, fun, and fulfilling.

The success of our organization is dependent upon member involvement. We cannot run our events without the adult volunteers. Adult assistance is paramount to a successful season, as it allows our coaches and swimmers to focus on swimming without having to deal with the background activity involved in running swim meets and other events.

Please review all of the information in this Handbook and electronically sign the Participation Agreement during online registration.

On behalf of the DAAC Board and Coaches, we wish everyone a fun, exciting, and enjoyable season.

DAAC Board & Coaching Staff

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SWIM MANAGER

Swim Manager is an online platform that DAAC uses to house our team information. Parents will have access to meet information and sign-ups, apparel, times, volunteer sign-ups, and more - all from a secure log-in. All payments for registration, dues, and invitational/meet fees will be done through Swim Manager. We can also do orders/payments for apparel and equipment sales.

The link to the Swim Manager Portal can be found on the DAAC Web Site.

DAAC WEBSITE

DAAC maintains an extensive website with pages devoted to Swim Team information. Visit the site often for practice schedules, meet information, links, announcements, and more.

http://swimdover.weebly.com

REGISTRATION

All members, new and returning, must complete an Online Registration (through Swim Manager) and agree to a Participation Commitment at the beginning of each season (winter and summer). This agreement is in thCASLe "Waiver" at the end of the registration process. All members must complete this registration process for each season (FCSL in Winter and CASL in Summer).

Please note: Swimmers will not be allowed to practice unless their Registration and Participation Commitment is completed and the registration deposit is paid. This can be done entirely online through Swim Manager. No swimmer will be permitted to practice unless the Registration and Participation Commitment have been completed.

DUES AND FEES

REGISTRATION: All members, new and returning, must complete an Online Registration (through Swim Manager) and agree to a Participation Commitment at the beginning of each season (winter and summer). This agreement is in the "Waiver" at the end of the registration process. All members must complete this registration process for each season (FCSL in Winter and CASL in Summer).
Please note: Swimmers will not be allowed to practice unless their Registration and Participation Commitment is completed and the registration fees are paid in full. This can be done entirely online through Swim Manager.

The Board has approved the following fees and dues structure for this year:

FCSL Fees:
$30 registration fee PER swimmer

$160 club dues per swimmer for DASD Residents. $170 club dues per swimmer for NON-DASD Residents. Families with multiple swimmers receive a discount for each additional swimmer. See below.

$10 Convenience Fee (added only if at least one parent does not volunteer at each meet in which his/her swimmer competes)

Note – Invitational events require separate registration forms and fees. Fees are non-refundable after the registration deadline.

2021 FCSL Season					
	Registration Fee PER Swimmer *(Both DASD resident and non-resident)*	DASD-Resident Club Dues *($160)*	Total Payment	Non-Resident Club Dues *($170)*	Total Payment
1 swimmer	$30	$160	$190	$170	$200
2 swimmers	$60	$300	$360	$320	$380
3 swimmers	$90	$430	$520	$460	$550
4 swimmers	$120	$550	$670	$590	$710

CASL Fees:
$30 registration fee PER swimmer

$130 club dues per swimmer for DASD Residents. $140 club dues per swimmer for NON-DASD Residents. Families with multiple swimmers receive a discount for each additional swimmer. See below.

$10 Convenience Fee (added only if at least one parent does not volunteer at each meet in which his/her swimmer competes)

Note – Invitational events require separate registration forms and fees. Fees are non-refundable after the registration deadline.

2022 CASL Season					
	Registration Fee PER Swimmer *(Both DASD resident and non-resident)*	DASD-Resident Club Dues *($130)*	Total Payment	Non-Resident Club Dues *($140)*	Total Payment
1 swimmer	$30	$130	$160	$140	$170
2 swimmers	$60	$240	$300	$260	$320
3 swimmers	$90	$340	$430	$370	$460
4 swimmers	$120	$430	$550	$470	$590

Registration fees must be paid in full at the time of registration via credit or debit card. If assistance is needed for payments, you are responsible for contacting the board president *prior to the season starting.* All payments are to be made online through the Swim Manager portal. **Families unable to make payments online should contact daacswim@gmail.com directly for other arrangements.**

Dues and fees must be up-to-date in order to swim in the Championship meets.

Refunds

Club fees and dues are non-refundable*. Special consideration will be made by the Executive Board for request of refunds of club dues if for a medical reason only.

**The first 10 days of regular season practice will be considered a trial period for new swimmers. If during this time, your swimmer decides to not continue with the team a full refund of club dues will be issued. Registration fees are non-refundable. After the 10 day trial period, the above bylaws are followed.*

PRACTICES

The first official practice of the 2022-2023 FCSL Winter Season will be September 12, 2022. Practice calendars and meets will be uploaded to the website.

Swimmers are encouraged to attend AT LEAST 3 practices a week!

Cancellations – occasionally practices will be canceled due to high school swim meets, school closings, or bad weather. Cancellation notices will be shared via email and on our website. If Dover schools are closed for holidays or inclement weather, or if Dover Area School District dismisses early due to bad weather, DAAC swim practices will be canceled for that evening.

COMMUNICATION

Club information is distributed mainly via email through Swim Manager, so please make sure we have a current email address for at least one parent/guardian. If this contact email changes at any point in the season, please be sure to update your Swim Manager account.

DAAC will also use various social media groups to make announcements, and to send information such as updates, tips, and meet directions. Our social media groups are all private, therefore, you must request to join. This is for the safety of our swimmers and their families. Only current swimmers and their parents/guardians will be granted access to the groups.

Facebook – find DAAC (Dover Area Aquatic Club) using the search bar. Send a request to join the "secret" group. There is also a public Facebook page which you are welcome to 'like.' The public page provides information about DAAC for the community.

Membership Meetings- Full membership meetings are held in November, January, May and June. All parents are encouraged to come to stay up to date on club happenings. Date, time, and location will be posted prior to the meeting.

MAILBOXES

Each swimmer has a file-folder "Mailbox" in the hanging files located on the pool deck. Swimmers should check this folder at practices for forms and ribbons.

RULES OF BEHAVIOR FOR THE SWIMMERS

1. Respect the coaches at all times.
2. Respect the volunteers, parents, and teammates at practices and meets.
    - I will use respectful manners when speaking to or being spoken to by a coach or parent.
    - My language will not be inappropriate at any time, even when speaking to my teammates.
3. I will have a positive attitude toward my teammates AND my opponents.
4. I will respect others' property and belongings.
    - I will clean up my area in the locker room after practice and at meets, including any trash, even if it isn't mine.
    - If I find an item not belonging to me, I will turn it in to an adult.
5. I will adhere to all pool rules, especially during a meet.
6. I will put my best effort forward, during practices and meets.
7. I agree to the **3 STRIKE DISCIPLINE POLICY** and will strive to be a positive influence on those around me.
8. I will adhere to all meet rules and stay in the designated areas.
9. If I have a problem with something or someone, I will address it respectfully with a coach and/or board member so that there may be a quick and positive solution.
10. I will have team spirit, even at practice!

3 STRIKE DISCIPLINE POLICY

1. Swimmer will be spoken to by a coach and a witness as to what incident occurred. Parent(s) will be notified about the incident and a warning of a second strike for the swimmer with the recurrence of another infraction.
2. Swimmer AND parent(s) will be addressed about behavior by a coach and a witness to try to find a positive solution. A warning of a third strike will be issued at this time, which could result in removal from the club.
3. Swimmer AND parent(s) meet with the coach(es) and club president to verify validity and facts of incident(s). If validated, swimmer will be removed from the club for the remainder of the season. Results in forfeiture of club dues.

Swimmer may apply for re-admittance during the next swim season. Coaches and board members will review re-admittance and make the decision to approve or deny.

This policy is to protect club members and swimmers from negative behaviors and influences that will not be tolerated.

DAAC HONOR CODE

As a swimmer or parent/guardian of a swimmer with the Dover Area Aquatic Club, you are responsible for following the guidelines set forth by the Coaching Staff and the Dover Area Aquatic Club.

1. The possession of, or the illegal use of, drugs, tobacco products, or alcoholic beverages shall be prohibited at all practices and team functions.
2. All members and properties should be treated with dignity and respect. Vandalism of any kind may be disciplined.
3. The area for any meet or event shall be left as it was found.
4. A parent/guardian or team member will, at all times, show good sportsmanship, good conduct, and acceptable behavior to officials, coaches, team members and opponents. Any disagreements should be handled in private sessions with the coaches.
5. To insure the propriety of the athletes and to protect the staff, there will be no male athletes or visitors in female athletes' rooms and there will be no female athletes or visitors in the male athletes' rooms, including overnight stays.
6. As a member of any Dover swim club, please attempt to follow the technical advice or suggestions given by the Dover coaches.
7. A Dover Area Aquatic Club member shall not represent any other team or club within the First Capital Swim League or Capital Area Swim League. A Dover Area Aquatic Club member must represent the Dover Area Aquatic Club in any invitational meet or swim "unattached." Violation of this regulation will result in forfeiture of membership.
8. To help prevent and minimize possible risks, athletes should understand and abide by all rules and guidelines pertaining to swimming.

To help prevent and minimize possible risks, athletes should understand and abide by all rules and guidelines pertaining to swimming.

1. Follow all pool rules as stated on board by coaches' office in pool area.
2. Follow all school rules as stated by the Dover Intermediate School Handbook.
3. Avoid eating a heavy meal three(3) hours prior to activity.
4. Be both physically and mentally prepared for all practices and competitions.
5. Never engage in horseplay in the pool area, locker rooms, or hallways.
6. Always stretch on your own prior to and directly after each physical activity.
7. Avoid any physical activity unless the activity is properly supervised, i.e. weight room, gym, pool.
8. Report any injury to the coaching staff immediately, no matter how trivial the injury may seem.
9. Avoid drinking alcohol, smoking, and the recreational use of any drugs.
10. Follow all training rules as outlined by the coaches.

Failure to comply with the Honor Code as set forth in this document may result in disciplinary action as determined by the coaches. Such discipline may include, but not be limited to:

1. Verbal warning
2. Time out on bench
3. Parent/guardian call and/or coach and parent/guardian conference
4. Parent/Guardian supervision at practice and/or in locker room

5. Disqualification from future competition
6. Disqualification from future DAAC competition
7. Dismissal from the team and/or immediate return home

VOLUNTEER COMMITMENT

DAAC is a parent-run club and volunteering is essential to its success. In order for coaches and swimmers to be able to focus on training and competitions, DAAC requires a great deal of behind-the-scenes work by the parents/guardians of our swimmers. Some of the duties that must be assumed by volunteers include:

These jobs require multiple volunteers at each meet, but require a commitment for only a portion of the meet. All volunteers will still be able to watch their child's events.

Timing – serve as back-up timers at home and away meets, using a stopwatch

Snack Bar – work a shift at our snack bar at home meets (a major source of extra income for the club)

8 & under wrangler – assist with organizing our youngest swimmers at meets to make sure they are ready for their events

Set-up/Tear-down – assist in setting up and tearing down/cleaning up the snack bar, gymnasium, hallways, and pool deck for home meets

Other volunteers are needed in these areas as well:

Officials – DAAC must provide at least two officials for each meet, home and away. Officials can attend a two-hour training session to learn how to officiate a meet.

Colorado System – operate the timing system from the "Eagles Nest" in the pool area

Volunteer Manager – take care of volunteer check-in to account for all volunteers during a meet

Announcer – announce the events during the meet

Locker Room Supervision – supervise people going into locker rooms (swimmers only permitted in locker rooms during meets)

Ribbons – organize ribbons as results are printed; put printed labels on ribbons and separate by team

Prepare Snack Bar items at home – We occasionally need volunteers to prepare food items at home prior to a meet, e.g. cut and bag veggies; make brownies; prepare pasta salad. Ingredients are usually provided – we just need someone to put them together and bring the prepared item to the meet.

Donations – We rely on the profits from our snack bar at home meets to keep our registration fees low for our members. Other clubs in the league charge much higher dues and registration for their members, but DAAC strives to keep our fees as low as possible. To help us maximize our profits, and therefore keep our dues low, we request that ALL members donate items to our snack bar to avoid the club spending money purchasing needed items.

Convenience Fee – A $10 convenience fee will be added to the account of a member who competes in a swim meet for which no adult has volunteered to help. As long as one adult volunteers to help in some capacity, this fee will not be added.

Sign Ups for volunteering and for donations will be on the website.

By agreeing to the waiver upon registration, parents/guardians are agreeing to and acknowledging the following:

- Parents/Guardians will sign up to donate needed items to the snack bar at home meets that their child is competing in. Donation needs will be posted on the website and sign up will be in Swim Manager

- At least one adult family member will sign up to help in one of the needed areas for each meet in which their child competes. Otherwise, a $10 convenience fee will be added to the monthly statement for that meet.

SWIM GEAR

Swimsuit or Jammers - There will be swimsuit fittings for suits with the DAAC logo, if you choose to buy one. Any color suit may be worn to practice, but either a DAAC swimsuit or a black suit/jammers should be worn to meets.
Goggles - Goggles are sold at home meets at the apparel table in the cafeteria, but you can also purchase goggles at any store with a sporting goods section. They may be any color/style.
Swim Cap - Caps are especially helpful in keeping longer hair out of swimmers' eyes while they swim. You can order a DAAC cap when you order your swimsuit or purchase one from the apparel table at home meets. Only a DAAC swim cap can be worn during a meet, but any cap may be used for practices.
Towel - One towel is fine for practice, but when competing in multiple events at meets, it's a good idea to have more than one towel.

MEET RESULTS & RIBBONS

The Meet Mobile app is used for DAAC home meets and at most away meets. This is a paid app for mobile devices, but is a convenient way for families to track their swimmer's times. Meet results are updated live during the meet on the app.

Meet results are also posted on the DAAC website after the meet. Swimmers will be able to see their individual results and times in Swim Manager. Any ribbons earned by your swimmers will be placed in your "mailbox' to be picked up at practice.

DAAC ATHLETE PROTECTION POLICY:

Plese review the Dover Area Aquatic Club athlete protection policy to ensure that our children are protected against child abuse. Dover Area Aquatic Club has a zero tolerance policy against any type of abuse. The policy below must be read and signed off on by all parents, volunteers, and employees of the Dover Area Aquatic Club. DAAC requires adult volunteers and employees provide good supervision and maintain safe surroundings to ensure a safe and secure environment that eliminates and prevents opportunities for abuse.

DAAC Policy:
All persons involved with DAAC shall report to local authorities any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. No person may abdicate this reporting responsibility to any other person.

Complimenting Youth. A supportive comment or words of encouragement serve as positive reinforcement from an adult for a youth's accomplishments, appearance, or good behavior. The words should not be too personal in nature, nor discuss the youth's appearance.

Privacy. Volunteers and employees must respect the privacy of youth members in situations such as changing clothes and taking showers at meets, and intrude only to the extent that health and safety require. Volunteers and employees must protect their own privacy in similar situations.

Electronics. Inappropriate use of cameras, imaging, or digital devices is prohibited. While most swimmers and volunteers/employees use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording or transmitting visual images in shower areas, restrooms, or other areas where privacy is expected by participants.

Hazing. Hazing will not be tolerated. Physical hazing and initiations are prohibited and may not be included as part of any DAAC activity.

Bullying. Bullying will not be allowed. Verbal, physical, and cyberbullying are prohibited in DAAC programs. Bullying incidents should be reported to head coach or a DAAC board member.

Attire. Appropriate attire for all activities must be worn. Proper clothing for activities is required. Revealing bathing suits are not appropriate at Dover Aquatic Facilities.

Certifications/Clearances. All DAAC employees must have the following certifications/clearances be on file before their start date:

- FBI Check: Fingerprinting
- PA State Criminal Check: Online
- PA Child Abuse History Clearances

Duty to Report Child Abuse:
Employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances. If you think any of the DAAC policies have been violated please follow the steps below:

1. Ensure the child is in a safe environment.
2. In cases of child abuse call ChildLine at 1-800-932-0313 immediately. The report must contain the name of the person making the report, name of the youth, current address of the youth, and specific facts that have been observed or alleged.
3. Notify the head coach or one of the DAAC board members. Any person reporting a known or suspected instance of abuse will not incur civil or criminal liability as a result of any report authorized herein, unless it can be proven that a false report was made and the person knew that the report was false or was made with reckless disregard of the truth or falsity of the report

3 Types of Abuse:
1. Emotional abuse - Abuse occurs when the child is constantly being told that he is no good and never will be.
2. Physical abuse - Physical Abuse is the bodily injury of a child.
3. Sexual abuse - any sexual activity between a child and an adult or between children when there is an unequal distribution of power such as when one is significantly older or larger.

Child Abuse Policy Enforcement:
If an employee or a volunteer/parent has been reported for a possible incident, that person will immediately be removed of responsibilities/access to the DAAC swimmers. If the reported incident has been verified by the Board the incident will be reported to the proper authorities.

Communicable Diseases Including COVID-19

The COVID-19 pandemic has presented athletics and extracurricular activities across the world with a myriad of challenges. The COVID-19 virus is a highly contagious illness that primarily attacks the upper respiratory system. The virus that causes COVID-19 can infect people of all ages. Research from the Centers for Disease Control, among others, has found that while children do get infected by COVID-19, relatively few children with COVID-19 are hospitalized. However, some severe outcomes have been reported in children, and a child with a mild or even asymptomatic case of COVID-19 can spread the infection to others who may be far more vulnerable. While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, coaches, and their families. DAAC will take the necessary precautions and recommendations from the federal, state, and local governments, CDC, PA DOH, as well as the NFHS and PIAA. DAAC realizes the knowledge regarding COVID-19 is constantly changing as new information and treatments become available. These recommendations will be adjusted as needed as new information becomes available in order to decrease the risk of exposure for our coaches and swimmers.

These Recommendations include but may not be limited to:

1. Athletes, Students, Coaches, and Staff will undergo a COVID- 19 health screening prior to any practice, event, or team meeting. The purpose is to check for signs and symptoms of COVID-19. It will include a questionnaire and temperature check as needed.

2. Promote healthy hygiene practices such as hand washing, using hand sanitizer, cough in your elbow, avoid touching eyes, nose, face and mouth, no spitting, no gum chewing, No Handshakes/Celebrations (high fives, fist/elbow bumps, chest bumps, hugging)

3. Intensify cleaning, disinfection, and ventilation in all facilities

4. Encourage social distancing through increased spacing, small groups, and limited mixing between groups, if feasible

5. Educate Athletes, Students, Coaches, and Staff on health and safety protocols

6. Anyone who is sick must stay home

7. Plan in place if a student or employee gets sick

8. Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures

9. Athletes, Students, Coaches, and Staff MUST provide their own water bottle for hydration. Water bottles must not be shared. Refill Stations and Water Fountains will NOT BE initially available!

10. PPE (gloves, masks, eye protection) will be used as needed and situations warrant or determined by local/state governments. Face Coverings will not be used for athletes while practicing or competing in the water.

Dover Area Aquatic Club must abide by the Dover Area School District's rules including their Health and Safety Plan while using their facilities without exception. Not abiding by the DASD rules and Health and Safety Plan will jeopardize our usage of DASD facilities including the Natatorium. Failure to follow the rules set forth by DASD will result in you and/or your swimmer being asked to leave, loss of registration and club fees, and will risk future participation as well

2022-2023 DAAC Board

OFFICERS

President – Stephanie Zimmerman (daacswim@gmail.com)
Vice-President – Deanna Sell
Secretary – Kent Raffensberger
Treasurer – Kirby Smith
Community Coordinator – Vacant

COMMITTEE CHAIRS

Apparel –Chelsea Newcomer
Social – Julie Wise
Concessions – Heather Smith and Andrea Bledsoe
Meet Coordinator – position vacant
Officials & Timers – position vacant

COACHING STAFF

Ross Spangler – Head Coach (rspangler@doversd.org)
Lauren Craig - Asst. Coach, (LCraig@doversd.org)
Travis Hoffman – Asst. Coach, (swimcoachhoffman@gmail.com)
Aniella Janosky-Asst. Coach (aniella@comcast.net)
Christina Janosky – Substitute Asst. Coach, (cej05271992@gmail.com)
Richard Janosky, Jr. – Asst. Coach, (richardjjanosky@gmail.com)
Angie Pequignot – Asst. Coach, (jnapeq@gmail.com)
Ally Murray-Asst. Coach, (alisonmurray92@gmail.com)
Jackson Miller-Asst. Coach
Tanner Glatfelter-Asst. Coach
Jud Pequignot-Asst. Coach
Emma Pequignot-Asst. Coach
Grace Beierschmitt-Asst. Coach