Dover Area Aquatic Club

Member Handbook
2026-2027 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

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 using a secure log-in. All payments for registration, dues, and invitational/meet fees will be done through Swim Manager.

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

DAAC WEBSITE

DAAC maintains a website with pages devoted to swim 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 and Volunteer Commitment at the beginning of each season (winter and summer). 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 is completed and all fees are paid in full.

FEES

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.* **Families unable to make payments online should contact daacswim@gmail.com directly for other arrangements.** All dues and fees must be up-to-date in order to swim in the Championship meets.

A $25 Convenience Fee will be added only if at least one parent does not volunteer at each meet in which his/her swimmer competes.

Invitational events are optional and have separate fees. Invitational fees are non-refundable after the registration deadline.

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 5 days of regular season practice will be considered a trial period for new to the sport swimmers only. 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 5 day trial period, the above bylaws are followed.*

PRACTICES

The first official practice of the 2026 CASL Summer Season will be May 6, 2026. 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 twice a year and will be announced via email. 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.

CODE OF CONDUCT

Dover Area Aquatic Club must abide by the Dover Area School District's rules while using their facilities without exception. Not abiding by the DASD rules 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.

Dover Area Aquatic Club Code Of Conduct for Swimmers

The purpose of the code of conduct for swimmers is to establish consistent expectations for

behavior by swimmers. All parents and swimmers are expected to read this code of conduct and abide by the team expectations so that all team members can have a positive experience and focus on the development of the sport. In being a member of this team, I agree with the following statements:

- I will make every effort to attend three practices or more per week and attend as many team events (meets, invitationals, banquets) as possible.
- I will make an effort to get to practice and swim meets on time so that I can warm up properly and follow all practice and meet procedures.
- I will display respect, courtesy, and good sportsmanship toward coaches, teammates, competitors, parents, officials, and others involved in the sport of swimming.
- I will be respectful to my teammates' feelings and personal space.
- I will refrain from the use of sexist, racist, homophobic, or otherwise inappropriate and offensive behavior.
- I will show respect to facilities (pool, locker rooms, building grounds, etc.) and property at swim meets, practices, and team events.
- I will use good manners and behavior and follow the directions of coaches and team representative (ie. Parent board members).
- I will refrain from illegal or inappropriate behavior that might distract from the positive image and reputation of Dover Area Aquatic Club.
- I will refrain from the use of foul language, violence, and behavior that is dishonest, offensive, or illegal.
- I will not possess or use alcohol, tobacco, or other illegal/non-prescribed drugs.

I agree that the failure to comply with this code of conduct may result in, but is not necessarily limited to, the following actions:

a. Swimmer is not allowed to participate in some or all team activities
b. Swimmer being dismissed from the team for the season
c. Swimmer being banned from joining Dover Area Aquatic Club

Dover Area Aquatic Club Code Of Conduct for Parents

The purpose of the code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, I understand the important growth and developmental support that my child’s participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. Upon registering my child(ren) to this team, I agree with the following statements:

- I will set the right example for the swimmers on the team by demonstrating sportsmanship and common courtesy.

- I will get involved with volunteering.
- I will refrain from coaching my child during meets and practices and allow the coaching staff to take on that role.
- I understand that name calling, use of abusive language/gestures will not be tolerated.
- I will direct concerns to the Head Coach or to the DAAC parent board.

I understand that failure to adhere to these expectations may result in disciplinary action. Violation of any of these may include, but are not limited to, the following consequences:

a. Withholding swimmer/parent from participation in practices and/or competition
b. Removal from team roster
c. Banned from joining the team in the future

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. All volunteers will still be able to watch their child's events. Some of the duties that must be assumed by volunteers include:

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

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

Announcer – announce the events during the meet

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

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 $25 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. Donating to the snack bar does not count as volunteering.

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 sent out via Time To Sign Up.
- 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 $25 convenience fee will be added to the swimmer's account 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 to 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 the 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 from 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.

2026 DAAC Board

OFFICERS

President – Stephanie Zimmerman (daacswim@gmail.com)
Vice-President – Deanna Sell
Secretary – Jen Neal
Treasurer – Autumn Fultz
Coach Liaison – Ross Spangler

COMMITTEE CHAIRS

Apparel –Chelsee Shaub/Jessica Dedrick
Social – Jen Leedy
Concessions – Delisa Wells