

Florida Gold Coast Swimming



Policies and Procedures Manual

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Florida Gold Coast Swimming

Policies and Procedures

- 1.1 **Introduction:** Florida Gold Coast Swimming is the Local Swimming Committee (LSC) which governs USA Swimming's teams and competitive swimming events in our designated geographic area. There are a total of 59 semi-autonomous LSC's in USA Swimming. Florida Gold Coast Swimming, Inc. may be referred to as Florida Gold Coast, Gold Coast, FGC Swimming, FGC, or the official two letter abbreviation FG. There are three internal documents which govern Florida Gold Coast Swimming:
- a. By-Laws – The Florida Gold Coast By-laws are our corporate governance documents. The content and structure of this document is largely determined by USA Swimming Rules and Regulations. Modifications to this document may only be made by action of the Florida Gold Coast House of Delegates.
 - b. The Florida Gold Coast Policies and Procedures Manual is a document which seeks to define the day to day operation and governance of the LSC. Changes to this document may be made by the FGC Board of Directors. Changes to this document will be posted on the LSC Website at <http://www.fgcswim.org>, and emailed to each team.
 - c. The Florida Gold Coast Standing Rules are specific rules and procedures that govern the conduct of FGC competitive swim meets. Changes to this document may be made by the FGC Board of Directors. Changes to this document will be posted on the LSC Website at <http://www.fgcswim.org>, and emailed to each team.
- 1.1 **Mission Statement:** Florida Gold Coast Swimming promotes the growth and development of a diverse swimming community through education, innovation, and a commitment to excellence.
- 1.2 **Vision Statement:** To create an environment which develops excellence and life fitness through competitive swimming in the Florida Gold Coast.
- 1.3 **Contact Information:** Florida Gold Coast Swimming, Inc. is a not-for-profit Florida Corporation. Direct all correspondence to:

Florida Gold Coast Swimming.
951 U. S. Highway #1
North Palm Beach, Florida 33408

Phone: 561-561-3472
Fax: 561-626-5109
Email: npbcoach4@aol.com
Website: <http://www.fgcswim.org>

The following email groups have been established for the use of our members. The Registration Chair will notify the webmaster as team contacts change.

fgboard@fgcswim.org – All current Board of Directors Members

athletereppalm@fgcswim.org – Current FG Athlete Representative from Palm Beach County

athletereppalm@fgcswim.org - Current FG Athlete Representative from Broward County

athletereppalm@fgcswim.org – Current FG Athlete Representative from Dade County. fgteams@fgcswim.org – All currently registered FG Teams

fgteams@fgcswim.org – All currently registered FG Teams in Palm Beach/Martin County

fgteams@fgcswim.org – All currently registered FG Teams in Broward County fgteams@fgcswim.org – All currently registered FG Teams in Dade and Monroe County.

- 1.4 **Conflict of Interest Policy:** Florida Gold Coast Swimming Inc., requires that all members of the Board of Directors as well as all non-Board members to serve as Chairs of any standing Committee to sign a the FLORIDA GOLD COAST SWIMMING, INC. CONFLICT OF INTEREST POLICY. The Registration Chair will retain the signed conflict of interest policy for three years after the term of office expires. The conflict of interest policy may be downloaded from the FGC Website under “Forms”.

Those who choose to serve Florida Gold Coast Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. As guardians of Olympic ideals, they assume an obligation to subordinate individual interests to the interests of the Olympic Movement. What may be considered acceptable conduct in some businesses may be inappropriate in Olympic service.

Those who serve Florida Gold Coast Swimming must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization’s trust and public confidence are enhanced. It is important to avoid any real conflict of interest. While no set of guidelines can guarantee acceptable behavior, the principles that guide behavior in this area, are disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual’s own sense of integrity. Any individual accepting the honor of serving Florida Gold Coast Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the intermix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is

required is disclosure of conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

1. The business of Florida Gold Coast Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws.

2. Florida Gold Coast Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.

3. All individuals who participate with Florida Gold Coast Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Florida Gold Coast Swimming resources for individual use.

4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Florida Gold Coast Swimming.

5. Expenses incurred in the furtherance of Florida Gold Coast Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.

6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Florida Gold Coast Swimming and with each other.

7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

1.5 **Board of Directors Meetings** – Florida Gold Coast Swimming is governed by a Board of Directors.

1. **Scheduling** – Meetings of the Florida Gold Coast Board of Directors are held in accordance with the Florida Gold Coast By-laws. All USA Swimming members in good standing are welcome to attend all open sessions of Board meetings.
 - a. Regular meetings of the Florida Gold Coast Board of Directors will normally occur quarterly.
 - b. A schedule of the following years regular meetings will be presented at the annual House of Delegates meeting.

1.6 **House of Delegates:** The Florida Gold Coast Swimming House of Delegates meets once every year during the 4th Quarter or as required by special notice. The voting

members of the House of Delegates is delineated in the Florida Gold Coast By-Laws. Each team is entitled votes based on registered athlete count.

1.7 **Registration and Membership - Individuals** – All membership forms may be downloaded from the FGC Website under “Forms”. Florida Gold Coast Swimming requires the following individuals to become members of USA Swimming:

1. Athlete – Annual, seasonal or single event.
 - a. NOTE: Any athlete who is a member of a Foreign Federation must complete the “Notification of Membership in USA Swimming” form. The form can be found on the FGC Website.
2. Non-Athlete
3. Coaches and Assistant Coaches – required regardless of whether in a full time, part time, or volunteer basis.
4. Officials
5. Club Registrar
6. Club Managers
7. Club Chaperones – or anyone serving in that capacity.
8. Any person with an ownership interest in a member club.

1.8 **Membership Fees:** The current membership fees for the 2015 Year are:

Registration fees – Athlete	- Annual member	\$ 60.00 *
	Seasonal member	\$ 38.00 ~
	Diversity/Outreach member	\$ 7.00
Non-Athlete	Individual member	\$ 55.00 *
	Life	\$ 1,500.00
	Club Member	\$ 150.00 *

* Fees are annual, expiring on December 31st of each year.

~ Seasonal membership is for 150 days - May 1st through Sept. 28th.

1.9 **Membership – Clubs:** Each club in FGC must be a club member of USA Swimming. This is a requirement whether the club actually competes in meets or not.

1. Club Renewal - Existing FGC Clubs must complete the Club Application Form on an annual basis. Particular attention should be taken to ensure all contact information is complete and correct and any addition or change to training facilities are noted. The Club Application form is available for download from the FGC Website under “Forms”.
2. New Club Application – Individuals who wish to begin the process of forming a new club are directed to the USA Swimming website under Member Resources/Clubs/Starting a Club. There is a comprehensive guide to help new teams form. Contact the Florida Gold Coast Registration Chair for more information.

- 1.10 **Becoming a Coach in Florida Gold Coast Swimming:** To become a registered USA Swimming coach member, the coach must complete requirements in safety, education, background screening and an Athlete Protection Training course. The complete list of all requirements in full detail is available at the USA Swimming web site. This list may also be seen in full detail at [Document/Forms](#) on the FGC web site – www.FGCswim.org.
- 1.11 **Geographic Breakdown of the LSC:** The LSC is divided into three geographic “Areas” for certain designated developmental meets. The specific geographic Area assignments are described in the Florida Gold Coast Rules and Regulations.
- 1.12 **Classes of Competition and Time Standards** – Florida Gold Coast Swimming provides competitive swimming opportunities for a variety of levels of athletes. The competition “Classes” are defined as follows:
1. Age Group Swimming – Meets in this category fall under the purview of the Florida Gold Coast Age Group Chairman. Competitors are grouped by age – i.e. 11-12, 14& Under, etc.
 - a. Time Standards – The Age Group Chairman shall establish time standards for the Junior Olympic Championship and Developmental Championship. Time standards will be reviewed on an annual basis. If time standards are changed, they will be published by August 1st and are valid for one year.
 - b. Developmental – Swimmers in this category have not yet achieved the qualifying time for the LSC Junior Olympic Championship level meets.
 - c. Invitational – The invitation to compete may be based on a team’s geographic region, athlete’s achievement of a particular time standard, or other similar criteria.
 - d. Developmental Championship – FGC Swimmers who do not meet the entry qualifying standard for the Junior Olympic Championship may compete in the Divisional Championship.
 - e. Junior Olympic Championship – Swimmers in the category must have achieved the time standards as specified in the meet announcement.
 2. Senior Swimming – Meets in this category fall under the purview of the Senior Swimming Chairman. Competitors in these meets are not grouped by age. The focus of Senior competition is to prepare swimmers for Regional, National and International Competition.
 - a. Invitational –The invitation to compete may be based on a team’s geographic region, athlete’s achievement of a particular time standard, or other similar criteria.
 - b. Senior Championship – Swimmers in this category must have achieved the time standard set forth in the meet announcement.

1.13 Florida Gold Coast Select Teams - Athletes

1. Florida Gold Coast may sponsor select teams that compete in out of LSC competition. Selection criteria for these meets will be established annually by the Age Group or Senior Chairman for said meets.
 - a. FG vs. FL All-Star Meet – 10&U, 11-12, 13-14 dual meet between Florida Gold Coast Swimming and Florida Swimming.
 - b. Southern Zone Championship – All-star team fielded by each LSC in the Southern Zone for team competition.

1.14 Florida Select Teams – Coaches, Chaperones, Team Managers:

1. Florida Gold Coast may sponsor select teams that compete in out of LSC competition. Applications to coach these teams will be solicited from coaches from the LSC. The Florida Gold Coast Age Group Chair will forward recommendations for the Head Coach of the select team to the Florida Gold Coast Board of Directors at their Fall meeting. The FGC Board of Directors will annually designate Head Coach for Zones, All-Star and Open Water at the Fall Board meeting. Each head coach will work in conjunction with Age Group Chair, Senior Group Chair and Open Water Chair to develop a plan for the following years Select Teams competition.
 - a. Remaining select team coaches will be chosen by the Head Coach.
2. Florida Gold Coast shall solicit volunteers to serve as official Chaperones and Team Managers for the competition.
 - a. All volunteer Chaperones and Team Managers must be members of USA Swimming and are subject to all non-athlete membership requirements.
 - b. The Head Coach will select all chaperones and team managers.
3. All participants (athletes, coaches, chaperones, officials) in Florida Gold Coast Select Team trips must complete the following documents which will be retained by the Select Team Head Coach. Print format documents may be downloaded from the FGC Website under “Forms”.
 - a. FGC Swimming Travel Policy
 - b. FGC Code of Conduct/Honor Code
 - c. FGC Liability Release and Indemnification Form
 - d. FGC Medical Form

1.15 Florida Gold Coast Swimming Travel Policy:

1. The Florida Gold Coast travel policy must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the LSC team. (USA Swimming Rule - 305.5.D)
2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (USA Swimming Rule - 305.5.B)
3. 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). (USA Swimming Rule - 305.5.A)

4. 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. (USA Swimming Rule - 305.5C)
5. 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.
6. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
7. 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 athlete's parents (or legal guardian).
8. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
9. 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) unless under adult supervision using two-deep leadership as provided for in this document. Example – Team meetings, watching movies between sessions.
10. A copy of the Florida Gold Coast Swimming Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
11. Each athlete will be required to provide a signed Liability Release and/or Indemnification Form prior to travel.
12. Each athlete will be required to provide a signed Medical Consent or Authorization to Treat Form prior to travel.
13. Curfews shall be established by the team or LSC staff each day of the trip.
14. 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.
15. The directions & decisions of coaches/chaperones are final.
16. 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.
17. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
18. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate LSC leadership and the parent or legal guardian of any affected minor athlete.

1.16 **Florida Gold Coast Swimming Code of Conduct/Honor Code:**

1. All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.
2. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
3. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
4. The possession or use of alcohol or tobacco products by any athlete is prohibited.
5. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
6. Swimmers are to refrain from inappropriate physical contact at team activities and events.
7. Swimmers are to refrain from use of inappropriate language.
8. No “deck” changes are permitted. Athletes are expected to use available change facilities.
9. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and Florida Gold Coast Swimming . Athlete behavior must positively reflect the high standards of FGC.
10. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - a. Dismissal from the 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. Financial penalties
 - e. Dismissal from the team
 - f. Proceedings for a LSC or USA Swimming Board of Review
 - g. Swimmers are to refrain from inappropriate physical contact at team activities and events.
 - h. Swimmers are to refrain from use of inappropriate language.

1.17 **Swimmers with Disabilities:** Florida Gold Coast Swimming encourages swimmers with disabilities to participate in all of its competitions including its championship meets. The athlete, the athlete’s coach or the athlete’s assistant must contact the host club Meet Director to advise of any specific accommodations are required. If special seeding accommodations are requested, the Meet Director will contact the Meet Referee who will provide guidance regarding seeding the athlete.

1.18 **Conduct of Swim Meets:** All sanctioned Florida Gold Coast swim meets must be conducted under USA Swimming Rules and Regulations, Florida Gold Coast Rules and Regulations.

- 1.19 **Meet Scheduling:** The Florida Gold Coast meet schedule will be planned based on the calendar year. The Technical Planning Committee (TPC) is responsible for developing the comprehensive schedule of dates for the proposed meet schedule.
1. The TPC will present the proposed meet schedule of dates to the Board of Directors for approval not later than June 1st of each year for the following years meets.
 2. The Age Group Chair will publish a bid package for all proposed hosts not later than August 1st.
 3. Bids from prospective hosts shall be received not later than September 1st.
 4. TPC will host a bid award meeting not later than October 1st to develop a listing of recommended meet hosts for approval by the FG Board of Directors. The recommendation for awarding of meets will be by a majority of the TPC.
 5. The recommended schedule including meet hosts will be considered for approval by the FG Board of Directors at the 3rd Quarter meeting.
 6. Hosts awarded meets for the following year must present payment for Sanctioning Fees to the Registration Chair by the House of Delegates meeting.
 7. Requested additions or changes to the meet schedule must be endorsed by the Age Group Chair, Senior Chair and approved by the Board of Directors.
- 1.20 **Sanctions, Meet Observation and Meet Approvals:** Any member club or organization that is hosting an event that is not sanctioned by Florida Gold Coast Swimming or USA Swimming must clearly state such on meet announcement.
- 1.21 Swimmers performances will be recognized for record keeping and time standard achievement purposes provided the times achieved are achieved at USA Swimming Sanctioned, Observed or Approved Meets.
1. Sanctioned Meets:
 - a. All hosts awarded meets must run those meets in accordance with USA Swimming Rules, Florida Gold Coast Swimming Policies and Procedures and Florida Gold Coast Rules and Regulations and this document.
 - b. The Meet Host worksheet – must be used to ensure compliance with all requirements. The Meet Host worksheet is available for download on the FGC Website under “Forms”.
 2. Observed Meets:
 - a. There are no requirements for USA Swimming athlete membership for meet participation.
 - b. Meet is conducted under technical rules other than USA Swimming (e.g., NFHS, NCAA, USMS, IPC)
 - c. A request for observation must be made to the LSC at least ten (10) days prior to the meet.
 - d. Times from swim(s) observed and approved by USA Swimming appointed and certified officials acting as observers are recognized by USA Swimming. Times of USA Swimming members are eligible for inclusion in the SWIMS database.

- e. The Meet Observation Request – Form A or Form B must be filed submitted to Florida Gold Coast Swimming. The Form B is available for download on the FGC Website under “Forms”.
3. Meet Approval: YMCA Meets are typically “Approved”. Other organizations requesting “Approval” of a meet must make a request to the FG Board of Directors for “Approval” through the Technical Planning Committee.
 - a. There are no requirements for USA Swimming athlete membership for meet participation.
 - b. Meets must be conducted under USA Swimming technical rules, including time resolution.
 - c. All times achieved may be recognized by USA Swimming; times of USA Swimming members are eligible for inclusion in the SWIMS database.
 - d. The Meet Approval Request Form must be submitted to Florida Gold Coast Swimming. The Meet Approval Request form may be downloaded from the FG Website under “Forms”.
- 1.22 **Retention of Meet Supporting Documentation Policy:** Meet hosts are required to retain the following meet related documentation for a period of two years from the conclusion of the meet:
 1. Referee and Starter Master heat sheets.
 2. Timing System printed output.
 3. Lane Timer Sheets.
 4. Relay Cards.
 5. Positive Check-in / Scratch sheets.
 6. Electronic meet management system backup.

This information must be readily available (48 hours notice) for review by the Meet Referee or LSC Times and Recognition Committee personnel.
- 1.23 **Florida Gold Coast Records** – Florida Gold Coast Swimming maintains records using the USA Swimming LSC Portal – <http://www.usaswimming.org/fg.lsc>. Florida Gold Coast Swimming recognizes records in LCM (50m), SCY (25y), SCM (25m) in the Rule Book list of events for individual and relays in the following categories:
 1. LSC Record – Attained by a swimmer or relay team who was registered in the Florida Gold Coast at the time of the swim in Sanctioned, Observed, Approved, or recognized international competition.
 2. LSC Open Record – Attained by a swimmer or relay team who was competing within the confines of the geographic boundaries of the LSC in sanctioned, observed, or approved competition.
- 1.24 **Officiating** – The Official’s Committee Chair manages the training, qualifications, and participation using the USA Swimming - Officials Tracking System (OTS). The Official’s Chair will hold periodic training clinics to ensure that a sufficient pool of qualified officials are available to run swim meets. Every club has the responsibility to support the volunteer officiating program by recruiting volunteers from their clubs to participate in officiating Florida Gold Coast meets.
 1. Initial Certification and Training - Stroke and Turn Officials:

- a. Attend a stroke and turn officials clinic. The clinic is based on the USA Swimming DVD “Officiating Swimming”, and includes additional instructional content covering governance, types of swim meets, the different positions of officials on the deck, and deck protocol, as well as a question and answer session. Clinics are conducted by certified instructors, all of whom are experienced Referees that have received training in conducting stroke and turn clinics. Clinics are offered throughout the LSC on an “as requested” basis, but are held at least once per quarter in each county comprising the LSC.
 - b. Complete the stroke and turn officials test, with a minimum score of 80%.
 - c. Apprentice on deck for a minimum of 6 sessions. These sessions must cover a minimum of 2 meets, at least one of which must include “Developmental” level swimmers. During each apprentice session, the apprentice will be paired with an experienced stroke and turn official on deck. At the completion of the apprenticeship, signoff must be obtained from the final session mentor, as well as the meet Referee. Attendance at stroke briefings is expected at each of these sessions.
2. Initial Certification and Training – Starter
 - a. Attend an informal Starters’ clinic. These clinics are on an as needed, usually for very small groups, and will be given on an individual basis if requested.
 - b. The clinic consists of a review of the Starters’ protocol, demonstration, and practice prior to the first apprentice session.
 - c. Apprentice on the pool deck for a minimum of 6 sessions, under the direction of an experienced Starter. These apprentice sessions must be performed over a minimum of 2 meets, with at least 2 experienced Starter mentors.
 - d. Complete the Starters test with a score of 80% or better.
 - e. Starters must have at least 1 year of experience as a certified Stroke and Turn official.
3. Initial Certification and Training – Referee
 - a. Attend a Referees’ clinic, conducted by the FGC Officials Chair and other experienced Referees. This clinic addresses running the deck as a Referee, in addition to many administrative aspects of running a swim meet. An extensive question and answer/general discussion session is a part of the clinic.
 - b. Be a certified Stroke and Turn official for a minimum of one year, and a certified Starter.
 - c. Apprentice as a Referee on the pool deck for a minimum of 6 sessions, under the supervision of an experienced Referee. These sessions must take place over a minimum of 2 meets, with a minimum of 2 experienced Referee mentors.
 - d. Complete the Referee test, with a minimum score of 80%.
4. Ongoing training:
 - a. Officials at all levels are required to take the applicable re-certification test at the end of each certification period.

- b. Stroke briefings are conducted at each meet, and all officials are expected to attend these briefings.
- c. The officials chair communicates via e-mail with all officials regarding recent rule changes, and other information disseminated by USA Swimming. These communications are also incorporated in stroke briefings held at meets.
- d. Referees are required to attend an annual re-certification meeting.
- e. To maintain certification, officials are required to work at least 4 sessions per year on deck in the deck at the certified position.

1.25 **Travel Assistance - Athletes:** Policy for Financial Aid to FGC Athletes – FGC will financially support eligible member athletes for their expenses incurred while participating in the USA Olympic Team Trials, NCSA and USA Swimming Junior National Championships, the US Paralympic National Championships, the USA Swimming Open Water Championships, the USA Swimming National Championships, the U.S. Open, approved National Development meets and National Select Camp attendees, and any other competition approved by the FG Board of Directors. Receipts are required for reimbursement.

1. General Eligibility Policies:

- a. Be registered with FGC at the time of the swim and at the time of funds distribution.
- b. Athletes participating in collegiate programs (NCAA, NJCAA, NAIA and others) are not considered eligible during the period September 1 – May 31 of each year.
- c. Athletes participating in collegiate programs may be considered eligible during the period June 1 – August 31 provided they are a member of and training with an FGC member club. Verification of membership and training status may be requested by the BOD or its designee.
- d. Reimbursement is provided for swimmers participating in individual events.
- e. The amount of compensation received from all sources shall at no time exceed their actual expenses as allowed by the USA Swimming Code. Sources include national swim committee, Phillips 66, member clubs, and business/civic organizations. These sources do not include family contributions.
- f. All compensations received or anticipated must be designated on the FGC financial request form. National Development funds are available to 18 and Under member swimmers. Competitions include Grand Prix Meets or equivalent, but not including the Southern Zone Sectional Championships. Individual swimmer is eligible to receive reimbursements from the National Development Fund twice (2) per calendar year.
- g. Held continuous FGC Swimming Registration (excluding collegiate participation) for 12 months to receive 50% allowance; 24 months for 75% and 36 months for 100%.

- h. Individual swimmer will be eligible to receive reimbursements from four (4) eligible meets per calendar year.
- i. The financial request form must be received with all related receipts on or before December 20th during the year of eligible meets.
- j. Financial amounts: During the annual budgeting process, the Board of Directors will determine the reimbursement amount for each eligible meet.
- k. The recipient must comply with the USA Swimming Code of Conduct up to the point of the distribution of funds.

1.26 **Financial Aid to FGC Member Clubs** – FGC will financially support eligible member clubs for their expenses incurred by their coaching staff while coaching at the USA Swimming Junior National Championships, the USA Swimming National Championships. Receipts are required for reimbursement.

1. General Eligibility Policies - (See Appendix 13).
2. Applying FGC Club must have held continuous USA Swimming Club Registration for 12 months to receive 50% allowance; 24 months for 75% and 36 months for 100%.
3. Each team will be eligible to receive reimbursement from one (1) eligible meet per year.
4. Clubs requesting reimbursements must have a coach(s) attending and have individual swimmer(s) participating in at least one individual event.
5. The financial request form must be received with all related receipts on or before December 20th during the year of eligible meets.
6. The Club will certify their coaches' total expenses from the meet.
7. Receipts or copies of receipts must be submitted with request.

1.27 **Policy of Financial Aid to FGC Officials** – FGC will financially support eligible member officials for their expenses incurred while participating in the USA Swimming Olympic Team Trials, USA Swimming National Championships, USA Swimming Junior National Championships, US Paralympic National Championships, and USA Swimming Open Water Championships. Receipts are required for reimbursement.

1. General Eligibility Policies (See Appendix 14).
2. Official must be registered with FGC at the time of the Meet and at the time of funds distribution.
3. Official must have continuous FGC Swimming Registration for 12 months to receive 50% allowance; 24 months for 75% and 36 months for 100%.
4. All compensations received or anticipated must be designated on the FGC financial request form.
5. Individual officials are eligible to receive reimbursements from the Officials Development Fund for one (1) meet per calendar year.
6. The financial request form must be received with all related receipts on or before December 20th during the year of eligible meets.
- 7.

1.28 **Financial Procedures** - Financial controls and procedures are essential and serve as a system of checks and balances to protect Florida Gold Coast Swimming (FGC) and its staff and volunteers from a risk. These policies must be followed in order for FGC to serve its primary mission in support of the growth and development of the swimming community.

1. Monetary

1. Monetary
 - a. Deposits and Records – The Treasurer shall have the following duties and responsibilities regarding the finances of FGC.
 - b. Prepare for deposit all cash and checks received by stamping each check with the approved bank stamp and recording each item on a bank deposit slip or similar listing.
 - c. All deposits shall be made into the FGC general accounts. Deposits shall be made in a timely fashion, but no less frequently than once per week.
 - d. Receipted deposit tickets will be maintained pending receipt of the monthly statements from the bank.
 - e. All incoming monies (checks, cash) shall be promptly recorded into the current bookkeeping software system of FGC.
 - f. Any documents accompanying monies for deposit will be separated and appropriately handled or filed.
 - g. The general bank accounts of FGC shall be reconciled monthly; the reconciliation will be reviewed monthly by a Board member appointed by the General Chairman. (Note: the person who reconciles the monthly statements may NOT have signatory authority to write or issue checks for FGC.)
 - h. Office Personnel are authorized to make transfers between the FGC general accounts and FGC money-market funds, as directed by the Board of Directors.
 - i. Office personnel will contact the payee to determine the status of any check issued by FGC that is outstanding for more than sixty (60) days.
 - j. FGC will impose a charge of \$25 for any deposited check that is returned for insufficient funds or due to a closed account. Any club or individual who fails to make good on the check and pay the service charge will be referred to the FGC Board of Review for action.
2. Disbursements:
 - a. Physical control of all checks will be with office personnel.
 - b. All invoices and reimbursement requests will be accounted for in the current FGC accounting system.
 - c. Original receipts or similar documentation must accompany each reimbursement request. No payments will be processed without original invoices, receipts or similar documentation.
 - d. Approval for payments will be deemed granted if the requested amount is within the current year approved FGC budget and not yet spent or appropriated. The FGC Board of Directors must approve any request for payment in excess of the remaining unspent budgeted amount.
 - e. Office personnel will be responsible for preparing checks based on received invoices and reimbursement requests. The documentation for such payment will be categorized and filed appropriately.
 - f. Unless decided otherwise by the FGC Board of Directors, the Treasurer, the General Chair and the Administrative Chair shall be authorized to sign checks for FGC. Checks for an amount less than \$5,000 shall require one

authorized signature. With the exception of checks written USA Swimming for registration remittance, checks for an amount of \$5,000 or more shall require two authorized signatures.

3. Reports:
 - a. Office personnel will prepare an income or profit/loss statement of the FGC general accounts. This statement will be presented to the Board of Directors or the House of Delegates at its next regularly scheduled meeting. Following the close of the fiscal year, an annual income statement and Balance Sheet shall be prepared and presented to the Board of Directors.
 - b. The Finance Committee shall review the FGC Financial Statements Annually. An outside auditor will review the FGC financial statements bi-annually. This audit shall be completed no later than the end of the 1st Quarter of FGC fiscal year.
 - c. The Treasurer, with the assistance of the outside auditor, will prepare and file the annual tax return(s) for FGC, based on the approved financial statements. The tax return(s) will be reviewed by the Finance Committee, and submitted to the appropriate agencies.
 - d. The Treasurer will submit a copy of all pertinent financial reports to USA Swimming within five (5) months after the close of the FGC fiscal year, as provided in Article 509 of the USA Swimming Rules and Regulations.
4. Expenses:
 - a. Payments to vendors.
 - b. Vendors must submit an itemized invoice for payment.
 - c. All payments will be issued from the Florida Gold Coast Swimming office.
5. Purchases:
 - a. When purchasing Florida Gold Coast equipment or supplies estimated to cost more than \$500, when applicable, FGC will strive to obtain no less than three (3) bids or price quotations. Whenever possible, at least two of these bids will be solicited from vendors located within the LSC boundaries.
 - b. Bids for equipment or supplies (e.g., Zone Team equipment) totaling over \$5,000 will be by sealed bid.
 - c. Award will be made to the lowest qualified bidder.
 - d. Purchases of supplies and equipment totaling less than \$500 may be made by the appropriate FGC representative when such purchase is provided for in the FGC.
6. Reimbursement of Expenses to Volunteers:
 - a. Volunteers who have expenses that have been pre-approved for reimbursement (duplicating, mileage, etc.) shall submit a Florida Gold Coast Volunteer Reimbursement Form – Appendix XX.
 - b. Expenses filed for reimbursement outside the timeframe stated on the form require Board of Directors authorization.
7. Budgeting Process:
 - a. Florida Gold Coast Swimming will operate financially on a calendar year.
 - b. Beginning in 2012, budgeting will be on a 4 year cycle (quadrennial).

- c. The Budget Committee will be named by the General Chairman to establish quadrennial budget.
- d. The Budget Committee will meet as needed so as to have a budget to present the Board of Directors at its 4th quarter meeting.
- e. The Board of Directors will review the budget proposal and present the budget for approval at the House of Delegates meeting.
- f. The Budget Committee will meet annually to review the following year’s budget plan. This review will be completed in time for it to be presented at the 4th quarter Board of Directors meeting.

1.29 **Table of Fines:**

Violation	Member Fined	Max Penalty	Payable
Meet Information – Late Submission	Host Club	\$100.00	FGC
Meet Information – Late Distribution	Host Club	\$50.00/day	FGC
Meet Results -Late Submission	Host Club	\$50.00/day	FGC
Meet Backup-Excessive Errors	Host Club	\$100.00/Session	FGC
Unregistered Swimmer participating in a Meet	Club or Member	\$50.00 per swim	FGC
Incomplete/Incorrect athlete data	Host Club	\$25.00/athlete	FGC
Missed Event – Positive Check In	Club or Member	\$25.00	FGC
Missed Event – Finals	Club or Member	\$25.00	FGC
Illegal Swim in Developmental Meet	Club or Member	\$50.00	FGC
Late Team Re-registration (after 1/1/CY)	Club	Double dues	FGC
Late submission of post meet reports/fees	Host Club	\$100.00/month	FGC

** Clubs who have not satisfied their outstanding fines by the next championship meet must compete unattached until all fines are satisfied.

***All fine obligations must be settled by cash, money order, or cashiers’ check.

1.30 **Diversity/Outreach Membership Program:**

The FGC extends an outreach membership to all children who meet certain Federal Guidelines. Clubs wishing to register athletes under these guidelines shall register these athletes as annual members and then provide a minimum of two (2) proofs from the list below to the Registration Chairman with their membership application/ submittal. Proof may be in the form of:

1. Federal Housing documentation.
2. Federal Food Stamp documentation
3. WIC Program (Women, Infant and Children Federal Nutrition Program).

1.

1.31 **Safety:** Safety – it's everyone's responsibility! It is the LSC Safety Chair's responsibility to promote safety throughout the LSC's swimming community and to promote safety as a part of the LSC philosophy. The LSC Safety Chair is the liaison between the national organization and Club and LSC. The Safety Chair will contact the National Headquarters with safety questions and concerns. They will relay policy decision to the LSC and directs the LSC's safety program. USA Swimming maintains a Safety/Loss Control Manual which is a valuable tool for Clubs. This manual is available for download from the USA Swimming website. Clubs should regularly review this manual as they strive to improve their own safety plans.

1. Duties of the Safety Chair:

- a. Chair a committee that develops safety education programs for Florida Gold Coast Swimming and makes recommendations to the Board of Directors.
- b. Liaison between USA Swimming/LSC and club safety chairs.
- c. Responsible for providing reports of injuries within the Florida Gold Coast Swimming at each LSC Board and House of Delegates meeting as requested.
- d. Provides input and periodically reviews warm-up guidelines.
- e. Responsible for arranging and/or conducting water safety training opportunities.
- f. Communicates regularly with Club Safety Chairmen.
- g. Upon direction of the General Chairman, contacts USA Swimming, with safety questions and concerns.
- h. Disseminates safety information and required forms to all member clubs, coaches and officials.
- i. Provides information for compliance with USA Swimming and Florida Gold Coast Swimming Rules and Regulations.

1.32 **Crisis Action Plan:** Florida Gold Coast Swimming will respond to all crisis emergencies as delineated in this Crisis Action Plan. During a crisis, it is of paramount importance for Florida Gold Coast Swimming to present timely, factual, coherent accurate information. In order to achieve that goal, it is important that all information be disseminated by the designated Communications Officer – the single voice of Florida Gold Coast Swimming. The General Chair shall normally serve as the Communications Officer. The General Chair may delegate that responsibility another member of the Board of Directors as necessary. If the General Chair is unable to perform the role of the Communications Officer, the following Board of Director Officers shall be responsible for assuming the role of Communications Officer, in this order of the following hierarchy:

1. Administrative Vice-Chair
2. Senior Vice-Chair
3. Age Group Vice-Chair
4. Treasurer
5. Secretary
6. Personnel specifically designated by the Florida Gold Coast Swimming Executive Committee.

The Crisis Action Team -The Crisis Action Team shall be the Florida Gold Coast Executive Committee. The General Chair will determine when the Crisis Acton Team will be assembled. It is the job of the Crisis Action Team to assess the existing situation, determine the appropriate response, and provide guidance to the Communications Officer on how to convey that response in a manner that

- a. best suits the situation. The Crisis Action Team may consult USA Swimming, or legal counsel as necessary. All media requests shall be directed to the only to the designated Communications Officer. All official Florida Gold Coast Swimming communications shall be distributed ONLY by the Communications Officer.

- b. Since there is no permanent office of Florida Gold Coast Swimming, there is no pre-determined Crisis Control Center. However, in the event of a crisis, the Crisis Communications Team shall immediately designate a Crisis Control Center if needed and staff that center appropriately as the crisis warrants.
- c. The Crisis Communications Team shall be responsible for contacting the Florida Gold Coast Swimming Board of Directors to keep the Board apprised of all information pertaining to the crisis. The General Chairman shall maintain a list of mobile phone numbers of each of the members of the Crisis Communications Team, in order that the Crisis Communications Team may be assembled at any time of the day or night. The most current list of mobile numbers shall be distributed to the Crisis Communications Team and the Southern Zone – Sport Development Coordinator.
- d. Information shall be disseminated as appropriate for the crisis. Information may be released by press releases, posted to the Florida Gold Coast Swimming website (www.fgcswim.org), e-mails, or electronic text messages, as needed. This Crisis Action Plan will be reviewed during the 4th quarter of each year and modified as needed.

1.33 **Awards and Recognition:** The Florida Gold Coast recognition program occurs annually for member athletes and volunteers. The member athletes are divided into two groups: Age Group- consisting of ages 14 and Under and Senior- for those 15 and Over.

The Age Group recognition program is geared toward individual awards, local awards, plus USA swimming's certificates. Strive toward getting a National Caliber swimmer to speak to the group about their experience.

The Senior recognition is geared toward having a guest speaker at the collegiate level with information about collegiate swimming and a social gathering.

Florida Gold Coast also recognizes the volunteers at FGC weekend with a recognition social gathering.

1.34 **New Team Registration Process:** Individuals or organizations that wish to form and register a new club should contact the FG Swimming office at info@fgcswim.org. The Florida Gold Coast Registration Chair will provide an introduction to the LSC website which provides links to the "Club Application Form" (FG Website under Documents/Forms).

Prospective new clubs are also directed to the USA Swimming website by a link (FG Website under Teams – Team Resources). Look for the link on the USA Swimming Website – Starting a club. The LSC stands by assist the new club through the application process.

Appendix-1-Conflict of Interest



Florida Gold Coast Swimming

Conflict of Interest Policy: Florida Gold Coast Swimming Inc., requires that all members of the Board of Directors as well as all non-Board members to serve as Chairs of any standing Committee to sign a the FLORIDA GOLD COAST SWIMMING, INC. CONFLICT OF INTEREST POLICY.

Those who choose to serve Florida Gold Coast Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. As guardians of Olympic ideals, they assume an obligation to subordinate individual interests to the interests of the Olympic Movement. What may be considered acceptable conduct in some businesses may be inappropriate in Olympic service.

Those who serve Florida Gold Coast Swimming must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest. While no set of guidelines can guarantee acceptable behavior, the principles that guide behavior in this area, are disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Florida Gold Coast Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the intermix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

1. The business of Florida Gold Coast Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
2. Florida Gold Coast Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with Florida Gold Coast Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Florida Gold Coast Swimming resources for individual use.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those of nominal value exchanged in the normal course of business. Gifts

and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Florida Gold Coast Swimming.

5. Expenses incurred in the furtherance of Florida Gold Coast Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.

6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Florida Gold Coast Swimming and with each other.

7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

Signature

Date

Print Name

Appendix-2 – Code of Conduct



Florida Gold Coast Swimming
Code of Conduct / Honor Code

1. All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.
2. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
3. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
4. The possession or use of alcohol or tobacco products by any athlete is prohibited.
5. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
6. Swimmers are to refrain from inappropriate physical contact at team activities and events.
7. Swimmers are to refrain from use of inappropriate language.
8. No “deck” changes are permitted. Athletes are expected to use available change facilities.
9. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and Florida Gold Coast Swimming . Athlete behavior must positively reflect the high standards of FGC.
10. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - a. Dismissal from the 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. Financial penalties
 - e. Dismissal from the team
 - f. Proceedings for a LSC or USA Swimming Board of Review
 - g. Swimmers are to refrain from inappropriate physical contact at team activities and events.
 - h. Swimmers are to refrain from use of inappropriate language.

_____/_____/_____
 (Print name of minor) (Signature of minor) (Date)

_____/_____/_____
 (Print name of Parent/Guardian) (Signature of Parent/Guardian) (Date)

Appendix-3 – Liability Release



Florida Gold Coast Swimming

LIABILITY RELEASE AND INDEMNIFICATION FORM

I, the undersigned participant and parent, request voluntary participation for minor to participate in all events, which are hereinafter referred to as the “activities.” sponsored by Florida Gold Coast Swimming, Inc. and USA Swimming. This agreement is valid while the participant is a member of USA Swimming.

I consent to my/minor’s participation in the activities and acknowledge that the minor and I fully understand my/minor’s participation may involve risk of serious injury or death, including losses which may result not only from my/minor’s own actions, inactions or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the event or activity is being conducted, and/or the rules of play of this type of event or activity. I understand that if I have any risk concerns, I should discuss the risks associated with my participation with the activity coordinators and event staff, before I sign this document and before any activities begins.

Release – Minor’s Rights:

In consideration of allowing Minor Participant to participate in the activities, I hereby release and hold harmless Florida Gold Coast Swimming, Inc. and USA Swimming, and their members of its board of directors, officers, employees, volunteers, other participants, and agents (collectively, the “Released Parties”), of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that Minor Participant may have or sustain with respect to any and all damage and/or injury, of any type, arising out of his or her participating in the activities. I also agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

_____/_____/_____
(Print name of minor) (Signature of minor) (Date)

Release – Parents’/Guardians’ Rights:

In consideration of allowing Minor Participant to participate in this USA Swimming event, I hereby release and hold harmless the Released Parties, of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that I may have or sustain with respect to any and all damage and/or injury, of any type, arising from Minor Participant’s participation in the activities. I also agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect. I certify that my/minor is in good health and have no physical condition that would prevent participation in this activity. Furthermore, I agree to use my/minor’s personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment in the event such care is required.

_____/_____/_____
(Print name of Parent/Guardian) (Signature of Parent/Guardian) (Date)

Indemnification by Parent/Guardian:

The undersigned parent/guardian further agrees to indemnify, save and hold harmless the Released Parties from any and all claims, demands, losses, damages and liabilities for indemnities, contribution or otherwise with respect to any damage and/or injury, of any type, arising from Minor Participant’s participation in the activities. The undersigned also agrees that this Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement extends to all acts of negligence by the Releasee and is intended to be as broad and inclusive as is permitted by the laws of the State in which the Event(s) is/are conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

_____/_____/_____
(Print name of Parent/Guardian) (Signature of Parent/Guardian) (Date)

Appendix- 4 – Medical Release



Florida Gold Coast Swimming

Medical Release Form

Name of Swimmer: _____ Date: _____

Parental Consent

This medical release form must be signed by a parent or legal guardian for EACH swimmer of the Florida Gold Coast Swimming All-Star/Zone Team. If the swimmer is 18 years of age or older, the swimmer must **also** sign this form.

MEDICAL RELEASE

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, _____ (NAME OF THE SWIMMER) IS IN GOOD PHYSICAL CONDITION AND HAS NO CONDITION WHICH WOULD IMPAIR PARTICIPATION IN THE PROGRAM. IN CASE OF INJURY, I HEREBY GIVE THE FLORIDA GOLD COAST SWIMMING, INC. AND IT’S COACHING STAFF PERMISSION TO ACT ON MY BEHALF IN SEEKING MEDICAL TREATMENT FROM ANY LICENSED PHYSICIAN, HOSPITAL OR CLINIC FOR MY CHILD IN THE EVENT THAT SUCH TREATMENT IS DEEMED NECESSARY. I GIVE PERMISSION TO THOSE ADMINISTERING MEDICAL TREATMENT TO DO SO USING METHODS DEEMED NECESSARY. I ABSOLVE CARMEL SWIM CLUB AND IT’S COACHING STAFF FROM ALL LIABILITY WHILE ACTING ON MY BEHALF IN THIS REGARD

Participant Signature (if over the age of 18) Parent/Guardian Signature:

Home Phone: Parents Daytime Phone:

If parents are not available, please call the person designated below:

Name: _____

Address: _____

City/State/Zip: _____ Phone: _____

Relationship: _____

Additional comments regarding medical history, allergies, penicillin or drug reactions, etc.....which may be needed in rendering medical treatment:

Parent/Guardian Insurance Information:

Company Name: _____ Policy #: _____

Address Phone: _____