



YCF Diving Policies & Procedures Parents

Conduct:

- Conduct between parents, divers, and coaches shall be respectful and sportsmanship like in nature. In the event of an issue between parents and/or divers, coaches shall be informed and allowed to handle the situation.
- It is deemed unacceptable to send inappropriate emails and phone calls between parents. Misconduct will result in consequences deemed appropriate by the coach which could include demotion, suspension, and /or expulsion from the team.
- Parents should maintain appropriate conduct and represent the YCF diving name at all diving competitions both at and away from the pool deck.

Practice Times/Schedules:

- Parents shall have their divers arrive to practice before practice begins; divers should be dressed and ready for class at the designated start time.
- Parents are required to sit in the assigned "Parent Seating Area", which includes the bleachers between the swimming and diving wells, the bleachers above the locker rooms, or the seats available around the YCF Diving bulletin boards.
- Parents needing to address the coaches with questions or concerns will be required to contact the coaches via email or phone during the posted office hours. If a meeting is necessary, one will be scheduled during office hours unless otherwise scheduled with the coach. Coaches will not address any questions or issues on the pool deck during scheduled practice times.
- Parents must allow coaches to conduct practices as they deem appropriate. Parent interruption or distractions during practice will result in dismissal from the pool deck. If a parent has a question regarding diver's workouts they must schedule a meeting with the coach.
- Lack of adherence to above conduct can result in diver demotion, suspension, and/or expulsion.

Missed Practices/Make-up workouts:

- If a diver misses practice they are eligible to make up the missed class. Make-up practices should be scheduled with the coach via phone or email prior to the day of the make-up practice.
- Make-up workouts must be completed by the end of the month or they will be lost.

Monthly Fees:

- Payments may be made by Bank Card Auto Draft or by Personal Check. See the front YMCA Aquatic Center Membership Desk staff to get signed up for Auto Draft. **Please add the participant's name, diving level, and payment month to every check.**

- Beginning January 1, 2017 all Junior Olympic (JO) payments will be required to be a Bank Card Auto Draft.
- For those that are not on Bank Draft, all payments are due on the 1st of each month. Any payment made after the 15th, a \$25 late fee will be charged.
- Please make all checks payable to: **YMCA of Central Florida.**
- Checks should be dropped off at the front Membership Desk.
- Any questions about payments or other financial matters should be directed via email to Ashley Thomas, YCF Business Manager @ Athomas@cfymca.org.
- All EFTs will draft on (or around) the 15th of each month.
- If a payment fails for any reason, a \$20 Return Payment fee in addition to the regular monthly payment is due. The members account will be placed on a restriction until the full balance is paid. If the balance is not paid prior to the 15th of the following month, an additional \$25 late fee will be charged.
- All cancellations need to be in writing and submitted to the Welcome Center by the 1st of the month. If a participant is changing to a different competitive group, a program change form will need to be submitted, so that the new program's draft can be arranged.
- If the card on file is; lost/stolen, compromised, closed or expires, it is the responsibility of the account holder to notify the Welcome Center in writing prior to the 15th draft. A Program Change/Renewal Form will need to be completed, as well as the new banking information will need to be submitted to the Welcome Center desk, in person. Failure to do so, will result in a Failed Payment. Please see above Failed Payment section for details.
- If your child is promoted to the next skill level, it is your responsibility to confirm if there is a fee increase. If so, a Program Change/Renewal Form will need to be completed and will need to be submitted to the Welcome Center desk, in person. Failure to do so will result in a Failed Payment. Please see above Failed Payment section for details.

Meet Fees:

- For all USA Diving meets a \$25 per event coaching fee and for AAU meets a \$15 per event coaching fee is due. These fees must be paid, via cash or check, to the coach the week prior to the competition.

Re-Enrollment Fee:

- A \$100 re-enrollment fee will be assessed for any diver who leaves the program and then returns, unless prior arrangements have been made with the coach.

Traveling/Competitions:

- The diver/parent is responsible for registering for necessary competitions prior to the deadline. Parents may contact coach via email for competition dive lists prior to registering.
- It is required for divers and parents to stay at the designated team hotel when traveling unless special arrangements have been made with the coach.
- All divers must attend team meetings that take place throughout the competition.

- While at competitions, you may disagree with the judge's scores however parents are expected to be respectful and keep opinions to ones' self.
- Parents must not interrupt divers and/or coaches during competitions. Parents must refrain from coaching or pressuring divers during the events.
- All divers must come prepared to all competitions with YCF bathing suit, warm up, and clothing. YCF apparel must be worn at all times during competitions and warm ups must be worn on podium for awards.
- In competitions where finals are held (i.e. JO Nationals), all divers are required to attend final if YCF teammate is competing unless prior arrangements have been made with the coach.
- Divers under the age of 18 must be accompanied by a parent, unless special arrangements have been made with the coach.

Volunteering/Fundraising Efforts:

- Parents are required to participate in all fundraising events and assist their YCF Diver in efforts to raise the "goal" amount given to the divers group.
- Parents are encouraged to participate in all parent/coach meetings held at the Aquatic Center. Information about upcoming events, divers, fundraising events, community service, etc. will be addressed as well as any questions from parents. Parent/coach meetings are the appropriate setting for parent/coach discussions on such events.
- Parents should actively attend and participate in YCF Booster Club meetings, as important information is addressed during these times.
- Parents are required to actively participate in all endeavors necessary to promote and support meets and fundraising events. Parents are required to volunteer at home meets (USD, AAU, high school, etc.), participate in fundraising events, attend community service outings, and other team related functions.
- Parents of YMCA scholarship divers are expected to participate in all above team activities including fundraisers, diving meets, community service events, etc. Failure to adhere to this can result in loss of scholarship.

Cancellation Policy:

- To cancel membership to the YCF Diving team, parents must notify the coaches in writing via email. No refunds or exchanges will be allowed for termination.
- Any YMCA membership cancellations must be done through the YMCA membership director. All EFT payments must be cancelled by the parent at the front desk of the YMCA.

I have read and understood the above YCF Diving Code of Conduct. I understand that failure to comply w above can result in disciplinary action including demotion, suspension, and/or expulsion from YCF Diving.

Parent Signature: _____ Date: _____