



NCAP Welcome Packet: 2022-2023 Season -September 13th, 2022-

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2022-2023 Admin Team Update

- NCAP's main locations (AU, HA, GP, TY, MM, CM, DS, WEST), will welcome almost 1400 competitive athletes this season, along with over 900 developmental and learn to swim athletes. Including our franchise sites (North, Burke, Alexandria), NCAP is comprised of over 2800 swimmers. We are proud to have such a large NCAP community across the DMV!
 - Due to our growing program, we have added two NCAP coaches to assist the administrative on a part-time basis. The admin contacts for this season are as follows:
 - **Billing/USAS** Contact: Karyn McCannon, Director of Operations (kmccannon@nationscapitalswimming.com)
 - When to contact: payment issues, meet fee charges, SafeSport issues, USAS registration, financial aid applications, travel meet questions
 - **Membership** Contact: Spencer Ugast Griffin, Director of Communications & Athlete Services (sugast@nationscapitalswimming.com)
 - When to contact: team withdrawals, account pause (injury/illness), team concerns, transfer requests, outfitting
 - **Site Administrators:**
 - When to contact: Team Unify account updates, day-to-day questions (will direct you to the right contact)
 - *When to contact your coach: practice/meet scheduling questions*
 - Andy Rosenthal (arosenthal@nationscapitalswimming.com)
 - Sites: Holton Arms, Georgetown Prep, American University, Marymount, Tysons



- Nicole Linn (nlinn@nationscapitalswimming.com)
 - Sites: Claude Moore, Dulles South, Freedom Center, Vint Hill, Warrenton
- **Additional Contacts:**
 - Accounting/IT: John Firestein (jfirestein@mac.com)
 - CEO/Owner: Thomas Ugast (tugast@nationscapitalswimming.com)
 - Website Updates: Dory Halbe (dhalbe@nationscapitalswimming.com)

2022-2023 COVID-19 Protocol (waiver required this season)

- **POSITIVE TEST:** *If an athlete/coach tests positive for COVID-19, they must isolate for 5 full days* (Day 0=day of symptom onset or positive test, Day 6=day cleared to return to practice/competition).
 - Athlete/coach may return to practice/competition starting on Day 6 as long as they are completely symptom free.
 - *A negative test result is not required to return.*
 - Mask requirement:
 - *An athlete who tested positive must wear their mask through Day 10 when on deck at practice/competition.*
 - *A coach who tested positive must wear their mask at practice/competition until Day 10.*
 - **Family must notify the athlete's coach of the positive test result and any relevant information as soon as possible.**
 - *Emails will not be sent to the group about an athlete's positive test.*
- **SYMPTOMS:** If an athlete/coach is experiencing COVID-like symptoms, they should ensure they are negative for COVID-19 before attending practice/competition.
 - If an athlete's symptoms are severe **or** they have a fever over 100 degrees, **regardless of a negative test result**, they are not permitted to attend practice/competition.
- **RECOMMENDATIONS:** If a person in an athlete/coach's household tests positive for COVID-19, we highly recommend:
 - The athlete isolates from their household member.
 - *The coach must isolate from their household member.*
 - The athlete tests negative before returning to practice/competition.
 - *The coach must test negative before returning to practice/competition.*

2023 USA Swimming Registration (SWIMS 3.0) (action required this season)

SWIMS 3.0 has officially rolled out, and USA Swimming registration for the 2023 year is now open! Karyn McCannon (kmccannon@nationscapitalswimming.com) will contact you through Team Unify when it is time for your athlete to register. Please see below for important information and reminders.



New this season- SWIMS 3.0 launches on September 1st!

- What this means for you as Families: All families will have to complete Online Member Registration (OMR) THEMSELVES for all competitive athletes. The club and PVS can no longer process any registrations for members.
- EVERYONE GETS A NEW USA SWIMMING ID NUMBER- it is no longer personal identifiable information. A unique 14-digit number is assigned to each member.
- Athletes who were already members of USA Swimming for 2022 are registered through 12/31/2022, and do not need to renew immediately.
- All club entities (Main, Burke, North, J&M, and TMJ/Marymount) will have their own process for reimbursing membership fees. Families will pay the premium registration fee of \$96 online themselves- this includes both the USA Swimming portion as well as the PVS portion.

Some other information that is useful for families:

- Athlete Protection Training for athletes is more important than ever- there is no longer a 30-day grace period after an athlete turns 18. Athletes should complete APT in the month PRIOR to their 18th birthday in order to remain in good standing. Athletes who are not in good standing may not attend practice, participate in meets or other team activities- they are not covered by insurance.
 - Athletes who are turning 18 in September and those that are already 18 years or older will complete the registration process themselves. This will allow them to complete APT and connect it to their membership correctly. Instructions for migrating from a family account to a personal account will be sent later this season for those turning 18.
- USA Swimming and Team Unify will make it easier to see if your athlete's records need to be updated- the transfer process for those joining our team will be automatically completed during registration, without a separate form needed with Potomac Valley. Athletes requiring upgrade or APT to be in good standing will have more consistent communication and flags to show the next steps.

Things that you as families need to do right now:

1. Wait for an email from Karyn McCannon (kmccannon@nationscapitalswimming.com) with our 2023 registration link. We want to give USA Swimming time to work out any bugs before we submit our 80+ coaches and 1900+ athletes.
2. New and transferring athletes will receive the link in the beginning of September- this will include information on where to go, what to select, and how your admin team will credit your account for registration fees. Returning athletes will be sent the link later this calendar year, so we can handle any issues in smaller batches.
3. Get excited for a new season with NCAP!

We appreciate everyone's patience as we work through the new process together. We are confident that we can get everyone registered and renewed in time for meets as needed, without overloading USA Swimming and Team Unify with a team of our size.



2022-2023 Important Policies (waivers required this season)

WITHDRAWAL POLICY-

- Expectation: When registering for the NCAP competitive program, we expect athletes to commit to the entire season (*11-months or 9-months depending on the group*). However, we understand that an athlete may not be able to complete the full season for a variety of reasons, please see below:
 - Refunds: NCAP can only guarantee reimbursement for dues payment(s) if an athlete has an injury or illness preventing them from swimming OR an athlete's family is relocating out of the DMV area.
 - *Documentation is required for reimbursement.*
 - Canceling Membership: If an athlete decides to withdraw for any reason other than those listed previously, NCAP will review on a case-by-case basis.

MEET FEE PROCESS-

- NCAP Families are responsible for all entry fees associated with meets in which their athletes are entered (see exception below). Please review the entry fees in the meet announcement prior to committing your athlete for competition.
 - Processing charges: NCAP will process meet fee charges through Team Unify up to 7 days prior to or following the competition.
 - *NCAP will cover credit card fees, only the entry fees incurred will be processed.*
 - Meet exceptions: athlete entries will be covered by NCAP for ONE of the following meets.
 - Turkey Claus Showdown @ UMD (12/1/22-12/4/22)
 - Icebreaker Invitational @ the WARF (12/2/22-12/4/22)
 - NCAP Invitational @ UMD (12/8/22-1/2/11/22)

Speedo Sponsorship Requirements-

- NCAP is a Speedo sponsored team. Our athletes have an obligation to represent Speedo at high-level meets. Therefore, athletes are required to wear Speedo suits at the meets listed below:
 - NCAP Invitational meet
 - PVS Championship meets
 - Eastern Zone meets
 - NCSA meets
 - National meets

***If your athlete is competing at the level of meets listed above and Speedo suits do not fit them properly, please contact Tom Ugast (tugast@nationscapitalswimming.com). To be exempt from this policy, athletes must be professionally fitted and granted an exception from Speedo.*

As a member of the Nation's Capital Swim Club (NCAP), you agree to adhere to the following team policies and rules. NCAP reserves the right to discipline our athletes at any time. This may include, but is not limited to probation, suspension, dismissal, etc. These policies are intended to promote a positive swimming environment for all our families.



SOCIAL MEDIA & COMMUNICATION-

Nation's Capital Swim Club recognizes the prevalence of electronic communication and social media in today's world. As one of the top teams in the nation, our coaches and athletes have the responsibility to always represent our team and themselves in a positive manner. Inappropriate material found by anyone can and will affect the perception of the athlete and our team.

Since our athletes use social media as their primary source of communication, the Club has established a policy for acceptable use of social media and electronic communication by our coaches and athletes. This policy is essential for NCAP to provide a safe and positive environment for all athletes, officials, parents, and coaches.

All NCAP participants agree to be filmed and photographed by the host club's approved photographer(s) and videographer(s) and to grant the right to use names and pictures before, during, or after the meet such as in public psych sheets, heat sheets, and results or featured on the host club or NCAP website or social media or in public broadcast of the event via television or webcast.

Parents and guardians of minor swimmers who do not want their swimmers to participate in interviews or have individual pictures featured on any media should inform Karyn McCannon via email at kmccannon@nationscapitalswimming.com.

- **Acceptable Use Policy:**

Every NCAP athlete must exhibit ethical and responsible conduct in all online communications and activities and respect the rights and privacy of other NCAP, PVS, and USA Swimming athletes, coaches, officials, and parents. NCAP prohibits cyberbullying or cyberstalking of any athlete, coach, or official by any means or method, including but not limited to the use of ***Texting, Facebook, Twitter, YouTube, Instagram, Snapchat, Tik-Tok, Group Messaging Apps, etc.*** Cyberbullying and Cyberstalking are unacceptable and will not be tolerated.

****Warning: If your athlete uses any Social Media platforms, but *especially Tik-Tok*, please ensure you are aware of their activity.** During the 2021-2022 season, various athletes contributed to negative and/or inappropriate content towards other NCAP members (team, teammates, coaches, etc.) through comments and/or posts via Tik-Tok, more than any other platform.

- **Acceptable Communication Policy:**

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding "Minor Athlete Abuse Prevention Policy (MAAPP2.0)"

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;



- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems
- inappropriate or sexually explicit pictures
- *Note: any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.*

-Coaches may have personal social media pages, but they are not permitted to have any athlete member of the club join their personal page as a "friend." A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted.

-The Club has official social media pages that athletes and their parents can "friend" for information and updates on team-related matters.

-Coaches are encouraged to set their pages to "private" in order to prevent athletes from accessing the coach's personal information.

FAMILY CODE OF CONDUCT-

Nation's Capital Swim Club has established a Code of Conduct for our families. It is intended to help facilitate a nurturing environment for our swimmers and supportive environment for our coaching staff. As parents/guardians, it is **absolutely essential** to give our coaching staff the respect and authority they deserve in order to run their group. By working together in a partnership with them, our club can successfully help your swimmer achieve their full potential.

- Set the right example for our children by always showing respect and common courtesies to the team members, coaches, competitors, officials, parents, and for all facilities and other property used during practice or competition.
- Understand that opposing teams, including their swimmers, coaches, and fans, want the same positive experiences for their swimmers as we do. Help NCAP achieve our goals by avoiding criticism either verbally or by gesture. Look for opportunities to build rapport with teams that we compete and work with.
- Realize that swimmers become easily confused when coached by parents. Your unconditional love and support before and after races will help them best.
- Trust and support your swimmer's and coach's decisions around goal-setting, training commitments, swim event entries, and meet schedules. Do not impose your ambitions on your child and do not expect best times at every meet.
- Recognize that NCAP coaches are professionals and allow them to coach your child without interference during workouts and meets. This includes not being present on deck during practice or competitions unless you are working at the meet.
 - Support our coaches as they strive to do what is best for each NCAP swimmer.
 - Communicate any concerns you may have with your swimmer's coach or site Head Coach in private.

Important Reminders:

- ***Parents/guardians are prohibited from contacting a meet director or entering a meet without the coach's consent.***



- ***Parents/guardians must refrain from taking pictures or videotaping at practices.***
 - ***Photos/videos are prohibited by anyone other than a coach or hired professional for training purposes only.***
- ***Know your role: Swimmers – Swim / Coaches – Coach / Officials – Officiate / Parents -Parent.***
 - ***Do not coach your child at practice, during meets, or outside the pool. Help your children learn values and positive character traits that will sustain them throughout their lives.***
- ***Get involved....be an official, help time, plan a group social. Find something you enjoy!***

SWIMMER CODE OF CONDUCT-

When representing Nation's Capital Swim Club, athletes are expected to behave in an exemplary manner. The reputation of NCAP, as well as the other athletes with you, is dependent on your behavior. NCAP swimmers must always follow the directions of the coaching staff— disrespectful attitudes will not be tolerated from any swimmer.

- Any inappropriate use of cell phones, social media, or other devices is prohibited, especially in private areas such as the locker room or hotel room, and will not be tolerated. **Cell phones cannot be used in the locker room at any time.**
- Swimmers will not show any unsportsmanlike conduct towards other teams, parents, swimmers, or officials at any time.
- Any bullying or allegations of bullying of any athlete will be investigated and disciplinary action will be at the discretion of the NCAP staff, and potentially the PVS SafeSport Committee.
- Any act of dishonesty or theft in connection with any swimmer will be investigated by the team and appropriate actions taken.
- Any non-consensual physical contact, obscene language or gesture, or other threatening language is not acceptable.
- The consumption of alcohol, the use of tobacco, or use of any non-prescribed drugs or illegal substances of any kind will not be tolerated.

Helpful Resources

SERVICE HOUR REQUIREMENT-

Nation's Capital Swim Club greatly appreciates the service hours that our families provide on an annual basis. It takes many volunteers to staff the swim meets and make these events possible for our swimmers. Thus, we require service hours in order to successfully run the meets we host and attend. We expect all our families to lend a helping hand in our effort to continually support our swimmers.

- 22-23 Service Hour Contact: Kelly Rose McCullough (volunteer@nationscapitalswimming.com)
- The hour requirements are based upon each swim session lasting approximately 3 hours. The number of hours each account agrees to perform is based upon the number of swimmers and are as follows:
 - 1 Swimmer= 8 Hours



- 2 Swimmers= 11 Hours
- 3 Swimmers= 14 Hours
- 4+ Swimmers= 17 Hours
- *I understand that if I fail to complete the required hours by April 1st, 2023, I will be charged \$150.00 per family.*

DIRECTIONS TO SUBMIT YOUR HOURS-

- **Submit Hours & Proof of Service:**
 - After performing the service, please submit your hours through the [NCAP Volunteer Submission Form](#) (you MUST complete the form to receive hours).
 - Sometimes Timer sheets go missing, sign up genius is not accurate, or other methods of tracking fail so we rely on you and your family to help us keep track. Do not wait until March... track throughout the year.
- **Best practices:**
 - Enter hours one time for the whole meet, use your account last name, do not submit officiating hours as those will be credited at the end of the season through PVS records.
 - After filling out the form. **Submit proof of service.** Any of the following options qualify as proof of Service:
 - Picture of Timer Sign-in Sheet
 - Screenshot of Sign up Genius or Sign up list
 - Picture of you performing the Service... Smile!
 - *If you forget to document proof of service, we understand and will look to other uploaded images of timer sign-ins to verify your service.*
 - **Proof of Service can be uploaded here:** <https://www.dropbox.com/request/zvfSkz9dymingow3DrD8>

NCAP OFFICIALS' INCENTIVE PROGRAM-

Officials registered with Nation's Capital Swim Club may receive funds to be used towards competition dues for the following season, based on the number of sessions they complete. This program is run in conjunction with our Service Hours requirement. Details of the program are as follows:

- Nation's Capital Swim Club already pays for the registration and background check fees for NEW, FIRST-TIME officials.
 - Officials should register with USA Swimming, and pay the registration fee. The NCAP Officials chair will confirm your first-year status. Background check reimbursement requests should be sent to kmccannon@nationscapitalswimming.com with the confirmation report showing a PASSING status.
- **Certified Officials will earn \$20 PER SESSION COMPLETED at PVS sanctioned meets to be used towards dues for the 2023-2024 season.**
 - *A credit will be applied to your account in May 2024.*

PROGRAM DETAILS:

- Officials must be affiliated with NCAP.
 - Officials with athletes on multiple teams are not eligible for this program unless they have their team affiliation listed as NCAP for the entire season.



- Officials must become certified to participate.
 - Officials who complete apprentice sessions but do not certify are not eligible. Apprentice sessions will count towards the incentive, but only after certification.
- Officials must complete sessions during at least ONE (1) NCAP club hosted meet.
 - This includes the 4 mini meets, the NCAP Invitational, and the Elite Qualifier Long Course meet that NCAP hosts as a club.
 - Officials who do not volunteer for least one session at an NCAP club hosted meet will not be eligible for this program.
 - PVS meets hosted by NCAP do not count towards this specific requirement.
- Sessions must be completed at PVS Sanctioned meets.
 - High School, College, YMCA, PVS-approved or PVS-observed meets do not count towards this incentive program.
 - Sessions MUST be recorded in OTS (Officials Tracking System)*. Sessions not recorded by the Meet Referee are not eligible. Please make sure your record is accurate.
 - USA Swimming is in the process of rebuilding OTS. PVS will institute an alternative tracking system in the interim- sessions must be tracked accurately.
 - Sessions must be completed between April 1, 2022 and March 31, 2023.
- Officials with graduating Seniors or no Active Athletes on the team can request their incentives in writing by reaching out to NCAP Officials Chair Karyn McCannon (kmccannon@nationscapitalswimming.com).

BECOMING AN OFFICIAL IS EASY!

Potomac Valley Swimming (PVS) has some of the best and most comprehensive training programs in all of USA Swimming. Our officials are routinely selected for high level meets, including Futures, Junior Nationals, the US Open, World Championship Trials, and Olympic Trials!

- We have THREE introductory positions to certify at- Stroke & Turn Official, Computer Operator, and Electronic Timing System (ETS) Operator. Information on each position is listed below. Clinics for the Table positions (Computer Operator, ETS Operator) are online and self-paced.
- Your summer league Stroke & Turn clinic may count as a PVS clinic- our officials volunteer in the Summer too! (Check with your League Officials coordinator directly to see if the clinic will count for dual certification).
- Officials are a great group of people to know- we like to have fun, share our experiences, and have a good time- all while sharing our love of swimming. Many officials start while their children are young and continue well after they have grown and left the sport.

[How to become a Stroke & Turn Official](#)

[How to become a Computer Operator](#)

[How to become an Electronic Timing System \(ETS\) Operator](#)