

Lakeside Aquatics Team

Standard Operating Policies & Procedures

Process for Registering New Members:

1. Contact Coach Sarah (lakesideaquaticsteam@gmail.com or 864-650-4797) to schedule a try out session for group placement and information.
2. After discussing which group to be placed into, Coach Sarah will send out a registration link to your email with instructions on how to complete it through your own Active Member portal.

Process for Dues Payments:

1. Dues are done electronically, every month, through our online payment system via the Active Network. When you register, you create an Active account, and you are billed monthly based on the group your swimmer is in.
2. Dues are billed on the 1st of each month. Each member must have a card on file for processing dues, and other team fees.
3. Payments that are not paid by the 5th of each month will be billed an extra \$10 late fee, and \$5 for each day the dues remain unpaid.
4. Any dues payments not paid by the 15th of each month will result in the swimmer not being able to train with the team until the dues are paid in full.
5. All payments must be done online, via the active portal.

Practice Schedule Communication:

The practice schedule will be posted via the group's team calendar on our website and through the calendar tab on TeamApp. TeamApp is our primary form of communication. Any immediate changes to practices, weather cancellations, or otherwise, will be sent out immediately via TeamApp. Each family must download and request access to "Lakeside Aquatics Team" on TeamApp for effective communications.

Process for Entering Meets:

1. The Coaching Staff sets the meet schedule for the season. When meet information/invitations are available, they will be posted under the documents tab in



TeamApp, sent out via email, but most importantly posted under a “news” article about the meet in TeamApp.

2. When the meet event file is available from the meet host, the meet will be uploaded via the active member portal.
3. Athletes invited or that qualify for the event, will be sent a meet invitation through their email to either accept or decline attendance to the meet.
4. Once the accept/decline deadline has passed, the coaching staff will enter the athletes in events.
5. Once the meet host deadline has passed and entries have been submitted to the meet host, the coaching staff will post the swimmer’s events under the news article tab of TeamApp for the event.
6. After posting the swimmer’s events to the meet article, athletes will be billed for the meet and events swum at the particular meet. Entry fees for each meet may vary, depending on the meet host, LSC, and type of meet. This information is posted on the active member portal upon signing up for the meet.

Processing Meet Entry Fees:

1. After meet entries have been submitted to the meet host by the coaching staff, entry fees for the meet will be processed through the active member portal through the card kept on file for each family/athlete.
2. Any meet entry fees that do not process automatically, and are not cleared within 7 days, will be processed a \$10 late fee and \$1 for each day after that they are not paid.
3. In addition, the swimmer will not be allowed to compete in any more competitions with the team, until all meet entry fees/dues are paid in full.

Medical Forms:

A short medical history form is available to fill out upon signing up through the Active Member Portal as a Lakeside Aquatics Team member. The coaching staff always has access to this information through their portal. If there is any information unavailable through this portal, or that the coaching staff needs to know that was not provided, please contact Coach Sarah immediately to discuss that information.



Parents on Deck:

No parents on deck! If you would like to observe practice, please do so from outside the fence at Lakeside, in your car, or under the pavilion so there is no distraction from kids interacting with parents while coaches are coaching!

