

Team Policies

EXPECTATIONS

- **Code of Conduct:** All participants in Liberty Diving Academy are expected to adhere to the Code of Conduct. LDA should be a fun and engaging atmosphere, where divers not only learn and improve their diving skills and techniques, but also life skills. Any athlete or parent that fails to adhere to their respective Code of Conduct may be removed from the team and forfeit any current registration.
- **Practice Attendance:** Divers are expected to attend the practices for which they register. Practices are scheduled and staffed based on registration, so in order for us to be most effective, we must know who will be at practice.
- **Schedule Adjustments:** We are aware that our participants have busy lives and may occasionally need to change their scheduled practice days. Please contact the program director with any potential schedule adjustments that you may require with as much advance notice as possible. We will do our best to be flexible, but changes must be communicated before a missed practice.
- **Extended Absences:** Please communicate any extended absences due to injury, illness, vacation, etc. via email to the program director with as much advance notice as possible. Please include the reason for missing practices, and the dates that you will be absent.
- **Make-Up Practices:** Due to the high number of divers and the necessity to maintain safe practice group sizes, make-up practices will not be permitted unless prior approval is received from the program director.
- **Practice Changes/Cancellations:** The online calendar will be updated regularly, and it is your responsibility to check it for changes or cancellations. If there is no one registered for a particular day or time at the close of registration, the practice schedule will be updated according.
- **Late parent pickup** may incur a charge of \$1.00 per minute starting five minutes after the end of class IPT (iPhone/Android Time) payment is due at time of pickup. Please call (520) 820-5377 if there is a delay.

PAYMENT POLICIES

- Payments are due by the beginning of each term.

- Payments received after the 5th of the term will have a \$25.00 late fee added. This late fee will be due at the time of the payment or when your diver comes to his/her next practice.
- Make up policy: Liberty Dive Academy WILL NOT offer make up classes unless specified and approved by the program director.
- Tuition is paid to hold your spot in a set number of practices a week. We require two weeks advance written or e-mailed notice if you intend to drop from our program. If we do not receive written notice from you, we will assume that you still want your spot and you will be billed accordingly. If your diver cannot make a practice, your tuition remains the same.
- Annual Registration renews in September at the start of the new season. (TBD)
- All payments will be through the active website

CANCELLATION POLICY

Full Refund: More than 14 days notice prior to the first day of practice.

90% Refund: Less than 14 days notice prior to the first day of practice.

50% Refund: 48 hours notice prior to the first day of practice.

No Refund: After the start of practice.

PRORATED FEES

If a diver is approved to start in the middle of a session, Liberty Diving Academy will be happy to prorate his or her fees. LDA will not prorate or discount fees for divers that take extended vacations, breaks, or divers that quit during a season for reasons other than illness or injury.

If a diver is injured or ill for more than two weeks of a season with a doctor's note, Liberty Diving Academy will credit the diver for the amount of time missed from practice. This must be approved and arranged with the program director, and divers may be able to attend additional practice during the session or a credit may be given to future session.

GRIEVANCES

Liberty Diving Academy strives to have an open communication policy with all participants.

If at any time, you feel you would like to leave the program or have any other concerns with you or your diver's participation with Liberty Diving Academy, please notify the program director of what your concerns are so we can schedule a meeting to discuss how to proceed. Addressing those concerns at a practice or on the pool deck does not allow for the program director to appropriately address your concerns. We certainly do not want any

unhappy divers participating with us, but diving is a sport where athletes do experience challenges and learn to overcome fear. If following a meeting, you do choose to go to another program, you will be asked to follow the transfer rule under AAU Diving regulations.

COMPETITION

World Aquatics (FINA) Age Determination: A diver's age as determined by FINA (the International Governing Body for Aquatic Sports) is their age on December 31st of the current year. For example, if your diver's birthday is 9/24/03, this diver is considered 12 years old for the full calendar year. Since AAU and USA Diving uses a diver's FINA age, this diver and would dive in competitions against other 12 and 13 year-olds.

During the season, a series of local association competitions (meets) will be scheduled. Some meets are local, developmental meets and some are Regional, Zone and National level meets that will require traveling. Attendance at the local meets is strongly encouraged for Liberty Diving Academy team members, as it is part of an athlete's development as a well-rounded diver. The Regional, Zone, and National level competitions are also wonderful opportunities, and they are also highly encouraged for those divers ready to attend, based on Liberty Diving Academy coach recommendations. Pertinent information concerning competitions including fees, lodging and travel will be provided prior to each event.

Most competitions will have registration fees, which divers and their families will be responsible for covering. These are not included in program fees. There may be additional costs for attending competitions to cover coaching fees as well as travel expenses for coaches.

Divers are also responsible for their own travel arrangements and costs for each meet. For out of town competitions, Liberty Diving Academy may book a block of rooms in a specific hotel, and reservation instructions would be included in the meet information sent out to families.

Any diver participating in a meet is required to have their own transportation. In following the United States Olympic Committee's Safe Sport Program, endorsed by USA Diving, LDA coaches cannot provide transportation to athletes.

While attending meets, Liberty Diving Academy coaches are only responsible for the divers' time spent at the pool for warm-ups and the actual competition. Outside of that time, families are expected to make arrangements for a parent, guardian, or chaperone to attend with their diver.

All divers and parents are expected to follow the Liberty Diving Academy Code of Conduct when traveling to, from and while attending competitions. The coaching staff reserves the right to dismiss any diver from a meet for any Code of Conduct violations.

