



Tacoma Swim Club
PO Box 65006
Tacoma, WA 98464

**2014-2015
ATHLETE
REGISTRATION**

www.teamunify.com/pnstsc

September 1, 2014

Dear Parents and Swimmers,

Welcome to the Tacoma Swim Club. Established in 1955, TSC has a long and rich history of excellence in competitive swimming. While we are a relatively small club in numbers, we have produced many Junior National, Senior National, Olympic qualified and Olympic swimmers. TSC has been, and no doubt will continue to be, well represented at Challenge meets, Qualified meets, Invitational meets, and Championship meets. Through the years, many of our senior swimmers have benefited from college scholarships and gone on to be successful leaders and professionals in their careers due to the discipline, responsibility, and community service values gained through their families and TSC. We have members who swam for TSC in their youth and now have their children swimming for TSC!

Being part of the Tacoma Swim Club is about more than just swimming. It's also about camaraderie, teamwork, learning to set goals, academic as well as athletic excellence, responsibility, volunteerism, respect, honesty, a competitive spirit, and family. Our dedicated and professional coaching staff does an excellent job of developing our swimmers' body, mind, and spirit through training that is rigorous, yet age and ability appropriate, and fun.

In joining TSC, you are becoming a member of a swimming community and family that has remained a nationally recognized aquatic program for members of all ages and abilities.

Respectfully,

Wes Sinclair

Wes Sinclair
Head Coach



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Dear Tacoma Swim Club Parents and Athletes,
Greetings and welcome to the 2014-2015 swim year at the Tacoma Swim Club! This annual registration package includes the following: When you complete your online registration at www.teamunify.com/pnstsc you will be asked to verify that you have read and understand the following:

- 1. Summary of Training Fees**
- 2. Fiscal Policies**
- 3. Mandatory Work Hours**
- 4. Travel Policies**
- 5. Photo Release Agreement**

Timely and accurate completion of the registration process for each swimmer is essential to ensure that our Club meets all USA Swimming requirements, and that our athletes are eligible to compete in USA Swimming events.

Many elements work together to make the Tacoma Swim Club a premier competitive program. We are proud to have a superior coaching staff, dedicated leadership team, committed athletes and parents, and wonderful volunteers that make our shared success possible. Maintaining a sound financial position is also a very important aspect of club operations. Tacoma Swim Club functions on a year-round basis with an annual budget funded by your dues and training fees. **Please remember that the dues and fees are set on an annual basis, and are not modified based on a swimmer's actual participation in the training, which can include break periods during various months throughout the year.**

If you have any questions concerning your account billing, please feel free to contact TSC's Treasurer at TacomaSwimClubTreasurer@gmail.com. For general questions about our club please contact membership at MembersTSC@gmail.com

Please submit your registration materials as soon as possible by completing the registration process at www.teamunify.com/pnstsc beginning on August 11th, 2014. After a brief initial tryout period, athletes will not be allowed to practice with the club unless they are properly registered.

Thank you for being part of the TSC family!



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The TSC administrative fee will be due at the time of registration. The bill for September's monthly training fees will be generated on September 15th, 2014, and will be deducted from your credit or debit card on September 22nd, 2014. Subsequent monthly bills will be generated on the 1st of each month, and accounts will be settled via Team Unify online bill pay on the 15th of each month. Families registering after September 15th, 2014 will be charged for their first month's training fees when their registration is processed.

Note: For returning members, your new invoice will be generated on September 15th and will be deducted from your credit card or bank account on September 22nd. All subsequent bills (October through June) will be generated on the first of each month and deducted the 15th of each month

TSC TRAINING FEES (adopted August 1, 2014)

Training fees are based on the athlete's ability as determined by the coaching staff and are related to the amount of pool and coaching time provided. The first month's fees are due September 22nd. Recurring automatic payments are set up at the time of registration. Training fees (not including admin fees and USA Swimming Registration) are based on a 10 month schedule (September through June).

Training Group	Fees
Senior I	\$260 per month * \$2,340 if paid in full by October 1 st
Senior II	\$225 per month * \$2,025 if paid in full by October 1 st
Pre-Senior	\$170 per month * \$1,530 if paid in full by October 1 st
Age Group	\$130 per month * \$1,170.00 if paid in full by October 1 st
Novice	\$72 per month * \$648 if paid in full by October 1 st
Fitness	\$130 per month * \$1,170 if paid in full by October 1 st
College	\$300 annually, includes training during breaks and summer



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All members are required to sign up for the TSC Team Unify Auto Bill Pay system during registration. Your monthly charges will be available for your review after the 1st of each month and payments will be deducted on the 15th of each month.

- Please notify the TSC Treasurer at TacomaSwimClubTreasurer@gmail.com by September 15th if you want to exercise the annual payment option.

TSC ADMINISTRATIVE FEE

\$140 per swimmer administrative fee is due at the time of registration. This fee includes USA Swimming dues for the year, two TSC swim caps, and one TSC T-Shirt. The administrative fee for families with three or more swimmers will be \$140 for each of the first two swimmers. Only the USA Swimming Registration fee (\$67) will be charged for each athlete after the second in a family. College swimmers do not pay the club administrative fee, but are responsible for USA Swimming Registration fee.

USA SWIMMING ANNUAL REGISTRATION

Each TSC swimmer must be a USA Swimming registered member. The USA Swimming registration fee is included in the annual Administrative Fee. If a new swimmer previously registered with USA Swimming is transferring from another USA Swimming team, and currently registered with USA Swimming, they must fill out an Athlete Transfer Form. The administrative fee for these swimmers will be \$73 if transferring January 1st through August 31st.

MEET ENTRY FEES

Meet entry fees are posted to your TSC account in the month of the swim meet and will be settled on the 15th of the next month via the TSC Team Unify On-Line Bill Pay.

MULTIPLE SWIMMER DISCOUNT

Families with multiple swimmers will receive a 15% discount on training fees for their second and each subsequent swimmer.



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HIGH SCHOOL SWIMMING

TSC swimmers who plan to participate in high school swimming are expected to make weekend club practices and as many weekday practices as possible to maintain their proficiency. They need to coordinate with their coach for the appropriate practice workouts. TSC swimmers who participate in high school swimming are eligible for a 30% reduction in training fees for 2 months and may (are encouraged to) participate in club swim meets during their high school season. The training fee reduction only applies to swimming and does not apply to other high school sports.

PRO-RATED MONTHLY FEES

Except for the first month of membership, fees are not pro-rated for participation in partial months.

LEAVING TSC

To eliminate billing issues, TSC requests notice by the 15th of the month when a swimmer plans to leave the club and no longer maintain an active membership. Please send an email to the TSC Treasurer; (TacomaSwimClubTreasurer@gmail.com).

FUNDRAISING

Each member family is obligated to fundraise for the Club a minimum of \$300 annually by June 1st of each year. This fundraising obligation may be accomplished through participation in our annual Swim-A-Thon or other TSC sponsored or individual fundraising activities. The annual fundraising monies account for approximately 10 - 15% of TSC's annual operating budget which is critical for TSC to operate successfully and allows us to keep our monthly training fees lower than most surrounding swim clubs, especially considering the training opportunities and level of coaching excellence and experience provided by our TSC coaching staff.



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GENERAL FINANCIAL POLICIES (adopted August 2012)

At the beginning of each season or at such time a new swimmer joins TSC, the family member responsible for the financial obligations of the swimmer will be required to acknowledge their understanding of the TSC financial policies.

All fees (membership, training, and administrative) will be billed on the 1st of the month and due on the 15th of the month. Other payment options may be offered subject to the discretion of the Board of Directors. Payment not received by the 28th of the month will be assessed a late fee of \$25.

*****ANNOUNCEMENT*****

On September 1, 2012, TSC began offering families the ability to pay your monthly dues, registration fees, swim meet fees and swim meet travel costs via an on-line bill pay service. TSC has partnered with Team Unify to offer on-line bill paying on a monthly basis. This program has been extremely successful and we now require for the 2014-2015 season all accounts to use on-line bill pay with either a credit card or ACH transfer.

You may sign up for this service at the time of registration. To add or change your online bill-pay information:

1. Log onto your TSC Team Unify account on the TSC web site.
2. <Click> on the section labeled "My Account".
2. In the section labeled "My Account", <click> on the box labeled "Setup Auto Pay".
3. In the "Current Payment Method" box, <click> on the down arrow on the right side and a drop-down ladder will display your choice for the on-line payment source, either a bank account (checking or savings) or a credit card. Select one of the options listed.
4. In the box below labeled "Credit Card on File" or "Bank Account on File", (depending on your selection) <click> on the blue-colored word "**EDIT**".
5. Fill in all the data required on the pop-up screen with your personal information.
6. <Click> on the "Save Changes" box to save your information.
7. Confirm your information is accurate prior to exiting the payment setup page.



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Families with multiple swimmers will receive a 15% discount on training fees for their second and each subsequent swimmer.

A 10% discount is reflected in the annual training fee for any member who elects to make one annual payment prior to September 15th. *Please notify the TSC Treasurer by September 15th if you want to exercise this option.*

II. DELINQUENT ACCOUNTS (adopted August 2012)

Timely remittance of monthly dues and fees are critical to the efficient operations of TSC. Communication with members whose accounts are delinquent may include but are not limited to the following:

30 days past due: Member may be contacted via telephone or email by the TSC Board President (or designee) to notify them of their status.

60 days past due: Member will be sent a letter notifying them they will not be allowed to attend practices or enter swim meets if their account becomes 90 days past due.

90 days past due: Member's swimmer(s) will not be allowed to attend practices or enter swim meets until their account is brought current or they have developed a repayment plan that has been approved by the Board of Directors.

120 days past due: Member will be sent a letter notifying them of expulsion from TSC and that TSC may elect to use the legal system or a collection agency to remedy the delinquent account.

Families may be reinstated upon complete payment of all past dues, fees and account charges at the discretion of the Board of Directors.

Checks received on accounts that are returned for non-sufficient funds will be assessed an NSF fee of \$25.

On-Line Bill Pay checking/savings accounts declined for non-sufficient funds or credit card authorizations declined for insufficient outstanding balance will be assessed an NSF fee of \$25.



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Travel-related expenses to local and out-of-area swim meets are the obligation of the family member(s) financially responsible for the participating swimmer. Group travel expenses (e.g. travel, lodging, meals, etc.) will be totaled and divided equally among the travelling swimmers and charged to their member accounts.

Travel reimbursements from swimming related organizations are the property of TSC. If the club is the beneficiary of PNS, regional, or national underwriting support for a specific swimmer, then such reimbursement will be applied to the swimmer's obligation up to the amount of the expense incurred.



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III. MANDATORY WORK HOURS (adopted July 2013)

A mandatory work hours obligation for each of the below listed training group's member family is necessary to enable TSC to host swim meets, one of our primary sources of operating funds. The work hours commitment is based on the level of highest swimmer in your family and is based on the date you joined TSC (chart below). Each swimmer's family is obligated to work the following minimum number of hours at TSC-hosted swim meets. Families with outstanding volunteer hours will be billed in June for unfulfilled hours. If the hours are completed by August 15th, that family's account will be credited.

Training Group	Date Joined TSC		
	1 Sep-28 Feb	1 Mar-31 May	1 Jun-15 Aug
Novice	12	6	0
Age Group	40	20	10
Senior I/II; Pre-Senior	60	35	20

If there is a work hour deficit at the end of May, the member family account will be charged \$15.00 per hour for work hours not performed.

Work hours may be credited by working at TSC hosted swim meets, swim meets where TSC is required to provide preliminary timing support, UPS home swim meets, or as a PNS official at **TSC hosted** meets.

There is no banking or carryover of hours from year to year. Any hours worked in excess of the minimum required hours will not be applied to subsequent years and a prior year shortfall cannot be made up in a future year.

We prefer all work hours be performed by adults; however, older children may work at the discretion of the Meet Director or Volunteer Coordinator for the activity. Senior swimmers should complete at least 20% of their family's work hour's obligation.

TSC members will commit to work positions through our website. When the event has concluded, the work hours will be posted to each member's account. Members can track their work hours online using the TSC website, accessing their family's account. At events requiring volunteer work, a coordinator for the event will verify members' participation and record any changes to the committed job positions for manual adjustment of members' accounts.



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IV. GENERAL ANNUAL TRAINING SCHEDULE

The competitive swimming year is divided into two seasons: short course (25 yard competition) and long course (50 meter competition). Short course season begins in September and runs through March. Long course season begins in April and runs through August. Our annual training schedule uses a combination of local school district, college, and commercial pools.

During the school year (September through mid-June), our practices are scheduled as follows (times approximate, depending on availability and impact of school activities). Specific practice times and locations are posted to and updated regularly on the calendars for the training groups available on the TSC website: (www.teamunify.com/pnstsc).

Peninsula School District (Age Group/Fitness and Novice)
Peninsula High School – T,TH,F, 5:30p.m.-7:00p.m.
Gig Harbor High School – M,W, 5:30p.m.-7:00p.m.

Tacoma School District
Wilson High School – M-F, 4:30p.m.-6:00p.m (Age Group/Fitness/Novice)
Lincoln High School – M-F, 5:15p.m.-7:45p.m. (pre-Senior/Seniors)

University of Puget Sound (Age Group, Senior I/II, Pre-Senior) – Sat (times TBA)

During the summer (mid-June through August), our practices are generally scheduled as follows (days/times may change depending on facility availability):

Peninsula School District (Novice and Age Group): Either Peninsula High School or Gig Harbor High School – M-F, mornings (times TBD) (PSD only operates one of their HS pools during the summer).

Tacoma School District (Seniors) – Wilson HS – MTWTh, 7:00a.m.-9:00a.m.

South Kitsap High School – (Pre-Senior, Senior I/II) M/W/F afternoons (times TBD)

University of Puget Sound – M-F 3:00 p.m. – 4:30 p.m. (Age Group/Novice); Pre-Senior/Senior I and II/Age Group Saturday mornings (times TBD).

WKCAC (Seniors) – TTh evenings (times TBD)



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I. TRAVEL POLICY

Families of participating swimmers are obligated to pay all meet fees and travel-related expenses for swim meets requiring overnight accommodations. Meet entry fees are billed to swimmers' accounts the same as local meets not requiring travel. **Swimmers are responsible for their own transportation, food and lodging expenses.** Travel reimbursements from swimming-related organizations are the property of Tacoma Swim Club (TSC). If TSC is the beneficiary of Pacific Northwest Swimming (PNS), regional, or national underwriting support for a specific swimmer, then such reimbursement will be applied toward the swimmer's obligation up to the amount of the expense incurred. Any remainder will be held in the TSC travel fund to be applied to future similar travel expenses. Travel expenses incurred by the club on behalf of a swimmer will be charged to the swimmer's account. Delinquent accounts for travel-related expenses will be subject to the notification process.

Lodging:

- 1) Families are responsible for their own lodging.
- 2) For away meets when the club as a whole is participating, a TSC representative may book a block of rooms with a local hotel in order to obtain the best possible cost arrangement. If a family would like to use one of the blocked rooms, then they are responsible for contacting the hotel prior to the block release date and making payment.
- 3) For meets in which the club reserves rooms and incurs the cost up front, reimbursement will be charged to the participating swimmers' accounts. Athletes are expected to stay with the team and will be charged an equal share for the room, according to the number of athlete nights.

The swimmer's accompanying coach and the TSC treasurer must be notified prior to the trip if the swimmer is staying fewer nights than the other athletes. If the treasurer is not informed, then the charges will be based on the total room charges divided by the total number of athletes, with no further adjustments.



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Meets with TSC arranging travel:

For meets in which the club arranges air travel, ground transportation, and lodging, and there is no reimbursement to TSC, the following procedures apply:

- 1) Any athlete wishing to make his/her own travel arrangements must obtain coach approval first.
- 2) Ground transportation costs (e.g., rental vans, parking, fuel, etc.), will be divided equally amongst the swimmers who use a team vehicle on the trip.
- 3) Airline costs (actual) will be charged to each athlete's account.
- 4) All athletes, including those making their own transportation arrangements, will be expected to stay with the team and will be charged an equal share for rooms based on athlete nights.
- 5) Any athlete who decides to pay for his/her own room, separate from the team, will be expected to do so for the athlete's entire stay.
- 6) Withdrawal from a swim meet after the cancellation deadline will result in the full share of the travel charged to the swimmer's account.

Meets with TSC receiving travel funds:

For meets for which TSC received travel funds, the funds will be used to offset costs incurred by TSC and its athletes. At no time will an athlete receive travel funds in excess of his/her actual travel costs incurred. For these meets, the following procedures apply:

- 1) Any athlete wishing to make his/her own transportation arrangements must obtain coach approval first.
- 2) Ground transportation costs (e.g., rental vans, parking, fuel, etc.), will be divided equally amongst the swimmers who use a team vehicle on the trip.
- 3) All athletes, including those making their own transportation arrangements, will be expected to stay with the team. Room charges will be calculated based on the number of athlete nights.
- 4) Athletes making their own travel arrangements will be reimbursed at a rate not to exceed the average paid by the group. For example, if the average of all airline tickets purchased were \$300, then that would be the maximum available to anyone making his/her own reservations. There will be no reimbursement allowed for items purchased with any form of award points such as, but not limited to, frequent flyer miles.
- 5) Receipts (original) must be submitted to the treasurer within 14 days of the conclusion of the meet. If the family desires copies of the receipts, then they should make those copies prior to submitting them to the team.



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Athlete night defined and calculation of lodging expenses:

An athlete night is calculated based on the number of nights each athlete stays. For example, three athletes stay four nights; another five athletes stay six nights, and the total cost of the athletes' lodging incurred by TSC is \$4,200. The 3 swimmers x 4 nights = 12 athlete nights. The 5 swimmers x 6 nights = 30 athlete nights. The total athlete nights are the sum of 12 + 30 = 42. The total room costs of \$4,200 would be divided by 42, and each swimmer would be charged \$100 times the number of nights the swimmer stays.

Travel of family members:

Family members wishing to travel to a particular meet will make and pay for their own travel and accommodations.

TSC Travel Form Requirements:

Before departure, the following forms must be filled out with current information and submitted to the coach:

- 1) Travel Policy form (this form).
- 2) Medical Consent form (TSC web site on-line).
- 3) Code of Conduct form (TSC web site on-line).

I acknowledge the travel policy of the Tacoma Swim Club including the consequences of account delinquency:



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PHOTO RELEASE AGREEMENT

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Context

Tacoma Swim Club ("TSC") desires professional and appropriate athlete representation in club promotional media, including but not limited to heat sheet programs, calendars, brochures and the team website. Photos taken in accordance with USA Swimming guidelines are periodically obtained by club volunteers and others at meets, practices and other team functions. Discreet and prudent use of some of these images is essential to forwarding the mission of the club and conveying the spirit and accomplishments of its swimmers.

Grant

For consideration which is acknowledged, swimmers irrevocably grant to Tacoma Swim Club ("TSC") and TSC's assigns, licensees and successors the right to use their images and names in all forms and media including composite or modified representations for all club-related purposes, including advertising, trade or any commercial purpose throughout the world and in perpetuity and waive the right to inspect or approve versions of those images used for publication or the written copy that may be used in connection with the images.

Release

Swimmers release TSC and TSC's assigns, licensees and successors from any and all claims that may arise regarding the use of their images including but not limited to any claims of defamation, invasion of privacy, or infringement of moral rights, rights of publicity or copyright. TSC is permitted, although not obligated, to include names as a credit in connection with the image.



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CONCUSSION INFORMATION

www.teamunify.com/pnstsc

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- | | |
|--|--|
| <ul style="list-style-type: none">• Headaches• “Pressure in head”• Nausea or vomiting• Neck pain• Balance problems or dizziness• Blurred, double, or fuzzy vision• Sensitivity to light or noise• Feeling sluggish or slowed down• Feeling foggy or groggy• Drowsiness• Change in sleep patterns | <ul style="list-style-type: none">• Amnesia• “Don’t feel right”• Fatigue or low energy• Sadness• Nervousness or anxiety• Irritability• More emotional• Confusion• Concentration or memory problems (forgetting game plays)• Repeating the same question/comment |
|--|--|

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness



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What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion must be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and athletes is the key for athlete safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion must be removed from the meet or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new "Zackery Lystedt Law" in Washington now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

"A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time" and "...may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider".

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one meet or practice than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>