



Coast Guard Blue Dolphins (CGBD)
Communication, Membership & Financial Agreement
2026–2027 Swim Season

The Coast Guard Blue Dolphins (CGBD) is a self-sustaining 501©(3) non-profit organization. This handbook outlines communication, membership, financial, fundraising, service, conduct, SafeSport, and participation requirements for all member families.

1. Team Communication

CGBD communicates primarily through email and the official team website.

Families are responsible for:

- Maintaining at least one valid email address in their account
- Regularly checking email and the team website for updates (recommended daily)
- Notifying the CEO if communications are not being received

Team photographs may be used for team publications, recruiting materials, social media, websites, and promotional materials unless a written opt-out request is submitted.

2. USA Swimming Membership

All swimmers must maintain membership with:

- USA Swimming
- Virginia Swimming, Inc. (VSI)

Membership Options:

- Premium Membership: \$86/year (unlimited meets)
- Flex Membership: \$20/year (12 & Under only; limited meet participation)

Additional information regarding USA Swimming registration will be provided annually.

3. Registration Fees

Annual registration fees are assessed per swimmer and are non-refundable.

Registration Date	Fee
July 1 – July 15	\$100
July 16 – July 31	\$150
August 1 and Beyond	\$200

4. Meet Entries & Fees

Typical meet costs range from \$75–\$100 per swimmer per meet and may include:

- Individual event fees
- Virginia Swimming surcharge (\$2.50)
- CGBD surcharge (\$15)

Additional Policies:

- Relay entry fees are covered by CGBD.
- Coaches select events based on swimmer development, eligibility, and team needs.
- Once meet entries are submitted to the host team, fees are charged regardless of attendance.
- Coaches will enter swimmers in meets unless the swimmer is marked "not attending" prior to the entry deadline.

5. Billing & Financial Responsibility

Families have 24/7 access to their accounts through the team management system and are responsible for monitoring account balances.

Billing Schedule

- Invoices are issued on the 25th of each month.
- Payment is due on the 1st of the following month.
- A \$50 late fee will be assessed after the 10th of the month.

Delinquent Accounts

- Accounts 45 days past due may result in loss of meet participation privileges.
- Accounts 60 days past due may result in suspension from practice.
- An additional \$250 fee will be assessed for every 30 days an account remains past due.

Additional Fees

- Returned payment / insufficient funds fees may be assessed.
- Collection costs, attorney fees, and associated expenses are the responsibility of the family.

Training fees are not prorated. If a swimmer participates at any point during a month, the full monthly fee applies.

5A. TRAINING FEE SCHEDULE & PAYMENT OPTIONS

Families may choose a 9-month payment plan, 11-month payment plan, or pay-in-full option.

Group	Annual Fee	9-Month	11-Month	Pay in Full
Dolphin Blue	\$1,838	\$204	\$167	\$1,746
Dolphin Yellow	\$2,415	\$268	\$220	\$2,294
Age Group Prep	\$1,125	\$125	\$102	\$1,069
Age Group Blue	\$2,625	\$292	\$239	\$2,494
Age Group Yellow	\$3,675	\$408	\$334	\$3,491
Senior Prep	\$1,125	\$125	\$102	\$1,069
Senior	\$3,938	\$438	\$358	\$3,741
Senior National	\$4,043	\$449	\$368	\$3,841

Multi-swimmer discounts: 11% for the second swimmer and 12% for the third swimmer. Pay-in-full receives a 5% discount.

5B. FUNDRAISING REQUIREMENT

Fundraising Blocks

Block	Dates
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Block #1	September 1 – November 30
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Block #2	December 1 – February 28
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Block #3	March 1 – May 30
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Any fundraising balance remaining at the end of a block or upon withdrawal from the team will be billed directly to the family account.

Funds raised above a block obligation may be applied toward future fundraising obligations or credited to the family account after annual obligations have been met.

Fundraising Requirement by Group

Group	Annual	Block 1	Block 2	Block 3
Dolphin Blue	\$675	\$225	\$225	\$225
Dolphin Yellow	\$800	\$267	\$267	\$266
Age Group Blue	\$900	\$300	\$300	\$300

Age Group Yellow	\$1050	\$350	\$350	\$350
Senior	\$1200	\$400	\$400	\$400
Senior National	\$1200	\$400	\$400	\$400

5C. SERVICE COMMITMENT REQUIREMENT

Service commitments are assessed per family based on the highest-level swimmer.

Failure to complete commitments will result in a \$250 fee per missed commitment.

Group	Short Course	Long Course
Dolphin Rec Program	0	0
Dolphin Blue	4	0
Age Group Blue	5	2
Dolphin Yellow	6	3
Age Group Yellow	6	3
Senior	6	3

Service commitments may be fulfilled through hosted or approved away meet volunteer positions.

6. WITHDRAWAL & REFUND POLICY

- A 30-day written notice is required for withdrawal.
- Families remain financially responsible for all charges incurred during the 30-day notice period.
- Training fees are not prorated.
- Partial months are not prorated.
- Meet fees already submitted are non-refundable.
- Fundraising and service obligations are not prorated upon withdrawal.

Financial Assistance & Outreach

Eligibility follows National School Lunch Program income guidelines. Documentation may include Free/Reduced Meal verification, Medicaid card, SNAP letter, signed federal tax return, or equivalent documentation.

7. TEAM APPAREL

Each registered swimmer will receive:

- Two (2) CGBD T-Shirts
 - One (1) CGBD Swim Cap
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8. REQUIRED AUTO-PAY ENROLLMENT

Auto-pay enrollment via ACH or credit card is required.

Failure to maintain an active payment method may result in:

- Billing delays
 - Administrative penalties
 - Restricted participation
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9. FINANCIAL ASSISTANCE & OUTREACH MEMBERSHIP

CGBD participates in:

- Virginia Swimming Outreach Program
- USA Swimming Outreach Membership Program
- CGBD Scholarship Program

Financial assistance may be available for:

- USA Swimming registration fees
- Meet fees
- Training-related expenses

- Other approved swim team costs

The yearly income guidelines used by the local school district to qualify students for the National School Lunch Program Free or Reduced Meals will be used to determine eligibility for Virginia Swimming and USA Swimming Outreach Membership.

A swimmer does not need to participate in the actual lunch program to qualify.

Acceptable documentation includes:

- a. National Free or Reduced Meals verification form
- b. Medicaid card
- c. SNAP/Food Stamp award letter
- d. Current signed federal tax return showing eligibility
- e. Other documentation consistent with National School Lunch Program Income Eligibility Guidelines

All applications and supporting documentation are handled confidentially.

10. TEAM EXPECTATIONS & CONDUCT

All families agree to comply with:

- USA Swimming Code of Conduct
- Virginia Swimming Policies
- CGBD Athlete Code of Conduct
- CGBD Parent Code of Conduct
- CGBD Coach Code of Conduct
- CGBD Social Media Policy

- SafeSport and MAAPP requirements

All these documents can be found on the CGBD website. Failure to comply may result in disciplinary action including suspension or removal from the program.

10A. PHOTO, VIDEO & SOCIAL MEDIA POLICY

Coast Guard Blue Dolphins recognizes the value of photographs, videos, social media, and electronic communications in promoting the team, celebrating athlete achievements, and communicating with members. All families, swimmers, coaches, volunteers, and spectators are expected to use good judgment and adhere to SafeSport standards when creating, sharing, or posting content related to CGBD activities.

Photography & Video Consent

By registering with CGBD, families acknowledge that photographs and video recordings may be taken during:

- Practices
- Swim meets
- Team events
- Clinics and camps
- Banquets and awards ceremonies
- Community and fundraising activities

These images may be used by CGBD for:

- Team website content
- Social media platforms
- Recruiting materials

- Marketing and promotional materials
- Team newsletters
- Sponsor recognition materials

Families who do not wish for their swimmer's image to be used must notify the CEO in writing. While CGBD will make reasonable efforts to honor such requests, CGBD cannot guarantee the removal of images captured by third parties at public events.

Parent & Spectator Photography

Parents and spectators are welcome to photograph and record their own swimmer during practices and competitions where permitted by the facility and meet host.

However, the following are prohibited:

- Photographing or recording athletes in locker rooms, changing areas, restrooms, or other private spaces
- Posting photographs or videos intended to embarrass, harass, bully, or demean another athlete
- Sharing content that violates USA Swimming SafeSport policies
- Recording private team meetings without authorization

Social Media Expectations

All swimmers, parents, coaches, volunteers, and board members are representatives of CGBD and are expected to conduct themselves appropriately online.

Social media activity must reflect the CGBD values of:

- Excellence

- Integrity
- Unity
- Commitment
- Fun

Individuals may not:

- Harass, threaten, bully, or intimidate another athlete, parent, coach, official, volunteer, or organization
- Post defamatory, discriminatory, obscene, or inappropriate content
- Share confidential team information
- Misrepresent team policies or decisions
- Create content that reflects negatively upon CGBD, Virginia Swimming, USA Swimming, or the swimming community

Electronic Communication Requirements

All electronic communications between coaches and minor athletes must comply with USA Swimming SafeSport and MAAPP requirements.

This includes:

- Parent inclusion on one-on-one electronic communications
- Use of approved communication platforms
- Professional and sport-related communication only
- Communication during approved hours except in emergencies

Team Logos & Branding

The Coast Guard Blue Dolphins name, logos, artwork, and branding are the intellectual property of CGBD.

No individual may create, sell, distribute, or publicly use merchandise, apparel, logos, graphics, or promotional materials bearing the CGBD name or logo without prior approval from the HCEO and Board of Directors.

Policy Violations

Violations of this policy may result in:

- Removal of content
- Restriction of team privileges
- Disciplinary action
- Suspension or termination of membership when warranted

The Board of Directors and coaching staff reserve the right to determine whether conduct violates this policy and what corrective action is appropriate.

10B. TEAM CULTURE & VALUES

Coast Guard Blue Dolphins believes that long-term success is measured not only by performance in the water, but also by the character, leadership, and relationships developed through participation in the sport.

Every swimmer, parent, coach, volunteer, and board member is expected to contribute positively to the culture of the team.

Our Core Values

Excellence

We pursue excellence in all areas of the program, including training habits, academic achievement, sportsmanship, leadership, volunteerism, and personal growth.

Excellence is measured by effort, attitude, preparation, and commitment—not solely by results.

Integrity

We do the right thing even when no one is watching. Team members are expected to be honest, accountable, respectful, and trustworthy in all interactions.

Unity

We are one team. Swimmers support teammates regardless of age, ability level, or performance. Parents, coaches, and athletes work together toward common goals and foster an environment where every member feels valued and included.

Commitment

Success requires dedication and consistency. Team members are expected to honor their commitments to training, competition, volunteer service, fundraising obligations, and team responsibilities.

Fun

Swimming should be challenging, rewarding, and enjoyable. We celebrate achievements, build friendships, and create positive experiences that foster a lifelong love of the sport.

Expectations for Athletes

Athletes are expected to:

- Demonstrate respect toward teammates, coaches, officials, volunteers, and competitors
- Encourage and support fellow swimmers
- Take responsibility for their effort, attitude, and preparation
- Represent CGBD positively both in and out of the pool

- Strive for continuous improvement and personal growth

Expectations for Parents

Parents play a critical role in maintaining a positive team environment.

Parents are expected to:

- Support all swimmers and families, not just their own child
- Model sportsmanship and respectful behavior
- Trust the coaching staff to coach and develop athletes
- Reinforce team values at home
- Promote a positive atmosphere during practices, meets, and team events

Expectations for Coaches

Coaches are expected to:

- Lead by example
- Foster a safe, positive, and inclusive environment
- Treat all athletes fairly and respectfully
- Promote athlete development as both swimmers and individuals
- Support the mission and values of the organization

Team First Philosophy

Coast Guard Blue Dolphins believes individual success is strengthened through team success. Team members are encouraged to place the interests of the team alongside their individual goals, celebrate the accomplishments of others, and contribute positively to the growth of the organization.

Every member contributes to the culture of CGBD. Together, we are responsible for maintaining an environment that reflects our values of:

EXCELLENCE • INTEGRITY • UNITY • COMMITMENT • FUN

11. COMMUNICATION EXPECTATIONS

- Staff response times are generally 48–72 business hours.
 - Urgent matters should be directed to coaching staff or administration.
 - All communication must remain professional and respectful.
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12. WEATHER, FACILITY & SCHEDULE CHANGES

Practices and meets may be adjusted, relocated, delayed, or canceled due to:

- Weather
- Facility closures
- Mechanical failures
- Safety concerns

No refunds or credits are issued for cancellations beyond the team's control.

Makeup practices are not guaranteed.

13. GRIEVANCE & APPEAL PROCESS

Families may submit concerns in writing.

Process:

1. Written submission to administration
2. Review by coaching and administrative staff
3. Escalation to the Board of Directors if necessary

Final decisions rest with the Head Coach and/or Board of Directors.

14. USA SWIMMING SAFESPORT & MAAPP COMPLIANCE

CGBD fully complies with all USA Swimming SafeSport and MAAPP requirements, including:

- Two-deep leadership
- Observable and interruptible interactions
- Restricted electronic communications
- Travel and lodging safeguards
- Locker room monitoring procedures

Annual acknowledgment is required.

15. WAIVER & ASSUMPTION OF RISK

Participation in swimming involves inherent risks.

By registering, families acknowledge:

- Participation is voluntary.

- Risk of injury exists in competitive swimming.
 - Parents assume responsibility for medical expenses incurred during participation.
 - Emergency medical treatment may be authorized if necessary.
 - CGBD, its Board of Directors, coaches, volunteers, and staff are released from liability to the fullest extent permitted by law.
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16. ACKNOWLEDGMENT OF AGREEMENT

By registering with the Coast Guard Blue Dolphins for the 2026–2027 season, families acknowledge that they:

- Have read and understand this agreement.
- Accept all financial obligations and billing terms.
- Agree to fundraising and service commitment requirements.
- Agree to SafeSport, MAAPP, and conduct expectations.
- Understand enforcement actions for non-compliance.
- Agree to abide by all policies, procedures, and future updates issued by the Coast Guard Blue Dolphins.