

Tupelo Department of Parks & Recreation

Shockwave Aquatic Team

Facilities Usage Agreement

No organization, other than the Tupelo Department of Parks & Recreation, shall be allowed to rent, use, or lease a department facility without the direct supervision of the Department. All events must be approved by the Director and copied to the Tupelo Parks & Recreation Advisory Board.

SHOCKWAVE Athletic Department must submit to the Tupelo Department of Parks & Recreation the names of a coach(s), event coordinator(s), or a Meet Director(s). The coordinator(s) will represent SHOCKWAVE for the entire event (and program year) and should meet with Department Representatives before, during, and after event for best possible communication and preferred implementation of department policies and procedures.

SHOCKWAVE must submit to the Tupelo Department of Parks & Recreation an event schedule for approval before its release to participating teams, coaches, or public. The event schedule must be submitted at least TWO WEEKS before the scheduled event's starting date.

This notice is necessary for Department Facility Maintenance and Aquatics Division to plan for event and ensure the best possible preparation for the facility.

The Tupelo Department of Parks & Recreation has sole authority in any decisions concerning facility maintenance, facility cancellations due to weather, or related matters that directly affect the Department, Sponsoring Organization or the City of Tupelo.

RESPONSIBILITIES

I. SHOCKWAVE

SHOCKWAVE shall be permitted for use of Tupelo Aquatic Center. SHOCKWAVE shall be responsible for:

1. Completing the Facilities Usage Agreement
2. Submitting names of coach(s), event coordinator(s), and/or meet director(s).
3. **Abiding by Department and Aquatic Center's policies and procedures. See attached. ABIDE BY UPDATED RESTRICTIONS AND GUIDELINES FOR THE COVID-19 PANDEMIC OUTBREAK WITHIN THE CITY OF TUPELO.**
4. Providing officials, volunteers, and other event/ coaching personnel to run meet and practices.
5. Providing awards, brochures, and any other swim meet and Shockwave information.
6. Submitting meet and practice schedule. All changes must be submitted at least two weeks in advance. Meet schedule is to be given to Tupelo Parks & Recreation aquatic staff at least two weeks before scheduled meet. If practices are cancelled, Tupelo Aquatic Center must be notified to allow pool availability for other activities.
7. **Trash collection during and after practices. Will help aquatic staff with trash collection prior, during, and after an event or meet.**
8. Using only approved/authorized pool equipment around the facility.
9. Providing adequate supervision for all practices, meets, and special events.
10. Repairs or damages to the facilities when determined that Shockwave member(s) or personnel to be responsible, other than normal wear and tear.
11. Adhere to the lane rope addendum.
12. Giving the swim coach(s) authority to call practices and meets off due to weather.
13. Seeing that no FOOD is allowed on the pool deck during Shockwave practice times.
14. Keeping entry fees and concessions from meets.
15. Parents are not allowed on the pool deck during swim team practice or swim meets.
16. Parents will be allowed to sit in designated bleacher area during swim team practice at No Charge (unless during recreational swim time). **PARENTS ARE NOT ALLOWED IN THE BUILDING DUE TO COVID-19 OUTBREAK IN 2020/2021.**
17. No food or drink allowed in natatorium during daily operational hours (includes the parents/siblings in the stands). Only plastic bottled water allowed.
18. Informing all parents and adults that when picking up their swimmer, they must park in designated parking space and not in front of the building. Parking available at the north end of the building past the handicap parking spaces.
19. No phones allowed in the bathrooms or locker rooms.
20. No loitering in Locker rooms, bathrooms, and commons area.
21. No TOBACCO

22. NO GUM
23. All Shockwave swimmers must shower before entering the pool.

II. Department

Tupelo Department of Parks & Recreation shall be responsible for facility maintenance and assurance of optimal facility preparation. TDPR will:

1. Provide maintenance of the facility and pools
2. Work with SHOCKWAVE to insure best possible season/meet
3. Enforce TDPR and Aquatic Center's policies and procedures
4. Pay all utilities expense
5. Approve Sponsoring Organizations
6. Provide lifeguards for each Shockwave swim meet.
7. Approval of any changes in event, meet, or practice schedule

CONCESSION AGREEMENT

- Concession Stands are the property of the City of Tupelo. SHOCKWAVE may use the concession stand during its swim meet or other approved event to raise funds for their organization at no additional rental fee(s).
- Shockwave is responsible for assisting with litter pickup, ensure other clubs are responsible for their litter during swim meets.

FEE AGREEMENT

- An assigned Aquatic Management Team Member from Tupelo Department of Parks & Recreation will meet with the SHOCKWAVE to discuss any special instructions or request(s) prior to start of new contract.
- The Tupelo Department of Parks & Recreation strives to provide the best facilities and services available for our citizens.
- The Aquatic Facility Usage fee will be an annual fee of \$30,000.00. The contract will be reviewed annually. Notwithstanding, however, in the event that the cash position of Shockwave (prior to the end of City of Tupelo's budget year) is insufficient to pay such Aquatic Facility Usage Fee, Tupelo Department of Parks & Recreation agrees to meet with representatives of Shockwave to negotiate in good faith an Aquatic Facility Usage Fee for October 1, 2020-September 30, 2021 that is mutually agreeable to all parties.
- Shockwave is a tenant of the Tupelo Aquatic Center. Shockwave is responsible of relaying the Tupelo Aquatic Center's policies to each member of the Shockwave staff, swimmer, and the parents of swimmers. Any infractions of the Tupelo Aquatic Center's Policy and Procedures will result in a \$50 fine.
- Shockwave has designated time for pool use. Any other time, drop-in fees will apply.
- SHOCKWAVE will be responsible for all supplies, equipment, and manpower needed to run a meet and practices.
- Facility Rental Fees for swim meets is as follows ***(Oct. 1, 2020 – September 30, 2021: No additional fees for swim meets)**
 - \$750 for a 1-day meet
 - \$1200 for 2-day meet
 - \$1500 for a 2 ½-day meet
 - \$1800 for a 3-day meet
 - \$2100 for a 3 ½ day meet
 - \$2400 for a 4-day meet
 - \$2700 for a 4 ½-day meet
 - \$3000 for a 5-day meet
 - Each additional half-day session is \$300
 - If Shockwave needs use of the teaching pool for meets, an additional \$100 per day is added to cost of rental fee.

FACILITY POLICIES

- No coolers allowed.
- Gum chewing is NOT permitted anywhere in the pool area for health and safety reasons.
- Glass is prohibited in or around the pool facility.
- NO WEAPONS allowed in the building.
- No tobacco/vapor products allowed.
- No smoking within 25 feet of any entrance of the Tupelo Aquatic Center.
- The usage of vapor/e-cig products is prohibited.
- No alcoholic beverages or drugs allowed.
- No running. No boisterous or rough play, pushing, acrobatics, dunking, wrestling, splashing, yelling, diving or jumping without care and caution, snapping of towels, improper conduct causing undue disturbances on or about the pool area of any acts which would endanger any patron.
- Climbing to and from deck bleacher to permanent bleachers is prohibited.
- No expressions of physical or verbal abuse to any staff member or other user of the facility will be allowed.
- No Profanity.
- No misuse of the equipment.
- No public displays of affection.
- Tupelo Aquatic Center is not responsible for lost or stolen items.
- Each user of the Tupelo Aquatic Center must shower in the appropriate locker room before entering the pool.
- No diving in shallow water, crowded areas or where it is specifically marked "NO DIVING." No Cartwheels or flips off the side of the pool.
- No hanging on lane ropes.
- Do not walk on the bulkhead.
- The Tupelo Parks & Recreation lifeguards have final authority on all matters concerning safety and emergency situations in all Tupelo Parks & Recreation aquatic facilities until relieved by proper authorities.
- Blocking or restriction of fire lanes or emergency exits is prohibited.

Facility Restroom/Locker Room Policies

- Patrons are to use the restrooms and locker rooms of the gender that is identified on their driver license.
- Writing on walls of bathrooms are prohibited and will result in dismissal from the facility for a determined amount of time and payment for repair will be required.
- The use of camera, video cameras or any devices containing camera equipment of any kind is prohibited in all locker rooms, bathrooms, and changing rooms.
- No food or drink is allowed.
- Guests are strongly urged to lock all items left unattended in the locker room. Guests must pay to rent a locker at the front desk. Swimmers also have the option to put their articles in designated bleacher area seating. Tupelo Aquatic Center is not responsible for any lost or stolen items.
- No loitering.

Facility Medical Policies

- Patrons are not allowed to swim with open wounds or cuts even if covered by a Band-Aid or bandage. Any person having a skin disease, sore or inflamed eyes, cold, nasal or ear discharge, communicable disease or who is wearing a Band-Aid or bandage to cover an open wound (unhealed) will not be permitted in the pool. If the lifeguard gives first aid to a patron that

requires a Band-Aid or bandage, the patron will not be able to re-enter the water. No refunds will be given. This is to insure the safety of the swimmer.

- Any person experiencing a nosebleed cannot re-enter water unless it has completely stopped bleeding for at least 30 minutes.
- No blowing of the nose, spitting or spouting of pool water.
- Any adult or child experiencing even a mild case of diarrhea may not use the pool. Person with diarrhea should wait 2 weeks after symptoms end before returning to the pool. Pathogens of concern may still be shed up to 2 weeks following the end of symptoms.
- Band-Aids are not allowed by any user group while participating in water activities.

SHOCKWAVE Facilities Usage Agreement Form

I, the undersigned, have read and been provided a copy of the Tupelo Department of Parks & Recreation Facilities Usage Agreement and understand the responsibilities of SHOCKWAVE. I agree to abide by the policies of the Tupelo Department of Parks & Recreation Facility Usage Agreement.

Date: 10/01/2020

Sport: SHOCKWAVE SWIMMING

Facility: Tupelo Aquatic Center

SHOCKWAVE Head Coach: Coach Lucas Smith
SHOCKWAVE President: Gene McDade

Work Phone: (Coach) _____ (Pres) _____

Mobile Phone: (Coach) _____ (Pres) _____

Email: (Coach) _____ (Pres) _____

The Aquatic Facility usage fee for practices and (5) scheduled meets are included in the annual rental fee of \$30,000.00


Shockwave Signature

____/____/____
Date

City Representative

____/____/____
Date

List additional instructions on back of form.

This form will be copied to the Director of Tupelo Parks & Recreation, Aquatics Director, and SHOCKWAVE. The Department will keep original on file.

OFFICE USE ONLY

\$ _____
Amount Paid (if any)

Receipt #

Method of payment

Staff Signature

Date

2020/2021 Meet Schedule for Shockwave

1. November 20-22, 2020: John Servati Memorial Invitational
2. December 11-13, 2020: Nightmare Before Christmas
3. February 2021: MSI Short Course Championships
4. July 2021: MSI Long Course Championships
5. July 27-31, 2021: USA Swimming Southern Zone Age Group Championships

Practice Schedule

***Summer Only/7 lanes/50 m**

Mon-Fri @ 5am-10:30am

Mon., Tues., & Thurs. @ 6pm-8pm

Short Course Shockwave Season (excludes THS)

Mon.-Fri @ 3:15 pm-5:30pm (16 lanes/25yd: 15 lanes in Comp and 1 lane in EP)

Tues & Thurs @ 5am-6:30am (8 lanes/25yd)

Long Course Shockwave Season

Mon-Fri @ 3:15pm-5:30pm (7 lanes/50m)

***Masters**

Mon., Wed., & Fri @ 5am-6:00am (7 lanes/50m)

- Any Saturday Shockwave practice(s) must be requested at least two weeks prior for approval. Lane usage is not guaranteed for Saturday practice(s). Shockwave must submit date, time, and number of lanes of requested practice to check availability. Contingent on TAC resuming normal operating business hours on weekends.

Sponsorship Opportunities available to Shockwave Aquatics:

1. Large Scoreboard Panel Sponsors
2. Small Scoreboard Panel Sponsors
3. Starting Block Sponsors
4. Founding Sponsors

Shockwave will receive 100% of all marketing income from the above sponsorship opportunities available at the Tupelo Aquatic Center.

Addendum to Facilities Usage Agreement
August 27, 2015

The Shockwave Invitational held in April of each year in memory of John Servati will be discounted \$1500 beginning April 1, 2015- April 30, 2024.

Addendum(s) to Facilities Usage Agreement
September 15, 2016

Tupelo Aquatic Club, Inc., doing business as Shockwave Aquatics, will maintain certified affiliation of USA Swimming and shall maintain liability insurance coverage as provided to it through such affiliation and shall assure the City of Tupelo that at all time during which it uses the pool it will follow SafeSport practices and policies as required by USA Swimming so as to assure the safety of all participants.

In the event either party violates the terms of this Agreement, the non-violating party shall give notice of such violation to the violating party and if the violation is not corrected within ten (10) days of such notification, the non-violating party may at its option terminate this Agreement.

As part of this Agreement, Shockwave Aquatics must continue as a 501 ©(3) charitable organization to promote swimming for youth and adults for recreational and competition. Shockwave Aquatics will maintain their registration, monetary transactions, and daily operation.

Shockwave Aquatics will complete and abide by the Mississippi Sales & Special Tax Return for all Shockwave events where concessions, vendors, and gate fees are collected.

Shockwave Aquatics is a tenant of the Tupelo Aquatic Center and must abide by all the policies and procedures set forth by the Tupelo Aquatic Center.

LANE ROPES

September 1, 2020-February 28, 2021 (Short Course season)

Friday: Shockwave will pull lane ropes after Friday's practice. If Shockwave doesn't practice, then Masters will pull lane ropes out after their practice Friday morning. If no practice by Shockwave or Masters on Friday, then Shockwave will pull lane ropes on Thursday night after their practice. Leaving lanes 1-4 for our lap swimmers on North end of pool and lanes 0-5 on South end of pool for our lap swimmers.

Sunday P.M.: Guards will put lane ropes in after rec swim

February 28 – May 21, 2021 (Long Course season)

Friday: Shockwave will pull lane ropes after Friday's practice. If Shockwave doesn't practice, then Masters will pull lane ropes out after their practice Friday morning. If no practice by Shockwave or Masters on Friday, then Shockwave will pull lane ropes on Thursday night after their practice. Leaving lanes 1-4 for our lap swimmers.

Sunday P.M.: Guards will put lane ropes in after rec swim.

DURING LONG COURSE – SUMMER (May 22nd – July 18th)

Sunday: Guards will put all ropes in at the end of rec swim in the competition pool. Except May 28 and July 3 because Shockwave will not practice on May 29th and July 4th and we will be open for rec swim on those dates. On May 28th and July 3rd, leave the lane ropes out for rec swim on the following Monday holiday rec swim times.

Monday: The lane ropes will already be in the pool for Shockwave and since we will not be open for rec swim on Mondays, the lane ropes can remain in the competition pool ready for Tuesday.

Tuesday A.M.: Shockwave will have to pull all lane ropes out of lanes 5-8. Shockwave will leave 4 lanes available for our lap swimmers (lanes 1-4) unless otherwise specified due to an inflatable insert.

Tuesday P.M.: Guards will put ropes in after rec swim.

Wednesday A.M.: Shockwave will pull lane ropes out after practice leaving lanes 1-4 for our lap swimmers.

Thursday A.M.: Shockwave will have to put lane ropes before practice and take out after practice.

Thursday P.M.: Shockwave will have to put lane ropes in before practice.

Friday A.M.: Shockwave will have to pull lane ropes out after practice. Leave lanes 1-4 for our lap swimmers.

If Shockwave swims on Saturday morning, they will have to put the lane ropes in before practice and take out after practice. Leaving lanes 1-4 in for our lap swimmers.

July 19th – August 8, 2021

Lane ropes will remain in.

August 9-December 31, 2021 (Short Course season)

Friday: Shockwave will pull lane ropes after Friday's practice. If Shockwave doesn't practice, then Masters will pull lane ropes out after their practice Friday morning. If no practice by Shockwave or Masters on Friday, then Shockwave will pull lane ropes on Thursday night after their practice. Leaving lanes 1-4 for our lap swimmers on North end of pool and lanes 0-5 on South end of pool for our lap swimmers.

Sunday P.M.: Guards will put lane ropes in after rec swim.

****IF A LANE IS UTILIZED IN THE ELVIS PRESLEY POOL, IT IS SHOCKWAVE AQUATICS WHO IS RESPONSIBLE FOR PUTTING THE LANE ROPE IN BEFORE PRACTICE AND TAKING THE LANE ROPE OUT AFTER PRACTICE.**

****Special called practices not listed in the contract, must be approved in advance by Tupelo Aquatic Center and Shockwave Aquatics is responsible for putting lane ropes in and taking lane ropes out.**

2021 Tupelo CVB contributions for swim meets

MSI Short Course State Meet (Feb.)

- **Water and Soda for all 4 days/nights for coaches, volunteers, and officials – Hospitality drinks**
- **Shuttle Service based upon weather conditions and CDC Covid-19 guidelines**
- **Provide hotel stays (up to 2 rooms and not to exceed 3 nights)**

MSI Long Course State Meet (July)

- **Water and Soda for all 4 days/nights for coaches, volunteers, and officials- Hospitality drinks**
- **Shuttle Service based upon weather conditions and CDC Covid-19 guidelines**
- **Provide hotel stays (up to 2 rooms and not to exceed 3 nights)**

Southern Zone Age Group (July 27-31)

- **Swimmers' Lounge (Tent)**
- **Hospitality bag for coaches**
- **Backstroke Starting Devices were purchased in compliance of bid submittal**
- **Provide hotel stays (up to 5 rooms and not to exceed 5 nights)**

MHSAA Swimming Championships (October 22 & 23)

- **Food, water, and soda for coaches, volunteers, TAC staff, and officials ONLY**
- **Provide hotel stays for MHSAA staff (up to 3 rooms and not to exceed 3 nights)**