



# **OREGON COMMUNITY SWIM CLUB**

## **PARENT HANDBOOK**

**2021 – 2022 SEASON**

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## **OREGON COMMUNITY SWIM CLUB POLICIES AND GENERAL INFORMATION**

### **HISTORY**

Found in 1991, the Oregon Community Swim Club (OCSC) is a 501c3, nonprofit, United States Swimming club.

### **VISION**

To develop outstanding individuals through the pursuit of swimming excellence while gaining a life-long love of the sport.

### **MISSION**

The Oregon Community Swim Club is a competitive swim program with an emphasis on individual swimmer development, good sportsmanship, team spirit and responsibility. Our focus is on having fun, teaching proper technique and providing a safe, healthy, and positive environment that allows swimmers the opportunity to achieve success by reaching their personal goals.

### **PHILOSOPHY**

- OCSC strives to develop each athlete to their greatest individual potential. The coaching staff works to teach, train and motivate swimmers to excel in the water and in life.
- The OCSC program instills an understanding and appreciation for goal setting and achievement, self-motivation, team spirit, camaraderie, cooperation, time management and mental and physical readiness.
- OCSC is a swim program that encourages swimmers in the pursuit of excellence.

### **MEMBERSHIP POLICY**

Oregon Community Swim Club membership policy exists to insure that all members are able to participate fully in its programs and experience quality coaching, while making optimal use of available pool time. Therefore, OCSC gives membership preference as follows:

1. Continuing members and their siblings, provided they are in good standing with the club.

2. Former members, provided they are in good standing with the club.
3. New Members in the order that their registrations and fees are received by OCSC with consideration given to making the best use of available pool time for practices.

Continuing and former members who register after the due date are accepted on a first come basis with new members, space permitting. The Board of Directors may review, on a case by case basis, any exceptions to this policy.

### **MEMBERSHIP RESPONSIBILITIES**

#### **Swimmers :**

1. Follow the OCSC Swimmer Code of Conduct (see Appendix) and the [USA Swimming Code of Conduct](#)
2. Respect teammates, coaches, officials and fellow competitors.
3. Represent OCSC positively by displaying good sportsmanship within the team and at swim meets.
4. Maintain a safety first attitude and abide by basic safety rules of all pool facilities.
5. Stay informed about swim team and swim meet information.

#### **Parents/Guardians:**

1. Follow the OCSC Parent Code of Conduct (see Appendix) and the [USA Swimming Code of Conduct](#).
2. Respect coaches, parents, competitors and officials.
3. Represent OCSC positively by displaying good sportsmanship with the team and at swim meets.
4. Complete all registration and meet information in a timely manner.
5. Pay fees by the due dates or make alternate arrangements prior to the due dates.
6. Participate/volunteer at OCSC sponsored/hosted meets and events.
7. Stay informed about swim team and swim meets.
8. Maintain your Team Unify account at all times with up to date information.

### **GRIEVANCE PROCEDURE**

Parents and swimmers can assist the Club by identifying any situation needing attention. The following procedure is recommended:

#### Step One:

- If a question exists regarding training, practices, coaching philosophy, swimmer behavior or meets, contact the Head Coach at an appropriate time or by email.

- If a question exists about Club management, contact the President immediately.

Step Two: If not satisfied with the results of the contact in Step One, write a letter to the Board of Directors stating the concern - or attend the next Board meeting.

## FEES

OCSC fees are divided into several distinct categories described below.

Oregon Community Swim Club Registration: The amount of pool time assigned to the swimmer, coaching expenses, equipment, maintenance, and administrative costs are evaluated by the Board in determining fees for each session. These fees are due at the time of registration.

- Registration fees will not be refunded, except in cases of injury or illness, confirmed by a physician, that eliminates the swimmer from participation for the remainder of the session.
- Fees must be paid in full regardless of the time that the swimmer begins or terminates membership for the session.
- No fee occurs, except the USA Swimming fee, if a swimmer drops within the first week of practice and a replacement can be found by the swimmer who is withdrawing. Preferences for the open spot will be given to those on any waiting list.
- Late Registration Fee: Families who register late (space permitting) will be subject to a \$50 Late Registration fee.
- Early Withdrawal Fee: If a family should choose to withdraw their child within the first 2 weeks of practice, they will be subject to a \$50 Early Withdrawal fee. No refunds will be issued for swimmers withdrawing from the team after the 2<sup>nd</sup> week of practice.

USA Swimming Inc. Membership: All swimmers must be members of USA Swimming, Inc. and Wisconsin Swimming, Inc. which provides insurance coverage for swimmers during practices, meets and other OCSC sponsored activities. The annual dues are required even if the swimmer decides not to compete in swim meets. This fee is non-refundable, even if the swimmer decides to withdraw within the first two weeks of practice.

Meet Entry Fees: Swimmers pay entry fees for each individual and relay event in which they are entered in a meet. Each athlete is also charged a splash or facility fee for each swim meet they attend. These fees are charged to each swimmer's account and paid on a monthly basis.

## **VOLUNTEERING / FUNDRAISING**

To maintain reasonable fees, OCSC sponsors a variety of events each year in order to raise funds. Each family is expected to participate/volunteer at these events. Financial assessment may occur for nonparticipation in fundraising activities. All OCSC families are encouraged to help the team locate sponsors to help reduce fundraising needs.

Hosting swim meets and the Oregon Kids Triathlon are important parts of our club's revenue, second only to actual registration fees. Every family has the same number of required shifts regardless of the number of children in the family, or whether or not your swimmer is participating in the event we are hosting. (More details can be found in the Appendix or on our website under Parent Resources.)

### **SWIM SESSIONS**

OCSC operates on a year-round, two-session format as described below:

- **Short Course:** September through mid-February
- **Long Course:** April through July (This session emphasizes long course swimming, and includes the State meets and Junior Nationals for swimmers who qualify.)

### **SWIMMING GROUP DIVISIONS AND PROGRAMS OFFERED**

- Training groups are designed to put swimmers with similar interest and ability levels together to maximize enjoyment and achievement.
- Training groups are somewhat age based but flexible as coaches deem appropriate.
- Training groups are meant to be fluid and dynamic and coaches may recommend a change in group based on attendance, performance, training habits, meet participation levels, behavior, changes in goals.
- Training groups are divided into two general categories; the exploratory, fun and fitness groups which do not have a minimum number of required practices per week and meets per season, and the performance groups which do have requirements for practices per week and meets per season.

### **LEOPARD SHARKS**

Almost exclusively 8 and younger, although a 9-year-old could be placed in this group if they are struggling with the fitness level needed to do 50s without stopping and more than 1000 meters in a workout. The focus is on swimming all four strokes legally with technical proficiency, learning and improving starts and finishes, breathing control, learning and completing a 100 IM, learning how to be a great teammate, learning

sportsmanship and team spirit and having tons of fun while enjoying the camaraderie of their teammates.

There is no minimum practice requirement or meet commitment but coaches advise that swimming is like a bank account, you can only take from it what you put in to it. Meet participation should be as frequent as the new swimmer wants and family scheduling permits. Generally, the swimmers who participate often will develop their love for the sport, their ability and their performance at a faster rate than the swimmers who do not.

### **HAMMERHEADS**

Generally speaking, the Hammerheads will be swimmers between the ages of 8-10 who are showing a high interest in competitive swimming, above average skill levels in all four strokes and the ability to begin to train harder. Focus will be on “Race Craft”, (starts, turns, finishes, breathing patterns, strategies for 100s, 200s, IMs, the 500 free, mental preparation for racing), and swimmers in this group will be encouraged, but not required, to do 3 or more practices per week and 1 or more meets per month. 8-year-olds, and very rarely, 7-year-olds, will be recommended but not required to register for this group if they are showing a high level of proficiency in strokes, interest in doing 50’s and 100’s as often or more than 25’s, and compete in meets on a regular basis.

### **SAND SHARKS**

This group is designed for 9-12-year-olds who love swimming but aren’t ready to compete on a regular basis, need technique more than fitness, and haven’t yet set high performance level goals for themselves in the sport. Focus will be on drills, learning about intervals and etiquette, developing an appropriate level of self-discipline and improved attention span while enjoying the fun and camaraderie of the sport. Swimmers who are unable to make it to Hammerhead practices because of the time may also be placed in this group. There are no minimum practice or meet requirements.

### **THRESHER SHARKS**

For 11-13 year-olds who want to enjoy the camaraderie of the club and improve technique while exploring what goals they’d like to set and what level of commitment they’d like to make. Focus will continue to be on technique, fun and camaraderie. There are no minimum practice or meet requirements.

### **BULL SHARKS**

For 13 and over who want to continue their swimming career, but have limited time due to participation in other sports or activities and/or goals that can be achieved with a lower number and/or less intense practices. Focus will be on technique, basic fitness and preparing or staying ready for high school swimming. No minimum practice or meet requirements for this group.

### **SQUALI**

This group is designed for 9-12-year-olds who have demonstrated regular meet participation, the desire to work hard to achieve swimming goals and compete at increasingly high levels, and the desire to move into competitive groups with increasing training loads and expectations. Focus will be on goal setting, pursuit of excellence, racing, qualifying times, interval training, higher fitness as well as continued development of technique and racing strategies. Swimmers will be invited to this group if they have a minimum of BB cuts, attend meets consistently, (50% or more of the meets offered), show a desire to work hard, are thoughtful, respectful, disciplined, set high goals for themselves and demonstrate the ability to be excellent teammates. Swimmers in this group will be expected to try ALL age appropriate events at meets. A minimum of 3 practices per week and 1-2 meets per month is required and swimmers are highly recommended to compete in ALL meets with qualifying times that they have attained. These swimmers should also be striving to become Tiburones and they should be prepared to move there if asked.

### **REEF SHARKS**

For 13 and over who want to continue their swimming career, but have not yet chosen whether moving on to Makos or Bull Sharks will be the best fit. Focus will be on technique, fitness, preparing for Makos, and preparing or staying ready for high school swimming. A minimum of 3 practices per week and 1 meet per month are required for this group.

### **TIBURONES**

These swimmers are 9-13-year-olds who have “taken the next step” in pursuit of swimming excellence. This group is for swimmers with multiple A times, committed to striving together, (“Syn Athleo”), and to achieve higher and higher time standards. Focus will be on continuing the Squali work, gradually increasing duration and intensity of workouts, and developing ownership and self-sufficiency for the hard work needed to achieve the high-level goals they’ve set. These athletes will be required to do at least 4 practices per week and 6-8 meets per season, trying every event in their age group during the season.

### **MAKOS**

For swimmers 11 and older dedicated to “Syn Athleo”, show a desire to swim beyond high school, who are physically mature and mentally prepared to compete at the highest level and do the work required to attempt to get there. These athletes will strive for multiple A+ or AA times and will also be striving for AAA, AAAA, Futures, Juniors and Senior time standards. They must commit to doing most meets including ALL with qualifying times that they have achieved. Furthermore, excellent sportsmanship, team spirit and leadership will be required. Athletes will be held to a minimum of 5 practices per week and 7-9 meets per season. Participation in this group requires a signed contract and a relationship of mutual trust and reciprocal effort with coaches and teammates. Invitations to be in this group, AND to continue to be there, will be based on demonstrating and continually adhering to these standards and expectations.

Coaches highly recommend regular attendance at practices (i.e., same days each week) so coaches may plan practices to insure that all swimmers receive complete instruction and appropriate training. Parents are welcome to observe practices, but should reserve their discussions with Coaches or swimmers for time before or after practices. If you need to speak with a coach, please send an email to [ocsccoach@gmail.com](mailto:ocsccoach@gmail.com) with your question, or to set up an appropriate time to meet. While on deck, coaches need to devote their attention to the swimmers and the practice.

Swimmers are to arrive 15 minutes before scheduled practice to stretch and use the restroom. Swimmers should use locks on lockers or should bring their belongings into the pool area. Swimmers are expected to use the locker rooms, equipment and pool area properly; for example, turning off showers when not in use, clean up the locker room before leaving and keeping noise to a minimum. Swimmers should be picked up immediately after practice, and it is the parents and swimmers responsibility to arrange transportation to and from the pool. **These procedures are subject to change with Covid-19. Please make sure to follow the most current procedure sent out by coaches.**

### **OTHER OCSC-RELATED ACTIVITIES**

Tigershark Camp: An evaluation for swimmers new to OCSC and offered twice per year (Fall/Spring). It is an opportunity for the coaching staff to get to know new swimmers and to assess their skills. It is also an opportunity for new swimmers to see what a swim team practice is like and learn what the Tigersharks are all about. Upon completion of Tigershark Camp, each swimmer will receive an evaluation. At that point, if both the coach/swimmer agree they are ready to join swim team - you would then register your swimmer online.

### **PARENT/SWIMMER/COACH RELATIONSHIP**

To have a successful program, there must be complete understanding and cooperation among parents, swimmers and coach(es). The progress your child makes depends, to a great extent, on this relationship. It is with this in mind that we ask you to consider this section carefully.

**Parents' Guidelines:** You have done a great deal to raise your child. You create the environment in which they are growing up. Your child is a product of your values, the structure you have provided and the model you have been. The following guidelines will help you keep your child's development in the proper perspective:

- Every individual learns at a different rate and responds differently to the various methods of instruction in skill development. This fact requires patience on the part of the parents, swimmer, and coach.
- When a swimmer initially joins the team and begins practicing, it is possible for his or her skills to diminish rather than improve. Sometimes the swimmer has to regress before he or she can progress. In time the swimmer will improve.
- Plateaus can occur at one time or another in every swimmer's career. They can occur both in competition and in training. As most athletes experience plateaus at some point in their careers, they will need to patiently and persistently work through them. Working through the plateau will make the athlete a better swimmer and individual.
- Swimmers who are age ten and under are typically the most inconsistent swimmers; this can be frustrating for parents, coaches and swimmers alike! The adults should be patient and allow these youngsters to develop a love of the sport in their own time.
- Parents must realize that slow development of competitive drive at an early age is normal and is perhaps more desirable than precocious or forced early development. It is important that everyone learns to compete and develop a competitive spirit. It is also important for children to learn to adapt to reasonable levels of emotional stress. The small disappointments they must learn to handle as children prepare them for the larger problems they are certain to experience as adults.
- It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's job to supply the love, recognition and encouragement necessary for the young athletes to feel good about themselves. The parents should not attempt to coach as this often leads to confusion on the part of the athlete.
- Parents' attitudes and models of behavior often dictate those of their children. A child might not be consciously aware of what is taking place, while subconsciously absorbing powerful messages about his or her parents' desires. Therefore, it is important that parents remain enthusiastic about taking their child to practice and meets, participating in fund raising projects and home meets as well as attending meetings. Parents are encouraged to see these activities as helpful in the development of healthy athletes and not as chores.

- If you have any questions about your child's training, contact the coach. Criticizing the coach in front of the athletes undermines the coach's authority and breaks down the swimmer. Parental support of the coach is necessary for maximum success.
- No parent should behave in such a way as to bring discredit to the child, the team or competitive swimming. Any disagreement with a meet official should be brought to the attention of the coach and handled by the coach.
- Parents should be certain that their child is personally motivated to swim. People tend to resist anything they "have to do." Self-motivation is the stimulus for all-successful swimmers and programs.
- The communication between coach and swimmer is very important. The two-way relationship must exist daily at practice and at meets. It is imperative that the coach has the swimmer's full attention at these times. Visitors to practice sessions are asked to quietly sit on the bleachers.
- The board will review any infractions regarding the Parent/Swimmer/Coach relationship before any actions will be taken.

Please remember that the attitude and behavior of the parents in regards to their outlook on the sport will affect their child. We can all work together to help our children learn to set and achieve their goals through hard work and dedication. Every child can gain from his or her experiences whether or not he or she ever wins a single race. It is most important to keep on striving to do better the next time.

The USA Swimming website ([www.usaswimming.org](http://www.usaswimming.org)) is a great resource for parents to learn about swimmer development, parenting advice and nutrition tips.

### **SWIM MEET PARTICIPATION AND ENTRIES**

Swim meets are an important part of the OCSC program as they help to create team spirit, develop friendships and encourage swimmers to improve their skills. The coaching staff strongly recommends competing in both the dual and USA Swimming meets which are appropriate. Coaches will advise swimmers and parents on meets appropriate for the swimmers' abilities, when requested. There may be some meets for which all entries are selected by the coach.

At swim meets, swimmers are expected to be on deck at the beginning of the warmup period (usually 1 hour prior to the morning or afternoon session), unless otherwise directed by the coach.

A "Meet Schedule" will be available in the fall indicating meet dates, locations and formats. The age of the swimmer on the day of the meet - or on the first day of a multiple day meet - determines the swimmer's age group for the meet. Each swimmer, with

parents' permission, identifies the meets in which he/she wants to compete and signs up through Team Unify as soon as possible.

To enter a meet, swimmers select events they would like to swim. While swimmers may indicate their stroke and/or distance preferences to the Coach, the final decisions on entries remain with the Coach. The Coach sends the entry files to the host club, then the Swim Fund Coordinator pays the host team for all OCSC entry fees and debits each swimmer's account for his/her fees. A swimmer's account will not be charged if cancellation is made before the registration deadline. **No entries will be accepted after the registration deadline set by the coaches.**

This advance work sometimes prevents entering swimmers' best times or most recent times for seeding - or placement - in the meet. Also, this lead time usually requires a swimmer to pay for entries for a meet for which he/she signed-up, even if the swimmer is unable to compete. The host team generally does not refund entries.

If a swimmer is unable to attend a meet, they need to notify the coach immediately so relays can be restructured. In the case where relays cannot be restructured that swimmer will be billed for the entire relay (as well as their individual events).

All swimmers are required to participate in warm-ups for all meets. Swimmers are expected to be on deck at the beginning of the warmup period (usually 1 hour prior to the morning or afternoon session), unless directed otherwise by the coach. In addition to the obvious need to participate in the physical warming-up, is the need to acquaint yourself with the pool. Each pool is different.

Parents are responsible for transportation and any lodging necessary for their swimmers competing in any out of town swim meet for which they have signed-up. Coaches are not allowed to transport swimmers to meets.

### **SWIMMER CONDUCT AT PRACTICES AND MEETS**

**General Conduct:** The head coach for the Oregon Community Swim Club shall be responsible for the behavior of swimmers and for subsequent discipline during all team activities. All team members need to abide by the following rules:

1. Behavior that endangers another swimmer or disrupts practices or meets will not be tolerated.
2. Swimmers are expected to treat coaches and team members with respect at all times.
3. Swimmers shall treat the pool facility and team equipment with respect.
4. No running or horse-play on deck, in the water, or in the locker room.
5. No foul language will be tolerated.
6. No loitering in the locker room.

7. Adhere to the rules and regulations of the pool facility.

While competing and enjoying a meet, swimmers are expected to conduct themselves so as to reflect positively on OCSC. This includes adhering to safety rules and keeping their area of the facility clean.

Parents are responsible for the supervision of their swimmers and guests at both home and away meets and this is truly a safety issue. This requires that a parent either attend meets in which his/her swimmer competes or designate another parent, who is attending, to assume that responsibility. If something happens to your swimmer, you, as the parent, need to be available to provide support. OCSC, its Board, and its coaching staff are not responsible for swimmer safety, finances, health care, general conduct, or whereabouts at meets. The coaches are not allowed to transport swimmers.

### **OCSC DISCIPLINE POLICY**

Any infraction of the above rules will be dealt with by the coach as follows:

1. The coach will give the team member a verbal warning.
2. If there is a second occurrence, the coach will contact the parent and seek their assistance in dealing with the behavior.
3. If there is a third occurrence, the coach will confer with the Board of Directors and the team member will be dismissed from the team at their discretion. No fees will be refunded to dismissed members.

### **CLASSIFICATION AND TYPES OF MEETS**

**Home Meets and Parent Support:** Great meets rely on great parent support. The logistics of a meet can be staggering unless people work together for the common good of the team. OCSC has a history of enthusiastic parent volunteerism, which benefits the organization as well as the individual swimmer. Please volunteer your time.

**Dual Meets:** A swim meet, consisting of OCSC and one other team. These meets are USA Swimming sanctioned. They are also an excellent opportunity for beginning swimmers to participate and gain experience.

**Age-Group Meets:** There are seven age groups in USA Swimming: 8 & under, 10 & under, 11-12, 13-14, 15-16, 17-18 (sometimes 13 & O, 15-18 or Senior). The Open age group includes any USA Swimming registered swimmer. Age on the first day of the meet will govern the swimmer's age for the entire meet.

Within each age group, different ability levels or Time Standards (C, B, A, AA, AAA, AAAA) are identified. The USA Swimming organization establishes these time standards. In order

to swim in a certain classification, a swimmer must have achieved the qualifying time (cut) for that particular event. This permits fair, yet challenging, competition on all levels. For a list of the current age group motivational time standards please see the USA swimming website at:

<https://www.usaswimming.org/Home/times/time-standards>

USA Swimming meets must be refereed by USA Swimming officials, must be USA Swimming sanctioned for final standings and times to count toward a swimmer's official record and ranking, and must utilize an approved timing system.

**Timed Finals Competition vs. Preliminary/Finals Competition Meets:** Most meets we attend have a timed final format, meaning that a swimmer will swim an event 1 time and final placings are determined by the time swum.

However, some meets have a preliminary/final format. At these meets a swimmer could swim twice. All swimmers will swim their events earlier in the day. Then the top \*(24) swimmers with the fastest times will qualify to swim again at a finals session usually held at night. (\*The number of swimmers to qualify for a finals session is determined by the host team and can be found in the meet information.)

Should the swimmer qualify for a finals swim, the heats will consist of: the top 8 (or number defined in the meet information) swimmers will be in the A or Championship final. Swimmers qualifying 9th-16th will be in the B or Consolation final. Swimmers qualifying 17th-24th will be in the C or Bonus final.

Each swimmer who qualifies for a final swim has the opportunity to improve their final placing within their bracket. For example a swimmer who qualifies 16th could swim faster at the finals session to end up in 9th place. They may not however move higher than 9th even if their time places them 2nd overall. Additionally they will not drop lower than 16th should their finals swim be slower than 16th place. Please read the meet information or ask the coach for additional information.

## OTHER MEET FORMATS

**Wisconsin Championship Meet:** To qualify for this meet, which showcases the best swimmers our state has to offer, certain established time standards (cuts) must be met. Please visit [www.wisconsinswimming.org](http://www.wisconsinswimming.org) for both the short course and long course state cuts.

**Central Zone Championship Meet:** This meet allows an entire statewide team to train together for one meet, to establish regional rivalries and to build team spirit by having a true "team meet". A swimmer must be a registered member of USA Swimming (regular membership, not seasonal), and have achieved a AAA time or faster in an individual event

in a USA Swimming sanctioned meet between the first week of August and the last week of July of every year. Swimmers with Junior/Senior National Championship times cannot swim those events or swim related legs of relays at the Zone meet. Qualifying times for the Open Water events are "A" or better times in the longest freestyle event for each age group. Please visit [http:// www.centralzones.org/index.htm](http://www.centralzones.org/index.htm) for more information.

**Speedo Championship Series Meet:** This meet could potentially feature Olympic champions to swimmers slightly slower than the former Junior National time standards. A swimmer must be an annual registered member of USA Swimming (regular membership, not seasonal), and have achieved a Speedo Meet qualifying time during the year prior at a USA Swimming sanctioned meet. More information about the Speedo meets may be found at: <http://www.usaswimming.org>

**Junior National Meets:** This meet is open to all swimmers ages 18 and under who are regular registered members of USA swimming (not seasonal) and who have achieved a Junior National time standard during the prior year. This standard must be achieved at a USA Swimming sanctioned meet.

**Senior National Meets:** This meet will feature past and future Olympians. It is open to all ages of swimmers who have achieved a senior national time standard during the prior year. A swimmer must be a registered member of USA Swimming (regular membership, not seasonal) in order to compete.

## THE COURSES

Competition pools may be short course (25 Yards or Meters), or long course (50 Meters). The international standard used in the Olympics is 50 meters. The abbreviations are as follows:

- SCY = Short Course Yards (25 Yards)
- SCM= Short Course Meters (25 Meters)
- LCM= Long Course Meters (50 Meters)

If a swimmer was to swim in each one of these pools, he or she would find that his or her fastest times would be in the 25 yard pool, the second fastest times would be in the 25 meter pool and the slowest times would be in the 50 meter pool. The turns really make a difference!

## TEAM APPAREL

A swimmer receives one OCSC cap with the payment of fees for his/her first session. Swimmers are encouraged to wear their caps for competition. Replacement caps are available for purchase from coaches.

In addition to this, team apparel – including the official team suit - will be offered for sale, multiple times during the year. Descriptions, prices and ordering procedures will be emailed at those times. Apart from an official team suit, swimmers are not required to purchase any team apparel.

## GLOSSARY

A and B Times: USA Swimming Inc. establishes time standards for age group swimmers for each stroke and distance and pool length, e.g., 50 yd Freestyle, for each age group, i.e., 10 years & Under, 11-12 years, 13-14 years, 15-16 years and 17-18 years. A swimmer remains a "C" swimmer in an event until he/she attains the "B" time standard in that event. A swimmer may be a "C" swimmer in one event and a "B" swimmer in another event. This A, B, C grouping allows for competition between swimmers of like ability.

Anchor: The swimmer who swims the last leg on a relay team.

Backstroke: The swimmer must remain on his/her back at all times, except during the turn. Any motion of arms and legs is permitted. Backstroke ranks third in speed.

Backstroke Flags: A line of flags stretched across the pool, 15 feet inside each end of the course to help swimmers know when they are approaching the wall.

Block: The starting platform

Breaststroke: The swimmer must remain on his/her stomach. Arms and legs move simultaneously and are in the same plane of motion. Breaststroke is the slowest of the competitive strokes.

Butterfly: The second fastest stroke, fly is the only stroke which was developed specifically for competition. The swimmer must remain on his/her stomach. Both arms and legs must move in identical motion.

Circle Swimming: Performed by staying to the right of the black line when swimming in a lane to enable more swimmers to swim in each lane.

Clerk of Course: The person responsible for assisting swimmers to their assigned lanes and/or heat numbers.

Cool Down: Low intensity swimming used to rid body of excess lactic acid and keep muscles loose after a swim.

Cut: Slang for qualifying time standard. Time standards are necessary to attend some meets or events.

Delay of Meet: Swimmers who do not report to the block on time or are late getting on the blocks after the whistle.

Disqualification("DQ"): If any swimmer or relay violates the rules for start, turn, finishes, or stroke execution he/she may be disqualified by the proper official. The official must raise his/her arm in the air in recognition of the disqualification. The swimmer or relay is ineligible to score points or receive any award. Parents are reminded to be supportive rather than critical if their child is disqualified (DQ'd) in an event. For beginning swimmers, a disqualification should be treated as a learning experience, not as a punishment. A disqualification alerts the swimmer and coach to areas of correction in the swimmer's stroke.

Event: The stroke and distance of the competition. Events usually alternate girls and boys. Individual events include - Freestyle (Free), Backstroke (Back), Breaststroke (Breast), Butterfly (Fly), and Individual Medley (IM). In the IM Event, the swimmer uses all four strokes for equal distance in a given order - Fly, Back, Breast, and Free. Distances vary by age group and stroke from 25 yds./meters to 1650 yds./1500 meters. Relays require four members to swim and equal distance. In the Free Relay, all members swim Freestyle. In the Medley Relay, each member swims a different stroke in a given order, Back, Breast, Fly, Free. A swimmer may compete in three individual events plus relays each day in a meet.

Exhibition: A swimmer or relay is not entered for points or awards. A coach will use this category to either obtain a time for that stroke & distance, and/or to give the swimmer the opportunity to swim that event for experience.

False Start: At the beginning of a race the swimmer must remain motionless. If he/she is moving or "rolling" a false start will be charged. If he/she delays the meet by reporting late, he/she may also be charged. A false start eliminates him/her (or his/her relay) from the event.

Final Time: If an electronic touch pad system is used, the final time is automatically registered. Back-up stop watches are consulted only when the electronic equipment fails. If only watches are used, the final time is the average of two watches, or the middle time (median) of the three stop watches.

Freestyle: The swimmer is "free" to propel him/her self in any position, on stomach, back, or side (or any combination) to complete the race. Most swimmers choose to swim the front crawl which is the fastest of the strokes.

Freestyle Relay: All four swimmers are free to swim whatever they choose. Most elect to swim the freestyle.

Heat: A division of an event in which there are too many swimmers to compete at one time, i.e., the event has more swimmers than pool lanes. Normally, Heats are swum slowest to fastest, except for long distance events when order may be reversed.

Heat Ribbon: In some meets, a ribbon is awarded to the first place swimmer in each heat.

Individual Medley ("IM"): One swimmer must execute all four competitive strokes the order: Fly, Back, Breast, and Free.

Lap: Two lengths of the pool equals one lap

Local Swimming Committee (LSC): An organizational unit of USA based on region. In Wisconsin, it is called Wisconsin Swimming, Inc. and sanctions swimming meets in Wisconsin.

Long Course (LC or LCM): Competition held in a 50 meter pool.

Medley Relay: All four swimmers must each execute a different stroke in the order: Back, Breast, Fly, and Free.

Meet: Swimming competition consisting of a previously identified order of events.

Motivational Times: Age group motivational time standards set by USA Swimming. Located on their website at: [USA Swimming Motivational Times](#)

Officials: are present at all competitions to implement the technical rules of swimming and to ensure that the competition is fair and equitable. Officials attend clinics, pass written tests and work meets before being certified. All parents are encouraged to get involved in officiating.

Pre-Seeded Meet: All swimmers are arranged in descending order in heats by their times submitted for each event and Heat Sheets are prepared prior to the day of competition. Even a Pre-Seeded Meet may have "Deck-Seeding" in which swimmers must appear or sign-in at the meet to swim an event, (often distance events) to insure having full heats. Swimmers have to check the program to find out their lane and heat number.

**Referee :** Has overall authority and control of the competition, ensuring that the rules are followed; assigns and instructs all officials; and decides all questions relating to the conduct of the meet. Violations of the rules are reported to the Referee, and the rules require that every reasonable effort be made to notify the swimmer or coach of the disqualification.

**Relay:** A relay must have four swimmers, each swimming one leg of the event. The distances of the leg varies according to the total distance of the event. A swimmer may not enter the water until the person preceding him/her has touched the wall. (Relays with three swimmers - one swimming twice - are exhibition only.)

**Relay Takeoff Judges:** Stand beside the starting blocks to observe the relay exchange, ensuring that the feet of the departing swimmer have not lost contact with the block before the incoming swimmer touches the end of the pool.

**Scratch:** A swimmer fails to compete in an event in which entered.

**Seed Time:** Time for an event attained in previous Meets and used to rank the swimmers in another meet.

**Short Course Meet:** Competition held in either a 25 yard pool or a 25 meter pool.

**Splash Fee:** Surcharge per swimmer per meet assessed by and paid to the LSC. This fee will be paid out of each individual swimmer's swim fund.

**Split:** A swimmer's intermediate time in a race. The split time shows the length of time taken to swim a particular section of a race.

**Staging:** At large meets it is necessary for the sake of order and efficiency to ascertain that all swimmers are ready for their races. "Staging" means swimmers are seated in a special area then ushered to the pool deck in the order of their heats by the Clerk of Course.

**Starting Judge:** The official responsible for instructing swimmers before each event as to the stroke and distance involved, for starting the race, and for calling the order of finish. Assumes control of the swimmers from the Referee, directs them to "take your mark," and sees that no swimmer is in motion prior to giving the start signal.

**State Meet:** Competition held annually in Wisconsin in February or March for short course events and in July or August for long course. Swimmers qualify for individual events by attaining time standards set by the Local Swimming Committee (LSC) specifically for the meet. No time standards are set for Relays.

Stroke and Turn Judge: The official who judges for the correctness of starts, finishes, turns, and strokes. They observe from each end of the pool (turn judge) and ensure that turns and finishes comply with the rules applicable to each stroke. The Stroke Judge observes from both sides of the pool, walking abreast of the swimmers.

Time Trial: A time-only swim, which is not part of a regular meet. Separate fees apply and these events usually occur at the end of larger meets in order for swimmers to have one last try at making a qualifying time.

Timers: Operate timing devices (watches or automatic timing systems) and record the official time for the swimmer in his or her lane.

USA Swimming, Inc.: The official sanctioning organization for all levels of US swimmers that include age group, open, master, and international competition.

Whistle: An alert to both swimmers and parents to be silent. The race is about to begin.

## **APPENDIX**

### **Item #1: OCSC SWIMMER CODE OF CONDUCT**

The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

#### **OCSC Swimmer Expectations:**

At all times, whether attending practice, meets, team events, etc, I will:

1. Abide by all rules of the Oregon Community Pool, and the USA Swimming Code of Conduct. When in/around the Oregon Community Pool, I will display appropriate behavior toward pool staff, its patrons and the community.
2. Display proper and polite locker room behavior and etiquette. Inappropriate language, lying, stealing, or vandalism are unacceptable behaviors.
3. Arrive prepared, including showing up ON TIME and ready to get in the pool. (including cap, goggles, water bottles, and equipment)

4. No swimmer may enter the water or use team equipment until a lifeguard and OCSC coach are present.
5. Tigersharks are expected at all times to follow the instructions of the coaching staff. Disrespect, violence, and other destructive behaviors will not be tolerated by OCSC.
6. Support and motivate teammates, showing positive leadership, spirit and sportsmanship. Working together as a unit for the benefit of all is an important part of the Tigershark culture.
7. Swimmers may leave practice only with the coach's permission. This is a safety and accountability issue.
8. Use of the diving board is prohibited at all times. Diving board activity is not insured by either USA Swimming or OCSC
9. Swimmers must either be supervised or picked up within 15 minutes after the conclusion of their practice.

### **Dryland**

Dryland activities are an important part of OCSC training. Proper technique is important to the prevention of injuries (especially those involving the shoulders). Swimmers and their parents are responsible for ensuring arrival at practices and meets early enough to complete stretching and still be ready for the start of warm-up.

### **Dryland Expectations**

We want your Dryland training to be worthwhile and advantageous to your personal swimming career. Most importantly, we want it to be fun! The following reminders will help you embark on a great Dryland session:

- Wear comfortable clothing. T-shirts, tennis shoes, and shorts and/or pants are needed.
- Arrive on time and plan to work the entire scheduled time. Dryland is not a social event—it's a vital part of swim training, both for strength development and injury prevention.
- Be honest and complete with your training. Do not skip repetitions, sets, or days. Tigersharks don't cheat.

### **OCSC DISCIPLINE POLICY (taken from the Parent Handbook):**

Any infraction of the swimmer will be dealt with by the coach as follows:

1. The coach will give the team member a verbal warning.
2. If there is a second occurrence, the coach will contact the parent and seek their assistance in dealing with the behavior.

3. If there is a third occurrence, the coach will confer with the Board of Directors and the team member may be dismissed from the team at their discretion. No fees will be refunded.

## **Item #2: OCSC PARENT CODE OF CONDUCT**

This code was developed as a standard to emphasize our organization's commitment to making everyone's involvement with our club a positive experience. As a parent of a swimmer and member of Oregon Community Swim Club, I will abide by the following guidelines:

1. I and my swimmer will practice *teamwork* with all parents, swimmers and coaches by using positive communication and actions.
2. As a parent, I will not coach or instruct the team or any swimmer at a practice or meets, or interfere with coaches on the pool deck.
3. I will demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices.
4. I will maintain self-control at all times and will know my role.
  - Swimmers – Swim
  - Coaches – Coach
  - Officials – Officiate
  - Parents – Parent
5. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
6. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff. Parents address officials via the coaching staff only.

### **Dear OCSC Parents:**

As our organization grows and we continue to expand our programs, we seek to clarify our policies, which help to guide the organization and ensure continued success. OCSC is fortunate to have experienced coaches working to develop our children into better swimmers and more importantly, disciplined people. As parents, it is absolutely essential

that we give our coaching staff the respect and authority they deserve to run our swim team.

**OCSC highly encourages the following parent behavior:**

- Open communication between parents, swimmers and coaches emphasizing goal-setting and focusing on the performance expectations of both the swimmer and the parents
- Meeting with the coaches/swimmers/parents during non-practice time to discuss issues/concerns
- Positive reinforcement of all swimmers in all situations - team spirit, loyalty, work ethic, etc
- Parental involvement including volunteering for meets and other team events

**OCSC asks that parents refrain from:**

- Coaching your children at practice or during meets, that is the coach's job
- Interrupting or confronting the coaching staff on the pool deck during practice or meets
- Abusive language towards coaches, swimmers, parents, officials and your own children
- Any behavior that brings discredit or disruption to our swimmers and our organization

**Item #3: VOLUNTEER COMMITMENT**

Hosting swim meets and the Oregon Kids Triathlon are important parts of our club's revenue, second only to actual registration fees. As such, every registered family is required to work the shifts outlined below at OCSC hosted events. Every family has the same number of required shifts regardless of the number of children in the family, or whether your swimmer is participating in the event we are hosting or not.

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OCSC operates on a year-round, two-session format as described below:

- **Short Course:** September through mid-February
- **Long Course:** April through July

**If your child swims during any 1 session of the season (SC or LC):**

1. Volunteer your time during OKT in Aug. 2020.
  - I understand my account will be charged \$100 if I do not fulfill this requirement.
2. Volunteer during 1 meet & donate \$\$ towards concessions
  - If you are unable to help during a meet, there is a \$50.00 buyout fee.

If you are unable to fulfill these requirements, there is a \$150.00 buyout fee (\$50/event + \$100 for OKT)

We also have open positions on our Board – please contact our board president, Trevor Vordermann, if interested in learning more.

**For any questions about OCSC Parent Requirements, please contact the Special Events Coordinator Kristin Siget.**

## **BY-LAWS of OREGON COMMUNITY SWIM CLUB**

### **Article One -- Organization**

The name of this organization shall be Oregon Community Swim Club. The Organization shall have no seal. The organization may change its name following a vote by the membership.

### **Article Two -- Purpose**

The purpose of this club is to provide an opportunity for Oregon area youth to develop good character and learn life-long fitness skills through competitive swimming at the team and individual levels.

### **Article Three -- Membership**

Membership in this organization shall be open to all people who comply with membership responsibilities.

#### **Article Four -- Board of Directors**

The business of this organization shall be managed by a Board of Directors consisting of the following: President, Vice-President, Secretary, Treasurer, Meet Manager, LSC Representative, Public Relations Representative, Parent Volunteer Coordinator and 1-2 Special Events Coordinators.

Members of the Board of Directors will be elected to two-year terms by majority vote at a general membership meeting in the spring of the year. Board of Director positions take effect at the start of the fall season following the spring elections. During the summer, newly elected board members will plan the upcoming swim season with current board members. The following positions will be open for election on even-numbered years: President, Secretary, Meet Manager, Special Events Coordinator (1), and LSC Representative. Positions open for election on odd-numbered years will be: Vice President, Treasurer, Public Relations Representative, Special Events Coordinator (2), and Parent Volunteer Coordinator. Job descriptions for board positions will be available prior to elections.

In the event that a board position is vacated prior to the end of the two-year term, a person will be appointed to the vacant position by a majority vote of the board of directors and will occupy the position until the end of the current term. The position will then be open for election according to the schedule above. If the position is vacated prior to the start of a two-year term, the position will be offered by the board of directors to the runner-up for the position from the previous election.

Board members can seek re-election to positions that they currently hold, or may run for election to other board positions. Current board members seeking election to one of the other board positions must vacate their current position prior to the election. Persons seeking election to the President position on the board must have at least one year of experience on the OCSC Board of Directors.

The Board of Directors shall have the control and management of the affairs and business of this organization to include selection of and contracting with a head coach and approve and contract assistant coaches, determination of philosophy, setting of swimmers' fees, purchase of equipment, and fund raising. The Board of Directors shall appoint committees from the membership as necessary.

#### **Article Five -- Meetings**

##### General Membership:

The annual OCSC membership meeting will be held each and every year on a date chosen by the Board between August 1 and September 30. Additional meetings may be called by the Board of Directors with 7 days notice to the membership. Notice will be given by letter to all members and/or publication in the local newspaper, such as the Oregon Observer.

Board of Directors:

The Board of Directors shall conduct open meetings at least once each quarter. The general membership is welcome to attend the open meetings. Agendas for the open board meetings (including any open meetings additional to the quarterly ones) will be posted at least 7 days prior to the meeting on the OCSC bulletin board. Closed and/or emergency meetings will be conducted by the board as needed. In the event that an emergency meeting is required, reasonable attempts will be made to notify all board members prior to the meeting. Approved minutes from open and/or general membership meetings will be posted on the OCSC bulletin board at the Oregon Pool.

**Article Six – Voting**

General Membership:

Each present, paying family will be entitled to one vote. Method of voting shall be by show of hands at all general membership meetings except for the election of officers which shall be conducted by ballot. In the event of a tie, the vote will be decided by coin toss or similar unbiased method.

Board of Directors:

Fifty percent (50%) of the currently active members of the Board of Directors, rounded up to the nearest whole number, will constitute a quorum for the conduct of business. Each board member present at a board meeting will have one vote. Board members cannot vote by proxy. The board president (or acting president) will vote only in the event of a tie vote among the board.

**Article Seven -- Amendments**

These By-Laws may be amended or revised by an affirmation vote of 2/3 of the members present at the annual membership meeting or a meeting called for this purpose.

**Article Eight – Audits**

Procedural audits will be conducted on an annual basis through internal review by volunteer general members not currently on the board of directors. Financial audits will be conducted on a biannual basis by an external, professional auditor.

**Article Nine – Removal of Board Members**

Board members who do not have at least one child on the OCSC team for at least one season of the swim team calendar year must vacate his/her position on the Board of Directors. A member of the board may be removed from their position. In the event that a board member may be removed, removal will require at least a 2/3 (rounded up) majority vote of all voting board members. Following are examples of possible reasons for removal from the board:

1. Excessive absences from board meetings
2. Any conviction defined as a guilty plea or plea of no-contest for any state or federal criminal law
3. Lack of participation in OCSC events and fundraisers

4. Concurrent occupation of board position on competitor swim team

**Article Ten -- Dissolution**

Should the organization be dissolved, any remaining assets shall be distributed to the Oregon Pool/School District for athletics, but in no event are the assets to be distributed in such a manner as to affect the tax-exempt status of this organization.