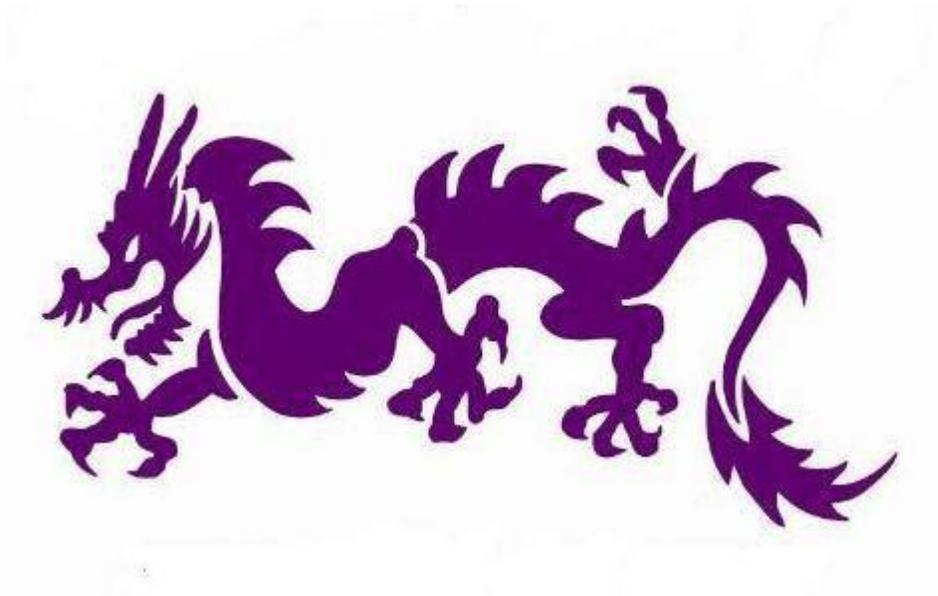


FOREST GROVE SWIM CLUB

“THE FIERCE AND MIGHTY DRAGONS”

TEAM HANDBOOK



**BUILDING A COMMUNITY OF QUALITY
PEOPLE PURSUING EXCELLENCE**

Updated 2022

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SECTION A – About the Forest Grove Swim Club

A.1. HISTORY

The Forest Grove Swim Club was established as a private, 501(c)(3) non-profit organization in 1969 under the direction of Coach Bill Bauer, with 40 swimmers. By the mid-1970s the team had grown to over 100 swimmers. By that time the club, now known as the “Dragons”, had earned a reputation as one of the top teams in the state. Over the years FGSC has developed numerous state, sectional, and zone champions; junior and senior national qualifiers; academic All-Americans; national Top 16 qualifiers; and Olympic Trials qualifiers.

The City of Forest Grove does not sponsor us, although we acknowledge and appreciate the many ways they support us.

The club is run on the deck side by the coaching staff and on the business side by an elected board of directors. FGSC is a member in good standing with both Oregon Swimming and United States Swimming. The dues paid to the club go solely towards coaching salaries and the cost of maintaining a top-flight program.

A.2. CLUB MISSION, VISION AND PHILOSOPHY

Our Mission

Building a community of quality people pursuing excellence

Our Vision

To prepare our athletes for success at the highest possible level of competition

Team Philosophy

The team philosophy is encompassed by the words **COURAGE** and **PERSEVERANCE**.

Courage is the willingness to accept risk(s) and endure failings. Courage does not exist unless there is a situation that presents the opportunity for success. We encourage our athletes to embrace these opportunities and not fear the outcome.

Perseverance is the backbone of success in any endeavor in life. One cannot succeed at the highest levels without enduring some setbacks. These difficult times can create a lack of faith, low self-esteem, and an obvious drop in enthusiasm. Perseverance is the quality that transcends these difficult times. It allows the individual to find the true strength of their character.

Forest Grove Swim Club believes that **COURAGE** and **PERSEVERANCE** developed by swimming will prepare the individual for the challenges they will face in life.

SECTION B – About Competitive Swimming

B.1. WHY SWIM?

The USA Swimming (USAS) age group swimming program is America’s largest program of guided fitness activity for children. Swimming is a considered a “life sport,” a sport that can be enjoyed into your 90s and beyond.

Physical Development

Many physicians and pediatricians consider swimming the ideal activity for developing muscular and skeletal growth. So why do doctors like it so much?

- Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports, an hour of practice may yield as little as 10 minutes of aerobic exercise. A 60-minute swim practice could yield up to 55 minutes of aerobic exercise.
- Swimming does a better job in proportional muscular development by using all the body’s major muscle groups.
- Swimming enhances children’s natural flexibility by exercising all of their major joints through a full range of motion.
- Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.
- Swimming is the most injury free of all major children’s sports.
- Swimming develops skills and endurance that will enhance performance in other sports.

Intellectual Competence

In addition to physical development, swimmers can develop greater intellectual competence by participating in a guided and well-organized program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They learn that greater progress results from using their creative talents. Self-expression in a swimming program can be intellectual as well as physical.

Swimmers will also learn organization and goal setting skills, and how to use their time more efficiently.

B.2. USA SWIMMING

The national headquarters for USA Swimming are located at the US Olympic Training Center in Colorado Springs, CO. Programs and services are provided to the membership through the national headquarters. Among the many services are publications, educational programs, fundraising activities, sports medicine programs, resources and general information about swimming-related activities. The headquarters staff is available to assist you in answering questions or providing general information about USA Swimming.

USA Swimming is made up of approximately 2,800 teams throughout the country. Of these clubs, nearly half have 80 or fewer swimmers and a handful of teams have over 500 swimmers. A team may be comprised of any number of swimmers, parents and coaches.

USA Swimming

One Olympic Plaza
Colorado Springs, CO 80909
T: 719.866.4578
Hours: M-F 8:30 am - 5:00 pm
www.usaswimming.org

Mission Statement

USA Swimming is the National Governing Body for the sport of swimming. We administer competitive swimming in accordance with the Amateur Sports Act. We provide programs and services for our members, supporters, affiliates and the interested public. We value these members of the swimming community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport. We are committed to providing a safe and positive environment for all members.

Vision Statement

To inspire and enable our members to achieve excellence in the sport of swimming and in life.

Core Objectives

USA Swimming has adopted three core objectives. These core objectives establish the foundation of the strategic business plan for our sport. USA Swimming encourages all members to participate in the local, regional and national efforts to ensure that these objectives are accomplished.

Build the Base

We seek to expand our membership in order to share our sport with as many other people as possible. We are especially committed to sharing the values of our sport with young people who may discover that swimming is an activity they can enjoy for their entire life.

Promote the Sport

We want swimming to receive as much publicity as possible because we believe that the more people learn about our sport the more inclined, they will be to join the ranks of our membership. We are proud of our sport and we seek to celebrate it whenever possible.

Achieve Competitive Success

USA Swimming has been ranked as the number one swimming nation in the world for more than 40 years. We seek to continue this tradition of competitive excellence. When our elite athletes are successful in fulfilling their Olympic dreams our society benefits from the inspiration these athletes give us.

B.3. OREGON SWIMMING

The state headquarters for our Local Swim Committee (LSC), also known as Oregon Swimming Inc. or OSI, are located at:

12655 SW Center St, Suite 330
Beaverton, OR 97005
www.oregonswimming.org

B.4. THE COMPETITIVE STROKES

The four competitive strokes are:

- Freestyle
- Backstroke
- Breaststroke
- Butterfly

Events are held in all competitive strokes at varying distances, depending on the age of the swimmer.

An individual medley (IM) is the swimming of all four strokes in turn. Other swimming events include relays, where are a group of four swimmers who either all swim Freestyle (Free Relay), or each swim on of the competitive strokes (Medley Relay).

B.5. THE SWIM SEASONS

The swim year is divided into two seasons.

The “Short Course” season (SC) runs from September to March. These meets are held in 25-yard pools (SCY) and 25-meter pools (SCM). The “Long Course” season (LC) runs from April to August. Meets are generally held in 50-meter pools. This is the distance used at the Olympic Games and World Championships.

Due to regularly scheduled pool maintenance, the Forest Grove Aquatic Center is closed annually for 2-3 weeks in late August – early September. Forest Grove Swim Club takes advantage of this closure to provide a rest and recovery period for our swimmers and coaches after the summer Long-Course season. The dates of this break are variable and are announced each year. FGSC dues and fees are billed monthly at 1/12th of annual cost so members receive a regular monthly invoice in August and September in-spite of the break.

B.6. TYPES OF SWIM MEETS

1. Developmental Meets

Also known as Dual Meets, these are typically held on Saturday mornings. They generally do not have qualifying times. Great meets for new swimmers. Each athlete generally swims 2-3 individual swims and 1 relay.

2. Invitational Meets

Large meets, generally 300 or more athletes, which run 2-3 days. Most are open to all athletes regardless of time.

3. Qualification Meets

These meets have some type of qualification time standard(s) that a swimmer must meet in order to enter the meet. For example, in order to participate in an A/B meet, a swimmer must have a “B” time in each event entered.

4. State Championships

Oregon Swimming, our LSC, holds State Championship meets every season. 10 & unders are at one meet; 11-14s at one meet; and the Senior Championships meet that is open to any swimmer who has achieved the qualifying standard.

5. **Age Group Sectionals**
An age group Championship level meet that includes LSCs from the states of Oregon, Washington, Idaho, Montana, Alaska, and Hawaii. These times are faster than the State Championship times.
6. **Senior Sectionals**
A Championship level meet that includes LSCs from Oregon, Washington, Idaho, Montana, Alaska, Hawaii, Colorado, Arizona, Utah, New Mexico, Wyoming. This meet is one step below Junior Nationals.
7. **Junior Nationals**
The fastest meet for 19 & under swimmers.
8. **Senior Nationals**
The fastest annual meet in the country. There is a SC meet and a LC meet. Swimmers can qualify for various national teams that represent the U.S. in international competition by their performances at Senior Nationals.
9. **Olympic Trials**
Generally considered the fastest meet, top to bottom, in the world. This is where our Olympic Team is chosen.

B.7. MEET SCHEDULE

Each season's meet schedule and updates are posted on the team's website and on the bulletin board at the pool.

1. The meet schedule has been established with the expectation that swimmers will attend the highest meet they qualify for.
2. Groups will generally have 1-2 meets per month.
3. The coaching staff will make the meet schedule and also enter the athletes into events.
4. It is the goal of the coaching staff that all athletes will swim every event every season in their age group. The more meets swum, the more opportunities to swim preferred events.

B.8. MEET FEES

Swimmers pay a fee for each event they are registered for at each meet that they commit to attend. Meet fees are set upon meet registration and are the responsibility of the member family, even if the swimmer does not attend the meet, so be sure to register on time and update your commitment before the deadline if your swimmer cannot attend a meet. Meet fees are variable and set by each swim meet and can range from around \$20 to around \$45 per meet. Championship meet fees tend to be higher.

SECTION C – Swimming with FGSC

C.1. TRAINING GROUPS -- Athlete Development through Age Group Swimming

Bronze:

- Minimum of 5 years old
- 25-yard Freestyle with side breathing
- 25-yard Backstroke
- Required Training Equipment: Swimming Fins
- Focus = Stroke Development & the competitive basics

Silver:

- Minimum of 9 years old
- Legal in all 4 competitive strokes ability to consistently swim all four strokes legally
- Complete 8 x 50 Freestyle @ 1:15
- Required Training Equipment: Swimming Fins & Swimmer Snorkel
- Focus = Stroke, Turn & Start Refinement, introduction to the pace clock

Gold:

- Minimum of 11 years old
- Legal in all 4 competitive strokes
- Demonstrates proficiency in practice
- Complete 8 x 100 @ 1:45
- Required Training Equipment: Goggles, Swimming Fins & Swimmer Snorkel, Small Bands
- Focus = Stroke, Turn & Start Refinement. Using & understanding the pace clock. Proficient in underwater swimming and begin to teach race strategy.

Senior Elite:

- Minimum of 13 Years old
- Proficiency in all 4 competitive strokes
- Complete 8 x 100 @ 1:30
- Required Training Equipment: Swimming Fins, Swimmer Snorkel, Small Bands, Pull buoy, Paddles and Tempo Trainer
- Focus = Stroke, Turn & Start Refinement. Using & understanding the pace clock. Perfect underwater swimming. Become academic about your sport, teaching race strategies & advanced tactics.

*****Swimmers may be allowed to advance to a new group with Head Coach approval**

Practice attendance philosophy: What you put in you get out. Goals, commitment and effort must align. Meet attendance expectation: Expected to attend/support all home meets. Away meets family decision.

C.2. PRACTICE AND ATTENDANCE POLICIES

The following guidelines are to inform parents and swimmers of the coaches' policies regarding practice. These policies have been developed over many years and are designed to provide the best possible practice environment for all.

- Each training group has specific attendance expectations appropriate for the objectives of that group. As a rule, the least possible interruption in the training schedule will produce the greatest amount of success. The club encourages younger swimmers to participate in other activities in addition to swimming. Swimmers are expected to increase practice attendance as they move to higher groups.
- For the swimmers' protection, they should arrive no earlier than 15 minutes before their workout time. They should also be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim ten minutes before the start of their practice.
- Athletes should plan to stay the entire practice. The last part of practice is very often the most important, and announcements may also be made at the conclusion of the session.
- Occasionally, most of a practice group may be attending a meet, in which case notification will be available on the team website calendar and/or via email of a practice change or cancellation.
- Our club's swimmers and parents are obligated to act as guests while in the pool facility. Every member of the club needs to do everything possible to respect this privilege. Any damages to FGAC property may result in financial liability for the swimmer's parents. Any damage may also result in the swimmer being asked to leave the team permanently.
- Parents and their guests are welcome to observe practice sessions from the spectator areas; they are not permitted to interrupt practice or allowed on the pool deck unless it is an emergency.

C.3. CODE OF CONDUCT

Any age-group swimmer who is known to use alcohol, drugs or tobacco is subject to suspension from the team.

In the occurrence of an athlete suspension, that swimmer/family will be responsible for any meet fees that occur during the time of suspension that the swimmer was scheduled to attend. A suspended athlete will also be responsible for the relay fees of all affected swimmers in the relay if the suspension results in the cancellation of the relay.

Swimmers will not interfere with the progress of another swimmer during practice or otherwise.

At all club functions, whether practice, meets, or social gatherings, we expect each swimmer to behave in such a way that their actions reflect positively on the team.

All members of the club, whether parents or swimmers, shall continue to protect and improve the excellent reputation the club has throughout the city, state and country.

SECTION D – Club Dues, Fees and Other Expenses

There are several categories of membership dues, fees and other expenses for FGSC swimmers and families:

- FGSC Monthly Club Dues
- Forest Grove Aquatic Center Pool Quarterly Membership
- USA Swimming Annual Registration
- FGSC Annual Swimmer Fundraising Commitment

As is the case for any business, FGSC’s expenses begin the first day of every month. A positive cash flow is required to assure that the club is able to meet its financial commitments. The club’s billing system produces monthly invoices on the 1st of the month. They are payable on or before the 10th of the month. Families can log into their accounts online to view current invoices as well as projected invoices for the following month.

Families will receive an email reminder when their monthly invoice is approaching 60 days past due. After an invoice is 60 days past due, their swimmer(s) will be kept out of practice until their account is brought current. Of course, we want to have all of our swimmers in the pool, so if you have a dispute about an invoice, or are facing a financial hardship, please speak with the FGSC Head Coach so that we can resolve the matter and keep your child(ren) swimming. Limited scholarships may be available. A Scholarship Committee consisting of the Head Coach, Board President and Board Treasurer will make all scholarship decisions.

D.1. METHODS OF PAYMENT

Families may pay their monthly invoices by credit card, debit card, check or money order. Cash is not accepted, unless prior arrangement is made with the club treasurer. Payments may be dropped in the club’s lock box at the Forest Grove Aquatic Center, or mailed to the following address:

**Forest Grove Swim Club
P.O. Box 242
Forest Grove, OR 97116.**

We encourage all families to take advantage of our auto-pay feature so that your credit card or checking account can be automatically debited for your monthly dues on the first of the month.

FGSC reserves the right to charge \$25 for checks returned due to insufficient funds (NSF).

D.2. FGSC CLUB DUES

Club dues and travel fees are based on a swimmer’s training group, as shown below:

Training Group	Monthly Dues
Bronze	\$70.00
Silver	\$90.00
Gold	\$105.00
Senior Elite	\$130.00

D.3. FGAC QUARTERLY POOL MEMBERSHIP

Every swimmer must have a current Forest Grove Aquatic Center (FGAC) pool membership. Memberships are billed quarterly and are due on the 1st of January, April, July, and October. These memberships allow free access to public and fitness swims. If your payment to the aquatic facility is not received by the 14th of the billing month, your swimmer will not be allowed to use the pool, including FGSC workouts, until the membership is paid. Rates are set by the City of Forest Grove. Current membership rates are listed below, but are subject to change.

	<u>In-City District</u>	<u>Out-City District</u>
Individual	\$79.75	\$107.75
Family	\$158.25	\$214.25

D.4. USA SWIMMING ANNUAL REGISTRATION

All FGSC swimmers are required to be registered with USA Swimming. This membership not only supports swimming throughout the country, but also provides very important accident and medical insurance for every swimmer and every club. **The annual membership cost for USA Swimming is currently \$72.00 per swimmer per year.** This fee is charged and collected at the time of registration with FGSC and annually in October. This fee is subject to change by USA Swimming.

Each swimmer is covered at any organized practice of Forest Grove Swim Club and every competition that is sanctioned by USA Swimming. Insurance does not cover social outings or events. A summary of the coverage is available upon request.

D.5. DISCOUNTS AVAILABLE

FGSC currently offers the following discounts to all groups:

- **Multiple Swimmer Discount:** 15% discount on the monthly dues only for 2nd swimmer in one family. 25% discount on the monthly dues for the 3rd swimmer in one family. These discounts are applied to the lower cost group(s).
- **Officials/Electronic Timers Reimbursement:** The club will discount the cost of the criminal background check and annual dues for any parent who becomes an official (stroke and turn, starters, electronic timer, referee, etc.). Reimbursement will be in the form of credit on the swimmer's next invoice upon proof of payment submitted to the club treasurer.

D.6. ANNUAL SWIMMER FUNDRAISING COMMITMENT

Each Dragon family has an annual fundraising commitment based on the number and level of their swimmers. The fundraising commitment was instituted as a way to diversify payment options for the overall cost of participating in the club (instead of raising monthly dues). This financial commitment can be covered through any fundraising activities the family chooses or by direct contribution from the family. A few examples of fundraising activities could be:

Direct Donation: Members can procure a donation from someone interested in supporting the team and will receive 100% credit toward their fundraising commitment. Forest Grove Swim Club is a registered 501(c)3 non-profit organization, and donations may therefore be tax-deductible by the donor.

Swim a Thon: This is a traditional special event fundraiser for swim clubs, in which athletes raise money by collecting pledges for swimming lengths of the pool in a single session. Swimmers may solicit pledges from individuals or businesses and will receive 100% credit toward their fundraising commitment.

SCRIP Earnings: This is an opportunity that allows member families to slowly fundraise while buying groceries and other products with gift cards from local and nation-wide merchants, while enabling them to meet their commitment at no extra cost. Most of you have seen the great gift cards available through our SCRIP program. We encourage you to buy SCRIP to purchase all of your groceries, clothes, and gifts at stores like The Gap, Old Navy, Godfather’s Pizza, Fred Meyer, and Safeway. A regular routine of buying SCRIP can cover your entire fundraising commitment. All SCRIP purchases must be prepaid.

Meet Program Ad Sales: By selling ad space in the programs for our two hosted meets each season (December and February), you will receive 100% credit toward your fundraising commitment. Heat sheet ad pricing is available from the board.

Training Group	Annual Swimmer Fundraising Commitment
White	\$50
Grey	\$50
Purple	\$100
Black	\$200
Gold	\$300

The annual swimmer fundraising commitment is due by **August 31st** (season-end).

Multiple Swimmer Discount: Families with more than 2 swimmers in their family will only have an obligation for the highest two fundraising amounts. Example: A family has swimmers in Gold, Black, and a Purple group. The family will only be responsible for the Gold and Black group fundraising amounts for a total of \$500.00

Swimmers who advance to the next training group during the season will not have their fundraising commitment increased until the start of the next season (September).

D.7. SUSPENDING OR CANCELLING YOUR MEMBERSHIP

Club dues are paid monthly and a commitment is assumed of each swimmer for the short course and long course season.

If you wish to suspend or cancel your swimmer’s membership, you must notify the head coach AND the club treasurer in writing (email is okay) at least two weeks prior to the month you wish the suspension/cancellation to begin. For example if you wish to suspend/cancel a membership beginning June 1st, you must notify the club prior to May 15th.

Upon cancellation of membership, it is expected that all dues, fees, fundraising, and service hour commitments must be paid in full. If a swimmer’s membership is cancelled during the season (any time other than August 31), fundraising and support hours will be pro-rated on a monthly basis. Fundraising, meet fees, monthly dues and service hour commitments are built into the annual FGSC budget. We bill for unfulfilled fundraising and service hours in September. If your swimmer leaves before August 31, those commitments are still needed in order to operate the club.

SECTION E – Supporting the Club

E.1. THE IMPORTANCE OF INVOLVEMENT

The strongest clubs in the USA Swimming organization have a high level of parent involvement, and the Forest Grove Swim Club is no exception.

Parental involvement helps our athletes and their families learn about the sport of swimming at all levels, from local club competitions up through national meets and the Olympic Games. It fosters a spirit of unity among our families, and creates the positive relationships that help us support each other, grow our club, and increase community support for aquatic sports.

Because the FGSC is a collaborative effort of all of our members, each FGSC family is expected to commit to a number of hours per season to supporting the club and the achievement of our mission and our goals. We work hard to keep fees as affordable as possible, so we do not hire staff for anything more than coaching. We need every family to pitch in and help run swim meets as well as a myriad of other tasks throughout the year. Volunteer opportunities are posted on the web site and you can always contact any board member or coach for suggestions on where you are needed.

SERVICE HOURS

Gold, Black, and Purple Groups

Two-parent families are expected to provide **35 hours** of service to the club each year.

Grey and White Groups

Two-parent families are expected to provide **25 hours** of service to the club each year.

For calculating service hours, a year runs from September through August (a full short course and a full long course swim season). Contact Club Treasurer for one-parent family service hour amounts.

Service hours will be pro-rated during the first year of a family’s membership of the club, as follows:

If you join in:	% of hours required	Pro-rata hours required for:	
		Gold, Black, or Purple	Grey or White
September – October	100%		
November – December	50%	17.5	12.5
January – May	20%	7	5
June – August	0%	0	0

E.2. PAYMENT IN LIEU OF SERVICE HOURS

At the start of each season in September, a family may elect to opt-out of providing their service hours and make a payment to the club of **\$20 per expected service hour**.

Each September, families with unfulfilled service hour commitments will be notified of their shortfall and will be billed **\$30 per unfulfilled service hour**.

E.3. TRACKING YOUR SERVICE HOURS

It is each family's responsibility to report service hours worked and to make sure service hours are fulfilled. Families may track their service hours by logging into their account through the club website.

Paper forms can be downloaded from the club website under the Resources tab. Fill out a form and drop it in the lockbox (near the team mailboxes) to receive credit for the service hours. Service hours completed at home meets do not need to be submitted by members.

E.4. OPPORTUNITIES TO SUPPORT YOUR CLUB

We recognize how valuable our families' scarce free time is, and so we wish to provide them with the most flexibility possible in providing support to the club (evenings, weekends, and at-home).

We have introduced a variety of new opportunities for parents to support the club, through participation in "Support Teams". Each team has an unofficial "leader" who can coordinate their team's activities and keep the board and "standing position" volunteers updated throughout the year. To join one or more Support Teams of your choice, contact the head coach.

These Support Team participation opportunities are in addition to the club's traditional Standing Position and Home Swim Meet Position opportunities, which are described below.

Club Support Teams

Fundraising

- Develop a marketing list for potential sponsors
- Recruit new sponsors
- Coordinate auction baskets-for home meets
- Operate scrip program
- Explore participation in Farmer's Market and other possible revenue opportunities
- Interact with New Pool and Communications teams

Team Communications

- Create and distribute the team's monthly newsletter
- Maintain the team website
- Update the team's social media content (Facebook, Twitter, etc.)

New Members

- Help integrate new families into our club
- Develop and implement a call/email list for carpooling to practices and home/travel meets
- Coordinate our new parent and new swimmer orientation and buddy system

Equipment

- Create and organize team equipment exchanges ((bi)annual swap/sale)
- Coordinate and place new orders with NW Swim Shop or SwimOutlet.com
- Ensure we have banners & EZ-ups at meets

School Liaison

- "Get the word out" to local area schools (meeting with principals, athletics directors, teachers)
- Develop collateral for distribution (posters, flyers, handouts)
- Attend Open Houses at local schools

Swim Meets

- Arrange for meet volunteer staffing (timers, concessions, set-up and take-down)
- Interact with Fundraising team
- Away Meet Team Timing Coordinator

Standing Positions

The club's standing positions comprise a variety of year-round support opportunities. If you are interested in one of these positions or would like more information, please contact the club's Support Coordinator or a board member.

- New Members (*part of New Members team*)
- Support Coordinator
- Webmaster (*part of Team Communications team*)
- Travel Concierge (*part of Swim Meets team*)
- Special Events Coordinator
- Equipment Coordinator (*part of Equipment team*)
- Meet Registrar (*part of Swim Meets team*)
- Team Photographer/Archivist (*part of Team Communications team*)
- Head Timer for Travel Meets (*part of Swim Meets team*)

Home Meet Positions

Our club hosts a few large swim meets each year. These meets are our main fundraising events, and they require a great deal of support time from our member families. The following is a list of some of the major support positions; a detailed list of all swim meet positions is posted before each meet. Please see our website for specific job duties and requirements.

- Meet Director
- Meet Director in Training
- Referee*
- Starter*
- Meet Announcer*
- Stroke & Turn Official*
- Timing officials*
 - Console Operator*
 - Computer Expert*
- Hospitality Coordinator
- Concession Stand Chief
- Heat Sheet Typesetter
- Awards Coordinator
- Lane Timers (credit is limited to 5 hours for timing at home meets)

*The individuals in the asterisked positions will receive support credit for home meets **and travel meets**. This is because few, if any, clubs have enough certified officials to fully run a meet. Therefore, each club is expected to provide stroke & turn officials and timing officials for meets the team attends. FGSC has a good reputation for providing officials during away meets. This reputation leads to more access to invitational meets throughout the year, with more opportunities for our swimmers to compete.

E.5. TRAVEL MEETS AND LANE TIMING – MANDATORY SERVICE

It is generally expected that for each swimmer that you have competing at a travel meet, you volunteer as a lane timer for 1-2 hours each day that your swimmer participates. Lane timers ensure that all swimmers get credit and an official time for their efforts. ***These hours now count toward your FGSC service hours, email the head coach if you timed at an away meet to have your timing hours recorded.***

SECTION F – A Parent’s Role and Responsibilities

F.1. YOUR ATHLETE NEEDS YOU...

A successful competitive swimming program requires understanding and cooperation between parents, coaches and athletes. The progress your swimmer makes depends to a great extent on the strength of this triangular relationship.

As a parent, you have done a great deal to raise your child – you have created the environment in which they are growing up. Your child is a product of your values, the structure you have provided, and the role model that you are.

Human nature, however, is such that a parent loses some of his/her ability to remain detached and objective when it comes to their child’s athletics. The following guidelines will help you keep your child’s development in the proper perspective and help your child reach his/her full potential as an athlete.

We want your swimmer to communicate with his/her coach as soon as possible about their swimming, as good communication between athlete and coach produces the best results. When parents interfere with or contradict a coach’s communication with the swimmer about training or competing, it can cause considerable – and oftentimes insurmountable – confusion, stress and anxiety for the athlete. If you have a problem, concern or complaint, please make an appointment to meet with the coaching staff.

The coach’s job is to motivate the athlete and constructively criticize performance. It is the parent’s job to supply the unconditional love, support, recognition and encouragement necessary to encourage the swimmer to work hard in practice, which leads to the confidence to perform well in competition.

10 & under swimmers are generally the most inconsistent, and this can be frustrating for parents, coaches, and the swimmer alike! Parents and coaches must be patient and permit these young athletes to develop a love of the sport. When a young swimmer first joins a competitive swimming program, there may be a brief period during which he/she appears to slow down. This is a result of the increased concentration on stroke technique, which in the long run will lead to much faster swimming.

Even the very best swimmers will have meets where they do not swim their best times. These “plateaus” are a normal part of swimming; over the course of a season, times should improve. Please be supportive even during meets when your swimmer does not swim a best time. Older swimmers may have only two or three meets each year when they are rested and tapered, and thus able to achieve best times. The best contribution you can make to your swimmer’s progress is to be a loving, supportive parent.

F.2. THE TEN COMMANDMENTS FOR PARENTS OF ATHLETIC CHILDREN

Reprinted from “The Young Athlete” by Bill Burgess

1. Make sure your child knows that win or lose, scared or heroic, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.

2. Try your best to be completely honest with yourself about your child's athletic ability, competitive attitude, sportsmanship, and actual skill level.
3. Be helpful, but don't coach them on the way to the pool or on the way back, or at breakfast, and so on. It's tough not to do, but it's a lot tougher for the child to be inundated with advice and pep talks.
4. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve swimming skills, and attitudes. Help them to develop the feel for competing, for trying hard and for having fun.
5. Try not to re-live your athletic life through your child in a way that creates pressure; you lost as well as won. You were frightened, you backed off at times, and you were not always heroic. Don't pressure your child because of your pride. Athletic children need their parents, so you must not withdraw. Just remember there is a thinking, feeling, sensitive free spirit out there in that uniform who needs a lot of understanding, especially when their world turns bad. If they are comfortable with you – win or lose – they are on their way to maximum achievement and enjoyment.
6. Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment with your athlete. It is better to show your child that the coach, parents on the team, and other swimmers on the team are all working towards the same goal.
7. Don't compare skill, courage, times, or attitudes of your child with other members of the team.
8. Get to know the coach so that you can be assured that the coaching philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under their leadership.
9. Remember that children often exaggerate. Temper your reaction and investigate before over-reacting. Work with the coach to get all of the facts and develop a plan of action if necessary.
10. Make a point of understanding your child's level of courage. Some of us climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort.

F.3. COMMUNICATION

Our club's communications – such as the newsletter, meet calendars, meet information, qualifying times, etc. – will generally be sent out in electronic form, as well as through our team website. Please make sure that the coaching staff, team registrar, and meet entry registrar all have your email address(s).

After meet entries have been submitted, a hard copy will be posted on the team bulletin board near the mailboxes. You are highly encouraged to view your swimmer's events on our team website. You can do this by signing into your account on our team website. Within the "Swim Meet" tab on the Home page select "Edit Commitment". Once meet entries have been submitted, you will find their events for each day of the meet listed here. These are subject to change and it is recommended you revisit this page in the day or two leading up to the meet.

FGSC Information meetings will take place each season for all families to attend. All topics relating to our club will be discussed and will be great for new swimmers/families. Please contact the head coach for any questions.

F.4. QUESTIONS FOR THE COACHING STAFF?

Please be considerate when contacting the coaching staff. Setting up an appointment (via email) is the best way to arrange a mutually convenient time to speak with the coaches. The coaches may periodically be available briefly after a practice session, but this cannot be guaranteed due to overlapping sessions.

Below are some guidelines for parents in communicating with the coaching staff:

- Try to keep foremost in your mind that you and the coach both have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
- Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or the group. A training group can range in size from 5-35 members. On occasion, an individual's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for the occasional short-term inconvenience.
- If your child swims for an assistant coach, always discuss the matter first with that coach, following these guidelines. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head coach join the dialogue as a third party.
- If another parent uses you as a sounding board for complaints about a coach's performance or policies, listen empathetically, but encourage the other parent to speak directly with the coach. He/she is the only one who can resolve the problem.

F.5. MEMBER GRIEVANCE PROTOCOL

When following the guidelines for communicating with the coaching staff is not enough to resolve an ongoing concern, it is recommended to enact the Member Grievance Protocol.

- A member meeting with the head coach and a board member
- After no more than one week, a second meeting with the board member and the member/parent(s) without the coach, troubleshooting for possible improvements and compromises on either side.
- Board member will then meet with coach to discuss member/parent(s) concerns and again try to find compromises
- Either a member/parent or the coaching staff can request to enact the "protocol". If members have a grievance, we prefer we know about it and see if we can alleviate any concerns and hopefully become a better swim club in the process.

SECTION G – Board of Directors

The Board of Directors oversees the administrative functions of the club. The board consists of seven individuals elected for staggered two-year terms with the elections occurring annually in August. Each board member is also supported by club parents in Standing Positions and by the Support Teams. Please see the website for the current Board of Directors roster.

With the club’s primary focus always on the swimmers, the Board of Directors exists to ensure the continuation and excellence of the Forest Grove Swim Club by:

- Providing necessary business functions
- Assisting and supporting the coaching staff
- Communicating with the club membership

Election of Board Members

Elected on even-numbered years: President, Treasurer, Member at Large

Elected on odd-numbered years: Vice-President, Secretary

Board Job Responsibilities

Each board member serves a two-year term and is assigned a specific area of responsibility, as described below:

President:

- Conducting meetings
- Board membership and job descriptions
- Appoint Committees
- Calling special meetings
- Delegating authority and responsibility
- Holding elections
- Locating/organizing pool availability
- Managing staff

Vice President:

- Conducting meetings in absence of President
- Oversees fundraising committee

Treasurer:

- Registration with USA Swimming (in conjunction with Membership registrar)
- Payroll/benefits
- Budgets
- Filing taxes
- Paying bills
- Maintaining receipts
- Financial reports
- Collecting fees, dues, etc.

Secretary:

- Recording minutes of meetings
- Maintaining historical records
- Club mailings
- Maintain Handbook

Member-at-Large:

- Chairs the nominating committee
- Liaison between members and Board of Directors
- Duties as assigned by the President

Meet Director:

- Runs 2-3 home swim meets per year

Member Registrar:

- Maintains membership records and status
- Emails club information to new and prospective members
- Maintains records of two-week trials for prospective members
- Works with Oregon Swimming and Treasurer to ensure members, coaches, officials, and team are currently registered with USA Swimming

Addendum I

2017 Anti-Bullying Policy

Bullying of Any Kind Will Not Be Tolerated

Action Plan of the Forest Grove Swim Club to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at Forest Grove Swim Club (the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club’s Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that (Name of Club) takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT:**

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

FINDING OUT WHAT HAPPENED

1. First, we get the facts.

- a. Keep all the involved children separate.
- b. Get the story from several sources, both adults and kids.
- c. Listen without blaming.
- d. Don't call the act "bullying" while you are trying to understand what happened.
- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.

2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

- a. Review the USA Swimming definition of bullying;
- b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

- a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the Club

and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.

- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone who is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

5. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or club board member;

- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- d. Set a good example by not bullying others.
- e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.



I have reviewed the Anti-Bullying Policy with my swimmer(s) and understand the actions that will be taken in the event my swimmer is bullying or being bullied.

Parent Signature

Swimmer Signature

Swimmer Signature

Source: www.stopbullying.gov – a federal government website managed by the U.S. Department of Health & Human Services

www.usaswimming.org/protect