

POSA Parent Information

Welcome

Welcome parents to the Palos Orland Swim Association (POSA) Eagles 2016 Spring/Summer Season!

POSA is a year round age group competitive swim club. We are a member of USA Swimming (USAS) and sanctioned by Illinois Swimming Inc. (a local swim council of USAS). Our club is a non-profit organization run by its elected Board of Directors and supported by its member families. The goal of our team is to provide every member an opportunity to improve swimming skills and achieve success at his or her level of ability, from novice to international competitor. Our team is open to all youth aged 5 through 18 years old, living within the boundaries of Consolidated High School District 230. We have coaches who are professional, educated, and experienced in competitive swimming.

Coaches: posacoaches@posaeagles.org

- Head Coach Josh Rogers josh.rogers@posaeagles.org
- Assistant Coach Gary Guzzo
- Assistant Coach Matt Petrizzo
- Assistant Coach Jessica Stolze
- Assistant Coach Brittany Kamper
- Assistant Coach Ben Crnich
- Assistant Coach Mitch Zieler
- Assistant Coach Molly O'Malley

Board Members

- President Tracy Pautsch tracy.pautsch@posaeagles.org
- Vice-President/
Meet Director Kate Donnell kate.donnell@posaeagles.org
- Treasurer Mary Barry mary.barry@posaeagles.org
- Secretary Jamie Harlin jamie.harlin@posaeagles.org
- Special Events April Giblin april.giblin@posaeagles.org
- Concessions Chris Jenkot chris.jenkot@posaeagles.org
- Sandburg Liaison Kathy Lawlor kathy.lawlor@posaeagles.org
- Fundraising Michelle Molloy michelle.molloy@posaeagles.org
- New Parent Liaison Candi Kamykowski candi.kamykowski@posaeagles.org
- Spirit Wear Anita Austin anita.austin@posaeagles.org

Mailing Address

POSA
PO Box 281
Orland Park, IL 60462

Pool Address

Carl Sandburg High School
13300 S. LaGrange Road
Orland Park, IL 60462

Communication

MOST COMMUNICATION FROM POSA ARE CONDUCTED VIA E-MAIL. PLEASE WATCH YOUR E-MAIL FOR INFORMATION AND UPDATES. Check the website calendar also for updates.

Website: www.posaeagles.org

Our website contains all information regarding POSA. Upon registration, you should have received a login name and password. Once logged in, you will be able to:

- View your child's swim times and compare them to standards (Regional, State, etc...)
- Sign your child up for dual meets
- Sign up for ISI's and choose the events you would like them to swim
- Sign up for volunteer positions throughout the season
- View your account and any balance due
- Set up Auto Pay to directly charge your balance due for billing (ISI's, events) on a monthly basis

Breakdown of POSA Fees: Registration

\$360	Per Swimmer Registration Fee
\$ 66	Per NEW Swimmer USA Swimming Card (Insurance and Registration)

\$426 Total Cost for 1 swimmer

\$100 Per Family Volunteer Commitment Fee (A check is given as the deposit, it is not cashed and fully refundable at the end of the season provided the volunteer commitments are fulfilled; if not fulfilled we will cash the check at the end of the season.)

Add \$270 for each additional swimmer per family. (*\$90 discount for each additional swimmer per family*)

Add \$ 66 for each additional new swimmer's USA Swimming Card

Payments

Registration fee, installment payments, and ISI Meet fees can be made via credit card or check. (A separate check for the \$100 Volunteer Deposit Fee is required.) Payments will be invoiced to your account on our website. In order to pay via credit card, you must set up the auto pay option within your account. Any fees incurred will be invoiced and charged on the 1st of each month. POSA has a black box in the small office off of the pool hallway. This box can be used for payments, but please do not put cash in the box.

Financial Responsibilities

Your registration fees cover pool fees, coach's salaries, coach travel expenses, membership fees, meet administrative fees, as well as other operating expenses. The team conducts a mandatory fundraiser each season in order to keep our fees at a minimum.

Volunteer Commitment:

Parental involvement is essential for our club to function. POSA will assess a \$100 volunteer and fundraising commitment fee each season. This is **fully refundable** at the end of each season provided you have fulfilled the volunteer commitment. *Each family must submit a check for the \$100. Un-cashed checks will be shredded at the end of the season if commitments are met.*

Volunteer commitment:

This season, each family is required to fulfill a minimum of 3 volunteer jobs.

We will be hosting several dual meets and which are run by parent volunteers. Volunteers will be needed to time at the meets, help organize the swimmers, concessions, clean up and locker room monitoring. Volunteer job descriptions for home meets are listed under the Volunteer/Fundraise tab on the website.

***Please note* - While adult volunteers are allowed on deck to volunteer, siblings and other non-swimmers are not permitted on deck at any time!**

Additional volunteer opportunities include timers for ISI meets, helping at team events and helping at the end of season party.

Volunteer job sign up will be available on the events tab on the website as the event date approaches. Click on the "job sign up" tab under "Events".

Volunteer jobs requiring additional training are the computer/scoring table volunteers at home meets and USA Swimming Officials. Please contact a board member if you are interested.

Please note there is NO fundraising commitment this season!

Team Gear and Apparel

For practice, each swimmer will need: a practice swim suit (no two piece suits for girls), a swim cap, and at least one pair of goggles. Suggested equipment: Fins, pull buoy, kickboard, paddles, center-line snorkel, drag suit, and swim bag (some equipment is also available for use at the pool). All swimmers should bring a water bottle to practice in order to stay hydrated.

For meets, each swimmer will need: POSA team suit, swim cap, two pairs of goggles (in case one pair breaks), towel, bottle of water, and healthy snacks.

PLEASE LABEL ALL OF YOUR CHILDS THINGS!! SUITS, GOGGLES, and CAPS get mixed up easily!!

USA Swimming and Illinois Swimming, Inc. Registration

All POSA swimmers are required to register with USA Swimming (USAS) and Illinois Swimming, Inc (ISI). This is covered by your \$62 USAS/ISI registration and insurance fee. The USAS and ISI memberships are valid September thru September.

As a USAS member, your swimmer's achieved times are tracked on the USAS website. You can create an account on the website to view their times. This is the

official database that tracks all swimmers times and are the times used to determine qualification for championship meets.

Sanctioned Meets are meets that are approved through Illinois Swimming, Inc. These include dual meets, ISI meets, and championship meets. Our intrasquad meet is not a sanctioned meet, therefore the times achieved are not submitted to ISI or USAS.

Swim Meets

Most swim meets* run in the following order;

Medley relay, freestyle, breaststroke, individual medley, backstroke, butterfly, & freestyle relay. Events are broken down in the following age groups 6 & under, 8 & under, 9-10, 11-12 & 13-14. Boys and girls swim separately. In most meets* swimmers can compete in a maximum of 2 individual events and 2 relays.

Sign up for meets online: Logon to your POSA account. View meets under the Events tab. Select Attend/Decline to sign up your swimmer(s). Swimmers are encouraged to swim in dual meets, but meets are NOT mandatory.

TYPES OF MEETS

Intrasquad Meet* - Swimmers from our own team compete against one another in a mock meet at Sandburg. This meet helps new swimmers and their parents become familiar with the workings of a dual meet. *Coaches determine which swimmers compete in the specific events.* There are no additional costs to swim in the Intersquad Meet.

Dual Meet* – Swimmers from our team compete against swimmers from another team. *Coaches determine which swimmers compete in the specific events.* These meets can be home (Sandburg Pool) or away (opposing team's pool). Swimmers are allowed to swim in a maximum of 2 individual events and 2 relays per meet. There are no additional costs to swim in Dual Meets. Conference Meet* - At the end of the season, each Conference division holds a championship meet. The team's overall finish determines which division the team will compete in next season. *Coaches determine which swimmers will compete based on best swim times during the season.* Please expect to pay an admission fee.

ISI Meet (Illinois Swimming, Inc. Meet) – During the season, POSA will participate in large weekend meets hosted by swim clubs in the Chicago area. *Parents can sign up their swimmer for specific events of their choice. Parents may want to discuss their child's participation in these meets with the coaches.* Additional fees are charged per event. Meet packets will be available for review in order to determine date, time, session, and event sign up. Please read the meet packet for information on location of meet, day/session times, costs, events, number of events allowed to swim, and other pertinent information. These meets will be listed under "Events" on the website.

Regional/State Meets – Swimmers can qualify to compete in Regional and State Championship meets. Times required to participate in these meets are posted on the Illinois Swimming website.

Swim Meet Ribbons – All swimmers receive ribbons for POSA Intrasquad and Dual Meets. (1st Place, 2nd Place, etc. or a Great Swim for participation). These will be available several days after each meet; and can be picked up in the swim office. Each swimmer will have a folder with their name where their ribbon(s) will be placed. ISI Meet ribbons may or may not be handed out at the discretion of the host team.

Concessions – A concession stand will be available at all POSA Dual Meets at home. Parent volunteers will be needed to run concessions. Sign-up will be available online prior to each event.

Team Policies:

Swimmer Responsibilities

New swimmers will need a suit, goggles, and caps. Pool buoys, fins and kickboards are available for use at the pool.

1. Attend practice and be ready (caps and goggles on) and **be on time**.
2. Listen to the coaches and follow directions.
3. Have a good attitude and work hard.
4. Be a good teammate.
5. Wear team apparel at swim meets.
6. Respect the facilities! Keep the pool deck and the locker rooms clean.
7. Have fun!

Parental Responsibilities

1. Volunteer Commitment (see below)
2. Fundraising Commitment (see below)
3. Stay informed by reading the website, bulletin boards, and emails (see Communication)
4. Maintain your financial obligations to the club
5. Always express positive support to your swimmer
6. Support your coach and team with a positive attitude. Let the coaches do the coaching, please do not coach your swimmer from the stands during practice. Please discuss problems privately with the coach or appropriate board member. Please do not interrupt practice, the coaches have a responsibility to the swimmers during practice times; if you need to talk to a coach, they are available before or after practice or through email.
7. **Due to insurance and liability considerations, parents are NOT allowed on the pool deck during practice or in locker rooms. Parents are welcome to watch practice from the bleachers above.**

Team Rules

We are guests of Carl Sandburg High School. If we, as an organization, do not conduct ourselves in a safe and respectable manner, we could lose our pool privileges. To assure the enjoyment and safety of all POSA members, cooperate with the following guidelines.

- Swimmers should arrive not more than 15 minutes before practice or stay more than 15 minutes after practice.
- Swimmers may only attend assigned practice times, unless previously cleared with a head coach.
- No running, skating or horseplay will be allowed at any time.
- During meets, swimmers are required to remain in the assigned bullpen or staging area.
- Older team members are expected to provide good examples of leadership for younger members.
- Respect for individuals as well as property is a requirement of all POSA members.
- Good behavior and attitude will be expected at all times.

- Swimmers are not permitted to leave the building unless accompanied by a parent or responsible adult. The coaches and board are too busy to police this policy; therefore, it is the parents' responsibility to assure their children's safety.

POSA Disciplinary Rule: 3 Strike Rule

1. Warning to the child about the questionable behavior
2. Warning to the child and the parent/guardian about the specific behavior and consequence
3. Suspension or expulsion from the team

Please supervise your children. Although we are responsible for them during practice times, if a child is disruptive during their workout, they may be asked to leave for the remainder of their practice. Please also keep siblings in the designated viewing area. Thank you for your cooperation.

Bullying Policy:

Bullying of any kind is unacceptable at POSA 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 parent.

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, 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 Procedures

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 Coach or Board Member;
- Write a letter or email to the Club Coach or Board Member;

- 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 at our club or it is reported to be occurring at our club, we address the bullying by:

- finding out what happened
- talking to all that are involved
- determine if the behavior was 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.

Disciplinary Actions Against Bullying Behavior

- 1st Incident - Talking with both the athlete and parents that are involved. Documenting the incident.
- 2nd Incident – Suspension from the team, including practice and all meets, up to 2 weeks.
- 3rd Incident – Suspension from the team the rest of the season.

**The documented incidents will remain throughout the athlete's membership at POSA, it will not be removed at the end of a season.*

Locker Room & Electronic Monitoring Policy

The Board of Directors has adopted this policy concerning locker rooms and locker room monitoring procedure. Locker room policies are not required by the USA Swimming's Safe Sport Program, but POSA has determined to implement one derived from resources provided by USA Swimming.

PURPOSE

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct or poor perceptions POSA, its swimmers, coaches and volunteers in locker rooms and changing areas.

FACILITIES

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use:

We practice at Carl Sandburg High School Pool, 13100 LaGrange Rd, Orland Park, Illinois. Although access may be available from other areas at the high school, our access shall be through the doors accessed from the back parking lot on the west side of the high school (off of 131st Street). These doors provide access to the south end of the hallway adjacent to the pool.

This location has public restrooms accessible through the hallway adjacent to the pool. The use of public restrooms is intended for parents, visitors, students and the general public. The public restrooms are shared with the general public. As such, there are likely to be people who are not associated with POSA in these restrooms around the time of practice. Families should consider this aspect at all times since we know that siblings (often times younger ones) will accompany a parent to practice.

Only swimmers should utilize the locker rooms for changing. The locker rooms are situated on each side of the hallway into the pool. Entry to the locker rooms is available from the hallway and from the pool deck. Each locker room contains stalls (and urinals for men), sink areas, showers and equipment for partially drying swimsuits. We do not provide locks, towels, soap or other bathing items. In warmer months, we prefer that swimmers arrive dressed to swim and leave to shower or clean up at home except when needed, but some swimmers arrive from other locations and must change. During the colder months of the year, swimmers typically arrive dressed to swim but many need time to change into their swimwear. Regardless, our swimmers will use the locker rooms regularly.

The locker rooms are not changing areas for anyone other than swimmers and they are not to be utilized by anyone other than swimmers. Swimmers' use of locker rooms is intended to be swift. Get in and get on deck, or get in and get out to travel home. Swimmers' lingering in the locker rooms will be encouraged to speed things along.

Please note: USA Swimming article 202.2.9.1 Changing into or out of swimsuits other than in locker rooms or other designated areas is prohibited. Deck Change is defined as changing, in whole or in part, into or out of a swimsuit (excluding a drag suit) in an area other than a permanent or temporary locker room, bathroom, changing room or other space designated for changing purposes while at a practice, competition, or other pool-related activity.

MONITORING

POSA DOES NOT monitor locker rooms through the stationing of an individual in the locker rooms. POSA does not promise or warrant that the locker rooms are secure from theft or that articles will not be lost. Swimmers should only come to practice with their swim gear when possible.

General Policy Considerations

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts. A swimmer leaving the water for the locker room or changing area must ask the coach first. It is impossible to record these instances, but this request allows for a better awareness.

Parents should not enter the locker rooms. If it is truly necessary to inquire about your child, then the parent should let the coach know and a coach will enter the locker room but only for the limited, specific purpose (and time needed) for which they entered.

If an athlete needs assistance with his or her uniform or gear, or an athlete's disability warrants assistance, then we ask that parents use the hallway bathrooms to assist their child.

POSA has predictable and limited use of locker rooms and changing areas (e.g. immediately before and following practices and meets). The Board of Directors believes that constant monitoring inside of locker rooms and changing areas could be the most effective way to prevent problems, but it believes more strongly that our swimmers have a track record of behaving well and that constant monitoring would make swimmers uncomfortable and may even place our staff or volunteers at risk for unwarranted suspicion.

POSA also has staggered practices, with different groups arriving and departing throughout the night. We share these locker rooms with swimming, diving and water polo athletes in the high school program and their use may precede or follow

our use. Indeed, their use may even overlap. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time with varied use. While we do not post staff, coaches, parents, or other adults inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Staff, coaches, parents, or other adults conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. **The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area:**

305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

POSA prohibits the use of mobile devices with recording capability in locker rooms. This absolutely applies to cell phones even if the person is not using the photo, video or other recording device. Please understand that the actual use of a photo, video or other recording device can violate state law and school policies and lead to serious consequences. Your child should be specifically advised that cell phones are not things that they require at practice. Further, if they bring one it needs to remain in a gym bag the entire time until that swimmer leaves the locker room. In order to avoid difficulty with this national policy, please insure that all swimmers are aware NOT to use any function on any mobile or recording device whatsoever while in a locker room.

SWIM PARENT CODE OF CONDUCT

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

POSA Rules regarding Parent Conduct

1. I will not force my child to participate in swimming.
2. I will remember that children participate to have fun and that swimming is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all swimmers, coaches, officials, and spectators at every meet, practice or other swimming event.
5. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, swimmer, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
6. I will not encourage any behaviors or practices that would endanger the health and wellbeing of the swimmers.
7. I will teach my child to resolve conflicts without resorting to hostility or violence.
8. I will demand that my child treat other swimmers, coaches, officials and spectators with respect.
9. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a meet or his/her performance.
10. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
11. I will never ridicule or yell at my child or other swimmers for making a mistake or losing a competition.
12. I will respect the officials and their authority during meets and will never question, discuss, or confront coaches on the pool deck, and will take time to speak with coaches at an agreed upon time and place.
13. I will refrain from coaching my child or other swimmers during meets and practices.

If you fail to abide by the aforementioned rules and guidelines, you will be subject to action that could include, but not limited to the following:

1. Parental meet suspension with written documentation of incident kept on file by POSA.
2. Verbal warning by official, head coach, and/or board of directors.
3. Written warning.
4. Parental season suspension.
5. Removal from team