



Oak Creek Swim

Team 2019 handbook

(updated 1/27/19)

<http://www.oakcreekorcas.org>

Table of Contents

• OAK CREEK SWIM TEAM

- Orcas Mission
- Orcas Objective
- Orcas Philosophy
- Irvine Swim League
- Team Communication
- Team Website
- Photography
- Privacy Policy

• PRACTICE

- Swimmer Readiness
- Appropriate Attire
- Necessary Equipment
- Assigned Sessions /
Attendance

• CODE OF CONDUCT

• MEET COMMITMENT

● **MEET BASICS**

- Swim Meets
- What to Bring
- Getting There
- Arrival & Sign-in
- Ready Bench
- Order of Events
- Disqualification
- Cleanup

● **CHAMPIONSHIP MEET**

- Qualifying for Champs
- Parent Commitment

● **SOCIAL EVENTS**

- Team Photo
- Team Events
- Extra Activities
- End-of-Season Banquet

Oak Creek Swim Team

ORCAS MISSION

To provide the children of Oak Creek, ages 5 through 18, a safe environment in which to enjoy the instruction, competition, and camaraderie that comes with swimming on a recreational summer swim team.

ORCAS OBJECTIVE

To help swimmers learn and/or perfect their swim strokes and techniques while practicing for and participating in friendly competition with other local swim teams.

ORCAS PHILOSOPHY

To encourage swimmers of all levels to do their best, coaching them through challenges and rewarding their successes. To teach sportsmanship and encourage positive relationships between swimmers, parents, coaches, and the community.

IRVINE SWIM LEAGUE

The Oak Creek Swim Team is a member of the non-profit Irvine Swim League (ISL). The league's mission is to provide the organizational structure for a recreational, developmental summer swim league for youth who live in Irvine, with an emphasis on water safety, stroke instruction, and individual improvement. Teams affiliated with the ISL include both homeowner association and city teams, and are governed by the rules of the ISL. For more about the ISL, including a complete set of ISL Rules, Bylaws, and/or Meet Guidelines (to which the Oak Creek Swim Team abides), visit the league's website at www.IrvineSwimLeague.org.

TEAM COMMUNICATION

The Oak Creek Swim Team's primary means of communication with its member families is via email. To ensure that you receive team emails, please add the following addresses to your address book and/or enable them in your email software: orcaspresident@outlook.com

and <http://www.oakcreekorcas.org>; and notifications+isloc@teamunify.com

From time to time, you may also receive invitations and/or surveys created by the swim team's board but sent by a third party like Evite.com. These are legitimate swim team emails. You may also receive text alerts if you add your cell phone number and cell carrier to the SMS and Carrier boxes in your Account Profile on the Orca website. During the season, families should check their email at least once or twice per week for time-sensitive team announcements.

TEAM WEBSITE

The Oak Creek Swim Team maintains a comprehensive website which can be found at <http://www.oakcreekorcas.org>. Updated weekly during the swim season, this website strives to provide all the information a team family might need with regards to swim practice, meets, and social events. In the event that you cannot find an answer to a question on the website, a list of board members and coordinators with their phone numbers is available online under Team Contacts.

PHOTOGRAPHY

The Oak Creek Swim Team reserves the right to publish photos of all Orcas swimmers and their families on the team's website. Individuals pictured will NOT be identified by name. Most photos are contained within a password protected photo gallery. Families that do not wish to have their photos published online may complete a Photo Opt-Out Form (available at <http://www.oakcreekorcas.org>).

PRIVACY POLICY

The Oak Creek Swim Team does not rent or sell its members' information to anyone. Members' contact information is made available to board members and coordinators only as necessary for the completion of a specific task or job.

Practice

SWIMMER READINESS

In order to participate on the swim team, children must be comfortable in the water and be able to demonstrate 10-25 yards of horizontal, unsupported movement. Children who are afraid of the water or deemed unsafe by the coaching staff and/or swim team board during the first week of practice will be asked to wait a year before joining the team. During that year, lessons are highly recommended.

APROPRIATE ATTIRE

PRACTICE: Children may wear their own swimwear to practice. For girls, one-piece bathing suits are highly recommended. Swim shirts are not recommended in hot weather. Competitive Aquatic Supply (3972 Barranca in Irvine, 653-7665) often gives a discount to members of the Oak Creek Swim Team. **MEETS:** Swimmers are expected to wear an official team swimsuit (one-piece for girls; jammer or speedo for boys). Girls are also required to wear an official team cap. Team suits are available for purchase at registration. Suits and team apparel are non-refundable.

NECESSARY EQUIPMENT

Personal goggles, swim fins, and a kickboard are necessary for practice sessions. Goggles are recommended for meets. Please label all items with your child's name in permanent marker!

ASSIGNED SESSIONS / ATTENDANCE

Team practices are held Monday through Friday, May 28th through August 2nd, from 3:00 p.m. to 7:00 p.m. at the Oak Creek/Royal Oak swimming pool (16492 Royal Oak, Irvine, CA 92618). Daily

practices are broken down into separate sessions by age group and skill level (see assignments posted online at <http://www.oakcreekorcas.org>). Children may occasionally swim up or down one (1) level to facilitate a conflict in a family's schedule. However, children who would like to permanently change practice sessions must present a formal written request to the President prior to making the change. It is recommended that children attend three (3) to five (5) practices per week. Children who attend practice regularly are more likely to be rewarded with a spot on a relay team than children who attend only periodically. It is not necessary to notify anyone if you will miss practice.

PARENT RESPONSIBILITY

During their assigned practice session, children are supervised by the Orcas coaching staff and are the responsibility of the Oak Creek Swim Team. The Oak Creek Swim Team is NOT responsible for any swimmer in the pool prior to or after his/her assigned practice session. For this reason, it is imperative that swimmers aged 13 and under be accompanied by a parent or responsible adult. Children under the age of 13 who are not accompanied by a parent or responsible adult will be required to leave the pool as soon as their practice session is finished. Since only a portion of the pool is needed for practice, any Oak Creek resident is free to use the pool facilities during team practices. It is a privilege for the Oak Creek Swim Team to be able to use the Royal Oak Pool, so be considerate and abide by association pool rules at all times when in the pool area.

Code of Conduct

Following is the Code of Conduct that all families signed upon registering their child(ren) for the Oak Creek Swim Team:



2008 OAK CREEK SWIM TEAM CODE OF CONDUCT

Reg. # _____

Family Name: _____

It is the goal of the Oak Creek Swim Team (OCST) to provide an atmosphere where children learn safe swimming with proper techniques and fair play through friendly competition in a team setting. Winning swim meets is a secondary goal. The OCST will emphasize that children be praised and rewarded for good behavior and attitude.

As parents, it is important that you set a good example for swimmers. This takes the form of respecting meet officials and their authority during swim meets, not questioning or confronting coaches during practices or meets, and taking the time to speak to coaches if needed at an agreed upon time and place.

The behavior of all swimmers and OCST families reflect upon the team and the Oak Creek community. The team strives to be a positive influence within the community. The OCST has worked hard to establish a positive relationship with the Home Owners Association. Without its approval and permission, the swim team would be unable to use the facility at Royal Oak Park, and the team would cease to exist. The actions of the OCST members, for better or worse, impact the team's ability to use the facility.

My family (swimmer/swimmers included) will remember that children participate to have fun and that practices and meets are for the benefit of the children, not the parents.

My family will observe all Oak Creek Community rules and regulations while participating in swim activities. This includes:

- Observing and obeying the no parking zones on various streets surrounding the Royal Oak Pool.
- Not leaving minors who are not participating in swim team activities unsupervised at practices and swim meets. Example: You may not leave your 7-year-old child at the pool without adult supervision while your 13 year old participates in practice. The team coaches cannot provide childcare services for the 7 year old. All swimmers need to be picked up after practice or be under the supervision of a responsible parent or appointed adult while at the pool.
- Observing all pool regulations as described on the pool area placards and in the community's CCR's.

Swimmers must follow the instructions of the coaches.

No swimmer should leave their practice session at the pool until the session is completed unless prior arrangements have been made with the head coach to leave early.

To ensure workout continuity, each swimmer should be dressed, on deck and ready to swim at the beginning of his/her designated workout period. A late swimmer may be kept from participating in that day's workout until his/her inclusion can be made without disrupting the other swimmers.

While at practices, swim meets, or other events, each swimmer/family member should be respectful and courteous. Swimmers/family members shall not use inappropriate or abusive language at team activities. Swimmers shall not use illegal substances of any type or conduct themselves in a manner considered by a coach to be of danger to the swimmer or others, or disruptive to the team. Swimmers shall not commit or participate in acts of theft or be insubordinate to any coach.

A coach may dismiss a swimmer from a practice or the team at his/her discretion for activities including, but not limited to, swim ability and/or behavioral issues. A swimmer may be suspended from team activities by a coach or a member of the OCST Board. A swimmer/family may also be permanently removed from the team at the discretion of the OCST Board.

Parent Signature: _____

Date: _____

Meet Commitment

SWIMMER COMMITMENT

Swimmers are encouraged to attend all team practices and meets. Swimmers are expected to attend at least three (3) regular season ISL swim meets.

SWIMMERS

If your swimmer will miss a meet, it is essential that you make a note in either the online "swim meet>edit commitment" section or in the Coaches' Notebook on blue Orca board **BY WEDNESDAY PRIOR TO THE MEET.**

PARENT COMMITMENT

The Oak Creek Orcas Swim Team (OCST) is a 100% volunteer organization. It takes parental support to operate the team and conduct swim meets. Parent participation in the team's activities is a condition of membership. Each swim meet is divided into various job shifts occurring before, during the first or second half of a meet, or after the meet; and assigned an hour value. **One adult member of each team family is expected to work 12 hours of total job time; one of which must be a shift for the Practice/Time Trials Meet.** When possible, parents should work the same job at each meet. If your child participates in the ISL championship meet, one parent will be asked to work one (1) job shift of that meet as well. You may sign up on our website during registration for the jobs/meets at which you'd prefer to work. You may change your shifts until the Sunday prior to a Saturday meet.

Families which do not sign up prior to season start will be assigned jobs by the Volunteer Coordinator.

Families that do not fulfill their volunteer commitment will not be rewarded with priority registration the following season and may be fined \$25.00. They may, however, enroll during open enrollment, assuming space is available.

PARENTS

If you find that you cannot work a meet that you have agreed to work, it is your responsibility to go online and change your volunteer to another open spot. If an unforeseen circumstance compels you to change the week of the meet, you will need to find a replacement and contact the Meets Mgr. Your replacement will receive credit for working your shift, and you will need to work another shift at another meet. A best practice is to trade shifts. **WHATEVER YOU WORK OUT, IT IS IMPERATIVE THAT YOU INFORM THE MEETS MGR. OF YOUR CHANGE IN PLANS AS SOON AS YOU CAN PRIOR TO THE MEET THAT YOU INTEND TO MISS.**

Meet Basics

SWIM MEETS

The Oak Creek Swim Team participates in one (1) Practice/Time Trials Meet, five (5) regular season ISL meets, and one (1) ISL Championship meet. Meets are held Saturday mornings from 8 a.m. to 1 p.m. either at Home or Away pools. Meets may involve two or three ISL teams.

WHAT TO BRING

Swimmers must wear an official Orcas swimsuit, Orcas swim cap, and goggles. Small toys and games are great for keeping young kids busy between races. Chairs, sunblock, hats, snacks/drinks, and beach towels are also a good idea. Most teams raise money with a concessions/snack stand — cash only.

GETTING THERE

Directions and maps are posted online at <http://www.oakcreekorcas.org>

ARRIVAL & SIGN-IN

Swimmers are expected to arrive by 8:00 a.m. Parent volunteers are expected to arrive by 8:30 a.m. (Volunteers on the set-up, sign-in, and concessions crews will be assigned an earlier arrival time.)

Swimmers must check-in at the Orcas sign-in table where a parent volunteer will write the swimmer's events on his/her forearm with a Sharpie marker (it comes off easily with alcohol). **Please have children apply sunblock AFTER having their events written on their arm.** Parents must check in at the Volunteer Tent to confirm their job assignments. Starting at approximately 8:30 a.m., the coaches will have the swimmers warm-up with a few laps in the pool.

READY BENCH

Once the meet starts at 9:00 a.m., swimmers will be called by event numbers to the **ready bench area**. There, ready bench volunteers will put the swimmers in

the correct event, heat, and lane order. It is the parents' responsibility to make sure their swimmer arrives at the ready bench area prior to their event. Arriving late could result in a missed event!

Near the front of the pool, prominently displayed, is a **pole with rotating numbers**. The number displayed refers to the event that is being called to the ready bench. If the placard number is 28, all swimmers participating in events 28 and less (e.g. 27, 26, 25) should proceed immediately to the ready bench.

The ready bench can be a very busy and crowded place. Parents of young children may want to walk their kids to the ready bench to make sure they get there on time. However, once there, we ask that you **leave your child in the care of the ready bench volunteers**. It is the volunteers' responsibility to supervise the swimmers and walk them to the starting blocks for their event.

ORDER OF EVENTS

A swim meet consists of 68 events performed in a consistent order. Events are grouped by stroke and are repeated through all age groups, starting with 5-6 Girls and ending with 15-18 Boys. (A 5-6 girl who swims freestyle will swim event 51 throughout the season.)

#	Event Name
1-6	Medley Relay
7-18	Butterfly
19-30	Backstroke
31-38	Individual Medley
39-50	Breaststroke
51-62	Freestyle
62-68	Free Relay

DISQUALIFICATION

ISL rules govern the conduct of all swim meets. Swimmers may be disqualified if they are swimming a stroke incorrectly and if the stroke error results in a material advantage. Disqualification is not intended to punish swimmers but is meant to underscore the importance of swimming a stroke correctly. For ages 5-8 only, disqualified techniques will be noted but ribbons will still be awarded during the "soft DQ" period. For age 5-6, this is the first 4 meets of the season. For age 7-8, this is the first 2 meets of the season. For the ISL's comprehensive Disqualification Guidelines, visit the league's website at www.IrvineSwimLeague.org.

CLEAN UP

After the meet is over, it is critical that the pool area look pristine. It is each family's responsibility to clean up after itself. Please return chairs to their proper place, have your kids pick up small pieces of trash, and in general do what you can to make the place look nice.

LAST MINUTE EMERGENCIES

It is extremely important that swimmers and parent volunteers check-in prior to the start of the meet. **If there is a last-minute emergency or illness (i.e. Friday night or Saturday morning) and a swimmer or a volunteer is unable to attend, we need to know!**

Please call either the President or the Meets Manager before 7:00 a.m. Saturday:

Contact Information for all board members is posted on our website <http://www.oakcreekorcas.org>

Championship Meet

QUALIFYING FOR CHAMPS

Swimmers from all ISL swim teams who achieve a qualifying time (see below) in any event during one of the five (5) regular season ISL meets are invited to compete in the ISL Championship meet in August. Swimmers who do not achieve a qualifying time may elect to participate as well, though they are limited to a single event and should discuss their decision with the Orcas Head Coach prior to signing up, simply to ensure that their participation will result in a positive experience for the swimmer.

PARENT COMMITMENT

At Champs, every ISL team is assigned a different volunteer job. If your child participates in the ISL championship meet, one parent will be asked to work one (1) job shift of the meet. Details will be made available in early August.

Qualifying Times for ISL Championship Meet

EVENT	AGE	GENDER	STROKE	TIME
7	5-6	Girls	Butterfly	32.50
8	5-6	Boys	Butterfly	32.50
9	7-8	Girls	Butterfly	23.50
10	7-8	Boys	Butterfly	23.50
11	9-10	Girls	Butterfly	46.50
12	9-10	Boys	Butterfly	46.50
13	11-12	Girls	Butterfly	42.00
14	11-12	Boys	Butterfly	42.00
15	13-14	Girls	Butterfly	37.50
16	13-14	Boys	Butterfly	36.00
17	15-18	Girls	Butterfly	35.50
18	15-18	Boys	Butterfly	32.00
19	5-6	Girls	Backstroke	33.50
20	5-6	Boys	Backstroke	33.50
21	7-8	Girls	Backstroke	24.50
22	7-8	Boys	Backstroke	24.50
23	9-10	Girls	Backstroke	47.00
24	9-10	Boys	Backstroke	47.00
25	11-12	Girls	Backstroke	43.00
26	11-12	Boys	Backstroke	43.00
27	13-14	Girls	Backstroke	39.00
28	13-14	Boys	Backstroke	39.00
29	15-18	Girls	Backstroke	38.50
30	15-18	Boys	Backstroke	36.00
19	5-6	Girls	Backstroke	33.50
20	5-6	Boys	Backstroke	33.50

Qualifying Times for ISL Championship Meet (continued)

EVENT	AGE	GENDER	STROKE	TIME
21	7-8	Girls	Backstroke	24.50
22	7-8	Boys	Backstroke	24.50
23	9-10	Girls	Backstroke	47.00
24	9-10	Boys	Backstroke	47.00
25	11-12	Girls	Backstroke	43.00
31	9-10	Girls	Indiv Medley	1:38.00
32	9-10	Boys	Indiv Medley	1:38.00
33	11-12	Girls	Indiv Medley	1:30.00
34	11-12	Boys	Indiv Medley	1:30.00
35	13-14	Girls	Indiv Medley	1:24.00
36	13-14	Boys	Indiv Medley	1:22.00
37	15-18	Girls	Indiv Medley	1:19.00
38	15-18	Boys	Indiv Medley	1:10.00
39	5-6	Girls	Breaststroke	35.50
40	5-6	Boys	Breaststroke	35.50
41	7-8	Girls	Breaststroke	26.50
42	7-8	Boys	Breaststroke	26.50
43	9-10	Girls	Breaststroke	50.50
44	9-10	Boys	Breaststroke	50.50
45	11-12	Girls	Breaststroke	45.00
46	11-12	Boys	Breaststroke	45.00
47	13-14	Girls	Breaststroke	42.00
48	13-14	Boys	Breaststroke	42.00
49	15-18	Girls	Breaststroke	40.00
50	15-18	Boys	Breaststroke	37.00
51	5-6	Girls	Freestyle	26.50
52	5-6	Boys	Freestyle	26.50
53	7-8	Girls	Freestyle	19.50
54	7-8	Boys	Freestyle	19.50
55	9-10	Girls	Freestyle	39.00
56	9-10	Boys	Freestyle	39.00
57	11-12	Girls	Freestyle	35.00
58	11-12	Boys	Freestyle	35.00
59	13-14	Girls	Freestyle	32.00
60	13-14	Boys	Freestyle	30.50
61	15-18	Girls	Freestyle	31.00
62	15-18	Boys	Freestyle	28.50

Social Events

TEAM PHOTO

Each year, the Oak Creek Swim Team offers its swimmers the opportunity to have a professional, individual sports photograph taken, in addition to a team photo. Details about Photo Day are available online at <http://www.oakcreekorcas.org>

TEAM EVENTS

Events that are posted on the team's official Calendar of Events (online at <http://www.oakcreekorcas.org>) are team-sponsored events open to all swimmers and their families. Such events might include a Welcome Social, snow cone day, the team's annual Swim-a-thon (fundraiser), movie night, etc. Parents interested in helping to plan such events are invited to join the social committee by contacting the president.

EXTRA ACTIVITIES

Occasionally, a member of the social committee (or other) may organize an activity to which all Orcas families are invited, but which is not considered team-sponsored event. Such activities will not be posted on the team's official calendar of events.

END-OF-SEASON PARTY

At the conclusion of the season, the Orcas throw an End-of-Season Party. Details will be posted online at <http://www.oakcreekorcas.org>.

Participation awards will be given to all swimmers, in addition to a few special awards that will be given out at the discretion of the coaches and the board.

Families that do not fulfill their volunteer commitment during the season will be asked to help at this event.