



TEAM HANDBOOK

SARPY COUNTY SWIM CLUB

www.sarpycountyswimclub.com

Updated March 2022

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Mission & Vision

Mission

The mission of Sarpy County Swim Club is to provide the youth of our community with a USA competitive swimming club. SCSC provides training and competitive opportunities for swimmers of all abilities to reach their individual and team goals. We are dependent on committed swimmers, family participation, a dedicated board, and a well-qualified coaching staff. We strive to provide an enjoyable environment to build sportsmanship and strength of character, helping the individual swimmer to reach their full potential in and out of the water. 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, while promoting safety, perseverance, and integrity from novice to international competitors.

Vision

Our vision is to inspire and enable our members to achieve excellence in the sport of swimming and in life. We support and value all swimmers whatever their level from novice to nationals.

Organization

Sarpy County Swim Club, Inc, is a nonprofit corporation and is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The team's fiscal year runs from September 1 to August 31.

Sarpy County Swim Club (SCSC) is a registered member club of USA Swimming, Inc., and is under the jurisdiction of our Local Swim Committee (LSC), Midwestern Swimming Inc, which is the governing body of amateur competitive swimming for the State of Nebraska and western Iowa.

SCSC operates on a year-round basis that includes a short course season and a summer season (long course). The short course competitions are held in pools 25 yards or meters in length. The season runs late-August through March. The long course competitions are held in pools 50 meters in length. The season runs April through August.

Team Contacts

To view coaching and administrative contacts, visit the 'Team Contacts' page on the team website.

Board of Directors

The management and financials of Sarpy County Swim Club are overseen by the SCSC Board of Directors. The board is composed of seven volunteer members (President, Vice President,

Secretary, Treasurer, 12 & Under Member at Large, 13 & Over Member at Large, and a chairperson). The head coach serves as the chairperson, with the other six members being voted on by majority of the membership.

The Board of Directors is responsible for establishing the organization's mission, vision, developing guiding principles, planning, and executing the strategic direction of the organization. The board is also responsible for ensuring resources are available to manage a financially sound organization. The coaching staff, team administrator and Board of Directors manage the day-to-day affairs of the club by ensuring appropriate planning, coordination and implementation of the program as set forth by the board to support the team's strategic plan.

All regular and special members are welcome to attend board meetings, that may be held virtually or in-person. Notification will be sent to members by email prior to each public meeting with information on how to attend.

A great way to make a difference and ensure our club remains successful and competitive is to become a Board Member. These volunteer positions are two-year terms and each year three Executive Board positions are elected in August or September. Meeting minutes and team bylaws are available on the team website.

For additional information regarding the board, elections, or overall team functions, contact a Board Member.

Coaching Staff

Sarpy County Swim Club strives to provide the greatest swimming experience possible, and we do that by ensuring a high-quality coaching staff. With the advice of the head coach, the Board of Directors hires professional coaches with a unique and experienced coaching experience to assure that your swimmer's experience is a high-quality experience. SCSC strives to maintain low coach to swimmer ratios to provide a safe swimming environment.

Coaching Responsibilities

Our Head Coach, Associate Head Coach, Group Lead Coaches and Assistant Coaches work with the swimmers, employing the essential elements of the SCSC philosophy:

- Supporting and instructing every swimmer on the team
- Working on basic stroke skills and teaching good training habits
- Teaching sportsmanship and mutual respect
- Helping swimmers set and evaluate individual and team goals
- Fostering a winning attitude in both victory and defeat
- Encouraging a lifetime involvement in sports and physical activity

The coaches' job is to supervise the entire competitive swim program and, therefore, the coaches must be in total control in matters affecting training and competition. Responsibilities of the coaching staff include but are not limited to:

- Placing swimmers in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/she will be placed in a more challenging training group by the coach.
- Providing stroke instruction and a challenging training regimen which are geared to the specific goals of defined practice groups.
- Making decisions regarding events entered by each swimmer at meets which includes building relay teams.
- Conducting and supervising warm-up procedures for the team at meets.
- Offering constructive criticism regarding a swimmer's performance at meets and at practice.
- Addressing conflicts between athletes in line with the SCSC Code of Conduct.
- The Head Coach in conjunction with the Associate Head Coach is ultimately responsible for all training groups, swimmers and assistant coaches but is directly involved with the Senior groups and coaches related to those groups on a daily basis.
- The Associate Head Coach in conjunction with the Head Coach is ultimately responsible for all training groups, swimmers and assistant coaches but is directly involved with the Junior groups and coaches related to those groups on a daily basis.

What You Can Expect from Your Child's Coaches

- Coaches will arrive to practice locations 15 minutes prior to scheduled start times.
- One Coach must remain until all swimmers have been picked up by a parent or guardian.
- Coaches will be expected to attend meets in which swimmers from their groups are swimming, this will be designated by the Head Coach to ensure enough, and not excessive, coverage is at each meet.
- All Coaches are expected to report any incidents that occur during practice to the Head Coach immediately following practice. The Head Coach will then in turn notify the team administrator and parents of the athlete involved.
- All coaches will administer the disciplinary actions outlined in the SCSC Code of Conduct fairly and consistently to all swimmers, and if it cannot be resolved it will be directed to the Board of Directors.
- All coaches will make a point to try and talk with/help each swimmer on a daily basis and will avoid "playing favorites" within each group.

Communication Between Coaches & Parents

Sarpy County Swim Club welcomes and encourages feedback from parents. During practice, the coaches' time belongs to the swimmers, and we ask that you please respect this. If you have questions and/or concerns regarding your swimmer, please email your swimmer's coach or visit with them before or after practice as time allows.

If you would like to have a face-to-face meeting with a coach, please first arrange a mutually agreed upon time to meet via email. Parents are not to be on the pool deck during practice unless they are volunteering, or an emergency circumstance exists. Please do not enter the pool deck to discuss questions or concerns with a coach for any reason.

Often, parents feel more comfortable discussing their concerns with other parents rather than taking them directly to the coach or a board member. The problem or concern never gets resolved in these situations, but often results in new problems being created.

Some guidelines for a parent who may need to raise some difficult concerns/ issues with a coach:

1. Try to keep foremost in your mind that you and the coach 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.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group.
3. If another parent uses you as a sounding board for complaints about the coach's performance or policies, please encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

If any problems or concerns cannot be resolved with your child's coach, please contact the head coach or associate head coach. Any matters that cannot be resolved by the head coach or associate head coach can be directed to the SCSC Board of Directors.

Training Groups & Practice

Group Structure

SCSC has nine different training groups: Seawolves Bronze, Seawolves Silver, Seawolves Gold, Junior Bronze, Junior Silver, Junior Gold, Senior Bronze, Senior Silver and Senior Gold

Group Placement

Following acceptance to the team, swimmers will be placed in the training group most appropriate for their skill level. Swimmers can move up groups by meeting certain criteria for the next group at the coaches' discretion. Training group requirements can be found on the team website.

Practice Times

Practice times will vary each season for each training group. Normal practice times will be posted on the team website and/or communicated by coaches at the beginning of each season, and any changes/modifications will be communicated by email.

Changes & Cancellations

Inclement Weather

Sarpy County Swim Club coaching staff will communicate weather related cancellations, postponements or facility changes as quickly as possible to allow for parents to arrange/adjust their plans. Notice will be sent through email, Facebook, Twitter, and Instagram.

Per Papillion La Vista Community Schools policy, if school is cancelled due to weather, Sarpy County Swim Club WILL NOT have practice that day.

Facility

Sarpy County Swim Club does not own our training facilities, we are very fortunate to use the Papillion La Vista High School pool year-round. At PLHS, we ask swimmers and parents abide by the following guidelines:

- Swimmers and parents should enter through the south pool entrance unless otherwise specified.
- Please do not roam the halls at PLHS.
- Per SCSC and USA Swimming policy parents are NOT ALLOWED on the pool deck or in the locker rooms unless an emergency circumstance exists (see MAAPP 2.0 policy), or the parent is volunteering.

Parents at Practice

We encourage parents to be involved in their child's swimming experience, but we ask that parents be respectful of the coaches' time and training sets during practice.

- At PLHS, parents should enter the pool through the south pool entrance and remain in the bleachers during practice (unless otherwise noted) as this poses as a safety hazard. Parents not complying with this will be asked to return to the bleachers, and if the problem occurs multiple times, the parent may be referred to the board.
- Parents should not enter the pool deck or locker room, unless an emergency circumstance exists (see MAAPP 2.0), or they are volunteering. MAAPP 2.0 and SCSC prohibits parents from entering the locker room except in emergency circumstances (see MAAPP 2.0 policy on website). Helping your swimmer change into or out of their swimsuit does not constitute an emergency circumstance. Please have your swimmer wear their suit to practice or you may use the restrooms near the auditorium.

Website & Communication

TeamUnify Website

This is our primary form of communication and contains the resources and information you will need for SCSC. Registration, meet entries, billing, account management can all be managed through our website. Additionally, we use TeamUnify to send email communication to members. www.sarpycountyswimclub.com

Monthly Newsletter

At the beginning of each month SCSC sends a monthly newsletter with upcoming events and deadlines, messages from the coaches, updates, information, and photos.

USA Swimming DeckPass App

This is a free app from USA Swimming that allows you to view USA Swimming updates and resources, swimmer times and many other things.

OnDeck

This free app from TeamUnify connects with your website account and allows you to quickly view/pay bills from your phone, view and edit information about your swimmer, declare event status, and much more.

Meet Mobile App

The app is available by monthly or yearly subscription and gives you real-time meet results at many of the meets we attend. Please note, some meets will not be on Meet Mobile.

Social Media

Sarpy County Swim Club is active on Facebook, Instagram, and Twitter! Follow our accounts for fun updates and pictures throughout the year!

Apparel, Equipment & Swimsuits

We place multiple team apparel orders throughout the year, with new items appearing often. These orders are typically done through an online store at the beginning of each season. Special t-shirt orders may be placed throughout the year for select meets and events.

SCSC provides most equipment for swimmers at no cost to members. These items include but are not limited to kickboards, hand paddles, pull buoys, resistance bands, tempo trainers, etc. Some groups may elect to use a snorkel or similar item as part of their training and swimmers are responsible for providing this equipment as recommended by coaches. SCSC has a team store setup through SwimOutlet.com that has snorkels, suits, and training equipment. The team receives a percentage of these sales.

SCSC strongly encourages our swimmers to wear a black swimsuit while competing. On the SwimOutlet.com team store, we offer a variety of black suits with our logo printed on it.

Parent Involvement

Volunteer

Much of SCSC business is planned, organized, and conducted through the work of parent volunteers. Active involvement of each parent is essential to ensuring the success of our team. Parents are encouraged to serve on the Board of Directors and participate in committees, fundraising events, and other SCSC activities. There may be a club imposed minimum requirement of hours per year per swimmer and can be met by any household member 18+ (13+ for Timers).

The SCSC swim team hosts several swim meets each year. These meets help to ensure the financial stability of the team and require many volunteer hours to run smoothly. Between 2-4 weeks prior to a home meet, the home meet committee will email to all members the opening of jobs slots for the meet. Parents click on "job sign up" under the meet name and sign up for their jobs of choice. All job sign-ups are on a "first come first serve" basis. Parents need to be aware changes will be made to job times for a morning or afternoon session, to accommodate the number of swimmers entered each session. Please check the website for any changes the week of the meet. Families with swimmers in the meet are asked to volunteer for at least one session per swimmer they have. If a parent does not volunteer while there are open volunteer spots, their swimmer will not be allowed to swim in the meet.

Required Volunteer Hours - Parent volunteers are a must for swimming to be successful and a great experience for your swimmers. Without enough volunteers a meet cannot commence.

- At all home meets if your swimmer participates, families will be required to cover a volunteer time slot per swimmer, or the swimmer will not be able to participate in the meet.
 - Examples: Timers, Runners, Safety Marshalls, Place Judge, concession stand, and many other roles
 - Other club hosted meets may request for volunteers as Timers
- Midwestern Swim Meets (D2 Qualifier & D1 Championship). Each club is required to provide timers for these meets. As soon as our team is notified of this requirement, we will create a job signup on the team website in addition to sending out an email to all families participating. All participating families will be able to voluntarily signup for a timer shift (shift time may vary by session/meet), and unfilled slots remaining on the Wednesday at 10:00am, unless otherwise noted, will be filled through a lottery process. All families who have not signed up to time will be entered into a drawing and randomly drawn to cover the remaining shifts. Families selected for these shifts will be required to time for their duration of the session. Failure to appear for your timer slot, will result in a \$100.00 fine applied to your team account. It is crucial for parents to volunteer and show up for timing slots, so that the coaches can focus on the meet and swimmers, rather than them trying to find a parent or time themselves.
- Fourth of July Tent: Each year we sponsor a fireworks tent, and it is a significant fundraiser for us. Each family will be required to cover 1-2 shifts during these 10

days of sales. If a family is unable to fill their time slots a buyout option is available.

Donations

Donations help the team keep our costs low. Occasionally, the board and committees may ask parents to help provide donations for events/home meets/swimmer goodie bags/etc.

An active role in your child's sport

The Sarpy County Swim Club Board of Directors and Coaching staff encourages parents to have an active role in your child's swimming career. We encourage parents to get to know what their swimmer is doing at practice, how they are performing at meets and getting to know more about their child's swimming experience. Parents can have an active role in many ways but not limited to attending practices, meets and volunteering. We ask that parents positively encourage and support their swimmers, while creating a positive boundary by letting the coach's coach.

How to Enter a Meet

To enter a swimmer in a meet, you must use the TeamUnify website. **Do NOT enter a swimmer in a meet by contacting the host club.** If you wish to enter a meet that SCSC is not participating in, please contact the Head Coach Nick Baker (coachnick@sarpycountyswimclub.com) and Meet Entries Chair, Janet Cho (janet@sarpycountyswimclub.com) to make any necessary arrangements.

The process to indicate your swimmer will participate in a meet or will not participate in any portion of the meet is as follows:

1. Sign-in to your TeamUnify account.
2. Click on the Meets & Events tab and find the list of meets available for your child.
3. Select the meet in which you are interested in for your swimmer.
4. Click on the Attend / Decline button for the meet
5. Click on your swimmer's name. A Declaration pull down will appear.
6. From here you can commit the Athlete by using the Signup Record and Selecting "Yes, please sign (swimmer's name) up for this event." Click on the sessions your swimmer will be available.
7. You may select the events you would like your swimmer to be entered in or you can let coaches choose their events by leaving "Coaches Pick" in the note section. **Note: Coaches have the final say in what events swimmers participate in. If you have any questions, please contact your swimmer's coach.**
8. Always remember to Save Changes!

Once the deadline has past, you will NOT be able to un-commit your swimmer as the team entries are processed. Declaring for a meet will turn off on Midnight, the day of the SCSC sign up deadline. Please be aware that once meet entries are sent to the meet host, the swimmer's

entry fees have been paid - It is too late to get these fees refunded. Thank you in advance for adhering to the meet entry deadlines.

Be aware, there is an entry deadline listed on the team website event page, as well as in the meet flyer. **Please follow the SCSC entry deadline listed on the event page, NOT the entry deadline on the meet flyer. You will not be entered in the meet if you do not declare your availability by the team deadline.** Once the team deadline has past, you will NOT be able to un-commit your swimmer as the team entries are processed. Additionally once entries are processed, please be aware that meet entry fees cannot be refunded.

Financials

Contact SCSC Bookkeeper, Trish Higby (tricia@sarpycountyswimclub.com) for all billing questions or if your swimmer is going inactive for any period of time. Please remember to allow 7 days for all payments to be processed. No payments will be posted to an account after the 15th of the month. Accounts not paid in full by the end of business on the 15th will be charged a late fee. Payment can be made by credit card or check. Payments placed in the accounting box at the pool or mailed to the team post office box must be made by check.

Paying for practices

Billing for practices is done through the TeamUnify website. Payment can be made electronically using a credit or debit card linked to your TeamUnify account or paid by check by depositing it in the pool deposit box, located under the scoreboard. Account credits will typically only apply to training/practice fees; USA Swimming registration and meet entry fees will still be billed to you, unless otherwise noted.

Paying for meet entries

Swim meet entry fees are charged in addition to the cost of your swimmer's monthly training. The fees are listed on the meet information flyer. The meet fees will be invoiced to your monthly statement. Please note meet fees are not refundable. The club does not receive a refund if a swimmer scratches an event or must miss a meet due to illness or another obligation.

If a meet offers relays, and you do not indicate in the meet entry notes at sign up your unavailability, it will be assumed your swimmer will be available for relays and charged accordingly. Failure to show for a relay may be subject to fines.

In general, the following fees will apply, all of which will be invoiced to your monthly statement, for each meet your swimmer participates in:

- Individual event fees, as indicated in the respective meet information
- Relay event fees, if applicable
- LSC / Midwestern Swimming athlete fee
- Meet Facility Use fee, if applicable

High School Swim Team Leave

If your high school swimmer is participating in the high school swim season, your account will be billed as follows: November- ½ dues, any meet entry fees; December- any meet entry fees; January- any meet entry fees; February- any meet entry fees; March- ½ dues, any meet entry fees.

Inactive leave

Contact Janet Cho (janet@sarpycountyswimclub.com) and Trish Higby (tricia@sarpycountyswimclub.com) prior to the first of the month preceding the month that your swimmer intends to go suspended (taking a break and planning to return) Include your swimmer's name(s), and how long they will be "suspended". The fee to hold a swimmer's spot while they are on a break will be \$25/month. This will be for the first 3 consecutive months of suspend status. Then \$50/month for the next 3. After 6 months, will need to discuss if membership should be continued.

Termination of Membership

If your swimmer no longer plans on swimming with Sarpy County Swim Club, contact Janet Cho (janet@sarpycountyswimclub.com) and Trish Higby (tricia@sarpycountyswimclub.com) prior to the first of the month preceding the month that your swimmer intends to stop swimming.

Team Sponsorships

SCSC has multiple levels of sponsorship opportunities for businesses and families! These sponsorships include multiple ways for your company to be involved through supporting our swimmers while benefiting from recognition and engagement opportunities. To view more about sponsorships or to learn more, contact Aidan Cho (ac@aidanscho.com)

Representing SCSC

Swimmers and parents are expected to act appropriately when at practice, competing, traveling, or attending team events. Swimmers and parents need to understand that no matter where they go, that as a member of Sarpy County Swim Club, they need to always represent the team and their fellow teammates and parents in a positive manner.

Code of Conduct- All members (Swimmers, Parents, Coaches, Board/Staff) are subject to the team code of conduct. During each registration period (Short Course/Long Course), all members must sign and acknowledge the code of conduct. The code of conduct is made available in this handbook and on the team website.

[Facilities](#)- Swimmers and parents will always treat facility staff with respect. Sarpy County Swim Club does not own any of our training or competition facilities and the reputation of the team is at stake every day. All members are expected to conduct themselves as good citizens.

[USA Swimming Athlete Protection Policies](#)- Athlete safety is a top priority and is all of our responsibility. To create a positive and safe experience for athletes, USA Swimming's Code of Conduct provides specific, mandatory policies that must be followed at all levels of the organization. Consequences for breaking a policy include but are not limited to revocation of membership.

[Swim Meets](#)- At swim meets, SCSC swimmers, parents and coaches are encouraged to wear SCSC apparel to show pride in your team. For designated meets, a spirit theme may be encouraged. National/Sectional/Championship apparel may have specialized apparel as decided by the coaching staff.

[Promoting Sarpy County Swim Club](#)- Relating the positive experience of SCSC to friends, community members, neighbors and family is an important aspect of team support. Many potential members hear about SCSC through word of mouth from current and former members. We welcome and encourage you to share about SCSC with others, as long as they are not a member of any other USA Swimming team, as it is prohibited to recruit or solicit other members. Current members that refer a new member who joins the team will be given a \$10.00 training credit.

[Policies](#)

To view all SCSC policies, please visit the "Policies" page on our team website.