Parent and Swimmer

Handbook

**FOR**

***KILLER WHALES***

***SWIM CLUB***

**PO Box 964**

**Kelso, WA 98626**

**killerwhalesswimclub.org**

**updated November 2017**

Welcome to the Killer Whales Swim Club! The members of the Killer Whales Swim Club (KWSC) are very pleased that you have taken interest in our program. This guide is to help you understand our team a little better and answer a few questions new families typically have. Please don’t hesitate to contact our board members or coaches after practice if you have further questions.

We are a non-profit organization run by volunteers who have made a commitment to promote the sport of competitive swimming in our community. The purpose of this is the development of a high standard of competitive swimming as seen on the local, national, and international level. The standards are proper stroke technique, a competitive spirit, a sense of fair play, and self-discipline. KWSC is a member of Oregon Swimming Inc. (OSI), which is a Local Swim Committee within the United States Swimming organization.

KWSC’s mission is to help swimmers improve their swimming abilities as well as develop confidence, strength, and discipline while having fun through competitive swimming. Our team is open to any youth in our community who is interested in and willing to learn how to become a competitive swimmer. We provide professional coaches who are educated and experienced in competitive swimming. These coaches create an atmosphere that is safe, fun, and educational for all levels of swimming. Our coaches also provide a structure that allows swimmers the opportunity to achieve the very highest levels of competitive swimming.

**TRAINING LOCATION**

The Dick Mealy Memorial Pool at Mark Morris High School is the primary training location for the club. KWSC rents pool time from the Longview School District, and currently the rental fee is being waived. Other locations may be used in case of repairs or closure to the Mark Morris High School.

**EVALUATION PROCEDURE AND GROUP ASSIGNMENT**

1. Swimmer must be age 7 to join the team. Exceptions may be made on a case by case basis with coach approval.

2. Prospective swimmers can come any day KWSC has a practice scheduled.

3. Any new swimmer who is interested in joining the club can swim for 3 practices at no cost to determine if this is something he/she wants to do.

4. Following the evaluation, the coaching staff will assign each swimmer to a specific group based on age, ability, and experience.

5. Practice time will vary depending upon in which group we place your swimmer. Practice times are posted on the bulletin board and the website.

6. Each group has different attendance policies, so please check with the coach on number of times per week your swimmer should be attending practice.

**GROUP DESCRIPTIONS AND PHILOSOPHY**

Our philosophy at KWSC is to have fun while working hard to become the best swimmers we can be. Our coaching staff promises to do its very best to be effective educators and role models, keeping in mind a swimmer’s long-term success when making any changes. Every group will work each practice to become better at some aspect of competitive swimming.

**NOVICE** (BEGINNING GROUP -- must be age 7 to begin):

Novice level is KWSC’s first group for new swimmers. Novice swimmers will learn the basics of competitive swimming, breathing, pull, kick and streamline. Time is spent on drills to learn good technique. Swimmers will learn the basic rules and mechanics of all four strokes and be introduced to starts, turns, and finishes. Some time is spent on conditioning. New swimmers will have fun while learning to swim, start and turn correctly before moving on to our next group.

*4 practices per week, Monday-Thursday for 45 minutes, are offered for this group.*

**JUNIORS** (INTERMEDIATE GROUP):

Juniors continue to work on perfecting stroke mechanics in all four competitive strokes. Junior swimmers learn to do small sets and swim a bit more than the novice group. Rules of swimming, kicking, and stroke perfection will be a big focus in this group. Dry-land training will also be introduced.

*5 practices per week, Monday-Friday for one hour-and-a-half, are offered for this group.*

**SENIORS** (ADVANCED GROUP):

Seniors include all swimmers who are advanced swimmers. Aerobic and physical training will be the focus of this group along with education in stroke mechanics, dry-land training, and race preparation. Senior swim groups will be structured to allow each athlete to reach his or her highest potential.

*5 practices per week, Monday-Friday for two hours (1 ½ hrs. in the fall),*

*are offered for this group.*

**FINANCIAL RESPONSIBILITES**

NOVICE = $50/month

JUNIOR = $60/month

SENIOR = $65/month

MASTERS = $45/month

\*Families with 2 or more swimmers subtract $3.00 per extra swimmer

1. Monthly dues provide the financial basis for KWSC, but are not the only monetary responsibilities for parents. Dues help to cover some of the cost of equipment, coaching salaries, coaching travel expenses at meets, and other operating expenses. Dues are subject to change.

2. If your swimmer registers for an away meet, this in an additional expense that will be added to your monthly bill. Most invitational meets cost approximately $2-$3 per event plus a $9.00 surcharge by the host team. Sign-ups for meets are posted on the whiteboard at the pool, are available on the club website.. Entry fees will be billed on the monthly dues statement following the meet in which the expenses were incurred. Often times we will send entries in over a month prior to the meet to guarantee our spot in the swim meet. Therefore, once a swimmer is signed up, you are responsible to pay for it even if the swimmer ends up not attending.

3. At the beginning of each October, there is an additional fee charged to cover the yearly Oregon Swimming and United States Swimming dues and insurance. For 2018, this fee is $68 per swimmer. The fee has been increasing annually.

4. There are also fundraising projects sponsored by the club during the year which involve the entire family. Any of our swim meets that are hosted at our own pool are considered team projects where family is **strongly encouraged** to help. We also have winter and August (Squirrelfest) fundraisers as well, and **we need all families to participate** in order to make these major fundraisers a success. Families helping to make home swim meets and fundraisers a success is the primary engine behind our club’s survival; through fundraising we keep our dues the lowest of any swim team in our league.

5. Families are responsible to notify the club Treasurer, if their child needs to be out of the pool for any length of time. Until such notice is received, parents are obligated to pay dues. Swimmers who are out of the water due to illness or vacation are still members of the team and are responsible for their dues. **Swimmers who fail to pay 2 consecutive months of dues will be made inactive until their bill is reconciled with the Treasurer.**

**PARENTAL RESPONSIBLITIES**

Swimmers’ goals can be best achieved through a relationship between parents, coaches and club officers. Members of our team will have much more fun if we are positive, helpful and willing to make KWSC something special.

Parents are needed in many ways to help our club function productively. How can you best help? Volunteer! Volunteer! Volunteer! How?

* Work at home meets in the concession stand.
* Help set up or break down a home meet.
* Work in the bull pen, or as a timer or announcer at a home meet.
* Help with fundraising: We need people to organize swim-a-thons and help with the Squirrelfest Booth especially.
* Become a stroke and turn judge, an official on the deck or one who runs the Hy-Tek and/or Daktronics computer systems in the booth. Officials are needed to ensure swimmers follow correct procedures and rules at swimming competitions. There is some training involved in becoming a judge or official, and we really need parents to participate in this way.
* Go to a board meeting. Run for a board position!
* Stay informed! Read the website, bulletin board, emails, and newsletter communications.
* Keep up with your monthly dues and any other financial obligations to the club.
* Support the coaches with a positive attitude and by letting them do their jobs. If any problem arises, please discuss it privately with the coach or appropriate board member. Complaining behind the scenes only undermines overall team spirit and can hinder your own child’s experience on the team. Open communication is critical.
* Always express positive support for your swimmer. Let the coach do the coaching.
* Notify the club treasurer if your child decides to quit the program.

**SWIMMER RESPONSIBILITES**

Swimmers are representatives of the club and are expected to behave in a way that is respectful of themselves and of the club. The following responsibilities are expected of KWSC swimmers:

1. Attend practices on a regular basis and be on time.

2. Attend all meets your coach feels will help you.

3. Communicate with your coach if you cannot fulfill your obligations.

4. Take an active role in advertising the positive aspects of KWSC swimming.

5. Participate in and support all fundraising activities.

6. Always wear the team cap in swim meets (if you wear a cap).

7. Help out setting up and putting away equipment for meets and practices.

8. Be aware of your teammates’ accomplishments and congratulate them.

9. Approach each practice and each meet with a positive attitude. Encourage others who are down.

10. Support your coach and his or her training program.

11. Establish high goals and actively train to achieve those goals. Have a goal setting meeting with the coach to set these goals.

12. Appreciate and respect those that you compete against and those who make it possible for you to compete.

13. Most of all, HAVE FUN and SWIM FAST!

**SAFETY**

1. NO RUNNING on the pool deck.

2. Always remove your street shoes before you step on deck. Please pick up your shoes and take them with you. Leaving them by the gate creates a tripping hazard and someone may be hurt.

3. DO NOT ALLOW your children to enter spectator area when they are wet. This causes a slipping hazard not only for the swimmer but for the spectators as well.

4. Listen to all lifeguards, coaches, safety coordinators, board members, or meet volunteers and obey their instructions. Staying safe is every person’s responsibility.

5. LOCKER ROOMS:

KWSC has adopted a no-tolerance policy regarding inappropriate locker room behavior. To ensure proper behavior and the safety of our swimmers in the locker room, consequences for inappropriate behavior have been established. This policy applies to ALL locker rooms including those at away meets.

Examples of inappropriate or unsafe locker room behavior are (but are not limited to):

* Climbing on sinks, toilets, garbage cans, lockers
* Playing with or wasting soap
* Sliding across the floor and swinging on the rail
* Roughhousing of any kind
* Offensive conversation or language filled with expletives
* Bullying, teasing, fighting
* Stealing or rummaging through lockers or other’s personal belongings

Disciplinary Action Will Be:

1st Offense: 1 week suspension from the locker room

2nd Offense: 1 month suspension from the locker room

3rd Offense: Locker room privileges will be revoked for the season

**DISCIPLINE**

Discipline problems will be dealt with individually.

Swimmers MUST understand their responsibilities to their coaches, the personal property of others, the Longview School District, and the Dick Mealy Memorial Pool.

Deviant and/or inappropriate behavior will be dealt with immediately in the form of discussion between athlete, parent and coaches and result in possible temporary or permanent suspension.

**SWIM SEASON**

KWSC is a club member of United States Swimming. We also belong to our Local Swim Committee (LSC), which is called Oregon Swimming. There are two swimming seasons in a year cycle. During the fall and winter, we will compete in the Short Course season held in 25 yard pools. During the spring and summer, we may compete in the Long Course season held in 50 meter pools (typically).

Throughout each season we will compete in invitational swim meets where teams from around the state and region will gather together to compete. During this part of the season, our swimmers will focus on improving their strokes and improving their times. At the end of each season there will be league, state, sectional, and national championships that the swimmers will try to qualify for during the season.

A typical swimming calendar for the year will look something like the following:

**October to Mid-February**: Short Course season with approximately 1 meet each month.

**Mid-February to Mid-April**: This is the Championship part of the season.

**May to August**: The Long Course season is in progress with approximately 1 meet per month. The championships will be held in late July and early August.

**Mid-August to Mid-September:** KWSC will usually take a 2-4 week break to let parents, swimmers, and coaches recharge physically and mentally for the next season.

**MEET SCHEDULE**

A tentative meet schedule for the year is posted on the bulletin board and published on the website on the “meet information” page. Additionally, on each monthly calendar confirmed meets are listed, as well as on the white board and the KWSC website.

**SIGNING UP FOR A SWIM MEET**

1. Swim meet sign-up sheets will be in a large white envelope by the team box in the bleachers at the pool AND you can sign up online through our website under “Meet Information.” Please include your swimmer’s name and the days he/she can participate in a given meet. You can choose which events your swimmer will participate in or you can check the “coach’s pick” section for individual events. Make a special note of warm-up time and meet start time as this is especially important, especially since we travel to the Portland area for many of our meets.

2. Please ask the coaching staff if you have a question on which meet to sign up for. The coaches will inform each swimmer about upcoming meets.

3. Your swimmer will only be signed up for meets he/she and you have submitted an event form (or registered online) for.

4. Families will be billed for the meet events they register for, even if they do not attend.

**MEET PROCEDURES FOR SWIMMERS**

1. EQUIPMENT RECOMMENDED: suit, towel(s), goggles, caps, sweats, water bottle, food, blanket or sleeping bag.

2. DIET BEFORE MEET: The coach recommends that parents do not abruptly change the swimmer’s diet. At all times keep a balanced diet. High carbohydrate foods the day before the meet are good. Keep the junk food to a minimum. At the meet a swimmer should eat enough food to stay fueled and drink lots of water or sports drinks to stay hydrated.

3. Check in with coach upon arrival to the meet.

4. Swimmers are expected to arrive at the meet on time. The warm-up and starting time will be listed on the information sheet that you kept when you filled out the meet entry form, as well as on the website on the “meet information” page under “meet details.”

5. Swimmers MUST check in with the coach before and after each event that they swim.

6. Swimmers should sit in team area and be accessible to the coach at all times.

7. Swimmers are responsible for getting themselves to the starting area when their event is called. For swimmers eight-years-old and younger there is usually a “bull pen.” This is a specific area designated for the younger swimmers to go when their event is announced in order to help them get to the proper lane.

8. Swimmers must check with the coaching staff before leaving a meet!

**TEAM ATTIRE**

Look for the TEAM STORE link on the website to order team swim suits and other items. Caps are sold for $5.00 & $10.00 and are in the box in the bleachers. Team caps are required at all competitions if the swimmer wears a cap. Team suits are recommended but not required.

**UNDERSTANDING TIME STANDARDS**

For many meets, a certain time must be achieved in order to qualify for that particular meet. In competition, a swimmer is a “C” level swimmer in each event until an “A” or “B” time is attained in a given event at a meet. “A” and “B” time standards are posted on the Oregon Swim Guide and on the Oregon Swimming website (www.oregonswimming.org). As your swimmer improves, he/she can also find Sectional, Zone, Junior National, US Open, and National time standards on the Oregon website and the USA swimming website. Please ask one of our coaches if you have further questions about time standards.

**COMMUNICATIONS**

KWSC’s communication is an essential part of our well-organized team and is vital to total team function. Team communication can be found the following places:

1. The bulletin board on the wall at the entrance to the pool. Look for information about Minute Clubs and the Wall of Iron, as well as meet information and other communications.

2. The Team Box on the bleachers contains your family folder and other folders with important communications such as calendars, meet entry forms, and special events.

3. The white board located at the gate to the pool also lists important upcoming events. Check it each time you enter the pool for practice.

4. The website is perhaps the best, most comprehensive, resource for club communication:

[www.killerwhalesswimclub.org](http://www.killerwhalesswimclub.org/)

5. General membership meetings are held twice per year during the short course season for discussion of objectives, financial and fundraising reports, and swimmer/parent activities.

6. Periodic email announcements will be sent out for communications such as practice cancellations. If you would like to be contacted by email please contact the webmaster at this address: kwsctreasurer1@gmail.com

7. Individual meetings can be arranged with the coach to discuss any issues a family may have.

8. The coach will also encourage periodic goal-setting meetings with swimmers individually. The swimmer is encouraged to schedule these meetings by going to the website on the “goal meeting” page and submitting a request.

9. With these areas of communication offered, it is your responsibility to keep informed.

**DEFINITION OF GENERAL TERMS**

A meet = Swim meet which requires swimmers to have previously achieved an “A” time standard in the event they wish to enter.

A/B meet = Swim meet which requires that the swimmer have an “A” or “B” time in the event they wish to enter.

A/B/C meet = Meet open to any level of swimmer

Championship Seeding= Putting the fastest three swimmers in different heats and the next fastest three swimmers in those same heats and so on. This is done to even out the competition when a Preliminary and Final will be swum in that event.

Events = A particular swimming event by age, distance, stroke and time.

False start = An illegal start by one or more swimmers when moving or starting prior to the start signal.

False Start Rope = The rope that is suspended across the lanes that will be dropped to prevent swimmers from continuing a race if the start signal malfunctions.

Finals = The top swimmers from the prelim round will swim again in the finals in order to determine the final order of finish.

Consolation Finals = The next fastest group of swimmers will swim again to determine the final order of finish.

Heats = The different races will have heats of swimmers that will swim in their respective lanes. The next group swimming in those lanes is considered the next “heat” of swimmers.

KWSC = Killer Whales Swim Club

Lane = The pool is divided into pathways for the swimmers to swim in separated by floating lines. Each separate path is called a lane and is numbered. Usually a pool will have 6, 8, or 10 lanes.

Long Course Season = Begins in April and ends in August. Competitions are held in a 50 meter pool.

OSI = Oregon Swimming Incorporated

USA Swimming = United States of America Swimming Organization.

Scratch = To withdraw from a race, always check with the coach if this needs to happen. There are penalties enforced for not showing up for your races.

Short Course Season = Begins in October and ends officially with the league, state, sectional, and national meets in March and April.

Starting Blocks = The starting platforms at the end of each lane.

Timed Finals = When the races are only swum once. There is no final session.

Timed Finals Seeding = All swimmers will be distributed in heats with the fastest group of swimmers swimming in the last heat, then next fastest group will swim in the next to last heat, and so on.

Times = Stop watches are used as back up times in meets that use electronic timing. The timers are very important in the process of recording legal times for the swimmers. Parents from each team are responsible to time in a specific lane during the meet.

**CONTACT INFORMATION**

KWSC website: [www.killerwhalesswimclub.org](http://www.killerwhalesswimclub.org/)

***Coaching Staff:***

* **Kelly Hill -- Head Coach**
* **Lynette Ledgerwood -- Junior Coach**
* **Susan Dickey -- Novice Coach**

The Board consists of nine members. The Board Officers are President, Vice-President, Secretary and Treasurer. Other board member positions include Safety Director, Development, Meet Director, and Members-at-Large. At the discretion of the board, a voting member of the board does not have to occupy a titled position. Coaches and the Past President are non- voting members. (Paraphrased from the Killer Whales Swim Club by Laws, Adopted 2/25/08)

***Board Members:***

**President**, Tamora Haulk

**Vice President**, Sara Drinnon

**Secretary**, Natalie Worel, Concessions

**Treasurer**, (co-treasurers Kari Gallagher and Leah Moore email at kwsctreasurer1@gmail.com

**Meet Director**, Mary Jackson

**Safety Director**, Shawna Roseman Concussion Forms/Safety/Hospitality Room roseman1994@gmail.com

**Development**,

**Member-at-Large**, Ed Hueth, Brenda Davis Yui Soetamin

**Past Presidents**, Agung Soetamin, Shelli Diaz, Carla Lange, Laura Gibson, Francis Naglich, Karen Bell