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# NEWPORT SWIM TEAM

TEAM HANDBOOK

 Revised 9/21

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READ THIS HANDBOOK OVER COMPLETELY. IF THERE IS SOMETHING YOU DON’T UNDERSTAND, PLEASE CONTACT A BOARD MEMBER OR A COACH

**INTRODUCTION**

Welcome to the Newport Swim Team. The purpose of this handbook is two-fold: to explain to new members what the Newport Swim Team is and to outline various policies that affect all swimmers. We urge you to read the entire document so that you may become familiar with important facts and rules of the team. This handbook should answer most of your questions about the team and youth swimming. Should you have any questions not addressed in this handbook please do not hesitate to ask a coach or a Board Member. We were all new parents at one time.

**NST MISSION**

**The Newport Swim Team is dedicated to providing a swim program that emphasizes competitive training and physical fitness. We focus on team unity in a directed positive atmosphere. The organization, in partnership with its families, strives to produce successful members of the community.**

Newport Swim Team has a zero tolerance policy for bullying. If you have a concern about this issue please contact the head coach.

**TEAM STRUCTURE**

The Newport Swim Team (NST) is a board run organization. The board is made up of parent volunteers who give up a substantial amount of their time to help provide a positive experience and a safe environment for the swimmers. Newport Swim Team is built upon the commitment, support, and participation of the Board, coaches, swimmers, parents/guardians, and the community at large. NST believes that its success in achieving the team’s mission is dependent upon the cooperation of all members.

The Newport Swim Team has been active in the Newport community for many years. As an example, NST will be hosting the 48th edition of the Seahorse Invitational Swim Meet in August 2022.

**TEAM MEMBERSHIP ELIGIBILITY**

To be eligible to join the Newport Swim Team prospective swimmers must be at least 6 years of age and able to complete a 25-yard freestyle and a 25-yard backstroke preferably without stopping. Tryouts will be held on an “as needed” basis. The NST Head Coach has final decision on individuals joining NST in all circumstances.

**TRAINING SQUAD DESCRIPTIONS**

NST designates four groups in which a swimmer will be assigned: Senior, Gold, Silver and Bronze. The coaching staff will assess each swimmer in regards to the following:

A. Skill Level for all 4 strokes, streamline, turns, starts.

B. Age

C. Readiness to race

D. Ability to handle workout yardage

E. Available lane space (with emphasis on safety)

**GROUP DESCRIPTIONS**

**Bronze II Group**

Open to swimmers ages 6-11 who have passed the NST swim test. There are NO minimum practice requirements for this group, but swimmers are encouraged to attend at least 3 per week. Focus will be on improving technique more than fitness. Swimmers in this group are encouraged to participate in swim meets. Practices will be offered Monday thru Friday for 60 mins.

**Bronze I Group**

Open to swimmers ages 6-11 who have passed the NST swim test and / or have advanced from Bronze II group. The SWIMMER should possess a desire to attend every practice and improve their technique and swimming to a higher level than the Bronze II. Technique will still be emphasized, but improving fitness will be a daily goal. Swimmers are expected to attend at least 4 practices per week. Swimmers in this group are expected to participate in at least 5 swim meets during the season. Practices will be offered Monday thru Friday for 60 mins.

**Silver Group**

Open to any swimmer ages 8-14, must be able to pass NST swim test or have advanced from Bronze I group. Silver swimmers are expected to attend a minimum of 80% of practices and participate in at least 7 swim meets during the season. Focus will be on improving technique, fitness, and enjoyment of competitive swimming. Practices will be offered Monday thru Friday for 90 mins.

**Gold Group**

Open to any swimmer ages 12-18, must have passed the NST swim test and are able (in the opinion of the Head Coach) to handle the work load expected of this group. The SWIMMER should possess a desire to attend every practice and improve their swimming to the highest level. Technique will still be emphasized, but improving fitness will be a daily goal. Swimmers should be able to push themselves and teammates at every practice and rise to whatever challenge is placed before them. Swimmers are required to attend a minimum of 4 practices per week and Saturdays. Gold Swimmers should have the goal of achieving OSI qualifying times for short course and/or long course state championships. Gold swimmers are expected to attend at least 9 swim meets during the season. Practices will be offered Monday thru Saturday for 90 mins.

**Senior Group**

Open to swimmers ages 14-18 who in the opinion of the Head Coach have the necessary skills, technique and motivation to achieve their potential in the pool. Seniors must be willing to strive for OSI Championships meets and meets outside of Oregon. Swimmers will be offered up to 9 practices per week. The SWIMMER should possess a desire to attend every practice and improve their swimming to the highest level. Swimmers should be able to push themselves and teammates at every practice and rise to whatever challenge is placed before them. Senior swimmers will be expected to attend at least 9 swim meets during the season.

ADVANCEMENT: The coaching staff will evaluate each swimmer during the course of a season (September thru August) for potential advancement from one group to the next. Ability to handle workout yardage, skill set and available space will be the prime criteria. The final decision to advance a swimmer is solely that of the Head Coach.

BRONZE ADVANCEMENT CRITERIA

Bronze 2 moving to Bronze 1 – Based on coach’s belief that swimmer is ready for additional yards, greater skill development

* To perform drills adequately
* Learn flip turn
* Learn LEGAL open turns
* Ability to dive
* Ability to consistently swim 50 yd. Free and 50 yds Back
* Able to consistently kick 50 yd. SLOB (streamline on back - no board)
* Learn the fundamentals of the breaststroke
* Able to perform body dolphin
* Ability to streamline underwater off the wall
* Complete an entire 60-minute practice on a routine basis
* Be attentive to the coach
* Learn to circle swim

Bronze 1 to Silver – Based on coach's belief that the swimmer is ready for 90-minute workouts with greatly increased yardage

* Able to consistently swim 100 yd Free, 100 yd BK, 100 yd BR, 100 IM, 25 Fly
* Consistently complete 1 hour workout: 1200 - 1400yds
* Successfully perform all turns legally with underwater streamline off wall
* Compete in at least 4 meets/year (Sept to Aug)
* Able to follow workout and drill instructions from coach
* Able to read the clock for rest intervals
* Practice good lane etiquette
* Listen to coach instructions and apply them
* Perform proper shallow starts off the blocks with proper underwater kick with breakout
* Shows consideration for safety of team members
* Exhibit good sportsmanship

**PARENT RESPONSIBILITIES**

**Your child isn’t the only one joining the team; you are, too.** Parents are ***essential*** to keep our team functioning properly and efficiently. Without parent volunteers, NST would not exist. The people who volunteer their time and energy to make NST an effective organization do so in the belief that they are helping provide a positive activity for young people. Very simply, all the parents with NST swimmers have the same goal- a positive environment where each child can grow. When completing the on-line registration, parents will be asked to read and sign a Code of Ethics. That document is reprinted below.

PARENT CODE OF ETHICS:

I hereby pledge to provide positive support, care, and encouragement for my child as they participate on the Newport Swim Team by following the Parent Code Of Ethics

* I will lead by example and display positive sportsmanship for all swimmers, coaches, officials, and other team parents at every swim meet, practice or other team related events.
* I will place the emotional and physical wellbeing of my child ahead of my personal desire to win.
* I will insist that my child swim, compete or engage in club activities in a safe and healthy environment. Therefore, I will not use drugs, tobacco, or alcohol during any club sponsored activities.
* I will not use offensive language while at meets or during practice times to discuss issues or problems concerning the "coaching" of my child.  Instead I will schedule a separate time to talk, privately and respectfully, with the coaching staff.
* I will have my swimmer to practice and to meets on time with all of his/her gear and ready to participate.
* I will pick my swimmer up promptly at the end of practice.
* I understand that my swimmer is not to be in the water before the designated practice start time. Should my swimmer arrive early, after dressing out, my swimmer(s) is to sit in the designated area and refrain from running around and causing a disruption or distraction.
* I will be responsible for the other friends and family members who come with me/ my family to support the swimmer and make sure they also abide by the code of ethics.
* I will remember that the swim meets are for the youth, not for the adults.
* I will remember that my child participates not only to experience and develop competitive swimming skills, but also to learn new life skills, make friends and have fun.
* I will treat other swimmers, team parents, coaches, fans, and meet officials with respect regardless of race, religion, creed, or ability and will demand this of my swimmers as well.
* I will NOT interfere with any regularly scheduled swim practices or swim meet warm-ups. I will refrain from disciplining, admonishing, correcting, and or "coaching" my swimmer or other team swimmers.
* I understand that parents, guardians and anyone who is not Oregon Swimming Inc. (OSI) registered are not to cause a disruption or distraction of practice sessions.  I understand that should my presence or the presence of anyone who is with me become a distraction the coaching staff will notify the board and the board will address the issue.  If an amicable resolution is not reached or the problem continues, the individual causing the distraction will not be allowed to attend practices.
* I understand that the Newport Swim Team shares publically about its swim team and programs with the community. This includes press releases to the news media, postings on the team's web page and social media sites. I understand that my signature gives permission for my child's first and last name and possibly a photo/image to be used by the Newport Swim Team staff and the news media for non-commercial purposes.

**FAMILY SERVICE OBLIGATIONS:** **Service to the Club is not optional! All swim families will be required to contribute 20 hours during the season (Sept thru Aug).** Thank you for your commitment to the success of the Newport Swim.  Newport Swim Team is a nonprofit organization run by a board of directors consisting of parent volunteers and the Head Coach.  It truly takes a team of committed families to build a solid and strong program like ours.  For our youth swimmers to succeed, a great deal of “behind-the-scenes” activity is needed.

All swim families are required to contribute 20 hours of volunteer service during the season (September to August).  The obligation is 10 hours for families that join after February 1st and for high school swimmers who are only on the team from September-November. Families that join the swim team on or after June 15th will have their service hours obligation begin during the next season

**How can we fulfill this Obligation?**  It’s easy! A family’s volunteer commitment may be fulfilled by any family member over the age of 12 years. Volunteer and either keep track of the hours and submit at one time.  Or as whenever you volunteer send an email to NSTvolunteerreport@gmail.com stating how many hours your volunteered and your swimmers name.

 Families usually earn a lot of volunteer hours by helping with home meets or timing at away swim meets.  Even though our swimmers aren’t swimming in as many meets there are still ways to volunteer, including:

* Serve on the NST board
* Volunteer to check swimmers in to practice and perform temperature checks
* Help with time trials and swim meets (e.g., timing, setup, break down)
* Provide snacks for mets and social events.
* Contribute cans/bottles to swim team account using bottle drop (for every 2 bag dropped off you can earn 1 hours, for up to 10 hours).  Ask Coach John or  email Tammyl\_moore@hotmail.com  for bags
* Help with team fundraising (for every $100 you raise you earn 1 hour).
* Becoming an official for swim meets (training and officiating at meets counts).

Service hours are tracked in the “My Invoices/Payments” area of the website, [www.newportswimteam.net](http://www.newportswimteam.net/).  Any hours not fulfilled by August 12th will be billed to the family’s account at $10 per hour.

 **What if I don’t want to volunteer?** Families who do not wish to volunteer time can pay an additional $17.00 per family per month with their monthly dues or with a lump sum payment of $200.00 per family.   If you wish to opt out, please make the team aware of this decision by filling out the attached form “Family Service Obligation Opt Out Form” and returning it to Coach John Wray or by sending it to the Newport Swim Team mailing address.

What should I do if I have questions or have an idea of how I can help the team?  Email Cheryl Brown (cabkaldy@gmail.com

**WHERE TO GO FOR INFORMATION**

Effective communication between parents, swimmers, and coaches is essential in maintaining a successful team. The NST board and coaching staff use a variety of methods to establish and maintain communication with parents and swimmers. We always have the best intentions of keeping all members up to date and informed of club activities; however, we sometimes fall short in our efforts to communicate with so many people. The more active a role the parents take in assuming responsibility for keeping informed, the more successful we will all be. Please ask questions! We strongly encourage veteran swim parents to reach out a helping, informed hand to newer families. Below is a list of where you can go to get more information:

* ***Email –*** Having a valid email address that you check often is essential to staying informed.
* ***Coach Weekly Update –*** The NST Head Coach will produce and email out a weekly review of current topics, meet information, articles and relevant information.
* ***NST Team Handbook.*** Be sure you read this entire handbook. This handbook will be updated annually to reflect any changes. An electronic copy will always be available on the team website.
* ***Bulletin Board.*** There is a board located at the pool, which is maintained by a parent volunteer. On the board you’ll find such information as notices of upcoming events, phone numbers of who you can contact for more information, pictures and information about swimmers, etc.
* ***NST Website.*** <https://www.teamunify.com/ornst>. This is a great site to visit for up-to-date information on NST Board meeting minutes, policies & procedures, events, view activity in your account, check out swimmers times, results, meet entries, etc., and to see pictures of the swimmers in action!
* ***Board Members.*** If you have any questions or concerns, please feel free to contact any of the Board members. Their names, phone numbers and e-mail addresses are posted on the website, bulletin board and are also included in this handbook.
* ***NST Facebook Page –*** Just search “Newport Swim Team Facebook”, create an account and log on. The page contains photos, event info and much more.
* ***Ask a Coach.*** The coaches are very busy during practice, observing and instructing the swimmers and managing their safety. ***Coaches will not engage in conversations during practice time***. Please make arrangements to speak with them when their on-deck duties are completed.

**COACH/ PARENT RELATIONSHIP**

To have a successful program there needs to be an understanding and cooperation among parents, swimmers, and coaches. The progress your child makes depends to a great extent on the quality of this triangular relationship. Research has consistently shown that the leading cause of swimmer burnout is when this relationship is not cooperative and/or breaks down.

The coaches understand the trust you have given in allowing them to teach your child. We appreciate and respect your role as a parent. To a great extent, you control the environment in which your child is growing up, and thus your child is a product of your values. When your child enters into athletics, under the direction of a coach, the parent loses some of his/her ability to remain objective in matters concerning their training.

Please recognize that the coach is the Coach. We want your swimmer to communicate with his or her coach as soon as possible concerning swimming matters. Respecting and encouraging this relationship between coach and swimmer produces the best results. When parents interfere with opinions as to how the swimmer should train it causes considerable, and sometimes insurmountable, confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint please contact the coach and privately resolve those issues. The parent’s role is to provide the support and recognition necessary to encourage the child to work hard in practice, which will in turn give him/her the confidence to perform well in competition. It is the coach’s role to set the training standards and guidelines.

During practices and during a swim meet is not the appropriate time to discuss your swimmers progress, group advancement or race results. Please wait until after practice or arrange a separate time.

**RESOLVING PROBLEMS WITH THE COACH**

One of the traditional swim team communication gaps is that some parents feel more comfortable discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved, but also often results in new problems being created.

* Keep in mind that the coach is committed to this sport and has your child’s best interest in mind. 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.
* Remember that the coach must balance your perspective of what is best for your child with the needs of the team or a training group that can range in size from 10-20 members. On occasion, an individual child’s interest may need to be subordinate to the interests of the group, but the long-term benefits of the entire group compensate for an occasional short-term inconvenience.
* If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines noted above. If the assistant coach cannot satisfactorily resolve your concerns ask the head coach to join the dialogue as a third party.
* If another parent uses you as a sounding board for complaints about the coach’s performance or policies, encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.
* Similar to everyone else, coaches are not perfect. Mistakes, oversights, and miscommunication happen. The NST coaching staff sincerely wants the best for your swimmer.

**FUND RAISING**

Simply put, fund raising has become critical not just to our success, but the continued survival of NST.

NST has a number of monthly expenses that require the team to generate funds on an annual basis. Monthly dues, local business sponsorship and revenue from the NST Swim-A-Thon and home meets are the primary sources for NST. But fund raising activities are a reality for all swim teams. The NST Board of Directors is responsible for the planning and implementation of fund raising activities, but they cannot get off the ground without the help of swim parents. When asked, please make the time, attend parent meetings when scheduled, also keep an eye on weekly updates from the coaches. Being involved is a great way to meet parent service obligations mentioned above.

**ANNUAL REGISTRATION FEES:**  There are two annual fees assessed by NST.

The first is a $150 registration and pool fee covering the 11-month period of September to August and includes the short course and long course competition. For swimmers starting on June 1 or later, this fee is prorated down to $50.

**USA SWIMMING REGISTRATION**

This is the second annual fee and is required. All swimmers of NST are mandated to be registered with USA Swimming-which is the governing body for all competitive swimming in the United States. When your swimmers register with NST, you will be assessed an annual fee ($72 as of 9/19) that passes directly to USA Swimming. USA Swimming provides NST with a number of valuable services, beyond insurance and risk management structure. Feel free to visit their website at [www.usaswimming.org](http://www.usaswimming.org)

FLEX MEMBERSHIP OPTION: New families and pre-High School season swimmers may apply for the USA Swimming Flex membership, paying $ 20.00. Flex membership is available to individuals 6-18 years old,

NST will allow those swimmers to be on Flex Membership for five (5) months or two (2) swim meets, which ever comes first. At that time, the families will be assessed the full membership fee balance.

Senior Group: Swimmers who plan to only swim NST from September to November for the start of high school swimming and not return to NST at the end of high school are eligible for the Flex Membership.

Should a Senior Flex membership swimmer return to NST after high school, they will be assessed the full membership cost.

**NST MONTHLY DUES**

Monthly dues are used for coach's salaries, special team events, team gear/equipment and team operational costs.

Current Group monthly fees are (as of 9/19):

* Bronze I and II: $80
* Silver: $90
* Gold: $95
* Senior: $125

NST does not prorate monthly dues. The full month fee is due no matter how many days per month a swimmer attends. All new members will be allowed a week of free practices to decide if they wish to continue with NST. Families will be required to sign USA Swimming waivers before the trial week.

New families will be encouraged to register their swimmers at the start of their first full month. Any family registering before the 20th of the month will be charged a full month dues.

Payments:

* NST only accepts payment by credit card via your NST website account.
* Payments are due on the 5th of each month.
* A late fee of $20.00 will be assessed for all overdue balances of 15 days or more.
* Swimmers with overdue balances of 30 days or have a balance of $175 or more may not sign-up for or attend swim meets.
* Swimmers with overdue balances of 45 days may not attend swim practice.
* Questions regarding billing newportswimtreasurer@gmail.com

Swim meet fees will be added to monthly invoices. Please review the SWIM MEET FEES under the swim meet section in this handbook.

The Board of Directors is tasked with the review and revision of monthly dues.

During the Newport High School swim season, those swimmers participating in high school swimming will not be charged monthly dues. However they are still responsible for the yearly USA swim fee and any pool usage fees. Any NST high school swimmer competing in an NST meet during high school season will be assessed a $25.00 NST fee plus meet fees.

**SCHOLARSHIPS**

NST strongly believes that community members should have the opportunity to participate in a competitive swim team regardless of financial status.

Scholarships may be available to qualifying NST families/swimmers upon written request. Criteria will be reviewed annually based on availability of funding.

All information provided will be kept confidential. The NST Board of Directors shall determine the availability of scholarship funds within the upcoming fiscal year’s budget each September. The goal for scholarship funds shall be 5% of the total monthly dues collected per year. Financial assistance shall not be granted for pool usage fees, meet entries, or equipment purchase.

In addition, NST can offer to a limited number, an installment payment plan for the previously mentioned pool fees. Questions should be directed to the Head Coach.

All program participants granted financial assistance shall remain in good standing with NST and USA Swimming. Unsportsmanlike conduct and/or conduct detrimental to the program shall be grounds for removal of all financial assistance present and future. Failure to meet NST’s service obligations may also be grounds for dismissal from program. Revocation of scholarship assistance may be effective immediately, without advance notice for the above instances.

All interested participants must reapply annually for the Scholarship Program. Requests from individuals, who have not fulfilled Family Service Obligations requirements for the previous year, shall be denied. NST reserves the right to terminate any and all scholarship assistance at any point during the fiscal year, due to extreme financial crisis of the team. NST shall give 30 days notification to the member upon revocation of the scholarship assistance in this instance.

Should a family be awarded an NST Scholarship, they will not be allowed to take the Family Service Obligations opt-out option.

**LOCKER ROOM & POOL DECK CONDUCT FOR ALL SWIMMERS**

* Do not play in the showers or locker rooms before or after practice, Absolutely NO soaping of showers, throwing toilet paper, splashing water and snapping towels.
* Bring all personal belongings onto the pool deck and leave in the designated area.
* Be respectful to each other.  No bullying or offensive language in the locker rooms and no loitering in the showers.
* If a problem does occur in the locker room please inform a coach or pool staff member right away so we can address the situation.
* No phones or other electronic devices in the locker room.
* Follow ALL posted pool rules
* No roughhousing on deck.
* No offensive language on deck or in the locker rooms.
* No pushing, dunking, shoving, or spitting water during practice time.
* No entering the water until you have permission from a coach.
* No ignoring or disrespecting verbal commands from a coach or lifeguard.
* No talking or goofing off when the coach is giving instruction.
* No bullying.

Swimmers waiting for practice to start should be dressed down and sitting quietly and respectfully on the bleachers awaiting start of practice. This policy is also in effect on those days when there is early release from school.

DISCIPLINE PROCEDURE:

* First incident- Verbal warning by the coach
* Second incident- Expulsion from practice, parent notified by coach
* Third incident- Expulsion from practice for extended length of time and a conference with the parent and the swimmer.
* Fourth incident- Expulsion from the Team

**PRACTICE GUIDELINES**

NST rents time from the City of Newport for practice. The following guidelines are to assist everyone in making practice run smooth and effectively.

* Be on time! Swimmers should be on deck, in their competitive swimming suit, with goggles, cap and filled water bottle BEFORE the start of practice.
* Swimmers may store their swim bags or bring them to practice each day. This swim bag needs to contain, at a minimum, a kickboard, pull buoy and fins. Older swimmers will be instructed when to obtain a snorkel and paddles.
* For safety reasons, competitive style swim caps are required to be worn by all swimmers with shoulder length hair.

If an NST swimmer is traveling and wishes to work out with another team, please inform the head coach so we can arrange with the coach in the area visiting for your swimmer to be able to attend practice.

If an NST swimmer want to swim in a meet that NST is not attending, please contact the head coach so we can make arrangements with another coach in the area to cover as a “deck coach” for the NST swimmer. This “deck coach” process is mandated by USA Swimming.

**SWIM MEETS**

As a competitive swim team, NST encourage all of our swimmers to attend swim meets and compete in events recommended by their coaches. Swim meets provide an opportunity for the swimmers to measure the progress of their training. They are also a social time, which enables the swimmers to build friendships with fellow teammates. They also provide a great opportunity for the whole family to spend time together

Swimmer Responsibility for Meet Entries: Swimmers may enter their desired events online or they may simply ‘commit to attend’ and a coach will handle their entries. It is a swimmer’s responsibility to know his/her times, and to check that they meet the qualifying standards for meets entered. The coaching staff reserves the right to alter any entries and place swimmers in events deemed more suitable for their development. The coaching staff will complete all relay team entries.

Below are some guidelines geared to help you through your first couple of swim meets:

What To Take To A Swim Meet

* NST Team suit, NST cap, and goggles. Having an extra suit, cap, and pair of goggles packed is always a good idea. These items seem to rip and break at the most inopportune times!
* Towels – wet bodies everywhere so pack at least two.
* Several changes of clothes such as sweatpants, sweatshirts, and t- shirts. Swimmers need to stay warm between events and there is nothing worse than pulling on cold, soggy sweatpants.
* The spectator area is usually very warm. Make sure you dress appropriately. Nothing is worse than being hot at a swim meet.
* Entertainment for the whole family such as travel games, cards, coloring books, books, etc. Especially important if you are bringing youngsters who are not swimming. Parents often bring newspapers, books, laptops, or sewing, to pass the time.
* Bring healthy snacks and drinks. Some meets may have a concession stand and although they try to provide healthy choices, we recommend you bring your own. Suggestions for items to bring: large water bottle, fruit juice, Gatorade, granola bars, fruit, yogurt, cereal, trail mix, sandwiches.
* Sharpie marker, pen, and a highlighter
* Camera and batteries
* Bring cash - most meets do not accept credit cards. Also recommend you bring small bills, such as 5’s and 1’s.

Before the Meet Starts

* Arrive at the pool at least 15 minutes before the scheduled warm-up time. Warm-up times are listed in the meet information posted on the website and in the travel letter that the coaches will email out beforehand.
* Find a place to put your swimmer’s “stuff.” The team usually sits together in the spectator area so look for some familiar faces and then set up “the village.”
* Help your swimmer find the coaches. Upon arrival, the swimmer should come down on the pool deck. The team will sit together in one spot. Look for coaches on deck or sometimes in the spectator area to let them know you are at the meet. Forgetting to check in could cause the swimmer to be scratched from that event.
* Find a heat sheet to purchase, or share with another parent. Heat sheets are usually available for sale in the lobby or concession area of the pool. It lists all swimmers in each event in order of “seed time.” This is where you will find what heat and lane your swimmer is in for each event.
* Write on your swimmer. Write each event number, heat, and lane on your swimmer’s arm in “permanent” (i.e., waterproof) marker, like a Sharpie. This helps your swimmer remember what events he or she is swimming, what event number to listen for, and what lane to get lined up behind. This step is sometimes saved until after the swimmers are done with warm-ups.
* Warm-ups: It is very important for all swimmers to warm-up with the team. Swimmers’ bodies are just like cars on a cold day; they need to get the engine going and warmed-up before being able to go all out. This is a good time for parents to get a cup of coffee, food, and highlight your child’s races in the heat sheet.
* After warm-ups. Time to dry off, put on warm clothes, go to the bathroom, hydrate and write events on the arm if this wasn’t done earlier.
* The meet will usually start about 10-15 minutes after warm-ups.

Once The Meet Starts

* Know what events your swimmer is competing in. It is important for swimmers to know what event numbers he is swimming. Again, a heat sheet, highlighter and sharpie are a swim parent’s best friends.
* NST swimmers will talk to the coach before and immediately after their races. When walking on the deck, please have on a parka, jacket, sweater- something to kept you warm- at all time!!
* NST coaches ask their swimmers to check in with them before each race. This is when coaches give last minute reminders, race tactics for older swimmers and encouragement about their upcoming race. Swimmers should allow enough time when reporting to the blocks for this important step.
* Reporting to the Clerk of Course (or “Deck Seating”). Some meets may have swimmers report to a clerk of course. This is an area where all swimmers in that event are assigned their proper heat and lane assignments. Clerk of Course will post heat and lane assignments on the pool deck. The swimmer needs to know where these are posted. It is then up to the swimmer to go to the starting blocks a few events prior to their swim so they do not miss their event.
* It is always a good idea to have your swimmer check in with the lane timers to make sure they are in the right lane and heat.
* According to USA Swimming rules, parents are not allowed on deck unless they are serving in an official capacity. Parents must sit in the spectator area, usually bleachers on the side of the pool.
* Officials will blow a whistle to let the swimmers know it is time to get up on the blocks.  Once this whistle is blown, the officials need quiet so everyone can hear the call for the start.  Please be courteous and not yell for your child until after the starting buzzer sounds.
* Once the swimmers are all up on the starting blocks, the announcer will say "take your mark.” The swimmers will all assume a starting position that suits them - once everyone is motionless, they will press the starting buzzer.  Warn your children whistles are to let them know to get ready, buzzer or horn means go.
* Once they have started to race, cheering is acceptable.  If you are a cheering person, cheer but many swimmers tell us that they cannot really hear people cheering.  If the mood hits you - cheer, if not, they know you love and support them.
* The other parents/teams are also supporting their kids.  Be kind and supportive of other teams / families.  Kids are not swimming "against" other swimmers; they are swimming "with" them.  Make friends!  You will soon notice the same faces at all the races and it is fun for parents as well as the children to visit with their swimming friends outside of NST.
* After each race, swimmers need to check in with the coaches ..again! Time to see how all that hard work in practice has paid off. Generally, the coaches follow these guidelines after a race: a) Positive comments or praise b) Suggestions for improvement.
* Your child WILL get DQed (disqualified) at some point.  It happens.  They are not computer programs and swimming has a LOT of rules to remember.  Let the coaches talk about the mistake....our job as parents is to be proud, say good job, and get them ready to go out there again.
* Parents should follow these guidelines after your swimmer’s race: Tell your swimmer how great they did! The coaching staff will be sure to discuss stroke technique with them. You just need to tell your swimmer how proud you are of their effort.
* When a swimmer has completed all of his events for the day, he is free to leave. Be sure, however, to check with the coach before leaving to make sure your swimmer is not included on a relay. It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and he/ she is not there.

 After the meet:

* Ribbons will be distributed back home a couple days after the meet.
* The swimmers times and places are usually posted in the hallway leading out of the main entrance of most pools.  Remember, it is not about placing, or winning, but about self-improvement and goal achievement.  A NST winner is not the one holding the trophy, but the one who improved their stroke or met a goal they set with their coach.
* MEET MOBILE APP – NST encourages all families to download the Meet Mobile app to their cellphone. Meet results can be followed electronically with this easy to use software.

**SWIM MEET FEES**

Every swim meet an NST swimmer attends has a fee per event entered, both individual and relay events. Fees vary depending on the meet.

The coach reviews and submits the meet file. Once the meet event file has been submitted, the event fees for each swimmer are paid in advance out of the NST general account. Once a swimmer has signed up to attend a swim meet and the team has incurred the meet fees for that swimmer, families are responsible for said meet fees whether the swimmer attends the event or not. The fees will be charged to the swimmer's account and are due with the appropriate month's payment. In addition, swimmers will be charged $ 20 to cover coach travel expenses.

NOTE: The coaching staff will decide on relays to be entered. These fees will be assessed to the swimmers selected for that relay.

**TEAM SUITS / TEAM EQUIPMENT**

NST is an Arena sponsored team. Accordingly, NST is required to outfit our swimmers in Arena swimsuits (for racing), caps, backpacks and other garments. NST will conduct a suit fitting each September and place an order for an Arena racing suit for all club members. That suit will be billed directly to that families account. Those swimmers joining the team after a group order should check with the head coach for suits to purchase. NST caps will also be purchased annually and paid by the NST general fund. Other team garments will made available to swimmers for purchase via the NST Team Store found on the SwimOutlet website. Otherwise, check with the Head Coach on other sources of team clothes and equipment. These garments may change from year to year.

SWIM MEET ATTIRE – Consistent team attire is and should be seen as a statement of pride and not a policy in and of itself. It is not about the clothes or the rule, it is about what statement NST is making with their appearance. NST is a representative of Newport when attending out-of-town meets, which we take very seriously. We believe there is a correlation between one’s commitment to wear the team attire and being a positive symbol for the TEAM. The NST coaches have a dress code related to swim meet attire, the athletes should also.

All NST athletes are required to wear an NST Arena team suit and cap when competing.

TECH SUITS – Are to be used only for championship-level meets or at the coaches direction. Limiting the use of these suits greatly enhances their positive hydrodynamic effect for the athlete. Effective April 2019, tech suits may not be used by 12 & Under swimmers. Parents of 12 & Unders attending Championship meets should discuss suit options with the Head Coach at the earliest opportunity.

EQUIPMENT BAGS - NST will require each swimmer to provide their own training equipment in the form of kick boards, pull buoys, snorkels, fins and paddles (for 12 and older). The equipment is to be placed in a mesh bag and brought to the deck for practice each day. Please check with the head coach with any questions.

**DRUG, ALCOHOL AND TOBACCO POLICY**

The Newport Swim Team will strive to instill in its swimmers a commitment to abstain from the use of all illegal drugs, alcoholic beverages, tobacco products, and performance enhancing drugs. NST will maintain a wholesome and safe environment in which the swimmers can develop their athletic potential and grow into mature young adults.

TEAM RULES REGARDING DRUGS, ALCOHOL AND TOBACCO

* A swimmer shall not engage in any behavior involving the illegal use of alcoholic beverages, illegal drugs, or controlled substances, which tend to bring discredit to the swimmer or to NST, or knowingly remain in the presence of those engaged in such behavior(s). This prohibition shall apply at all times.
* A swimmer shall not possess, use, or be under the influence of an alcoholic beverage during any team event.
* A swimmer shall not possess or use a controlled substance during any team event unless it has been prescribed for the swimmer by a physician and is in the original container with the prescription label attached.
* A swimmer shall not use, possess, be under the influence of, or distribute to another person any drug paraphernalia or any illegal drug.
* Definitions:

Controlled substance: Any drug for which a prescription is required.

Team Event:Includes event or activity in which the swimmer participates as a member of the Newport Swim Team, the Oregon Zone Team, or any USA National Team.Included, but not limited to, practices, meets, team travel, and banquets.

Illegal Drug:Any drug which is illegal under the laws of the State of Oregon and any drug or substance which is banned by USA Swimming, the United States Anti-Doping Agency, the International Olympic Committee, or the World Anti-Doping Agency.

Drug paraphernalia: Any device designed or used for the purpose of introducing a drug or drugs into the body.

PENALTIES / CONSEQUENCES FOR VIOLATIONS OF TEAM RULES REGARDING DRUGS, ALCOHOL AND TOBACCO

* If it is discovered that a swimmer is in possession of, using, or distributing illegal drugs, drug paraphernalia, alcoholic beverages or tobacco, a parent or legal guardian of the swimmer will be notified.
* If the head coach determines that a swimmer has or may have violated a Team Rule, the head coach will determine the penalty/consequence for the violation after consultation with the swimmer’s coach and parent or legal guardian. The penalty or consequence for a violation of the Team Rules will be at the discretion of the head coach and the Board President. The penalties or consequences may include, but are not limited to one or more of the following.

Counseling by the coach or designee

Community Service

Restriction from team events and/or swim meets\*

Probation

Suspension\*

Dismissal from club\*\*

\*There will be no refund or abatement of dues.

\*\*There will be no refund for paid fees.

* Any NST swimmer found in possession of, or under the influence of, alcohol or illegal drugs during any team event *will be* suspended or dismissed from the team.
* Any NST swimmer charged and/or convicted with the possession of, or illegal use of, alcohol or drugs *may be* suspended or dismissed from the team.
* Any NST swimmer convicted of a felony *will be* suspended or dismissed from the team.
* Any NST swimmer that the Head Coach has reasonable suspicion of alcohol or illegal drug use may be subject to the penalties or consequences listed above.
* Any NST swimmer illegally using tobacco products may be subject to the penalties or consequences listed above.
* Any NST swimmer illegally using performance-enhancing drugs, as defined by the US anti-doping agency, may be subject to the penalties or consequences listed above.

HELPING SWIMMERS IS OUR FIRST PRIORITY

If a swimmer is concerned about their own involvement in drugs or alcohol or that of another swimmer, the swimmer is encouraged to talk confidentially with a coach. A swimmer who voluntarily discloses to a coach their own involvement with drugs or alcohol will be given favorable consideration when it comes to any disciplinary actions. NST recognizes the need for sensitivity in dealing with these matters and will make every effort to ensure confidentiality is upheld and that privacy of those involved will be maintained and respected. NST further recognizes that parents are the primary teachers of their own children. It is NST’s view. however, that any behavior that tends to bring discredit to the team is a legitimate cause for concern and falls within the purview of the team’s review.

**ANTI BULLYING**

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, usually intentional and/or repeated, which hurts, threatens, frightens, or harasses another person. Bullying results in pain and distress and frequently involves an imbalance of power between the involved parties. NST applies the same definition to instances of cyber-bullying in the same manner as real-time bullying. The USA Swimming Code of Conduct defines bullying in 304.3.7:

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

Newport Swim Team is committed to providing a safe, caring and friendly environment for all of our members. Bullying of any kind is unacceptable at NST and will not be tolerated at any NST activity, including but not limited to, practices, meets, travel, team events, and/or electronically involving NST business. Bullying is counterproductive to team spirit and can be devastating to a victim. Incidents of bullying will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a parent, coach, or board member who in turn, is expected to take actions in addressing bullying.

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

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

NST will take all reports of bullying seriously, and coaches under the guidance of the Head Coach and the Board, will follow specific procedures for resolution. NST coaches will understand the definition of bullying and how it differs from natural conflict, and will assist swimmers in all aspects of resolution. Both victim and bully will be supported in an effort to ensure that the bullying does not continue. Athlete bystanders who witness bullying will be encouraged to follow simple, safe strategies for helping stop bullying when they see it and to report it with, or on behalf of, their fellow swimmers when possible.

 More information about USA Swimming Safe Sport guidelines can be found at:

[www.usaswimming.org/protect](http://www.usaswimming.org/protect)

**NUTRITION GUIDELINES**

Energy Drinks (Red Bull, Amp, etc.) are not allowed at the pool. This includes before, after, and/or during any NST meet or practice. From the time we depart for any meet, until the meet is over, swimmers may not drink any soft drink beverages, and should avoid all desserts. One of the building blocks of quality training is good nutrition. Every swimmer and parent needs to be aware of the following two points:

1. *Food does NOT make a swimmer swim fast*

2. *QUALITY training makes him swim fast.* A vital part of quality training is adequate recovery, and nutrition (and rest) allows for adequate recovery.

Swimmers don’t get fast during practice. In practice s/he might see times improving, but he/r *adaptation* to training (i.e. getting faster) actually occurs while the body is at rest. Workout is the stimulus that causes this to happen.

Workouts are hard! They’re supposed to be. They’re designed to tell the body, “This is hard work for me…you better do something to enable me to do it again later.” And the body actually responds by becoming more efficient – aerobically and anaerobically. During its time off, the body WILL adapt, but only if given the proper fuels and if it rests.

The food an NST swimmer consumes will replenish their muscle glycogen stores and provide muscle building blocks- in more specific terms they need carbohydrates (breads, rice, pasta, grains, cereals, fruit, vegetables) and protein (meat, fish, dairy, soy with rice, peanut butter with whole grains).

They will be hungry, please refill the tanks with quality fuel.

Hydration is critical! They need adequate fluids daily. At practice and at meets- there should be a filled water bottle with the swimmer at all times. When resting, they should have fluid available.

For brevity sake, try the website below which does an excellent job of explaining the what, why and how of sports nutrition. Please explore the information on the USA Swimming site.

[www.swimswam.com/8-nutritional-recommendations-for-swimmers/](http://www.swimswam.com/8-nutritional-recommendations-for-swimmers/)

**AWARDS BANQUET**

Annually and typically at the end of the season, NST will plan and hold an awards banquet open to all team families, in which we recognize all the swimmers and their accomplishments from the completed season. This is an excellent service opportunity for volunteers.

**SWIM MEET AND VOLUNTEERS**

NST hosts swim meets during the season, anywhere from one to three. In addition, NST is asked, annually, to assist with any Newport H.S. swim meets held in town. Teams cannot run meets without officials and volunteers.

Unpaid meet officials encompass a number of trained and certified tasks (i.e. stroke/turn judge, starter, meet referee). It is a very good bet that almost all the meet officials you see on the deck at the swim meet are current swim parents or were swim parents (that holds true all the way to the officials at the Olympics!).

In addition, hosting a meet requires a large pool of volunteers to provide the functions that allow a meet to run smoothly and are mandated by Oregon Swimming Inc. If interested in this volunteer opportunity, please contact the Meet Director and / or Board President.

TIMER EXPECTATIONS FOR EACH TEAM – When competing out of town, NST is expected to provide timers at any meet in which we submit entries. Please volunteer; timing is an easily learned skill. Additionally, we need “foster parents” volunteers to look after not just their swimmer, but swimmers of the parents timing. During the meet, swimmers cannot be bothering moms or dads who are timing.

**SWIMMER ABUSE PROTECTION PROGRAM**

Effective June 23 /19, NST set in place policies and procedures to protect our swimmers from potential physical and sexual abuse by adapting polices from USA Swimming.

NST takes the safety of all our swimmers very serious and strives to prevent situations where abuse might take place.

The detailed policy and procedure can be found on the NST website and in the team P&P Manual. That policy covers acceptable conduct covering locker rooms, one-on-one interactions, massages, travel and social media communications.

ALL NST families are required to review these policies and sign an acknowledgement form confirming that review and compliance with said policies.

In addition, all coaches, swimmers over the age of 18, board members and any adult with access to swimmers are required to take specific Athlete Protection Training from USAS.

**DEFINING COMMONLY USED TERMS**

Qualifying times: There are unique qualifying times established for each type of meet. These times are listed by age, event, gender and level of competition and are posted on the NST bulletin board. Qualifying times for meets can also be found at [www.oregonswimming.org](http://www.oregonswimming.org), and [www.usa-swimming.org](http://www.usa-swimming.org). With each step up the national ladder of competition, the more difficult the qualifying standards are to achieve. The meet schedule will tell parents if the upcoming meet is an “A”, “B” or “ABC” meets.

Championships:Qualifying times are required to compete at these meets. Points are awarded for individual outcomes and are added up for the total team points, which affects the team’s standing in the meet. The more swimmers attending these meets, the better our team is represented. Examples of this type of meet are: OSI State Championships, NW Sectionals (Senior and Age Group), Western Zones, and Junior Nationals.

Short Course (SCY): Describes a swim meet in which the races will be swum in a 25-yard pool. Generally the SCY season is the Fall, Winter and Spring.

LCM is Long Course Meters: Which is a pool 50-meters in length. The LCM meets are in the Spring and Summer.

SCM is Short Course Meters: Which is a pool 25-meters in length.

**NST BOARD OF DIRECTORS**

Newport Swim Team is authorized by USA Swimming and Oregon Swimming Inc. (OSI). The team’s governing body is 9-member Board of Directors elected by club membership. The Board is responsible for the hiring of coaches, preparation of an annual budget and management of those monies. In addition, the Board oversees the teams Bylaws and operation policies, which can be found on the NST website. The Board is also responsible for fundraising efforts, development of committees for specific projects and overall team administrative operation.

The Board conducts monthly general meetings open to all NST members. At times, the Board will go into executive session as allowed by the team Bylaws.

The Board members are swim parent volunteers whose primary objective is the continuing wellbeing of all swimmers and the team. Board members can be contacted as follows:

**2021-22**

**NEWPORT SWIM TEAM BOARD OF DIRECTORS**

|  |  |
| --- | --- |
| **Kasey Postlewait,** President541-265-4559 / 541-272-3112kaseyreneep@gmail.comTerm Ends: 10/22 | **Travis Howard,** Meet Director / Vice President541-270-6640tnahoward@gmail.comTerm Ends: 10/22  |
| **Randy Moore,** Registrar /Treasurer612-814-7106coldbluenorth@gmail.comTerm Ends: 10/2023 | **Mike Perucci****808-675-6849****mperucci@yahoo.com****Term Ends: 10/24** |
| **Cheryl Brown,** Volunteer Service Coordinator541-264-6525nstvolunteerreport@gmai.,comTerm Ends: 10/22 | Board Position- to be filledTerm Ends : 10/24 |
| **Jinji Wimalasena,** Secretary707-367-3819jinjiw@hotmail.comTerm Ends: 10/22 | **John Wray,** Head Coach907 957-3913jmwray53@gmail.com |
| Peter Perucci, Athlete MemberTerm Ends: 10/2022 |  |