



Team Handbook

WELCOME TO THE OREGON CITY SWIM TEAM

We would like to take this opportunity to welcome your family to the Oregon City Swim Team (OCST). We look forward to meeting you and working with your swimmer(s). For families new to OCST and competitive swimming, this Handbook will answer many of your questions. If the answers are not here, feel free to ask one of our coaches, a Board member, an existing OCST member family or visit our website at www.ocst.net.

If you are new to the sport of swimming, the handbook provides a good introduction to the sport and OCST. For those who are familiar with competitive swimming, the handbook will show how OCST is unique.

OCST was founded in 1965 by dedicated parents interested in swimming. The team has evolved from a recreational club to a competitive swim team known for its commitment to participation and excellence in swimming in state, regional, and national competitions. This has been made possible only by the continuous dedication of both parents and swimmers throughout the years.

There are many reasons for joining a swim team, from the swimmer who just wants to be in better shape to the swimmer who aspires to be in the Olympics. OCST's coaching staff encourages and works with each swimmer to achieve his/her individual goals. Great experiences are created through commitment, teamwork and personal growth. This leads to lasting memories, friendships and feelings of success.

Parents are the best support system for young swimmers and OCST encourages you to: be interested, be informed, be involved, be excited, be encouraging and be patient for your swimmer, and for all the other swimmers on the team.

Parent volunteers are vital to the success of OCST. In this Handbook there are many references for volunteer help. OCST is a nonprofit organization that depends on volunteers to operate its programs. OCST asks that every family volunteer their time to make OCST a great place for its athletes. Members with swimmers in Red through Gold Groups have a mandatory annual volunteer obligation. OCST will notify its members of upcoming volunteer opportunities. If you are eager to help, you may also reach out to OCST's coaching staff or a Board member. Thank you again for joining OCST and becoming part of our swim family.

INTRODUCTION

OCST is a year-round age group and senior competitive swim team offering instruction, training and competition to young men and women of all ages and abilities. The team is a nonprofit 501(c)(3) organization that gains its operating revenue from member dues and donations. OCST is a member of United States Swimming, Inc., which is the national governing body for amateur competitive swimming in the United States. Our Local Swimming Committee (LSC) is Oregon Swimming, Inc., one of 59 committees nationwide, administered by parents, coaches and swimmer volunteers. The majority of swim meets OCST attends are within Oregon. Oregon is part of Region XII Swimming (Idaho, Washington, Oregon, Wyoming, Montana, Hawaii, Alaska, Wyoming, Arizona and Utah) and the Western Zone of USA (Western United States).

MISSION STATEMENT

OCST IS A COMPETITIVE SWIM TEAM THAT PROMOTES LIFETIME FITNESS, CHARACTER, GROWTH AND PERSONAL EXCELLENCE THROUGH HARD WORK AND CHALLENGES, BOTH IN AND OUT OF THE POOL.

TEAM PHILOSOPHY

OCST's training philosophy is more than just swimming laps in preparation for competition. OCST's professional coaching staff is interested in helping develop successful people as well as successful swimmers. The following team objectives and statements about swimmer development and training have been set forth:

- To promote the philosophies of *Teamwork*, *Pride*, and *Excellence* through training and competition at all ability levels.
- For young swimmers, learning the fundamentals of stroke technique and developing a love for the sport are the most important goals.
- To develop a family-oriented program with community involvement and support.
- To create "fun" experiences for our swimmers -- from building friendships, learning to challenge themselves, seeing improvement and feeling successful.
- To provide an environment for self-improvement and goal achievement through hard work, dedication, self-discipline and perseverance.
- To participate in state, regional, and national swimming events sponsored by United States Swimming, Inc. and the United States Olympic Committee.
- The coaching staff emphasizes that consistent attendance and strong workout performances are major keys to improvement. The commitment is daily, weekly, monthly and yearly.

OCST believes strongly in the "TEAM" concept. All members of the team and their families should support and share in the glory of all team swimmers in good and bad times. This constant support creates an atmosphere that encourages the physical, emotional, and intellectual growth that swimming provides. It is OCST's goal to develop both great swimmers and confident young men and women who can be proud of themselves through a POSITIVE swimming experience.

ORGANIZATIONAL STRUCTURE

OCST is fortunate to be supported by one of the finest organizations in all of competitive swimming, USA Swimming. Each time a young athlete joins the team, their parents automatically become members of the OCST family and inherit with that membership the responsibility to participate and support the activities of OCST. OCST's members elect a Board of Directors (OCST Board) to oversee the programs and performance of OCST. Professional coaches are hired with the responsibility of running the athletic programs of OCST.

Board of Directors

The OCST Board is composed of elected and appointed members who serve for a two-year term. They are charged with the ultimate responsibility for directing the financial affairs and supervising the day-to-day administrative and management functions for the team. The OCST Board consists of the following elected officials: President, Vice-President and Secretary. The OCST Board appoints a Treasurer. Each Board member is assigned a specific area of responsibility. The OCST Board meets once a month at a pre-arranged meeting area (usually at the pool facility) posted on the team website. Any interested parent(s) are welcome to attend. All matters affecting the success of OCST are discussed at these meetings and the OCST Board welcomes your input. If you are interested in becoming a Board member or want more information on a particular OCST Board position, please contact the team President. OCST holds a General Membership Meeting twice a year (Spring and Fall) to inform members about important matters affecting the team and to vote on any matters requiring a vote of the membership.

COACHING STAFF AND FACILITIES

Nothing has a greater influence on the quality of youth sports than the excellence of the coaches. The OCST coaching staff consists of a Head Coach, an Age Group Coach and assistant coaches. OCST's coaching staff, as members of the American Swimming Coaches Association, have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. Certified coaches in U.S. Swimming programs possess training and experience in the physiology and psychology of adolescent development. OCST's coaching staff provides the assurance that the time your children spend in swimming will be quality time.

OCST practices primarily at the Oregon City Municipal Pool and, during late summer may practice at the Milwaukie Elks Lodge Outdoor Pool. The Oregon City Pool is an indoor 6-lane 25 meter pool, which is used year around by OCST. The Milwaukie Elks Lodge pool is

an outdoor non-heated 6-lane 25 meter pool. Occasionally, other area pools will be used by the higher swim group levels (Silver and Gold Groups) for additional practice. OCST schedules and pays for all pool time reserved for practices and meets.

RESPONSIBILITIES OF COACHING STAFF

The coaches' job is to supervise the entire competitive swim program. The OCST coaching staff is dedicated to providing a program that will enable all OCST swimmers to learn the value of striving to improve oneself -- "to be the best you can be." Therefore, the coaches must be in total control of matters affecting training and competition.

- The coaches are responsible for assigning swimmers to the appropriate practice groups. This is based on the age, maturity 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 their coach. OCST asks that members trust that their swimmer's coach knows when it is time for your swimmer to advance to the next practice group.
- Sole responsibility for stroke instruction and the training regimen rests with the OCST's coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
- The coaching staff will make the final decision concerning which meets OCST swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer is entered into, although it is possible for swimmers to request specific events.
- At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer praise and areas for improvement regarding the swimmers performance. OCST asks that parents offer love, support and understanding regardless of how their swimmer performs.
- The building of a relay team is the sole responsibility of the coaching staff.

The coaching staff is constantly learning, updating and improving OCST's program, both in and out of the water. It is the swimmers and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

TEAM SQUAD STRUCTURE

In addition to emphasizing long-term rather than short-term results, it is also important that OCST establish training groups of swimmers who are compatible in respect to ability, commitment and goals. Unfortunately, this is not always the most convenient approach to take, but it is always the most productive.

At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long-term goal of total excellence is always in mind. As each swimmer is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making team assignments based on a swimmer's physical, mental, and emotional level of development.

NOVICE (PRE-COMPETITIVE) GROUP (Ages 6 – 13):

Pre-comp is an introduction into the sport of competitive swimming. Pre-comp group practices three times a week introduces swimmers to the four competitive strokes along with having fun. The more regularly Pre-comp swimmers show up for practice the more fun they will have and the quicker they will improve. Swimmers in this group need to be able to swim 25 meter freestyle and 25 meter backstroke (1 pool length of each). Pre-comp swimmers are expected to pay attention, and give their best. Practices emphasize technique and are generally offered on Monday, Wednesday and Friday for 45 minutes. Pre-Comp swimmers will be introduced to a brief dryland component, or out-of-the-water workout as well.

EXPLORE (RED) GROUP (Ages 6 – 13):

In Red Group, the emphasis is on teaching the fundamentals of all four competitive strokes by means of drills and games making it fun for the kids to learn. Red Group swimmers are offered five 60-minute workouts a week and an additional dryland component. These swimmers also have the opportunity to compete in competitive swim meets as a part of the team. The more these swimmers participate in practice and meets the closer they will feel with the team and the faster they will improve. The expectations for this group are for the swimmers to pay attention and give their best.

SPRINT (WHITE) GROUP (Ages 6 – 14):

White Group is for swimmers who can legally perform the four competitive strokes and are ready to learn more advanced stroke techniques; however, a solid amount of practice is devoted to some training aspects. These swimmers will begin to learn more advanced training skills, like remembering times, checking their heart rate, counting strokes, and following the pace clock. The majority of time

is spent working on refining stroke mechanics. White Group swimmers are offered six 60-minute workouts a week, plus a dryland component. The more these swimmers participate in practice and meets the closer they will feel with the team and the faster they will improve.

RACE (BLUE) GROUP (Ages 10 – 14):

Blue Group swimmers have mastered all four competitive strokes. This group is designed to prepare for the training level of Silver Group while still maintaining the importance of technique. Practices consist of six 80-minute workouts a week, plus a dryland component. At this level swimmers begin to spend more time on training sets and building endurance, while still emphasizing technique. Most of the swimmers in the Blue group are 10 – 14 years old and are expected to work hard, pay attention, and regularly attend practice. It is recommended that these swimmers attend practice at least five times a week. The more practices these swimmers attend, the more competitive they will be.

TRAIN (SILVER) GROUP (Ages 13 – 18):

Silver Group swimmers are well-versed in technique and strategy. They are also a full-fledged training group. These swimmers are expected to be mature, dedicated, responsible, and dependable. Specialization of strokes and events begins to take a more prominent role; however, training centers on preparation for the 200 IM and the middle-to-long distance freestyle events. Practices for Silver Group consist of six 120-minute workouts a week, plus a drylands component. It is expected that these swimmers attend at least five practices a week in order to attain the positive rewards of a full training regimen, and regularly attend meets.

PERFORMANCE (GOLD) GROUP (Ages 14 – 18):

Gold Group swimmers are well-versed in technique and strategy. These swimmers are expected to be mature, dedicated, responsible, and dependable. Specialization of strokes and events begins to take a more prominent role of the swimmer; however, the training centers on preparation for the 200 and 400 IM and the middle-to-long distance freestyle events. Practices for Gold Group consist of six to eight 120-minute workouts a week, including some early morning practices, weight training and a drylands component. It is expected that these swimmers attend at least an average of 95% of practices in order to attain the positive rewards of a full training regimen, and regularly attend meets.

FITNESS GROUP (Ages 6 – 18):

On OCST, we know that not everyone who loves the water finds value in competition, or wants to commit to training every day of the week. This group is designed for athletes that want to swim for more recreational or general fitness reasons or to compliment a primary sport outside of the water without having the same time commitment expectations as swimmers who are on a more long-term competitive track. If an athlete wants to be a part of the competitive side of things, as a Fitness swimmer you can compete in any home meets or fun meets that we do throughout the year. And if at any time Fitness swimmers want to be more serious about the sport, they can slide over to the appropriate level squad for their speed and age (space permitting) with the intent to meet the commitment level expected of that group. Fitness meets only three times a week for 1 hour and 15 minutes water time, with an optional 30 minute dryland session beforehand.

CHALLENGE GROUP (Ages 12 – 18):

This group is tailored to the High-school-aged swimmer—or Middle-school-aged swimmer at a Race group level—who have multiple responsibilities in life beyond the pool and are unable to make the full competitive track commitment detailed in the Race, Train and Performance groups, but wish to continue a training regime to maintain their swimming fitness. Challenge swimmers may compete in any meets throughout the year that are not Championship level. If a member of the Challenge group is willing to take on the larger full-time commitment required of their age/skill level appropriate group, they can slide over to the competitive track (Race, Train or Performance) with the intent to meet the commitment level expected of that group (space permitting). OCST provides one hour of water time up to four days a week and pre-practice dry land activities three times a week.

PRACTICE POLICIES

The following guidelines are to inform parents and swimmers of the coaches' policies regarding practice. These policies have been developed over many years and are designed to provide the best possible practice environment for all.

- There are no specific attendance requirements for the lower levels. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The team does, however, encourage younger swimmers to participate in other activities in addition to swimming. The expectation level tends to increase as swimmers move to higher groups.
- Swimmers should not be left unattended at the pool for more than 15 minutes before their scheduled practice begins. Swimmers should also be picked up no later than 15 minutes after their practice is over. Swimmers are not supervised by OCST unless they are in the water during their practice time. Swimmers who must arrive early should sit in the bleachers until it is time for their practice to begin.
- Swimmers should be dressed and ready to swim five minutes prior to the start of their practice.
- Plan to stay the entire practice. The last part of practice is very often the most important. Usually, there are also announcements made at the end of each practice. In the event that your swimmer needs to be dismissed early from practice please notify the coach beforehand.
- OCST requests that members refrain from conversing with the coaching staff when the coaches are on deck during practice. It is important that all swimmers have the coach's complete attention during their practice. Conversations with coaches may occur before and after practice, or by appointment with the coach. Parents should also refrain from "coaching" their swimmers from the bleachers or interrupting their swimmer during practice unless absolutely necessary. If it is necessary to speak to your swimmer please talk to the coach first.
- During practice, swimmers should not leave the pool area without their coach's permission.
- If any swimmer needs to complete homework before practice or leave practice early to do homework, he/she must do their homework on the pool deck so the coaches will know where he/she is located.
- Swimmers should not be on the pool deck unless it is their scheduled practice time. Swimmers should remain in the bleacher area (and not the hallways) unless they are scheduled to practice. Swimmers and members families should not be running, rough housing or playing with balls in the OC Pool hallways or other common areas.
- OCST, its members and swimmers are guests of the OC Pool when at the pool. Every member of the OCST family, including coaches, swimmers, family members and siblings, need to do everything possible to respect this privilege. Noisy or unsafe behavior on the pool deck or in the hallways or failure to listen to the pool lifeguards may cause OCST (or a particular swimmer) to lose privileges at the pool. Any damage to pool property by a swimmer or member family will be the responsibility of the member's parents. Damage to pool property may also result in the swimmer being asked to leave the team.

ATTENDANCE AND LEAVE OF ABSENCE POLICIES

Attendance expectations are established by the coaching staff. If your swimmer will be out of the water over a long period of time with an injury or illness, please notify the OCST Board (ocstboard@gmail.com) so the coaching staff can be made aware.

OCST has several options for swimmers who need to take a leave of absence from the team.

- **30 Day Leave:**
Members shall be entitled to take one 30-day leave of absence from the Team per year (OCST's year runs from October 1 – September 30). A 30-day leave of absence shall be for a complete calendar month (i.e. August, September). Partial months or a leave of absence that straddles two months (i.e. August 15 – September 15) are not allowed. A completed 30-day Leave of Absence Form (found on OCST's website) must be submitted to the OCST Board at least 15 days prior to the 1st day of the month in which the leave of absence is to begin. The 30-day leave of absence must be approved by OCST's Head Coach. A swimmer's spot on the team is guaranteed during an approved 30-day leave of absence. A family's volunteer obligation will not be adjusted. A swimmer's fundraising obligation will not be adjusted.
- **30+ Day Leave**
If a member finds it necessary to take an extended leave of absence from OCST (greater than 30 days), the member must complete an Extended Leave of Absence Form (found on OCST's website). The Extended Leave of Absence Form must be submitted to OCST at least thirty (30) days prior to the first day of the month in which the extended leave of absence is to begin. An extended leave of absence will begin on the 1st day of a calendar month. There will be no prorating of membership dues for an extended leave of absence that begins on any day other than the 1st day of a calendar month. Members should discuss their plans for an extended leave with OCST's Head Coach and obtain the Head Coach's consent to the extended leave prior to submitting the form to the OCST office for processing. Member

accounts are expected to be current prior to the beginning of any extended leave of absence from the team. Membership dues will be suspended during an extended leave of absence. During an extended leave of absence, a swimmer's spot on the team is not guaranteed. Swimmers on extended leave will need to consult with OCST's Head Coach about availability of space to return to the team. A family's volunteer obligation will be adjusted. If a swimmer is on extended leave of absence during the Annual Fundraiser – Swim-a-thon™, then there will be no fundraising obligation. At the time of returning to OCST, members will be required to bring their account current (if not already) before swimmer(s) can resume participation in OCST programs. And depending on the time of return, members may need to renew their swimmer's USA Swimming registration prior to resuming participation in OCST programs. A \$30 charge may be applied to reactivate the member's account.

- **Medical Leave of Absence**

If a swimmer is unable to participate in OCST programs due to a medical condition, the member should meet with OCST's Head Coach to discuss a medical leave of absence. Unless otherwise waived by OCST's Head Coach or the OCST Board, all requests for a medical leave of absence should be accompanied by a letter from the swimmer's doctor recommending suspension of the swimmer's participation in OCST programs and the anticipated timing for the safe resumption of participation in OCST programs. Members must submit a Medical Leave of Absence Form (found on OCST's website) to OCST approved and signed by the Head Coach and including a copy of the letter from the swimmer's doctor, if applicable. Requests for a medical leave of absence will be effective on the 1st day of the month following submission of the leave of absence form and membership dues will be suspended from that date forward. For any medical leave lasting 3 calendar months or less, membership dues for the swimmer on medical leave will be suspended and the swimmer's spot on the team will be guaranteed. For any medical leave lasting more than 3 months, unless otherwise approved by the Head Coach and the OCST Board, OCST will begin to charge one-half ½ of the membership dues for the swimmer on medical leave beginning on the 4th month of the medical leave of absence in order to continue to guarantee the swimmer's spot on the team. A family's volunteer obligation will be adjusted while a swimmer(s) is on Medical Leave of Absence. If a swimmer is on Medical Leave of Absence during the Annual Fundraiser – Swim-a-thon™, then there will be no fundraising obligation.

- **Reduced Return from Medical Leave of Absence**

If a swimmer has been on a Medical Leave of Absence and would like to return to the team only attending ½ or less of the weekly practices due to a doctor's orders, then the swimmer may request a reduced return from medical leave of absence from the OCST Board. The OCST Return from Medical Leave of Absence (≤ half time) Request Form can be found on the OCST website. Member must submit the form to the OCST Board approved and signed by the Head Coach prior to reentry into the water. The swimmer will be billed ½ of the current membership fees as long as they are attending ½ or less of the weekly practices for their current group. If a swimmer returns to greater than ½ of the weekly practices for their current group, then they will return to their practice group in as a full time member with 100% membership dues responsibility. Prior to return from Medical Leave of Absence, a swimmer's USA Swimming registration must be paid and active. A family's volunteer obligation will resume upon return to the team (even at ½ or less time). If a swimmer is on Reduced Return from Medical Leave of Absence during the Annual Fundraiser – Swim-a-thon™, then there will be a fundraising obligation. At the time of returning to OCST, members will be required to bring their account current (if not already) before swimmer(s) can resume participation in OCST programs. A member can only be on Reduced Return from Medical Leave of Absence for 2 months, unless otherwise approved by the Head Coach and OCST Board.

FINANCIAL INFORMATION

OCST believes that a successful program must have a sound financial base, and over the years we have created one. The team is financed with monthly dues, OCST's annual swim-a-thon fundraiser and hosting swim meets. In order for OCST to meet its financial obligations, it is critical that each member pay their monthly dues and other fees assessed in a timely manner. These monies are used to pay for OCST's professional coaching staff, coaches travel expenses, equipment, pool rent and other necessary expenses incurred in providing a successful program.

INITIAL AND ANNUAL FEES

- An initial, non-refundable, registration fee of \$30.00 is due when all paperwork is turned in and before the swimmer is allowed to participate. The swimmer will receive an OCST T-shirt and a cap (which will be placed in your family folder in the file cabinet in the OCST gear closet off the pool deck).
- USA Swimming Membership is an annual fee that is paid by new members when they join and each year thereafter in November. USA Swimming membership includes liability and secondary accidental medical protection and allows for participation in all USA Swimming sanctioned competitions. The USA Swimming registration fee is currently \$70 (2019) and typically increases each year.
- A re-registration fee of \$30 may be assessed to any member that leaves the team for any period longer than 30 days.

MONTHLY BILL

A member's monthly bill will consist of monthly dues, meet entry fees and any other fees from equipment, apparel purchases or travel meet expenses. Membership dues are due on the 1st of the month for the month of swimming. OCST does not send out a monthly invoice to members. Instead, members are asked to log into their OCST account each month on or about the 26th of the month to view the projected amount that will be drafted/charged from their electronic method of payment of the 1st of the next month. Members are required to utilize electronic payment for monthly payments through <http://www.ocst.net> (either an ACH echeck from a checking/savings account or credit card on file to be charged). Effective September 1, 2017, OCST no longer accepts checks for payment.

Members will be notified when their account is past due. When an account is 21 days past due, the OCST Board may remove the family swimmer(s) from practices and meets until the family pays the outstanding balance using the On-Demand payment feature at <http://www.ocst.net> utilizing a debit or credit card. If the family does not bring their account current within 45 days, then the family will be removed from the team.

Dues are not adjusted for pool closures. If OCST's coaching staff determines the length of a scheduled closure will negatively impact the training regimen for the practice groups, the coaching staff may make arrangements to practice at other area pools.

Monthly dues are based on the amount of practice time offered and commitment level of each swim group. Those families with more than one swimmer are eligible for discounts off their monthly dues. The highest-level swimmer pays full dues. The second swimmer gets a \$10 deduction each month and the third swimmer gets a 75% reduction off the dues of the least expensive training group. There is no discount for the Masters group.

Group Dues	Novice	Explore	Sprint	Race	Train	Performance	Fitness	Masters
Monthly Payment	\$68.00	\$79.00	\$96.00	\$106.00	\$117.00	\$131.00	\$82.00	\$56.00

SWIM-A-THON®

Every year OCST holds its annual Swim-A-Thon®. The Swim-A-Thon® is OCST's BIG fundraiser for the year. Every swimmer is expected to both swim in the Swim-a-Thon® and raise money for the team. This is a fun team-building event with incentives and prizes for the top fundraisers. Each swimmer must raise a minimum of \$100 during the Swim-A-Thon® (Master's excluded).

SERVICE HOUR COMMITMENT

OCST relies heavily on its parent volunteers. Each family (with a swimmer on Novice through Performance) is required to volunteer at least 24 hours to the team. Members' service hour obligation for the year runs from October 1 through September 30 and is per family, not per swimmer. **All volunteer hours worked must be logged by members in the online Volunteer Log Book. Volunteer hours not logged will not be counted toward the volunteer obligation.** OCST inputs completed volunteer time to member accounts on a quarterly basis and members can monitor their volunteer activity and remaining obligation on OCST's website under the My Account, then My Invoice/Payment. If families are unable to meet the volunteer requirement, they are expected to buy out these hours at a rate of \$20.00 per hour payable in October (of the next fiscal year). Effective October 1, 2017, each family (with at least one swimmer on Explore through Performance) is required to serve at least 24 hours for the team. Each family (with a swimmer on the Novice squad, but not on Explore through Performance) is required to serve at least 8 hours for the team. **The obligation is per family, not per swimmer.** There is no service hour commitment for Fitness, Challenge or Masters swimmers.

Service hours can be earned by helping out the team in a variety of ways. Here are just a few ideas:

- Fill a volunteer position at one of OCST's swim meets.
- Time at away meets
- Become an official
- Take part in a committee or be a committee chair person
- Join the OCST Board
- Respond to one of the numerous email requests sent out by the OCST Board seeking volunteers

MEET ENTRY EXPENSES

Swimmers are charged meet fees when competing in USA Swimming sanctioned meets. OCST pays the host team all meet entry fees in advance then charges member accounts the amount advanced. Because OCST must pay the meet fees in advance of the meet, swimmers who notify OCST that they will attend a particular meet must pay the meet entry fees for their entries whether or not they attended the meet. With sufficient advance notice to the coaches, it may be possible to withdrawal from the meet prior to OCST having paid the meet entry fees. This usually requires at least a week advance notice. When declaring whether your swimmer will attend/decline to attend a meet, members need to indicate in the comments box if they will not be attending both days of the meet otherwise the assumption is that the swimmer will participate in both days of a 2-day swim meet. If a change needs to be made to the entry form, notify your coach at ocst.coach@gmail.com. Be aware that we have to sign up for meets weeks in advance in order to get into meets. Once the meet entries are completed they are final.

SWIM MEET INFORMATION

MEETSCHEDULE

Each season's meet schedule is distributed at the beginning of the season and posted on the team website. It is important that all swimmers plan to participate in all of OCST's home meets (2 per year), including Pre-comp swimmers. If you are unsure what meets to attend, please ask your coach.

SIGNING UP FOR MEETS

If your swimmer is eligible to swim in meets, you will receive an email from the coaching staff providing the details of the event and requesting that you log into your account to declare your intention for your swimmer to participate or not participate in the upcoming meet. To do this, you need to log in to your account and click on the event. You will need to declare whether your swimmer will be attending/not attending the meet. OCST coaches select the appropriate events for your swimmer to enter. There is a place when declaring your intent to leave comments for the coaches. If your swimmer plans to only attend one day of the meet, please indicate this in the comments box (i.e. Saturday Only). This is also where you can request particular events for your swimmer. A few days before the meet the coaches will send an email to those planning on attending the meet with a meet entry report and including specific information about timing for warm ups and any other information the coaches need to share about the meet. The meet entry report will identify the events your swimmer is entered to swim during the meet. It will not specify the time, heat or lane assignment. Information pertaining to what heat and what lane your swimmer is in for a particular event will be contained in the heat sheet produced by the hosting team and available for purchase at the meet (there is generally one copy of the entire heat sheet posted at the meet venue somewhere for those who do not want to purchase a heat sheet). Most likely your swimmer will be entered in 1-2 relay events, which will be communicated by the coaches to the swimmers at the meet following warm ups.

WHAT TO BRING TO A MEET

- OCST Team Suit (optional)
- OCST Swim Cap (extra cap is nice in case of emergencies)
- Goggles (extra pair is nice in case of emergencies)
- At least two towels
- Blanket or sleeping bag to lay on
- Nutritious food and snacks
- Warm clothes and shoes to stay warm between races
- Water bottle

BEHAVIOR AT MEETS

- Be prompt for warm-ups. It is very important to warm-up at every meet to prepare your body to swim fast.
- Swimmers are encouraged to sit together as a team and leave the team area in a neat and clean condition at the conclusion of each meet.
- Swimmers should talk to their coach before and after every race.
- When a swimmer wears OCST apparel, he/she should remember that his/her actions and words reflect on OCST and they should behave accordingly.
- In a meet with preliminaries and finals, it is expected that any OCST swimmer that qualifies for finals will stay and participate in the finals events. It is an honor and privilege to swim in finals and should be treated that way.
- As a matter of courtesy to the officials and meet host, parents must stay off the deck and competition venue, unless they are volunteering.
- Similarly, as a matter of courtesy, all questions swimmers or parents may have concerning meet results, an officiating call, or the conduct

- of a meet, should be referred to the OCST coaching staff. They in turn will pursue the matter through proper channels as soon as possible.
- OCST is generally assigned one or more lanes at an away meet that OCST must staff with timers. OCST parents are expected to help as timers at all meets. A meet cannot continue without timers, so when you hear a call for timers at a meet please respond. Timing at meets helps fulfill a family's annual service hour obligation.

OUT OF TOWN MEETS

Trips to meets in other cities become an important aspect of a swimmer's career while advancing through the age group ranks. OCST has established the following policies for the safety of the swimmer and peace-of-mind of parents:

- Parents are to be responsible for arranging transportation and lodging to away meets, with the exception of Nationals and those competitions so designated. DO NOT ASK YOUR SWIMMER(S) TO HANDLE THIS JOB. Oftentimes, a certain hotel will be designated as "team headquarters."
- Parents are encouraged to attend out-of-town meets with their swimmers and to chaperone other youngsters. These trips can be great fun for parents and swimmers alike. They also are a rare opportunity to participate in a special way in each young swimmer's career.
- A coach has too many responsibilities to the entire team to accept responsibility for an individual swimmer. Therefore, do not ask a coach to provide transportation.
- Any swimmer riding in a car is responsible to the parent/driver for his/her behavior and is expected to adhere to the OCST Team "Code of Conduct" at all times.
- A medical release and emergency telephone number should be given to the parent/driver with whom your swimmer is riding in case emergency medical treatment is required.
- Each swimmer participating in an out-of-town meet is expected reimburse OCST for their portion of food, travel and lodging expenses (if any) paid by OCST on their behalf.

SOCIAL EVENTS

OCST is a very social group of people! All team activities are social events. However, we have events that need to be noted --OCST's annual Swim-A-Thon in the Spring, and awards banquet in the early Summer. OCST also holds General Membership Meetings to inform everyone what is going on with the team. The General Membership Meetings are held twice a year -- once in the Spring and once in the Fall.

TEAM COMMUNICATIONS

- Swimmer File:** Each family has a family folder in the OCST gear closet off the pool deck. A member's team shirt and cap as well as ribbons earned at swim meets are placed in this folder. The family folder is a good way for OCST members to communicate with each other as well. OCST recommends checking the family folder once a week.
- Web Page** – OCST's web site (www.ocst.net) contains recent news, upcoming events, practice times, meet schedule and various forms and other valuable information.
- Bulletin Board** - The bulletin board at the pool provides general team information and highlights the accomplishments of our swimmers.
- E-mail Communication** – This is the primary method OCST will use to communicate announcements and other notifications to members. Please make certain OCST has your correct email address. You can add additional email addresses to your account by going into My Account after you log in to your account on the OCST website.as well.
- Open Door Policy** – OCST's coaches may be reached before and after practice in the office. After hours the coaches can be reached by email at ocst.coach@gmail.com. Please remember that no question is too insignificant to ask and that the door is open any time to come in and talk. OCST does request that you not ask questions or engage the coaches when they are on deck running practice.

IMPORTANT EMAIL ADDRESSES

If you need to reach OCST, you can reach us by sending an email to one of the following email addresses:

- Coaches coachmatt@ocst.net
- OCST Team Manager teammanager@ocst.net
- OCST Treasurer treasurer@ocst.net