

Santa Clara Swim Club Team Handbook 2019-20

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## 1.0 Introduction

Welcome to membership with the Santa Clara Swim Club SCSC (SCSC), started in 1951 by George F. Haines. The club has grown through the years to become one of the largest clubs in America. We are a part of the Pacific Swimming Incorporated, a non-profit local government organization of USA Swimming. SCSC offers year-round competitive swimming for anyone between the ages of 5 and 18+ who can swim one length of the pool (25yards) freestyle and backstroke nonstop. We are affiliated nationally with USA Swimming and locally with Pacific Swimming Incorporated.

## Team Philosophy

SCSC’s training philosophy can be summarized as “Progressive Adaptation.” The science behind this mode of training is not new. The adaptive philosophy is a proven method and is the strategy of choice among the top swim clubs in the nation. The SCSC training program is unique in that we train swimmers for the long term by teaching both swimming skills and life skills. Our goal is for swim careers to extend throughout high school, college and beyond, and for each swimmer to emerge from swimming having mastered the important life skills needed to be successful beyond the pool. The SCSC coaching staff recognizes and embraces the different developmental phases of our swimmers, from age group through young adulthood, and progressively adapts training to best meet needs at each level. The underlying foundation for our physical training program is built upon core values that include: a hard work ethic, goal setting, tenacity, not being defeated by failure, joy found in effort, good sportsmanship, personal responsibility, health, striving for personal excellence and the value of the journey. The SCSC competitive training program includes:

* TRAINING OVERVIEW
* ANNUAL PLAN
* SEASON CYCLES
* PROGRAM COMPONENTS
* PROGRAM FUNDAMENTALS
* WORKOUT FORMULAS
* SUMMARY

## Team Goals

1. To provide a safe environment for athletes to learn life skills and foster their love of swimming
2. To aid in the development of positive self-image and to nurture high self-esteem.
3. To encourage high academic standards.
4. To provide an environment for learning the values of hard work, commitment, self-discipline, leadership, and responsibility.
5. To develop and improve health and fitness in the swimmers.
6. To provide a competitive 12-month swim program in line with USA Swimming.
7. To bolster sportsmanship and camaraderie among teammates and with other teams.
8. To accommodate all swimmers with appropriate training and qualified coaching based on age, ability, and dedication.
9. To develop a love for the sport of swimming in all the athletes to carry with them through life.
10. To develop a team of year-round swimmers rather than seasonal athletes.
11. To have fun and success at all age and ability levels.
12. To develop future leaders.

## Benefits of Swimming Competitively

* 1. **Physical**
* Swimming is an ideal sport for developing muscular and skeletal growth (because it uses all of the body's major muscle groups) in addition to high aerobic endurance and stamina.
* Swimming enhances flexibility by exercising all the major joints in a full range of motion, thus capitalizing on the natural flexibility of young athletes.
* Swimming develops superior coordination because it requires combining complex muscle movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of motion
* Swimming is the most injury-free sport of all those offered to children.
* Swimming becomes more than a sport to most of those who participate, engaging them in fitness for life.

## Intellectual

Athletes develop intellectual competence as they learn more about the sport and techniques and incorporate skills into goal setting. They improve by exploring new ideas, and new ideas put to practice result in a stronger self-image.

## Social

Despite competing against the clock for times, swimming is also a team sport. Traveling, competing, winning, and losing together foster irreplaceable relationships among teammates.

## Personal

Most sports competitions end with one winner and one loser, but with swimming, success is based on personal improvement and reaching goals. No matter who has the most points at the end of a meet, everyone can win.

## USA Swimming

USA Swimming is the national governing body for competitive swimming in the United States. USA Swimming was conceived in 1978 with the passage of the Amateur Sports Act, which specified all Olympic sports would be administered independently. Prior to this act, USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. In 1981, the USA Swimming Headquarters office was established in Colorado Springs, Colorado and is located at the Olympic Training Center. As the national governing body for the sport, USA Swimming is responsible for the conduct and administration of swimming in the United States. In this capacity, USA Swimming formulates the rules, implements the policies and procedures, conducts the national championships, disseminates safety and sports medicine information and selects athletes to represent the United States in international competition.

## How is USA Swimming Organized?

International--The International Federation for the Aquatic Sports is the Federation Internationale de Natation Amateur (FINA). USA Swimming is affiliated with FINA through United States Aquatic Sports (USAS), made up of the four aquatic sports - swimming, synchronized swimming, diving and water polo.

National--USA Swimming is a member of the United States Olympic Committee (USOC) and has voting representation in the USOC House of Delegates.

Zone--We are divided into four separate zones - Central, Eastern, Southern and Western. Each zone elects two representatives to the national Board of Directors. SCSC is in the Western Zone.

Local--Within the United States, there are fifty-nine (59) Local Swimming Committees (LSCs). Each LSC is responsible for administering USA Swimming activities in a defined geographical area and each has its own set of bylaws under which it operates. A House of Delegates with representation of athletes,

coaches, members of the Board of Directors and clubs is responsible for managing the business affairs of the LSC. Our LSC is Pacific Swimming Incorporated (PAC).

## How USA Swimming Operates

USA Swimming is a non-profit organization made up of very dedicated volunteers. Interested individuals donate their time, energy and expertise at every level from the national Board of Directors to the local swimming clubs. There are 50 standing committees. Staff liaisons, along with these committees, create, implement and evaluate USA Swimming programs. The House of Delegates meets annually to determine the rules and regulations for the following year. Between yearly meetings of the House of Delegates,

an elected USA Swimming Board of Directors is charged with the responsibility of making decisions for USA Swimming.

## USA Swimming Headquarters

USA Swimming Headquarters provides a variety of services and programs for its membership. Among the many services are publications, educational programs, fundraising activities, sports medicine programs, resources and general information about swimming related activities. USA Swimming staff is available to assist you in answering questions or providing additional information about USA Swimming, (719-866-7946).

## Practice Group Structure

* 1. **Rising Stars:**

**This is our first level of the competitive team. Rising stars are swimmers ages 10 & under who enjoy swimming and agree to participate in swim meets. These swimmers focus on their technical skills to create healthy habits for their swimming career.**

## 5.2 Supernovas (10 & Under swimmers): Supernovas are our advanced 10 & under swimmers. These athletes are legal in all four strokes, compete in meets each month, and focus on their technical skills to create healthy habits for their swimming career.

**5.3 Age Group (11-12 swimmers): All swimmers in the age group program agree to represent SCSC in swim meets. This division continues to refine technical skills while also incorporating aerobic base training.**

**5.4 Pre Senior (13-14 swimmers** The primary focus of this program is to prepare our swimmers to perform at the highest levels of their age group and ready them for the demands of senior swimming. Workout intensity increases and more attention is given to the refinement of stroke mechanics. For example, kick counts for starts and turns are an integral component of every practice in order to maximize under- water speed and efficiency. Race strategy is an important aspect taught regularly at this level, and is a key element incorporated into the design of workout sets.

## 5.5Senior (high school aged swimmers): Swimmers in the Senior division are high school aged swimmers who commit to competing in monthly competitions. Workout intensity increases, and swimmers begin to specialize in their best events. The SCSC senior program still incorporates IM training to balance out the muscles.

## Relays

Other swimming events include relays, which consist of a group of four swimmers who either all swim freestyle (freestyle relay) or each swim one of the competitive strokes in the order of backstroke, breaststroke, butterfly and freestyle (medley relay). The coaching staff decides all relays, including the relay orders and participants.

## Swim Seasons

The swim year is divided into two seasons. The winter or “short course” season runs from early September to March. The meets are typically held in a 25-yard pool. The summer, or “long course” season runs from late March to mid-August. These meets are generally held in 50-meter pools (Olympic size).

## Competition

The SCSC staff does not see the first-place person as the only winner. We would rather look to see who behaves like a winner. There are certain characteristics of a winner, and every swimmer, no matter where they place, can emulate those characteristics: concentration, listening skills, working toward goals, and personal achievement.

Sports are not an end, but a vehicle we use to teach children life skills and how to reach their potential. We use sports as organized play to demonstrate and measure one’s abilities. In competition, the important measure is not who collected the most medals, or even who improved the most seconds. The real critical measure is who learned the most from the competitive experience.

Swimmers quickly forget the medals, records, and other material benefits. They will remember the development of interpersonal skills, discipline, listening skills, time management, goal setting, and enhanced self- image. These things make the swimmer a more successful person with a better chance of living a life closer to their peak potential, and to contribute to the world they live in.

## Levels of Achievement

There are seven different age group classifications recognized by USA Swimming (the governing body of the sport): 8-Under, 10-Under, 11-12, 13-14, 15-16, 17-18, and Senior. The Senior classification includes any age registered swimmer who has achieved the prescribed qualifying time for the event. Age group classifications are not offered at every swim meet, it is the swimmer’s age on the first day of a meet which will govern the swimmers age for the entire meet.

Within each age group, there are different nationally recognized levels of achievement based on times. All swimmers begin as “C” swimmers. As they improve, they advance from “C”, to “B”, “BB”, “A”, “AA”, “AAA”, and ultimately “AAAA”. USA Swimming (www.usaswimming.org) publishes the times required for each ability level each year. This permits fair, yet challenging, competition on all levels.

In addition, Pacific Swimming has its own set of time standards, including Junior Olympic Championship and Far Western Championship time standards, found on [www.pacswim.org](http://www.pacswim.org/), Pacific Swimming

Incorporated’s website.

In some cases, a swimmer may be in a different class in each stroke. An example: a “C” breaststroke time, a “B” freestyle time, and a “AA” backstroke time.

Some swim meets set certain qualification standards. In order to swim in a certain classification, a swimmer must have achieved the qualifying time for that classification. Swimmers must meet the minimum time standards in order to enter the meet.

## Swim Meets

* 1. **Meet Signup Procedure**

At the beginning of the season a meet schedule will be posted in the event section listing all of the meets the team will attend. To sign up for meets you will need to log into Swim Connection (swimconnection.com or fastswims.com). Once you decide to attend a meet you can select which session or days you would like to swim. Many meets offer a Friday/Saturday/Sunday format. Other meets offer one day and one session only, it will vary, and it is at your discretion. A list of everyone’s meet selections is posted on their website, www.swimconnection.com or www.fastswims.com, and it is each family’s responsibility to check the accuracy of the entries. Please notify the Head Coach or your athlete’s group coach of any discrepancies. The following is coaches contact website: https://[www.swimconnection.org](http://www.swimconnection.org/) or https://fastswims.org. Information regarding meets such as, entries, meet information and warm up times will be posted on the website as it becomes available.

The family enters all athletes into the meets and chooses what events the athlete will swim. You select which meets and days that you will attend. You will be billed for meet entry fees. Scratching events is typically not allowed, but in some cases with the approval of the coaching staff, an athlete may be allowed to scratch an event. Meet entries are sent in 4-6 weeks before the meet. Once entries have been sent in, there will be no changes or additions to the meet. If you decide not to attend a meet you have signed up for, you will need to notify the Head Coach. If entries have not been sent in, you will be removed from the meet, if however, entries have been sent in, you will be billed for the entry fees even though you do not attend the meet.

Some meets have qualifying times that must be met in order to enter. If you want to attend the meet, mark it on your meet sign-up sheet and if the athlete meets the time standards, they will be entered. If they have not yet achieved the qualifying standard, they will not be entered. The coaching staff will notify you if you are not entered.

## Championship Meets

Athletes are expected to compete in all championship meets for which they are qualified. For individuals qualifying for multiple championship meets. the coaching staff will determine which meets are best for the development of the swimmer.

## Off Schedule Swim Meet Policy

It is discouraged to attend meets that are not on our meet schedule. Training plans are designed around the posted meet schedule and attending off schedule meets can interfere with an athlete’s progression. The staff will not do entries for off schedule meets, and families will be fined.

## Types and Levels of Swim Meets

1. Dual Meets - Occasionally the SCSC will compete with one other team in a dual meet. These meets help promote team unity, but usually limit the number of events a swimmer may enter.
2. Developmental Meets -These meets generally do not have any qualification time standards. Most of the time these meets offer each one of the competitive strokes in the two distances offered for each group. Each swimmer is usually allowed to enter from 3-5 events per day.
3. Qualification Meets -These meets have some type of qualification time standard(s) that a swimmer must meet in order to enter the meet.
4. JO Championships - At the end of each short course (winter) and long course (summer) season, a JO Championship meet is sanctioned by Pacific Swimming, the governing body of swimming in the state of California. Pacific Swimming sets the qualifying time standards for these championship meets.
5. Zone Championships - After the state championships are held in the summer, a swimmer may qualify to participate in the Western Zone Championships by swimming a national “AAA” time. This is an all-star meet where swimmers, compete as a member of the Pacific Zone team competing against other states from the West.
6. Speedo/USA Swimming Sectional Championships- This is a high caliber regional team championship meet. SCSC swimmers meeting qualifying time standards for this meet travel to different locations throughout the Midwest to compete against the best swimmers in the region.

7.

USA Swimming National Championships -Other than the Olympic Trials and the World Championship Trials, each of which is held every four years, the highest level of competition for our senior swimmers is the USA Swimming National Championships. As with the Sectionals,

SCSC swimmers meeting the national qualifying time standards travel to various cities

throughout the country to compete against America’s best swimmers. There is both a SC and LC National Championship. There is a Junior National Championship, for swimmers 18 and under, and an Open National Championship for swimmers of any age. Swimmers can qualify for national 13 teams that represent the United States in international competition through their performances at Nationals.

## 7.1 Prelim/Final Meets

The format for a Prelim/Final meet differs from a normal meet in that the swimmer must swim the event in the prelim session in order to qualify for the final’s session. A swimmer is only eligible to score points or win awards if they are in Finals or Consolation Finals. If a swimmer places among the top 8 (in an 8-lane pool) after his/her morning swim they then qualify to swim in the Championship finals in the evening session. Some meets also swim a Consolation final. If a swimmer places from 9th - 16th place from preliminaries, he/she qualifies to participate in the Consolation finals in the evening session. In the evening finals session, the Consolation heat swims first followed immediately by the Championship heat. During the prelims, the results are usually posted within 1/2 hour of the conclusion of the event. If a swimmer does not wish to swim in a final swim he or she may "scratch" the event and not be penalized. This must take place within a half hour of the posting of the preliminary results. Therefore, within approximately 1 hour of the end of an event, a swimmer should know if they have made finals. A swimmer should never leave the meet without making sure if they are a finalist or an alternate. United States Swimming rules dictate that if a swimmer makes a finals event and fails to show up they are barred from participating in the remainder of the meet (individual events and relays). Alternates (the 17th & 18th place swimmers) should check with his/her coach about attending finals. If a swimmer makes it into Finals or Consolation Finals he/she is expected to swim and represent the SCSC.

Circle Seeding is used only in the prelims of Championship meets in events that have "prelims & finals". This affects only the top 24 seeded swimmers (8 lane pool) which compete in the last 3 heats. All other heats are regular seeding. Circle seeding goes like this: The fastest seeded swimmer will be in the last heat in lane 4. The second fastest swimmer will be in the second to last heat lane 4. The third fastest swimmer will be in the third to last heat lane 4. The fourth fastest swimmer will be in the last heat lane 5 and so on.

The finals are seeded like a regular meet as are any events that are swam as timed finals such as relays, distance freestyles and other events most often held on Friday evening as a timed finals session. If a swimmer qualifies for finals it is expected that they will swim. They are representing not only themselves but also SCSC in the competition. If for some reason the athlete cannot compete in finals, they have 30 minutes from the time the initial results of prelims have been posted to declare the intent to scratch or to scratch. All decisions about scratching must be discussed with the coaching staff prior to doing so. Once the 30-minute window has passed an athlete can no longer be scratched. If an athlete does not show up for a finals swim the rules state that they will be removed from the remainder of the meet.

The coaching staff must approve all scratches. If an athlete qualifies for finals, they are expected to swim unless there are extraordinary circumstances for which they would need to leave the meet.

## 7.2 Volunteer Hour Requirement:

Each swimmer family on the competitive team has a yearly volunteer hour requirement, (September 2019-August 2020). Any unworked volunteer hours will be billed at the rate of $50 an hour on your September 2020 bill. If you sign up for a volunteer shift at an SCSC home meet and NO SHOW, you will be billed $50 per job on the following month’s invoice. If you sign up for timing shifts at an away meet and NO SHOW, you will be billed $25 per shift on the following month’s invoice. SCSC reserves the right to terminate the membership of any member whose actions are considered detrimental to SCSC’s welfare as set forth in the team policies. I agree that upon withdrawing from SCSC, our account will be paid in full prior to my swimmer’s departure from the team.

## VOLUNTEER OBLIGATION HOUR BREAKDOWN

Obligation hours are assigned on a per family basis. Families may complete their volunteer obligation at any time within the swim season (Sep-Aug.) at any of the events we host at SCSC Morgan Hill (excludes timing). Please note members of the host site will get priority. The SCSC Volunteer Obligation for 2019-2020 swimming year (September 2019-August 2020) is as follows:

**Rising Stars I, II, & III**

**:** 10 general hours (worked at any SCSC hosted ISC meet) = **10 hours per year**.

**Supernova I, II, & III:** 5 general hours + 5 hours JO Meet + 5 hours Int’l Meet = **15 hours per year**

**Age Group I:** 7.5 general hours + 7.5 hours Int’l Meet + 5 hours JO Meet= **20 hours per year**

**Age Group II:** 7.5 general hours + 7.5 hours Int’l Meet + 5 hours JO Meet= **20 hours per year**

**Age Group III:** 10 general hours + 10 hours Int’l Meet + 5 hours JO Meet = **25 hours per year**

**Age Group IV:** 10 general hours + 10 JO Meet + 10 hours Int’l Meet = **30 hours per year**

**Pre-Senior I:** 5 general hours + 10 hours JO Meet + 10 hours Int’l Meet = **25 hours per year**

**Pre-Senior II:** 10 general hours + 10 hours Int’l Meet + 5 hours JO Meet = **25 hours per year**

**Pre-Senior III:** 10 general hours + 10 JO Meet + 10 hours Int’l Meet = **30 hours per year**

**Pre-Senior IV:** 10 general hours + 10 JO Meet + 10 hours Int’l Meet = **30 hours per year**

**Senior I:** 10 general hours + 10 hours JO Meet + 10 hours Int’l Meet = **30 hours per year**

**Senior II:** 10 general hours + 10 hours JO Meet + 10 hours Int’l Meet = **30 hours per year**

**Senior III:** 20 general hours + 15 hours Int’l Meet = **35 hours per year**

**Senior IV:** 20 general hours + 20 hours Int’l Meet = **40 hours per year**

“General” hours may be worked at any event held at ISC. \* If for any reason there is no one from your family available to work the International Meet (Int’l Meet) you must provide Santa Clara Swim Club with proof of absence documentation (i.e. plane itinerary, travel tickets) by March 31, 2019. If you have received a waiver from the club, you are still however responsible for the number of total hours required by August 31st of that year. Non worked volunteer hours are billed at a rate of $50 per hour.

## ADDITIONAL VOLUNTEER OBLIGATION HOUR INFORMATION

The swimming year is broken into 4 quarters for volunteer hour billing purposes, if you join or leave the club mid-year. General volunteer hours can be done at any event we host during the current season except for the JO Meet and Int’l Meet requirement. If you quit or join the Club during the season your volunteer hours will be prorated by quarter. For more details go to [www.santaclaraswimclub.org](http://www.santaclaraswimclub.org).

If a swimmer from the above groups leaves during the season and returns, the family must complete the full volunteer requirement for the year, regardless of any time away from the program. Families withdrawing (quitting) from SCSC WILL BE RESPONSIBLE for hours not served, through the end of the quarter of their withdrawal date. IF YOU LEAVE THE CLUB BEFORE THE END OF THE SEASON ALL VOLUNTEER HOURS UNWORKED BASED ON THE QUARTER YOU WITHDRAW WILL BE BILLED IN YOUR FINAL BILL AT THE RATE OF $50.00 PER HOUR. UNWORKED VOLUNTEER OBLIGATION HOURS WILL BE BILLED AT A RATE OF $50.00 PER HOUR TO FAMILIES WHO ARE WITH THE PROGRAM FOR THE ENTIRE SEASON. FAMILIES WITH MULTIPLE SWIMMERS:

1) Volunteer Obligation Hours are assigned on a per family basis.

2) Volunteer Obligation Hours for families with multiple swimmers are based upon the swimmer participating in the highest-level group at the beginning of the season. EXAMPLE: A family with one swimmer in the Yellow Group and one swimmer in the Performance Prep Group will have a Volunteer Obligation of 30 hours (Performance Group).

## FAMILIES WITH MULTIPLE SWIMMERS:

Volunteer Obligation Hours are assigned on a per family basis.

Volunteer Obligation Hours for families with multiple swimmers are based upon the swimmer participating in the highest-level group.

EXAMPLE: A family with 1 swimmer in the Rising Stars Group and 1 swimmer in the PreSenior Group will have a Volunteer Obligation of the PreSenior requirement.

**VOLUNTEER HOURS AND TIMING AT AWAY MEETS:**

1) Timing is an important part of the commitment of the sport of swimming. When you enter your swimmer in a meet, you are also agreeing to time at that meet as part of the meet entry. Volunteer hours will not be awarded for timing at away meets.

2) Sign-ups for timing are posted on the website approximately one week prior to each meet. Parents are expected to sign up for one hour each day you have a swimmer competing. If you sign up for or are assigned a timing shift and fail to show for your timing shift, you will be charged $100.00 for a NO SHOW.

3) A $100.00 penalty fee will be assessed to each swimmer entering meet(s) not listed on the SCSC Meet Schedule posted online.
4) A $200.00 penalty fee will be assessed to each swimmer entering as an unattached swimmer
into meet(s) not listed on the SCSC Meet Schedule posted online.

## Equipment

All team equipment, including suits, can be purchased from SCSC on-site or on-line Team Store.

## Team Suits

The following is our technical suit policy:

A technical suit is a swimming suit that is designed only for the function of competition. The durability and comfort of a technical suit will not allow an athlete to train in them. A technical suit is normally much more expensive than a training or team suit. In the past technical suits offered a great competitive advantage for an athlete, but with more defined suit policy from FINA and USA Swimming that advantage has diminished.

Many swimming teams have some policy regarding the use of technical suits in competition.

## SCSC wants parents to be aware of the following:

1. 10 and under swimmers should not use technical suits and in many LSC’s the use for that age group is prohibited. There is no documented evidence that technical suits benefit the performance of athletes in that age demographic.
2. The cost of technical suits makes them unattainable for some athletes. We do not want to add any pressure on parents by increasing the cost of our sport.
3. Performance is not the only evaluation of success for younger swimmers. The coaches want to see a growth in technique, understanding of rules, work ethic, and above all character. Technical suits play no part in that.
4. Swimmers develop a mental dependency on a technical suit, placing more trust in technology than their personal ability. A separate record of best times needs to be kept once a technical suit is worn for competition. One best time list for races swam in team/practice suit and one list for races swam in a technical suit.

Because SCSC training placement is based upon athlete performance athletes will be allowed to use technical suits. We are a competitive swimming team. However, the use of a technical suit should be discussed with each group coach prior to competition. Athletes in high performance training groups should be especially mindful of their performance and training plan. Please be respectful and open minded about when coaches feel the appropriate time for a technical suit will be. The coaching staff, on the same hand, will be mindful of an athlete and family’s rationale for wearing a technical suit at a given competition.

Athletes should be communicating with their coaches about training and performance. SCSC wants to work with swimmers and families to achieve the highest measure of success. Consult your coach, work together to find the competition that will accent your athletes training and together we can be successful. If an athlete has not discussed wearing a technical suit before a swimming competition with their group coach, then they will not be permitted to wear it. Come prepared to meet with your coach and discuss with them why the upcoming competition is a good time.

We require that if athletes are wearing a cap it must be a SCSC team cap. Caps can be purchased at the SCSC on-site or on-line Team Store.

## Care for Suits

Rinse suits out every day after practice in clean (non-chlorinated) water and hang them to dry. They will last much longer if you do this habitually. Occasionally washing in cold water with a mild soap is fine.

## Caps and Goggles

A cap is required for girls and preferable for boys. Team caps must be worn at swim meets. Goggles are required for all swimmers at both practice and meets.

## Care for Caps

Rinse in clean cold water and towel dry. Sprinkle with powder after drying to maximize cap life and make it easier to get on.

## Hair Care

There are special shampoos and conditioners available that remove chlorine.

## Storage

Put your name on everything and get a bag with several pockets. A swim bag can be purchased at the SCSC on-site Team Store.

## Training Equipment

Training equipment (fins, paddles, snorkels, pull buoys) may be purchased to facilitate training. Ask coaches what equipment is needed for your child’s practice group. Equipment should be kept in a mesh bag labeled with the swimmer’s name, and each piece of equipment must be labeled with the swimmer’s name.

## Parent Guidelines

* 1. **Be Patient**

To have a successful program, there must be understanding and cooperation among parents, swimmers, and coaches. The progress your youngster makes depends to a great extent on this triangular relationship. It is with this in mind that we ask you to consider this section as you join the Santa Clara Swim Club and reacquaint yourself with this section if you are a returning SCSC parent.

You have done a great deal to raise your child. You create the environment in which they are growing up. Your child is a product of your values, the structure you have provided, and the model you have been. Human nature, however, is such that a parent loses some of his/her ability to remain detached and objective in matters concerning his/her children's athletics. The following guidelines will help you keep your child's development in the proper perspective and help your child reach his/her full potential as a member of SCSC.

## The Coach is the Coach

We want your swimmer to relate to his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces the best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and often

insurmountable, confusion as to whom the swimmer should listen to. They want to follow their coach’s directions, but they also want the respect and love from their parents. Negative "dinner table" talk or gossip around the pool about a coach in earshot of any swimmer, will create questions of confidence in that swimmer’s mind. This can be extremely detrimental for the future of this athlete’s swimming career.

Avoid rumors and negative talk completely. If you have a problem, concern, or complaint, please contact the coach immediately. The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply the love, recognition, interest, and encouragement necessary to make the child work harder in practice, which in turn gives him/her the confidence to

perform well in competition. It is important to remember that the parents’ role is critical and should be supportive at all times to ensure a positive experience for your child.

Listed below are some questions to determine if you are a pressure parent. If you answer yes to one or more of these questions, you may be in danger of pressuring your child.

* + - * Is winning more important to you than it is to your child?
			* When your child has a poor swim, is your disappointment obvious?
			* Do you feel that you have to "psyche" your child up before competition?
			* Do you feel that winning is the only way your child can enjoy the sport?
			* Do you conduct "postmortems" immediately after competition or practice?
			* Do you find yourself wanting to interfere during practice or competition thinking that you could do better?
			* Do you find yourself disliking your child’s opponents?
			* Are your child’s goals more important to you than they are to your child?

## Parent/Swimmer Story

Christopher Anderson tells a story that goes like this: One hot, muggy summer, I traveled to Southern California to conduct a seminar on the mental and emotional side of sports with a swimming team.

During a break, while in the restroom, I saw a little boy; maybe 8 years old, in his racing suit run into one of the stalls and throw up. Concerned, I asked if he was all right. "Yes," he mumbled, just before he ran back out onto the pool deck.

As I returned to the pool deck, the coach I was working with approached me and asked if I would mind talking to one of his younger swimmers. It was the young boy I had seen in the bathroom.

"He throws up before every meet; he wants to know why," the coach said. "I told him you might be able to help him."

"I can try," I said, turning to the boy. "Are you a pretty good swimmer," I asked. "I guess so ... I don’t know," he replied.

"Are your parents very interested in your swimming?" "My dad is."

I looked around and spotted a man sitting in the bleachers watching us intently. "Is that your dad over there? The one with the clipboard on his lap?"

"Yes! How did you know?" he asked, wide-eyed.

I asked him if he was afraid his dad would be disappointed in him if he didn’t do well. He thought so. Then I asked if he thought his dad would stop loving him if he didn’t continue to improve. He looked at me for the longest time, then finally lowered his eyes and said in a very soft voice, "... I don’t know."

"That must be scary for you," I said gently, "...perhaps enough to make you feel so much pressure that you get sick before every big race." He continued staring at the ground, not moving, not saying a word.

"Would you be willing to go over and ask your dad something? Ask him if he will still love you if you

don’t swim fast enough. Tell him I wanted you to ask this question because you don’t know the answer." He looked up at me, hesitating.

"Can you do it? I know it takes a lot of courage." He slowly nodded, and then walked over to his father and asked the question.

As his father listened, his face went from stunned surprise to sadness. He glanced at me, then turned back to his son, put his clipboard aside, reached out and just held him.

This is only one example. There are thousands of other situations in competitive swimming where pent- up emotions are creating some sort of pressure. It’s a natural part of our sport. Swimmers are already dealing with many normal emotional situations in life - grades, fitting in with friends, mothers and fathers, brothers and sisters, growing up - yet on top of that, they compete in a year-round, highly competitive sport, which only heightens all of their emotions. Swimming World April 1995

## 10 and Under

1. and Unders are the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmer alike! Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins SCSC, there may be a brief period in which he/she appears to slow down. This is a result of the added concentration on stroke technique, but this will soon lead to much faster swims for the individual.

## Swimmer Performance

It is impossible for anyone to always get best times. There will be meets that athletes will be competing in where they will be tired from training and will not do their best times. This is normal. The coaches develop a season, yearly and quadrennial training plan that has different training periods. Each training period has varying foci to achieve the desired results at the end of the season. Some of the periods involve the athletes swimming tired and those are the times when they may not do their best times.

Even the best swimmer will have meets where they do not do their best times, but they can learn a great deal about how to race better. These "plateaus" are a normal part of swimming. Over the course of a season, times should improve. Please be supportive of these "poor" meets. The older swimmers may have only two or three meets a year in which they will be rested and tapered to peak.

## Do Not Swim Through Your Child

Do not live your athletic dreams through your children. If they fail to meet your expectations, then you and they feel disappointed and frustrated. Let the swimmer choose the goals. Let the swimmer choose

the intensity. We urge all parents to step back and look at the larger picture and to be patient with your child and allow the coach to be patient with your child. Swimmers will not achieve lifetime best times in all meets. The training plan sometimes has the athletes swimming through a meet tried to have greater success down the road. Once again, be supportive of your child, their coach and the overall program -- and they will be successful!

## Parent’s Responsibilities

Please make every effort to have your swimmers at practice on time. Realize that your child is working hard and give all the support you can. Encourage good diet and sleeping habits. They will serve your children well.

* + - * It is mandatory that swimmers be on time to warm up at swim meets. On time means, the swimmer is on deck ready to swim 5 minutes before the start of warm up. Athletes are also responsible for positive check in which must also be done prior to warm up.
			* Parents are not allowed on the pool deck at any time unless in an official capacity. This is a USA Swimming rule and will be enforced strictly.
			* Athletes cannot scratch events without the permission of the coaching staff.
			* The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent. In this handbook is a reprint of an article called, "The Ten Commandments for Parents of Athletic Children." It offers some very useful and sound advice on communicating with your swimmer.
			* Be on time to pick up your child after practice.
			* It is SCSC policy and USA Swimming that coaches will not transport swimmers.

The following is a transportation policy that is in effect for all functions related to the club:

It is hereby the stated policy of the Santa Clara Swim Club, effective immediately and until either revoked or restated by Santa Clara Swim Club, that transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by the Santa Clara Swim Club as a purely private agreement between the parties involved and that neither the Santa Clara Swim Club nor the City of Santa Clara, separately or as a group, except for the parties directly involved can be or will be considered as a party to such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved.

## Ten Commandments for Swimming Parents

1. Thou shall not impose your ambitions on thy child. Remember that swimming is your child’s activity. Improvements and progress occur at different rates for each individual. Don’t judge your child’s progress based on the performance of other athletes and don’t push them based on what you think they should be doing. The nice thing about swimming is every person can strive to do his or her personal best.
2. Thou shall be supportive no matter what. There is only one question to ask your child, "Did you have fun?" If the sport is not fun, your child should not be forced to participate.
3. Thou shall not coach your child. You have taken your child to a professional coach; do not undermine that coach by trying to coach your child on the side. Your job is to support, love and hug your child no matter what. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy. That is not your area. This will only serve to confuse your child and prevent that swimmer/coach bond from forming.
4. Thou shall only have positive things to say at a swimming meet. If you are going to show up at a swimming meet, you should cheer and applaud, but never criticize your child or the coach.
5. Thou shall acknowledge thy child's fears. A first swimming meet, 500 free or 200 IM can be a stressful situation. It is totally appropriate for your child to be scared. Don't yell or belittle, just assure your child that the coach would not have suggested the event if your child was not ready to compete in it.
6. Thou shall not criticize the officials. If you do not have the time or the desire to volunteer as an official, don't criticize those who are doing the best they can.
7. Honor thy child's coach. The bond between coach and a swimmer is a special one, and one that contributes to your child's success as well as fun. Do not criticize the coach in the presence of your child or any swimmer; it will only serve to hurt that child's swimming.
8. Thy child shall have goals besides winning. Giving an honest effort regardless of what the outcome is, is much more important than winning. One Olympian said, "My goal was to set a world record. Well, I did that, but someone else did it too, just a little faster than I did. I achieved my goal and I lost. This does not make me a failure, in fact, I am very proud of that swim."
9. Thou shall not expect thy child to become an Olympian. There are approximately 300,000 athletes in USA Swimming. There are only 52 spots available for the Olympic Team every four years. Your child's odds of becoming an Olympian are very slim. Swimming is much more than just the Olympics. Ask your coach why he/she coaches. Chances are, he/she was not an Olympian, but still got enough out of swimming that he/she wants to pass that love for the sport

on to others. Swimming teaches self-discipline and sportsmanship; it builds self-esteem and fitness; it provides lifelong friendships and much more. Most Olympians will tell you that these intangibles far outweigh any medals they may have won. Swimming builds good people and you should be happy your child wants to participate.

1. Be involved with your child's activities. In this day and age, parent-child time is decreasing. There are many club jobs or activities that need volunteers for meets or daily functions. By getting involved in your child's club you will help the team function better, your child will see that

you’re interested in their interest and you get to make new friends while spending more time with your child.

## Club Communication

* 1. **Website**

Most information will be available on the SCSC web site. It is the best source for up to date information. (www.santaclaraswimclub.org)

## Email

**Information will be sent through email. It is each family’s responsibility to make sure we have your current email address. Communication to the team can be done through contacting your athlete’s group coach. The coaches’ page is as follows:** [**http://www.teamunify.com/Contact.jsp?team=pcscsc**](http://www.teamunify.com/Contact.jsp?team=pcscsc)

* 1. **Parent/Coach Communication**

**When contacting the coaches, please be considerate of the coach and the swimmers. The best time to speak to the coaches is by appointment, to call, or by email (Santaclaraswimclub.org).**

**Practice hours and meets are not a time to communicate with a coach. Sending a note to the coach with your swimmer is another good way to get information to them. The coach’s direct office line is 408-246-5050**

**10.3.1 Problems with the Coach**

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

Listed below are some guidelines for a parent raising some difficult issues with a coach:

* + - * Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
			* Listen to the coach. Generally, coaches are very patient with the progress of young swimmers. DO NOT misinterpret a coach’s patience as non-caring or incompetence. Parents who want to push their children cannot understand the coach who seems to be holding the children back. In reality, most coaches see the larger view of the child’s swimming career and are planning a long and steady road of progressively more difficult tasks to continue to improve. Coaches do not have all the answers, but they make it their livelihood to keep children in the program for the long term.
			* Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group that can range in size from 10-100 members. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short- term inconvenience.
			* If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head coach 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, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

## 10.5 Problems or Questions Procedure

All questions should be directed to the people who can answer or solve your problem. Follow the guidelines below to get answers and solve problems quickly. These guidelines promote open communication between the parents, swimmers and coaches. Problems or questions regarding practice, stroke instruction, meets, team rules and the training program should be discussed with the

individuals below, in the order they are listed, until you are satisfied that the problem is resolved, or question is answered.

1. The swimmer’s group coach
2. The Club Manager

Do not leave questions or problems unanswered. Direct your concerns to the appropriate party!

As a swimmer's level of swimming ability increases so does his/her responsibility. The program is designed to encourage all swimmers to be Senior Swimming bound. As swimmers improve, this is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves.

* + - * Swimmers need to prepare themselves for a 100% effort each time they come to practice.
			* Swimmers will be required to bring specified training accessories (i.e., goggles, flippers, etc.) to workouts. It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as excuse to miss part of a training session.
			* Swimmers are expected to attend as many practices as their schedules permit. There is a direct correlation between regular practice attendance and improvement in performance at all levels of the program. In order to get better, you have to practice.
			* Swimmers should be on time for practice. They should be changed and on deck 5 minutes before practice starts. If a practice group is in the water, athletes should not talk to the coaches unless it is an emergency. When a practice group is in the water the coach’s attention is on the swimmers in the water.
			* Athletes should also remain in practice until the end of the session. However, if a swimmer must leave practice early, he/she should inform the coach at the beginning of practice.
			* Swimmers are expected to assist the coaches with pool preparation (lane lines, flags, etc.).
			* Swimmers should swim in the lane assigned to them by the coach.
			* Swimmers are always expected to be respectful and courteous to their coaches and teammates at all times. They should be quiet and attentive whenever the coach is speaking. Additionally, no rough behavior or inappropriate language will be tolerated at SCSC functions, practices or meets.

## Athletes Responsibility

* 1. **Athlete Code of Conduct**
1. Any swimmer who is known to use alcohol, drugs, or tobacco is subject to suspension from the team.
2. Never interfere with the progress of another swimmer, during practice or otherwise.
3. At all team functions, whether practice, meets, or social gatherings, we expect each swimmer to behave in such a way that their actions reflect positively on the team.
4. All members of the team, whether parents or swimmers, must protect and improve the excellent reputation the team has throughout the state and country.

## Disciplinary Code

This Disciplinary Code shall apply to all behavior occurring during or at an activity or function that is associated with the Santa Clara Swim Club including but not limited to: swim practice, swim meets, team trips, team outings, or individual group outings and addresses objectionable behavior by members of Santa Clara Swim Club occurring outside of club activities.

The types of objectionable behavior shall be divided into three (3) classifications:

**Class I –** Shall deal with the behavior that is considered very severe and disruptive, possibly life threatening and/or in direct violation of governmental laws. These are actions that are so detrimental that it is not desirable to have such a person associated with the team.

**Class II –** Shall deal with behavior that is considered disruptive; having a detrimental effect on one’s self, other members of the team, or the public; causes significant damage to the reputation of the club and/or their coaches; leading to the possible injury of self or other persons.

**Class III –** Shall deal with behavior that is somewhat disruptive; does not portray the Santa Clara Swim Club in a good light; and other actions that are not in compliance for good behavior as a member of a team or society in general.

## Class I Objectionable Behavior:

Unacceptable Behavior (including, but not limited to): Sale or distribution of illegal drugs; conviction of felony and fighting that results in the severe bodily injury of any person (regardless whether at a club activity or not).

## Disciplinary Procedure:

* + - * Club Manager and Head coach shall send notice of a hearing to parent/guardian and swimmer via e-mail.
			* Hearing before Club Manager and Head Coach with parent/guardian and swimmer being given the opportunity to be present; the facts shall be presented by the family and Head Coach.
			* The SCSC decision to be mailed to the parent/guardian and swimmer within one week via certified e-mail.

## Recommended Discipline:

This class may result in membership termination or other action as determined by Club Manager and Head Coach.

## Class II Objectionable Behavior:

Unacceptable behavior for Class II as a member of the Santa Clara Swim Club at team functions practices and meets. This behavior would include, but not be limited to possession or use of illegal drugs, alcohol, or tobacco, theft, or significant vandalism.

## Disciplinary Procedure:

* + - * Club Manager and Head coach shall send notice of hearing to parent/guardian and swimmer via e-mail.
			* Hearing before Club Manager and Head Coach with parent/guardian and swimmer being given the opportunity to be present the facts to the family and Head Coach.
			* The SCSC decision to be mailed to the parent/guardian and swimmer within one week via certified e-mail.

## Recommended Discipline:

1st Offense – Suspension from the team for a minimum period of thirty (30) days of the swimmer’s season (these days may extend into the swimmer’s next season, if needed).

2nd Offense - Suspension from the team for a minimum period of sixty (60) days of the swimmer’s season (these days may extend into the swimmer’s next season, if needed).

3rd Offense – Shall be considered a violation of Class I Objectionable Behavior and handled according to the disciplinary proceedings of Class I Objectionable Behavior.

\* Terms of suspension shall be determined by the Club Manager and Head Coach and must be adhered to by the swimmer/parents in order to be reinstated by the Committee at the end of the suspension period. During the periods of suspension, swimmers remain a member of Santa Clara Swim Club and therefore all dues and fees are still due in full from the member. The swimmer cannot be reinstated until all fees and/or dues in arrears are paid in full. Additionally, during periods of suspension, all work session requirements remain the responsibility of the swimmer and any missed sessions will be charged in accordance with the then current fee schedule.

## Class III Objectionable Behavior:

Unacceptable behavior at Santa Clara Swim Club practices, competitions and team functions that include, but are not limited to: minor vandalism, being disruptive in practices or meets, abusive language or behavior, insubordination to members of the coaching staff, chaperones, or others, littering, other acts of misconduct as determined by the coaching staff.

## Disciplinary Procedure:

* + - * Handled by the Coaching staff (Parents will be involved if anticipated discipline will result in a suspension).

## Recommended Discipline:

As determined by the coaching staff (including but not limited to, extra laps, clean-up duties, suspension from practice, and/or suspension from meet(s)). Repeated Class III offenses may result in the offense being considered a Class II Objectionable Behavior. During all investigations into allegations of Class I & II offenses, involving questioning or interviewing of the subject swimmer, a parent, or guardian of such swimmer shall be present.

## TERMS AND CONDITIONS FOR PARTICIPATION

**Registration Fee**: An annual USA Swimming membership registration fee is required of all competitive team swimmers. Registration fees are per swim year (Sep-Aug) Fees for swimmers joining SCSC in the last quarter of any calendar year will apply to the subsequent year. This fee is billed annually to returning swimmers on the September billing cycle in 2019 and in the August billing statement for all subsequent years. USA swimming registration is a non-refundable fee.

**Team Registration Fee**: Swimmers joining the team and returning swimmers will be charged a Team Registration fee of $150 per swimmer each year. This will be billed on the September billing statement in 2019 and in the August billing statement for all subsequent years. Swimmers who join the team after March 31 of each year will be charged a Team Registration fee of $100 per swimmer

. SCSC registration fee is a non-refundable fee. The Masters program participants will be billed a $25 registration fee in September of 2019 and in August in all subsequent year. This fee is for Sept-Aug and is a non-refundable.

**Perpetual Swim Program**: SCSC is an ongoing swim program. Membership will continue until SCSC receives a Notice to Intent to Quit Form. An active swimmer need not re-register each September but will still be billed the Annual Team Registration Fee of $150 per swimmer.

**Withdrawal:** Notice of Intent to Quit Forms is available in the Team Office and also available on-line at [www.santaclaraswimclub.org.](http://www.santaclaraswimclub.org/) Notice to Intent to Quit Forms must be submitted to the Team Office or sent electronically to Businessoffice@santaclaraswimclub.org no later than the 15th of the month to avoid being charged for the following month. A swimmer who elects to withdraw and then return will be subject to all registration fees.

**Notice of Absence:** A swimmer may take a Notice of Absence for up to (3) three months at a rate of 50% of the normal monthly fees.

**Family Fundraising Fee**: All families with a swimmer in the youth competitive program will be assessed a fee of $100.00 billed yearly on the January billing statement. This fee will be credited back to the family’s account if the family sells a minimum of one ad or obtains a corporate sponsorship for the International meet or a like meet designated by SCSC. This fee is a non-refundable fee. Swimmers joining after January 1st will be charged this fee in the current swim season in the first month that they are billed. If a swimmer quits before January 1st, they will be charged the $100.00 Family Fundraising Fee when their paperwork is being processed to settle their account. This fee does not apply to the Masters program.

**National Group:** Once a commitment is made to this group, personal appointments, vacations, and other activities must not interfere with this group’s training and meet schedule. National Group swimmers withdrawing and returning in the same season are responsible for monthly fees and volunteer hours missed. National Group swimmers will have announced breaks, but monthly dues still apply.

## When a swimmer is moved from one group to another, he/she must pay the monthly fee for the highest group in which they participate.

**MONTHLY DUES ARE TO BE PAID BY THE 1st DAY OF THE MONTH. NONPAYMENT OF MONTHLY DUES PAST THE DUE DATE, WHICH IS THE 1st DAY OF THE MONTH, WILL NECESSITATE NONPARTICIPATION FOR THE SWIMMER(S) UNTIL PAYMENT IS MADE AND A $50.00 LATE FEE.**

**Meet entry fees are in addition to the monthly dues. Nonpayment of entry fees will also necessitate non-participation for the swimmer(s) until payment is made.**

**Should a swimmer decide to discontinue participation with the SCSC, the monthly dues for the month of which he/she swims any portion thereof and any outstanding entry fees are considered an obligation to the Santa Clara Swim Club and are payable upon termination of participation.**

**All swimmers, who are members of SCSC, are required to participate at their highest level of achievement in championship meets (including relays).**

**Each parent and swimmer are responsible for reading and understanding the contents of the "SCSC Team Handbook".**

**Any checks returned to the Santa Clara Swim Club for Non-Sufficient Funds or credit cards that are declined in Team Unify for any reason, will be subject to a $50.00 additional handling charge.**

I understand and agree to the above terms and conditions of the Santa Clara Swim Club in exchange for the privilege of my child(ren), registered with this form, to participate in the activities and swimming program of the Santa Clara Swim Club.

Swimmer(s) Name (Please Print)

Signature of Parent or Guardian Date