



**Background Information**

The Seal Beach Swim Club (SEAL) is an organized swim program with swimmers ranging in age from 5 years old through high school. The club was founded in 1965 with Ron Blackledge as head coach and has operated continuously since its conception. The coaching staff is currently under the direction of head coach Patty Haney.

SEAL is governed by a volunteer board of directors whose responsibilities include hiring a head coach, maintaining the financial strength of the club, planning the clubs future and maintaining its affiliations with USA Swimming and Southern California Swimming. This volunteer board of directors makes all club decisions with input from the head coach as required.

The club operates out of two facilities. They are the McGaugh School pool in the City of Seal Beach and the US Water Polo National Aquatics Center at the Joint Forces Reserve Center in the City of Los Alamitos. These facilities provide SEAL the foundation for continued success and future growth of the club.

**Mission Statement**

Vision: To encourage community involvement in aquatic sports and to motivate and enable our members to achieve excellence in swimming and in life.

Mission: To promote participation in aquatic sports, to provide enthusiastic and responsible leadership and coaching, to develop competitive excellence and to encourage broad-based community participation.

Values: To promote a system of values which include honesty, integrity and good sportsmanship and to foster a team environment which encourages goal setting, hard work, personal commitment and camaraderie.

Goals: Achieve competitive success for members and the club. Encourage family involvement in aquatic sports. Develop community support to build a membership base that supports our vision and mission.

<b>Annual Events</b>	<b>Communication/Contact Information</b>
<u>Mar:</u> Candy Sale (club fund raiser)	<u>Board of Directors:</u> Phone numbers are published on club website
<u>July:</u> Rough Water Swim & Summer Schedule	<u>Coaches:</u> Phone numbers are published in the club's website
<u>Sept:</u> Picture Day/Annual Team Meeting, School Schedule & Annual Swimmer Registration, Swim-a-Thon	<u>Mail:</u> Seal Beach Swim Club PO Box 605 Seal Beach, CA 90740

Swim-A-Thon (club fund raiser)	
<u>Oct:</u> Carl W. Johnson "Monster Splash" Invitational Swim Meet Hosted by SEAL	<u>Web Site:</u> sealbeachswimclub.org
<u>Dec:</u> Seal Beach Christmas party Candy Sale	

### Workout Schedule

<b><u>School Year Schedule (Sept. – June)</u></b> Joint Forces Base Pool, Los Alamitos 4:30pm to 6:30pm (September to June)  McGaugh Pool 4:30 to 6:00pm	<b><u>Summer Schedule (July &amp; August)</u></b> Joint Forces Base Pool: 6:30am -8:15am (by coach's invitation only!)  Joint Forces Base Pool 4:30pm to 6:30pm McGaugh Pool: 5:00-6:30pm
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### Swim Fees/Club Dues

#### Swimmer Registration

Swimmers are responsible for several fees when they join the club. These include a \$50 registration fee paid to SEAL, an annual registration fee paid to Southern California Swimming and an annual Orange County Swim Conference (OCSC) fee.

The \$50 registration fee is paid to SEAL when a swimmer initially joins the club and when they return to the club if they have taken a break from swimming. There are two exceptions to this club policy. First, when a swimmer is forced to take a break from swimming for medical reasons, the club offers a medical leave of absence. A note from their doctor indicating they are unable to swim should be mailed to the treasurer along with the monthly statement. When the swimmer returns they are NOT charged the \$50 re-registration fee. Second, swimmers who play high school water polo or compete in high school swimming will NOT be charged a re-registration fee as long as they return to the club by the end of their high school season. A note on the monthly statement indicating the athlete is playing high school must be returned to the treasurer to avoid the \$50 registration fee.

The registration fee to Southern California Swimming and the OCSC fee are annual charges. Paperwork for annual registration with Southern California Swimming is normally handed out at the fall parent meeting (September). Any swimmer who is not registered with Southern California Swimming by January 1<sup>st</sup> will not be allowed to workout because they are not insured and pose a liability to the club. OCSC fees are billed in February each year by the club. The OCSC charge is a standard club fee and must be paid by all swimmers whether or not they participate in the OCSC program.

### Membership Dues

Swimmers are billed on a monthly basis. Payments not postmarked by the 15<sup>th</sup> of the month incur a late charge of \$5. Swimmers with dues in arrears for 90 days or more are dropped from the clubs roster. A re-registration fee of \$50 and payment of any outstanding balance are required before the swimmer can return to workouts. See “Join Now” section of our website for updated fees or contact the team manager.

For families who have multiple swimmers on the club, monthly dues are discounted \$20 for the second swimmer and \$20 for the third swimmer. For large families, dues are not charged for 4 or more swimmers.

Any high school swimmer who participates on their school swim team, or school water polo team is eligible for a fee waiver for the months of the high school swim season or the high school water polo season. No other parallel sports leave is accepted.

### **Scholarships**

The club offers scholarships on a case-by-case basis. Families must provide proof of need.

### **Fund Raisers**

SEAL is proud of the fact that the club maintains one of the lowest dues structures for a club of its size in Southern California. This has been accomplished through the success of the clubs fundraising activity, which includes the volunteer efforts of the swimmer families to run Invitational Swim Meets and the Rough Water Swim. These fund raising activities are critical to the continued success of the club and support paying our coaches and pool use fees and make club functions and travel possible for our athletes. The club expects all of our members to participate in fund raising activities. It is also the clubs policy that all fund raising requirements must be current for our swimmer/athletes to participate in team travel, which include bus and plane trips.

SEAL fund raising activities fall into two distinct categories. They are fund raising events and swim events. In 2003 SEAL adopted a new club policy for specific fund raising events. This new policy automatically charges a fund raising fee to each swimmer on a monthly basis. Participating in and generating revenue via specific fundraisers can offset this monthly fee. Currently the club holds two specific fund raising events during the year. They are the Candy Sales in the winter and spring and a Swim-A-Thon in the fall. For more specific information regarding fundraisers, please contact the team manager.

The other major fund raising activity is swim meets. As with all other swim clubs in Southern California parent volunteer are required to run events such as Invitational Swim Meets and the Rough Water Swim. This not only allows the kids to swim, it is a key source of revenue to operate the club. SEAL requires all of our swimmer families to work a 4-hour shift at each Seal Beach hosted meet and at the annual Rough Water

Swim. Families who do not work at these events will be assessed a \$50 fee. If that \$50 fee remains unpaid for 30 days after the event the athlete(s) is (are) dropped from the team roster and is (are) not allowed to workout with the club. The \$50 fee, \$50 re-registration fee and payment of any outstanding balances are required for a swimmer to return to the club.

### **Rough Water Swim**

Every year since 1965 SEAL has hosted the Rough Water Swim. This event draws competitors from all over the USA as well as many local swimmers who attend year after year. This is a fun event with short distance youth races and swimmers of all ages competing in 1 mile, 3 mile and 10 mile races. For many years this event has been a major fundraiser for the club and involves not only the participation of the club but also the local community.

### **Invitational Swim Meets**

Based upon the current schedule, SEAL hosts the Carl W. Johnson Monster Splash in October of each year. Swim meets are fundraisers for the club and keep our monthly dues low and require active participation from all our swim club families to be a success. It is mandatory for all families to work one session of each meet or they are required to pay a \$50 non-work fee.

### **Regional & National Affiliations**

Southern California Swimming (SCS) is an association for amateur swimmers that provides governing rules, sectional invitational swim meets, regional championship meets (JO's) and insurance coverage for its athletes. SCS is a regional entity of USA Swimming, the sports national governing body. Membership is renewed annually and **NO SWIMMER MAY ENTER THE POOL WITHOUT SCS COVERAGE.**

SEAL also participates in the Orange County Swim Conference. The OCSC season includes dual meets against other Orange County clubs followed by a league championship meet. These meets are smaller in nature and are less time consuming than Invitational Swim Meets. They are also fun for the athletes because they compete against other athletes of similar abilities. OCSC is highly recommended for beginning swimmers.

### **Team Travel**

SEAL may offer all of the clubs swimmers the opportunity to participate in travel trips. However, please note that swimmers must be current with fundraising requirements to participate in these trips.

## **Equipment**

A team suit and cap are mandatory for all swim meets. Team suits and caps can be purchased at *Silida Impressions in Cypress*. It is recommended that a Nylon or Lycra suit other than the team swimsuit be worn for workouts. This will help preserve the life of the racing suit. All swimmers should have a good fitting pair of swimming goggles for workouts and meets. In addition, a pair of swim fins may be required for workouts depending upon coaching preferences. Team sweats, jackets, and parkas are also available at *Silida Impressions* and Team Hosted Invitational Swim Meets.

## **Communication**

Communication for an organization that operates at two different pools is challenging. The coaching staff has routine meetings and works to provide consistent communication to our swimmers. In addition, the club distributes a monthly newsletter, which is mailed with the monthly statements. Finally, the club also maintains a web site with information about the club. The club also utilizes an email system. Please send an email to [carey.family@verizon.net](mailto:carey.family@verizon.net) to be placed on the distribution list.

## **Swimmer Files**

Swimmer files are created for each member of the club. The coaching staff and club will periodically use these files to disseminate information to all our members. Ribbons and medals from swim meets are also placed in the swimmers file. Each swimmer is responsible for checking their file on a routine basis.

## **Parent Meetings**

The club has an Annual Meeting at Picture day each September and other parent meetings during the year are called as required. These meetings are scheduled to coincide with key club events and participation is deemed mandatory for our member families. Club updates, policy changes and current fund raising/volunteer requirements are normally discussed at these meetings.

## **Board of Director Meetings**

Board meetings are held at the US Water Polo National Aquatic Center at the Joint Forces Training Base in Los Alamitos. All parents are welcome and encouraged to attend. Contact the team manager for specific board meeting dates.

## **Swimmer & Parents Responsibilities**

Athletes are expected to arrive at practice on time with their swimsuit, cap, goggles and fins if required by their coach.

Swimmers are expected, at all times, to follow the direction of the coach. At NO TIME will disrespectful attitudes be tolerated from swimmers or parents. It is important that

the coaching staff's relationship with the swimmers be that of direct control. When a coach is working with swimmers, it is important that the coach has the swimmers undivided attention.

Swimmers are never allowed to place their hands or feet on any other swimmer for any reason. They are to consider the safety of others around them at all times.

Foul language and inappropriate behavior by our parents or athletes will not be tolerated.

Swimmers are not to enter the swimming pool without a coach being present.

Swimmers are to abide by basic pool safety standards at all times.

Swimmers are never permitted to dive into the pool during warm up UNLESS UNDER THE SUPERVISION OF THE COACH and then only in a designated sprint lane. This is a UNITED STATES SWIMMING rule for the safety of the swimmer.

The swimmers must obey all rules set forth by USA Swimming, SEAL and the facility that they use.

### **Discipline Policy**

SEAL's goal is to promote a system of values which include honesty, integrity and good sportsmanship and to foster a team environment which encourages goal setting, hard work, personal commitment and camaraderie.

SEAL Beach Swim Team follows USA Swimming rules and regulations for all swimmers and parents.

If a swimmer or parents actions cause a problem the coaches will verbally warn the parent or athlete. If the verbal warning is not effective in resolving the problem, the coach may dismiss the parent or athlete. If the problem involves the swimmer the coach may send a note home to the parents. The note must be signed by the parent or guardian and returned to the coach before the athlete can resume workouts.

Problems involving parents will be referred to the SEAL board for disciplinary action. Serious cases will be handled by an expulsion committee as outlined in the team by-laws.

If a problematical issue arises and the behavior continues a conference will be arranged between the coach, the swimmer and the parents/guardians. If after having a conference the behavior continues the athlete will be dismissed from the club.

Please note that the coaching staff has been directed to refer any problem of a serious nature to the head coach.

## **Volunteers**

Volunteers are always needed of to assist with swim meets, social events, fund raising projects and ongoing business, which allows the club to run smoothly. Please note that everyone is required to participate/volunteer during the year, especially at SEAL hosted Invitational Swim Meets and at the Rough Water Swim. Volunteer work is not difficult and with everyone's help no individual family ends up being burdened with too much of the load. Also, whenever your child athlete competes at a swim meet the family is required to time anywhere from 30 minutes to 1 hour.

If you have any specific talents that you feel would help the club or if you would like to be more active in helping to run our organization please notify any board member or come to one of the clubs monthly board meetings.

## **Parent Responsibilities**

By far, the most important job of a parent is to be enthusiastic and supportive of their children. However, without support from the parents of ALL our swimmers, swim meets would be impossible to conduct and the club would not be able to operate. While we understand that parents have important responsibilities and schedule conflicts it is the belief of the club that no parent's time is more valuable than another's. The club attempts to keep mandatory requirements at a minimum so that all parents can do their part so that no family is overly burdened.

Knowing that parents want to make their swimmer's experience as a member of the team as enjoyable as possible, we offer the following suggestions:

Parents are responsible for checking to ensure that a coach is in attendance when dropping their swimmer off for workouts. We have no way of communicating to parents on short notice that the coach is not available at the last minute.

In competitive swimming programs, where organization and time are essential, it is imperative to have the swimmers in the water on time. Swimmers should also arrive in proper attire (warm-ups, shoes, jacket, etc. in cold weather).

In order to conduct a non-distracting workout, it is necessary that the parents not approach the pool, talk, or signal to the swimmers during workout. If for some reason you want to give a message to your child, go through the coach on the deck.

For the safety and benefit of our athletes it is crucial that our coaching staff direct its full attention to the athletes during workout. Therefore, the club requests that if parents have issues to discuss with a coach they have the discussion before or after practice.

Please arrive on time to pick up the swimmers from workout. While the staff is instructed not to leave the pool until all swimmers have been picked up they are not a childcare service. Please be respectful of their time and commitment to the athletes.

Keep informed about the club, upcoming meets or special events, etc. by reading the monthly newsletters or checking the clubs website.

Attend parent meetings when scheduled.

Attend a few board meetings during the year. These meetings are a great way to understand how the club operates and provide a mechanism to ask questions regarding club policies, financial status, current issues, etc. These meetings are also the best time for all parents to have say in the workings of the club.

Parents are expected to display positive and sportsmanlike deck etiquette. Cheering for your children and other club swimmers is strongly encouraged.

Parents' verbal, written or physical abuse of swimmers, coaches, other parents at SCS swimming events, swim meets or during workouts is not tolerated. This type of behavior on the part of the parents will result in your swimmer and/or family being dismissed from the team.