Ozaukee Aquatics greatly thanks:

Cedarburg School District
Grafton School District
Kiel School District
Mequon School District
Whitefish Bay School District

for their continued support which allow us to run our program.

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Introduction

Welcome to Ozaukee Aquatics! We look forward to working with your swimmer(s) as all of us progress through our swimming/coaching careers. Our team is a year-round, competitive swimming team offering instruction, training, and competition to individuals of all ages and abilities. The team is financed and supported by the Ozaukee Aquatics parents. The head coaches and the coaching staff supervise the management and operation of Ozaukee Aquatics.

The purpose of this handbook is two-fold: to explain to new members just what Ozaukee Aquatics (OZ) is and to outline various policies that affect all swimmers, year after year. It should be read by all families so that they may become familiar with important facts and rules of the team.

The Ozaukee Aquatics Tradition

Ozaukee Aquatics was formed in 2002 with the combining of three successful area swim teams, Swim Ozaukee, Mequon Area Swim Team and Greater Ozaukee Swim Team. This has allowed us to offer a stronger more diversified program to fit the needs of all of the swimmers at every level. We are able to focus equally on the novice swimmer and provide the highly competitive environment essential to the elite national level competitor. By combining the three teams we are able to bring more swimmers to quality meets and field more relays at those meets.

Each of the head coaches at Ozaukee Aquatics has proven successful in training swimmers who have competed at the Junior and Senior National level and Olympic trials. They have coached world ranked swimmers and national TOP 16 in the country swimmers, many of whom hold Wisconsin state records. Their swimmers have received scholarships to swim in highly competitive Division I, II and III college programs.

In combining the three teams, we have been able to keep the young swimmers in the pools they are accustomed to with the low coach/swimmer ratio essential to developing the beginner swimmer. This provides the comfortable atmosphere in which to build confidence and progress to the next level.

We are confident that with the continued support of the parents and communities, we will continue to be a leading swim program in the state of Wisconsin, with a national reputation of excellence.

Mission Statement

Ozaukee Aquatics is a community-based, non-profit organization dedicated to aquatic sport and our greatest future resource, young people. Our mission is to promote balanced personal growth, and athletic achievement, through team commitment to strong values, excellence and enduring relationships.

Core Values

The "Oz" Community strives to reflect in each of our lives respect for the entire individual. We embrace this philosophy and teach our students that a well-natured culture represents the achievements of honest, thoughtful, and often highly learned individuals. The sharing of ideas, ideals, and accomplishments with one another brings mutual respect and often mutual advantage. The success of such people develops highly desirable personal values such as generosity, honesty, hard work, sharing attitudes, high ethical standards, and pride in community. We achieve this, both in and out of the water, through these core values:

- Competitive Excellence
  - Helping athletes get to the highest level they can achieve in the sport of swimming.

- Leadership
  - Acting as a leader in and out of the pool, with a commitment to good sportsmanship.

- Accountability
  - Athletes have a self-awareness that they are responsible for their own actions.

- Dedication
  - Diligence in striving towards, and completing a long-term goal.

- Mentorship
  - Our coaches guide our young athletes to make good choices.

General Information

Ozaukee Aquatics Staff

Steve Keller: Co-Head Coach, Director of Senior Swimming (262) 424-7754
Ozaukeeaquatics@gmail.com

Mark Gwidt: Co-Head Coach, Director of Age Group Swimming (414) 690-7301
mgswims@voyager.net

Nancy Drabot: Ozaukee Aquatics Treasurer (262) 227-1877
oztreasurer@aol.com

Pool Locations

We proudly run our program out of five area high schools, all of which are in close proximity of one another:

-Cedarburg High School:	W68 N611 Evergreen Blvd., Cedarburg, WI 53012
-Grafton High School:	1950 Washington Street, Grafton, WI 53024
-Homestead High School:	5000 W Mequon Road, Mequon, WI 53092
-Kiel High School:	201 Raider Heights, Kiel, WI 53042
-Whitefish Bay High School:	1200 E Fairmount Ave, Milwaukee, WI 53217

Session Dates

Ozaukee Aquatics is a year-round organization, systematically broken into two sessions to accommodate seasonal championship meets. The system is broken down as follows:

Short Course Season: September to Mid-March

Long Course Season: Early April to Mid-August

There will be two, two-week breaks across the year. Swimmers and coaches will enjoy much-deserved rest at the end of August, and the middle of March. All accommodations will be made if a meet coincides with said breaks.

Group Breakdown

Ozaukee Aquatics offers training and practice groups for swimmers of all ages and ability levels. It is the goal of the Ozaukee Aquatics to offer age-specific training for all of our athletes geared towards challenging each individual and developing each individual to the best of *their* abilities. Upon a tryout with the group, your athlete will be correctly placed in one of the following groups:

Super 7's: (Ages 5 - 7)

The novice group is the entry-level competitive team. Emphasis is on developing the fundamentals of the four competitive swimming strokes as well as starts and turns. Games and drills are used to create an enjoyable atmosphere for leaning.

- **Prerequisite:** Swimmer should be able to swim one length of the pool.
- **Practices**: Offered 4 days a week for 45 minutes.
- **Competition**: Club Hosted Meets Mandatory, all other competitions optional

Age Group Bronze: (Ages 6 - 9)

The novice group is the entry-level competitive team. Emphasis is on developing the fundamentals of the four competitive swimming strokes as well as starts and turns. Games and drills are used to create an enjoyable atmosphere for leaning.

- **Prerequisite**: Swimmer should be able to swim one length of the pool.
- **Practices**: Offered 4-5 days a week for 45 minutes.
- **Competition**: Club Hosted Meets Mandatory, all other competitions optional

Age Group Silver: (Ages 8 - 14)

The silver group targets the next level of competitor. Skill development is enhanced as well as an increase in training. Swimmers should be able to complete one length of each stroke legally, and have proper starts and turns.

- **Prerequisite**: Swimmer should be able to swim one length of the pool.
- **Practices**: Offered 4-5 days a week for 60 minutes.
- **Competition**: Club Hosted Meets Mandatory, all other competitions optional

Age Group Gold: (8 - 14)

Age group swimmers graduate from the silver team and continue to refine the basics of good stroke mechanics, starts and turns. The basic rules of competitive swimming and low-level endurance training are introduced.

- **Prerequisite**: Swimmer is able to complete a 200 IM and 500 Freestyle in under 9:30 minutes
- **Practices**: Offered 4-5 days a week for 90 minutes.
- **Competition**: Club Hosted Meets Mandatory, all other competitions encouraged

Junior National: (11 - 14)
Junior swimmers continue to work on stroke mechanics but concentrate more on training techniques with increased emphasis on endurance and dry-land training. Swimmers in this group have made a commitment to swimming. They are required to be at practices. Goal setting and achieving are emphasized in this group.

- **Prerequisite**: Swimmers must commit to practices and be state level swimmers.
- **Practices**: Offered 5-6 days a week for 1 ¾ hours. Two-a-days in summer. Includes dry-land.
- **Competition**: Club Hosted Meets Mandatory, all other competitions expected

Senior 2: (Ages 13 and up)
This group is for the swimmers who want to stay in shape for the high school season, and do not wish to commit to a Senior 1 level of practice attendance.

- **Prerequisite**: High School swimmer with some competitive experience.
- **Practices**: Offered 5-6 times a week. Practices are 1.5 hours long.
- **Competition**: Club Hosted Meets Mandatory, all other competitions optional

Senior 1: (Ages 13 and up)
Senior 1 swimmers swim 1-2 times a day in addition to dry-land activities (which may include weight lifting). The emphasis is on specific, intensive and highly motivated training. Swimmers in this group have set high goals. They are dedicated to their sport and have made a serious commitment. This group is made up of State Qualifiers and committed athletes.

- **Prerequisite**: Swimmers who are committed to the sport, with goals aimed at the State Meet and higher.
- **Practices**: Offered 6 days a week, 1 to 2 a day for 2 hours. Includes dry-land training.
- **Competition**: Club Hosted Meet Mandatory, all other competitions expected

Senior Elite: (Ages 13 and Up)
Senior Elite swimmers have qualified for a Sectional Meet or higher. There is a 90% weekly attendance expectation, as well as swim meets designated by the coaching staff. This group will have additional fees due to traveling and dry land opportunities.

- **Prerequisites**: A Sectional Qualifying time or higher.
- **Practices**: Offered 6 days a week, one to two a day for two hours. 90% of all practices are mandatory.
- **Competition**: All meets designated by the coaching staff are mandatory.

Masters (Adult Swim): (Ages 18 and up)
Master swimmers practice 75 minutes a day. Coaches provide written work-outs and constructive technique advice. This a great way to meet other adult swimmers and parents of swimmers!

- **Prerequisites:** Must be USMS registered. (http://www.usms.org/reg/)
- **Practices:** Practices 3 days a week.
- No prior swimming experience necessary.

Communication

The most important link in the swimmer, coach, and parent triangle is the parent-to-coach communication line. Ozaukee Aquatics employs a wide variety of communication tools, which are described below. However, if any questions or problem should arise, the lines of communication between the coaches and parents are always open. Feel free to call any coach on our staff about problems or suggestions concerning your youngster. If calls are directed to assistant coaches that should include head coach discretion, please do not be alarmed when the call is transferred to appropriate authority figures. It is very important that you let us know if there is anything we can do to aid your swimmer in his/her full enjoyment of the sport from which he/she will realize greater success. It is best to communicate with the coach most involved with your swimmer's program.

Ozaukee Aquatics Website
When in doubt, always turn to the website first. On our website, you will find all contact information for each coach, a daily practice schedule for each pool (which is immediately updated upon changes), and daily news blasts of important information regarding upcoming meets, practice changes, and fundraising and volunteer opportunities. Of note, all new blasts are automatically configured to send you an email as well. The website, through your private account, is where you will edit your commitments for your swimmer's meet schedule, complete any financial transactions, and find access to our team store!

Emails
As was previously mentioned, any news blast posted to the website will automatically distribute an email to you. However, this is also your primary source for reaching out to a coach if you are unable to meet with them prior to, or after practice has concluded. All of our coaches at Ozaukee Aquatics will respond to you in a timely manner, and written in a professional manner, in order to meet the swimmer's best interests. Further, our head coaches also frequently email the club to notify them of meet entry deadlines, timelines of the meet forthcoming, practice changes, and many activities that happen outside the pool. It is imperative that all emails are read thoroughly, as many time sensitive RSVPs are sent via email.

Social Media
Ozaukee Aquatics has also taken advantage of the myriad of apps available to you when you may be away from the computer, or simply prefer the convenience of your phone. For important matters which provide you immediate updates and notifications of any changes for the day's practice or meet, check out our RemindMe App. Contact Head Coach Steve Keller to send you an invitation. This is a great app way for our staff to reach all members of the club at the same time. Of course, follow all of Ozaukee Aquatics success on Twitter! Search for @OzaukeeAquatics and keep updated on all the success we have at practice and at our meets and fun team events.

Apparel

You will always know when someone is a part of Ozaukee Aquatics, because they love wearing our apparel all the time! We highly recommend that you take advantage of our team store, which you can find a direct link to on our website, Ozaukeeaquatics.com. We focus heavily on creating a strong team atmosphere, and ensure that all swimmers understand the group they represent. This why we love for all our swimmers to wear “OZ” caps at practice, and always have Oz apparel with them while attending a meet.

Swim Meet 101

Philosophy of Competition

Swim meets are an opportunity for swimmers to measure training progress, develop and use sportsmanship skills, and to give and receive team support. We believe competition enhances the overall experience of each swimmer at Ozaukee Aquatics in the following ways:

1. We emphasize competition with oneself. Winning ribbons, medals, or trophies is not the main goal. Even if the swimmer finishes first, but has swum poorly in comparison to his/her own past performances, he/she is encouraged to do better. Each individual's improvement is our primary objective.

2. Sportsmanlike behavior is of equal importance to improved performance. Respect for officials, congratulating opponents and teammates, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the Ozaukee coaching staff.

3. A swimmer is praised for improving his/her stroke or time. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way.

4. Swimmers are taught to set realistic, yet challenging goals for meets and to relate those goals to practice to direct their training efforts.

5. Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his/her potential in the wide range of events offered in competitive swimming.

Entering a Swim Meet

1. Meet information sheets are posted to the website and emailed out approximately two weeks before they are due back to coaches. Please read all information carefully. If you wish to attend the meet, you are required to "COMMIT" your athlete on the website before the assigned return date. If you do not plan to attend, we recommend that you also let your coach know as well. Please adhere to the deadlines, as the Ozaukee coaches often cannot accommodate late meet entry requests. **Swimmers must be registered with Ozaukee Aquatics one month prior to entering any meets to ensure proper registration with USA Swimming.**

2. Coaches are responsible for entering swimmers in meets and choosing the appropriate events. Ozaukee coaches track each swimmer's times using "On-Deck" Software. Each athlete's results are also available on the website and at www.usaswimming.org.

3. Coaches post the entries via email and the website as soon as it is complete. Additionally, once the coach has input the entries on the computer, you can view your swimmers entries on the website when logged into your account.

4. Meet reservation fees will be paid on your behalf by Ozaukee Aquatics. Once committed and reservations are final, meet fees are the responsibility of the member whether or not the swimmer attends the meet. Families are responsible for paying individual event fees, relay charges, WI swim splash fees and $5 Ozaukee Aquatics surcharge. Meet fees are billed to individual accounts at the end of each month associated with the meet. Ozaukee Aquatics reserves the right to charge an entire relay charge to a swimmer if he/she does not show or contact a coach prior to the meet he/she is assigned a relay for.

5. Occasionally, and regrettably, a swimmer is not entered in an event or meet that he/she should swim. If space is available and the meet director is willing, a late entry may be permitted.

Frequency of Swim Meet Participation

1. Each season the "Oz" coaches set the meet schedule and publish it on the Ozaukee Aquatics website.

2. The meet schedule is established with the expectation that swimmers attend every meet available at their classification level. We do not schedule a meet unless we feel it is important to participate. However, it is not mandatory to attend meets. One can also choose to enter only one day of a meet.

3. On an average, we plan for all team members to compete once every three or four weeks. Occasionally, meets are scheduled as close as two weeks apart or as far as one month apart. This happens when there is no other alternative.

4. The Ozaukee coaches reserve the right to make the final decision concerning which meets "Oz" swimmers attend. The coaching staff must approve any exceptions to this schedule.

5. Team championship meets are indicated on the meet schedule. "Oz" places the most emphasis on these meets, therefore, Ozaukee swimmers who qualify to swim are expected to attend these meets and contribute to the total team effort. The Wisconsin

State Championships, Age Group Zone Championships, Senior Sectional Championships and all USA Swimming Championship meets are always considered "Team Effort" meets.

Swim Meet Protocol

1. Warm up occurs before each meet. Warm-ups last from 30 to 90 minutes with a 15-minute break between the conclusion of warm up and the start of the meet.

2. Oz swimmers arrive at the pool at least fifteen minutes prior to the warm up time. The team usually sits in one place together.
3. Double-check your child's events in the heat sheet. If there is a mistake, notify the coach immediately.

4. Oz swimmers warm up together and the Ozaukee coaching staff conducts the appropriate warm up.

5. Ozaukee swimmers are responsible for knowing which events he/she is swimming and for being present on time to swim. For younger swimmers, parents typically write event numbers, heats and lane assignments on the swimmer's hand or arm.

6. Ozaukee swimmers report to the coach prior to each race to review technical and strategic goals. The same is expected at the conclusion of a race. This gives the coach and swimmer the opportunity to discuss the race and provide meaningful feedback regarding technical and strategic performance.

7. Between races, swimmers are expected to support their team by cheering, resting, and staying warm. Swimmers also are expected to stay hydrated and maintain their energy levels with light nutritious snacks.

8. Please check with the coach before leaving the meet. Make sure your child has completed all his/her races including relays.

Hierarchy of Meets

As meets are used as an opportunity to check our progress, it is important to understand that certain meets have a greater significance than others, and will be treated with a different level of focus. We highly recommend that all athletes attend each meet they qualify for, as every chance to race is a chance to make improvements!

There are two structures:

Dual Meets

Two teams compete, usually on a Friday night. All age group events are conducted in a single session, typically combining age and gender in the same heat. These are usually completed in under 3 hours (including warm-up time.) Parent volunteer timers are critical for these meets since only 2 clubs are present!

OR

Age Group Competition

Swimmers compete in events according to their age. The most common age groupings for competition are: 8 & under, 9 – 10, 11-12, 13-14, and 15 & above. Some events are offered as "open" which means any age can swim, although usually the competitors in open events are 15 & over.

Within Age Group Competition:

Invitational Meets

Several teams compete, usually over a weekend. Both morning and afternoon sessions involving different age groups are held each day (i.e. 9-10 and 11-12 compete Saturday and Sunday mornings, 8 & under and 13 & over compete in the afternoons.) These meets run longer, with each session lasting 3-5 hours (including warm-up time.)

Prelims/Finals Meets

Similar to invitational meets, except that a third "finals" session is held in the evening. Swimmers swim in the morning and afternoon sessions. Only the swimmers with the top times in each event (usually the top 16 or 24) come back that evening to swim the same event again in "finals". (This is the format of most championship meets.) The finals session usually lasts an additional 3 hours (including warm-up time.)

Qualifying Meets

Some invitational meets and all championship meets require swimmers to have achieved qualifying times to attend. Qualifying times can be used as goals to help motivate swimmers to attend practice and work on technique. These are the types of meets that typically warrant an "end-of-season" taper process, and are the target meet for achieving our fastest swimming of the season.

Financial Obligations and Considerations

Registration

Upon committing to swim at Ozaukee Aquatics, all athletes are required to be registered within our electronic registration database, available through our team website. We are pleased to offer you a database that is easily accessible for both registration and electronic payment processing. The registration process will first ask you to create a private account with Ozaukee Aquatics, which will then send you a verification email. Once you have received this email, you will have access to begin registering your swimmers for swim meets. A step-by-step tutorial of how to successfully complete registration can be found on the website under the registration tab. **This is a process that must be completed within two weeks of your commitment.** For insurance reasons, this is a process that must be completed. We reserve the right to withhold a swimmer from participating until all registration obligations are met.

**Please note that at the completion of your registration, you may not see a full confirmation until your registration is approved by our treasurer. Please allow 24-48 hours for this process.

USA SWIMMING Registration / Membership / Insurance

Every athlete who competes or practices in a USA SWIMMING sanctioned event must register with and become a member of USA Swimming, Inc. The USA registration fee is paid annually through the Ozaukee registration. Included with this registration is excess medical accident insurance that covers the athlete at any sanctioned event or supervised practice. The coaching staff will distribute any forms necessary for registration. As stated earlier, swimmers must be registered with Ozaukee Aquatics one month prior to entering any swim meets to ensure proper registration with USA Swimming.

Transfer Form (Not Applicable to All)

If you are transferring to Ozaukee Aquatics from another club, you will need to complete a USA Swimming Club Transfer form and $5.00 transfer fee payable to Wisconsin Swimming. You can find access to the form through our website in the "RESOURCES" tab. This needs to be submitted as soon as possible, as there is a 120-day waiting period between club transfers, and we want your swimmer to represent Ozaukee Aquatics as soon as possible!

Billing Process

We have created a simplistic, yet effective billing system, which is easily automated through your account. When choosing your membership, you will be registered for the current session and any subsequent sessions that span the club season, concluding in August. Two sessions coincide with our short course season, and two seasons adhere to our long course season.

An overview of these periods is found below. When you commit to the upcoming session, you will be charged a monthly installment on the **first of each month**. The number of installments is noted in the parentheses below. Each swim group has respective monthly dues, related to the level of commitment and meet participation expected. These dues are posted on our website for your convenience. ***Please note that we do not offer monthly memberships; you will be required to pay a full installment regardless of time away.***

SHORT COURSE - SEPTEMBER TO MID-MARCH

Session 1A - September through November (3 Installments)

Session 1B - December through Mid-March (4 Installments)

LONG COURSE - APRIL TO MID-AUGUST

Session 2A –April and May (2 Installments)

Session 2B - June through Mid-August (3 Installments)

Dues are not prorated. We offer practice 5x/week so swimmers can adjust their practice time accordingly. Members are given an option to select individual session(s) (1A, 1B, 2A, 2B) and pay the monthly installment for that session. See session dates above and "Withdrawing from a session" below for more information.

High School Boys Session: Sept. – Mid-Nov. AND *Late Feb – Mid-March (3 Installments)

High School Girls Session *November – December (1 Installment)
and/or
December- March (4 Installments)

* Girls and Boys can return as if high school season is complete.

Withdrawing from a session

When you register your swimmer for a session, you are committing to a full session. Once registered, your membership remains "active" for that session and any subsequent sessions.

To withdraw from subsequent sessions, members may drop from the team before a new session begins if they complete the posted google form by the deadline prior to the scheduled start of the next session. No refunds will be issued if your swimmer is unable to complete the session. Requests from members received up to one week after a new session begins will be charged a $50.00 administrative fee.

If a member needs to be removed from a session after it starts due to illness or injury lasting more than 2 weeks, a prorated session fee will be credited to the members account once a letter and doctor's excuse is received. An administrative fee will not be charged to the account.

We will not prorate any part of a session for any time missed unrelated to injury. Vacations and extra-curricular activities will not be considered reasons for prorating a session.

Payment Procedures

The Total Outstanding Balance, which includes recurring charges of team dues and nonrecurring charges for meet fees, caps, etc. and any other financial obligations are due on the first day of each month. For improved efficiency and security in accounting, Ozaukee Aquatics billing is only able to accept payments for team dues and other team fees through **credit card**. It is strongly recommended that all participants oblige this request, while accommodations can be requested through direct contact of the team treasurer.

Our Community Experience

Parent Action Committee

In order to give our swimmers the greatest opportunity to succeed, we understand the need for parent participation and experience. The Ozaukee Aquatics "Parent Action Committee" is an opportunity for all parents to collaborate with the coaching staff to discuss changes, plan events, and continually improve based on feedback received. These meetings are a place where we greatly welcome all questions, concerns, and suggestions, as they can be formally discussed through numerous perspectives. As new ideas and plans are made, parents and coaches work in subcommittees such as the following:

-Club Policy and Procedure
-Social Events
-Parent Communication
-Community Outreach

The Parent Action Committee meets monthly at a local meeting hall in the area. The date and time of the monthly meeting will be emailed the week prior to the meeting. All parents are welcomed and encouraged to participate to help make "Oz" the best it strives to be!

Fundraising

Beyond our hosted swim meets, Ozaukee Aquatics annually hosts fundraisers to raise money to ensure we continually house the best equipment and opportunities available. Our fundraising events are built in to the expectations of our club, and participation is strongly encouraged. We simply cannot do what we do each year without the assistance of our fundraising. If you are looking to volunteer your assistance in helping our fundraisers become even more successful, please reach out to our head coaches.

Hosting Swim Meets

To ensure that all Ozaukee Aquatics (OZ) swimmers have the opportunity to participate in team activities, swim meets, and USA Swimming, Inc. sanctioned competitions, as well as supplement operating expenses, Oz must host several swim meets throughout the year. All team affiliated events are staffed totally by parent volunteers and cannot run without family participation. "Oz" is very fortunate to have an incredible group of very committed members who have volunteered generously, however it did become necessary to implement a "Session Service Obligation" policy to ensure that ALL families participate.

A family's willingness to volunteer will have a great impact on their child's athletic experience and love for the sport of swimming. Regardless of whether a swimmer actually participates in a meet, it is the positive experience of being involved in the whole TEAM event that will give each athlete the support and fellowship offered by being a valuable member of the Ozaukee Aquatics Team.

Parent Volunteering/Fundraising Commitments

Ozaukee Aquatics is successful year after year because of our dedicated parents and swimmers who help our hosted events run as smoothly as possible. Without these volunteering requirements or annual fundraising events, Ozaukee Aquatics would be unable to provide all the desired equipment upgrades and opportunities that bring out the best in our athletes. Therefore, we ask that you carefully read these expectations and embrace our community approach towards helping the coaching staff do all they can for our athletes.

A. Participation requirement to be fulfilled regardless of whether your swimmer is competing in the meet or not.

1. Each family must provide one adult volunteer for at least two sessions at the OZ Fall Classic Swim Meet, to be held at the Homestead High School Pool in October each year. Any family not fulfilling this requirement will be assessed a $50 fee per session missed which will be billed to the member account on the 31st of October.

2. Each family must also provide one adult volunteer for at least two sessions at the OZ Regional Swim Meet, to be held at the Homestead High School Pool in mid-February. Any family not fulfilling this requirement will be assessed a $50 fee per session missed which will be billed to the member account on the last day of February.

3. Each family must also provide one adult volunteer for at least one session at our Spring/Summer meet. Any family not fulfilling this requirement will be assessed a $50 fee for the session missed which will be billed to the member account on 31st of May.

B. Mandatory Fundraising - The Board of Directors has designated the following fundraising projects as mandatory for each year. Currently scheduled projects include:

Swim-A-Long - This is our annual mandatory fundraiser held in the middle of May each year. All members in Session 2A are required to participate. Each athlete is required to raise $100.00. Members not participating will be billed $100.00 on May 31st. A percentage of the money collected will be designated for charities.

C. Voluntary Fundraising - The Board of Directors has designated the following fundraising projects as wholly voluntary for each year. Currently scheduled projects include:

1. Sales of Advertising to be placed in heat sheets at the OZ Fall Classic Meet and the OZ Regional Meet.

2. Spring Flower Certificates (March thru June Sales.)

3. Concession Donations: value of commercially packaged items contributed for concession sales at swim meets (May be items you have solicited as donations from local businesses).

4. Additional Fundraising opportunities will be announced.

Funds received through these fundraisers will be used to offset the operating costs.

The Role of the Swimmer

As an Ozaukee Aquatics ("Oz") swimmer your main responsibility is to fully participate in your own personal growth and development as an athlete and to become a true team member by supporting, encouraging and building relationships with your teammates.

Swimmer Code of Conduct

The purpose of a code of conduct for swimmers is to establish a consistent expectation for behavior. As a swimmer and team member of Oz swim team, I will abide by the following code of conduct:

1. I will respect and support my teammates and coaches at all times;
2. I will demonstrate good sportsmanship at all practices, meets and team activities;
3. I will set a good example of behavior and work ethic for my younger teammates;
4. I will be respectful of my teammates' feelings, personal space and property;
5. I will be on time with the proper equipment for practices and meets;
6. I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities;
7. If I disagree with an official's call, I will talk with my coach and not approach the official directly;
8. I will obey all of USA Swimming's rules and codes of conduct.

Prohibited Behavior:

I understand that at no times will the following be accepted:

1. Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco);

2. Destructive behavior, inappropriate or unruly behavior, including fighting or striking another athlete;

3. Derogatory comments, behavior deemed dishonest, offensive, or illegal
4. Stealing and vandalism;

5. Bullying or isolating another swimmer;

6. Interference with the progress of another swimmer during practice or at any other time.

Consequences for Violation of the Code of Conduct:

This code shall be in force for all Oz swimmers during practice, during swim meets, and at all events sponsored or attended by Oz. Disciplinary actions can range from, but are not limited to; reprimands/warnings, suspension from practices/meets or termination of team membership. I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches.

The Role of the Coach

Responsibilities of the Coach

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

1. The coaches are responsible for placing swimmers in practice groups. This is based on the age 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.

2. Sole responsibility for stroke instruction and the training regimen rests with the “Oz” coaching staff. Each group’s practices are based on sound scientific principles and are geared to the specific goals of that group.

3. The coaching staff will make the final decision concerning which meets Ozaukee Aquatics swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer is entered into.

4. At meets, the coaching staff will conduct and supervise warmup procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmer’s performance. (It is the parent's job to offer love and understanding regardless of their swimmer's performance.)

5. The building of a relay team is the sole responsibility of the coaching staff.

6. Each coach has a responsibility to constantly be aware of the swimmers’ safety and wellbeing.
7. Each coach has a responsibility to be a positive role model for the swimmers.

8. Each coach has a responsibility to be a technical expert on the sport of swimming.

9. Each coach has a responsibility to help construct a vision for the athlete of what is possible in the sport of swimming and the path each swimmer will need to follow to achieve that goal.

Coaching Code of Conduct

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- At all times, adhere to USA Swimming's rules and code of conduct.
- Set a good example of respect and sportsmanship for participants and fans to follow.
- Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- Respect officials and their judgment and abide by the rules of the event.
- Treat opposing coaches, participants, and spectators with respect.
- Instruct participants in sportsmanship and demand that they display good sportsmanship.
- Coach in a positive manner and do not use derogatory comments or abusive language.
- Win with humility and lose with dignity.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Always maintain a professional separation between coach and athlete.

The coaching staff is constantly updating and improving the Ozaukee Aquatics program. It is the swimmer's and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

The Role of the Guardian

As the Parent/Guardian of a competitive swimmer, your main responsibility is to provide a caring, supportive environment. This support will encourage your child to feel good about his or her interest, participation and growth in competitive swimming. Show your support by ensuring your swimmer's attendance at practices and swim meets and striving to maintain a positive attitude and outlook.

Parents/guardians are not participants on their child's team but contribute to the success experienced by the swimmer and his or her team. Parents/guardians serve as role models and can have a significant impact on the team by demonstrating respect, encouragement, enthusiasm and, most importantly, good sportsmanship at all times toward coaches, officials, team members, other parents and other teams.

Parent Code of Conduct

As a Parent of an Ozaukee Aquatics swim team member, I will abide by the following code of conduct:

1. I will participate with the Oz swim team by supporting my child, other swimmers, coaches and other parents with positive communications and actions and by supporting the team's mission to promote balanced personal growth, and athletic achievement, through team commitment to strong values, excellence and enduring relationships;

2. I will not coach or instruct my child, the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck. In order to allow coaches to give all of their attention to swimmers, any communication with the coaching staff should occur either prior to the start of a practice or after the conclusion of the coaching day. Coaches are also available by e-mail.

3. I will demonstrate good sportsmanship by knowing my role and conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and coaches at meets and practices;

4. I will direct any concerns that I may have to a member of the Oz coaching staff;

5. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, volunteers, and/or any participating swimmer will not be permitted or tolerated.

I understand and agree to the above terms and conditions of Ozaukee Aquatics in exchange for the privilege of my child(ren) to participate in the activities and swimming program of Ozaukee Aquatics. I understand that Oz maintains the right to terminate any membership with/without cause in the interest of our vision, mission and objectives.

Ozaukee Aquatics Codes of Conduct

USA Swimming SafeSport Initiative

USA Swimming is committed to fostering a fun, healthy, and safe environment for all its members, and in 2010, it formally implemented a comprehensive Safe Sport program to respond to and prevent instances of abuse and misconduct within the sport of swimming. Since then USA Swimming Safe Sport has worked tirelessly to educate members, put policies in place, and empower LSCs and clubs to create the best possible environments for all members. Full implementation of the Safe Sport Program involves six key components:

- Policies and Guidelines
- Screening and Selection
- Training and Education
- Monitoring and Supervision
- Recognizing, Responding, and Reporting
- Grassroots Engagement and Feedback

The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it. In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

Any member, former member, or prospective member of USA Swimming is subject to the jurisdiction of the Board of Review. Any member, former member, or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming for life if such person violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct. USA Swimming shall initiate an investigation of any former member of USA Swimming when a report required under 306.1 is received.

While a code of conduct is not present in this team handbook, please do locate the code of conduct accessible on our website. You will find information on Safe Sport in regards to Coaching Codes of Conduct, Athlete Protection, and safety procedures set in place in every facet of swimming.

Ozaukee Aquatics Cyber/Online Bullying Policy

PURPOSE

Bullying of any kind is unacceptable at Ozaukee Aquatics ("Oz") and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach.

Objectives of the Club's Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.

2. To define bullying and give all coaches, parents and swimmers a good understanding of what bullying is.

3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.

4. To make how to report bullying clear and understandable.

5. To spread the word that Oz takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

1. Causing physical or emotional harm to the other member or damage to the other member's property;

2. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;

3. Creating a hostile environment for the other member at any USA Swimming activity;

4. Infringing on the rights of the other member at any USA Swimming activity;

5. Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

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

- Talk to your parents
- Talk to a coach
- Write a letter or email to a coach
- Make a report to the USA Swimming Safe Sport staff.
- There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of a coach as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

Ozaukee Aquatics Team Travel Policy

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by Ozaukee Aquatics.

Section 1 – USA Swimming Code of Conduct Travel Policies

Pursuant to the following Code of Conduct stipulations in the USA Swimming Rulebook (identified below):

1. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)

2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)

3. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)

4. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Section 2 – Ozaukee Aquatics Policies

1. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments will be maintained.
2. Athletes will not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.

3. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and a similar age. Where athletes are age 13 & over, chaperones and/or team managers will stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they will be the same gender as the athlete and written consent will be obtained from athlete's parents (or legal guardian).

4. When only one athlete and one coach travel to a competition, at the competition the coach and athlete will attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
5. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).

6. The travel policy, along with Exhibit A (a copy of the Oz Code of Conduct), Exhibit B (Liability Release Form) and Exhibit C (Medical Consent/Authorization to Treat Form) must be signed by the athlete and his/her parent or legal guardian.

7. A coach will carry a copy of the signed Medical Consent/Authorization to Treat Form for each athlete.

8. Curfews will established and communicated to athletes by the team coaches or LSC staff each day of the trip.

9. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.

10. The directions & decisions of coaches/chaperones are final.

11. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.

12. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.

13. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.