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# OREGON COMMUNITY SWIM CLUB PARENT HANDBOOK

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# Oregon Community Swim Club Information

## Club History and Purpose

### **TEAM FORMATION**

Founded in 1991, the Oregon Community Swim Club (OCSC) is a 501c3, nonprofit, United States Swimming club.

### **VISION**

To develop outstanding individuals through the pursuit of swimming excellence while gaining a life-long love of the sport.

### **MISSION**

The Oregon Community Swim Club is a competitive swim program with an emphasis on individual swimmer development, good sportsmanship, team spirit and responsibility. Our focus is on having fun, teaching proper technique and providing a safe, healthy, and positive environment that allows swimmers the opportunity to achieve success by reaching their personal goals.

### **PHILOSOPHY**

- OCSC strives to develop each athlete to their greatest individual potential. The coaching staff works to teach, train and motivate swimmers to excel in the water and in life.
- OCSC program instills an understanding and appreciation for goal setting and achievement, self-motivation, team spirit, camaraderie, cooperation, time management and mental and physical readiness.
- OCSC is a swim program that encourages swimmers in the pursuit of excellence.

## Swim Sessions

OCSC operates on a year-round, two-session format as described below:

### **SHORT COURSE SEASON** *(Fall/Winter)*

The Short Course season runs from September through mid-February, with post-season competitions as late as April. Short Course refers to pools that are 25 yards (SCY) or meters (SCM) long, as such, most competitions will take place in Short Course pools.

### **LONG COURSE SEASON***(Spring/Summer)*

The Long Course season runs from April through mid-July, with post-season competitions as late as August. Long Course refers to pools that are 50 meters (LCM) long, as such, most competitions are intended to take place in Long Course pools, however we are limited by LC pools in Wisconsin.

## **Swimming Group Divisions & Programs Offered**

- Training groups are designed to put swimmers with similar interest, ages, and ability levels together to maximize enjoyment and achievement.
- Training groups are mostly age-based but flexible as coaches deem appropriate.
- Training groups are meant to be fluid and dynamic and coaches may recommend a change in group based on attendance, performance, training habits, meet participation, behavior, changes in goals.
- Training groups are divided based on three general categories: Developmental, Intermediate, and Advanced.
- All group assignments are ultimately a coach's decision based on the swimmer, the below are guidelines

### **LEOPARD SHARKS**

*For: Developmental 8 & Unders*

This group is designed to teach the fundamentals of competitive swimming in a fun and dynamic way. This group will focus on developing all 4 strokes. We will learn starts, turns, and racing procedures. Swimmers will also become familiar with swimming vocabulary, proper lane & pool etiquette, basic pace clock usage, and the rules of competitive swimming. Meet participation encouraged but not mandatory.

**MINIMUM REQUIREMENTS:** Able to complete both a 25-meter freestyle with rhythmic side-breathing and a 25-meter backstroke, without stopping, in under 1:00. Coaching staff approval.

### **HAMMERHEADS**

*For: Advanced 7 & Unders, Developmental & Intermediate 8–10-year-olds*

This group is designed for developmental athletes who love swimming and are looking for continued refinement of skills and techniques. Focus will be placed on improving all four competitive strokes as

well as turns and underwaters. Swimmers will learn to use the pace clock, set goals, and demonstrate championship behaviors. Meet participation in at least one meet per month is expected of this group.

**MINIMUM REQUIREMENTS:** Able to complete both a 25-meter freestyle with rhythmic side-breathing in under 40” and a 25-meter backstroke in under 50”, without stopping. Coaching staff approval.

### **BULL SHARKS**

*For: Developmental 11-14-year-olds, Intermediate 11-13-year-olds,  
& Beginning High School Athletes*

This group is for both developmental swimmers first getting into the sport, as well as experienced swimmers who are committed to continuing their swimming journey recreationally or competitively. Focus will be on developing or enhancing all four competitive strokes and underwaters, learning the value of setting process and outcome goals, and developing a strong work ethic.

**MINIMUM REQUIREMENTS:** Able to perform a 50-meter freestyle in under 1:05 and a 50-meter backstroke in under 1:10. Demonstrates a basic understanding of butterfly and breaststroke. Coaching staff approval.

### **SQUALI**

*For: Advanced 8–9-year-olds, Intermediate 9–10-year-olds*

This group is for experienced 10 & Unders that have a passion for learning and competing in the sport of swimming. Focus will be on holding technique under duress, using advanced pace clock training, learning the value of setting process and outcome goals, and developing a strong work ethic. Meet participation is expected at least once a month.

**MINIMUM REQUIREMENTS:** Able to perform flip turns, completion of the majority of the IM-Ready events, and able to finish a 100-yard IM in under 2:00 (2:10 in meters). Knows how to read a pace clock and demonstrates proper listening behaviors in practice. Coaching staff approval.

### **TIBURONES**

*For: Intermediate 12–14-year-olds, Advanced 10–12-year-olds*

This group is for experienced athletes that have demonstrated championship practice behavior, strong work ethic, and who understand the value of a growth mindset. Focus will be on the development of

aerobic capacity, how to train at race pace, setting advanced goals, and taking ownership of attendance, performance, and practice habits.

**MINIMUM REQUIREMENTS:** 10&U “BB” time standards in multiple events for 10&U, 11-12 “B” time standards in multiple events for 11&O. Completion of all IM-Ready events and several IM-Xtreme events. Knows how to read a pace clock and demonstrates proper listening behaviors in practice. Coaching staff approval.

### **MAKOS**

*For: Advanced 13 & Overs, Experienced High School Athletes*

This group is for highly committed teenage athletes and experienced high school athletes. Focus will be on a mix of aerobic/anaerobic/mental/dryland training, long-term goal setting, time management, direct communication with coaching staff, and team/community involvement.

**MINIMUM REQUIREMENTS:** “A” time standards in multiple events for 14&U and completion of all IM-Xtreme events. Successful completion of a full high school season and demonstration of ability to perform all strokes for HS athletes. Coaching staff approval.

## Club Policies

*Policies are items that must be followed by families at all times, these were agreed upon during the club registration.*

### Registration/Membership Policy

Oregon Community Swim Club membership policy exists to ensure that all members can participate fully in its programs and experience quality coaching, while making optimal use of available pool time. Therefore, OCSC gives membership preference as follows:

1. Continuing members and their siblings, provided they are in good standing with the club.
2. Former members, provided they are in good standing with the club.
3. New members in the order that their registrations and fees are received by OCSC by practice group (with consideration given to making the best use of available pool time for practices)

Continuing and former members who register after the due date are accepted on a first come basis with new members, space permitting. The Board of Directors may review, on a case-by-case basis, any exceptions to this policy.

### Fee and Payment Policies

OCSC fees are divided into several distinct categories described below.

#### **OREGON COMMUNITY SWIM CLUB REGISTRATION FEE:**

The amount of pool time assigned to the swimmer, coaching expenses, equipment, maintenance, and administrative costs are evaluated by the Board in determining fees for each session. These fees are due at the time of registration.

- Registration fees will not be refunded, except in cases of injury or illness, confirmed by a physician, that eliminates the swimmer from participation for the remainder of the session. In exception cases, refunds will be pro-rated based on portion of the season completed.
- Fees must be paid in full regardless of the time that the swimmer begins or terminates membership for the session.
- New OCSC swimmers: if a swimmer drops within the first two weeks of their practice group start, you may receive a prorated refund. The USA Swimming fee is non-refundable.
- Late Registration Fee: Families who register late (space permitting) will be subject to a \$50 Late Registration fee, with the exception of transfers which may occur year-round.

### **USA SWIMMING INC. REGISTRATION FEE**

It is mandatory for both returning and new swimmers to also register with USA Swimming. All returning swimmers will be bulk renewed by the Club and this fee will be assessed at time of registration. New swimmers will have to register for USA Swimming on their own on the USA Swimming website, separate from our OCSC registration process. USA Swimming registration must be completed before their first practice session, as it provides insurance coverage for each swimmer. Once USA Swimming fee is paid, it is non-refundable.

### **TRANSFER FEES**

Any swimmers transferring from another USA Swimming and Wisconsin Swimming team will be responsible for paying the requisite transfer fees for the year.

### **MEET ENTRY FEES**

Swimmers pay entry fees for each individual and relay event in which they are entered in a meet. Each athlete is also charged a splash/facility fee or other meet fees for each swim meet they attend. These fees are charged to each swimmer's account and paid on a monthly basis. Club meet entries are sent in advance of the meet, so regardless of attendance the entry fees will be charged to the swimmer. If a swimmer is unable to attend a meet, they need to notify the coach immediately so relays can be restructured. In the case where relays cannot be filled that swimmer will be billed for the entire relay (as well as their individual events)- please refer to relay policy below.

### **CONCESSION FEES**

An additional charge per swimmer may be added to the registration to cover the cost of concessions for any team-hosted meet. These fees are mandatory regardless of whether the swimmer participates in the meet.

## **Volunteer & Fundraising Policy**

To maintain reasonable fees, OCSC sponsors a variety of events each year to raise funds. Swim-A-thon, hosting swim meets and the Oregon Kids Triathlon are important parts of our club's revenue, second only to actual registration fees. Each family is required to participate/volunteer at these events. Every family has the same number of required shifts regardless of the number of children in the family, or whether your swimmer is participating in the event we are hosting. Financial assessment will occur for non-participation.



## **VOLUNTEER COMMITMENT**

At a minimum, every family is required to work the shifts outlined below.

If your child swims during any session of the swimming year (short course and/or long course):

1. Volunteer at one session during the Oregon Kids Triathlon (OKT) in August. Note, that it is the following August and applies to all families that were registered for either session. For example, someone that swims in short course of September 2022 is required to volunteer at the OKT event in August 2023 regardless of how frequently they swam, whether they attended meets or are continuing to swim the following year. **Failure to fulfill the OKT volunteer requirement will result in a fee of \$300.**
2. Volunteer at one session of each hosted meet during the session you are registered for
  - **Failure to volunteer for a Regional or State hosted meet will result in a \$200 fee.**
  - **Failure to volunteer a regular season meet will result in a \$100 fee.**

*Note, actively serving on the Board of Directors in an elected position satisfies the volunteer commitments for the year they serve. Additionally, serving as an OKT lead role fulfills the volunteer commitment.*

*Also, for unavoidable conflicts please reach out to the Board as soon as you're aware and a job may be available before or after the required commitment time period. Those jobs will be given based on order of notification, however there is no guarantee, and if all jobs are filled then the fee will be applied.*

## **Relay Policy**

Relays are an exciting team bonding exercise that rewards swimmers with additional racing opportunities. Swimmer/family "preferences" for relays are not a factor of relay formation. Participation in relays is a privilege and all OCSC swimmers are required to be available for relays in the sessions to which they are committed. Exceptions such as injuries which limit strokes or other specifics may be discussed on a case-by-case basis, but relay participation should be considered an expectation of all swimmers. Relay participation in post-season and/or championship meets (as determined by the coaching staff) is required for any qualifiers attending such events.

**How Relays are Formed:**

Relays will be selected by the coaches to best fit the needs of the team. Priorities for relay selection may be different for championship meets and regular meets.

#### State meets and other championships meets:

OCSC is a competitive swim team. Our goal in state meets is to score as many points as possible to finish as high as possible in the team standings by assembling the fastest relays possible. Relays score double the number of points as individual events and typically account for over 25 percent of the points scored at state meets. OCSC coaches take pride in fielding the fastest possible relays at championship meets.

#### Wisconsin State meet:

The requirement for relay entries are typically as follows:

“A” Relays must consist of at least one (1) or two (2) individual qualifier in that age group and gender.

“B” Relays – eight (8) Qualifiers in that age group and gender.

“C” Relays – twelve (12) Qualifiers in that age group and gender.

Relays that are not a team’s only relay for an age group & gender must be composed entirely of swimmers who are individually qualified for the meet.

Swimmers will be charged an entry fee for their individual spot on the relay, but if non-participation results in the relay scratching that swimmer’s family will be charged for the entire relay fee. Please refer to the Relay participation section to understand the Club’s philosophy on why relays are such an important part of meets.

## Team Apparel Policy

A swimmer receives one OCSC cap with the payment of fees for his/her first session. Swimmers are required to wear a team cap for competition. Replacement caps are available for purchase.

In addition to this, team apparel – including the official team suit – will be offered for sale online at the beginning of each session or at Simply Swimming at any time. If a cap is worn at a meet, it must be an OCSC cap. Team suits for meets are encouraged, but not required.

## Team Equipment Policy

A swimmer is required to have the necessary equipment for their respective swim group. As requirements may change, please refer to the 'Swim Groups & Equipment' section under the Membership tab on the website for the most up to date required equipment. In some cases, you may borrow equipment available at the pool, but it is not guaranteed to be available for all swimmers.

## Photography & Video Policy

OCSC may take photos/videos of swimmers at meets, practices, and team events for promotional purposes. Social posts may include your child's full name. This is the one policy you may opt out of during the registration process if you do not wish for your child to be included in promotional photos or videos. Only if you opt out will your child be excluded from promotional materials.

***Note, there may be additional policies not covered in this document that are required to be acknowledged and agreed to during the registration process. Additionally, your review and understanding of this document will also be required during the registration process.***

# Code of Conduct

When a swimmer or parent fails to act appropriately, it damages the Club's business and reputation. The behavior can have serious impacts on all stakeholders, including Coaches, team members, prospective members, and the relevant communities in which we are sharing space with. The Club takes violations to the Code of Conduct seriously and will take appropriate disciplinary action when necessary. If you are aware of a situation that may violate the Code of Conduct, you have a responsibility to raise your concern in a timely manner.

## Swimmer Code of Conduct

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.

At all times, whether attending practice, meets, team events, etc., athletes must:

1. Abide by all rules of the Oregon Community Pool, and the USA Swimming Code of Conduct. This includes, but is not limited to:
  - a. When in/around the Oregon Community Pool, I will display appropriate behavior toward pool staff, its patrons and the community.
  - b. Display proper and polite locker room behavior and etiquette. Inappropriate language, lying, stealing, or vandalism are unacceptable behaviors.
2. Arrive prepared and ON TIME to be ready to get in the pool at the start of practice (including cap, goggles, water bottles, and equipment). This applies to what is within the swimmer's control.
3. No swimmer may enter the water or use team equipment until a lifeguard and OCSC coach are present.
4. Swimmers are expected at all times to follow the instructions of the coaching staff. Disrespect, violence, and other destructive behaviors will not be tolerated by OCSC and will follow the discipline escalation path at the discretion of the coaches and Board.

5. Represent OCSC positively by displaying good sportsmanship within the team and to all other swimmers and teams.
6. Respect, support and motivate teammates, showing positive leadership, spirit and sportsmanship. Based on swimming group, participation in practice is required to not detract from other teammates experience.
7. Swimmers may only leave practice with the coach's permission. This is a safety and accountability issue.
8. Use of the diving board is prohibited at all times. Diving board activity is not insured by either USA Swimming or OCSC
9. Stay informed about swim team updates and swim meet information. The expectation of this is greater based on swimmers age, practice group and experience on OCSC.

## Parent/Family Code of Conduct

This code was developed as a standard to emphasize our organization's commitment to making everyone's involvement with our club a positive experience. It is essential that we give our coaching staff the respect and authority they deserve to run our swim team. As a parent of a swimmer and member of Oregon Community Swim Club it is expected that you set a good example for your swimmer and the club, including the following:

1. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices.
  - I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
2. Remember my role is as a parent and support to my swimmer with positive communications.
  - *Swimmers – Swim*
  - *Coaches – Coach*
  - *Officials – Officiate*
  - *Parents – Parent*
3. Parents are responsible for the supervision of their swimmers and guests at both home and away meets and this is truly a safety issue. This requires that a parent either attend meets in which

his/her swimmer competes or designate another parent, who is attending, to assume that responsibility. If something happens to your swimmer, you, as the parent, need to be available to provide support. OCSC, the Board, and its coaching staff are not responsible for swimmer safety, finances, healthcare, general conduct, or whereabouts at meets. The coaches are not allowed to transport swimmers.

4. Swimmers must either be supervised or picked up within 15 minutes after the conclusion of their practice.
5. For questions during competitions, practices or otherwise to a member of our coaching staff:
  - a. Please do not interrupt or confront the coaching staff on the pool deck during practice or meets. Please follow up with coaches outside of active coaching time or at a mutually agreed upon time.
  - b. Parents address officials via the coaching staff only.
6. Complete required tasks in a timely fashion
  - c. Complete all registration and meet information in a timely manner.
  - d. Pay fees by the due dates or make alternate arrangements prior to the due dates.
  - e. Stay informed about swim team events and swim meets.
  - f. Maintain your Team Unify account at all times with up-to-date information.
7. Guidelines for Parents & Swimmers Posting on Social Media:
  - g. Respect Privacy: Do not post photos/videos of other swimmers without their parents' permission.
  - h. Positive Representation: Any content related to OCSC should reflect good sportsmanship, team values, and respect for others.
  - i. No Harassment or Bullying: Negative comments, cyberbullying, or inappropriate discussions about teammates, coaches, or competitors will not be tolerated. Violations may result in disciplinary action.
  - j. Reporting Concerns: If you notice inappropriate social media activity involving OCSC, report it to the Board or coaching staff immediately

## Discipline Procedures

Swimmer infraction of the above rules will be dealt with by the coaches as follows:

1. The coach will give a verbal warning and may require the swimmer to sit out of practice for a short time period.

2. The coach will give a second verbal warning and notify the parents of the behavior.
3. If there is an additional occurrence or pattern of behavior, the coach will contact the parent(s) and seek their assistance in dealing with the behavior. It may include a suspension from practice. Swimmers reaching this level will be formally documented with the Board.
4. If there is no change in behavior or the actions risk the safety of other swimmers, the coach will confer with the Board of Directors and the team member will be dismissed from the team with a majority vote. No fees will be refunded to dismissed members.

For any immediate safety or property concerns, the swimmer will be removed from the situation. Parents will be notified, if possible based on coach availability, and the parents should pick up the child immediately (as possible).

Parent/family infraction of the Code of Conduct will be dealt with by the Board as follows:

1. The Board will notify the parent/family of the inappropriate behavior via email. The parent will have 48 hours to respond, or inappropriate behavior is expected to cease.
2. If behavior continues, the scenario will be reviewed by the Board to discuss potential outcomes and consequences. These situations will be handled on a case-by-case basis but parents/family who violate this policy may face disciplinary action, including warnings, removal from team events, or more serious consequences if behavior continues.
  - a. If the behavior applies to a parent on the Board, a sub-committee of remaining Board members will host a closed Board meeting to address.

## Club Philosophies & Guidance

*Club philosophies are what makes up the culture of the club, and is the rationale behind the club policies.*

### Parent/Swimmer/Coach Relationships

To have a successful program, there must be complete understanding and cooperation among parents, swimmers and coach(es). The progress your child makes depends primarily on this relationship. It is with this in mind that we ask you to consider this section carefully.

**PARENT GUIDELINES:** Parents create the environment in which children develop. Your child is a product of your values, the structure you have provided and the model you have been. The following guidelines will help you keep your child's development in the proper perspective:

- Open communication between parents, swimmers and coaches emphasizing goal setting and focusing on the performance expectations of both the swimmer and the parents.
- Every individual learns at a different rate and responds differently to the various methods of instruction in skill development. This fact requires patience on the part of the parents, swimmer, and coach.
- When a swimmer initially joins the team and begins practicing, it is possible for his or her skills to diminish rather than improve. Sometimes the swimmer has to regress before he or she can progress. In time the swimmer will improve.
- Plateaus can occur at one time or another in every swimmer's career. They can occur both in competition and in training. As most athlete's experience plateaus at some point in their careers, they will need to patiently and persistently work through them. Working through the plateau will make the athlete a better swimmer and individual.
- Swimmers who are age ten and under are typically the most inconsistent swimmers; this can be frustrating for parents, coaches and swimmers alike! The adults should be patient and allow these youngsters to develop a love of the sport in their own time.
- Parents must realize that slow development of competitive drive at an early age is normal and is perhaps more desirable than precocious or forced early development. It is important that everyone learns to compete and develop a competitive spirit. It is also important for children to learn to adapt to reasonable levels of emotional stress. The small disappointments they must learn to handle as children prepare them for the larger problems, they are certain to experience as adults.



- It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's job to supply the love, recognition and encouragement necessary for the young athletes to feel good about themselves. The parents should not attempt to coach as this often leads to confusion on the part of the athlete.
- Parents' attitudes and models of behavior often dictate those of their children. A child might not be consciously aware of what is taking place, while subconsciously absorbing powerful messages about his or her parents' desires. Therefore, it is important that parents remain enthusiastic about taking their child to practice and meets, participating in fundraising projects and home meets as well as attending meetings. Parents are encouraged to see these activities as helpful in the development of healthy athletes and not as chores.
- If you have any questions about your child's training, contact the coach. Criticizing the coach in front of the athletes undermines the coach's authority and breaks down the swimmer. Parental support of the coach is necessary for maximum success.
- No parent should behave in such a way as to bring discredit to the child, the team or competitive swimming. Any disagreement with a meet official should be brought to the attention of the coach and handled by the coach.
- Parents should be certain that their child is personally motivated to swim. People tend to resist anything they "have to do." Self-motivation is the stimulus for all successful swimmers and programs.
- Communication between coach and swimmer is very important. The two-way relationship must exist daily at practice and at meets. It is imperative that the coach has the swimmer's full attention at these times. Visitors to practice sessions are asked to quietly sit on the bleachers.

The USA Swimming website (<https://www.usaswimming.org/>) is a great resource for parents to learn about swimmer development, parenting advice and nutrition tips.

## Practices & Dryland

Swimmers and their parents are responsible for ensuring arrival at practices and meets early enough to complete stretching and still be ready for the start of warm-up.

Dryland activities are an important part of OCSC training. Proper technique is important to the prevention of injuries (especially those involving the shoulders). We want your Dryland training to be worthwhile and advantageous to your personal swimming career. Most importantly, we want it to be fun! The following reminders will help you embark on a great Dryland session:

- Wear appropriate clothing. T-shirts, tennis shoes, and shorts and/or pants are needed.
- Arrive on time and plan to work the entire scheduled time. Dryland is not a social event—it's a vital part of swim training, both for strength development and injury prevention.
- Be honest and complete with your training. Do not skip repetitions, sets, or days. Tigersharks don't cheat.

#### **INCLEMENT WEATHER & PRACTICE CANCELLATIONS**

OCSC follows a clear protocol to ensure the safety of swimmers and families in the event of inclement weather or unexpected facility closures.

Weather-Related Cancellations: If school is canceled in the Oregon School District due to weather, practice is likely canceled as well.

In case of severe weather (thunderstorms, tornado warnings, blizzards), updates will be sent via email, Team Unify, and social media as soon as a decision is made.

Lightning Policy: If lightning is detected, all athletes will exit the pool for 30 minutes after the last lightning. During this time, athletes and coaches will continue development whether through dryland or race theory.

Facility Closures & Unexpected Cancellations: If the pool has a mechanical issue or an emergency, the team will notify families via email, Team Unify, and social media as soon as possible.

How to Stay Informed: Check email, Team Unify, and social media for the latest updates. Or call the pool to confirm if there is any confusion before heading to the pool

## **Swim Meet Participation & Entries**

Swim meets are an important part of the OCSC program as they help to create team spirit, develop friendships and encourage swimmers to improve their skills. The coaching staff strongly recommends competing in both the dual and USA Swimming meets which are appropriate. Coaches will advise

swimmers and parents on meets appropriate for the swimmers' abilities, when requested. There may be some meets for which all entries are selected by the coach.

A "Meet Schedule" will be available in the fall & spring indicating meet dates, locations and formats. The age of the swimmer on the day of the meet – or on the first day of a multiple day meet – determines the swimmer's age group for the meet. Each swimmer, with their parents' permission, identifies the meets in which he/she wants to compete and signs up through Team Unify as soon as possible.

To enter a meet, families select which sessions each athlete has availability to compete in. While swimmers may indicate their stroke and/or distance preferences to the coach by leaving notes or by talking to their coach, the final decisions on entries remain with the coach. The coach sends the entry files to the host club, then the Swim Fund Coordinator pays the host team for all OCSC entry fees and debits each swimmer's account for his/her fees. A swimmer's account will not be charged if cancellation is made before the registration deadline. No entries will be accepted after the registration deadline set by the coaches.

This advance work sometimes prevents entering swimmers' best times or most recent times for seeding – or placement – in the meet. Also, this lead time usually requires a swimmer to pay for entries for a meet for which he/she signed-up, even if the swimmer is unable to compete. The host team generally does not refund entries.

All swimmers are required to participate in warm-ups for all meets. Swimmers are expected to be on deck 15 minutes prior to the beginning of the warmup period, unless directed otherwise by the coach. In addition to the need to participate in the physical warming-up, is the need to acquaint yourself with the pool. Each pool is different.

Parents are responsible for transportation and any lodging necessary for their swimmers competing in any out-of-town swim meet for which they have signed up. Coaches are not allowed to transport swimmers to meets.

#### **RELAY PARTICIPATION**

Relays are an important part of meet participation for many reasons, including the following:

1. Relays are unique and unpredictable races where teamwork is critical. Many swimmers have their best ever performances in relays. Many of the best swimming memories are formed from relays. The world record relay split in the 100-meter freestyle was set by Jason Lezak in 2008 with a time of 46.07 and stood until 2024. Lezak tied for 3rd in the individual 100 free at the 2008

Olympics with a time of 47.67 and has claimed in interviews he received an adrenaline rush at the end of the relay swim that allowed him to go 1.61 faster than his individual performance. In that race he ran down the world record holder at the time to win the race for the Americans. Check it out: [https://www.youtube.com/watch?v=SsfX1\\_psc6o](https://www.youtube.com/watch?v=SsfX1_psc6o)

2. Relays are a huge component of higher-level swimming. High school, NCAA, world championships and the Olympics all have relays and all the best swimmers make up these relays. NCAA championship meets allow athletes to compete in 4 relays and 3 individual events over the course of the meet. When Michael Phelps won 8 gold medals at the 2008 Olympics, 3 of those gold medals came on relays.
3. Relays allow swimmers to make adjustments. At the 2018 NCAA Championships, Caleb Dressel set the world record in the 50-yard freestyle 3 times in one day. He went an 18.11 in prelims a 17.81 leading off the Florida Gators RELAY and then an hour later went a 17.63 in the individual 50 freestyle. Swimming the race 3 times in one day allowed him to make adjustments and improve his performance.
4. Gives swimmers another opportunity to perform at the best of their ability. Just because a swim doesn't count in the SWIMS database doesn't mean it didn't happen. Relay split exchanges are typically .6 faster than traditional racing starts. Relay splits can be viewed as another event where swimmers can achieve lifetime best times.

## Escalation Procedure

Parents and swimmers can assist the Club by identifying any situation needing attention. The following procedure is recommended:

### Step One:

- If a question exists regarding training, practices, coaching philosophy, swimmer behavior or meets, contact the coaching staff at an appropriate time or by email ([coaches@oregonswimclub.com](mailto:coaches@oregonswimclub.com))
- If a question exists about Club management, contact the President via email ([president@oregonswimclub.com](mailto:president@oregonswimclub.com))

### Step Two:

- If not satisfied with the outcomes determined in Step One, write an email to the Board of Directors (board@oregonswimclub.com) stating the concern or attend the next Board meeting.

An initial response should be expected within 48 hours, excluding weekends.

Any serious issues (harassment, threats, misconduct) may be escalated to USA Swimming SafeSport or other authorities as necessary.

## General Competitive Swim Information

### Classification & Types of Meets

**DUAL MEETS:** A swim meet, consisting of OCSC and one other team. These meets are USA Swimming sanctioned. They are also an excellent opportunity for beginning swimmers to participate and gain experience.

**AGE-GROUP MEETS:** There are seven age groups in USA Swimming: 8 & under, 10 & under, 11-12, 13-14, 15-16, 17-18 (sometimes 13 & O, 15-18 or Senior). The Open age group includes any USA Swimming registered swimmer. Age on the first day of the meet will govern the swimmer's age for the entire meet.

Within each age group, different ability levels or Time Standards (C, B, BB, A, AA, AAA, AAAA) are identified. The USA Swimming organization establishes these time standards. In order to swim in a certain classification, a swimmer must have achieved the qualifying time (cut) for that particular event. This permits fair, yet challenging, competition on all levels.

For a list of the current age group motivational time standards please see the USA swimming website at: <https://www.usaswimming.org/times/time-standards>

USA Swimming meets must be refereed by USA Swimming officials, must be USA Swimming sanctioned for final standings and times to count toward a swimmer's official record and ranking, and must utilize an approved timing system.

**TIMED FINALS VS. PRELIMINARY/FINALS:** Most meets we attend have a timed final format, meaning that a swimmer will swim an event 1 time and final placings are determined by the time swum.

However, some meets have a preliminary/final format. At these meets a swimmer could swim twice. All swimmers will swim their events earlier in the day. Then the top \*(24) swimmers with the fastest times

will qualify to swim again at a finals session usually held at night. (\*The number of swimmers to qualify for a finals session is determined by the host team and can be found in the meet information.)

Should the swimmer qualify for a finals swim, the top 8 swimmers will be in the A or Championship final. Swimmers qualifying 9th through 16th will be in the B or Consolation final. Swimmers qualifying 17th through 24th will be in the C or Bonus final.

Each swimmer who qualifies for a final swim has the opportunity to improve their final placing within their bracket. For example, a swimmer who qualifies 16th could swim faster at the finals session to end up in 9th place. They may not however move higher than 9th even if their time places them 2nd overall. Additionally, they will not drop lower than 16th should their finals swim be slower than 16th place. Please read the meet information or ask the coach for additional information.

**WISCONSIN CHAMPIONSHIP MEET:** To qualify for this meet, which showcases the best swimmers our state has to offer, certain established time standards (cuts) must be met. Please visit <https://www.gomotionapp.com/team/czwilsc/page/home> for both the short course and long course state cuts.

**CENTRAL ZONE CHAMPIONSHIP MEET:** This meet allows an entire statewide team to train together for one meet, to establish regional rivalries and to build team spirit by having a true “team meet”. A swimmer must be a registered member of USA Swimming (regular membership, not seasonal), and have achieved a AAA time or faster in an individual event in a USA Swimming sanctioned meet between the first week of August and the last week of July of every year. Swimmers with Junior/Senior National Championship times cannot swim those events or swim related legs of relays at the Zone meet. Qualifying times for the Open Water events are "A" or better times in the longest freestyle event for each age group. Please visit <https://www.gomotionapp.com/team/cenzone/page/home> for more information.

**SPEEDO CHAMPIONSHIP SERIES MEET:** This meet could potentially feature Olympic champions to swimmers slightly slower than the former Junior National time standards. A swimmer must be an annual registered member of USA Swimming (regular membership, not seasonal), and have achieved a Speedo Meet

qualifying time during the year prior at a USA Swimming sanctioned meet. More information about the Speedo meets may be found at: <https://www.usaswimming.org>

**JUNIOR NATIONAL MEETS:** This meet is open to all swimmers ages 18 and under who are regular registered members of USA swimming (not seasonal) and who have achieved a Junior National time standard during the prior year. This standard must be achieved at a USA Swimming sanctioned meet.

**SENIOR NATIONAL MEETS:** This meet will feature past and future Olympians. It is open to all ages of swimmers who have achieved a senior national time standard during the prior year. A swimmer must be a registered member of USA Swimming (regular membership, not seasonal) in order to compete.

## Glossary

**A AND B TIMES:** USA Swimming Inc. establishes time standards for age group swimmers for each stroke and distance and pool length, e.g., 50 yd Freestyle, for each age group, i.e., 10 years & Under, 11-12 years, 13-14 years, 15-16 years and 17-18 years.

**ANCHOR:** The swimmer who swims the last leg on a relay team.

**BACKSTROKE:** The swimmer must remain on his/her back at all times, except during the turn. Any motion of arms and legs is permitted.

**BACKSTROKE FLAGS:** A line of flags stretched across the pool, 15 feet inside each end of the course to help swimmers know when they are approaching the wall.

**BLOCK:** The starting platform

**BREASTSTROKE:** The swimmer must remain on his/her stomach. Arms and legs move simultaneously and are in the same plane of motion. Breaststroke is the slowest of the competitive strokes.

**BUTTERFLY:** The second fastest stroke, fly is the only stroke which was developed specifically for competition. The swimmer must remain on his/her stomach. Both arms and legs must move in identical motion.



**CIRCLE SWIMMING:** Performed by staying to the right of the black line when swimming in a lane to enable more swimmers to swim in each lane.

**CLERK OF COURSE:** The person responsible for assisting swimmers to their assigned lanes and/or heat numbers.

**COOL DOWN:** Low intensity swimming used to rid body of excess lactic acid and keep muscles loose after a swim.

**CUT:** Slang for qualifying time standard. Time standards are necessary to attend some meets or events.

**DELAY OF MEET:** Swimmers who do not report to the block on time or are late getting on the blocks after the whistle.

**DISQUALIFICATION("DQ"):** If any swimmer or relay violates the rules for start, turn, finishes, or stroke execution he/she may be disqualified by the proper official. The official must raise his/her arm in the air in recognition of the disqualification. The swimmer or relay is ineligible to score points or receive any award. Parents are reminded to be supportive rather than critical if their child is disqualified (DQ'd) in an event. For beginning swimmers, a disqualification should be treated as a learning experience, not as a punishment. A disqualification alerts the swimmer and coach to areas of correction in the swimmer's stroke.

**EVENT:** The stroke and distance of the competition. Events usually alternate girls and boys. Individual events include - Freestyle (Free), Backstroke (Back), Breaststroke (Breast), Butterfly (Fly), and Individual Medley (IM). In the IM Event, the swimmer uses all four strokes for equal distance in a given order: Fly, Back, Breast, and Free. Distances vary by age group and stroke from 25 yds./meters to 1650 yds./1500 meters. Relays require four members to swim an equal distance. In the Free Relay, all members swim Freestyle. In the Medley Relay, each member swims a different stroke in a given order: Back, Breast, Fly, Free.

**EXHIBITION:** A swimmer or relay is not entered for points or awards. A coach will use this category to either obtain a time for that stroke & distance, and/or to give the swimmer the opportunity to swim that event for experience.

**FALSE START:** At the beginning of a race the swimmer must remain motionless. If he/she is moving or "rolling" a false start will be charged. If he/she delays the meet by reporting late, he/she may also be charged. A false start eliminates him/her (or his/her relay) from the event.

**FINAL TIME:** If an electronic touch pad system is used, the final time is automatically registered. Back-up stop watches are consulted only when the electronic equipment fails. If only watches are used, the final time is the average of two watches, or the middle time (median) of the three stop watches.

**FREESTYLE:** The swimmer is "free" to propel him/her self in any position, on stomach, back, or side (or any combination) to complete the race. Most swimmers choose to swim the front crawl which is the fastest of the strokes.

**FREESTYLE RELAY:** All four swimmers are free to swim whatever they choose. Most elect to swim the freestyle.

**HEAT:** A division of an event in which there are too many swimmers to compete at one time, i.e., the event has more swimmers than pool lanes. Normally, Heats are swum slowest to fastest, except for long distance events when order may be reversed.

**HEAT RIBBON:** In some meets, a ribbon is awarded to the first place swimmer in each heat.

**INDIVIDUAL MEDLEY ("IM"):** One swimmer must execute all four competitive strokes the order: Fly, Back, Breast, and Free.

**LAP:** Two lengths of the pool equal one lap.

**LOCAL SWIMMING COMMITTEE (LSC):** An organizational unit of USA based on region. In Wisconsin, it is called Wisconsin Swimming, Inc. and sanctions swimming meets in Wisconsin.

**LONG COURSE (LC OR LCM):** Competition held in a 50-meter pool.

**MEDLEY RELAY:** All four swimmers must each execute a different stroke in the order: Back, Breast, Fly, and Free.

**MEET:** Swimming competition consisting of a previously identified order of events.

**MOTIVATIONAL TIMES:** Age group motivational time standards set by USA Swimming. Located on their website at: <https://www.usaswimming.org/times/time-standards>

**OFFICIALS:** Are present at all competitions to implement the technical rules of swimming and to ensure that the competition is fair and equitable. Officials attend clinics, pass written tests and work meets before being certified. All parents are encouraged to get involved in officiating.

**PRE-SEEDED MEET:** All swimmers are arranged in descending order in heats by their times submitted for each event and Heat Sheets are prepared prior to the day of competition. Even a Pre-Seeded Meet may

have "Deck-Seeding" in which swimmers must appear or sign-in at the meet to swim an event, (often distance events) to insure having full heats. Swimmers must check the program to find out their lane and heat number.

**REFEREE:** Has overall authority and control of the competition, ensuring that the rules are followed; assigns and instructs all officials; and decides all questions relating to the conduct of the meet. Violations of the rules are reported to the Referee, and the rules require that every reasonable effort be made to notify the swimmer or coach of the disqualification.

**RELAY:** A relay must have four swimmers, each swimming one leg of the event. The distance of the leg varies according to the total distance of the event. A swimmer may not enter the water until the person preceding him/her has touched the wall. (Relays with three swimmers – one swimming twice – are exhibition only.)

**RELAY TAKEOFF JUDGES:** Stand beside the starting blocks to observe the relay exchange, ensuring that the feet of the departing swimmer have not lost contact with the block before the incoming swimmer touches the end of the pool.

**SCRATCH:** A swimmer fails to compete in an event in which entered.

**SEED TIME:** Time for an event attained in previous Meets and used to rank the swimmers in another meet.

**SHORT COURSE MEET:** Competition held in either a 25-yard pool or a 25-meter pool.

**SPLASH FEE:** Surcharge per swimmer per meet assessed by and paid to the LSC. This fee will be paid out of each individual swimmer's swim fund.

**SPLIT:** A swimmer's intermediate time in a race. The split time shows the length of time taken to swim a particular section of a race.

**STAGING:** At large meets it is necessary for the sake of order and efficiency to ascertain that all swimmers are ready for their races. "Staging" means swimmers are seated in a special area then ushered to the pool deck in the order of their heats by the Clerk of Course.

**STARTING JUDGE:** The official responsible for instructing swimmers before each event as to the stroke and distance involved, for starting the race, and for calling the order of finish. Assumes control of the swimmers from the Referee, directs them to "take your mark," and sees that no swimmer is in motion prior to giving the start signal.

**STATE MEET:** Competition held annually in Wisconsin in February or March for short course events and in July or August for long course. Swimmers qualify for individual events by attaining time standards set by the Local Swimming Committee (LSC) specifically for the meet. No time standards are set for Relays.

**STROKE AND TURN JUDGE:** The official who judges for the correctness of starts, finishes, turns, and strokes. They observe from each end of the pool (turn judge) and ensure that turns and finishes comply with the rules applicable to each stroke. The Stroke Judge observes from both sides of the pool, walking abreast of the swimmers.

**TIME TRIAL:** A time-only swim, which is not part of a regular meet. Separate fees apply and these events usually occur at the end of larger meets in order for swimmers to have one last try at making a qualifying time.

**TIMERS:** Operate timing devices (watches or automatic timing systems) and record the official time for the swimmer in his or her lane.

**USA SWIMMING, INC.:** The official sanctioning organization for all levels of US swimmers that include age group, open, master, and international competition.

**WHISTLE:** An alert to both swimmers and parents to be silent. The race is about to begin.