

North Coast Swim Club



Welcome to NCSC Dolphins!

POLICY HANDBOOK

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Welcome

Greetings and welcome to the North Coast Swim Club, home of the North Coast Dolphins, and welcome to the world of swimming.

Mission Statement:

The North Coast Swim Club is a year-round competitive swim club providing education in the sport of swimming to athletes of all ages. Through training and guidance, swimmers have the opportunity to develop lifelong skills needed to attain their goals in a fun and safe environment and in accordance with the standards, rules and regulations of USA Swimming, Inc.

Eligibility

Eligibility will be determined by the coaching staff after the swimmer has completed a try-out. He/she must be able to swim all required strokes, demonstrate reasonable endurance, and be six years of age and older. Reasonable accommodation will be made to swimmers with disabilities in accordance with USA Swimming guidelines.

This handbook will answer questions and give new swim team families information about being involved with the sport of swimming and the North Coast Swim Club. Swimming is a great all around sport for your child and a great opportunity to become involved as a family. We know there is a lot to learn. Read this handbook from cover to cover to get a powerful start into the world of SWIMMING. This handbook and the help of other NCSC parents can answer most of your questions. Our hope is that you and your swimmer will join our swim team family and your experience with our club is enjoyable and long lasting.

The North Coast Swim club is a non-profit organization made up of ALL the parents, a few volunteers, and sponsors of the North Coast Swim Club. This group helps all aspects of the TEAM operate smoothly. **The club relies heavily on the participation of its members (parents and swimmers)** in a variety of tasks. These include, but are not limited to, helping at “home” swim meets, fundraising, being on the Board of Directors, registering as an official for swim meets, helping with social events, working on planning or other committees, and planning “fun” activities for the swimmers. The club operates according to adopted by-laws, has annual elections, and monthly board meetings which are open to all members.

There are five elected Board Members who elect from themselves the officers of the NCSC Board of Directors. Positions include the President, Vice-President, Development Director, Secretary and Treasurer. Positions on the board are filled for a term of two years with half of the board positions voted in on even years and the rest voted in on odd years; this allows for continuity in the club’s framework.

Member Responsibilities

Our club relies on EVERYONE! A good working relationship between our swimmers, parents, board members, and coaches is essential. The following guidelines help our club run smoothly:

The Swimmers

Responsibilities include the following: (new swimmers/parents see code of conduct form)

- Attending practice on a regular basis and ON TIME.
- Communicate with coaches, set goals, and inform coaches when problems arise with their training schedules.
- Make healthy choices in eating, sleeping, and “lifestyle” habits.
- Treat other teammates with respect.
- Show encouragement for all team members at swim meets.
- Be a good sport at all competitions.
- Remember that YOU are representing NCSC and that your conduct should reflect pride in yourself and our team.
- Swimming is a part of a healthy lifestyle. Our goal is to assist in helping our swimmers become well-rounded individuals. Have fun, train and compete hard. Being part of a swimming family is a great lifelong experience but you must get involved! Commit where you can and communicate when you cannot.

The Coach(es)

Coaches are responsible for the training program of the swimmers. This includes:

- Planning and implementing the workout routines.
- Placing swimmers in the proper development group.
- Helping swimmers understand their placement.
- Instructing the swimmers on stroke and turn techniques.
- Working with each swimmer to develop race strategies.
- Meeting with each swimmer as appropriate for goal setting.
- Helping develop the swimmers as individuals.
- Disciplining the swimmers as necessary.
- Guiding the swimmers at swim meets at all levels.
- Selecting appropriate meets and events for the swimmers.
- Selecting swimmers for relays at swim meets.

Coaches help provide leadership and a focus for our team. There is much to accomplish in the development of young athletes besides the actual swims. Development of strong, positive and individual attitudes in a swimmer is all part of the coach’s job. The NCSC coaching staff works closely with the children and their parents to accomplish this. This involves regular communication and availability at conferences and meetings. The Head Coach is available for conferences if a swimmer or parent would like to schedule one with him or her.

Our head coach can be reached at NCSC97103@yahoo.com

The Parents

You have the opportunity to be part of a special group. The whole program is “parent run”. Parents can shape the program into what we want for our children and are only limited by personal involvement. With this in mind, parents have responsibilities that are financial, social, and physical.

- Support your swimmer’s efforts at practice and at meets and let the coaches do the coaching. Nothing can ruin a swimmer’s enjoyment of the sport faster than a parent providing too much input or too little support.
- **Pay monthly dues in full and on time.** Should occasion occur where financial difficulty occurs, please feel free to speak with either the president or treasurer as the club does not wish to cause any undue hardship to any swimmer, and we will try to help in any way possible.
- It is equally important to stay informed of all club and team activities. Check our website www.offtheblocks.com/NCSC, communicate with the coach when needed, ask about upcoming swim meets, attend the monthly board meetings if desired, and attend our yearly general membership meeting and ask lots of questions.
- As a member of this parent run organization, you are asked to assist with club activities. Participate, participate, and participate!! North Coast Swim Club needs your time and talents! Most jobs are easy and not very demanding. There is a job for everyone; help organize a fundraiser, become or assist a board member, become a meet official (it is far easier than you expect and excellent training is available), help with concessions or hospitality, or be a timer at a swim meet.
 - If you find you are **unable to participate in a home meet**, please assist the club by doing one of the following instead:
 - Donate items for concessions (water, juice, sports drinks, muffins, donuts, cup o’ noodles, fruit, coffee, muffins, etc); or
 - Donate \$50 to help pay for concession items.
- Help your swimmer keep track of his/her swim times in the different events at all meets. Swimmers’ times are listed on our website and at www.oregonswimming.org.
- Have fun out there. Meet the other swim parents. They are there to help and you will find that “swimming” can be a network of wonderful long lasting friendships and memories.

Swimmer Organization

Training Groups

There are five training groups within the North Coast Swim Club that the swimmers are divided into according to age and ability level. All parents and swimmers should understand that the coaching staff has the responsibility of assigning swimmers to the various training groups and has the prerogative to change these assignments during the season as circumstances dictate. The coaching staff will place swimmers in the group that will benefit the swimmer the greatest. The coaching staff's philosophy is "Continued Development-Novice through Senior".

Green

This is the North Coast Swim Club entry level training group. The primary emphasis is on development of freestyle and backstroke and introduction to breaststroke, butterfly, starts and turns. Swim meets will be encouraged when the child is ready. Swimmers are encouraged to practice three times per week on Monday, Wednesday and Friday for 1 hour.

Blue

This is the North Coast Swim Club second level training group. The primary emphasis is on development of all four strokes, starts and turns. Swim meets will be encouraged when the child is ready. Swimmers are encouraged to practice three times per week on Monday, Wednesday and Friday for 1.5 hours.

Bronze

The emphasis of the bronze group is on developing improvement in all four strokes, starts and turns. Swimmers are introduced to interval training, but the emphasis is on technique. In this group, swimmers are encouraged to begin making short term goals. Endurance work is the major physiological practice goal. Swimmers in this group practice 3-4 days per week for 1.5 hours per session Monday through Friday. The middle school and high school swimmers in this group are usually first year swimmers and will be moved to the Silver group when he/she and the coaching staff feels they are ready for the increased commitment.

Silver

This group consists primarily of 11-17 year olds. Swimmers in this group do a great deal of their workouts as interval training with technique still highly stressed. Swimmers in this group practice four days per week for 2 hours per session. Experienced high school swimmers wishing to stay in shape in the off season are encouraged to join this group. The silver group is required to attend practice a minimum of 4 times per week. Practices are held Monday through Friday.

Gold

This group is highest training group in the North Coast Swim Club program. Swimmers must be at least 12 years of age to train in this group, but consists mainly of 13-18 year olds. This group

practices for 2 hours per session, and swimmers are required to attend 5 days per week. Swimmers in this group will have a larger percentage of race pace training in order to prepare them for a higher level of competition.

Finances

Monthly Fees/Dues

All families will receive a monthly statement. This will include dues for the month, USA Swimming annual dues, swim meet fees, and any payment made. Families **are expected to make a monthly payment** to the club. Bills will be sent out at the end of each month with payments due back to the club by the **5th of the month**. **If you have not paid all outstanding fees by the 15th of the month, your swimmer will be asked to step out of the water.**

Swimmers are subject to being bumped by those on wait lists if there are outstanding balances. We understand that situations may occur that makes it difficult to keep your account current. If you find yourself in this situation, please contact a board member as soon as possible to work out a payment schedule.

Payments can be mailed or paid online.

North Coast Swim Club
PO Box 1191
Astoria, Oregon 97103
www.offtheblocks.com/NCSC

Dues are not prorated. Monthly dues are paid in full even if a swimmer misses a week for vacation or other commitments. This helps support the team and encourages attendance.

Monthly dues are listed below. Families with 2 or more swimmers will receive a \$5 discount.

Group	Pre-Comp	Blue	Bronze	Silver	Gold
Monthly Dues	\$40	\$45	\$50	\$55	\$65

Monthly dues are payable by the 5th of each month and are considered delinquent by the 10th of the month. **Swimmer's whose dues have not been paid by the 15th of the month will not be allowed to swim at practice or compete in meets until such time as their dues have been paid.**

Meet fees

To attend meets each swimmer must pay entry fees in advance. There is a charge for each individual event. Each meet also has a single Oregon Swimming Inc. (OSI) surcharge per swimmer that helps run the meet. Many meets now charge a facility fee as well. These vary by location, but average \$3.50 per meet. Meet signups will be due up to a month in advance. You will be invoiced for meet fees accordingly on your regular monthly billing. You may be asked to commit to meets at the start of the season.

Each meet host indicates how many events swimmers may enter. Typically a two-day meet would work out like this example: \$1.50 OSI Surcharge + (6 Events x \$2.00) + relays (2 x \$2.00) = \$17.50 for a two-day weekend meet. NCSC must pay for meet fees in advance of the meet so, therefore, meet fees must be paid (with checks made out to NCSC) before that time. If meet fees are not paid for by the time of the meet, your child will not be allowed to compete. **If a swimmer enters a meet but does not swim, meet fees will still be billed to the swimmer.**

Fundraising Requirements

We attempt to keep the dues of NCSC reasonable to ensure that the sport of swimming is accessible to as many kids as possible. The entire expense budget for our swim team comes from member dues, donations, and fundraising. The monthly dues collected pay primarily the coaches' payroll & meet expenses. In order to provide a quality program & keep dues low, fundraising must be an ongoing commitment by team families. The balance of expenses, including things such as awards, equipment costs, and taxes requires total club support through fundraising and volunteer work.

These funds are crucial for the continued existence of our organization. All swimmers and their families must participate in the fundraisers in order for NCSC to flourish. Those not meeting their fundraising obligations will be billed the balance in March of each year.

Fundraisers are a lot of fun, and a great way to meet other members of the club. They also provide a sense of pride and ownership to the families who help keep our team successful. The budget is available for viewing at anytime by any parent member of North Coast Swim Club.

Every swimmer is expected to participate in every fundraiser each year, including the Dolphin Splash. The Dolphin Splash is our biggest fundraiser of the year so please be aware of this when announcements of it happening take place.

Fundraising requirements are listed below.

- 1 swimmer family: \$350 per year or \$29.00 for each month swimming
- 2 swimmer family: \$450 per year or \$37.50 for each month swimming
- 3 swimmer family: \$550 per year or \$36.00 for each month swimming
- 4 or more swimmer family: please see a board member.

- Annual fundraising requirements begin with Long Course Season, starting 4/1 of each year.
- Annual fundraising requirements will be prorated for swimmers starting after April/1, calculated using the monthly rates above.
- Annual fundraising requirements will be adjusted for those not swimming year round. This will be calculated by the number of months swimming x monthly amount from list above.
- Corporate sponsorships are for the full calendar year, January 1 – December 31.
- Corporate sponsors donating during the 4th quarter of the year will enjoy sponsorship benefits for following calendar year.
- Food items or money donated for swim meet concessions count toward your fundraising commitment. Unless a copy of your receipt is provided to the treasurer, you will be credited \$25 for your donated concession/hospitality item.

North Coast Swim club conducts a minimum of 3 fundraisers per year, including the annual Dolphin Splash and Corporate Sponsorship Drive. If you have fundraising suggestions or questions, our Development Director will assist you.

In the event that the assistant coach is unavailable, the Head Coach may initiate a request for coaching assistance. Any qualified parent assisting with coaching responsibilities will be compensated at the rate of \$10 an hour toward their fundraising responsibility.

Relationship with High School Swimming

North Coast Swim Club and any of the surrounding high school swim teams are distinctly separate teams. It is in the best interest of the athletes and of the club to have compatible relationships with the high school teams. The coaching staff will make every effort to support and to try to work together with the athletes to achieve both the high school season goals as well as the USA Swimming goals.

Competitive Swimming

All registered swim teams in Oregon belong to both Oregon Swimming, Inc. (OSI) and its governing agency, USA Swimming. Swimmers are divided into competitive groups on the basis of sex, age, and ability. USA Swimming classifies this type of competition as Age Group Swimming. The primary goal of age group swim programs is to provide an atmosphere that challenges swimmers to improve their skills, while belonging to an enjoyable organization.

There are four competition strokes: freestyle, backstroke, breaststroke, and butterfly. When an individual swims all four strokes in one race it is called the individual medley or IM for short. Besides individual events, there are relay races in each age group. A freestyle relay consists of four swimmers, each swimming one fourth of the race using any of the four strokes but most commonly the freestyle. In a medley relay each swimmer swims a different stroke in the

following order; backstroke, breaststroke, butterfly, and freestyle. The coaches determine who swims in each relay.

The Two-Season Concept

The Swimming year runs from approximately the middle of September to the middle of August. The Short Course season runs from September through the end of March. The majority of meets during this period of time are held in 25 yard pools. The Short Course season culminates with the Short Course Age Group State Championships, Tall Timbers Championships, Short Course Sectionals, and finally the Spring Nationals. Following their last meet, all swimmers will take a break ranging from 2-4 weeks in length.

Mid-April begins the Long Course season during which time the majority of meets are held in 50 meter pools. The Long Course season culminates with the Long Course Age Group State Championships, Long Course Sectionals, Western Zones, and finally the Summer Nationals. The entire club takes a break following their last meet until the middle of September.

Meet Schedule

Each year, Oregon Swimming publishes a schedule of all meets offered in the upcoming seasons. After reviewing the schedule of meets, the coaching staff prepares a meet schedule. The schedule is put together with all swimmers taken into consideration. The coaching staff would like to see every swimmer compete at least once a month in the fall and winter. During the summer, the meet schedule is a little more condensed and swimmers should look to compete up to twice or even three times a month.

Classification of Meets

- DUAL/TRI MEETS: Between one or two other teams only.
- "A", "A/B" MEETS: Open to those swimmers who have equaled or bettered the listed "A" or "A/B" time standards.
- "B/C" MEETS: Open to all swimmers who have not achieved "A" time standards.
- INVITATIONAL: Only certain teams invited.
- OPEN MEETS: Any teams may enter.
- TIMED FINALS: Swimmers swim once. Places determined by time in heats.
- PRELIM-FINALS: A meet with preliminary heats to determine who swims in finals (usually contested later the same day).
- LONG COURSE: 50 meter pool
- SHORT COURSE YARDS: 25 yard pool
- SHORT COURSE METERS: 25 meter pool

Entering a Swim Meet

INVITATIONALS: The coaching staff will send an email reminder about coming meets. It is your responsibility to make sure to get the information. Check the entry listed in the email or check the NCSC website. Meet signups are posted at the NCSC booth at the Astoria Aquatic Center and can be entered by emailing ncsc97103@yahoo.com; indicate the swimmer's name and the

day they would like to swim. Late entries cannot be accepted because the team's entries are due on a certain date. The coaching staff tries to give the swimmers as much time as possible to sign up, but the entry deadline is the deadline. The coaching staff will assign swimmers to events.

DUAL MEETS: You need to sign up for dual meets at the NCSC booth at the Astoria Aquatic Center. Please make sure you include your swimmer's age on the first day of the meet. The coaching staff will select the swimmers' events.

Eligibility

Swimmers may attend only those meets which they qualify for. For an "A/B" meet, a swimmer may enter only those events in which he or she has met or bettered the "B" time standard in. Some meets will allow swimmers to swim one extra event for every "B" time they have. For "B/C" meets, swimmers may not swim events in which they have "A" times in. Usually, the qualifying times for each meet will be listed on the meet information sheet.

Arriving at Meets

All swimmers should be at the pool ready to swim by the designated warm-up time. The warm-up is important if the swimmers are going to perform at their best. The warm-up allows the swimmer to get a feel for the competition pool and prepares the body to swim fast. If a swimmer is entered at a particular meet and is unable to attend, he/she should contact the coach as soon as possible.

Coaching

An important aspect of the coach's job is giving the swimmer input before they race and giving feedback after they race. Make a point to see the coach before and after you race.

Attire

Team suits are not required, but it looks better when the whole team looks like a team. If swimmers wish to wear a cap, then they are required to wear a team cap. Suits are ordered in bulk in September at the beginning of the Short Course season. Suits may be ordered during the season, but you will have to do the ordering yourself. Caps may be purchased at any time from the coaching staff. It's best to have a couple of caps as they do rip from time to time.

Swimmers should also have practice suits for daily workouts. These will last longer if the swimmers remember to rinse them out after each workout and hang them to dry. Practice suits can be of any color or style.

Contact your coach or board member for information on ordering team suits & caps.

Some things to remember:

1. **BE ON TIME** - Don't be late. Swimmers are given warm-up time beginning about an hour before the meet. You'll want to get there in time for warm-ups, so your swimmer (or coach) doesn't become anxious, and so the coach can see how your child looks in the water that day. Proper warm up is important to prevent injuries to the muscles. Be on time.
2. Label everything. Assume that your swimmer will misplace something, towel, goggles, clothes, backpack, etc. Label items with the swimmer's name and NCSC.
3. You'll probably be sitting on the bleachers, but your swimmer will want to be with the other swimmers in their "team area". This is usually on the floor off to the side of the pool.
4. Bring two towels and additional goggles. Swimmers towels get wet during the meet and a dry towel for showering after the meet is needed.
5. Dress lightly, perhaps even in layers. It can become very warm in a pool building, especially at a big meet with lots of parents and swimmers. Your swimmer, on the other hand, should always have sweats and team uniform, whatever is needed to stay warm between swims.
6. Make sure your swimmer brings activities. Your swimmer will spend much of his/ her time waiting to swim. Kids usually have little difficulty keeping themselves occupied during this time. Most bring books, cards, pencils/paper, and games. Just remember that whatever you send might not come back or could come back wet. Another helpful hint: acquaint yourself with other families; you'll then have folks to talk with and look after one another's swimmers.
7. Bring (or send) lots of food (and/ or money). Swimmers spend most of their time between events talking and eating. Food can usually be bought at concession stands. Probably the only time you'll see your swimmer during a meet is (from a distance) when they swim and (up close) when they ask you for money. It's recommended that you bring food as well, especially at all-day meets. Good choices are fruit, soup, sandwiches, bagels, sports drinks, and juice. Avoid heavy, hard-to-digest, greasy foods like chips, meats, and dairy products and candy during a meet. **AFTER THE MEET – Go for it!**
8. Stay on top of your swimmer's events. The swimmers are responsible to see that they are in the right lane at the right time, but new swimmers may need the assistance of their coaches and parents. Invitational and championship meets have "heat sheets" for you to purchase. These booklets will tell who is swimming in each heat of every event. It is highly recommended that you buy one. They help everyone stay abreast of the events and the progress of the meet.
9. Handle any disqualification sensitively. You'll notice some people dressed in white and blue walking up and down the side of the pool scrutinizing the swimmers. These are certified stroke and turn judges, whose job is to make sure swimmers are doing the strokes, turns, and final touching correctly and legally. If an infraction occurs, the judge will raise his/her

hand, signaling disqualification, and that swimmer's time will not count. Without such quality control, the times swum at the meet could not count as official times. The judges are parents who have attended a clinic, gone through a training period supervised by Oregon Swimming, and they are an integral part of helping the swimmers learn the strokes correctly. If your swimmer is disqualified for some reason, the judge will write out a slip explaining the infraction and, if time permits, explain the problem to the swimmer. Help your swimmer understand that DQ's are part of the learning experience and give him/her some extra care. If your swimmer feels that he/she has been incorrectly disqualified let the coach handle the protest.

10. Congratulate/ encourage all the swimmers. Be free with your support and encouraging words. Cheer on the swimmers and always try to focus on the positive aspects of any race.
11. Volunteer to time. Meets cannot be held without timers. Many parents feel intimidated about volunteering to time. Don't be! You can learn everything there is to know about timing in one minute or less! Ideally, no parent should have to time for more than two hours, there are many advantages to timing! You get a close up view of the action, the meet passes much more quickly, and many say it is the "best seat in the house".
12. Leave your area clean and make sure your swimmer does the same. We need to be gracious guests at other pools and good hosts at home.
13. One last note: if you can't personally attend a meet, please be sure to send your swimmer well equipped and well provisioned. It is only fair to the coaches, other parents and to your swimmer. Also, should your swimmer wish to participate in a swim meet but you are unable to attend; please notify the coach. Although coaches are unable to transport swimmers to a meet, they can try to arrange with another parent to give your swimmer a ride to the meet.

North Coast Swim Club

Parent/Swimmer Acknowledgement

Our club relies on EVERYONE! A good working relationship between our swimmers, parents, board members, and coaches is essential.

I, _____, have read the NCSC Handbook and agree to the following:
(swimmer name)

- Attend practice on a regular basis and be on time.
- Communicate with coaches, set goals, and inform coaches when problems arise.
- Make healthy choices in eating, sleeping, and “lifestyle” habits.
- Treat other teammates with respect.
- Show encouragement for all team members at swim meets.
- Be a good sport at all competitions.
- Remember that I am representing NCSC and that my conduct should reflect pride in myself and my team.

I, _____, have read the NCSC Handbook and agree to the following:
(parent name)

- Support my swimmer’s efforts at practice and at meets and let the coaches do the coaching.
- Pay monthly dues in full and on time. Should occasion occur where financial difficulty occurs, I will speak with either the president or treasurer.
- I will stay informed of all club and team activities. I will check the team website regularly www.offtheblocks.com/NCSC, communicate with the coaches when needed, ask about upcoming swim meets, attend the parent meetings and annual meeting and ask lots of questions.
- As a member of this parent run organization, I will assist with all home meets.
- Help my swimmer keep track of his/her swim times in the different events at all meets.

Swimmer _____ Date _____

Parent/Guardian _____ Date _____

NCSC Representative _____ Date _____