



# **Portland Aquatic Club**

## **Team Handbook**

“Building exceptional People through excellent swimming”

**2013-2014 Season**

## TABLE OF CONTENTS

WELCOME TO THE PORTLAND AQUATIC CLUB (PAC).....	3
SWIMMING WITH PAC.....	4
<i>How to Join, PAC Affiliations</i>	
THE COMMITMENT TO PAC.....	4
<i>Costs and billing procedures, fundraising and volunteer obligations, departing and rejoining PAC</i>	
ELLERTSON FAMILY SCHOLARSHIP.....	9
TEAM COMMUNICATIONS.....	9
<i>Team website, pool parents, coach communication</i>	
GUIDE FOR SWIM MEETS.....	11
<i>What to bring, what to do, meet types, time standards, swim seasons</i>	
MANAGING SERIOUS MEDICAL ISSUES AT MEETS.....	17
PAC CODES OF CONDUCT.....	19
<i>General code of conduct &amp; Specific codes of conduct for: swimmers, parent &amp; family, officials, board, pool parents, &amp; coaches</i>	
TEAM TRAVEL MEETS.....	22
<i>Financial assistance, swimmer expectations, chaperone duties, code of conduct</i>	
SWIMMER DISCIPLINE .....	26
<i>Discipline procedures</i>	
COMPLAINT RESOLUTION.....	27
GLOSSARY OF COMPETITIVE SWIMMING TERMS.....	27
PAC AFFILIATIONS.....	36

# Welcome to the Portland Aquatic Club!

“Building exceptional people through excellent swimming”

The Portland Aquatic Club (PAC) offers a top-level competitive swimming program for swimmers of all abilities in the City of Portland. As a member of PAC and USA Swimming, your child will be a member of one of the largest organized youth sports in the United States.

PAC (formerly Portland Parks Swim Team, or PPST) was founded over twenty years ago, with the help of Portland Parks and Recreation. Portland Parks provides its pool facilities at reasonable rents for practices and meets. As a result, PAC can keep dues competitive.

PAC’s primary purpose is to provide a well-balanced training program so that all swimmers may achieve their maximum potential. PAC provides an enjoyable and disciplined workout structure with the resources and learning environment to allow swimmers the opportunity to achieve their best. PAC subscribes to a well-defined, long-term approach of gradually increasing degrees of commitment to reach peak performance levels during a swimmer’s physiological prime. The emphasis in the early stages is on developing technical skills and a love for the sport (not “great at eight”). As a swimmer progresses and ages, more demanding physical and psychological challenges are introduced to the training program. Placement of a swimmer in a training group or movement to another group is up to coach’s discretion, with consideration given to space availability in the appropriate group, age, ability, and desire. Our approach also recognizes that many swimmers are multi-sport athletes. We work with swimmers and parents to balance their competing needs.

Parents will see many benefits from swimming as their children grow and mature both physically and socially in PAC’s program. The greatest benefits of participating in an organized swim program are the life skills your child will develop. For example, your child will show improved time management and commitment (swimming is a difficult sport that eventually takes a lot of time). Swimming also builds understanding of the value of hard work, self-discipline, perseverance, and overall growth in self-esteem. In addition to these life skills your child will be participating in one of the healthiest sports available, one that he or she can enjoy for a lifetime!

This handbook will give you a basic working knowledge of our club and competitive swimming. The handbook also will answer some questions to assist you in helping your child succeed in swimming. Keep in mind that this information is just an introduction. If you have further questions, please feel free to ask your child’s coach, your site’s Pool Parent, or any member of the board of directors. Welcome to PAC!

Sincerely,

*Jody Braden, Head Coach, and the Board and Coaches of PAC*

## Swimming with PAC

PAC is organized into multi-leveled groups from entry-level competitors to advanced swimmers looking to make national qualifying times. Detailed descriptions of the practice requirements and goals for each level are available at [www.SwimPAC.org](http://www.SwimPAC.org). Try-outs are available annually during September Sign-Up and by appointment by contacting the coach at the pool site near you. Contact information for coaches and pool locations are available on the team website. Experienced middle school to high school age seniors should contact the head coach as Senior level is only available at one pool site.

### **PAC Affiliations**

USA Swimming is the national governing body for amateur competitive swimming in the United States from beginners to the Olympic level. All PAC swimmers must become members of USA swimming in order to participate in practices and meets. Oregon Swimming, Inc. (OSI) is a non-profit corporation and the Local Swimming Committee (LSC) to which PAC belongs. East Metro Swim League (EMSL) is a non-profit corporation founded in 1998 by a number of Portland metropolitan area coaches. EMSL was founded to fill a gap in Oregon swimming so that non-AB swimmers within the Portland metropolitan area could enjoy competitions with time commitment and competition levels that were appropriate for novice swimmers.

A more detailed description of these organizations can be found at the end of this handbook.

## The Commitment to PAC

Being part of PAC requires payment of annual dues and registration fees, relevant swim meet participation costs, and annual fundraising. We also have an annual volunteer time requirement, which may result in additional fees for any un-met hours. All financial information, fundraising commitment and volunteer requirements are available in the PAC Registration Packet available online. In case of inconsistency amongst any forms and the PAC Handbook, please refer to the website as the official source of information. Swimmers and their families must be “members in good standing” in order to attend practices, meets, and other PAC events. Members in good standing have paid all registration fees, adhere to stated team obligations (dues payment, fundraising, and volunteering), and conform to stated codes of conduct.

PAC has a bookkeeper who tracks dues payments and records reported volunteer hours and fundraising obligations for each family. The bookkeeper provides the Board Treasurer with monthly financial reports. PAC works hard to keep costs as low as possible so the sport of swimming is available to the whole community.

The following financial obligations may be changed by vote of the PAC board once each year.

### **Team Dues and Fees**

New swimmers pay a (non-refundable) deposit per swimmer. After deduction of the USA Swimming and OSI registration fees, and the PAC administrative fee, the balance of the deposit will be credited toward the swimmer's account for payment of dues. Returning swimmers are not required to pay a deposit.

### **Registration Fees**

New and returning swimmers are required to pay annual registration fees to PAC, USA Swimming, and OSI. Swimmers may not practice or compete until registration is complete. New swimmers must complete payment prior to practice and competition. Returning swimmers are billed for registration fees in October (Note that returning swimmers are required indicate their intent to return by completing the form by annual deadline.) A PAC re-registration fee is required for swimmers who return to the team after having resigned. The administrative fee is collected one time per year at time of registration.

### **Annual Dues**

Annual dues are assessed in a graduated fee structure depending on training group assignment. Fees increase as swimmers advance and require more pool and coaching time. Most families pay dues monthly over a 9-month period (billed September–May). Members who join after October will be billed monthly through June; the monthly billed amount will be spread evenly over the remaining months in the billing year. Annual dues for new members joining PAC after November are pro-rated based on the month joined through July. Members leaving PAC during the season must submit a written notice of intent to leave to the coach and the team accounts manager at least 30 days prior to the date of departure in order to avoid being obligated for dues after they have stopped swimming. Refer to the Swimmer Leave of Absence or Bookkeeping Policy for additional information.

An additional fee is assessed for advanced group training in the 50-meter pool during long course season. The coach will notify parents and swimmers in the Senior group and invited Senior Prep group before the additional training and fees are assessed. Gold swimmers may be invited to participate in special pre-meet practices at the 50 meter pool at little or no cost. Location and schedule for long course training is posted to the website in May.

### **Multi-swimmer Families**

PAC provides an annual dues discount for families with 2 or more swimmers in their immediate family. Other financial requirements (fundraising, meet fees, and volunteer hours) are not discounted for families with multiple swimmers. The current discount is available on the PAC website in the registration packet for this season.

## **Meet Fees**

Each PAC swimmer is charged for the swim meets attended. Meet fees are separate from annual dues. Fees are charged to the swimmer's account when meet entries are submitted, and may appear on the monthly bill before the actual meet date. Meet fees may include PAC's entry fee, facility fees, or Oregon Swimming, Inc. meet entry surcharge and individual entry events fees. Championship meets may be more expensive. Long, multi-day meets with your swimmer in lots of events will noticeably affect your bill. If you have any questions, contact the team accounts manager or your coach.

## **Departing Members**

Swimmers leaving PAC during the year must notify the accounts manager in writing and coach 30 days prior to leaving the team of their intent to leave the team. Members are responsible for monthly dues for any practice or meet attended up-to and during the last calendar month spent with the team. In addition, all outstanding dues, fees, and unmet fundraising and volunteer time must be paid at the time of departure. Fundraising and volunteer time obligations will be prorated through the end of the departing month. Refer to the Swimmer Leave of Absence or Bookkeeping Policy for additional information.

## **Rejoining the Team**

PAC swimmers who rejoin the team after departing must re-register with PAC, USA Swimming, and OSI (if their USA Swimming and OSI registration has lapsed). A \$25 PAC re-registration fee, and the current USA Swimming and OSI registration fee must be paid prior to beginning practice. A returning swimmer must have been "a member in good standing" at the time of departure from PAC. This includes having been current in all team dues, fundraising and volunteer obligations, USA Swimming dues, meet fees, and merchandise fee

## **Annual Fundraising**

Fundraising for the team is required. Each year, PAC families must raise a minimum of \$100–\$200 per swimmer, with a cap of \$300 per family. The minimum amount to be raised varies by swimmer's training group and the number of swimmers in a family. The maximum family fundraising obligation is \$300, regardless of the number of swimmers in the family. PAC has two primary fundraising events during the year (swim-a-thon and raffle). Additional fundraising opportunities may occur throughout the season. The fundraising requirement is prorated for swimmers joining after January 1. Families who do not meet the annual fundraising minimum amount by April 30 will be billed for the remaining amount on the May statement.

This is one of PACs most important activities. Fundraising is a major source of revenue for the team and can meet volunteer obligations. Here are some examples of PAC fundraisers:

Silent Auction at Fall-In meet; Advertising Sales in heat sheet at Fall-In; Swim a thon; Raffle; Firework and Christmas tree sales (July, December); Corporate Fundraising

**NOTE: PAC Codes of Conduct: See Pages 21-27**

## **Annual Volunteer Obligation**

PAC depends on volunteers. Besides paid coaching and accounts management, parent volunteers perform virtually all of the other work involved in operating the team. We raise funds, chaperone team travel, run swim meets, time swims, recruit new members, design tee-shirts, organize banquets, and more. We could not possibly pay people to do everything that volunteers do for this team. Because volunteers are the life of the team, we require each team family to work a minimum of 20 or 30 hours per year. The time obligation for each family depends on the training group of the highest level swimmer in the family. Refer to the website for current volunteer obligation. Check the website frequently in the Meets/Event tab for volunteer opportunities.

Any family that fails to meet the minimum volunteer hour commitment will be billed for each hour below the required minimum. See PAC website for current billing amount. This obligation is separate from and in addition to the fund- raising obligation.

## **Volunteer Opportunities**

Volunteering is easy and PAC provides many opportunities to earn volunteer hours. Volunteers are recruited primarily through sign-up opportunities posted on the team website. The Volunteer Coordinator compiles information on volunteer opportunities and ensures that information on volunteer needs is circulated to the team. Volunteer needs are typically sent to families via email or are posted on the team website. Here are some examples of volunteer opportunities in PAC:

## **PAC Board of Directors (BOD)**

PAC is a board operated non-profit organization. It requires dedicated volunteer board members to function. The BOD meets on the third Monday evening of each month. The following board positions have been established:

- President
- Vice President/ President Elect
- Secretary
- Treasurer
- Fundraising Chair
- Recruitment Chair
- Team Building Chair
- Scholarship Committee Chair
- Volunteer Coordinator
- Officials Liaison
- Events Chair
- Members at Large – a great way to get involved with the team

## **PAC Hosted Meets**

Each year, PAC may host several meets: Fall-In, Summer Blasts, various dual, tri or quad meets, and portions of EMSL Championships and Portland Parks Summer League Championships.

The meet director will provide the Volunteer Coordinator a list of jobs to post on the website prior to the meet.

There are MANY jobs available when hosting a meet from lane timing to hospitality to providing officials! The PAC website will provide an extensive sign-up list for all the jobs available. Information on volunteer jobs will be posted as a “job sign up” on the meet on the PAC website as these meets occur.

## **Timing**

Timing is an important part of any swim meet. Hand timers provide a crucial back-up in case the electronic timing system malfunctions. Timers get an excellent view of the action, and it is a good way to meet other parents. Timing swimmers at meets counts for the annual volunteer obligation, and a minimum amount of timing hours is required per family. Additional timing obligations are required when swimmers attend championship meets. Parents are strongly encouraged to time at each meet where their child swims even after their timing maximum has been reached because most swim meets cannot continue without enough timers.

## **Recruiting**

Typically a summer activity, volunteers staff recruiting booths at Summer League meets and city championships to promote PAC and talk about competitive swimming to potential swimmers. Promotional materials are provided by PAC and the Recruiting Chair will help with preparing volunteers to be good representatives of our team.

## **Team Building Events**

Multiple events occur throughout the year that need volunteers: the Annual Banquet in the spring, bonfire and pizza party at Lincoln City meet, team pictures at each pool in the fall, the September try-outs and picnic. All of these events need a volunteer leader to coordinate all the tasks plus the volunteers to make the event successful.

Just like volunteer jobs at a meet, the volunteer coordinator will post all the volunteer opportunities for these events.

## **Officiating**

Certified, volunteer officials ensure that competition at meets is fair and equitable for all swimmers. USA Swimming and OSI require that a number of officials work at each sanctioned meet in order that swims and times may be recorded as official. PAC needs parents to become officials (by taking a short clinic and working on deck at meets as trainees) and to volunteer to officiate at meets where our swimmers compete. Active officials have no trouble fulfilling their volunteer hour obligations.

## Ellertson Family Scholarship

The Ellertson Family Scholarship fund was established in 2008 to assist families with children who love swimming, but would not be able to swim because of financial hardship. PAC will consider grants of full or partial scholarships based on availability of funds and upon a written statement of need. If you would like to be considered for a full or partial scholarship, please fill out a scholarship application form and attach a certificate of eligibility for free or reduced school lunch, or other statement of financial need and submit it to the Scholarship Committee Chair. The scholarship form is available at [www.SwimPAC.org](http://www.SwimPAC.org) or can be obtained from your coach or the Scholarship Committee Chair. Swim meet fees and merchandise costs are billed and payable by the family regardless of scholarship status.

- PAC offers financial assistance for families unable to meet the monthly dues payment schedule. In order to be considered for financial assistance, the following criteria must be met:
- Provide the Scholarship Committee with documentation that your child is eligible for free and/or reduced lunch  
OR
- Provide the committee with documentation supporting financial hardship such as job loss or long term illness.  
AND
- Submit a letter from a coach who acknowledges the swimmer's and family's commitment to PAC.

Submit this application to the Scholarship Committee Chair. Remember to include the required documentation. Ask your child's coach to submit the letter of support in writing to the Scholarship Chair. The committee will review your application, and recommend approval or denial to the board.

Important Note: PAC is a dues-funded organization. Therefore, scholarship money is limited. Granting scholarships is based on a review of the information submitted to the scholarship committee in conjunction with budget considerations. The PAC Board will determine how much funding is available for the year by the November meeting.

## Team Communication

### Channels of Communication

The Board and the coaches of PAC work hard to communicate with swimmers and their families. A parent who accesses these different channels of communication will find immediate answers to many questions about swimming with PAC. The channels that are most useful for your family include:

## **Team Web Site**

<http://www.Swimpac.org>

You can look here to find practice schedules, calendars describing upcoming meets and team events, your swimmer's times from prior meets, your swimmer's events for an upcoming meet, team records, contact information for coaches and board members, minutes from board meetings, links to state and national swimming organizations, etc. Sign up your child to enter meets, and yourself to work at meets, on the team website. Sign on the website and go to the meet on the meets and events menu. Click on the meet information link to learn more about the meet, its location and schedule and whether it would be appropriate for your child. If you want to sign your child up, click on "attend this event." Then click on your child's name and "select", and finally on "yes." Enter any necessary info, for example if your child can compete on only one day of a 2-day meet, in the information box. To volunteer to work at a PAC-hosted meet, click on "Job sign-up" and follow the instructions.

## **Team Emails**

Used to announce and report on meets, team social events and fundraisers, to request volunteers, and to make any urgent or especially exciting team announcements. Please make sure that the team has an e-mail address that you check regularly as this is a primary means of team communication.

## **File Folder Boxes**

File folder boxes are available at the pools during practice. The folders are located in portable plastic file boxes. Some coaches carry these with them, so they are only available during practice, while other coaches leave them at the pools. These file folders may contain forms, announcements, or awards from past meets. Most information regarding meets is posted on the website or sent via e-mail. It is still a good idea for your child to empty your folder after every practice and bring the contents to you, or to check it yourself at every practice.

## **Annual Membership Meeting**

The members meet as an entire team to discuss budget issues, elect board members and make important team announcements. It is critical that one parent from each family attend this meeting, and you will earn a volunteer hour just by coming to it. This is your chance to meet the board and parents from other pools and to discuss and vote on issues that will affect your family's daily experience with our team.

## **Pool Parents**

A Pool Parent for each pool is the communication link between the families of that pool and the site coach, and between the pool families and the board. Pool parents may attend Board of Director meetings but are non-voting participants.

Pool parents do the following:

- Orient new parents to swimming with PAC
- Hold periodic meetings
- Help parents solve problems

- Maintain pool bulletin board
- Set up phone and e-mail lists
- Coordinate pool or team activities
- Organize coach recognition
- Attend PAC board meetings
- Assist the pool's coach, as requested

Pool Parents are listed with contact information on the website.

At least once a season, Pool Parents should meet with parents to answer questions, review concerns and make announcements.

### **Coach Emails**

Some coaches send out weekly or monthly updates to all of their swimmers. The Head Coach also sends updates and meet reports to the entire team.

### **Coach Conferences**

Call or e-mail your coach to set up a time to meet. Please understand that during practice is not a good time to attempt an involved conversation with your child's coach. The coach is responsible for all the swimmers at practice, and must devote his or her attention to them, rather than to their parents.

## **Guide for Swim Meets**

PAC is a competitive swim team! Swim meets show the accomplishments a swimmer is having through hard work at practice and indicates areas that need development. Being a part of a team and competing together is a rewarding experience.

### **Meet Entries**

Swim meets are an opportunity to test training benefits, to develop and use sportsmanlike conduct, and to give/receive team support. All swimmers are encouraged to participate in some meets each season, preferably one per month.

Once a new family has sent in their registration fees, a email will be sent with a temporary password to the PAC website (<http://www.Swimpac.org>). The new family will log on and establish an account and will view the coming activities and meets. They should sign-up for the meets appropriate for their swimmer – consult the coach. E-mail announcements are sent by PAC for meet signup and eligibility. Questions should be directed to Pool Parents, Coaches, and e-mails to <http://www.Swimpac.org>.

Entries and meet information is found on the website under the “meets/events” tab. Swimmers are listed alphabetically, and all of their event numbers, event descriptions and entry times are listed. Unfortunately, the timing of events is only typically available once you arrive at the meet and pick up a heat sheet. If it is a multi-day meet, you may

need to check with the coach about which events are on which days, so that you know when your child is competing.

If you have questions about a meet entry, contact your swimmer's coach.

Please note that swimmers need not limit themselves to participating in meets scheduled with the team. If your family is traveling to a location hosting a swim meet, contact the head coach who can help you locate meet information and enter your child in the meet.

### **What to Bring**

Here are items necessary for a successful day of competition:

- A minimum of 2 towels per day
- Team or other approved suit, team cap, goggles
- Cash to buy heat sheets, snacks, water bottles, replace broken goggles, etc.
- Water bottles and nutritious snacks
- Sunscreen and shading devices (hats, umbrellas, tents) if it's an outdoor meet
- Warm clothing for the swimmer, even during the summer, usually sweatshirts and pants, sometimes long-sleeved T-shirts, flannel pajamas, special swim parkas, socks and shoes. You will learn what your swimmer prefers over time, but warm clothes for both top and bottom are essential. Your child will also need socks and waterproof shoes. Label everything -- kids lose things!

Optional items: Sleeping bags/blankets, tents, stadium chairs or foldout chairs, portable stereos (ONLY if they come with headphones), games, and books. Stadium chairs/cushions for parents are very helpful as bleachers become quite uncomfortable after a few hours. (As an alternative to sitting for hours, volunteer to time or officiate!)

Parents and other non-swimmers should dress lightly. It's hot and humid at pools. T-shirts and shorts are appropriate even at winter meets—layering is key to being comfortable both outdoors and inside the meet. Wear shoes that can get wet.

Usually by the same week as a meet, a meet information form will be posted on the PAC website. It lists warm-up times for each day, and gives brief directions to the pool. Be on the lookout at the PAC website—it is the team's effort to help you get to the right place at the right time!

Swimmers are responsible for their own transportation to and from most meets. Watch for e-mails from other parents who would like to carpool to away meets.

Time it so that you arrive 15 minutes before warm-ups begin so that you have time to check the heat sheet and check with the coach about relays and warm-up procedures.

If your swimmer is unable to attend a meet at the last minute due to illness or emergency, notify the coaches immediately. If you have some advance notice, e-mail or cell phones are good avenues. If you have little advance notice, tell another parent who is attending the meet, and ask them to convey the message to the coach as soon as they arrive.

Realize that the team is still responsible for meet expenses with a late cancellation, so you will be billed as though your swimmer had participated in the meet.

### **Once You Arrive**

Check-in with coaches, warm-up. Warm-ups occur before all meets and last 30-60 minutes. There is a 5-30 minute break between warm-up time and the time the meet begins. Please note that the time consumed by warm-ups and the break is added to the time consumed by the meet itself. In other words, if it's a 4-hour meet, you'll be at the pool for at least 5 hours.

Locate and purchase a heat sheet. Upon arrival at the meet, swimmers should locate and check the heat sheet. All meets post heat sheets on the walls. Find the posting. At some meets, heat sheets are given away, but in limited quantities. At most meets, heat sheets are sold, for prices ranging from \$2-5. You will refer to it repeatedly, especially if your swimmer has siblings or friends and you are tracking multiple swimmers. Some families share heat sheets and mark different swimmer's events in different colored highlighters. If there are discrepancies between what a swimmer expects to swim and what appears on the heat sheet, contact the coach immediately.

Many young swimmers write their meet information on their hands, listing the event number, heat, lane and stroke abbreviation in a table with headings listed E, H, L, and S and each event taking up a row in this little table. Writing it on the hand ensures that your swimmer will not lose the information. If this isn't clear to you, look for some experienced swimmers at the meet who can provide an example for you, or even do it for you the first time.

Check with the coach about relays. Posted relay information may not be complete—e.g. it may say PAC A team, but may not tell which 4 swimmers are on the PAC A relay team for today. The meet coach will have that information.

Your coach may not be at the meet. Especially for dual meets, only 1-2 coaches may attend. Please treat the coach at the meet as YOUR coach. The swimmer should check in with a coach before warm-ups and before and after each swim. The meet coach will be studying your swimmer during the swim and will have some tips for improvement.

Swimmers are divided into age and gender groups: Boys and Girls for each age category 8 & under, 9-10, 11-12, 13-14 and 15 & over. Swimmers typically compete only against others in their age and gender groupings, but for some meets or events, age groups and genders are combined. Events at a meet are typically organized such that all age/gender groups swimming a particular stroke and distance combination swim it consecutively. So, if the first event is 50 freestyle, the event order will typically be Event 1: 8 & Under girls 50 free, Event 2: 8 & Under boys 50 free, Event 3: 9-10 girls 50 free, Event 4: 9-10 boys 50 free, etc.

The swimmer is responsible to listen to the announcer for upcoming events and to report to the correct lane in time for each event. A young swimmer should plan to check in with

the coach 1-2 events prior to theirs for some last-minute tips, and should get behind the blocks at least 1-2 heats before theirs. 8 & Under swimmers generally report to a Bull Pen after checking in with the coach, and an adult will guide them to the proper lane.

After the event is swum, the swimmer should ask the lane timer for his or her time. The swimmer should then report to the coach for feedback about the swim.

DO NOT LEAVE THE MEET until you have checked in with the coach. Sometimes last minute changes are made in relay team composition and the coach may need you!!

UNSPORTSMANLIKE CONDUCT WILL NOT BE TOLERATED.

### **Relay Team Selection**

Final selection of relay team members is the responsibility of the coaches attending the meet. Coaches will select relays using the swimmers listed on the PAC master entry sheet. If a swimmer enters a meet late, their name will not appear on the master entry sheet and they may not be considered for a relay. Relays are typically the four fastest swimmers, but can be based on best times, swimmer performance and coach's discretion.

### **Preliminaries and Finals**

Championship meets sometimes have 2 rounds of competition. In the morning, all swimmers compete in the Preliminary Session. The top swimmers from each event are invited to swim the same events again, in Finals, either later the same day or the next day, depending on the structure of the meet. The number of swimmers invited to participate in finals depends on the number of lanes in the pool, and on whether a consolation heat is swum. A consolation heat includes the second fastest group of swimmers in each event. Team points are only earned in the championship finals for these meets. Each swimmer who qualifies for finals must either swim, scratch, or risk disqualification from the meet. The coach will assume you are swimming unless you scratch within 30 minutes after the results are posted. There is usually a person assigned to sit at a table to record scratches (the clerk of course). If you do not scratch, and you do not swim, you may be disqualified from the remainder of the meet. If you do not know how to scratch, contact your coach. If you are in doubt whether you qualified for finals, check in with the coach. Check in with your coach before leaving.

### **Check-in Events and Deck Seeded Meets**

Usually, 400 IM's and distances over 500 yards (400 meters) are check-in events. These events require check-in because they consume a lot of time, and it is desirable to avoid empty lanes (and perhaps extra heats) by only swimming the number of heats necessary to accommodate the swimmers who actually appear at the meet. At some sessions for 13 & Over swimmers all events require a check-in. Swimmers are ultimately responsible for the check-in process, though coaches will sometimes help. Swimmers and coaches are notified in advance regarding check-in deadlines. A swimmer who checks in and misses the event may automatically be scratched from the next individual event.

## **Receiving Awards**

When awards are presented at a meet, it is customary for swimmers to be prompt and act with dignity and respect at the presentation. Team attire should be worn at the presentation. PAC warm-ups are ideal; a royal blue PAC parka, hoody, or t-shirt are also appropriate. Swimmers should be polite and modestly thankful for awards they receive. It is appropriate to congratulate other swimmers and to receive congratulations with poise and a “thank you”. Good sportsmanship is essential. If photos are being taken, swimmers should remain until the photography is complete.

## **PAC Team Swimwear Policy**

All team members are required to wear the regular PAC team suit or other coach-approved suit, at all swim meets. The team suit is a solid royal blue (Speedo Navy Blue). Stripes, pin stripes, non-Speedo navy blue, etc., are all considered out of uniform unless approved by the coach. Boys may elect either a “jammer” or brief. For practices, swimmers can wear any color competition-style swimsuit.

PAC is proud to be a Speedo sponsored team. Information on where to purchase PAC team swimsuits with the team is discount is available on the website.

## **Meet Types**

### **Intra-squad Meets**

Intra-squad meets are competitions between PAC swimmers from different pools. These are good practice meets for beginning swimmers and are held to build team spirit and camaraderie, and to introduce beginning swimmers to competition. Intra-squad meets are not sanctioned by USA swimming and therefore the times cannot be used to qualify for championship meets.

### **Duals, Tris, and Quad Meets**

Dual meets are competitions between two clubs. Tri-meets and quad-meets include the number of teams indicated. Dual meets **MUST** be finished in 4 hours, though they may take as little as 2.5 hours. Duals, tris and quad meets are IDEAL and highly recommended for young and new competitive swimmers. Beginning swimmers participate mostly in these smaller, shorter, less chaotic meets. Advanced swimmers may participate in any level of meet, depending on personal schedules, qualifying times, the athlete’s personal training needs and the team’s need for their participation. Some dual meets are not sanctioned by USA swimming and therefore the times cannot be used to qualify for championship meets.

### **Invitational Meets**

An invitational is a meet hosted by one team, which may invite many other teams to compete. Several hundred swimmers may attend these meets. Frequently, only swimmers with certain qualifying times may attend (see time standards section, below). The coach’s meet entry form will list the time standards so that you can determine if a meet is appropriate for your swimmer. Most invitational meets are “split format”, meaning that swimmers 12 & under swim separately from swimmers 13 & over. 12 & under

swimmers are limited to 4 hours of competition and usually compete in the morning. 13 & over sessions are usually in the afternoon, with no time limit.

### **Championships**

All swimmers who have not achieved A times in their events may compete in the East Metro League Championships, held at the end of the short course season. Athletes who meet certain time standards may qualify for additional championship meets such as State, Sectional, Zone, and National championships. Each successive level of championship meet brings the swimmer against larger and larger pools of competitors, so that the qualifying times are progressively faster to gain entry into these meets (see time standards, below).

### **Meet Awards**

Swim meets are scored for both individuals and teams. At most dual meets no awards are given. However, dual meets offer the opportunity to earn qualifying times for championship meets. Invitational meets generally award ribbons or medals to individuals and relay teams, and trophies to the top teams. Meets vary regarding how many individual and relay awards they provide, ranging from the top 3 to the top 16.

## **Swimming Seasons**

### **Short Course Season**

This season runs from September 1 until March 31 each year. Meets are generally swum in a 25-yard or 25-meter pool.

### **Long Course Season**

This season runs from April 1 to August 31 each year. Meets are generally swum in a 50-meter pool. The number of long-course pools in Oregon is limited. So, dual and invitational meets may occur in short-course pools during long-course season.

## **Time Standards**

Time standards assist swimmers with measuring their improvement. They also establish minimum entry requirements for some meets. Time standards are different for each season and for each type of pool. "SCY" means Short Course season times attained in a 25-Yard pool. "SCM" means Short Course season times gained in a 25-Meter pool. Most PAC Short Course events are held in 25-yard pools. "LCM" means Long Course times obtained in a 50-Meter pool. To locate the time standard for a swimmer's event, you must know what season it is, what type of pool it is (25 yards or meters, or 50 meters), and you must know the swimmer's gender, age and event. Copies of Oregon time standards are posted on the PAC and Oregon Swimming web-sites.

### **Oregon Time Standards**

Oregon Swimming Incorporated, the governing body of USA Swimming in Oregon has set "B" and "A" time standards for each gender and age group. An A time qualifies a

swimmer to compete in the Oregon State Championships in that event. The B standard is the first goal most swimmers strive to attain. Achieving a B time means that the swimmer is getting strong in an event, and may want to focus on that event to get an A time. C times are any times slower than B times.

### **Sectional Time Standards**

USA Swimming, Inc. has divided the United States into various swimming sections. All of the Western states except for California are in our section. Sectional Championship meets are held at the end of both Short Course and Long Course seasons for swimmers with qualifying times in their gender/age groupings. Typically there are both Age-Group and Senior Sectional meets for short course season, but only a Senior Sectional meet for long course season.

### **Western Zone Time Standards**

USA Swimming also divides the United States into Zones (groupings of Sections) for the purpose of conducting a Zone Championship meet. This meet occurs only at the end of Long Course season. Oregon Swimming, Inc.(OSI) selects a team to represent the entire state at the meet. To be eligible, swimmers must first obtain a qualifying time. Then swimmers submit an application including qualifying times and coach recommendation. A committee of coaches then selects the team that will to represent OSI in competing at the Western Zone Championships.

### **Junior/Senior National Time Standards**

These times qualify the swimmer for the Junior and Senior National meets. Senior swimmers strive to achieve these qualifying times, as they are the first national milestone for swimmers looking toward competing at Olympic and International events. Junior Nationals are exclusively for swimmers age 18 and under.

### **USA Swimming Time Standards**

USA Swimming, Inc. also sets national motivational time standards by age group beginning with 10&Unders. These also begin with a “B” time designation. The standards get progressively faster and more difficult to achieve as a swimmer moves through “A”, “AA”, “AAA” and “AAAA” times.

### **National Top 10**

USA Swimming recognizes the swimmers age 10-18 who have swum the 10 fastest times in each event each season.

## **Managing Serious Medical Issues at Meets**

For the purposes of this policy, a serious medical issue at a meet is one that involves coaches and meet officials caring for a swimmer and needing to make decisions about whether to call outside emergency medical assistance. Qualifying events might include (but are not limited to) major asthma attacks that a swimmer

cannot manage on their own, seizures, or the belief that the swimmer may be suffering from a life-threatening illness.

This policy only covers swim meets because swimmers are pushing themselves so hard during a race, and management at practice is more easily handled with individual swimmer/coach/parent communication. Additionally, serious medical issues at meets occur at a time when a coach is under pressure and experiencing many distractions, which is not an ideal situation for the coach to be making important medical decisions. Thus when swimmers have more serious issues at meets, the board does not feel comfortable with our coaches being put in the position of making a potentially life-altering decision about what level of medical intervention is appropriate. Practice arrangements will be made on an individual case-by-case basis. If repeated life-threatening events happen at practice, the coach and/or board may decide to apply the policy at practice as well. Thus PAC arrived at the following policy:

Once a swimmer has a serious medical issue at a swim meet that requires attention of meet authorities (our coach, other coaches, meet officials), the swimmer will be excluded from the rest of the races at that meet. This decision was made because following a serious medical issue, it typically takes the body a long time to recover and further swimming at that meet is therefore not likely to be safe.

Following such an attack, the swimmer will need to provide the coach with a note from a medical doctor permitting the swimmer to continue swimming at practice and meets, and outlining what medication or special accommodations the swimmer will need at practice and at meets in order to swim safely. The swimmer will be allowed to swim at practice only after providing the coach with the doctor's note and the appropriate medication or devices as recommended by the doctor.

Furthermore, at future meets, the swimmer will be required to have their parent on deck with appropriate medication or devices during their races, unless the parent designates an alternate adult in a written note to the coach. The parent will be required to notify the coach in writing prior to meet warm-ups if an alternate adult will be fulfilling that role.

The intent of this policy is to have the parent or other adult designee administering medication and making an informed decision regarding whether any further medical intervention is warranted. This policy will hopefully prevent crowds from gathering around the swimmer and thereby worsening the medical problem, and will also insure that someone knowledgeable about the swimmer's medical and personal history is making potentially important medical decisions. Parents will be notified either in person, or via a phone call, AND in writing that the policy applies to their swimmer.

The policy applies to swimmers regardless of age (e.g. it applies to those 18 or

over as well). Please note that this policy does not apply to swimmers who experience mild asthma attacks at practices or meets (a mild attack is one that the swimmer can manage alone). Those swimmers will simply need to ensure that they know how to address the attacks, and that if medication is part of the management strategy that it is in their swim bags at all times, and on deck when necessary.

## **PAC Codes of Conduct**

PAC maintains a zero-tolerance policy regarding harassment or offensive behavior of any kind either by swimmer, family member, or visitor.

At practice, a swimmer will:

- Arrive on time. This means: be on deck, with suit, cap and goggles on, and with all appropriate equipment at the time practice is scheduled to begin.
- Be considerate of other swimmers during practice. This means: swim on the right side of the lane, start and finish at the wall, use the pace clock to calculate send off times and allow other people in your lane to complete the set without disruption.
- Give the coach your undivided attention when he/she is speaking. This means: your head is above water, your eyes are on the coach, and your voice is OFF.
- Return all equipment borrowed from the pool facility to its appropriate storage place at the conclusion of practice.
- Follow all pool rules at the practice facility. Follow the directions of any Portland Parks and Recreation staff member at the pool. If there is a question, speak to the coach immediately.

At meets, a swimmer will:

- Arrive early for warm-ups in order to check in with the coach, locate the team area, purchase any necessary equipment, dress and stretch prior to the scheduled start of warm-ups.
- Sit with the team in the team area with the coach.
- Wear a team suit and cap. Some suits worn by many elite senior swimmers are not available in PAC colors.
- Wear PAC uniform while receiving medals at championship meets.
- Complete the entire warm-up with the team and under the direction of the coach.
- Compete in all scheduled events including both individual and relay events.
- Speak with the coach both before and after races.
- Check in with the coach before leaving the meet.
- Follow the directions of meet staff and officials, regardless of which team the staff/official represents. If there is a question, consult a PAC coach immediately.
- Have healthy food and liquids (water is best) to maintain energy during the day.

## **PAC Swimmer Code of Conduct**

To be signed at annual registration

As a member of Portland Aquatic Club, I agree to abide by the standards of conduct outlined below as long as I am a member of the team.

I will strive to become the best person I can be and achieve the goals I have established for myself; I will accept the challenges and responsibilities of family, education, and community. I will develop a positive attitude for myself and be supportive of my teammates.

I will strive to be the best athlete I can be; training and performing at the highest level I can. I will encourage my teammates to do the same in practice and in competition.

I will display proper respect and good sportsmanship toward coaches, teammates, and fellow competitors, chaperones, parents, officials, and others involved in the sport of swimming. If I have a complaint about a fellow swimmer's behavior, or disagree with the actions of any adult toward me, I will discuss it with my coach and utilize his/her advice to resolve the situation in a calm and rational manner.

When at meets I will be a model team member; I will use good manners and behavior. I will cheerfully follow the directions of my coaches and chaperones, including established curfews.

I will refrain from all illegal or inappropriate behavior that might detract from the positive image and outstanding reputation of the Portland Aquatic Club or USA Swimming or be detrimental to their performance objective.

I will not possess or use alcohol, tobacco, or illegal or non-prescription drugs, nor will I associate with peers who do.

When at away meets I agree that at no time will I be in the same room as an athlete of the opposite sex with the door closed unless an adult is present and that I will not be out of my room after the assigned curfew. Permission must be obtained from the coach to leave the room past this time.

I agree to attend all team meetings when scheduled while on team trips and to make all long distance calls on a credit card, my personal cell phone, or collect.

Overnight trips must require direct adult supervision by either a parent or a team-designated chaperone. Swimmers without named parental supervisors may not enter into overnight meets.

All team members will be polite in restaurants. If there has been a problem with service see the coach.

My parent/s and I will continue to protect and improve the excellent reputation the club has throughout the state and country.

Failure to comply with the code of conduct will result in either or both of the following

2013-14 (revised 09\_04\_13)  
All documents are available at [www.SwimPAC.org](http://www.SwimPAC.org)

actions:

1. Swimmers on team travel meets being sent home at their own expense.
2. Board review, which could result in temporary or permanent suspension from the team.

## **Parents and Family Members Code of Conduct**

This Code refers to all adults, family members and other spectators attending PAC practices and events. The overall expectation is that all those associated with PAC will treat each other with respect.

PAC maintains a zero-tolerance policy regarding harassment or offensive behavior of any kind.

### **Parent and family expectations**

Support, praise and encourage your swimmer at every opportunity. Notice what your child does well relative to his or her level. For any swimmer, improving times and improving technique are almost always good sources of praise and encouragement. See the website under the Parent Info tab for more information.

Avoid criticism. If a swim didn't go well, the child is usually painfully aware of it and doesn't need you to say so. If you want to discuss a tough swim, it often helps to start with asking the child how they felt about the swim, and then empathize with their frustration, discouragement or sadness. Remind your child that everyone struggles at times and that you're proud of him or her for hanging in there and trying hard.

Do your best to assure that your swimmer(s) arrives at practice and at meets on time.

Support the team by volunteering. Each family is required to perform volunteer hours. Swimmers generally cannot earn volunteer points for the family—this is meant to be an adult function. However, some activities are appropriate for swimmer volunteers; please check with the volunteer organizer for an event or a coach. Our team hosts invitational meets, and dual, tri or quad meets, and we help with the EML championship meets. Each of these meets involves lots of volunteer opportunities. Parents are also needed at away meets to volunteer as timers and officials. See the list of meet jobs along with brief descriptions found below. There are also year-round jobs such as team merchandising, board members, volunteer coordinators, meet directors, stroke and turn officials, electronic timers, pool parents, etc. Contact a board member (names and contact info listed on the PAC website <http://www.Swimpac.org> ) if you are interested in one of the year-round positions.

Help out at meets by timing. Timing in both short course and long course season is required. Timing is usually fun and exciting; you're right there on top of the action.

Be constructive if you are unhappy with some aspect of your coach's performance or the team's functioning. Constructive solutions include calmly discussing the issue with the coach, talking to the pool parent to get more information or ideas about solutions, or

approaching a board member with questions or suggestions. When approached with questions, concerns or constructively phrased suggestions (versus anger), the coaches, pool parents and board members will do their best to help.

Carefully time your discussions with coaches: Please respect the fact that on deck during practice, coaches are attending to the needs of multiple swimmers within multiple training groups. Likewise during a meet, coaches are trying to time swimmers and watch their technique in virtually every heat of the meet. These are NOT good times to talk. When you talk to coaches during these times, you compromise their ability to give coveted individual attention to the swimmers. The 5 minutes just before and just after practice are good times for quick check-ins. During a meet, you might mention briefly that if they get a chance you would like to chat for a second. Then wait patiently for them to let you know they can give you a moment's attention. More involved business should be attended to during office hours or during an individually scheduled appointment.

Avoid talking to your swimmer(s) during practice. This is distracting.

Parents are expected to maintain the role of "observer," "supporter," and "cheerleader" for swimmers. The coaches have the authority to limit a parent's participation in practice, meets, and other team activities if they feel any parent's actions are detrimental to a swimmer or to the team.

Meet your family's financial obligations to the team in a timely manner. If you have difficulties in this area, please contact PAC's accounts manager to work out a payment plan, or contact your child's coach or the Scholarship Committee chair for assistance.

### **PAC officials and coaches**

PAC maintains a zero-tolerance policy regarding harassment or offensive behavior of any kind.

### **Board members, officials, and pool parents**

Board member, officials, and pool parents will follow all expectations of other swimmers' parents, with the added expectation that they act as role models for other swim parents. In representing the team they will act with the same professionalism asked of coaches.

### **Coaches**

Parents and swimmers can expect that coaches will conduct themselves as professionals at all times, in compliance with Article 304 of the Rules & Regulations of USA Swimming.

## **Team Travel Meets**

Team travel meets are away meets attended by swimmers, coaches and adult chaperones, travelling, dining, and lodging as a team, as distinguished from away meets where swimmers travel and stay with their families.

- PAC selects team travel meets for the following reasons:
- Provide swimmers with experience competing against swimmers from other LSCs, typically at a higher quality of individual and team competition.
- Swimmers gain experience in prelims/finals competition in and outside of Oregon Swimming.
- The coaches are seeking competitions conducive to exceptional performance.
- The swimmers experience the fun and social interactions of traveling as a team.
- The swimmers learn responsibility and independence through our travel experience.

Please note: Team travel for championship competition is restricted to swimmers above the age of 10 who have achieved the applicable championship qualifying times. Swimmers under the age of 10 earning applicable championship times are welcome to compete at the meet but must travel with their own family. Team travel for non-championship competition is not available to any swimmer who is not at least 11 years old and training in the Gold Group.

### **TRAVEL FINANCIAL ASSISTANCE POLICY**

For most out of town meets, such as invitational meets or state meets, swimmers must cover their own expenses. If a swimmer will be unable to attend a state meet due to financial hardship, application for assistance should be made to the board through the swimmer's coach.

“Elite travel” meets are governed by the Travel Financial Assistance Policy.

### **PAC Team Travel Guidelines and Responsibilities**

This section describes the responsibilities for team travel meet selection and participation.

#### **PAC Board of Directors**

Based on the Head Coach recommendation, approve team travel meets by September of each year.

#### **Funding process for Elite Travel Meets**

The head coach presents to Board by November predictions of swimmers who will qualify for championship meets. The Board will review the Travel Financial Assistance Policy and adjust the current reimbursement rates (if necessary) to the athletes based on the funds available, number of swimmers qualifying, need and expense for chaperones and coaches.

#### **Head Coach**

The head coach will:

- At the end of long course season recommend to the board team travel meets for the following year.

- Meet with the head chaperone to determine costs, itinerary, and expectations at least two months prior to the trip.
- Schedule a meeting with swimmers and head chaperone to discuss itinerary and expectations within two weeks of the team trip.
- Bring medical information cards about each swimmer attending the trip. In addition, carry medical release forms.

### **Swimmers**

The swimmer responsibilities are:

- Attend the meeting outlining the itinerary and expectations. Communicate any concerns to head coach or chaperone.
- Adhere to the agreed upon expectations and itinerary.
- Adhere to the PAC Travel Code of Conduct.

### **Parents**

- Parents and/or responsible parties for the swimmer will:
- Fulfill financial obligations.
- Communicate any issues or problems to head coach or chaperone.

### **PAC Travel Code of Conduct**

The following is an example of the PAC Travel Code of Conduct, which must be signed and returned to the head coach prior to travel for elite meets.

I, \_\_\_\_\_, a member of Portland Aquatic Club, agree to abide by the standards of conduct outlined below as long as I am traveling as a member of the team.

I will strive to become the best person I can be and achieve the goals I have established for myself.

I will display a positive attitude for myself and be supportive of my teammates.

I will strive to be the best athlete I can be; training and performing at the highest level I can. I will encourage my teammates to do the same in practice and in competition.

I will display proper respect and good sportsmanship toward coaches, teammates, and fellow competitors, parents, officials, administrators, and others involved in the sport of swimming.

I will become a model team traveler; I will use good manners and behavior. I will cheerfully follow the directions of my coaches and chaperones, including established curfews.

I will refrain from all illegal or inappropriate behavior that might detract from the positive image and outstanding reputation of the Portland Aquatic Club or USA Swimming or be detrimental to their performance objective.

I will not possess or use alcohol, tobacco, or illegal or non-prescription drugs, nor will I associate with peers who do.

I agree to the rule that at no time will I be in the same room as an athlete of the opposite sex with the door closed and that I will not be out of my room after the assigned curfew. Permission must be obtained from the coach to leave the room past this time.

I agree to attend all team meetings scheduled while on team trips and to make all long distance calls on my cell phone or by using a credit card or calling card, or by calling collect.

All team members will be polite in restaurants. If there has been a problem with service see the coach.

My parent/s and I will continue to protect and improve the excellent reputation the club has throughout the state and country.

Failure to comply with the Code of Conduct will result in either or both of the following actions:

- Swimmer being sent home.
- Board review, which could result in temporary or permanent suspension from the team.

## **Chaperone Policies and Responsibilities**

Every chaperone must:

- Be a coach, parent or guardian of a PAC swimmer.
- Have a valid driver's license and proof of current auto insurance.
- Adhere to a no alcohol or drugs policy during all chaperoned activities and whenever in the presence of a swimmer.
- The coach is the preferred chaperone for groups of 5 or less. Travel meets with more than 5 swimmers will typically have at least one chaperone who is not a coach. Chaperone to swimmer ratio will be at least 1:8 unless previously approved by the PAC Board.
- At no time during the duration of the trip allow himself or herself to become unfit to assume full responsibility for the group or to respond to an emergency (example: swimmer illness during the night) due to the consumption of alcoholic beverages or prescription or non-prescription drugs. No alcoholic beverage whatsoever shall be consumed before curfew or in the presence of swimmers.
- Chaperones will refrain from using any medication that might impair their ability to support the swimmers during the trip.
- No illegal drugs shall be consumed at any time during the trip.
- Obey all laws while on the trip, including traffic laws and seat belt laws.
- Chaperones will agree to assume these responsibilities and to follow these rules in supervising the swimmers. Prospective chaperones who will not agree to these rules will not be designated as PAC chaperones by the board, and those who elect not to follow these rules will not be permitted to act as PAC chaperones for future meets.

## **Head Chaperone responsibilities**

The volunteers designated as head chaperone will:

- Determine a cost per swimmer for the trip based on transportation, accommodations, special events, and food. Communicate costs to families.
- Solicit for attendance in conjunction with the coach. Keep track of who is committed to attending.

- Keep track of trip expenses and receipts.
- Assist the coach with securing flights, meals, and lodging for the swimmers.
- Communicate with swimmers and their families about any special circumstances.
- Serve as the primary communication link in the group by bringing a binder on the trip with all emergency information (USA Swimming release form, emergency contact numbers, and insurance information). The chaperone must give all swimmers his or her cell number. If anything should go wrong, the chaperone or coach will notify the parents or legal guardian.
- Coordinate activities with other chaperones.

### **All Chaperones' responsibilities for swimmers**

A chaperone's meals with the team, team lodging, event tickets and transportation expenses will be paid by PAC, so long as these expenses are in line with coach travel reimbursement guidelines. PAC will not pay for alcoholic beverages, amusement activities, or excessively priced meals or lodging.

Duties at the meet include but are not limited to:

- Eating meals with the team.
- Staying at the same hotel as team
- Assist with transporting swimmers.
- Assist with lane timing or officiating as needed.
- Work with coach and other chaperones to make sure swimmers are ready to compete by ensuring proper nutrition and sleep.
- The Head Chaperone will make sure lights out expectations are enforced.
- Chaperones will make sure that swimmers get up in the morning at the time the coach suggests.
- Swimmers will not be allowed in the hotel rooms of opposite gender swimmers unless a chaperone or coach is in the room with them at all times.

Chaperones are authorized to enforce rules with swimmers through calm conversation and by insisting that a swimmer leave a situation in which he/she is misbehaving. These interventions should be made in a calm voice and without physical contact. If these measures do not work, the chaperone should contact the coach, who will handle any further discipline, and may elect to send the swimmer home, at parental expense.

## **Swimmer Discipline**

*Note: A new policy that specifically addresses bullying is under construction and will be shared with all PAC swimmers and families once approved by the Board.*

When inappropriate, disrespectful or disruptive behavior occurs, coaches will adhere to the following procedure for progressive discipline of swimmers:

Step One: One initial warning from the coach to the swimmer.

Step Two: Time out for the swimmer for part of the practice.

Step Three: Expulsion from practice. The swimmer will be re-admitted to the next practice when both the swimmer and parent sign the expulsion form provided by the coach.

Step Four: Temporary suspension from the team for a period of time determined by the coach. In the event of a temporary suspension, the swimmer and parent(s) are required to attend a conference with the coach prior to being readmitted to practice.

Step Five: Conditional expulsion from the team. The swimmer will be suspended from practice until the next Board of Directors' meeting. The coach will present the concern to the Board, and the Board may vote to permanently expel the swimmer from the team. The swimmer may petition the Board at a later time to be reinstated.

Most discipline problems are short-lived and easily corrected with the first three levels of discipline. In the event of a flagrant behavioral problem, PAC coaches have the authority to skip the early stages of progressive discipline and move quickly to more serious levels of discipline.

## **Complaint Resolution**

### **Complaints Regarding Coaching Issues**

The coach is always the first person to approach regarding coaching of your child. If the issue cannot be resolved via the coach, please contact the Head Coach. If still unresolved, the issue can then be taken to the board. If you are unclear about how to handle the matter, you may always go to your Pool Parent.

### **Complaints Regarding Other Issues (team policies, board decisions, etc.)**

Please go to your Pool Parent, who can suggest the appropriate person to whom your issues should be addressed.

## **Glossary of Competitive Swimming Terms**

**"A" time** Time classification for a swimmer, as with A times, AA times, B times, and so forth. (An A time in Oregon is the time that must have previously been achieved to qualify to swim an event in the OSI state championships. B times are somewhat slower, but are faster than C times. OSI publishes its qualifying A and B times for each age and event every year. These standards are also used as qualifications for entry into some invitational meets that are not championships.)

**A meet** Swim meet which requires swimmers to have previously achieved an A time standard in the events they wish to enter.

**A-B-C meet** This type of meet includes every ability level of swimmer from novice to very experienced.

**Age group** Division of swimmers according to age. The National Age Group divisions are: 10-under, 11-12, 13-14, 15-16, 17-18. Some LSC's have divided the swimmers into more convenient divisions specific to their situations: 8-under, 13-Over, 15-Over, Junior, Senior.

**ASCA** The American Swim Coaches Association. The professional certifying organization for swim coaches throughout the nation. ASCA offers many services for coaches' education and career advancement.

**B-meet** Swim meet which requires swimmers to have previously achieved a B time standard in the events they wish to enter.

**B-C meet** Swim meet that offers competition for swimmers who have not achieved A times in the events that they race.

**Backstroke** One of the 4 competitive racing strokes, basically any style of swimming on the back. Backstroke is swum as the first stroke in the medley relay and second stroke in the IM. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back)

**Bell lap** The part of a freestyle distance race (400 yards or longer) when the swimmer has 2 lengths plus 5 yards to go. A timer rings a bell over the lane of each swimmer who has reached the backstroke flags before making the last turn at the start end of the pool. If bells are not available, the starter may fire a blank pistol over the lead swimmer only at this point in the race.

**Blocks** The starting platforms located behind each lane. Some pools have blocks only at the deeper end of the pool (called the "start end"), and some pools have blocks at both ends. Blocks have a variety of designs and can be permanent or removable.

**Breaststroke** One of the 4 competitive racing strokes. Breaststroke is swum as the second stroke in the medley relay and the third stroke in the IM. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd breaststroke.)

**Bull pen** The staging area where younger swimmers wait for a swimming event. The area is usually to the side of the pool and it has rows of chairs or benches for the swimmers. Meet volunteers organize these swimmers by heats and lanes, and escort them to their lanes on time for their races.

**Butterfly** One of the 4 competitive racing strokes. Butterfly, or fly, is swum as the third stroke in the medley relay and first stroke in the IM. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back)

**Button (plunger)** A manual timing system device that records a back-up time for use if the swimmer did not hit the touch pad or the pad malfunctioned. The button or plunger is at the end of a wire, plugged into a deck terminal box. There are usually 2 buttons per lane. The timer is responsible to push the button as the swimmer finishes the race.

**Championship meet** The meet held at the end of a season. Qualification times are usually necessary to enter meet.

**Championship finals** The top 6 or 8 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. The fastest heat of finals when multiple heats are held.

**Check-in** The procedure required before a swimmer swims an event in a deck seeded meet, sometimes referred to as “positive check-in”. Swimmers (or their coaches) mark their names on a list posted by the meet host by a specified deadline.

**Circle seeding** A method of seeding swimmers when they are participating in a prelims/finals event. The fastest 18 to 24 swimmers are seeded in the last three heats, with the fastest swimmers being in the inside lanes in the final 3 heats. Also is called championship seeding.

**Club** A registered swim team that is a dues paying member of USA Swimming and the local LSC.

**Consolation finals** After the fastest 6 or 8 swimmers, the next fastest 6 or 8 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. Consolations are the second fastest heat of finals when multiple heats are held and are conducted before the Championship heat.

**Deck** The area around the swimming pool reserved for swimmers, officials, and coaches. No one but an authorized USA Swimming member may be on the deck during a swim competition.

**Deck Entries** Accepting entries into swimming events on the first day or later day of a meet.

**Developmental meet** A classification of meet or competition that is usually held early in the season. The purpose of a developmental meet is to allow all levels of swimmers to compete in a low pressure environment.

**Distance** How far a swimmer swims. Distances for short course are: 25 yards (1 length), 50 yards (2 lengths), 100 yards (4 lengths), 200 yards (8 lengths), 400 yards (16 lengths), 500 yards (20 lengths), 1000 yards (40 lengths), 1650 yards (66 lengths). Distances for long course are: 50 meters (1 length), 100 meters (2 lengths), 200 meters (4 lengths), 400 meters (8 lengths), 800 meters (16 lengths), 1500 meters (30 lengths).

**Disqualified** A swimmers' performance in an event is not counted because of a rules infraction. A disqualification is shown by an official raising one arm with open hand, and can be explained after the meet by the coach.

**Dual meet** Type of meet where two (2) teams/clubs compete against each other, often ideal for novice swimmers. Tri-meets and quad-meets are also generally smaller and less intense than invitationals.

**Dry-land** The exercises and strength programs swimmers do out of the water. Dry-land work is vital for injury prevention and effective competition.

**Entry** An individual, relay team, or club roster's event list in a swim competition.

**Entry fees** The amount per event a swimmer or relay is charged. This varies depending on the LSC and type of meet.

**Entry limit** Each meet usually has a limit on the number of swimmers that can be accepted, or a time limit that cannot be exceeded. Once an entry limit has been reached, a meet will be closed to entries.

**Electronic timing** A timing system that usually has a push-button starting machine with a horn and a strobe light, touchpads in the water, junction boxes on the deck with hook up cables, buttons for backup timing, and a computer-type console that prints out the results of each race. Some systems are hooked up to a scoreboard that displays swimmers' times.

**Event** A race or stroke swum over a given distance. An event equals 1 preliminary with its final, or 1 timed final.

**False start** When a swimmer leaves the starting block before the horn or gun. A false start confirmed by both of two designated officials is a disqualification.

**Fastest to slowest** A seeding method that may be used on the longer events held at the end of a session. The fastest seeded swimmers participate in the first heats followed by the next fastest and so on. Many times these events will alternate one girls' heat and one boys' heat until all swimmers have competed.

**FINA** The international, rules-making organization, for the sport of swimming.

**Finals** The final race of each event. See "Championship Finals", "Consolation Finals", "Timed Finals", etc.

**Final results** The printed copy of the results of each race of a swim meet.

**Fins** Large rubber fin type devices that fit on a swimmers feet. Used in swim practice, not competition.

**Flags** Pennants that are suspended over the width of each end of the pool approximately 15 feet from the wall.

**Freestyle** One of the 4 competitive racing strokes. Freestyle is swum as the fourth stroke in the Medley Relay and fourth stroke in the IM. Racing distances are 50 yds/mtr, 100 yds/mtr, 200 yds/mtr, 400 mtr/500 yd, 800 mtr/1000 yds, 1500 mtr/1650 yds. (LSC's with 8-under divisions offer the 25 yd free)

**Heats** A division of an event in which there are more swimmers than lanes, so that they cannot all compete at the same time. The results for an event are compiled by swimmers' time swum after all heats of the event are completed.

**Heat sheet** The printed listings of swimmers' seed times and their assigned events, heats and lanes at a swim meet. Heat sheets are usually sold at the admissions table.

**High point award** An award given to the swimmer scoring the most points in a given age group at a swim meet. All meets do not offer high point awards; check the pre-meet information.

**Horn** A sounding device used with a light to signal the start of a race.

**OSAA** Oregon High School Athletic Association, which sanctions competition by high school swim teams.

**IM** Individual Medley. An event in which an equal distance of each of the 4 competitive strokes is swum in order. The order of strokes is butterfly, backstroke, breaststroke, and freestyle. IM distances are: 100 yds/mtr, 200 yds/mtr, 400 yds/mtr.

**Infraction** Doing something against the rules that is cause for disqualification, if observed by an official, and reported to the referee, who confirms the disqualification.

**Insurance** USA Swimming offers insurance coverage which is automatic when swimmer, coach, official, pays their USA Swimming registration fee.

**Interval** A specific elapsed time for swimming or rest used during swim practice.

**Invitational** Type of meet that requires a club to request an invitation to attend the meet.

**OSI** Oregon Swimming Incorporated, the Local Swim Committee (LSC) with which PAC is affiliated.

**Juniors** A USA Swimming National Championship meet for swimmers 18 years old or younger, who have swum specified qualification times. National juniors championship meets are conducted both short course (in April) and long course (in August). ASCA also holds a Juniors meet after short course season.

**Kick board** A flotation device used by swimmers during practice.

**Lane** The specific portion of the pool in which a swimmer is assigned to swim.

**Lane lines** Continuous floating markers attached to a cable stretched from the starting end to the turning end for the purpose of separating each lane and quieting the waves caused by racing swimmers.

**Lap** One length of the course. Sometimes may also mean down and back (2 lengths) of the course.

**Lap counter** The large numbered cards (or the person turning the cards) used during the freestyle events 500 yards or longer. Counting is done from the end opposite the starting end. The numbers on the cards are "odd numbers" only with the final lap being designated by a bright orange card.

**Leg** The part of a relay event swam by a single team member. A single stroke in the IM.

**Long course** Competition in a 50 meter pool. The long course season typically lasts from the beginning of April through August.

**LSC** Local Swim Committee. The local level administrative division of USA Swimming with supervisory responsibilities within certain geographic boundaries designated by USA Swimming.

**Marshall** The volunteer official who observes the pool during warm-ups, and may control the crowd and swimmer flow at a swim meet

**Medals** Awards given to the swimmers at meets. They vary in size and design and method of presentation.

**Meet Director** The volunteer in charge of the administration of the meet.

**Meter pool** The measurement of the length of a swimming pool that was built per specs using the metric system. Long course meters pools are 50 meters long; short course meters pools are 25 meters long.

**Mile** The slang referring to the 1500 meter or 1650 yard freestyle, each of which is slightly short of a mile.

**NAGTS** National Age Group Time Standards - the list of "C" through "AAAA" times published each year.

**Nationals** USA Swimming senior or junior level meets conducted in March/April and August. See Senior or Junior Nationals.

**NT** No Time. The abbreviation used on a heat sheet to designate that the swimmer has not achieved an official time in that event before.

**Officials** The certified, adult volunteers, who operate the many facets of a swim competition.

**Open competition** Competition which any qualified club, organization, or individual may enter.

**Pace clock** The large clocks with highly visible numbers and second hands, positioned at the ends or sides of a swimming pool so the swimmers can read their times during warmups or swim practice.

**Paddle** Colored plastic devices worn on the swimmers hands during swim practice.

**Positive check-in** The procedure required before a swimmer swims an event in a deck-seeded meet, and at some pre-seeded meets. Swimmers must mark their names on a list posted by the meet host.

**Prelims-finals** Type of meet with two sessions. The preliminary heats are usually held in a session that is early in the day. The fastest 6 or 8 (Championship Heat) swimmers, and sometimes the next fastest 6 or 8 swimmers (Consolation Heat) return later to compete in the Finals. A swimmer who has qualified in the Consolation Finals may not place in the Championship Finals even if their finals time would place them so. The converse also applies.

**Pre-seeded** A meet conducted in which a swimmer is assigned to each event, lane, and heat prior to the meet. These assignments are then posted on heat sheets for the information of swimmers, coaches, spectators, and officials.

**Psych sheet** List of swimmers in events by entry times before deck-seeding with no lanes or heats assigned.

**Pull Buoy** A flotation device used for pulling between the legs in practice.

**Qualifying times** Published times necessary to enter certain meets, or the times necessary to achieve a specific category of swimmer. See "A" "AA" (etc.) times.

**Recall rope** A rope across the width of the racing pool for the purpose of stopping swimmers who were not aware of a false start or technical starting problem. The rope is about 1/2 way on yard pools and about 50 feet from the starting end on meter pools.

**Referee** The head official at a swim meet in charge of all of the "Wet Side" administration and decisions.

**Relays** A swimming event in which 4 swimmers participate as a relay team, each swimmer swimming an equal distance of the race. There are two types of relays: 1.) Medley relay - One swimmer swims Backstroke, the next swimmer swims Breaststroke, the third swimmer swims Butterfly, and the last swimmer swims Freestyle. Medley relays are conducted over 200 yd/mtr and 400 yd/mtr distances. 2.) Freestyle relay - Each swimmer swims freestyle. Free relays are conducted over 200 yd/mtr, 400 yd/mtr, and 800 yd/mtr distances.

**Sanction** A permit issued by an LSC to a USA Swimming Club to conduct an event or meet.

**Sanction fee** The amount paid by a USA Swimming Club to an LSC for issuing a sanction.

**Scratch** To withdraw from an event after having declared an intention to participate. Some meets have scratch deadlines and specific scratch rules, and if not followed, a swimmer can be disqualified from remaining events.

**Seed** Assign the swimmers heats and lanes according to their submitted or preliminary times.

**Seeding** Deck Seeding – swimmers must report to the Clerk of the Course at some announced time before the event. After scratches are determined, the event is seeded. Pre-Seeding - swimmers are arranged in heats according to submitted times prior to the meet.

**Senior meet** A meet that is for senior level swimmers and is not divided into age groups. Qualification times are usually necessary and will vary depending on the level of the meet.

**Senior nationals** National championships are conducted as long course meets in the spring (usually in late March) and in the summer (usually in late July or August).

**Session** Portion of meet distinctly separated from other portions by locale, time, type of competition, or age group. Many meets have separate morning and afternoon sessions depending on swimmers' age groups.

**Short course** A 25 yard or 25 meter pool. The short course season typically lasts from the beginning of September through March.

**Split** A portion of an event, shorter than the total distance, that is timed, for example, the time for the first 50 yards of a 100 yard race, or the time swum by one swimmer of a relay team. It is common to take multiple splits for the longer distances.

**Starter** The volunteer official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.

**State meet** A championship meet held twice a year (Short Course and Long Course) sponsored by the LSC. It is common to hold a Championship Senior meet and Age Group meet separately. Qualification times are necessary.

**State qualifier** A swimmer who has made a necessary cut off time – an ‘A’ time – to enter the state championship meet.

**Stroke** There are 4 competitive strokes: butterfly, backstroke, breaststroke, freestyle.

**Stroke judge** A volunteer official trained and authorized to observe racers’ strokes as they swim through the jurisdiction assigned to the official, usually 2-4 lanes. At a short course meet, the stroke judges will generally stand at either end of the pool, and have jurisdiction to the midline of the pool. At a long course meet, a stroke judge will usually walk along the side of the pool as the swimmers race, and may have jurisdiction from one end to the other. A stroke judge who observes a swimmer commit an infraction will report to the referee, and the swimmer may be disqualified.

**Submitted time** Times used to enter swimmers in meets. These times must have been achieved by the swimmer at previous meets.

**Swim-A-Thon** A fundraiser copyrighted by USA Swimming for local clubs to use to make money. Swimmers seek sponsors for laps swum on Swim-A-Thon day.

**Swim-off** In a Prelims/Finals type competition, a race after the scheduled event to break a tie. The only circumstance that warrants a swim-off is to determine which swimmer makes finals or becomes an alternate, otherwise ties stand.

**Taper** The resting phase of training for a senior swimmer toward the end of the season before the championship meet.

**Timed finals** Competition in which only heats are swum and final placings are determined by those times.

**Time standard** A time set by a meet or LSC or USA Swimming (etc) that a swimmer must achieve for qualification or recognition.

**Timer** The volunteers sitting behind the starting blocks/finish end of pool, who are responsible for getting watch times on events and activating the backup buttons for the timing system.

**Time trial** An event or series of events where a swimmer may achieve or better a required time standard.

**Touch pad** The removable plate (on the end of pool lanes) that is connected to an automatic timing system. A swimmer must properly touch the touchpad to electronically register a time in a race.

**Unattached** An athlete member who competes, but does not represent a club or team, as during the 120 days after an athlete transfers from one team to another. (abbr. UN)

**Unofficial time** The time displayed on a read out board, read over the intercom by the announcer immediately after the race, or clocked by the lane timers.

**USA number** A 12 part number assigned to a swimmer after they have filled out the proper forms and paid their annual dues. The first three parts include the two letter abbreviation for the LSC (Local Swim Committee) and the registration year. The next three parts are letters standing for the first initial of: Last Name/First Name/Middle Name in that order. The last 6 parts are numbers of swimmers birthdate: Day/Month/Year using zeros as place holders. For example: USS# for swimmer Kent Michael Nelson, a member of Indiana Swimming, registering for the 1993/94 year and born Aug.27, 1976 = IN4NKM082776.

**Yard pool** The measurement of the length of a swimming pool that was built per specs using the American system. A short course yard pool is 25 yards (75 feet) in length.

**Zones** The country is divided up into 4 major zones: Eastern - Southern - Central - Western. At the end of the long course season (in August) the Zone Administration sponsors a championship age group meet.

## **PAC Affiliations**

### **USA Swimming**

USA Swimming is the national governing body for amateur competitive swimming in the United States from beginners to the Olympic level. All PAC swimmers must become members of USA swimming in order to participate in practices and meets. USA swimming has administrative oversight for the entire nation, which is divided into 59 Local Swimming Committees (LSCs). Generally a single LSC governs a single state, but some states have more than one LSC due to their size. USA Swimming is a non-profit organization funded through dues collected from individual swimmers and teams, grants from the United States Olympic Committee, corporate sponsorship, and income earned from events, promotions and merchandise. Meets are sanctioned by USA Swimming

through our LSC, Oregon Swimming, Inc., so that the meets are run according to standardized procedures and the swimmer's times will count for State, Sectional, Zone and National qualification. USA Swimming is responsible for selecting the athletes that will represent the United States in all international competitions.

### **Oregon Swimming, Inc. (OSI)**

OSI is a non-profit corporation and the Local Swimming Committee (LSC) to which PAC belongs. OSI has local jurisdiction for USA Swimming within most of the State of Oregon and several counties in Southwest Washington. OSI is a volunteer-run organization with its own set of by-laws and a separate House of Delegates responsible for managing the business affairs of OSI. Representatives to the House of Delegates are composed of athletes, coaches, members of the Board of Directors, and club members. Besides assuring that meets are run according to USA Swimming and OSI protocols, OSI provides training to parent volunteers through its clinics program. OSI holds state championship meets at the conclusion of the short and long course seasons and sponsors teams to swim at the Western Zone Championships and the Pacific Coast All-Star Meet.

### **East Metro Swim League (EMSL)**

EMSL is a non-profit corporation founded in 1998 by a number of Portland metropolitan area coaches. EMSL was founded to fill a gap in Oregon swimming so that non-AB swimmers within the Portland metropolitan area could enjoy competitions with time commitment and competition levels that were appropriate for novice swimmers. The founding coaches believed that larger and longer swim meets deterred new swimmers and their families from the sport of swimming before they formed a love and commitment for both their team and the sport. The founders felt it was important to recognize and showcase the accomplishments of entry-level swimmers and provide them a forum to feel good about both their personal and team accomplishments. EMSL typically holds a short course championship in March for swimmers in events for which they have not achieved A times.