

Portland Aquatic Club Parent Handbook



2025-26

Find this handbook online at <https://www.swimpac.org/page/home/team-handbook> policies.
Go to www.swimpac.org > Login > Select About > Team Handbook & Policies).



Dear PAC Families,

Welcome to all our new and returning members!

Portland Aquatic Club (PAC) is a non-profit swim club offering a year-round competitive program for youth swimmers of all levels—from novice to national-level athletes—as well as a year-round Masters program for adult swimmers.

Youth swimmers in PAC are registered with Oregon Swimming Inc. (OSI) and USA Swimming (USAS). Masters swimmers are registered with Oregon Masters Swimming (OMS) and U.S. Masters Swimming (USMS). As a result, PAC is proud to be affiliated with some of the largest youth and adult sports organizations in the country.

Our mission is to build a program that fosters **resilience, camaraderie, and competitive spirit**—not only to support achievement in the pool but to help our members develop lifelong skills for success beyond swimming. Together, we are stronger when every member is committed to this mission!

PAC coaches handle the day-to-day operations and planning of the swim program. Typically, two coaches are assigned to each site to lead practices and guide swimmers in their development. If you haven't already done so, please take a moment to read our **Coaching Staff bios** on the website (*About > Coaching Staff*) to get to know the team.

As a community-based organization, **volunteers play a critical role** in our success. An all-volunteer board, made up of parent representatives, oversees the administrative and operational side of the team. Board meeting minutes are posted regularly on the website for your review (*About > Board of Directors*).

This handbook is designed to provide you with a basic overview of the team's operations, along with helpful links and navigation tips for the team website (noted in parentheses for offline readers). If you have any questions that aren't answered here, please don't hesitate to reach out to your site coach or pool parent. We're here to support you and help you make the most of your PAC experience!

Chelsea Krisanda
PAC Head Coach

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TRAINING PROGRAM OVERVIEW

PAC offers a series of training programs designed to meet the needs of youth swimmers at all stages of development. Swimmers move between training groups as they age and advance their skills. The table below provides full descriptions, including detailed focus areas for practice at each level. This can also be found on the [Training Groups](#) page on the team website (Youth Program > Training Groups).

The coaches encourage swimmers to communicate their advancement goals clearly, and actively engage in the development process. Swimmers advance at the coaches' discretion, usually at the end of the summer. The coaches consider many factors in advancement decisions, including lane space availability and cohort balance in addition to individual achievements.

TRAINING GROUP DEFINITIONS

Training Group and Requirements	Training Group Goals	Practices Locations	Meets & Practices	Target Age
Bronze Ability to swim multiple 25s freestyle and backstroke Ability to flutter, breaststroke, and dolphin kick with and without board A desire to improve and learn to race.	Develop strong fundamentals: streamline, body position, coordination, feel for the water. Develop all 4 strokes legally Learn how to swim in a lane with other swimmers and how to use a pace clock. Introduce racing starts, learn open turns and flip turns	SWCC EPCC/ MSCC	1 meet every 2 months 2 practices/week (1.5 hours/week) 1000-1500 yds/practice	6-10
Silver Ability to swim 50 of all 4 strokes legally Ability to swim a legal 200 free and 100 IM Ability to perform a legal flip turn for freestyle and backstroke. Ability to dive off the blocks. Ability to circle swim in the lane and use a pace clock. Ability to perform key drills.	Continue building stroke technique and endurance. Build a habit of good fundamentals: streamlines off every wall, head position etc. Learn how to scull and how it relates to the feel of the water and catch. Learn how to utilize underwaters off the walls: pullouts, rockets etc. Learn relay starts. Develop sportsmanship, teamwork, and individual and group goal setting Consistent attendance.	SWCC EPCC/ MSCC	1 meet per month 3 practices/week (4.5 hours/week) 2000- 3000 yds/practice	8-12

Training Group and Requirements	Training Group Goals	Practices Locations	Meets & Practices	Target Age
Gold Ability to swim 100s of a 4 strokes legally. Completed IMX OSI B times in 1+IMX events. 10x100s @ 2:00 with good technique and turns. 10x50 kick @ 1:15 3x200 IM @ 4:00 Consistent streamline and underwaters, ability to do breaststroke pull out. Consistent attendance. Ability to perform key drills.	Develop aerobic base and training skills. Develop goal setting skills and apply them to practice and meet behavior. Hone in on starts and turns. Introduce bucket and crossover turn for IM. IMX/IMR Consistent practice attendance. Become confident with interval training and using the pace clock. Learn how to run interval workout on pace clock without assistance.	SWCC EPCC/ MSCC	1-2 meets per month 5 practices/ week (6-8 hours/week) 2000-4000 yds/practice	10-14
Senior Ability to swim 50 of all 4 strokes legally. Interested in competition, improving technique and growing physical fitness. Ability to perform key drills.	Focus on stroke technique, efficiency, and power. Grow practice capacity and improve practice habits. Competes in High School meets, Districts, HS/OSI state. Ideal for multi-sport athletes to advance aerobic base and endurance. Develop training and race skills for all 100s, 200 IM, 500 free.	Dishman	3 meets per season 3 practices/ week plus optional strength training (4.5-6.5 hours/week) 2000-4000 yds/practice	14+
Performance 3 At least one OSI state time. Working towards Age Group regionals and Age Group Zones. 10x100s @ 1:40 with good technique and turns. 10x50s kick @ 1:05 3x200 IM @ 3:30. Ability to interval train for all strokes. NO issues with consistent streamline or underwaters. Ability to perform key drills. Consistent attendance.	Continue to develop stroke technique, efficiency, and power. Build strength and endurance. Develop body awareness through dryland exercises. Race skills in all 100s, 200 IM, 500 free. IMX/IMR Develop legal bucket and crossover turns. Work on prelims/finals race strategy. Run interval workout on pace clock without assistance. Consistent attendance and consistent completion of practices.	Dishman	1-2 meets per month 6 practices/ week plus dryland with 80% attendance (12 hours/week) 3000-5000 yds/practice	11-13

Coaches' recommendation based on goals, ability, practice habits, and maturity.	Build goal setting practices.			
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Training Group and Requirements	Training Group Goals	Practices Locations	Meets & Practices	Target Age
Performance 2 Multiple OSI state times in age group. Working towards Age Group regionals and Age Group Zones. 20x100 @ 1:30 10x50 kick @ 1:00 3x200 IM @ 3:15 Consistent attendance. Consistent completion of practices. Injury-free and coach's recommendation based on goals, ability, practice habits, and maturity.	Continue to build stroke technique, efficiency, and power. Build strength and endurance, race strategy and confidence. Start introducing drylands exercises with weight. Work towards OSI state, AG regionals, AG zones, All-stars. IMX/IMR Run interval workout on pace clock without assistance. Consistent attendance. Consistent completion of practices. Implement goal setting practices with regularity.	Dishman	1-2 meets per month 6 practices/ week plus dryland with 80% attendance (14 hours/week) 3500-6000 yds/practice	13-14
Performance 1 Multiple OSI State times Working towards SR Zones, Sectionals, and National level meets. 20x100 @ 1:20 12x50 kick @ :55 3x200 IM @ 3:00 Consistent attendance. Consistent completion of practices Injury-free and coach's recommendation.	Continue to build stroke technique, efficiency, and power. Build strength and endurance, race strategy and confidence. Competence with weight training and dryland exercises National level competitions, Sectionals, Sr Zones, OSI State Prepare for collegiate swimming. IMX, IMR Run interval workout on pace clock without assistance. Consistent attendance. Consistent completion of practices. Implement goal setting practices with regularity.	Dishman	1-2 meets per month 6 practices/week plus dryland with 80% attendance (14+ hours/week) 3500-6000 yds/practice	15+

TRAINING SCHEDULE

The table below shows the practice schedule for fall and spring 2025-26.

- Performance Group swimmers will have a special winter training schedule during the school break between 12/22/2025 and 1/3/2026.
- The schedule will change slightly for the summer, after the last day of school through the last day of the season, 7/31/2026.
- **No Practice:** All sites are closed for the Thanksgiving holiday on 11/27/25 and during the Portland Public Schools Spring Break from 3/23/26 to 3/27/26.
- **Pool Closures and Schedule Changes:** PAC expects some deviations from the standard schedule. The Portland Parks and Recreation department closes community centers periodically for annual maintenance. In addition, PAC may adjust practice times to accommodate the local high school swim team schedule. Watch for coach emails about schedule changes and alternate practice sites.

SWIM SCHEDULE							
Site	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Southwest Community Center AND East Portland/Mt Scott Community Center	4:30-5:15 pm		Bronze		Bronze		
	5:15-6:00 pm		Gold		Gold		
	4:30-6:00 pm	Silver Gold		Silver Gold		Silver Gold	
Matt Dishman Community Center	7:00-9:00 am						P1/P2/P3
	4:30-6:00 pm	P1/P2/P3 Senior	P1/P2/P3	P1/P2/P3 Senior	P1/P2/P3	P1/P2/P3 Senior	

DRYLAND SCHEDULE							
Site	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Matt Dishman Community Center	9:00-10:00 am						P1/P2/P3
	6:00-6:45 pm		P1/P2/P3		P1/P2/P3		
	6:00-7:00 pm	Strength Training*		Strength Training*			

*The strength training group includes P1 and P2 plus Senior swimmers with coach permission.

COMMITMENTS

DUES

The table below provides a summary of the standard fees along with fundraising and service hour requirements by training group.

Training Group	Non-refundable Annual PAC Registration	Annual USA Swimming Registration	Annual Dues (12 Monthly Installments)	Annual Required Fundraising	Annual Required Service Hours
Bronze	\$150 for one swimmer, \$275 for families with 2+ swimmers payable in a lump sum at registration	approx. \$80 per swimmer payable through separate registration process	\$1,604.00 (\$134.00/month)	\$300	20
Silver			\$2,058.00 (\$171.00/month)	\$300	20
Gold			\$2,561.00 (\$213.00/month)	\$350	20
Senior			\$2,240.00 (\$187.00/month) *weights group optional for \$25/month with coach permission, not included in dues above.	\$300	30
Performance 3			\$3,115.00 (\$260.00/month)	\$400	30
Performance 2 Performance 1			\$3,925.00 (\$327.00/month) *this incorporates \$25 weight training per month	\$500	30

Multi-Swimmer Discounts: PAC offers several discounts to families with multiple swimmers.

- The annual PAC registration fee applies to each swimmer with a maximum of \$275 for families with multiple swimmers.
- The highest-level swimmer pays full dues, the second swimmer receives a 10% dues discount, the third swimmer receives a 20% dues discount, and any additional swimmers receive a 50% dues discount.
- The annual fundraising requirement applies to each swimmer, with a maximum of \$600 per family.
- The annual service hour requirements are capped at 30 hours.

BILLING

Due Dates: Dues are billed on the 1st of the month, for that month, with payment due before the 5th of the current month's billing cycle.

Payment Options: Registration fees and 1st months dues must be paid by credit card/debit card. After registration, families may automate monthly fee payments by credit card/debit card or electronic funds transfer (EFT) from a bank account. Families may also choose to make monthly fee payments by personal check, mailed to the address below.

Portland Aquatic Club
3519 NE 15th Ave #527
Portland, OR 97212

Families with two late or missed payments in a season will no longer be permitted to pay by check. They will be required to either enroll in automatic payments via credit card/debit card or electronic funds transfer (EFT) or pay the remaining balance of their annual dues for the entire swim season in full.

Credit card payments incur a fee of 2.95% plus \$0.30 per transaction, while EFT payments incur a flat fee of \$1.25 per transaction.

Proration: Families who register after September will pay the registration fee in full (not prorated) and 1st month's dues for the month the athlete starts swimming with Portland Aquatic Club. Swimmers registering before the 15th of each month are responsible for 100% of that month's dues (billed to account and due when registration is approved - invoice will be emailed to account on file). Swimmers registering after the 15th of each month are responsible for 50% of that month's dues (billed to account and due when registration is approved - invoice will be emailed to account on file).

Overdue Accounts: Past due accounts are assessed a \$25 late fee on 15th of the month and added to the following month's bill. The team sends past-due balance notifications to all email addresses listed on the account, with copies to the coach, account manager, and Board President. Thirty-day past due accounts are automatically suspended from swim meet sign-ups. Accounts past due over sixty days will be excluded from practice and other club activities until acceptable payment arrangements have been made. Accounts 90 days past due will be referred to collections. The PAC Scholarship program provides financial assistance for families in need; the application is available on the team website. See page 17 for details.

FUNDRAISING

Mandatory fundraising requirements allow the team to cover budgeted expenses without increasing dues. The fundraising commitment varies by training group, ranging from \$300-\$500 with the maximum family fundraising obligation of \$600.

Unfulfilled fundraising commitments are billed on August 1st or upon departure from the team. If a family departs from the team early their annual fundraising commitment will be prorated at the following rate:

10% annual fundraising commitment x months active with the team.

**(Note that families must give 60 days' notice prior to departing the club.
See Midseason Withdrawal Policy section for more detail.)**

Fundraising Opportunities: The team conducts a silent auction in the fall and a Swim-a-Thon in the spring, as well as several other small fundraisers throughout the year. Participation in each fundraiser is encouraged but not mandatory. Families may also meet the fundraising requirement with a tax-deductible direct donation or employer-sponsored programs. For more information about these opportunities, see the Fundraising section of the team website (Take Action > Volunteer & Fundraise).

Verifying Fundraising Activities: Members are responsible for verifying that their accounts correctly reflect all fundraising activities. Review the Billing Summary for fundraising commitments and activity (My Account > Fundraising).

SERVICE HOURS

The sport of swimming runs on volunteers. Families are required to work in service to the team. Service hour commitment varies by training group (20-30 hrs) and does not exceed 30 hours per family. Unfulfilled service hours are billed at \$35/hour. To promote shared responsibility and consistent service participation, service hours will now be billed twice per year:

April 1st: 60% of the annual service hour requirement must be completed by this date, coinciding with the end of the short course season.

- Example: A 20-hour requirement would need 12 hours completed by April 1st.
- Example: A 30-hour requirement would require 18 hours completed by April 1st.

August 1st: Any remaining required hours must be completed by this date, which coincides with the end of the long course season.

If a family is billed in April for unfulfilled hours but completes their full obligation by August 1, PAC will issue a credit for the April billing.

If a family departs from the team early, their annual service hour commitment will be prorated at the following rate:

10% annual service hour commitment x months active with the team.

**(Note that families must give 60 days' notice prior to departing the club.
See Midseason Withdrawal Policy section for more detail)**

Once families complete their required service hours, excess hours can be applied to the fundraising requirement at a rate of \$17.50/hour.

Service Opportunities: The team provides organized opportunities to complete service hours throughout the year. As a general rule, families should aim to complete at least 10 service hours by timing or officiating at swim meets. We are actively seeking volunteers to become officials. Other opportunities are posted regularly on our meets and events page and sent out via our email system. For more detailed information on volunteer opportunities, talk to your pool parent or see the Volunteering section of the team website (Take Action > Volunteer & Fundraise).

Tracking Hours: The team tracks service hours in two ways.

1. Members can volunteer using the “Job Sign Up” links associated with certain events on the team website. These service hours are recorded automatically about a week after the job completion date.
2. Members are responsible for reporting all other service hours using the Service Hour Submission Form on the team website (Take Action > Log Hours). These hours are manually added to member accounts usually within two weeks after submission.

Verifying Hours: Members are responsible for verifying that their accounts correctly reflect all service hours. Review the Billing Summary for service hour commitments and activity (My Account > My Account > Billing Summary > Service Hours). If you have reported hours using one of the methods above and do not see the activity applied to your account, please email billing@swimpac.org.

MEET FEES

Meet fees vary depending on the type and level of meet and number of events entered.

New for the 2025–2026 season: The Coaches’ Service Fee, previously known as the **PAC surcharge** on meet entry fees, has not adequately covered travel expenses and coach labor at meets. Beginning this season, PAC will implement a flat monthly coach travel and staffing fee, which has been incorporated into regular monthly dues.

This change brings greater transparency to how travel costs are managed by eliminating unpredictable meet-by-meet surcharges and replacing them with a consistent, easy-to-understand monthly fee. It will directly support coach labor, travel, lodging, and per diem expenses, ensure a more consistent coach presence across all training groups, and allow for continued investment in coach development and succession planning. In addition, it aligns with SafeSport compliance standards—an ongoing PAC priority—and strengthens support for our coaching staff, which in turn enhances the overall experience for our athletes and families.

Families are responsible for covering all fees for meets entered, including events and facility surcharge. These fees are added to the monthly invoice, so the total amount due may vary from month to month depending on meet attendance. Once a meet entry deadline has passed and entries are submitted to the host team, **the fees cannot be refunded.**

Midseason Withdrawal Policy

Portland Aquatic Club (PAC) recognizes that circumstances may arise that require a swimmer to discontinue participation midseason. To ensure fairness and maintain the integrity of our team operations, the following policy applies to all midseason withdrawal requests:

Notice Requirement: Families must provide a written notice at least 60 days in advance of their intended withdrawal date. This notice must be submitted directly to the Head Coach of Portland Aquatic Club and the swimmer's assigned coach. The withdrawal will not be considered official until written notice is received and acknowledged. ***In the event a swimmer leaves the club without giving notice, the account holder will be responsible for dues, fundraising and service hour commitments for the subsequent 60 days.***

Financial Obligations: Families are responsible for all monthly dues incurred while the swimmer is actively participating on the team, including during the 60-day notice period. Dues are not prorated on a weekly basis.

Fundraising and Service Hour Commitments: PAC relies on team-wide participation in fundraising and volunteer efforts. As such, families who leave midseason are still responsible for a prorated portion of these annual commitments, calculated as follows:

Service Hours: 10% of the **annual service hour requirement** × number of months the swimmer was active on the team.

Fundraising: 10% of the **annual fundraising commitment** × number of months the swimmer was active on the team.

Examples of Pro-Rated Service Hour and Fundraising Commitments Based on Departure Timing and Notification:

With Advance Notice: If a family notifies the head coach **prior to December 30th** of their intent to leave the club at the end of **February** (six months into the season), they would be responsible for:

- All dues owed through the end of February
- **60%** of both the **annual service hour** and **fundraising commitments**, based on the number of months they were active with the team

Without Advance Notice: If a family leaves the club at the end of **February** without providing advance notice to the head coach, they would be responsible for **an additional 60 days' worth** of dues, service hour, and fundraising commitments, as a result of not giving the required notice:

- All dues owed through the end of February, plus March and April dues (Plus 60 Days)
- **80%** of both the **annual service hour** and **fundraising commitments**, based on the number of months they were active with the team (Plus 60 days)
- *These examples are intended to clarify how obligations are calculated in accordance with the club's departure and notice policies.*

Outstanding Balances: All outstanding dues, prorated service hours, and fundraising commitments must be fulfilled before a swimmer will be considered in good standing. Families with unresolved balances may be restricted from rejoining PAC in the future and may not be eligible for reference or transfer documentation until accounts are settled.

TEAM UNIFORM AND GEAR

PAC is an Arena-sponsored team. Our contract requires PAC swimmers to wear Arena attire when representing the team at swimming events. The table below describes the standard meet uniform, which varies by training group. Preferred vendors and purchasing details are listed on page 11.

Training Group	PAC Provides	Swimmer Provides
Bronze Silver Gold Senior	PAC team cap PAC team shirt	navy Arena brand suit
Performance 3 Performance 2 Performance 1	PAC team cap PAC team shirt	team jacket Arena brand performance team suit

Standard Meet Uniform: Swimmers may pick up a team shirt and cap from a pool parent or coach after registration. In lieu of a navy team suit, swimmers aged 13+ may wear any color or style of Arena tech suit when appropriate for the meet. Consult a coach to determine if a tech suit is appropriate.

Championship Meet Uniform: Swimmers qualifying for championship meets will receive a championship cap and t-shirt. Please wear these to the championship meets. Arena, as our sponsor, will also supply gear and special discounts to swimmers who qualify for high level meets.

Practice Attire: Swimmers may wear any brand of suit for practice. Swimsuits must provide adequate coverage and stay affixed to the body during vigorous workouts including diving. The team relies on each swimmer's own good judgment to apply these standards.

PAC recommends practice suits made from polyester or PBT to stand up to chlorine exposure. Nylon and Spandex suits tend to degrade quickly and become transparent with wear. Please replace suits as they become thin or worn out.

Dry Land Training Attire: Please bring a T-shirt, shorts, sneakers, and a water bottle to practice on dry land training days. Outdoor dry land training will also require appropriate footwear for running.

Training Gear: Please see the table below for a list of gear required for each group. Choose Arena gear when possible. Dishman, SWCC, and EPCC pools have large bins on deck for gear storage, which are locked when practice is not in session.

Equipment	Bronze	Silver	Gold	Senior	P3	P2	P1
Goggles	X	X	X	X	X	X	X
Mesh gear bag labeled with name	X	X	X	X	X	X	X
Pull buoy	X	X	X	X	X	X	X
Kickboard	X	X	X	X	X	X	X
Traditional swim fins	X	X	X				
Short fins (like Arena powerfin pro)				X	X	X	X
Center-mount snorkel (Finis brand or similar)		X	X	X	X	X	X
Finis paddles			X	X	X	X	X
StrechCordz Drag Belt/Tow Tether: one size only (either 8", 12" or 16") as recommended by coach						X	X

Preferred Vendor: Shop at our [Team Store](#) to place an order that generates rewards for the team (click the “Shop” button in website header). If you don't find what you need in the list of recommended products, you may also search for alternatives. The team earns credit for your purchases no matter what you choose, as long as you navigate through the Team Store.

Team Orders: On occasion, the team will place a bulk order for a special product like personalized caps, croc charms, or other items. We announce these bulk orders by email and bill accounts for the purchases. These orders usually take several weeks to fulfill. Please watch your email and the website for announcements about these opportunities.

Embroidery: Many items can be personalized with the team logo and/or swimmer name (e.g. backpacks, parkas, jackets). You may request embroidery on select purchases through the Team Store. You also may purchase items independently and bring them to the Stitchwork's kiosk at Lloyd's Center. Stitchwork's has the PAC logos and fonts on file and can usually complete embroidery service within a week.

WHAT TO EXPECT

This section covers the regular routines of swim practices and meets, and it documents the team's official policies.

PRACTICE EXPECTATIONS

Drop-Off and Pick-Up: Parents are responsible for prompt drop off and pick up of their swimmers. Coaching staff is only responsible for swimmers during scheduled practice time. Coaches do not stay on site after practice or monitor activities outside the pool building.

Locker Rooms: No cell phones or recording device use is permitted in locker rooms. Appropriate language, respect of other guests, tidiness, and responsibility is required at all times. Please do not use toilet stalls to change as they are reserved for guests needing to use the facilities.

Parent Behavior: Parents are welcome to stay for practice and support swimmers at meets. Please allow the coaches to focus and do their jobs. Refrain from the following behavior:

- Talking to coaches during practice
- Filming during practice
- Instructing swimmers at practice or meets, from the stands or any other area
- Interfering on the pool deck at practices or meets

MEET EXPECTATIONS

Swim meets provide opportunities to achieve goals, improve times, develop friendships, and celebrate success! All swimmers on the team are ready to attend meets, even the newest members of the team. See the Training Group Definitions on page 2 to determine how many meets to attend.

Choosing Meets: Plan ahead by reviewing the [Meet Schedule](#) on the team website (Meets & Events > Meet Schedule). The schedule includes the meet location and any eligibility requirements, like age group or time standards

All swimmers may participate in ABC meets. Swimmers must meet specific time standards to participate in meets designated as A, B, B+, Championship, Regional, or Zone. Parents and swimmers may review [Time Standards](#) on the team website (Meets & Events > Time Standards) as needed. Swimmers who qualify for a championship meet are expected to attend. Ask your coach if you have questions about eligibility.

When you log into your account, the team website includes an event page for every swim meet, which provides information in a standard format. The event details include the address, pool size, meet format, awards, and preliminary schedule. If the swim meet requires travel, check the event page to see if the team has contracted for a discounted hotel rate.

Signing Up: Swimmers and their families are responsible for signing up for meets and selecting individual events using the team website or the OnDeck app. For step-by-step instructions, please see the [How To Register](#) video on our team website (Meets & Events > Register for Meets & Events).

Note that the sign-up deadlines are often a month or more BEFORE the meet. An "Event Deadline Approaching" email message will notify families when registration opens. Swimmers cannot sign up for a meet after a deadline has passed.

The coaches provide final approval for individual events and they define relay teams. Relays are subject to change based on best times, swimmer performance and coaches' discretion. Note that the order listed on a relay slip is not necessarily the order that will be used.

IMX/IMR Challenge: The coaches expect all swimmers to earn an IMX or IMR score each year. This challenge requires swimmers to complete a specific set of developmentally appropriate events within the long course or short course season. When selecting events for swim meets, it may be helpful to consult the list of events required for your swimmer's age group. See the [IMR/IMX Challenge](#) page on the team website for details (Meets & Events > IMR/IMX Challenge).

Swim Meet Responsibilities: Review the [Swim Meet Guide](#) on the team website for detailed instructions, including tips on what to bring (Meets & Events > Your First Swim Meet). The table below shows the basic responsibilities for parents and swimmers attending meets.

Swimmer Responsibilities	Parent Responsibilities
Arrive 15 minutes prior to warm-ups and check in with a PAC coach on arrival. Stay at the pool during the meet, listening for events. Check in with the coaches before and after each event. Line up behind the appropriate starting blocks independently. For swimmers 8 & under, many meets have a bullpen where an adult volunteer will help swimmers line up.	Volunteer to time as you are able. Every swim meet requires timers from each team, and volunteering will help fulfill the annual Service Hours requirement. Remember to log service hours on the site after timing. Refrain from coaching or instructing any swimmer (from the stands or any other area) or interfering with the coaches on the pool deck.

SICK POLICY

Please keep the contact information in your account up to date in case swimmers become ill or injured during practice.

If a swimmer cannot attend a swim meet due to illness, please email the coach. Note that swimmers will be charged for meets if cancellation occurs after the registration date regardless of the reason. The club has already paid the fees for the meet and they are non-refundable.

See the [COVID Guidelines](#) on the team website for more details about current team protocol protecting against COVID-19. These guidelines explain how to communicate positive test results and when to return to mask-free activities after infection. This advice may change over time in response to state and county guidance (About > Team Handbook & Policies).

INCLEMENT WEATHER POLICY

When Portland Public Schools announces a cancellation or early dismissal, please watch for information about practice changes. The team will announce any changes via email and the OnDeck team feed. Ultimately, it is up to each family to decide if it is safe to travel.

Snow Days: The team often cancels practice on Portland Public Schools' snow days. Practice will continue as scheduled if the pool is open and the coaches can get there safely. Call the Portland Parks & Rec Information Line at 503-823-2533 to learn about any closures, and watch email for updates from coaches.

Outdoor Air Quality: If the AQI rises above 100 during practice, PAC will modify outdoor dryland training to a low-intensity workout. If it rises above 150, PAC will cancel outdoor dryland training. Swimmers with sensitivity to poor air quality should use their best judgment and let the coaches know if they cannot participate.

SAFE SPORT

PAC seeks to create a healthy environment for all swimmers. The team has adopted USA Swimming's [Minor Athlete Abuse Prevention Policy](#) to protect swimmers from bullying, hazing, sexual misconduct, or any form of emotional or physical abuse

(www.usaswimming.org/utility/landing-pages/minor-athlete-abuse-prevention-policy).

Swimmers ages 13+ are required to take the "Safe Sport for Athletes" class available through the USA Swimming Learn platform **every two years**.

Please see the [Safe Sport](#) section of the team website for a code of conduct, plus policies addressing locker room monitoring, photography, electronic communication, whistleblower protection, medical intervention and concussion (SafeSport menu).

Swimmers and family members can [Provide Feedback](#) at any time via links on our team website. These resources explain how to report a wide variety of concerns, including SafeSport issues (Contact Us, top level menu).

CALENDAR

The swim year runs from September through August, divided into two seasons. Short course season runs from September through March and long course season runs from April through August. During the short course season, most meets take place in 25-yard pools (SCY), although the team also visits some 25-meter pools (SCM). During the long course season, the team attends as many meets in 50-meter pools (LCM) as possible. A typical year might look like this:

- September: Practice begins, families attend PAC's General Membership Meeting.
- October: Swimmers attend first meet(s).
- November: PAC hosts an invitational swim meet with many opportunities to earn service hours.
- December: Performance 1, 2, and 3 groups participate in winter training during the school break.
- February/March: Qualified swimmers attend short course championship meets.
- April/May: Long Course season begins, and the team holds an awards banquet with many opportunities to earn service hours, as well as Swim-A-Thon, our largest annual fundraiser.
- June: The training schedule changes after the end of the school year, with some sites switching to outdoor pools and different practice times for the summer.
- July/August: Qualified swimmers attend the state long course and other championship meets.

RESOURCES

PAC SCHOLARSHIPS

The PAC Scholarship Program was established in 2008 to assist families of swimmers in need. Specifically, we hope to help new and current swimmers overcome barriers to membership with Portland Aquatic Club. The team supports the program with fundraising, and donations.

Applications are accepted through the [Scholarships](#) page on the team website (Youth Program > Scholarships). Please read about the two types of scholarships below and note the application deadlines. Each type of scholarship involves different benefits, application processes, and evaluation criteria.

Dues Scholarships

We have two deadlines for Dues Scholarship applications, to allow for pooled evaluation of candidates.

- **September 20th** for decisions by September 30th
- **March 10th** for decisions by March 31st

Applications received by the September deadline will have priority, and those received by the March deadline will be considered as resources permit. New and returning swimmers may apply for these scholarships.

Dues Scholarship awards may cover all or part of the monthly dues for the season. Depending on need, these awards may also include a registration fee credit, team travel assistance, meet fee assistance, gear allowance, and/or adjustment to service hours and fundraising obligations at the committee's discretion. The goal is to create a package of benefits that make membership accessible.

These applications will be evaluated based on a needs assessment and coach input. Awards will prioritize applicants who face barriers to swim club membership, identified by the following research-based factors:

- Swimmers with adult family members who cannot swim
- Swimmers with a parent who has less than a college education
- Swimmers from single parent households
- Swimmers who are Black, Indigenous, or people of color
- Swimmers who are Hispanic
- Swimmers who are born outside the US or who have parents born outside the US
- Swimmers who are LGBTQIA+
- Swimmers with physical disabilities

Temporary Hardship Scholarships

We will continue to accept applications on a rolling basis for temporary hardship scholarships. New swimmers may choose to apply for temporary hardship scholarships if they wish to join the team between Dues Scholarship deadlines, as a stop-gap measure. Current swimmers may apply at any time as needs arise. Applications for Dues Scholarships will have priority, and applications for Temporary Hardship Scholarships will be considered as resources permit.

Temporary Hardship Scholarship awards may provide only one of the following benefits: partial dues for up to 6 months, team travel assistance, meet fee credit, gear allowance, or adjustment to service hours and fundraising obligations at the committee's discretion. Applicants choose which of these options would be most helpful.

These applications will be evaluated based on statement of need and coach input. There are no income requirements. Temporary hardship scholarships are appropriate in a wide range of circumstances including but not limited to job loss or reduced hours, family medical event or death, divorce or alimony collection issues, home fire or flood, lease termination, and other events that impose significant unexpected expenses. These scholarships are also appropriate for unexpected swim expenses arising from qualification for championship meets.

COMMUNICATION AND INFORMATION SOURCES

Website: The team website at www.swimpac.org provides a wealth of information including the latest schedules, meet information, meet sign up, service and fundraising opportunities, team news, scholarship, board information, policies, personal account information, and billing details. Some menu items only become visible after login, so use your login credentials to access all that the website has to offer. Please check the website regularly for updates.

Mobile Apps: PAC swimmers and families use several mobile apps to make routine tasks easier and more fun.

- *Sports Engine* uses the same login credentials as the team website. While it does not include all of the team website information, it does provide many of the same functions formatted for a mobile device. Use this app to register for meets, update account information, track attendance and times. It also provides a team news feed which can send alerts to your phone. These notifications can be helpful in case of last-minute schedule changes.
- *Meet Mobile* allows swimmers and spectators to view heat sheets and track meet results in real time.
- *USA Swimming* provides access to the USA Swimming registration card, times, certifications, and Athlete Protection Training status. This app replaces DeckPass.

Email & Text: Please make a special effort to read the email messages that your coaches and pool parents send, to stay up-to-date with team activities. Occasionally, coaches will communicate via text. Make sure you have the best email addresses and cell phone numbers listed on your member profile. Each profile allows for up to four email addresses so families can add contact information for swimmers and other adults.

Social Media: PAC has several social media accounts. The team posts regularly to celebrate accomplishments and build team spirit. Follow us! Instagram: @swim.pac

QUESTIONS AND CONCERNS

Over time, most families will have questions that are not addressed here. Coaches and pool parents can help answer questions and address concerns. Pool parents are volunteers who support both new and returning families throughout the year.

When to Ask The Coach: Check with your coach for questions and concerns about the “wet” side of the team. For example, these questions might relate to training, swimmer goals, qualifying times, development opportunities, etc. Please refrain from talking to coaches during practice. Coaches can answer parent questions via email and after practice. The [Coaching Staff](#) page provides their contact information (About > Coaching Staff).

When to Ask The Pool Parent: Check with your pool parent for questions and concerns about the “dry” side of the team. These questions might address registration, website tools, practice schedules, gear, t-shirt sizes, fundraising and service hour opportunities, and other general information. Pool parents will refer questions to the coach, board, or administration if they are unable to help. The team website provides pool parent contact information on the [Contact Us](#) page (Contact Us, top level menu).

How to Provide Confidential Feedback: Swimmers and family members can provide input using a 100% confidential form in the [Contact Us](#) section of the team website (Contact Us, top level menu). In addition, the PAC Board sends out a survey every year to assess needs and help set priorities. The team values input from swimmers and their families!