



University Swim Club

www.universityswimclub.com

Swimmers' Handbook

2011 - 2012 Season

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Welcome !!!

Let us be the first to welcome you to the USC Family and say we are very pleased you have selected University Swim Club as your swim club of choice.

For our returning members, it has been a pleasure being part of your development to date and we look forward to continued success with our parents, swimmers and coaching staff.

In preparation for the season, USC likes to take this opportunity to remind our returning members as well inform our new members what they can expect from USC over the coming months.

If you are expecting to see a pool filled with young energetic kids splashing around and playing games for their entire time at the pool, then we are sorry to say you may be disappointed.

What you will find is a competitive swim team comprised of ...

- ❖ An experienced and dedicated coaching staff
- ❖ Detailed instructions on swim techniques
- ❖ Preparation to compete at progressively higher levels within USA Swimming
- ❖ Appreciation for the value of self-discipline in all areas of your work within the pool
- ❖ Friendship among your teammates
- ❖ And most important, LOT'S OF FUN !!!

For Our New Members

USC Mission Statement

“Passion, Dedication, Motivation”

The mission of **University Swim Club** is to teach a love of swimming and the discipline and hard work that comes with it. Athletes who truly love what they are doing can achieve beyond expectations. The success of USC is realized when coaches, swimmers and parents think and act together for the common good of the TEAM and our mutual love for the sport of swimming.

Swimming Techniques, Self Discipline and Conduct

In competitive swimming, there are four swimming strokes known as Backstroke, Breaststroke, Butterfly and Freestyle. In a competitive environment such as USC, we teach our members the proper techniques associated with each stroke as well as the rules associated with each stroke in a competitive event.

While we have an excellent team of teachers and coaches to improve your techniques and direct your activities, real progress can only be achieved through your own hard work while in the pool.

Swimmers should always be conscious of what they are doing and what they are trying to achieve and should monitor their own progress. For example, make a habit of counting your strokes and know what is a low count for you when swimming end-to-end at a steady pace. These are things that you can do yourself and they will rapidly teach you the benefit of self-awareness and self-discipline in your training.

Start to think like a swimmer at an early stage and be determined to improve through your own efforts. It is important that all swimmers to arrive promptly on poolside in advance of the training session ready to begin their warm-ups to ensure the coaches can capitalize on the full practice time.

USC is a USA Swimming Accredited Club which means we meet certain standards and guidelines set out by the association. All coaches are First Aid and CPR certified and undergoes regular background checks. Many of them also hold American Swimming Coaches Credentials, making them outstanding in their field.

It is important that you are considerate and polite to the coaching staff and other swimmers and others treat you with the same respect. If any swimmer or parent has any concerns they should refer these to the USC Site Coach or a member of the University Swim Club Board of Directors.

Preparation for Competition

Many people just enjoy swimming and the fitness benefit that swimming provides. However, Club swimming is largely about competition which is where the principal fun and excitement begins.

There are standards of competition available to suit all levels of ability. Local meets for swimmers of various abilities are offered nearly every weekend from October through January, culminating in the Lake Erie Swimming Championship Series meets as well as Regional and National Championships. The goal of any swim club is to have its members compete and to strive to that next level of completion as their skills increase. For some meets, coaches will specifically invite swimmers if the meet is a good fit for their age/ability. Families can choose the meets that best fit their schedules during the season.

Your Site Coach will always know what you should be aiming for and will ensure that you receive the necessary instruction to pursue your goals. In addition, all meet entry forms and dates of each event will be posted on the USC website.

Regular time-trials are run during practice to check on progress. Swimmers themselves should always be aware of their personal best times (PBs). These performance times will improve rapidly in the early stages as the swimmers grow and develop correct techniques.

Finally, with regards to upcoming swimming events, our members are updated through announcements on our website as well as communication through our Site Coaches and email.

Parents Responsibility

Parents are responsible for their children immediately before and immediately after all practice sessions. The club is only responsible for children while they are on poolside under the supervision of a coach for their practice. Children 7 years of age and under should be supervised in the changing areas and while on the pool deck before and after practice. In addition, it is the parents' responsibility to provide travel arrangements for all Swim Meet events that their child is participating in with USC.

How USC is Run

University Swim Club is managed by our Board of Directors, Coaching Staff and established Bylaw's. The Board of Directors are all 'willing' volunteers and in most cases parents of USC swimmers. The Board of Director details including board member positions with current members along with their contact information is shown on the USC web site (www.universityswimclub.com).

Each year there is an annual general meeting to elect the Board of Directors for the coming year. Parents of swimmers receive an honorary parent membership and are entitled to vote at general meetings and can be nominated to the board.

Getting Involved

There are many other tasks that are undertaken throughout the year to support our swimmers and ensure the club runs smoothly. This is where many of the parents assist in the role of time-keepers, committee chairs, fundraising support and general helpers at USC sponsored swim meets. If parents would like to get involved with the club as a board member, committee chair or participant or help in any other capacity they should contact any current board member or coach.

USC Membership and Fees

University Swim Club is a not for profit organisation and all membership fees go towards the direct operating costs associated with the organization. These include coaches' salaries, pool facility fees as well as insurance and certifications.

USA Swimming Membership: All University Swim Club swimmers are required to register for a USA Swimming Membership. USA Membership is \$53 annually and members must register for their USA Swimming Membership when they register for their first session to USC.

Membership Fees: Membership fees for the current year can be found at the following location: www.universityswimclub.com/

Registration: USC Registration is done online using the Thriva system. New users will need to create a user name and password to the system. At registration, users can elect to pay for the entire season at the beginning of the season, the entire season broken into monthly payments, or just select one or more sessions of the season. Families can elect to be automatically billed at the beginning of a month or session, or to login to Thriva each time and pay for it themselves. Additional instructions about registration can be found on the USC site on the registration page.

Competition Fees: These are specific to various open meets and competitions you may enter through the year. Costs associated with each meet will be available at the time of registration. All meet entries are done online through the active network online registration system. New users will need to create a username and password and to enter their swimmer's USA ID number on initial registration. Meet fees are paid by credit card at the time of meet entry submission. Meet entry fees are non-refundable.

Membership Cancellations: Notification is required in writing when a member resigns from the Club and fees are due up to the point of written receipt of resignation by the clubs registrar. Swimmers leaving the team must notify the registrar in writing. Paid team fees can be refunded within 10 days of purchase. Meet fees, and USA Swimming fees will not be refunded. Any future payments due for future months or sessions may be removed from processing with at least 7 days advanced notice in writing.

Payment Authorization and Policy

1. Swimmers who join the team before the midpoint of a session will be required to pay for the entire session. Swimmers who join the team after the midpoint of a session will be required to pay 50% of that session fee.
2. Swimmers who try out for the team and then join owe dues starting the first day of tryouts.

3. Swimmers who change groups will be charged or refunded the difference.
4. Swimmers leaving the team must notify the registrar in writing. Paid team fees can be refunded within 10 days of purchase. Meet fees, and USA Swimming fees will not be refunded. Any future payments due for future months or sessions may be removed from processing with at least 7 days advanced notice in writing.
5. There is a \$1USC surcharge for each meet entered
6. Families are responsible for all meet entry fees once the entry has been submitted to the team, regardless of whether the swimmer actually attends the meet.
7. The family of each swimmer is responsible for paying LESI meet fines incurred. Examples of fines include: scratching at a Championship Meets or swimming slower than the time standard required to enter an event. Additionally, the fined swimmer will pay a \$1.00 surcharge to USC. For more questions about fines please speak with Coach Charlie.
8. Statements are emailed to each family on a monthly basis. It is the family's responsibility to have a current email address on file with the registrar.
9. Failure to pay your account balance when due can result in the swimmer not begin permitted to enter meets and/or practice until the balance has been paid.
10. Monthly statements will be emailed to each family. Payment to University Swim Club must be received by the Treasurer by the date given on the statement via check or through payment on Thriva, or notification in writing received to the Treasurer indicating a reason for a delay in payment. Otherwise the family's account will automatically be charged outstanding balances using the payment information on record.

UNIVERSITY SWIM CLUB WEB SITE: www.universityswimclub.com

Pool Locations and Practice Schedule

Currently, USC offers practices at Gilmour Academy, Orange High School, and Twinsburg Fitness Center. The schedule varies by location and level. Please see practices link on the website to view the levels and times at each location. Additionally, times at Orange and Gilmour are adjusted slightly during the High school swim season (Nov-Feb) and practice times are occasionally moved or canceled due to High school swim meets at our practice locations. Always check the website for the most updated information for each location.

Frequently Asked Questions (FAQ's)

USC Membership Registration

All information about registering for USC, including step by step instructions, can be found on the Registration page of the USC website.

Updating Members Contact Information

Email the USC Registrar to update contact information during the season, including address, email, phone, etc. registrar@universityswimclub.com

Registering for a Swim Meet

All swim meet registration is done online. See the Meets page on the USC website.

What to do at your first Swim Meet

What do the Parents do?

Many of us sit together as a group. We cheer for all our kids and share helpful tips. When you come to a meet, look for the USC banner or several USC towels draped on the bleachers. All USC families are always welcomed.

Many families have the swim meets down to a science. You need to do what's best for you. If you will be at the swim meet all day, consider bringing your own cooler with healthy snacks and beverages. Reading material is always useful.

Dress for a humid building! Although it may be snowing outside, the warmth from the pool and closeness of people will keep you warmer than you may prefer. Some folks wear shorts under their slacks in case it's too warm. Heavy sweaters and turtlenecks generally don't work.

You may want to bring your camera and camcorder. Note; *do not take flash photography at the start of any race*. Sometimes the flash can cause a false start. We need to be considerate of all swimmers.

You must stay off the deck at all meets! If you are observing the swim meet, you belong in the bleachers with the other parents. Only coaches, officials, swimmers and volunteers are permitted on the pool. This is a safety issue and you are not covered by USA insurance.

Purchase a heat sheet. The heat sheet provides all the events for the day or one-half day (this depends on the swim club). Heat sheets cost \$2.00-5.00 and list all swimmers in order of appearance. This will help you gage the time your swimmer may be in the water. It's great for planning your breaks away from the pool.

Support your swimmer! Your swimmer should always first speak to his or her coach immediately after the race. The coach will give the swimmer feedback about his or her race technique, performance, etc. After this, it is the parents' job to give love, support and encouragement no matter what the out come of the race.

What do the Swimmers do?

- ✓ **Sign in** - Swimmers may have to circle/hi-lite their names on a sign-in sheet, which can be found on a table or wall when they arrive to swim. This informs the host club that the swimmer has arrived. If you forget to do this, you could be scratched from one or all of your events. Not all meets have sign-in, so be sure to verify with your coach when you arrive as to if and where you need to sign in.
- ✓ **Check in with your Coach** - Let your coach know you have arrived. He/she may have some meet specific information to discuss.
- ✓ **Warm-up** - Get in the water at your assigned time and warm up. Your Coach will have provided a warm up routine in advance or will advise you on what to do at the pool.
- ✓ **Listen for events** - Events are announced throughout the meet. If you can't hear the events being called, make it your business to get the information. It is the swimmer's responsibility to get to the clerk of course or to their blocks at the required time.
- ✓ **Report to the Clerk of Course (COC)** - This is required for most 10 and under swimmers at most meets. At the COC, you will be seated and escorted to the pool when it is time to swim. Developmental meets generally have a COC. If you are eleven or over, you may just need to circle your name in and report to the lane. But you may have to report to the COC as well. Our coaches will generally let you know if this is necessary, but double check.
- ✓ **Touch base** with your coach right after each event so he/she can tell you how great you did and advise you on improvements.
- ✓ **Check out relays** - Relays are generally determined at the swim meet. Do not leave the swim meet until you speak with your coach and ensure that you are not in a relay.
- ✓ **Have fun**