

## WELCOME TO HUMBOLDT SWIM CLUB!

The Board of Trustees, coaching staff, parents and members of our club have all benefitted greatly from their experiences with swimming, and in producing this handbook, we aim to share some of those experiences with you. It is our belief that families will get more out of swimming the longer they stay active in the sport, and this handbook is designed to equip families with knowledge that will help them get the most out of their time with the club. We realize that questions will come up along the way and encourage you to ask questions freely of any coach, board member, or parent. We are excited to have you in the club, and we look forward to seeing how we can all help to contribute to a joyful and enriching experience.

### MISSION

Our mission is to provide the community with a competitive youth swim team which develops both swimming skills and positive personal qualities.

### ABOUT US

Humboldt Swim Club (HSC) is a year-round swim team based in Arcata. HSC employs a professional coaching staff certified by *USA Swimming* and the American Red Cross, which assures that each coach has adequate swimming knowledge, life-saving skills, training, and background screening. HSC is a non-profit organization run by a volunteer board of directors. We have approximately 125 swimmers aged 6 and up. The team participates in an average of one meet per month at various venues throughout Northern California and Southern Oregon. Competition is not mandatory, but is encouraged. HSC is a member club of Zone 3, Pacific Swimming, a division of *USA Swimming*. HSC does not discriminate on the basis of gender, race, color, or creed.

### PHILOSOPHY

Our goal is to encourage members to swim to their personal potential and to enjoy life-long health and fitness. We achieve this goal by giving each swimmer individual instruction, attention, and feedback..

### HISTORY

Humboldt Swim Club made its first splash in June, 1993. In 1998, HSC merged with North Coast Swim Club to better serve the local swimming community.

### LOCATION

HSC practices primarily at the Arcata Community Pool. We also practice at HSU in their beautiful indoor pool.

### WEB PRESENCE

We are online at [www.hscswim.org](http://www.hscswim.org). There you will find links to calendars, information about the club, our TeamUnify page ([www.teamunify.com/pchsc](http://www.teamunify.com/pchsc)) and much more. "Like" us on Facebook and follow us on Twitter!

### TEAM DUES

As a non-profit organization, we strive to keep dues affordable for the families we serve. Families with two or more participating members receive a 10% discount, as do member families who choose to pay their annual dues in a lump sum. Please refer to our current fee schedule at our website, [www.hscswim.org](http://www.hscswim.org)

In addition to dues each swimmer must register annually with Pacific Swimming. We do this as a team during the late fall. Current registration fees are \$65 per swimmer per year.

### TEAM UNIFY

Team Unify is a web utility that we use for communications, billing, times database services and more. Our page can be found at [www.teamunify.com/pchsc](http://www.teamunify.com/pchsc).

### COMMUNICATIONS

Most team communications are handled electronically. We recommend that each family provide their primary e-mail address that they check every day. Each member family is assigned a file folder at the pool. Check it weekly for awards and other handouts. Our monthly newsletter can be found online, or at our kiosk at Arcata Community Pool and in the ACP lobby. Phone numbers for board members and coaches can be found on the back page of our newsletter. To contact the head coach, call HSC's Google Voice number: 707.267.SWIM (7946). E-mail the head coach at [headcoach@hsc.swim.org](mailto:headcoach@hsc.swim.org).

## TEAM STRUCTURE

### COACHES

Humboldt Swim Club employs a staff of professional coaches who are certified in CPR, First Aid, and Swim Coaches Safety Training. They are educated in swimming up to and beyond the standards set by *USA Swimming*, and must pass background screening. We select coaches on the basis of experience and swimming knowledge, leadership aptitude, and a love for teaching children.

### PRACTICE GROUPS

Our program is designed to start swimmers in a practice group where they will be successful, yet challenged, and allow them to advance as much as their commitment, effort and ability will allow. We realize that swimming ability and developmental maturity are not always equal, so we group swimmers by ability first and age second. We do recognize the need for swimmers to be with their peers, and we do balance these priorities. Our program is designed as a progression from group to group. Each coach will use the same language and the swimmer's skills and training will improve and progress smoothly. In all of the groups we focus on skill acquisition, fostering leadership, encouraging healthy bonding with teammates, striving towards goals, nurturing a competitive drive, promoting self-discipline, and of course, having fun!

The team is divided into 5 groups:

**THE GREEN GROUP** is for swimmers who are beginners and are working on learning the basics of the four competitive strokes, developing skills for appropriate socialization and self-governance, and proper swimming etiquette. The emphasis is on skill development and FUN! Green group has 2.5 hours of regular practice during the week, and an optional hour on Saturdays. Consult the practice schedule.

**THE BRONZE GROUP** has swimmers who are 8 years and older who are expanding on what they learned in Green Group, as well as refining the strokes and expanding their knowledge of drills, learning to use the pace clock and to read sets, improving turns, heightening self-discipline, and increasing the volume of swimming done during practice. The emphasis in Bronze Group is on teamwork, earning satisfaction through the achievement of goals, skill development and FUN!

Bronze group has 4 hours of regular practice during the week, and an optional hour on Saturdays.

**THE SILVER GROUP** consists of swimmers who are 9 years and older who are expanding upon skills acquired in Bronze, as well as deliberate goal setting, introducing dryland skills and movements, refining technique, incorporating advanced turns and underwater phases, increased use of equipment, and promotion of appropriate socialization. The emphasis in Silver is in refining technique, establishing commitment, and increasing endurance. Silver group has 7.5 hours of regular practice during the week, 2.5 hours of optional morning practice, and 1.5 hours of optional practice on Saturdays.

**GOLD AND SENIOR GROUPS** practice together. A swimmer must be 12 or older before entering Gold group. These swimmers are highly dedicated and are motivated to compete at their maximum potential. Their training is comprised of higher-volume swim workouts, advanced concepts in stroke technique, rigorous dryland training, higher levels of accountability to teammates and coaches, and healthy competition. While we still emphasize fun and keep a positive attitude, training becomes more about achieving satisfaction through meeting goals. Senior swimmers are required to attend more practices and are selected for Senior group for their leadership, ability, and dedication. Gold group swimmers have 9.5 regular hours and 4.5 optional hours per week. Senior swimmers have 10.75 hours of regular training and 3.25 hours of optional training per week.

## **PRACTICE TIMES, SWIM MEET SCHEDULES**

Schedules for both practice times and swim meets will be updated throughout the year. Please refer to the newsletter or website.

## **TEAM APPAREL**

Our team colors are royal blue, black and white. Team suits can be ordered from NorCal SwimShop ([www.swimshop.com](http://www.swimshop.com)) in Napa. Other items are available from NorCal, such as warm-ups, bags, and parkas. Parkas are recommended for outdoor meets to keep swimmers warm between events. Twice annually the club will order t-shirts, sweatshirts, sweats and other printed items, so watch your e-mail for notification. Team members should wear a team suit and team cap at meets. Coaches can more easily identify our swimmers when they are wearing team colors! Caps are available from coaches for \$5.

## **EQUIPMENT**

All swimmers should come to practice with a swim suit and goggles. Swimmers whose hair is several inches or longer should also wear a cap. Fins, kickboards and pull buoys are provided by the team. Gold and Senior swimmers will need some extra equipment which is available through NorCal SwimShop.

## **TEAM ADMINISTRATION**

### **BOARD OF DIRECTORS**

Humboldt Swim Club is administered by a volunteer board that meets monthly to plan for the ever-changing needs of a dynamic swim team. Board meetings are scheduled for the third Thursday of each month at 5:30 p.m. at a location in Arcata which will be published in the newsletter. All parents are welcome, but please note any upcoming closed sessions, which pertain to personnel discussions.

Club by-laws and meeting minutes are available at the Arcata Community Pool.

### **VOLUNTEERS**

Our club is always in need of parent volunteers. There are many things that you can do to help the team. At the current time, each family is required to volunteer for at least 12 hours each year.

We need parents qualified to officiate at meets. Clinics are offered from time to time to train parents to become stroke and turn judges, timing system operators, computer operators, meet marshals and meet directors. Please get involved...it is rewarding and fun!

### **FUND RAISING**

Because one of our priorities is to keep dues affordable, fund raising is a necessary part of the team's activities. Each year we try to host a swim meet, several fundraisers, a Sponsorship Drive, and a lap-a-thon. Currently each family is required to raise at least \$240 per year for the team (this amount is subject to change). To keep membership dues low we need energy and creative fund raising ideas from our swim club families. Please contact a coach or board member if you have fund raising ideas!

### **PACIFIC SWIMMING & USA SWIMMING**

Pacific Swimming ([www.pacswim.org](http://www.pacswim.org)) is the name of our LSC (Local Swim Committee). The LSC is an administrative division of *USA Swimming* ([www.usaswimming.org](http://www.usaswimming.org)) responsible for supervising certain geographic boundaries. Pacific Swimming (PC) governs Northern California and parts of Nevada. Pacific Swimming is a very large LSC with over 120 teams from Crescent City to Reno to Monterey. Because PC is so big it is divided into five zones. HSC is in Zone 3.

*USA Swimming* is the National Governing Body for amateur competitive swimming in the United States. From its headquarters office in Colorado Springs *USA Swimming* staff interact with 60 Local Swim Committees, athletes, coaches and volunteers at all levels to provide services to over 350,000 registered athletes, 25,000 non-athletes and thousands of swim clubs.

## **THE SWIMMER'S ROLE**

- To give your best at all times.
- To practice good sportsmanship in every situation.
- To be the best teammate you can be.
- To listen when the coach is talking and do as they ask.
- To have respect for your coaches, your teammates, your opponents, the equipment, the locker rooms, and pool staff.
- To challenge yourself in any and all situations.
- To use caution and common sense at the pool so as to avoid injury.
- To love the sport of swimming!

## **THE PARENTS' ROLE**

- Get your child/children to practice on time.
- Stay informed by reading the newsletter and picking up your mail in your file folder.
- Review with your child the roles and rules the swimmers are to follow.
- Attend as many team meets as possible.
- Pay dues on time and make sure paperwork is current.
- Let the coaches coach. They are the experts and know what is best for your child and the team when it comes to swimming.
- Parents are to stay in the bleacher area only during practices.
- Don't interrupt coaches during practice. Save your questions and comments for after practice so that the coaches can concentrate on the swimmers.
- Be an active member of the team by volunteering when needed.
- Communicate with the coach and the board.
- Consider serving on the board of directors or becoming a swim meet official.

## **SWIM MEETS**

Many meets we attend involve travel out of the area, as close as Crescent City and Redding but also as far away as San Francisco and the East Bay. Sometimes we camp but often stay in hotels or stay with family and friends. Many families carpool and share hotel rooms to cut costs.

Swim meets usually last several hours so bring chairs, sleeping bags, nutritious snacks and drinks, extra towels, games, music, etc. to make your stay (and your child's) as comfortable as possible.

## **THE SWIMMING SEASONS**

One swimming year (12 months) is broken into two seasons, short course and long course. The short course season is seven months (September - March), while the long course season is 5 months (April - August). During the short course season we swim only in 25 yard pools. In long course season we try to swim in as many long course meets (50 meter pools) as possible. In both seasons we average one swim meet per month. Both seasons end with final or championship meets designated for different swimming levels, so all team members can work towards a season finale. All Championship meets have their own qualifying times. Far Westerns is the highest level of competition that recognizes different age groups. Nationally ranked swimmers will compete at the California/Nevada Sectional Championships and/or Nationals. These meets are open to swimmers of any age who achieve the qualifying times.

## MEET ENTRIES

Most of you are now using the option to enter swim meets online via Swim Connection ([www.swimconnection.com](http://www.swimconnection.com)).

It is recommend that you use this option when available (as it usually is). For those who have not yet entered a meet online, it is fast, easy, accurate and reliable. One of the benefits of using this system is that all of your swimmer's times are accessible with the click of a button (provided they have already swum in a meet previous to entering) at the time you do your entries. The cost of using Swim Connection is \$1.00 + 5% of the entry fees. If you have any questions regarding this system, or meet entries in general please feel free to contact the coaches.

You can download and print your own meet sheets from [www.pacswim.org](http://www.pacswim.org). It is also possible to enter swim meets by filling out the downloaded entry form and mailing it by the deadline.

If you need help with a meet entry, please ask a coach, group liaison person or an experienced parent - they are glad to help!

### USEFUL WEB SITES:

Humboldt Swim Club	<a href="http://www.hscswim.org">www.hscswim.org</a>
Team Unify HSC	<a href="http://www.teamunify.com/pchsc">www.teamunify.com/pchsc</a>
Swim Connection:	<a href="http://www.swimconnection.com">http://www.swimconnection.com</a>
(meet entries)	<a href="http://www.swimconnection.com/pc/exec/Ome">http://www.swimconnection.com/pc/exec/Ome</a>
Pacific Swimming:	<a href="http://www.pacswim.org">www.pacswim.org</a>
USA Swimming:	<a href="http://www.usaswimming.org">www.usaswimming.org</a>
Norcal Swimshop:	<a href="http://www.swimshop.com">www.swimshop.com</a>

## TIME STANDARDS IN PACIFIC SWIMMING

Pacific has established age group time standards for the following age groups: 8/under, 10/under, 11-12, 13-14, 15-16, 17-18. The time standards are described below roughly from slowest to fastest.

C, B, BB, A, AA, AAA, and AAAA: age group swimming is where virtually all swimmers begin, and the B, BB, and A standards are the basic developmental and meet entry time standards used in Pacific's age group program. B is the entry level standard (a C or Novice time is any time slower than the B time standard), and an A time is everyone's first big goal. AA, AAA, and AAAA times are higher-level motivational standards (Note: 8/unders do not have all of these standards.)

JO MEET STANDARD: The JO meet standard is the qualifying time standard for the Junior Olympic meets that are offered in Pacific in March, July, and December. (There are no separate JO times for 8/unders -- they must qualify for JO meets at the 10/under standard.)

FAR WESTERN MEET STANDARD: The Far Western meet standard, also known as the Q time standard, is the qualifying time standard for the two Far Western Championship meets that Pacific hosts each year in late March and late July. (Again, there are no separate Far Western meet standards for 8/unders -- they must qualify for these meets at the 10/under standard.) The Far Western meet standard is currently the fastest time standard in Pacific used for meet entry purposes.

PRT (PACIFIC RECOGNITION TIME): For 8/unders, PRTs are the time standard used for compiling the top times each year for this age group. For the other age groups, PRTs are a recognition time standard for exceptionally noted swims within Pacific Swimming.

NRT (NATIONAL REPORTABLE TIME OR TOP 16 REPORTABLE TIME): the national age group time standard established by USA Swimming to compile the top 16 USA Swimming age group times each season.

The Pacific Swim Guide contains much useful information, including time standards, meet schedules, top times and Pacific Swimming records. It is online at:

[www.pacswim.org](http://www.pacswim.org)

## SWIM MEET ORGANIZATION IN PACIFIC SWIMMING

Age group meets in Pacific are mostly administered at the zone level, which is to say that each of the five geographic zones in Pacific sets its own year-round program of meets for age group swimmers at all levels. (There is, however, no limitation on swimmers entering meets hosted by clubs outside of their team's zone.) In addition, Pacific Swimming, through member clubs, offers short course and long course championship meets, the Junior Olympic age group championship meets, the regional Far Westerns short course and long course championships, as well as a variety of pre-championship and special holiday weekend meets. Here are some common meet classifications, with an idea of what they mean:

Events in a B meet or an A meet would be limited to swimmers who had made that standard in the events they want to enter but not the next one above it. Swimmers could enter an event in a B meet if they had achieved a B time but not an A time in that event. Since Far Western meet standard is the highest meet qualifying standard currently used in Pacific, Far Westerns would be open to any swimmer who had made the Far Western meet standard.

A plus sign next to a time standard means "or higher." For example, events in an A+ or JO+ meet would be open to any swimmer who had made the indicated standard or any higher standard in that event.

Multiclass meets have separate results and awards for swimmers with different time standards. For example, the common meet format used in Pacific is C/B/A+. Events in this meet would be open to any age group swimmer. C swimmers, B swimmers and A+ swimmers would compete together, but separate results would be prepared for the three groups, and the groups would receive separate awards.

Age Group Open meets and Invitational meets do not have time standards.

Invitational meets are limited to members of invited clubs, while Age Group Open meets are open to any age group swimmer registered with *USAS*

Zone or league championship meets are open only to swimmers affiliated with teams in that zone or league. The time standards used in these meets vary.

The Junior Olympic and Far Western meets, and other meets using these time standards, normally use a preliminaries and finals format.

For more information about Pacific Swimming meet organization go to [www.pacswim.org](http://www.pacswim.org) and click on FAQ.

## **HUMBOLDT SWIM CLUB CODE OF CONDUCT**

Humboldt Swim Club is a community of swimmers, coaches and parents. Our goal is to foster a cooperative atmosphere, working together to make this the best team it can be. Please remember that it is a privilege, not a right, to be a member of Humboldt Swim Club.

It is Humboldt Swim Club's policy that the following behaviors are unacceptable:

1. Disrespect to coaches.
2. Disruption of team activity, willfully disobeying coaches, officials or authority.
3. Disregard for basic safety for self or others.
4. Verbal harassment or use of profanity.
5. Causing, attempting to cause, or threatening to cause physical injury to another person.
6. Purposefully damaging or stealing team property, Humboldt State University property, Acata Community Pool property, or that of other swimmers.
7. Possession or use of drugs, alcohol, tobacco or weapons.

Discipline will be handled by the coaches and the board of directors, in accordance with the Humboldt Swim Club Discipline Policy.

Consequences will include, but are not limited to:

1. Warning of inappropriate behavior.
2. Time-out on the bleachers (swimmer is not to leave the pool area).
3. Removal from the pool for the remainder of practice - parent will be notified.
4. Probationary period or suspension followed by probationary period.\*
5. Dismissal from the team.\*

\* An appeal may be made to the Board of Directors; however, the decision of the board will be final.

Note: Parents are responsible for their swimmers during swim meets and while camping or traveling. Coaches are paid to coach and are not responsible for monitoring swimmers at meets. Parents are expected to treat coaches and officials with respect and to abide by the team code of conduct.

## “TEN COMMANDMENTS FOR SWIMMING PARENTS”

by Rose Snyder, adapted from Ed Clendaniel’s “Ten Commandments for Little League Parents”)

1. Remember that swimming is your child’s activity.

Improvement and progress occur at different rates for each individual. Don’t judge your child’s progress against the performance of other athletes and don’t push them based on what you think they should be doing. The nice thing about swimming is every person can strive to do their personal best.

2. Thou shalt be supportive no matter what.

There is only one question to ask your child “Did you have fun?” If meets and practices are not fun, your child should not be forced to participate.

3. Thou shalt not coach your child.

You have taken your child to a professional coach, do not undermine that coach by trying to coach your child on the side. Your job is to support, love and hug your child no matter what. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy. That is not your area. This will only serve to confuse your child and prevent the swimmer/coach bond from forming.

4. Thou shalt only have positive things to say at a swim meet.

If you are going to show up at a swim meet, you should cheer and applaud, but never criticize your child or the coach.

5. Thou shalt acknowledge thy child’s fears.

A first swimming meet, a 500 Free or 200IM can be a stressful situation. It is totally appropriate for your child to be scared. Don’t yell or belittle, just assure your child that the coach would not have suggested the event if he/she were not ready to compete in it.

6. Thou shalt not criticize the officials.

If you do not have the time or the desire to volunteer as an official, do not criticize those who are doing the best they can

7. Honor thy child’s coach.

The bond between coach and swimmer is a special one, and one that contributes to your child’s success as well as fun. Do not criticize the coach in the presence of your child, it will only serve to hurt your child’s swimming.

8. Thou shalt not jump from team to team.

The water isn’t necessarily bluer at the other team’s pool. Every team has its own internal problems, even teams that build champions. Children who switch from team to team are often ostracized for a long, long time by the teammates they leave behind. Oftentimes swimmers who do switch teams never do better than they did before they sought the bluer water.

9. Thy child shall have goals besides winning.

Giving an honest effort regardless of what the outcome is, is much more important than winning. One Olympian said, “My goal was to set a world record. Well, I did that, but someone else did it too, just a little faster than I did. I achieved my goal and I lost. This does not make me a failure, in fact I am very proud of that swim.”

10. Thou shalt not expect thy child to become an Olympian.

There are 225,000 athletes in USA Swimming. There are only 52 spots on the Olympic Team every four years. Your child’s odds of becoming an Olympian are 1 out of 4,300. Swimming is much more than just the Olympics. Ask your coach why he coaches. Chances are, he was not an Olympian, but still got enough out of swimming that he wants to pass that love for the sport on to others. Swimming teaches self-discipline and sportsmanship; it builds self-esteem and fitness; it provides lifelong friendships and much more. Most Olympians will tell you that these intangibles far outweigh any medal they may have won. Swimming builds good people and you should be happy your child wants to participate.