

Penguin Swim Team



Team Handbook

Updated 2011

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Welcome !

Welcome to the **Penguin Swim Team** (PST), a non-profit organization that has provided youth swimming activities in Nevada County since 1968. PST fosters self-esteem and encourages sportsmanship. Our competitive swimming program is designed to meet the needs of every swimmer, from those who simply want to improve their skills to the very serious competitor. PST is pleased you decided to join.

MEMBERSHIP AND DUES

To Register with Penguin Swim Team go to the Registration tab of the team website, www.penguinswim.org. You will find the following for 2011 registration information:

To participate on the Penguin Swim Team (PST), you will need to complete the PST Registration material AND register for USA Swimming on the "Swim Connection" website.

Step 1: Register for Swim Connection/USA Swimming

- 1) Go online to SwimConnection at www.swimconnection.com
- 2) On the bottom of the screen click on [Sierra Nevada Swimming](#)
- 3) On the next page, click on [Register now!](#) (close to the bottom in blue).
- 4) Fill out all of the information fields on this page. For Step 3 on this page – Team Affiliation -you should select "PST". Click on the "register" button near the bottom of the page to finish.
- 5) When your account is set up you will receive a confirmation email which is necessary for the next step.
- 6) Open your email and find the "Please activate your membership at SwimConnection" message. Here you will find a web link which you must follow in order to complete the membership process – click it. After the click, you may be sent directly to the SwimConnection, and are looking at a blue "login" button. If so, click it and continue following directions below. Otherwise, in a web browser, go back to the SwimConnection home page (<http://www.swimconnection.com>) and choose [Sierra Nevada Swimming](#) (just like step 2). Select the yellow "Login" link just below the "club pages" logo.
- 7) Now you can log in with your new member name and password (click the "login" button when ready)
- 8) On left of 'My Account' page choose "NEW/RENEW SWIMMER REGISTRATION"
- 9) Click on [New Swimmer Registration](#) and follow directions. Repeat this step for each swimmer you are registering. The cost is \$72.00 for year-round swimmers, and \$44.00 for seasonal (Sept. 1st – Jan. 15th) . If you are registering your child after the 1st of September, and your child will be swimming at any time during the following year, it is cheaper to sign up as a year-round swimmer because the registration will be valid until the end of the following year.
- 10) Print a copy of the completed on-line registration to submit to PST with your PST registration forms. Expect 4-6 weeks for your registration card to arrive. Please keep a copy of the USA registration receipt for meet entry & proof of registration.

Step 2: Complete the PST Registration form

Click on [this form](#) for a copy of the current registration forms. Only one registration form is required per family. It is very important that we have cell phone numbers in case of an emergency as well as parents' email address to notify families of emergencies or pool closures. Please consult with the head coach as to which group they will be swimming in. Dues are determined by their group placement.

Step 3: Annual PST Registration Fee

All families must pay the Yearly PST Registration Fee of \$50.00.

Step 4: Fill out the Consent to Treat form for each swimmer.

Please complete the attached "consent to treat" form and return with registration. We must keep current insurance information on file. Please remember to let us know if it should change.

Step 5: Return Forms

Return all completed forms and payment for your first month's dues and yearly PST Registration Fee. These can be returned either by mail to:

**Penguin Swim Team
P.O. Box 404
Grass Valley, CA 95945**

OR they can be placed in the file folder marked PST DUES, located in the file box at the pool office. Monthly dues and annual registration fee can be paid together on one check.

Questions?

Contact Dues and Registration Coordinator Betty Sanguinetti easangus@sbcglobal.net or 478.1560 or check website at <http://penguinswim.org>

Your child may begin swimming after the coach has seen the completed USA Swimming Registration form and the PST registration forms have been submitted to the dues file.

INTRODUCTION TO SWIMMING

Swimming has developed into a highly competitive and organized sport. Swimming in the United States has been stimulated and guided by USA Swimming. This national governing organization registers athletes, provides insurance, sanctions events, and conducts local, regional and national competitions. Throughout the country the USA Swimming program is divided into many local swimming committees (LSCs). These divisions have supervisory responsibilities within certain geographical boundaries. The name of our LSC is Sierra Nevada Swimming (SN). Within each LSC there are many teams including our own, the Penguin Swim Team (PST).

Swimming is a wonderful sport with many advantages. Even though it is difficult and demanding, it is a healthy sport that encourages development of both body and mind. It involves vigorous exercise with a very low injury rate. It promotes organizational skills

and discipline, which often carry over into school and other activities.

Swimming encourages broad and well-rounded social development in kids of all ages. Friendships are established among team members, as well as with members of other teams. Parents, like swimmers, also make new friends. The Penguin Swim Team is a great group of people who grow, work and laugh together. Swimming is a family affair.

Swimming, especially in California, is an extremely demanding sport. To do one's best requires day-to-day that commitment that affects both swimmers and their parents. Undertaking the challenge is, first, the swimmer's decision. Once the decision is made, it is up to the swimmer and parents to follow through with dedication.

The swimmer who tries to make it without parental support will have a very tough time succeeding. Swimming will "reorganize" family routines and place demands on family time. The key to success is cooperation between swimmers, parents and coaches.

SWIM MEETS

USAS MEETS

USAS meets are held throughout the year. The coaches select the USAS meets the team will attend each year and all PST swimmers should attend as many as possible. These take place in various northern California towns such as Folsom, Sacramento, Woodland, Redding, Vacaville and South Lake Tahoe. Sometimes the meets take place in Reno or Carson City, Nevada. They provide opportunity to travel to new places and meet new people. They are usually held both days of a weekend; some schedule the long events on Friday evening. Saturday and Sunday events usually end around 3:00 p.m., depending on the number of entries.

Age Group Open

These meets do not have qualification time standards. Typically, these meets offer each one of the competitive strokes in the two distances offered by each group. Some events may be open to multiple age groups. Each swimmer is allowed to enter 3-5 events per day.

BB+/- Meet

Same as the Age Group Open except only age group events are offered. Open events are not offered.

Intrasquad Meets

Competitions between PST swimmers. These are good practice meets for beginning swimmers and are held to build team spirit and camaraderie, and to introduce beginning swimmers to competition.

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.

Invitationals

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).

Junior Olympic Championships

All swimmers who have reached qualifying time based on the Sierra Nevada Swimming Junior Olympic time standards may compete in the Junior Olympic Championships, held at the end of the short and long course seasons. Athletes who meet certain time standards may qualify for additional championship meets such as Far Westerns, 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).

Far Western Championships

This meet serves as a top-level competition for age group swimmers from around the western United States, Canada and Mexico. The meet is held in Pacific Swimming (Bay Area) and serves as a high priority meet for our top age group swimmers.

Sectionals

The Penguins participate in the Speedo Champions Series sectional meets that include some of the top swimming talent from across the United States. Sectional Championship meets are held at the end of both Short Course and Long Course seasons for swimmers with qualifying times.

Grand Prix Series

The Grand Prix Series meets showcase some of the best swimmers in the world as well as the next generation of swimming stars. The qualifying times are even faster than Sectionals but the Penguins have consistently had senior swimmers qualify for this meet and swim against the best swimmers in the world. Many Olympians attend these meets.

Western Zones

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. SNS selects a team to represent the LSC 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 SNS in competing at the Western Zone Championships.

USA Swimming Junior National Championships

Junior Nationals are exclusively for swimmers age 18 and under and the meet is held each

December (short course) and August (long course). This meet serves as a stepping-stone to the top national and international level meets for 18 and under athletes.

USA Swimming National Championships/ Olympic Trials/ US Open

These top national level competitions are held at different times throughout the year and serve as qualifying meets for international level competition.

National Junior Team

The National Junior Team is comprised of the top 18 and under swimmers in the country and serves as the first step in the National Team hierarchy. Team members typically attend a National Team camp and an International Competition. Making this team is a goal for many of our top athletes.

SWIM SEASONS

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

Long Course Season - This season runs from April 1 to August 31 each year. Meets are generally swum in a 50-meter pool.

COMPETITION AGE CLASSIFICATIONS

There are seven different age group classifications recognized by United States Swimming: 8 & Under, 10 & Under, 11-12, 13-14, 15-16, 17, 18 and Senior. The senior classification includes any swimmer who has achieved the prescribed qualifying time for the event. Not all age group classifications are offered at every swim meet. The swimmer's age on the first day of the meet will govern the swimmers age for the entire meet. Within each age group, there are recognized levels of achievement based on times. All swimmers begin as "Novice" swimmers. As they improve, they advance from "Novice" to "B", "A", "AA", and so on. Sierra Nevada swimming publishes the time standards for each level yearly. A swimmer might be at different levels in each stroke.

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. Most PST 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 50meters), and you must know the swimmer's gender, age and event. Copies of SNS time standards are posted on SNS website (www.sn-swimming.org) website.

SIERRA NEVADA 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.

Sierra Nevada Swimming Incorporated has set "B" and "A" time standards for each gender and age group. A BB+ time qualifies a swimmer 9 and older to compete in the Junior Olympic 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. For current SNS time standards refer to website for standards. www.sn.swimming.org

MEET PROCEDURE

Meet Sheet: Approximately 2 - 4 weeks before a meet, the meet sheet stating all the information concerning that meet will be available on Swim Connection at <https://ome.swimconnection.com> This is their Online Meet Entry Site. You can sign up to have alerts sent to your email when new meets are posted. Meets will also be posted on the PST website. Girls' events are odd numbered; boys' events are even numbered. Usually no more than five events per day may be entered (this does not include relays). Ages eight and under may swim five events and may choose from 8 & under and/or 10 & under events. Meets vary, so check all meet sheets carefully.

Meet Entry: The best way to sign up for meets is at <https://ome.swimconnection.com>. You can also fill out the Sierra Nevada Swimming Consolidated Entry Card or SAMMS (Swim and Meet Management System) Consolidated Entry Card completely. The meet sheet will tell you which form to fill out. Include the swimmer's name, best time for each event, fees, etc. **(See Appendix A sample.)**

Deadline: Sign up BY THE DEADLINE TIME. Sometimes meets also have a limit on the number of swimmers that can participate. If mailing, mail the entry card with full payment (entry fees *and* pool surcharge) to the address on the meet sheet. Mailing your entry early is not a bad idea. Some meets traditionally fill up *very* quickly and entries should be sent very soon after they become available. It is a good practice to send a stamped, self-addressed post card with your entry in order to receive confirmation that the entry has been received and accepted.

Arrival: Arrive at the meet in plenty of time. The coach will inform you in advance what time you should arrive. Also, check the meet sheet for warm-up and start times.

Check in - Coach: Swimmer must check in with his/her coach upon arrival. The coach will supervise the swimmers' warm up.

Check in - Meet: Check in at the Registration Table as soon after arrival as possible. Swimmers find their name on the entry lists then circle and initial the events they are swimming. It's a good idea to write the event numbers on the back of the swimmers hand at this point. Swimmers that don't check in at the registration table may not be allowed to

swim. A program may be purchased to keep track of events and times. Look for an area near the pool where heat and lane assignments are posted.

Deck Seeding: Heat and lane assignments are posted ½ hour or less before an event. Swimmers are deck seeded in heats from the slowest entry times to the fastest in each event. Each heat places the slowest swimmers in the outside lanes and the fastest swimmers in the center lanes. Be sure to check the heat and lane assignments carefully.

Check In - Lane: After finding your heat and lane assignment, the swimmer should check in with the coach, then proceed to the designated lane. Make sure the swimmer's name is listed on the recording sheet for that lane by asking the timers working that lane.

No Show: If the swimmer fails to show up at the blocks after checking in, he/she will automatically be scratched from the next event. If the swimmer cannot swim the event, the Clerk of Course must be notified ½ hour before the event. Should this happen, see your coach immediately.

Disqualification: If the swimmer is disqualified (DQ'd) from an event, an official will explain the infraction immediately after the event. Consider being DQ'd a valuable learning tool. If the swimmer argues with the official, he/she will be ejected from the meet.

Coach: After swimming the event, the swimmer should ask for his/her time from the lane recorder and report the time to the coach. The coach will use this meeting to praise, give encouragement and suggestions to the swimmer. It gives the coach time to focus on individual swimmers. The swimmer will improve more rapidly if he/she competes regularly and communicates with the coach.

Official times: Result sheets with official times will be posted near the pool. Be sure to check and record swimmer's official times. If he/she places, go to the awards desk. Awards are usually ready approximately an hour after the event. If you are registered at <https://ome.swimconnection.com/> you can sign up to have your swimmers results sent to you via email a couple of days after the meet.

Team Area: There is usually a team area where team members sit together fostering team spirit and the exchange of valuable information, and food!

WHAT TO EAT ON MEET DAY

An article written by nutrition expert Linda Houtkooper, PhD., R.D., and published in *Swimming World*, provided the Penguin Swim Team with the following **Snack Food Recommendations** for meet days.

Yogurt

Frozen yogurt

Ice milk

Low fat milk

Oatmeal

Pretzels

Thick crust pizza with low fat toppings (green peppers, mushrooms, onion, Canadian bacon; avoid extra cheese)

Instant breakfast drinks	and fatty meats like sausage and pepperoni)
Sports drinks	
Muffins	Low fat lunchmeat sandwiches
Fruit breads (banana, cranberry, pumpkin)	Fresh fruit (bananas, apples, grapes, oranges)
Unbuttered popcorn	Dried fruits
Cereal bars (Rice Krispy)	Fruit juice, fruit nectars
Unsweetened cereal	Fresh vegetables: celery, carrots, cucumbers, cherry tomatoes
Low fat crackers	Oatmeal raisin cookies
Rice cakes	Beef sticks or beef jerky
Bread sticks	

HELP YOUR SWIMMER BE HIS/HER BEST BY PROVIDING SNACKS FROM THE RECOMMENDED LIST. REMEMBER TO DRINK PLENTY OF FLUIDS.

COOL WATER IS THE BEST FLUID FOR A SWIMMER'S BODY.

TEAM AWARDS

In addition to the trophies, medals and ribbons given at swim meets, PST offers opportunities for athletes to earn other awards. The largest social event of the season is the Awards Night held in the fall or winter. Participation, 20 time improvements, Sierra Nevada Top Five times and USA Swimming Top 10 times are honored at this event. The 20 Time Improvements award is based on official times from USAS while swimming with Penguin Swim Team.

Each swimmer who received 20 time improvements will earn an award presented at our Awards Night. Beyond the first 20 time improvements, each additional 20 best times will earn another award. Awards are also given to swimmers based on the number of swim meets they attend.

Watch for Awards Night particulars to be announced in the newsletter. Plan to attend for a good time!

WORKOUTS, EQUIPMENT AND TEAM SUPPLIES

WORKOUTS

Workouts are usually assigned on the basis of age and/or ability. The coaches will determine what workout group your swimmer will be in after observing them in the water. Your swimmer may later be moved up a group depending upon performance or attitude. Please **do not** ask the coach to change workout times for your swimmer(s). Different swimmers in the same family may have different workout times. While this is sometimes hectic and inconvenient for the parents, it is best for the swimmer, and that is the main objective.

Workouts are held Monday through Friday and often on Saturday. The only weather conditions which cancel workouts are electrical storms or unsafe driving conditions. We swim in the rain and occasionally when it is snowing. It is always a good idea to check your email or the website (www.penguinswim.org) for updated information or changes in practice schedules. Occasionally a workout is canceled due to a pool maintenance problem without sufficient warning to inform all swimmers.

Please bring your swimmers to practice **on time**. This means no more than fifteen minutes ahead of the scheduled workout time. It allows ample time for changing clothes, socializing, putting on caps and goggles, etc., but is not so much time that the swimmers are running around the parking lot or deck. Please also see that swimmers are picked up on time. They are usually tired and sometimes cold. This prevents another parent or coach from staying late awaiting your arrival.

Parents, please note: After the last workout session each evening, the pool covers must be put on the pool before the team leaves. Parent help is **necessary** since it takes several adults to do this. Kids cannot help. It only takes a few minutes, and we greatly appreciate your assistance.

EQUIPMENT

1. Practice suits: This should not be the "team suit". A less-expensive suit should be used for practice, saving the team suit for meets. Any color or style is acceptable.
2. Towels
3. Goggles: Swimmers are in the water from $\frac{3}{4}$ hour for the youngest to two hours for the senior swimmers. Goggles are necessary to protect swimmers' eyes from the chlorine.
4. Training fins (Zoomers) and paddles.
5. Dry clothes, weather appropriate. (Swimmers must be appropriately dressed before leaving the pool area.)
6. Sunscreen in both Winter and Summer
7. Caps should be worn by anyone with long hair during practice. Team caps should be worn at meets and are available for purchase through your coach.

PENGUIN TEAM SUPPLIES

NorCal in Roseville is now our "Team Store". They carry our team suit, provide discounts on many items and can often deliver them to your home. For team parkas and swim caps ask the New Member Liaison or Coach and they can direct you to the parent in charge of these items.

TEAM SWIMSUITS

Speedo is now our team sponsor. Competition suits are Speedo's. The team suit changes every couple of years, depending on current styles and prints available through our contracted sponsor. It is based on red and black team colors; however a plain black suit is acceptable. We do request that our swimmers wear their team suit and team caps at swim meets. Make sure you get a suit that fits properly. Racing suits are supposed to be comfortable but tight. A tight-fitting suit helps you swim faster because there is less drag. We've all made the mistake our first year by buying a suit that had "growing room" only to find out after several months of wearing the suit had stretched to mammoth proportions!

Use the Speedo sizing charts or check with NorCal to get the correct size.

Contact the Coach or New Member Liaison listed in the Penguin Pipeline for current information about styles and ordering.

COMPETITION/TECHNICAL SUITS

For all but the highest level of competition your team suit is fine for all swim meets. If you choose to buy a technical suit (not recommended for any competition below the Junior Olympic level) make sure you order the correct size. They are generally tighter fitting than the team suits. Again, check the Speedo sizing charts and NorCal.

MARK ALL OF YOUR SWIMMER'S GEAR WITH AN INDELIBLE MARKER!

PARENTAL OBLIGATIONS

VOLUNTEER VOLUNTEER VOLUNTEER

To a large extent, the success of the Penguin Swim Team depends upon the support of the parents. Parents are needed in many areas in order for the club to function efficiently. Therefore, you are required to take an active role in helping the team. This includes getting your swimmer to and from practice and meets, helping at meets, and serving on a committee (fundraising, safety, social, publicity, etc.). Everyone has something to offer! Make sure you complete the volunteer sign-up form included in your registration materials. If everyone pitches in then no one or two people are carrying all the responsibility.

Some guidelines that may help you and the Penguin Swim Team:

Be aware of your swimmer's workout time. This information will be given to you by the coach. It is also available on the website and occasionally will be sent via email.

Read the periodic newsletter. Keep yourself informed. By all means **ask** if you don't

understand or have question about anything. Everyone was a new swim parent at one time, so we do understand.

We have a New Member Liaison to help with your questions. Their contact information can be found on the Penguin website under "Contact Directory". These parents will be happy to guide you and answer any questions you may have. There are often "experienced" parents on the pool deck. They are also very happy to help.

Bulletin Boards/Website. Check the bulletin board at the pool and the website (www.penguinswim.org) at least once a week for changes and announcements about upcoming events. The website will often have notices affecting daily practice, such as unexpected pool closures.

Individual Red File Folder. Every family has a file folder in the pool office. Be sure to check it frequently.

Volunteer your time at swim meets and for local activities and fundraisers. Your help is needed at every meet. Timers are always needed at meets with teams being responsible for specific lanes. Please make sure you fulfill your commitment to time at the meets. It takes many volunteers to run a successful meet. Helping out often gives you a ringside seat and can be more fun and less tiring than sitting in the stands. It is a great way to meet other parents and learn more about swimming. All PST activities are coordinated by volunteer parents. Check the Committee Chair listings in the Penguin Directory section of the newsletter for vacant positions where help is needed!

Deck Officials. Teams must provide USAS-carded deck officials to assist in running LSC-sanctioned meets. Stroke and Turn Judges are required by every team. If these positions are not filled, meets may have to be canceled, or times for our swimmers may not count! Information on qualifying as a deck official can be found in the Sierra Nevada Swim Guide or check with our PST Officials Chair.

Pay fees on time. They are due the first of every month and are delinquent if not received by then. A late fee (\$5) is charged on delinquent accounts and swimmers are not allowed to swim.

Proper nutrition and rest. Provide your swimmer with adequate rest and a well-balanced diet, especially before a meet.

Be Positive - toward your child's swimming and his/her coach. If a problem arises, please discuss it with the coach. Behind the scene complaining and gossip only hurt the swimmers and undermine team spirit.

FUNDRAISERS

A substantial portion of the PST budget comes from fundraising. Without fundraisers, dues would double. Therefore, everyone must support fundraising efforts. The team needs your help to make it successful. **Fund raising is required – not optional!** Our fundraisers include:

- Annual meet program ad sales and raffle

- Annual USAS Age Group Open meet
- e-Scrip
- Swim-a-thon

Each family is responsible for \$100.00 worth of fund raising profit per year. If time does not permit participation, a check may be written instead.

PENGUIN PLUNGE FUNDRAISER

Every fall before our Penguin Plunge swim meet, swimmers goes into the community and collects pledges/donations from local businesses and friends. Donations can be applied to the purchase of various sized ads that will appear in the annual meet program or used as prizes for the raffle that is held at our meet. This is our main fundraiser. It really takes very little effort and we are fortunate that our community is so willing to participate.

PST HOSTED MEETS

Penguin Swim Team hosts 1 – 2 meets each year (Usually at the Bear River Pool). There are many jobs that need to be done, none very difficult. Experienced people will be in charge, but everyone’s help is needed. Please make every effort to be available that weekend, both to cheer our PST swimmers and work. If it is not possible, please help with the preparation ahead of time.

e-SCRIP

A simple and potentially incredible way to raise money for our team! All you need to do is register your Safeway Club card and/or favorite credit or debit cards. Then, a donation is made to our team in your name each time you shop using your registered cards at e-Scrip merchants. There are no coupons or advance purchases required. It’s automatic once you register your cards! Painless!

If you have not registered yet, you can register on-line at www.escrip.com, call 1-800-592-0942 or pick up a registration form at the pool. Electronic Scrip Inc. (ESI), the company that runs this program, has met the strict requirements of the participating merchants in the areas of safety, security and confidentiality. ESI will not license, sell, exchange or distribute any personal identifying information about e-Scrip participants to any third parties. A list of participating merchants is available at the above website, or further information can be obtained by contacting the e-Scrip coordinator listed in the newsletter.

PARENTAL CONDUCT

WITH THE COACHES

Talk to the coaches before or after workouts. Consider the pool deck a classroom. Would you interrupt a classroom teacher while they are in the middle of a lecture? If the coach is not talking to the swimmers, they may be thinking, watching or analyzing. Arrange a meeting via email when they have more time and can be more attentive.

Leave the coaching to the coaches. They are professionals, dedicated to providing the

best coaching to all swimmers while encouraging the individual to improve at the proper rate. Parental “coaching” may adversely affect your swimmer’s performance and may also cause the swimmer to lose faith in the coach. The swimmer must train every day with the coach. If they lose faith in the coach, then the swimmer cannot be expected to put forth the proper effort. It is ESSENTIAL that the parents support the coaches!

Watch workouts from a distance. Do not talk, signal, wave or admonish your child while they are in the pool. If you feel there is a problem, talk to the coach after practice or schedule an appointment. Please stay away from the edge of the pool.

AT MEETS

Volunteer to help. There are lots of jobs which are fairly easy and fun. Someone will be more than happy to show you how.

Encourage and praise your swimmer. If your swimmer feels they have done poorly, offer encouragement and reassurance next time will be better.

Never “scratch” your swimmer from an event without first talking to the coach. You are not doing your swimmer a favor by scratching an event YOU don’t feel they can do.

NEVER argue with an official at a meet. Let the coach handle any and all problems.

WITH YOUR SWIMMER

Be positive. Look beyond today’s problem.

Be patient. Good swimmers take time. Some swimmers develop quickly while others take longer.

Give your child a positive self image and sense of sportsmanship.

Be a team player. Even though your swimmer’s events are individual, they are part of a TEAM!

DISCIPLINE

Fortunately, we have very few problems. Rules are set up for the safety and well-being of everyone involved. See that your swimmer is aware of the rules. If you have difficulty with another swimmer’s behavior or attitude, discuss it with the coach. If the problem is not resolved, discuss it with the President of the Board.

RECORD KEEPING

You can record your swimmers times at each meet. Results are always posted on a wall at the meets. Be careful to get the official times (these are the ones posted) the time on the scoreboard or on a timers stopwatch is not necessarily the “official time”. The best way to keep time records is by using Swim Connection at <http://www.swimconnection.com>. Meet

results are generally available here a few days after the meet has ended.

You can also find your swimmers times on USA Swimming (www.usawimming.org). Here you can search for individual's times and even pull up an individual's state and national ranking.

Swim Connection and USA Swimming are valuable tools for checking time standards, your swimmers times and goals and entering meets.

DIET, HEALTH AND CLOTHING

DIET

Proper nutrition is essential for first-rate athletic performance. Your swimmer should try to stay on a balanced diet and, difficult as it may be, cut down on junk food. You will find that your child's appetite will grow in proportion to the time he/she puts into training.

Most swimmers want an after-school snack that is therefore eaten prior to workout. Don't be concerned about stomach cramps. Most of the kids will quickly find out how much they can eat and still be comfortable swimming.

The night before a swim meet, a diet high in carbohydrates (pasta, baked potato, cereals, breads, crackers, fruit and vegetables, etc.) and low in fat is recommended. Avoid foods with high sugar content, fatty or greasy foods, and any food the swimmer is not used to eating or has difficulty digesting.

At swim meets, a snack bar is generally available. In addition to candy, donuts, coffee and soft drinks, there is usually some kind of a lunch menu (hot dogs, hamburgers, nachos, etc.). Ugh! Therefore, many families will bring their own snacks and/or lunches. We have included a page in this handbook ("What to Eat on Meet Day") for you to use as a guideline in planning food to take with you. Breakfast on the morning of the meet should be, again, to your swimmer's comfort. Some kids will want more than others. The meal should be high in carbohydrates. No sugary breakfast foods!

HEALTH

Eyes: Irritation may occur from time to time as a result of the necessary chemicals in the pool water. Goggles while swimming is the most recommended way of avoiding this.

Ears: If your swimmer should develop pain in one or both ears, chances are he has developed "swimmer's ear", an inflammation of the external ear canal. The pain develops over a period of 6 to 12 hours and can become bothersome enough so he can't get to sleep, and chewing or yawning can cause severe pain. To prevent swimmer's ear, make sure your child gets all the water out of the ears after swimming. Eardrops specifically for swimmer's ear can be purchased at the pharmacy. If it does not clear quickly then please contact your family doctor.

CLOTHING

Meets: The majority of swim meets are outdoors. The average swim meet lasts 6 hours. Therefore, the best advice is: Be prepared for anything! A day when the forecast predicts 100-degree weather can start out in the 50s or 60s. That's a bit cool if you are wearing only shorts, a t-shirt and sandals. Sunscreen is a must (for the whole family!). Swimmers should wear t-shirts and sandals between events. (This prevents sunburned shoulders and sore/burned feet.) Bring plenty of towels as your swimmer may swim up to five events.

Many families will bring beach chairs with an EZ-Up, umbrella or a tarp to provide shade. During the winter months, WARMTH is the primary objective (for the entire family!). Swimmers will need at least one dry towel for **each event** and several changes of warm clothes. Caps, mittens, overcoats and boots are all helpful. Many families will bring sleeping bags and/or blankets for swimmers (and sometimes parents!) to wrap up in. A popular extra is an easy-to-assemble small tent.

SWIMMERS' RESPONSIBILITIES

Congratulations on deciding to further your swimming career and become a part of the Penguin Swim Team family. What can you expect from Penguin Swim Team? Well, you will be coached by some of the greatest coaches in our area: people who know a lot about swimming, who have your well-being at heart and who are determined to improve your swimming.

Not everyone can win an Olympic Gold Medal, but everyone can try, and trying your best is the key to improving. If you have honestly given your absolutely best effort, then you are a true winner. We here at Penguin Swim Team will try our best to help make every one of you that kind of "winner".

Think positively about your progress. You will improve while you are here; that single goal is something every parent, coach and swimmer has in common. Believe in your ability to improve, work hard and think positive thoughts about your swimming; it makes competitive swimming that much more enjoyable.

Every member of Penguin Swim Team shares the responsibility of building the stature and prestige of the Team. Every swimmer, novice to team record holder, contributes to the program in some unique manner. Take pride in the Penguin Swim Team and share in the following responsibilities: Attend practice on a regular basis. Let your coach know when you must miss practice.

- Wear team suits and caps at all meets.
- Arrive at all meets and practices on time and ready to swim.
- Support the coach and your teammates; they can only reciprocate with support for you.
- Compliment those around you and be aware of others' accomplishments. Establish goals and train yourself to achieve them.

- Show your competitors the respect they deserve.
- Stay informed of club events, happenings and meets.
- Make sure handouts and announcements given out at practice get home.
- Treat meet officials with respect; if a problem arises, see your coach.
- Work hard to enjoy the benefits that Penguin Swim Team has to offer.
- Follow the program your coach has outlined. If you have any questions, see your coach before or after practice, or call and leave a message at home. Remember, the coach has the final say and you must follow his/her directions. Have fun and enjoy swimming!

PRACTICE INFORMATION / RULES

We have minimal behavioral expectations, but consider those expectations important to the safety, well being and morale of the other swimmers, parents and coaches. Your swimmer's self-esteem is one of our primary concerns. Swimmers are expected to abide by the rules, to be courteous and avoid horseplay or other kinds of disruptive behavior.

Swimmers may from time to time need to be disciplined. A coach must have discipline before learning can take place. Open disobedience, hazardous behavior, disruptive conduct or other rudeness to coaches, officials, parents, or other swimmers will not be tolerated. Youthful exuberance is OK, but the coaches will quickly advise you when it goes beyond that stage.

Swimmers are expected to arrive at the pool ON TIME for both workouts and swim meets.

The following list of Pool Safety Rules has been set up by the Board of Directors. Compliance with these rules is mandatory.

GENERAL

- Be on time for practice.
- Treat all facilities and equipment with care and pride.
- No talking when the coach is talking. Listen, learn, and collect as much knowledge as you can.
- There will be no running anywhere on the pool premises, horseplay, climbing and playing about in the parking lot, bathrooms, offices or on the roof.
- Swimmers are not to engage in any language or action against another team member under any circumstances. This includes fighting, scratching, or other forms of inappropriate behavior.

BATHROOMS

- The bathrooms are for changing. No rough-housing, throwing of any objects (including water), snapping towels.

- Please throw away your own garbage.
- Do not stand on chairs in the shower. The chairs can collapse easily and someone could get injured. Do not remove shower heads or otherwise act in any destructive manner toward the equipment and facilities.
- We recommend that you don't leave any valuables in the locker rooms; PST is not responsible for loss or damage.

DECK

- No running, especially when headed for the showers or returning to the pool.
- No climbing on fences and trellises
- Throw away your own garbage. Any trash on the deck ALWAYS manages to find its way into the pool. (Murphy's Law)
- No sunflower seeds. They make a slimy mess in the pool.
- No glass anything. The reason is obvious; if broken glass gets in the pool, it cannot be seen and the whole pool would have to be drained to retrieve it. Also, if it breaks on deck with all those bare feet, we run the risk of cut up feet!

POOL

- No diving! (ALL entries must be feet first. 3 point entry. This is a USA Swimming rule.) The exception is racing dives from the blocks once properly trained.
- No dunking, pinching, or any other roughhouse behavior. Again, we don't want anyone to get hurt.
- Please don't sit on the lane lines or pull on them. This puts undue stress on the lane lines and weakens them. They are very expensive.
- No diving off the blocks without coach's permission. You don't want to dive on top of one of your fellow swimmers, or have someone dive on top of you.
- NO DIVING OFF DIVING BOARDS OR LIFEGUARD'S CHAIR. (Another USA Swimming rule.)

Absolutely no swimming is allowed under the pool covers. Swimmers are not allowed to be in the pool while pool covers are on.

PARKING LOT

- Stay off school vehicles and parent's vehicles.
- No running or ball throwing in the parking lot. The parking lot is not a playground or jungle gym.
- Parents: please park in designated parking spots only.

DISCIPLINARY ACTION

If a swimmer should fail to follow through with these expectations, the following is our guideline:

1st warning: The swimmer will be warned once about their behavior.

2nd warning: The swimmer will be removed from practice and spoken to about his/her behavior.

3rd warning: The swimmer will be suspended for the remainder of practice, and the parents will be contacted by phone.

4th warning: The swimmer will be expelled from practice and not allowed to return until there has been a meeting with the parents. The Head Coach will be notified.

5th warning: The swimmer will be expelled from practice for an indefinite time. The Head Coach will be notified to schedule a meeting with the swimmer and the parents at which time a decision will be made if and when a swimmer will return.

These rules are set up and enforced so that the pool is a safe and enjoyable environment for everyone. They are published so that everyone knows what is expected.

PROCEDURE FOR APPEAL OF SUSPENSION OR EXPULSION

Upon receipt of recommendation of expulsion, the Board of Directors will review the case in Executive Session. The parent (s) and the misbehaving swimmer will be invited to present their appeal for the recommended expulsion. Upon a majority vote of the Board, the swimmer may be expelled permanently from the Team.

PST TEAM POLICIES

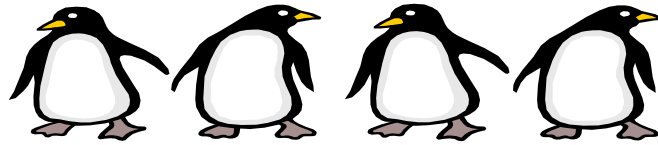
In addition to these general rules a complete list of the Penguin Team Policies, including the USA Swimming Code of Conduct, Harassment, Hiring and Travel can be found attached in Appendix B and also on our team website, www.pengiunswim.org.

CONCLUSION

If you have made it through this handbook you have accumulated valuable information about the Penguin Swim Team. In addition to this handbook, a periodic newsletter will be emailed directly to you and includes information about current and future meets, social events, team pictures, etc. Please remember to check the team website, pool bulletin board and family folder in the pool office frequently.

Whenever you are unsure of what is expected of you or your swimmer, if you have any suggestions or problems, ask any Board Member, Coach, parent or New Member Liaison. The more you know about swimming, the more the Penguins will become a family activity. Swimming is a wonderful sport. Thank you for joining the Penguin Swim Team.

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August 1998, April 2002, October 2003, February 2004, October 2006,
May 2011



Appendix B: PST Team Policies

Penguin Swim Team Policies

February 1, 2011

1. USA Swimming Code of Conduct

The following Policies from the USA Swimming Code of Conduct are mandatory for all USA Swimming members.

Article 304

USA Swimming Code of Conduct

304.1 The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of Swimming. USA swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

304.2 Any member or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming if such member violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct.

The following policies in the USA Swimming Code of Conduct Article 304 specifically pertain to Athlete Protection:

304.3.4 Violation of any of the Athlete Protection Policies set forth in Article 305

304.3.5 Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges for (i) any felony, (ii) any offense involving use, possession, distribution, or intent to distribute illegal drugs or substances, (iii) any crime involving sexual misconduct, or (iv) any criminal offense against a minor.

304.3.6 Violation of the Sexual Misconduct Reporting Requirements set forth in Article 306.

304.3.7 Any sexual conduct, advance, or other inappropriate sexual oriented behavior or action directed towards an athlete by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the affairs or activities of USA

Swimming (whether such adult is a member or not). Any nonconsensual physical sexual conduct, or pattern of other sexual harassment in connection or incidental to a USA Swimming-related activity by any person participating in the affairs or activities of USA Swimming (Whether such person is a member or not) directed toward any member or other person participating in the affairs or activities of USA Swimming.

- 304.3.12 Physical abuse of an athlete by any person who, in the context of swimming, is in a position of authority over that athlete.
- 304.3.17 Any other material and intentional act, conduct, or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, an LSC, or the sport of swimming.

The following policies related to Athlete Protection are mandatory components of the USA Swimming Code of Conduct:

Article 305

Athlete Protection Policies

- 305.1 Inappropriate touching between an athlete and an adult non-athlete member or Participating Non-Member (as defined in 401.1) is prohibited, including, but not limited to, excessive touching, hugging, kissing, sexually oriented behavior, sexually stimulating or otherwise inappropriate games, and having an athlete sit on a non-family member adult's lap.
- 305.2 Any rubdown or massage performed on an athlete by any adult member or Participating Non-Member, excluding the spouse, parent, guardian, sibling, or personal assistant of such athlete, is prohibited unless such adult is a licensed massage therapist or other certified professional. Any rubdown or massage performed at a swim venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.
- 305.3 Use of audio or visual recording, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.
- 305.4 Employees and volunteers of USA Swimming, LSCs and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet.
- 305.5 Travel

- A Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).

Where an adult is registered both as a coach and an athlete member of USA Swimming, and is functioning primarily as a coach, he/she may share sleeping arrangements with another registered coach.

- B Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
- C When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.
- D Clubs and LSCs shall develop their own travel policies. USA Swimming will provide a model club travel policy as an example. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

The following policies related to sexual misconduct reporting are mandatory components of the USA Swimming Code of Conduct:

Article 306

Sexual Misconduct Reporting Requirements

- 306.1 It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in Article 304.3.7 to USA Swimming's Athlete Protection Officer. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.
- 306.2 No member shall retaliate against any individual who has made a good faith report under 306.1.
- 306.3 False reporting of sexual misconduct made in bad faith is prohibited.
- 306.4 Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

You can report one of three ways to the USA Swimming Athlete Protection Officer, Susan Woessner:

- 1) Online at www.usaswimming.org/report
- 2) Via email to swoessner@usaswimming.org
- 3) Via phone at (719) 866-3589

The Following are Policies specific to the Penguin Swim Team and may or may not be requirements of USA Swimming.

2. Harassment

- a. Penguin Swim Team strictly prohibits, and will not tolerate, harassment of any kind, from any employee, customer, athlete, official or agent toward any other employee, customer, athlete, official or agent from this or any other team. This policy prohibits harassment in any form, including sexual harassment. Sexual harassment includes, but is not limited to, unwelcomed advances, requests for sexual favors, or other verbal or physical conduct or written communication of an intimidating, hostile, or offensive nature.
- b. Any Swimmer or Parent who is determined to have engaged in harassing conduct is subject to discipline, up to and including revocation of his or her membership with Penguin Swim Team.
- c. Any Employee or Coach who is determined to have engaged in harassing conduct is subject to discipline, up to and including immediate termination.
- d. All reports of misconduct will immediately be turned over to USA Swimming. In addition, Penguin Swim Team will thoroughly investigate any reports of harassment/ misconduct in a timely manner.
- e. **Reporting Procedure:**
 - a) Any swimmer who believes that he or she is being harassed should immediately report the offensive conduct to his or her coach or USA Swimming and to his or her parents.
 - b) Any coach or other employee who feels that he or she is being harassed should immediately report the offensive conduct either to his or her immediate superior or USA Swimming.
 - c) Within 24 hours of receiving a report of harassment, Penguin Swim Team will contact USA Swimming and in addition we will begin our own investigation of the claim.
 - d) If the reported harassment involves conduct by a swimmer against another swimmer, the parents or guardians of both shall be informed, as quickly as possible, but no less than 48 hours after the coach or owner are made aware of the offensive conduct. If possible, and within the coach's discretion, the swimmers shall be separated by practice location until the investigation of the alleged conduct is complete.
- f. If the immediate safety of any athlete, coach, employee, official or agent is in question, the accused will be temporarily suspended from all team functions, including but not limited to practices, meets, meetings etc.
- g. As required by Federal, California and/or Local Laws, Penguin Swim Team may report instances of harassment to Law Enforcement Agencies for further investigation and possible prosecution.

3. Hiring Practices

- a. Penguin Swim Team representatives personally interview all potential Penguin Swim Team employees. All Penguin Swim Team coaches, swim officials and select volunteers must pass a background screening administered by USA Swimming. Additional screening may include, but is not limited to, professional and personal reference checks, and interviews with former clubs and/or swimmers/ parents.

4. Team Travel Policy

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (USA Swimming Rule 305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (USA Swimming Rule 305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (USA Swimming Rule 305.5.A)

Where an adult is registered both as a coach and an athlete member of USA Swimming, and is functioning primarily as a coach, he/she may share sleeping arrangements with another registered coach.

- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (USA Swimming Rule 305.5C)
- e. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- f. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- g. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor athlete.
- h. The directions & decisions of coaches/chaperones are final.
- i. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- j. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- k. The possession or use of alcohol or tobacco products by any athlete is prohibited
- l. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- m. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- n. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the Penguin Swim Team program. Athlete behavior must positively reflect the high standards of the club.