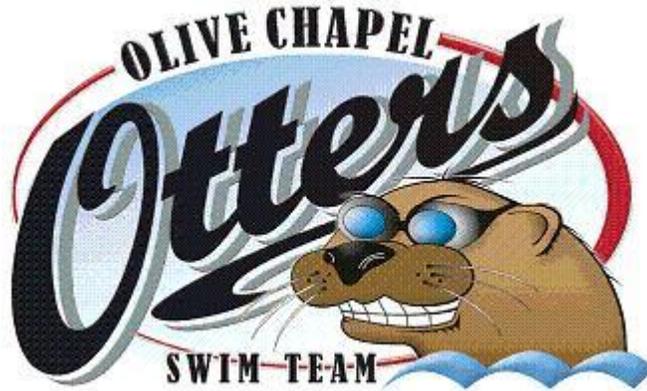


Olive Chapel Otters Swim Team Operations Manual



Pearson Farms & Dogwood Ridge Subdivisions

Apex, NC 27502

Table of Contents

WELCOME! OUR MISSION	3
PURPOSE OF THIS HAND BOOK	3
SCOPE OF THIS HAND BOOK	3
TEAM ORGANIZATION	3
AFFILIATION	3
AUTHORITY	3
FINANCIAL POLICY	3
ROLES & RESPONSIBILITIES	4
SWIMMERS	4
Responsibilities	4
Team Swim Gear	4
PARENTS \ GUARDIANS	5
Responsibilities	5
Communication	5
COACHES	5
Authority	5
Responsibilities	5
Interaction Beyond Swimmers	5
SWIM TEAM COMMITTEE	6
Make up	6
Responsibilities	6
Post-Season Activity	6
COMMITTEE CHAIRS	6
Responsibilities	6
Selection of Committee Chairs	7
Potential Committees	7
TEAM OPERATIONS	7
ENROLLMENT	7
PRACTICES	7
MEETS	8
Overview of Meets	8
Meets Attended	9
General Meet Instructions	9
Red & Black Meet	10
Cary Invitational and Sunset Ridge Championship	10
CONDUCT	10
COMMUNICATION	10
REFERENCE DOCUMENTS & ADDENDUMS	12
CODE OF CONDUCT	12

Hand Book

Welcome! Our Mission

Welcome to summer swimming with the Olive Chapel Otters! The mission of the Olive Chapel Otters Swim Team is to help every participating swimmer enjoy the summer while becoming a confident and ever-improving athlete. The team provides a positive, nurturing environment in hopes that each child will develop into an accomplished life-long swimmer. Swimmers will learn and improve on skills, with the intent of pursuing their personal best. Swimmers will apply athletic disciplines as they compete with community peers and learn the value of teamwork and good sportsmanship.

Purpose of this Hand Book

The purpose of this Parent Hand Book is to clearly communicate the Olive Chapel Otters Swim Team organizational structure and operating procedures. This will provide a common understanding regarding processes and communication, and provide accountability for all members of the organization to ensure a healthy and amiable swim team environment.

All members within the organization are encouraged to observe and will be held accountable to the expectations and execution of their roles as described within the Olive Chapel Otters Swim Team Hand Book.

Scope of this Hand Book

This Hand Book will cover the roles and responsibilities of the Olive Chapel Otters Swim Team Organization, including Swimmers, Parents, Coaches, Swim Team Committee and Committee Chairs. An outline of team operations and the general swim team experience has been included. This will help prepare participants and their parents for the summer's activities, including practices, meets, events, and the importance of individual contributions beyond that of the swimmer.

Team Organization

Affiliation

The Olive Chapel Otters Swim Team operates as a benefit provided exclusively to children who are members of the Olive Chapel Swim & Tennis Club. The team operates under the direction of the TSA (Tarheel Swimming Association). The Olive Chapel Otters Swim Team is independent of the Home Owners Association (AHOA.) The swim team serves the members of the Olive Chapel Swim & Tennis Club at the pleasure of the HOA, and as such, is accountable to and collaborates with the HOA to ensure an optimal relationship with the Olive Chapel Swim & Tennis Club community.

Authority

The governing body of the Olive Chapel Otters Swim Team is the Swim Team Committee. All coaches are directly responsible to the Swim Team Committee. The Head Coach is the final authority on the coaching staff.

Financial Policy

The swim team's operating revenue comes from the preseason registration of swimmers and from fundraising done during the season.

All swim team related payments should be made by check payable to Olive Chapel Otters Swim Team. The treasurer collects all monies for swim team related activities and team events. All team-sponsored events will have both the receipts and expenses run through the Olive Chapel Otters Swim Team books. Reimbursements for money spent on behalf of the team will be made by the treasurer with a properly executed Requisition Form.

Approval must be obtained before purchasing any items on behalf of the swim team. In addition, for larger expenditures, a written, itemized proposal must be approved by the Swim Team Committee prior to the Requisition Form being authorized. All money collected by a Swim Team Committee member, Committee Chair or parent on behalf of the swim team should be given to the treasurer. Money collected should never be spent directly for supplies or activities. Reimbursements for money spent on behalf of the swim team will be made by the treasurer with a properly executed Requisition Form. All income and expenses must be accounted for in the swim team's books. This is essential for maintaining accurate financial records for the swim team.

Ultimately, we strive to maintain the lowest possible registration cost to successfully run the program.

Roles & Responsibilities

There are numerous roles within the Olive Chapel Otters Swim Team organization that must collaborate and cooperate to ensure a successful summer swimming season. These roles include: Swimmers, Parent/Guardian, Coaches, Swim Team Committee & Committee Chairs.

Swimmers

Responsibilities

The swimmer should come and have fun. However, this is a team activity and no swimmer should put themselves above the rest of the team. The swimmer must listen to and follow the instructions of the coach. They must respect other swimmers and encourage teammates both during meets and practices. Good sportsmanship is vital to a successful team. At meets, the swimmer must follow the direction of all officials, including kid pusher, clerk of course and starter. The swimming and behavior of the swimmer reflects the Olive Chapel Otters Swim Team. All swimmers should be dressed in the team outfit at meets.

Team Swim Gear

The Olive Chapel Otters is a team. Therefore all swimmers will be required to wear the official team swimsuit or solid black suits to all meets. If a swim cap is worn (suggested for anyone with chin length hair or longer) it must be the official team cap or solid red or black. No caps from outside clubs or teams will be permitted. All swimmers are encouraged to purchase and wear goggles for practice and meets. Fins may be purchased at registration from supplier or other outlets outside of registration. Fins are not mandatory but are helpful and may be used during some practices. Swimsuits can only be returned for a refund if they are in the original package with all of the tags and protective strip still attached.

Swimsuits are made of a spandex/lycra fabric. They will fade with exposure to sun and chlorine. We suggest that the suit only be worn for meets since they tend to fade and stretch quickly. After use the suit should be rinsed or washed in cold

water with little or no detergent. Do not use a dryer or fabric softener. This will prolong the life of the suit

Parents \ Guardians

Responsibilities

First and foremost the parent is to support and encourage their child to enjoy the swimming experience. They should also support the coaches and all parent volunteers from meet workers up through the Swim Team Committee. The parent is as much a part of the team as the swimmer and we want to encourage teamwork and team spirit at all levels. All parents are asked to act in some volunteer aspect in the running of swim meets. The Volunteer Coordinator will assign each family meet-related jobs. If unable to perform their duty, they must secure a substitute. Failure to secure a substitute will result in limited participation at the next meet.

Communication

The parent should address any swimming issues to the coaches. Discussions with the coach are to only take place before or after practice. Talking to the coach during practice is strictly prohibited as this takes their attention away from the children. Any problems relating to the coaching staff, team policies or behavior issues should be addressed to the Parent Liaison or the Swim Team Committee.

Coaches

Authority

The coaching staff is selected annually by the Swim Team Committee members. The Head Coach is the final authority on the coaching staff. Assistant Coaches will report to and be directed by the Head Coach and Committee. The coaching staff decides the meet entries and relay teams and their decisions are final. The coaches handle all instruction and correction during practice time and meets.

Responsibilities

The coaching staff is responsible for all areas of training and competition. They will teach new skills, review previously learned skills and will promote sportsmanship and teamwork. All coaches must be lifeguard and CPR certified.

Interaction beyond Swimmers

The Head Coach will meet with the Swim Team Committee regularly during the swim season to discuss practice, meets and any other concerns on both the coaches' part and the teams' part. Parents will have open communication with the coaches during the swim season. However, the coaches should not be disturbed during practice or during a meet. Their coaching responsibilities take precedence during these times. Any coach can be approached before or after a practice or meet.

Swim Team Committee

Positions

The Swim Team Committee members are: Treasurer, Secretary, TSA Representative, Parent Liaison and Volunteer Coordinator.

Responsibilities

The members of the Swim Team Committee shall be responsible for the approval/disapproval of:

- The annual budget.
- All expenses incurred by the swim team.
- Staffing
- All other matters that are brought before the Swim Team Committee for a vote.

Treasurer- Collect and disburse all money received. File financial reports with the Swim Team Committee. Report coaches' earnings to PPM for tax purposes. Prepare the annual swim team budget.

Secretary- Record and distribute all meeting minutes held by the Swim Team Committee including those with coaches and committee chairs. Track and publish team stats and maintain website.

TSA Representative - Attend monthly TSA meetings as a representative of the Olive Chapel Otters. Report information from the TSA back to the Swim Team Committee. Acts as liaison with other TSA team representative. During all home meets organizes and runs the officials meeting before the start of the meet. Ensures that all meets start promptly at 6:00 PM and handles all conflicts during the meet.

Parent Liaison - To promote open communication between parents and coaches, Committee Chairs and the Swim Team Committee. Handles all team communication and maintains Yahoo Email services

Volunteer Coordinator - Responsible for staffing all meets and committees required to make a swim team run smoothly

Post-Season Activity

The close of the season includes a number of activities for The Swim Team Committee. Post-season diligence should include:

- Administering Parent Surveys
- Coach Season-Debriefs / Interviews
- Season Wrap-Up with Committee Chairs
- Inventory of Equipment, Supplies, etc.
- Review Closing Season Budget

Committee Chairs

Responsibilities

The Swim Team Committee is assisted by Committee Chairs. The Chairs are accountable to the Swim Team Committee and serve in an advisory, non-authoritative capacity. The Swim Team Committee may add or delete committees as the needs of the team change. The Committee Chairs are key contributors to the successful operation and management of various aspects of the organization.

Selection of Committee Chairs

The Swim Team Committee selects Committee Chairs. Interested individuals are encouraged to approach the board regarding their area of talent or interest. A candidate pool should be identified in order to recruit for immediate and evolving Committee Chair needs.

Potential Committees

Examples of Committee Chair positions:

- Concessions- Purchase, prepare and sell items at all home swim meets.
- Apparel- Research apparel options and present to committee. Oversee the sale of all swim team merchandise.
- Fundraising - Research and present to the Swim Team Committee for approval all types of fundraising activities.
- Social- Oversees and organizes all social events for the swim team.

Team Operations

Enrollment

The Olive Chapel Otters Swim Team is open to all children who are members of the Olive Chapel Swim & Tennis Club. We do hold tryouts. All children 4 years old to 18 years old are eligible to compete with the team. A full registration fee must be paid for each swimmer.

The first two weeks of practice are used as a trial period to make sure the swimmer can safely participate. Any swimmer that is not able to proficiently swim the required distance without assistance as determined by the coaching staff by the end of the second week of practice will be asked to take swim lessons. A full refund of registration fees will be given for those instances.

New 6 and Under swimmers are required to attend a lesson period during the first few weeks of practice. At the Red/Black scrimmage meet, it will be determined which swimmers will register as team members. If a 6 and under does not make the team at the Red/Black meet, they can continue in the lesson program and retry at any time. Eligibility will be determined by the Head Coach.

You may also voluntarily withdraw your swimmer during the first two weeks of practice and receive a full refund. No refunds will be given out after the second week except for extreme hardships. Each case will be reviewed by the Swim Team Committee and handled on a case by case basis.

Practices

Practices are run by the coaches. All swimmers will practice with their respective age groups. Swimmers should arrive at least 10 minutes before practice so that they are ready to get in the pool on time. Practice begins with stretching and warm-up to prevent injury. Important instructions and information may be missed by coming late to practice. We encourage each swimmer to attend as many practices a week as possible. Practice betters their swimming skills and promotes team support.

All swimmers 12 and under must be accompanied by a responsible adult during practice. The coaches are not responsible for any swimmer before or after practice.

Practices will be held unless there is thunder and lightening or pool closure. The lifeguard staff will determine pool closure.

Meets

Overview of Meets

Six dual meets, or meets against an opposing team, are scheduled during the season—four divisional and two non-divisional. Three of the six meets will be held at Olive Chapel Swim Club, and three of the meets will be held at other pools. In addition to the six regular season dual meets, individual swimmers may have the opportunity to participate in the Cary City Invitational and/or the Sunset Ridge Championship.

A dual meet consists of free and medley relays and the 4 individual strokes, free, back, breast and butterfly. Points are awarded to first or main heat swimmers as follows:

	Individual Events	Relays
1st Place	5	5
2nd Place	3	0
3rd Place	1	0

Any tie finishes - split the points

Ribbons for 1st through 6th place are given for main event swimmers at the next practice. On the evening of the swim meets, heat winner ribbons are given to the first place swimmer for every heat. Participation ribbons are given to all swimmers for every event they swim during the meet. Our team philosophy is to encourage individual improvement, good sportsmanship and having fun. The emphasis is not on ribbons and heats verses Main events, it is on achieving the swimmer's personal best performance.

Swimmers may participate in individual events for their own age group only. A swimmer's age group is defined by his/her age on June 1st of the current TSA swim season. Swimmers do not change age groups during TSA swim season. The age groups, distances, and strokes for individual main events for both girls and boys are:

6 and under	15 yards—free, back, breast
7 & 8	1 length of pool-free, back, breast and fly
9 & 10	1 length of pool-free, back, breast and fly
11 & 12	2 lengths of pool- free, back, breast and fly
13 & 14	2 lengths of pool-free, back, breast and fly
15 to 18	2 lengths of pool-free, back, breast and fly

Rope finish lines shall be established for 6 and under events at the 15-yard distance. All other age groups shall swim from wall to wall, regardless of pool length.

Swimmers in the 6 and under age group may swim in up to two (2) individual main events. Swimmers in all other age groups may swim in up to three (3) individual main events.

A medley relay (1 leg each of back, breast, fly and free) main event and a free style relay main event is held for both boys and girls in each age group, except for 6 and under. Participation in relay shall not be included in the number of individual main events a swimmer may enter. A swimmer may participate in one medley relay main event and one free style relay main event. Each swimmer in a relay will swim the same distance as swimmers in the individual main events for the age group.

Events shall be swum, alternating between boys and girls and starting with the youngest boys' age group swimming the event, in the following order:

- A. Medley Relay
- B. Free Style
- C. Backstroke
- D. Breaststroke
- E. Butterfly
- F. Free style relay

Meets will start at 6:00 PM on Tuesday evenings. The inclement weather date will be an alternative day that is mutually agreed upon by the two TSA representatives.

Inclement weather decisions will be made by the lifeguard staff and pool manager at each pool. If the pool can be opened safely, the meet will be swum. Meets may be held in the rain but not when thunder and lightening are present. Unless the host pool has a more stringent policy, swimmers will not be allowed in the water for 20 minutes after the flash of lightening or clap of thunder. Meet status is the responsibility of the TSA Representatives. Pool Managers must not communicate the status of a meet without instruction from the TSA Rep. No meet start can be delayed more than 30 minutes for any reason other than inclement weather unless both TSA Representatives agree.

Meets Attended

A very important sheet that will be located on the bulletin board at the pool is the "Meet Sign Up" Sheet. Please check mark your child's name indicating that he/she will be attending the meet. The coaches need this information by the end of practice Monday prior to the scheduled meet. The scoring system of competitive swimming is based on individual events. Each swimmer is placed in these events prior to the actual start of the meet. Numerous forms are completed, copied, and distributed to meet officials of both teams. The coaches' line-ups are building blocks. If your child is a no-show, there is a ripple effect in events for the whole team. Your child's individual events are affected, as well as relays, which can involve many other swimmers.

General Meet Instructions

Dual meets are a lot of fun, but can be confusing to a new swimmer. We would like to take this time to tell you about some things that might be helpful to a newcomer or an experienced team member.

Warm-Ups are as follows:

- 5:00 PM for home meets
- 5:30 PM for away meets

When you get to the pool, the first thing you want to do is look for the "number person" by the pool entrance. They will put a number in marker on the swimmer's arms. This number is used by the judges and timers to identify each swimmer. It will allow us to keep track of your times. After that is accomplished, see the kid pusher for your child's age group to let them know you are there. During the meet all swimmers should remain in their age group areas so they are available to swim at their designated times. Kid pushers will retrieve and escort the swimmers to the starting area for their events. The coaches will let you know when you can enter the pool and warm-up will begin.

Parents may wish to bring a chair to sit on. Our pool chairs go fast! Other optional items to bring include: towels, caps, T-shirts, drinks, snacks, sweats, games, cards

and/or small items to keep your swimmer occupied in between their events. Also, the number of swimmers is increasing by leaps and bounds; therefore, our meets can be lengthy. Most are not done before 9:15. Our main objective is to let every swimmer have the opportunity to swim an event. Please be patient and try to understand that our first and primary goal is to let the swimmers have fun and allow them to participate in each meet.

Red & Black Meet

The Red & Black meet is scheduled as the first pre-season meet. This is an intra-squad meet, which means the Olive Chapel Otters swim each event (no-relays) in order to put the swimmers and volunteers through the paces of a standard meet. We will not be swimming against another team at this scrimmage. Warm-ups will start at 8am. Times will be recorded and used to determine line-ups for the first dual meet. If you are unable to attend this meet is imperative that you arrange to have your child timed during practice and contact someone to assist in the training for your volunteer position.

Cary Invitational and Sunset Ridge Championship

The Cary Invitational Meet and Sunset Ridge Championship Meet are competition against Cary and Southwest Wake County area swim teams at local pools. These are an open meet and any registered TSA swimmer may participate. These are a chance for your swimmer to compete against other swimmers with like times and skill levels. The coaches will distribute registration materials during practices. We like as many of the Olive Chapel Otters to participate as is possible.

Conduct

All members of the Olive Chapel Otters Swim Team organization will be required to sign their respective Code of Conduct. Swimmers, Parents, Coaches, Swim Team Committee and Committee Chairs have a vested interest in subscribing to and endorsing these codes of conduct to ensure a healthy and positive team culture. Serious or repeated violation of conduct by any member of the organization may result in a loss of membership.

During practices and meets the coaches are responsible for maintaining discipline. If a swimmer misbehaves, they will be warned. If the disruption continues, the coach is authorized to remove the swimmer for the rest of the practice. The swimmer will remain at the pool until the end of the practice session. The parent and the Swim Team Committee will be informed of the action.

If behavior is habitually inappropriate, a swimmer may be asked to leave the team. A conference with the parent, swimmer, coach and Swim Team Committee will be held if this becomes necessary. It is our desire that all swimmers remain with the team. If swimmers are having problems with another swimmer during practice or a meet, they should approach the coach who will assist in resolving the issue.

It is a privilege to be a member of the Olive Chapel Otters Swim Team. All swimmers are expected to exhibit characteristics of good sportsmanship, kindness and respect for other swimmers, parents and coaches.

Communication

It is the goal of the swim team to keep open communication about swim team activities. To that end there are several means of team communication:

- Yahoo Group for Olive Chapel Otters – This is an e-mail notification method that goes to all team families and coaches. The Yahoo Group is used to make general team announcements about meets, registration, social events and coaches' information. All announcements made through the Yahoo Group will be monitored so that there will not be inappropriate messages coming into your home.
- Bulletin Board - There is a team bulletin board at the pool. This will have all team information posted. It also will hold the "Meet Sign Up" list.
- Parent Liaison – If you have a concern or problem, you may bring it up with the liaison. The appropriate steps will be taken to resolve all problems.
- Swim Team Committee – Any member of the Swim Team Committee can be approached at any time. As a parent you may also attend the beginning of any Swim Team Committee meeting to discuss any concerns, problems or suggestions.
- Olive Chapel Otters Web Site – A Web site is maintained with all team information. www.ocotters.org This includes meet results, team and pool records, times for swimmer events, pictures and announcements

Reference Documents & Addendums

Code of Conduct

Parent Code of Conduct Olive Chapel Otters Swim Team

Parents, please read and initial each line of the parent code of conduct and sign at the bottom. Please turn your form the first week of practice.

___ I will not interrupt the coaches during practice or meets.

___ I will do my best to ensure my swimmer(s) arrives on time for practices and meets.

___ If my swimmer(s) cannot attend a meet for any reason, I will notify the coaches.

___ I will volunteer to work at 3 swim meets or meet equivalent positions.

___ If I cannot fulfill my volunteer duties as scheduled, I will find a replacement and notify the volunteer coordinator of the change.

___ I respect the coaches' right to suspend my child's participation in practice or meets as a disciplinary action.

___ I have received and read the HandBook and agree to abide by the swim team policies.

Parent Signature _____

Parent Signature _____