



# Kachemak Swim Club

## Parent & Swimmer Handbook

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## Kachemak Swim Club Board of Directors

The Kachemak Swim Club is led by a dedicated Parent Board that works behind the scenes to keep the club running smoothly. From organizing fundraisers and ordering gear to managing finances and making key decisions, our Board ensures the success of our swimmers and programs. Board meetings are held monthly, and responsibilities often extend beyond the meetings.

Interested in getting involved or have questions? Feel free to contact any of our board members directly.

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*Term ends: June 2026*

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# Introduction

Welcome to the Kachemak Swim Club Swim Team (KSC)!

KSC is a year-round developmental and competitive swim team composed of United States Swimming (USAS) athlete members, ages 4-18, ranging from entry level to state champion swimmers. We provide a supervised aquatics program for the Homer area youth that emphasizes ongoing technique development and equips our athletes with confidence in the water, vigorous health, lifelong skills, and competitive success.

KSC is a non-profit organization recognized by the IRS. Governed by bylaws adopted by the membership, the daily affairs are directed by the head coach as overseen by a board of directors.

Parents and swimmers, please be sure to read this handbook. If there is something you don't understand, please ask our Head Coach or Team Administrator.

## Mission Statement

Provide a supervised aquatics program, both recreational and competitive, that emphasizes ongoing technique development and strives to equip our athletes with confidence in the water, vigorous health, lifelong skills and competitive success.

## Vision Statement

To achieve our goals, we put our values in action by our choices.

- We create a community of kindness that includes and encourages our teammates.
- We communicate respectfully (verbally and with our body language).
- We learn and grow by our positive presence and consistent and courageous effort.

## Values

*Teamwork* - We believe that we can achieve more as a team than as individuals.

- Respect for all members of our team (goals, abilities, differences).
- Responsibility to contribute to the team in a positive way.
- Honor our team with our efforts and support.

*Excellence* - We believe in the consistent pursuit of our highest ability everyday.

- Dedication to the betterment of ourselves and our team
- Hard work is the foundation of success.
- Discipline to do the things we should even when it's hard to do.

*Growth* - We believe that both success and failure are opportunities to learn and grow.

- Embrace challenges with courage.
- Persevere in the face of setbacks.
- Learn from critique and the success of others

# Coaches' Philosophy and Responsibility

Our KSC Coaching Staff is committed to an athlete-centered, coach-driven approach. When they are on deck or preparing practice plans, their focus is on guiding swimmers towards achieving their goals, whether it's mastering a new stroke or qualifying for a national meet. In the quest towards achieving our goals, coaches prioritize process over outcome (journey over destination). Our coaches work hard to engage each swimmer every day in a meaningful way. *Please refrain from communicating with our coaches during practice, unless it is an emergency.* We do have lifeguards on duty, but our coaches are required to keep their attention on the pool to ensure our swimmers are engaged safely in learning and training. You are encouraged to connect with them before or after practice at the pool, or you can find contact info for them on our website.

Our coaches are all USA Swimming certified, which means they have completed background checks and participate in annual recertification that requires professional development and training sessions, so that they can help our swimmers improve their technique and fitness. Just as you will sign a code of conduct, so do our coaches. They are dedicated to supporting each swimmer in a professional and engaging manner with fairness and positivity.

## Meet Our Coaches

### **Jaime Roth:** KSC Head Coach

Jaime's journey with water began at a young age, spending much of her time immersed in competitive club swimming, open-water adventures, and snorkeling/scuba diving. With a deep commitment to teaching water safety skills and creating opportunities for both recreational and competitive swimming, Jaime brings a wealth of experience to our club. Jaime firmly believes in the power of teamwork to build a resilient, inclusive, and dynamic community of swimmers for all ages.

#### Experience

Graduating from the University of Cincinnati with a bachelor's degree in secondary education, Jaime is passionate about understanding how to support individuals in any learning environment. Her coaching career spans an impressive 25 years, beginning in an era when every meet entry required a handwritten card mailed weeks in advance. Jaime is eager to apply all she's learned over the years to guide the Kachemak Swim Club through many seasons of growth and development.

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### **Kane Graham**

Kane was born and raised in Homer and began his swimming journey with KSC when he was 13. He's been hooked on swimming ever since, competing both in KSC and on the Homer High School swim team. Between teaching swim lessons and volunteering as a Special Olympics coach when he was in high school, Kane has had a passion for teaching swimming from the start. After attending the Coast Guard Academy, Kane has returned to Homer, ready to share his passion for swimming to those ready to make a splash.

### **Rebecca Hardy**

Coach Rebecca started her swimming life with KSC in the pool that is now the cafeteria at HMS! She also got her WSI certification and taught swim lessons at that location. Her favorite strokes has always been IM! 200 IM for competition, with FLY a close second. In modern times, Rebecca has been coaching with KSC for about 17 years! She briefly coached HS for 6 years as well. She has coached all level of swimmers from College to beginners. Coach Rebecca is passionate about coaching the science of swimming, where effort and small adjustments can result in big gains. She loves fostering Kind, Strategic, Confident swimmers.

### **Monica Mede**

Monica grew up in Homer, Alaska and began swimming with Kachemak Swim Club at the age of 5. Swimming year-round with KSC all of the way through high school, Monica also competed as a proud Homer Mariner on the high school swim team. She held the 100 breaststroke record for almost 20 years, showcasing her dedication and talent in the sport. Specializing in the 100 and 200 breaststroke, as well as the 200 IM, Monica has always had a passion for the sport of swimming and brings enthusiasm to coaching today.

## **Jessica Sweep**

Jessica grew up in a small farm town in Minnesota, moving to Homer a few years ago. She participated in her high school swim team from 7th through 12th grade. She specialized in the 100 backstroke and 500 freestyle, qualifying for sections in both events most years. Lifeguarding and teaching swimming lessons were prominent jobs for her throughout high school. Swimming continues to be a favorite pastime for her. She loves being in the pool environment, helping facilitate a love for swimming in others.

## **Tirzah Hardy**

Tirzah grew up swimming with Kachemak Swim Club and the HHS swim team. After high school she continued her passion for the pool by becoming a lifeguard and then a swim coach. She's passionate about our coastal community, having access to swimming lessons to provide children with the building blocks for water safety as well as being a part of a club that builds up confident and kind athletes of all ages.

# **Swim Team Structure**

KSC provides different team levels, all working toward a common goal of excellence and success in swimming.

## **Smolt**

Smolt acts as a bridge between KSC's Novice Swim Program and is an introduction to competitive swimming. The fourth stage of a salmon's life cycle is the Smolt stage and the fourth stop for swimmers in the KSC swim program. This group works to refine freestyle and backstroke, teach butterfly and breaststroke, and introduce swimmers to swimming as a sport. Swimmers in this level will be encouraged to attend appropriate competitions and attend team functions as well.

Age: Swimmers are generally between the ages of 6 and 12

### **Prerequisites**

- Swimmers will need to have completed KSC's Novice Program Parr class or be able to demonstrate legal stroke technique for a 25 freestyle and 25 backstroke.
- Swimmer can safely complete a 60 minute training session.

## **Discover**

Discover concentrates on refining stroke technique for all four strokes, teaching competition starts and turns, and introducing the individual medley. Swimmers in this group will be encouraged to participate in appropriate competitions and team events to continue building on their love for the sport.

Age: Swimmers are generally between the ages of 6 and 12

### **Prerequisites**

- Swimmers will need to have completed KSC's Novice Program or be able to demonstrate legal stroke technique for all four strokes for no less than 12 yards.
- Swimmer can safely complete a 60 minute training session.

### **Goals**

- Swim 100 individual medley (IM) with correct turns and stroke transitions.
- Swim 100 freestyle with proper start and flip turns.

## **Challenge**

Swimmers in this group generally are older and have limited swimming experience or are looking to swim less often than their peers because of other extra-curriculars. They are looking to improve their strokes and fitness while having fun and competing when they are ready. Swimmers in this group may have a wide variance of ability and availability and will communicate with Coach Jaime to come up with a training plan and schedule that works for them.

Age: Swimmers are generally between the ages of 12 and 18

### Prerequisites

- Swimmers will need to have completed KSC's Novice Program Parr class or be able to demonstrate legal stroke technique for a 25 freestyle and 25 backstroke.
- Swimmer can safely complete a 90 minute training session.

### Goals

- To swim all 4 competitive swimming strokes, turns and starts with proper technique
- To work on improving their times for personal development, whether in competition or just in practice.

### Dream

Dream continues to build stroke technique work, while introducing the reading and comprehension of a written practice. Swimmers in this group will prepare to swim a 200 Free and 200 IM and possibly the 500 free.

Age: Swimmers are generally between the ages of 9 and 12

### Prerequisites

- Swim 100 individual medley (IM) with correct turns and stroke transitions.
- Swim 100 freestyle with proper start and flip turns.

### Goals

- Swim 200 individual medley (IM) with refined stroke technique and correct turns.
- Swim 200 freestyle with proper start and flip turns.
- Achieve two 9-10 "BB" USA Swimming Age group motivational times in different strokes.

### Believe

Swimmers have proven to be ready for more training oriented practices, while still committing to the development of proper stroke techniques, starts, and turns. Swimmers will be encouraged to increase the number of training sessions they are attending, and emphasis will be placed on swimming longer events.

Age: Swimmers are generally between the ages of 11 and 14

### Prerequisites

- Swim 200 individual medley (IM) with refined stroke technique and correct turns.
- Swim 200 freestyle with proper start and flip turns.
- Achieve two 9-10 "BB" USA Swimming Age group motivational times in different strokes

### Goals

- Swim 100 yards of each stroke with refined technique and proper turn and underwater sequences.
- Competed in 500 Freestyle and 400 individual medley (IM).
- Achieve two 11-12 "BB" USA Swimming Age group motivational times in different strokes.

### Achieve

Achieve is designed to serve as a bridge between the Age Group and Senior groups. The Achieve group is designed to introduce swimmers to the level of training required to excel at the senior level. Swimmers will be expected to maintain a minimum level of 5 practices per week. Coaches reserve the right to recommend that swimmers, who are consistently unable to maintain the practice standards, transfer to another group. Technique must be sound so injury does not occur with added yardage.

Age: Swimmers are generally between the ages of 13 and 18

### Prerequisites

- Swim 100 yards of each stroke with refined technique and proper turn and underwater sequences.
- Competed in 500 Freestyle and 400 individual medley (IM).
- Achieve two 11-12 "BB" USA Swimming Age group motivational times in different strokes.

### Goals

- Swim 200 yards of each stroke with refined technique and proper turn and underwater sequences.
- Competed in 1650 Freestyle and 400 individual medley (IM).
- Achieve two 13-14 "A" USA Swimming Age group motivational times in different strokes.

# Website, Apps and Communications

## Team Website

Kachemak Swim Club maintains an informational website at [www.kachemakswim.org](http://www.kachemakswim.org). The website can often answer questions you may have and is also a useful resource for tracking your swimmer's progress. The website is maintained to benefit our swimmers and their parents and contains the following information:

- Meet Information
- Practice schedules
- Meet results
- Parent and swimmer codes of conduct
- USA Safe Sport guidelines and tools
- Records containing swimmer times
- Updated monthly/current calendar for meets
- Links to great swimming websites/resources

## SMS/Text Messaging

Please make sure your account is up to date with the phone numbers you want to receive our messages. This could be if a practice is cancelled due to a pool issue, or a reminder about a meeting or event. In Team Unify (the website) select Membership and My Account. In the Profile section, you will see Mobile/SMS. This is where you would add any phone number you would like to receive group SMS/TEXT messages.

## Emailing

Email is the quickest way for us to pass on information, answer questions, and distribute time sensitive updates. Make sure you register all the emails you want to receive communications. Group emails are sent so ensure your email filter does not send them to spam. Questions can be sent to the board or Head Coach by email.

Please be patient and respectful. Remember we are all in this together and want to have the best team we can.

## Useful Apps



With Sports Engine Motion, parents can access their members' information, attendance, billing, organization updates, events, videos and more all from one location, keeping them better connected with their organization.



The essential swimming app for swimmers, coaches, meet hosts and fans, Meet Mobile provides real-time meet results and standings from anywhere, at any time. Individual and team scores? Yep. You get those too.



The USA Swimming app is the official app of USA Swimming, providing easy on-the-go access for our members and swimming fans! Member Features: Access to member cards for you and your family.



# Dues, Fees and Billing

**Attendance and Dues Policy:** Kachemak Swim Club dues are based on a swimmer's training group placement and payments are due on the first of each month's billing cycle selected (monthly, per session, or annual as available). Dues will be charged for any billing cycle in which a swimmer participates in club activities for one or more days. Participation includes active attendance at practices or meets or otherwise having an active account with the swim club. Dues will not be prorated for partial billing cycle participation.

**Decline Payments Policy:** Should any payment be declined, a fee of \$10 will be assessed to the swimmer's account.

**Leave of Absence Policy:** If a swimmer wishes to take a leave of absence from the club for any length of time, the swimmer's parent or legal guardian is responsible for informing the Team Administrator and Treasurer at least *thirty days* in advance of the end of the current billing cycle. A cancellation fee of \$10 will be assessed to the swimmer's account if notification is not received thirty days in advance. A swimmer's parent or legal guardian shall pay for their swimmer's next billing cycle dues if they fail to inform Team Administrator and Treasurer of swimmer's leave of absence (per the above Attendance and Dues Policy).

**Meet Fees Policy:** Once a swimmer is registered for a meet, these meet fees must be paid. Even if the swimmer does not attend the meet, due to illness or family schedules, once registered, meet fees will be added to the family's invoice.

## Swim Team Dues

Smolt: \$70

Discover: \$75

Dream: \$90

Challenge \$100

Believe: \$110

Achieve: \$150

## USA Swimming Registration Fee

USA Swim Premium Athlete Fee: \$88

All swimmers practicing with KSC or competing in events sanctioned by USA Swimming must be registered as USA Swim Premium Athlete members. Your USA Swim Premium Athlete membership is for a calendar year (January through December); new or renewing athlete memberships will be valid through December of the following year. This membership includes Liability and Secondary Accident Medical Insurance. Parents/Guardians must register and pay for your swimmer's USA Swim Membership directly with USA Swimming before the start of practice.

## Meet Fees

Entry fee: \$5 - \$10 per day (*varies*)

Event fee: \$2.50 - \$3.25 per event

Time Trials: \$5

# KSC Scholarship Program

Kachemak Swim Club is committed to making swimming accessible to all. Our Scholarship Program provides financial assistance through fee reductions for individuals and families who are unable to pay the full program costs. We believe every child in our community should have the opportunity to participate in the Novice Program and Swim Team, regardless of financial circumstances. There are full and partial scholarships available.

All applications are confidential. For more information, please contact your coach or the KSC treasurer.

# What is USA Swimming?



## USA Swimming Vision Statement

To inspire and enable our members to achieve excellence in the sport of swimming and in life.

## USA Swimming Core Objectives

Build - Promote – Achieve

USA Swimming is the National Governing Body for the sport of swimming in the United States. We promote the culture of swimming by creating safe and healthy opportunities for athletes and coaches of all backgrounds to participate and advance in the sport through clubs, events and education. Our membership is comprised of swimmers of every age and ability, all the way up to the Olympic Team, as well as coaches, officials and volunteers.

USA Swimming is responsible for selecting and training teams for international competition, including the Olympic Games, and administer competitive swimming in accordance with the Ted Stevens Olympic & Amateur Sports Act.

## LSC's

Local Swim Committees (LSCs) are groups that act as representatives for specific swimming communities throughout the country. There are 59 LSCs with defined boundaries that are unique to an area of the country. LSCs are tasked with registering members, scheduling competitions and leading clubs on behalf of USA Swimming.

Clubs/Teams are the heart of USA Swimming. Without a strong club system, we would not be able to develop our athletes to reach their highest potential. We have over 2,700 clubs, servicing 380,000+ members.

## Zones

There are four Zones that divide up the United States: Western, Central, Eastern and Southern. Each Zone's responsibility is to represent the LSCs in their regional area, as well as conduct Zone-level championship meets. KSC is in the Western zone.



# USA Swimming Registration

In addition to being a member of Kachemak Swim Club, members must also register with USA Swimming annually.

All participants with the Kachemak Swim Club, including the competitive swim team and the Novice Program are required to register with USA Swimming. This is a separate and mandatory annual registration that provides Liability and Secondary Accident Insurance for swimmers and coaches during practice and allows swim team members to take part in USA Swimming sanctioned swim meets. Your swimmer will be covered for a calendar year, January through December 31.

## USA Swimming Registration Fee

Swim Team Requirement: USA Swim Premium Athlete Membership Fee: \$88

Novice Program Requirement: USA Swim Flex Athlete Membership Fee: \$30

*\*\*If a swimmer does not have a current membership with USA Swimming, they will not be allowed to participate in KSC programs and or team practices. There will not be any refunds for missed classes or practices.*

Each membership requires a USA Swimming fee and an LSC fee. The LSC fees help support local programming, training, and competition opportunities for athletes, coaches, and volunteers.

Every athlete member of USA Swimming, regardless of the membership type, receives the following benefits:

- Professional coaching
- A safe environment free from abuse
- Support and development
- A commitment to Diversity, Equity and Inclusion (DEI)
- Best in-class insurance coverage
- Annual subscription to USA Swimming's feature publication, Splash Magazine.



## Safe Sport - Keeping Athletes Safe in Swimming

USA Swimming is committed to providing a healthy and positive environment free from abuse for all its members. USA Swimming's Safe Sport program, a comprehensive abuse prevention program, consists of a multi-layered approach to keep kids safe, including: required policies and best practice guidelines; mandatory screening, including criminal background checks and employment screening; training and education; monitoring, supervision and mandatory reporting. These measures are informed by experts in the field of child safety and are among the strongest safeguards found in youth-serving organizations.

The following Best Practice Guidelines are strongly recommended for all USA Swimming members.

1. Parents should be encouraged to appropriately support their children's swimming experience.
2. All swimming practices should be open to observation by parents.
3. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
4. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
5. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
6. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
7. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.
8. Coaches should avoid having athletes as their favorites. They should also avoid creating a situation that could be perceived as them having favorites.
9. Gift-giving, providing special favors or showing favoritism to individual athletes is strongly discouraged.

For more information visit <https://www.usaswimming.org/safe-sport>

# Parent Responsibility

Competitive swimming programs provide many benefits to young athletes including self discipline, good sportsmanship, and time management skills. Competition allows the swimmer to experience success and to learn how to treat success and failure as two sides of the same coin, while becoming healthy and physically fit. As a parent, your major responsibility is to provide a stable, loving and supportive environment. This positive environment will encourage your child to continue. Show your interest by ensuring your child's attendance at practices, coming to swimming meets, volunteering for your club at swim meets, participating in fundraising, etc.

Parents contribute to the success experienced by the child and the team. Parents serve as role models and their children emulate their attitudes. Be aware of this and strive to be positive role models. Most importantly, show good sportsmanship at all times toward coaches, officials, opponents and teammates. Remember that you are teaching your child at all times.

## Be Enthusiastic and Supportive!

Remember that your child is the swimmer. Children need to establish their own goals and make their own progress towards them. Be careful not to impose your own standards and goals. Do not overburden your child with winning or achieving best times. Let them know that first they are the child you love, and second, a swimmer. Tell them you will love them whether they swim well or not and ask only that they give their best effort. Learning about oneself while enjoying the sport is the most important part of the swimming experience. The swimming environment encourages learning and fun, which will help your child develop a positive self-image.

## Let the Coach Coach!

The best way to help your child achieve goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make a mistake. If your child does make one, remember that this is a learning experience. You and your child should learn to treat success and failure as learning experiences and not life changing situations. Encourage your child's efforts and point out the positive things. The coach is the one you have assigned to judge a swimmer's performance and technique. Your role is to provide love and support regardless of the outcome. We kindly ask that you respect our coaches while they are on the pool deck with our swimmers. Parents are not permitted on the deck during practice sessions. For communication, our coaching staff is accessible via email. The coach's contact information can be found on the 'Coaches' page of our website within their respective profiles. Our coaches are committed to responding to parent inquiries in a timely fashion.

# Volunteer/Service Hour Requirements

It takes many volunteers working for our meet to run smoothly. Every family is required to fulfill volunteer jobs at home meets and throughout the season. Please note that it is your responsibility to keep track of your hours and requirements and make sure they are completed. Contact the Volunteer Coordinator with questions.

KSC has a mandatory participation policy of [20 service hours per year-per family](#). If you have more than one swimmer, we would love, and appreciate, more help if possible. If a swimmer does not participate for the entire season, hours can be adjusted to the length of participation with BOD approval. (*Quarter 5 hours, Half 10 hours, Three Quarters 15 hours, full season 20 hours*)

***Accounts deficient in service hours will be charged \$15 per hour at the end of the season (by August 15th).*** Check our website for more detailed information on volunteering.

You are a very important part of our team and any helping hand is greatly appreciated. There are numerous ways to help. The more parent help available means shorter shifts for all. We are happy to train you so don't be afraid to jump in and get your feet wet! Check our website for job descriptions.



# Swim-A-Thon Fundraiser

Swim-a-Thon is our biggest fundraising event of the year where swimmers earn money for our team by swimming lengths of the pool. Swimmers collect pledges from businesses, family, and neighbors prior to swimming. Smolt, Discover, Challenge, Dream, Believe and Achieve swimmers have a 2-hour period to swim a maximum of 200 lengths (5,000 yards). And parents, you will be AMAZED at how many laps your young swimmer can swim when surrounded by all of their teammates all working toward the same goal!

Swim-a-Thon participants can earn cool prizes from the USA Swimming Foundation and from KSC; plus, qualified teams are automatically entered into the Swim-a-Thon™ contest where you'll have the opportunity to earn prize packages . . . one lucky team will win a visit from an Olympian!

As Swim-a-Thon is our primary fundraiser, it is imperative that all our swimmers participate. Each swimmer is required to collect a minimum amount in pledges or donations.

Achieve, Believe and Dream: **\$150.00**

Smolt, Discover and Challenge: **\$75.00**

Funds raised during the Swim-a-Thon fundraiser help pay for the following club essentials:

- Supplement Dues
- Pool time for training, equipment, and insurance
- Coaches' salaries, training, and team travel
- Scholarships

A successful Swim-A-Thon will ensure ongoing, effective, and professionally delivered aquatic programs, expansion and support the operational expenses of the organization. Most importantly it covers short falls in our operating budget, as dues alone will never cover all costs of maintaining pools and running a high-quality swim program. Kachemak Swim Club also utilizes funds from the Swim-A-Thon to support our swimming scholarships for lessons and swim team members in need of reduced tuition.

Our Team Goal is to have 100% team participation

Swim-a-Thon™ funds also help keep monthly dues low for KSC members.

The money raised from a Swim-a-Thon benefits both the club and the USA Swimming Foundation!

## ***How do Swim-a-Thons help the USA Swimming Foundation?***

Per the USA Swimming Foundation's trademark on "Swim-a-Thons", 5% of all funds raised get kicked back to the Foundation! The Foundation uses these funds to directly support the growth of the sport in underserved communities across the country. The more money a club raises, the more impact the Foundation can make. Since 2012, teams have paid 5% of their Swim-a-Thon gross proceeds to the USA Swimming Foundation which meant that \$3.6 million have been contributed to the USA Swimming Foundation from teams hosting Swim-a-Thons.

## ***Ways you can help by sponsoring KSC's Swim-A-Thon***

- Donate items for weekly top earner prizes. (*Gift cards, toys, water bottles, candy, etc.*)
- Donate small items for the raffle to hand out during the Swim-A-Thon.
- Donate items for the Top 10 overall earners. (*local gift cards, tours, meal gift certificates, local merch, etc.*)

# Swim Meets

Swim meets are a fun way for a swimmer to see the progress of their hard work and challenge themselves with competition. Attending swim meets is a great way to display sportsmanship, cheering on other swimmers in and out of the water during the meet.

Swim meets provide the opportunity for swimmers to improve their times, it is the ultimate feedback for how they have trained and teaches the value of hard work. However, not every meet is going to be successful, so it also helps them cope with disappointment, which helps them identify areas to improve. The biggest reason is Camaraderie. This is where relationships are made and developed. This is where relationships solidify, and the bonds of a team come together.

All swimmers and their parents should understand that the swimmers are under the direction of the coaches at all times during the meet. Any questions regarding this should be directed to the coach.

- Be on time for all sessions and team meetings
- Swimmers are expected to swim all events entered, unless it has been discussed with the coach.
- Swimmers should remain in the team area and should talk to the coach before and after each event.
- Swimmers are not allowed to attend an out-of-town meet without coaches' approval.
- Good Sportsmanship and courteous behavior are expected from all swimmers.
- Swimmers are expected to clean their sitting area at the end of each session. All trash, water bottles, and personal items must be picked up at the end of the session.

*Absolutely **NO PARENTS** are allowed on the pool deck during a meet unless you have been given the proper credentials by the coach and are working the meet as an official, timer, or other position as requested by the coach.*

## What to bring to a swim meet

- **MOST IMPORTANT: TEAM SWIMSUIT, TEAM CAP, AND GOGGLES.** Bring an extra cap and set of goggles since they can break at the most inopportune times.
- Towels. Realize that your swimmer will be there a while, so pack at least two.
- Sweat suits, swim jackets, warm-ups to help stay warm. You may want to bring two, because they can get wet and soggy.
- T-shirts. Team shirts are great to wear to support the team and help keep warm.
- Snacks. It is often better to bring your own nutritious snacks, even though there are usually concession stands at the meets. Oftentimes the lines will be long and the food tends to be more like "junk food" with too much sugar.
- Drinks. Water is best. Gatorade, Exceed/All-Sport, PowerAde, etc. work well, too.
- A change of clothes in a waterproof bag may make the ride home more comfortable.
- A "Sharpie" marker for writing Events on the swimmer and a highlighter for marking events in the Heat Sheet are also good ideas.
- ***Glass is not permitted on the pool deck, in the locker room, or in the bleachers at any time. Cell phones and electronics are not allowed on deck during a meet.***

Please expect the meets to last approximately 4 - 5 hours. You and your child should be prepared to stay for the entire meet unless discussed with the coach prior to the meet. Remember – if you are a volunteer at the meet – you may not leave until your duties are complete. If your child finishes early, plan accordingly.

Each season's meet schedule will be available on the KSC website ([www.kachemakswim.org](http://www.kachemakswim.org)) under Team Events. When the meet entry periods open and as the deadline approaches, you will receive a notification via email.

- Please note the following regarding participation in scheduled swim meets: It is not mandatory to attend meets, but it is strongly encouraged.
- One-day meets are offered as well as two-day meets. A swimmer can choose to enter only one day of a two-day meet.
- The coaching staff reserves the right to make the final decision concerning which meets swimmers may attend as well as which events the swimmers are entered to swim.

# Bullying Policy

Bullying of any kind is unacceptable at Kachemak Swim Club (the “Club” or “KSC”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

## Objectives of the KSC’s Bullying Policy and Action Plan:

- To make it clear that KSC will not tolerate bullying in any form.
- To define bullying and give all board members, coaches, parents/guardians and swimmers a good understanding of what bullying is.
- To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
- To make how to report bullying clear and understandable.
- To spread the word that KSC takes bullying seriously and that all swimmers and parents/guardians can be assured that they will be supported when bullying is reported.

## What is Bullying?

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

Bullying is the severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic or technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member or Participating Non-Member that to a reasonably objective person has the effect of causing physical or emotional harm to the other member or damage to the other member’s property;

- Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- Creating a hostile environment for the other member at any USA Swimming activity;
- Infringing on the rights of the other member at any USA Swimming activity; or
- Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

## Reporting Procedure

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

## How KSC Handles Bullying

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is okay to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.

4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

### *Finding out What Happened*

1. First, we get the facts.
  - Keep all the involved children separate.
  - Get the story from several sources, both adults and kids.
  - Listen without blaming.
  - Don't call the act "bullying" while you are trying to understand what happened.
  - It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber-bullying. Collect all available information.
2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
  - Review the USA Swimming definition of bullying;
  - To determine if the behavior is bullying or something else, consider the following questions:
  - What is the history between the kids involved?
  - Have there been past conflicts?
  - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
  - Has this happened before? Is the child worried it will happen again?
  - Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
  - Once you have determined if the situation is bullying, support all of the kids involved.

### *Supporting the Kids Involved*

- Support the kids who are being bullied.
- Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input.

*It may help to:*

- Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
- Develop a game plan. Maintain open communication between KSC and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
- Address bullying behavior.
- Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- Work with the child to understand some of the reasons he or she bullied.

*For example:*

- Sometimes children bully to fit in or just to make fun of someone who is a little different from them. In other words,



there may be some insecurity involved.

- Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. *For example, the child can:*
  1. Write a letter apologizing to the athlete who was bullied.
  2. Do a good deed for the person who was bullied, for KSC, or for others in your community.
  3. Clean up, repair, or pay for any property they damaged.
- Avoid strategies that don't work or have negative consequences:
- Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
- Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- Be a friend to the person being bullied;
- Tell a trusted adult – your parent, coach, or club board member;
- Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- Set a good example by not bullying others.
- Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

# KSC Codes of Conduct

## Parent Code of Conduct

The purpose of a code of conduct for parents/guardians is to establish a consistent expectation for behavior by parents/guardians. As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff respect and the authority to coach the team. By signing this code of conduct, I agree to the following statements:

- ☐ I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents and all facilities.
- ☐ I will get more involved by volunteering, observing practices, cheering at meets, and talking to my child and their coach about their progress.
- ☐ I will refrain from coaching my child from the stands during practices and meets.
- ☐ I understand that criticizing, name calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- ☐ I will respect the integrity of the officials.
- ☐ I will direct my concerns first to the Head Coach, then if not satisfied, to the appropriate supervisor (president of the Board).

I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

## Swimmer Code of Conduct

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. By signing this code of conduct, I agree to the following statements:

- ☐ I will support the KSC mission statement and commit to my role as an ambassador for KSC and USA Swimming.
- ☐ I will respect and show courtesy to my teammates and coaches at all times.
- ☐ I will demonstrate good sportsmanship at all practices and meets.
- ☐ I will set a good example of behavior and work ethic for my younger teammates.
- ☐ I will be respectful to my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- ☐ I will attend all team meetings and training sessions, unless I am excused by my coach.
- ☐ I will show respect for all facilities and other properties (including locker rooms) used during practices, competitions, and team activities.
- ☐ I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- ☐ If I disagree with an official's call, I will talk to my coach and not approach the official directly.
- ☐ I will obey all of USA Swimming's rules and codes of conduct.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's board of directors.

# Discipline Policy

Membership in Kachemak Swim Club is a privilege and swimmers and parents are expected to demonstrate leadership and behavior that furthers the KSC Swimmer Code of Conduct. The purpose of the KSC Discipline Policy is to set standards and expectations to create a safe and productive environment for athletes to learn and grow. KSC staff will act in the best interests of the swimmers and program in all behavior and potential discipline situations to determine the appropriate course of action based on the information available. When there is a violation of the Code of Conduct, it is expected that the coaches will use their reasonable discretion when imposing appropriate discipline and that any disciplinary action will consider the following:

1. The nature and severity of the conduct.
2. Any prior disciplinary actions regarding the individual.
3. The adverse effect of the conduct on other members of the team.
4. The application of the Code of Conduct.

The procedure is as follows; however, as stated above, this is at the coach's discretion and may not occur in this order:

**Verbal Warning-** The coach will notify the individual of the issue as soon as possible after the incident occurs. A notification should also be given to the parents/guardians as well as informing them of future consequences.

**Suspension-** More serious or recurring incidents will result in temporary suspension from the practice/s, meet, activity, or team. Notification will be given to the parent/guardians. No refund will be given.

**Expulsion-** If the above actions do not remedy the situation, or the situation is deemed severe enough, the individual may be expelled from KSC. Expulsion requires the approval of the head coach and the board. No refund will be given.

*\*\*USA Swimming Safe Sport Model Policies and Guidelines will serve as KSC policy in all situations not covered by this document or above listed documents.*

## KSC Travel Policy

**Purpose:** Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC.

### USA Swimming Required Policies

Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- A. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (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. (305.5.B)
- C. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangements with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- D. A legal guardian must consent in writing, in advance, for every instance in which their minor athlete travels alone with an Applicable Adult. (Applicable adult = Athlete 18 & over)
- E. A legal guardian must consent in writing, in advance, for every instance in which their minor athlete shares a room with an Applicable Adult. (Applicable adult = Athlete 18 & over)

The directions & decisions of coaches/chaperones are final.

# Alaska Swimming Travel Reimbursement Application

Alaska Swimming (AKSI) offers travel funds, which come from a portion of the splash fees paid to AKSI from host clubs, which are used to help defray the travel costs of AKSI athletes from areas outside the host area who participate in the **Alaska Swimming State Championship** (formerly known as Junior Olympic Championship), and the **Alaska Age Group Championship**. Athletes who cannot drive to the meet within two (2) hours are considered outside the host area.

Per AKSI, In State Travel Reimbursement form, applicants will be eligible for a reimbursement of their pro-rate share of funds available based on the following calculation.

- A. Airline, Ferry and mileage costs (calculated at 30 cents a mile) incurred by each athlete/team from outside the host area, as a percentage of total claimed expenses, then multiplied times,
- B. All money in the specific meet's fund raised from splash fees in the prior calendar year and any balance remaining from previous years.

*\*\*The reimbursement rate is 67.35%. When the check arrives, the swimmer's travel expense will be multiplied by 67.35%, that will be the amount they are getting. For example, if a swimmer submitted \$100 total, the amount the swimmer gets back will be \$67.35.*

Applicants shall submit an AKSI Travel Reimbursement Request form, due one week after the meet, to the KSC Treasurer, who in turn will send a club request to the AKSI Treasurer. Funds shall be distributed once funds are received from AKSI.

*(This is offered through Alaska Swimming. KSC has no control over the amount reimbursed, if any).*

## What is KSC's Individual Swimmer Travel Fund?

The Individual Swimmer Travel Fund is created to help swimmers with expenses needed to attend more away meets with the team. Each swimmer that raises funds for the Swim-a-Thon will not only be helping the club but is also establishing a personal travel fund. The amount of money available for reimbursement shall be determined by the amount raised during the Swim-a-thon. The more you raise, the more you have available for away meet expenses. ***\*\*The amount of money available for reimbursement shall be determined by the amount raised during the Swim-a-Thon.***

Those seeking reimbursement from the KSC Individual Swimmer Travel Fund must participate in the Swim-a-Thon, be active with KSC and be registered with USA Swimming as a premium athlete member.

Travel funds are available for use during the fiscal year in which the Swim-a-thon was held. If the meet is before the Swim-a-thon, turn in receipts to the treasurer and reimbursement will be distributed after the Swim-a-thon totals are complete.

*\*\* Any funds not used for travel reimbursement during the current fiscal year will be forfeited and transferred to KSC's general fund account.*

### How is the Travel Fund Calculated

1. Total Amount Raised: This is the full amount a swimmer collects in donations.
2. Subtract the Minimum Required Amount: (e.g., if \$150.00 was the required minimum, subtract that first).
3. Subtract 5% for USA Swimming: USA Swimming takes a 5% fee from total raised.
4. Remaining Balance: This is what is left over after subtracting the minimum requirement and the 5% fee.
5. Split the Balance: 50% goes to KSC General Funds, 50% is credited to the swimmer's travel account to help cover travel expenses.

*Example*

Amount Raised	Req. Amount	Total	5% USAS	Total	50% KSC	50% Travel
\$1,500.00	-\$150.00	\$1,350.00	-\$67.50	\$1,282.50	\$641.25	\$641.25

# KSC Sponsorship

*Supporting Youth, Building Community*

Kachemak Swim Club (KSC) is a year-round competitive and developmental swim program for youth in the Homer area. We are a non-profit, volunteer-supported organization that helps young athletes grow in confidence, discipline, and skill both in and out of the water. Our program serves swimmers from ages 4 to 18, from beginners to state-level competitors. We believe that swimming should be accessible to all, and thanks to the support of our community, we are able to keep our programs affordable and inclusive.

## Why Sponsor KSC?

Sponsoring KSC is a great way to give back and to be seen supporting local youth athletics. Your sponsorship directly supports:

- **Coaching excellence** – Competitive pay helps us retain passionate, experienced coaches.
- **Quality equipment** – Timing systems, training tools, and team gear for success.
- **Scholarships** – Financial support for families who otherwise wouldn't be able to participate.
- **Affordable programs** – We work hard to keep registration fees as low as possible for all families.
- **Community visibility** – Sponsor logos and names are shared at meets, on social media, and in programs throughout the season.

## Sponsorship Levels

### *Platinum Sponsor – \$1500*

- 3'x4' Banner displayed on the wall during the entire season
- Appreciation plaque
- Logo with direct link on our website
- Featured sponsor post on KSC Facebook page and newsletter
- Full page logo and description in meet programs, on lobby bulletin board and promotional materials
- Business announcement at meets hosted by KSC
- Single color logo on KSC sponsor t-shirt
- KSC vinyl sticker and sponsor t-shirt

### *Gold Sponsor – \$1000*

- 3'x4' Banner displayed on the wall during the entire season
- Logo with direct link on our website
- Featured sponsor post on KSC Facebook page and newsletter
- Half page logo and description in meet programs, on lobby bulletin board and promotional materials
- Business announcement at meets hosted by KSC
- Single color logo on KSC sponsor t-shirt

### *Silver Sponsor – \$500*

- 3'x4' Banner displayed on the wall during the entire season
- Logo with direct link on our website
- Featured sponsor post on KSC Facebook page and newsletter
- Quarter page logo in meet programs, on lobby bulletin board and promotional materials
- Company name on KSC sponsor shirt

### *Bronze Sponsor – \$250*

- Logo on our website
- Featured sponsor post on KSC Facebook page and newsletter
- Small logo in meet programs, on lobby bulletin board and promotional materials
- Company name on KSC sponsor shirt

We would love to recognize your business or family as a supporter of Kachemak Swim Club. Your contribution helps local youth stay active, healthy, and goal-driven.

To become a sponsor, or to ask questions, please contact: Deanna Johnson at [kachemakswimclub@gmail.com](mailto:kachemakswimclub@gmail.com).

# KSC Team Policies & Rules Acknowledgement

*(Signature required for each swimmer)*



Parent/Guardian Name: \_\_\_\_\_

Please choose one:

By signing below, I certify that I **HAVE** read and understand all the general policies and procedures contained in the KSC Team Handbook. I will abide by these policies and understand that failure to do so will cause my child to not be able to participate in team practices, meets, and/or activities. I certify that I understand and will pay all registration fees associated with my child's swim group(s). I also understand that the policies in this handbook are subject to change at any time with written notice.

I have discussed the policies and procedures with my child.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Swimmer's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing below, I certify that I have chosen **NOT** to read the information included in the KSC Team Handbook. I understand that if I want my child to participate in team practices, meets, or activities, my child and I will be bound by these policies, regardless of my choice to not read them. I also understand that the policies in this handbook are subject to change at any time with written notice.

Parent's Signature \_\_\_\_\_