



Team Handbook
2023 – 2024 Season



**GLACIER SWIM CLUB
INFORMATION HANDBOOK**

September 2023 – August 2024

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Introduction

Parents and swimmers please be sure to read this handbook; it contains new information that supersedes all previous handbooks and flyers. If there is something you don't understand, please ask our Head Coach or Administrative Assistant.

Welcome to Glacier Swim Club (GSC), Alaska Swimming, and USA Swimming!

GSC is a non-profit organization founded by parents of swimmers in 1973. GSC works in cooperation with CBJ Parks and Recreation to provide a year-round competitive swim program for the youth of Juneau. GSC is partially funded by the citizens of the City and Borough of Juneau through sales tax revenues. GSC provides the remainder of the necessary funding through monthly dues and fundraising.

The sport of swimming has many benefits, including the people you and your child will meet. The camaraderie among swimmers is unique, and many swimmers and their parents become lifelong friends. Swimming as a competitive sport is second to none in fostering the development of many valuable life skills. These include work ethic, determination, goal setting, time management, self-improvement as a focus, risk taking, teamwork, sportsmanship and self-discipline. Your child will reap the benefits of swimming long after their competitive participation ends.

This handbook has been prepared to help you and your child succeed in this program. Supporting your child in swimming can be a very rewarding experience. The more involved you are, the greater the benefits will be to you both. You may soon find yourself cheering at competitions, timing during meets, or becoming a USA Swimming official. Whatever your role, your child's experience has much to do with your positive support. Please ask questions of your coaches, board members, and fellow parents. We are all working towards the same goal, to provide your child with the best possible experience in swimming.

Club Goals

As a member club of USA Swimming, GSC has adopted its Mission and Vision Statements and Core Objectives as guiding principles.

Mission Statement

The Glacier Swim Club exists to foster a life-long love of swimming within Juneau's community.

Vision Statement

The Glacier Swim Club aspires to be Juneau's premier youth sports program, allowing each swimmer to maximize their athletic and personal potential.

Core Values

High-Quality Coaching
Character Development
Team Unity
Family Participation
Safe, Positive Environment
Community Partnership
Financial Stability

Build the Base – We seek to expand our membership in order to share our sport with as many other people as possible. We are especially committed to sharing the values of our sport with young people who may discover that swimming is an activity they can enjoy for their entire life.

Promote the Sport – We want swimming to receive as much publicity as possible because we believe that the more people learn about our sport, the more inclined they will be to join the ranks of our membership. We are proud of our sport and we seek to celebrate it whenever possible.

Achieve Competitive Success – USA has been ranked as the number one swimming nation in the world for more than 40 years. We seek to continue this tradition of competitive excellence. When our elite athletes are successful in fulfilling their Olympic dreams, our society benefits from the inspiration these athletes give us.

Team Membership Eligibility

Boys and girls, ages 5 and older, are eligible to try out for our team. Swimmers must be able to swim 15 yards non-stop, on their stomach and back. It is recommended that swimmers have completed Level III American Red Cross swim lessons or successfully demonstrate comparable skills.

Training Squad Descriptions

The Glacier Swim Club's mission is to promote excellence at all levels of competitive swimming and to encourage every individual to achieve their highest level of personal development.

GSC uses a "progressive" approach designed to nurture each swimmer physically, mentally, and emotionally in a systematic and developmentally appropriate fashion. At the entry level of the program, maximum emphasis is placed on developing environmental comfort and balance, core manipulation and awareness, the timing and sequencing of aquatic skills and love for the sport. *Each swimmer's progress, both physically and mentally, is unique.* Advancing through the program brings more demanding physical and psychological challenges as the swimmer matures and develops increasing levels of interest and commitment.

To ensure an optimal teaching and learning environment, GSC establishes training groups of swimmers who are compatible with respect to age, training and performance abilities, commitment levels and goals. There is a training group to meet the needs of all levels of swimmers. The training groups are limited in size to keep lanes from overcrowding and to allow each swimmer to receive direct attention from their coach.

For each training group the placement criteria, available enrollment, attendance considerations, goals and objectives, and swim meet performance standards are outline in this handbook. It is important for parents to carefully review the standards for each training group.

GSC coaching staff believes that swimmers of like age should remain in the same training group when possible. Exceptions may occur to equalize numbers or where the coaching staff believes a particular swimmer would progress at a faster rate in a different group. It is our goal to have each training group form a unique identity over the course of each season. GSC needs your commitment as a parent to support and adhere to the training group's standards before your swimmer joins the group. The coaching staff will make final decisions on all placements after carefully considering all relevant information.

Novice (Pre-Competitive) Program

The Novice Program is for swimmers needing basic stroke instruction. Entry requirements are at least 5 years old and able to swim 25 yards on stomach and 25 yards on back. Swimmers in this group will learn starts, turns, and drills for all four competitive strokes, as well as the individual medley (IM). The Novice Program is broken up into 3 progressive groups, Pre-Comp I, Pre-Comp II and Pre-Comp III. Swimmers in these groups do not have to pay the USA Swimming membership fee, participate in fundraising, or complete service hours. Session costs are set each year, with an annual registration fee of \$75 due per swimmer for each season (August - July). This fee will transfer with swimmers who advance to Coho, to cover their Trial Membership fee within the same season.

Pre-Comp I – Swimmers have completed entry requirements, but require coaching on proper body position and kick. Practices are offered 2 times per week for 30 minutes.

Pre-Comp II – Emphasis is on body position, kicking and learning all four strokes. Practices will be offered 2 times per week for 30 minutes.

Pre-Comp III – This group is to fine-tune strokes, turns, and starts and prepare swimmers for the Intermediate program. Practices are offered 2 times per week for 45 minutes.

Intermediate Program

The Intermediate swim groups are for the majority of our swimmers. Entry requirements include the ability to complete a legal 100 IM with proficiency in all 4 strokes, proper flip turns, and dives. The focus for this group will be to improve stroke technique, teach components of competitive swimming, build team pride, introduce dryland training, increase overall fitness and aerobic ability, increase self-awareness and self-confidence. There is no minimum practice requirements for these groups, but swimmers must average above 50% attendance to participate in championship meets. There is no attendance requirement for invitational meets or time trials.

The groups within the Intermediate program are divided according to age:

Coho – Intermediate level group for 1st – 5th graders (7 – 11 year olds). Practice is 3 - 5 times per week for 45 - 60 minutes.

Sockeye – Intermediate level group for 6th – 8th graders (11 – 14 year olds). Practice is 3 - 5 times per week for 60 - 90 minutes.

Chinook – Intermediate level group for high schoolers (14 – 18 year old). Practice is 4 - 6 times per week for 90 to 120 minutes.

Advanced Program

The Advanced Programs are limited to our top-level swimmers who are dedicated to the sport and the club. There are no performance standards required for placement in advanced groups, but swimmers must possess a strong desire and determination to be *their* best. Swimmers in this group should attend as many meets as possible, prioritizing the championship meets first. Swimmers must maintain 75% or higher attendance. The focus for this group will be on building leadership skills, increase fitness through pool and dryland workouts, mastering stroke technique, and achieving the highest performance possible. Acceptable excused absences are: sickness, family emergency, school make-up from sickness, or time missed for swim or academic reasons.

The Advanced Program is broken into three groups:

Sea Lion – Advanced group for elementary age swimmers. Entry requirements as follows:

Physical Requirements:

- Ages 8 – 11, K – 5th Grade

Performance Requirements:

- Legal 50 fly, 50 back, 50 breast, 200 IM, and 200 free. Must be completed at a time trial or swim meet.

Technical Requirements:

- All strokes, starts and turns must be consistently practiced legally.
- Proper 'practice etiquette.' Swimmer must have a coach recommendation for this.

Practice Requirements:

- Must attend at least 3 practices per week unless otherwise excused.
- Must be able to demonstrate ability to read the clock during practice.
- Must demonstrate ability to listen to directions from coaches quietly and attentively without distracting teammates.
- Must display proper lane etiquette:
 - Circle swimming
 - Leaving 5 seconds apart
 - Proper passing
 - Demonstrate positive attitude towards self and others
 - Demonstrate good sportsmanship and team spirit
- Possession of personal training equipment required:
 - Fins
 - Snorkel

Competition Requirements:

- Attends all home meets and time trials unless excused.
- Aspires to attend championship meets
- Always wears team gear
 - GSC cap required
 - GSC suit strongly recommended
 - GSC team shirts required
 - GSC sweats/parkas recommended

Sharks – Advanced group for middle school swimmers. Entry requirements as follows:

Physical Requirements:

- Ages 11 - 14, 6th – 8th Grade

Performance Requirements:

- Legal 100 fly, 100 back, 100 breast, 400 IM, and 1000 or 1650 free. Must be completed at a time trial or swim meet.

- Must be able to perform the following repetitions, distances and strokes in the given intervals during the same practice:
 - 6 x 100 free @ 1:50
 - 4 x 100 IM @ 2:15
 - 8 x 50 kick @ 1:15

Technical Requirements:

- All strokes, starts and turns must be consistently practiced legally.

Practice Requirements:

- Must attend at least 4 practices per week unless otherwise excused; at least 1 of those practices must include dryland.
- Must be able to demonstrate ability to read the clock during practice.
- Must demonstrate ability to listen to directions from coaches quietly and attentively without distracting teammates.
- Must display proper lane etiquette:
 - Circle swimming
 - Leaving 5 seconds apart
 - Proper passing
 - Demonstrate positive attitude towards self and others
 - Demonstrate good sportsmanship and team spirit
- Possession of personal training equipment required:
 - Fins
 - Paddles
 - Snorkel

Competition Requirements:

- Attends all home meets and time trials unless excused.
- Aspires to attend championship meets
- Always wears team gear
 - GSC cap required
 - GSC suit strongly recommended
 - GSC team shirts required
 - GSC sweats/parkas recommended

Orcas – Advanced group for high school swimmers. Entry requirements as follows:

Physical Requirements:

- Ages 14 – 19, 9th – 12th Grade

Performance Requirements:

- Legal 200 fly, 200 back, 200 breast, 400 IM, and 1650 free. Must be completed at a time trial or swim meet.

- Must be able to perform the following repetitions, distances and strokes in the given intervals during the same practice:
 - 8 x 100 free @ 1:30
 - 4 x 200 IM @ 3:15
 - 10 x 50 kick @ 1:00

Technical Requirements:

- All strokes, starts and turns must be consistently practiced legally.

Practice Requirements:

- Must attend at least 5 practices per week unless otherwise excused.
- Must be able to demonstrate ability to read the clock during practice.
- Must demonstrate ability to listen to directions from coaches quietly and attentively without distracting teammates.
- Must display proper lane etiquette:
 - Circle swimming
 - Leaving 5 seconds apart
 - Proper passing
 - Demonstrate positive attitude towards self and others
 - Demonstrate good sportsmanship and team spirit
- Possession of personal training equipment required:
 - Fins
 - Paddles
 - Tempo trainer
 - Snorkel
 - Resistance Gear (chute or sox)

Competition Requirements:

- Attends all home meets and time trials unless excused.
- Aspires to attend championship meets
- Always wears team gear
 - GSC cap required
 - GSC suit strongly recommended
 - GSC team shirts required
 - GSC sweats/parkas recommended

Parent Responsibilities

Your child isn't the only one joining the team; you are, too.

Parents are **essential** in keeping our club functioning properly and efficiently. Without parent volunteers, GSC would not exist. The people who volunteer their time and energy to make GSC an effective organization are helping provide a positive activity for young people.

Service to the Club is not optional! All swim families (except Pre-Comp) are required to contribute 20 hours during the season. Opportunities for on-going jobs, such as coordinator positions, are posted on the website under the event '2023-2024 Service Hour Opportunities.' Many of these fulfill the yearly requirement. Intermittent jobs such as timing, hospitality contributions, etc. will be posted throughout the season under each new event as needed.

Service hours will be tracked in the My Invoices/Payments area of the website. Families are expected to monitor their accounts. Any hours not fulfilled by May 20th will be billed to the family's account at \$20 per hour. Families joining after January will be prorated at a rate of 2 hrs/month.

In addition, parents are expected to support the club through the following:

1. Staying informed by reading all e-mail communication and regularly checking our website (www.gsc-swim.org). We occasionally utilize bulletin boards at both pools as well.
2. Attending parent meetings.
3. Paying monthly dues, membership and meet fees on time. Balances are due in-full on the first of each month.
4. Supporting your coach and team with a positive attitude. If any problem exists, please discuss it with head coach or administrative assistant first, then a board member if you are still unsatisfied.
5. Expressing positive support for your swimmer and other team members at meets.

Where to Go for Information

Effective communication between parents, swimmers, and coaches is essential to maintaining a successful team and meeting the goals and expectations of all concerned. GSC uses a variety of methods to establish and maintain communication with parents and swimmers. We always have the best intentions of keeping all members up to date and informed of club activities; however, we sometimes fall short in our efforts to communicate with so many people. The more active a role the parents take in assuming responsibility for keeping informed, the more successful we will all be. Please ask questions! We strongly encourage veteran swim parents to reach out a helping, informed hand to newer families. Below is a list of where you can go to get more information:

- ***Email – Having a valid email address that you check often is essential to staying informed. You may enter up to four emails within your account via the website.***

- **GSC Handbook.** Be sure you read this entire handbook. If you can't find the answer to a question you have, below are other sources of information.
- **Bulletin Board.** There are boards located at each pool. On the boards you'll find such information as notices of upcoming events, Aqualaps information, practice schedules, etc.
- **GSC Website.** www.gsc-swim.org. This is a great site to visit for up-to-date information on events, view activity in your account, check out swimmers times, results, meet entries, FAQ sheet, etc., and to see pictures of our swimmers in action!
- **Board Members.** If you have any questions or concerns, please feel free to contact any of the Board members. Their names and contact information are posted on the website and in this handbook.
- **Ask a Coach or the Administrative Assistant.** The coaches are very busy during practice, observing and instructing the swimmers and managing their safety. **Coaches will not engage in conversations of any nature during practice time.** Please make arrangements to speak with them when their on-deck duties are completed. Admin Assistant is available via email and phone daily, as well as in-office meetings by appointment.

Coach/Parent Relationship

To have a successful program there must be understanding and cooperation among parents, swimmers, and coaches. The progress your child makes depends to a great extent on the quality of this triangular relationship. Research has consistently documented that the leading cause of swimmer burnout is when this relationship is not cooperative and/or breaks down. It is with this in mind that we ask you to consider this section as you join GSC, or if you are a returning parent.

We appreciate and respect your role as a parent! We understand that you have controlled the environment in which your child is growing up, and your child is a product of your values. When your child participates in athletics under the direction of a coach, the parent loses some of his/her ability to remain objective in matters concerning their training. The following guidelines will help you keep your child's development in the proper perspective and help your child reach their full potential as an athlete.

Please recognize that the coach is *The Coach!* We want your swimmer to communicate with his or her coach as soon as possible concerning swimming matters. Respecting and encouraging this relationship between coach and swimmer produces the best results. When parents interfere with opinions as to how the swimmer should train, it causes considerable, and sometimes insurmountable, confusion as to whose advice the swimmer should follow. If you have a problem, concern, or complaint please contact the coach and privately resolve those issues. The parent's role is to provide the support and recognition necessary to encourage the child to work hard in practice, which will in turn give him/her the confidence to perform well in competition. It is the coach's role to set the training standards and guidelines.

Resolving Problems with the Coach

One of the traditional swim team communication gaps is that some parents feel more comfortable discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved in that way, but also it often results in new problems being created.

- Keep in mind that the coach is committed to this sport and has your child's best interest in mind. *If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.*
- Remember that the coach must balance your perspective of what is best for your child with the needs of the team or training group. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but the long-term benefits of the entire group compensate for an occasional short-term inconvenience.
- If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines noted above. If the assistant coach cannot satisfactorily resolve your concern, ask the Head Coach to join the dialogue as a third party.
- If another parent uses you as a sounding board for complaints about the coach's performance or policies, encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

U.S.A. Swimming Registration

A USA Swimming registration fee of \$90.00 is required annually for each team member (excluding Pre-comp Swimmers and Masters). Annual renewals occur in the late fall. USA Swimming provides GSC with affordable liability insurance that protects our members and our team if an injury occurs during any GSC team function. If there is even one person participating who is not registered as a member of the team at any function our insurance may be void.

Adults who wish to chaperone for an away meet or work as a USA Swimming deck official must also be a registered member of USA Swimming and complete a background check once every two years. The annual registration fee for one adult is \$68. The cost for background checks is \$38 for coaches and officials and \$18 for renewals. Officials who work at least eight sessions at home meets during the season may request club reimbursement for the cost of their registration and background checks. Email the Administrative Assistant with your request.

Fundraising

Aqualaps is the primary fundraising event for the club and is completed each spring to support the swim team throughout the year. Swimmers receive pledge forms to approach family, friends and neighbors to pledge a certain amount of money per lap (25 yards) swum, or to pledge a flat donation to the club. The coaching staff will determine the number of laps each swimmer is expected to swim.

All swimmers (excluding Pre-Comp and Masters), are required to participate. Funds raised by each family will offset the annual membership fee for the following season. ***Please see Annual Membership Fee section below.*** Families are strongly encouraged to raise more than this amount for the general benefit of the club.

Despite our best efforts to limit fundraising to Aqualaps, the team may occasionally find it necessary to sponsor other fundraising events (car washes, litter pickup, or other community related service opportunities) in order to raise enough money to meet club needs. All swimmers are encouraged to attend as many fundraisers as possible.

Annual Membership Fee

Monthly dues and fundraising revenue are not enough to cover the many costs associated with running this team. As a club, we must raise the additional amount needed to pay for major club expenses such as staff salaries, coach and swimmer travel expenses, pool rental, equipment purchases, and equipment maintenance costs. To spread this responsibility equitably among all the swimmers, GSC charges each swimmer an annual membership fee as indicated below. The fee applies toward September through May swim season. Fees are subject to change in accordance with GSC bylaws.

- **Trial Membership: \$75.00.** This option is available only to Pre-comp swimmers and those new to GSC. New swimmers opting for the trial membership are not eligible for the travel reimbursement.
- **All Other Club Members: \$350.00.** For most swimmers, this membership fee is paid through Aqualaps collections raised during the preceding swim season. Membership fee for each swimmer must be paid in full to receive travel reimbursement.

Aqualaps collections are credited as follows:

- The first \$350 raised by a swimmer is applied toward that swimmer's membership fee for the following season.
- Additional Aqualaps collections by a swimmer may be applied towards the membership fee for other swimmers in the same family (a family includes all swimmers billed on the same invoice).

All Swimmers: All outstanding balances must be paid in full prior to renewing at fall registration. If this places an undue financial hardship on any family, please contact the Administrative Assistant to arrange a financial payment schedule or talk about a scholarship. See the Scholarship section of this handbook for more information.

GSC Monthly Dues

Every 3rd swimmer* from the same family is exempt from dues*. Dues are as follows:

Coho	\$ 81.00/month
Sockeye	\$ 93.00/month
Chinook	\$ 93.00/month
Sea Lion	\$ 103.00/month
Shark	\$ 115.00/month
Orca	\$ 131.00/month

Families are strongly encouraged to utilize the credit card payment option available via auto-payment on the website. Log-in and sign-up information will be provided at registration.

*A masters swimmer from the same family does not qualify towards the 3rd swimmer discount

Dues may also be mailed to:

Glacier Swim Club

PO Box 35382

Juneau, AK 99803

or left in the drop box outside the GSC office at DPAC.

- Payments are due on the first of each month.
- Dues will be charged for any month in which a swimmer participates in club activities for one or more days. Dues will not be pro-rated for portions of a month.
- The coaching staff will notify the Administrative Assistant of status changes resulting from squad assignments.
- Swimmers with overdue balances of 15 or more days may not sign-up for or attend swim meets (including time-trials). Swimmers with overdue balances of 60 days may not attend swim practice unless re-payment arrangements have been made with Admin Assistant.
- Details of billing account history can be viewed at any time by logging into the website and going to the My Invoice/Payment area.
- Account disputes must be reconciled with the Admin Assistant within the same season, or within three months time. *Adjustments will not be made from a previous fiscal year.*
- A 5% discount will be given if September through May dues are paid by August 30th by cash or check. If you pay in advance and your swimmer advances to another squad, your invoice

will reflect the dues increase. No advance-payment discounts will be given for credit card transactions.

- Dues are subject to change in accordance with GSC bylaws.

Notice must be given to the Administrative Assistant in advance of an absence. Regular dues will be charged if notice is not given prior to the 1st of the month.

If a swimmer wishes to take a leave of absence from the club for any length of time, they will be moved to “Retainer” group for \$10 per month. The retainer group allows inactive swimmers and their parents to continue to receive team email, access their account online, participate in team events (excluding practice, dryland, time trials and meets), sign-up for service hour jobs and track hours. Inactive accounts that are not utilizing the Retainer group will not be eligible for service hour credit or Aqualaps fundraising credit. *All Orca and Chinook swimmers will be placed in the retainer group at the start of high school season unless GSC is informed otherwise.*

Scholarship Fund

Applications should be returned to the Administrative Assistant. Applicant names, applications and attachments will be kept confidential. Information will be disclosed only to the Scholarship Committee, consisting of the Admin Assistant, Treasurer, and possibly Head Coach or Board President, as needed. Copies of the last two pay stubs or most recent tax return must accompany applications for each wage earner in the household. For USA Swimming Registration consideration, a copy of a Denali Kid Care card or Reduced School Lunch verification letter is required. Scholarships may be available for the following on a sliding-scale, depending on available funding:

- Monthly Dues
- Trial Membership Fee
- USA Swimming Registration
- Swim shop items
- Travel/Meet Fees

Please Note: Because families can offset the full membership fee through Aqualaps, scholarships are not available for the full membership fee for returning swimmers. Service hours must also be completed to retain scholarship eligibility.

Amount of the scholarship award will be determined based upon factors including, but not limited to:

- Amount requested
- Family Income
- Number of members in household
- Poverty level as compared to federal free/reduced lunch guidelines
- Available scholarship funds
- Special circumstances, if any

Applicants may also apply for the CBJ Youth Activities scholarship, independent of the GSC scholarship. Qualification for the CBJ scholarship may be considered when evaluating the application for the GSC scholarship.

Swim Meets

A swim meet schedule for 2023 - 2024 is located under the 'Events' tab on the website. Please discuss the schedule with your swimmer so you can make plans for which meets to attend each year.

Description of Meets: There are several different types and levels of competition. Expectations for participation vary by squad. Time trials and invitational meets are primarily for swimmers to establish new times for their competitive profile and to gain competitive experience. Championship meets are for the more developed and competitive members of GSC. Individual and Team Rankings are established at this type of meet and Qualifying Times are required to enter. The rewards and risks are unique at each level of competition and it is important to establish goals that agree with a swimmer's personality and potential. Times attained during any of these meets are official and may qualify the participant to attend championship meets.

- **Time trial.** This is like a mini-meet and involves only GSC swimmers. Time trials are generally held on a monthly basis during the school year up to five (5) times per year. Time trial dates can be found on the club website at the beginning of each season.
- **Invitational.** These meets may or may not have qualifying times. These meets may or may not keep track of total team points. These meets are hosted by USA Swimming clubs and take place all over the country throughout the year. An invitational may require travel and is generally three days long (Fri, Sat, and Sun). Examples of this type of meet are November Rain, Winter Games, and Savannah Cayce Southeast Champs.
- **Championship.** Qualifying times are required to compete at most of these meets. Points are awarded for individual outcomes and are added up for the total team points, which affects the team's standing in the meet. The more swimmers attending these meets, the better our club is represented. Examples of this type of meet: Alaska Age Group Championships, Junior Olympics, Alaska Senior Championships, NW Sectionals (Senior and Age Group), Western Zones, and Senior Nationals.

About Qualifying Times: There are unique qualifying times established for each type of championship meet. These times are determined by age, event, gender and level of competition and are generally posted on the GSC bulletin board or website. Qualifying times for meets can also be found at www.akswimming.org, and www.usa-swimming.org. With each step up the national ladder of competition, the more difficult the qualifying standards are to achieve. It helps to understand these times when setting individual goals and signing up for certain types of meets.

Swimmer Responsibility for Meet Entries: Swimmers may enter their desired events online or they may simply 'commit to attend' and a coach will select their entries. It is a swimmer's responsibility to know his/her times, and to check that they meet the qualifying standards for

meets entered. The coaching staff reserves the right to alter any entries and place swimmers in events deemed more suitable for their development

Juneau Meets: Swimmers are strongly encouraged to participate in **all** time trials and home meets.

GSC Travel Expenses Policy

Swimmers who meet the following criteria may receive (to be approved by budget) partial travel reimbursement on transportation costs when attending a GSC sponsored meet:

- (1) Must be current with monthly dues.
- (2) Annual membership fee of \$350 must be paid in full.

Championship Meets:

- (1) Swimmers must have at least two (2) individual qualifying times.

Invitational Meets:

- (1) There must be at least 4 other team members attending.

The above criteria are subject to Head Coach and Administrative discretion and may be altered on a case-by-case basis.

It is not the policy of Glacier Swim Club to prohibit a swimmer from attending any competition that requires travel; however, if swimmers choose to attend a meet for which the above requirements are not satisfied, the swimmer is responsible for the entire cost of attending the meet. This includes 100% of travel expenses, entry, chaperone and registration fees, delinquent GSC dues and the balance of annual membership fee.

If housing is needed for chaperoned swimmers, but not available at a club sponsored meet, it is the responsibility of the swimmer's family to cover hotel and meal expenses. This often occurs at championship level meets outside of Southeast Alaska where it becomes necessary to house swimmers at a hotel with their chaperone or coach. In such cases the family will be responsible for a portion of the hotel expenses and must send enough money with the swimmer to cover all meals. Swimmers must be housed or chaperoned in groups of two or more.

If swimmers choose to attend a meet for which the club is not sponsoring travel, the swimmer is responsible for his/her own expenses and entry/registration fees. They may sponsor a coach to attend.

The following expenses will be billed to families once exact costs are known: Entry fees, hotel costs (when chaperoned, not when traveling with parents), car rental costs, chaperone costs, and any other expenses incurred during the meet and/or travel. There is a \$25 fee for swimmers

traveling under the care of a coach/chaperone on the ferry or airplane, even if arrangements have been made at the destination. If parents have arranged for them to travel with another GSC family, they will not be charged the fee.

Team Suits/Swim Equipment

All swimmers are required to wear a team shirt, team cap and encouraged to wear a team suit, in good condition, at all meets (not required for time trials). At coach discretion, you may be asked to change your uniform or be removed from a meet if swim attire is thought to be unacceptable. Shirts, Caps and goggles are available for purchase through the team's Swim Shop. Customized team gear may be available at the team online store.

According to USA Swimming rules, swimmers may only wear one suit for competition. Swimsuits must be made from woven fabric (no neoprene or polyurethane) may not extend past the knees, and not above the hips for boys.

Reminder: We are a Speedo sponsored team and Speedo gear is required, especially for higher level meets. Accepted suits for GSC Swimmers are: (1) The team Speedo suit, (2) any Speedo 'Technical Racing Suit.' Please attempt to purchase suits in team colors if possible.

GSC Travel Policy

1. GSC travel policies apply to swimmers, coaches, and chaperones traveling with the club.
2. Chaperones and coaches MUST be a member of USA Swimming and completed all MAAPP requirements.
3. 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).
4. 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 coach.
5. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and similar age.
6. Swimmers under 12 years of age must be under their chaperone's or coach's supervision at all times. They are NOT permitted to leave the group, unsupervised, under any circumstances. With chaperone or coach approval, swimmers 12 years of age or older may leave the group provided they remain in groups of at least three. Chaperones and/or coaches may deny this privilege to swimmers who do not display responsible and mature behavior.

GSC Code of Conduct

Glacier Swim Club has adopted a Code of Conduct that includes every member and their guardians. The following rules constitute the Glacier Swim Club's Code of Conduct and are applicable to all club members and associated parents or legal guardians. Any use of the word "you" below shall be in reference to those individuals specified above.

- **Rule 1:** You shall pledge your support and commitment to the GSC mission statement and accept your role as an ambassador for GSC and USA Swimming. Any actions taken by you that are determined to not be in support of this mission shall be declared a violation of the GSC Code of Conduct.
- **Rule 2:** You shall adhere to the USA Swimming Code of Conduct.
- **Rule 3:** You shall display good sportsmanship at all times.
- **Rule 4:** You shall not engage in any behavior that presents a safety hazard to you or others.
- **Rule 5:** You shall treat coaches, club officials, board members, and other swimmers with courtesy and respect.
- **Rule 6:** You shall not use threatening behavior and foul or abusive language towards coaches, club officials, board members and other members of the club.
- **Rule 7:** You shall not engage in or support those who gossip, those who make negative and/or derogatory comments and those who encourage divisiveness concerning the current and/or proposed policies and practices of coaches, club officials, board members and other members of the club.
- **Rule 8:** You shall adhere to all published GSC travel policies.
- **Rule 9:** You shall adhere to all regulations that are established during or in support of team competitions.
- **Rule 10:** You shall refrain from seeking a coach's attention during practice or while a GSC swimmer is competing, and from walking onto the pool deck during practice or at a competition for the sole purpose of engaging in a conversation with a coach.
- **Rule 11:** You shall abide by the "24-Hour Rule" when registering a complaint and utilize the appropriate channels of communication with regards to resolving this complaint, unless there is an immediate concern for the safety of an individual. The purpose of this "24-Hour Rule" is to provide a cooling off period for concerned parties.
- **Rule 12:** Swimmers shall not engage in any behavior involving the illegal use of alcoholic beverages, illegal drugs or controlled substances. This prohibition shall apply at all times. (Please refer to GSC's substance abuse policy for specific disciplinary actions related to this area.)

Violations of the Glacier Swim Club's Code of Conduct will result in disciplinary action up to and including dismissal from the team. Actions taken by the Board of Directors may include, but are not limited to:

- **Written warning:** from coach/official/Board of Trustees detailing the infraction and future consequences pertaining to continued occurrence.

- **Suspension:** from club activities for an indeterminate time and a written warning from the coach/official/Board of Trustees detailing the infraction and future consequences pertaining to continued occurrence.
- **Dismissal:** from club activities, a refund of all unused dues and a written warning from the coach/official/Board of Trustees detailing the infraction and any possible actions present and/or future that may be taken by the dismissed member and/or by the club.

Justification for Rule 10

A special note regarding GSC Code of Conduct rule 10: It is the responsibility of GSC to maintain the integrity of the pool deck during all GSC functions. The coaching staff is responsible for supervising club members at all GSC functions and events. If an unfortunate accident were to ever occur, our insurance provider will do an investigation of the events leading up to the accident to determine compliance with all disclaimers. It is clearly stated in that policy that only USA Swimming registered members are permitted to be on deck and in the pool during all GSC functions and events. If a non-member were involved in a function or event where an accident occurred, our insurance coverage would be void. This includes a member or non-member distracting/diverting the attention of the responsible members of the coaching staff away from their supervision duties.

Drug, Alcohol, and Tobacco Policy

The Glacier Swim Club will strive to instill in its swimmers a commitment to abstain from the use of all illegal drugs, alcoholic beverages, tobacco products, and performance enhancing drugs. The club will maintain a wholesome and safe environment in which the swimmers can develop their athletic potential and grow into mature young adults.

Team Rules Regarding Drugs, Alcohol, and Tobacco:

1. A swimmer shall not engage in any behavior involving the illegal use of alcoholic beverages, illegal drugs, or controlled substances, which tend to bring discredit to the swimmer or the Glacier Swim Club, or knowingly remain in the presence of those engaged in such behavior(s). This prohibition shall apply at all times.
2. A swimmer shall not possess, use, or be under the influence of an alcoholic beverage during any team event.
3. A swimmer shall not possess or use a controlled substance during any team event unless it has been prescribed for the swimmer by a physician and is in the original container with the prescription label attached.
4. A swimmer shall not use, possess, be under the influence of, or distribute to another person any drug paraphernalia or any illegal drug.
5. Definitions:
 - a. **Controlled substance:** any drug for which a prescription is required.
 - b. **Team Event:** Includes event or activity in which the swimmer participates as a member of the Glacier Swim Club, the Alaska Zone Team, or any USA National Team. Included, but not limited to, practices, meets, team travel, and banquets.

- c. **Illegal Drug:** Any drug which is illegal under the laws of the State of Alaska and any drug or substance which is banned by USA Swimming, the United States AntiDoping Agency, the International Olympic Committee, or the World Anti-Doping Agency.
- d. **Drug paraphernalia:** any device designed or used for the purpose of introducing a drug or drugs into the body.

Penalties/Consequences for Violations of the Team Rules Regarding Drugs, Alcohol and Tobacco:

- 1. If it is discovered that a swimmer is in possession of, using, or distributing illegal drugs, drug paraphernalia, alcoholic beverages or tobacco, a parent or legal guardian of the swimmer will be notified.
- 2. If the head coach determines that a swimmer has or may have violated a Team Rule, the head coach will determine the penalty/consequence for the violation after consultation with the swimmer's coach and parent or legal guardian. The penalty or consequence for a violation of the Team Rules will be at the discretion of the head coach and the Board President. The penalties or consequences may include, but are not limited to one or more of the following.
 - a. Counseling by the coach or designee
 - b. Community Service
 - c. Restriction from team events and/or swim meets*
 - d. Loss of privileges*
 - e. Probation
 - f. Suspension*
 - g. Dismissal from club**
- 3. Any GSC swimmer found in possession of, or under the influence of, alcohol or illegal drugs during any team event *will be* suspended or dismissed from the team.
- 4. Any GSC swimmer charged and/or convicted with the possession of, or illegal use of, alcohol or drugs *may be* suspended or dismissed from the team.
- 5. Any GSC swimmer convicted of a felony *will be* suspended or dismissed from the team.
- 6. Any GSC swimmer that the Head Coach has reasonable suspicion of alcohol or illegal drug use may be subject to the penalties or consequences listed above.
- 7. Any GSC swimmer illegally using tobacco products may be subject to the penalties or consequences listed above.
- 8. Any GSC swimmer illegally using performance-enhancing drugs, as defined by the US anti-doping agency, may be subject to the penalties or consequences listed above.

*There will be no refund or abatement of dues.

**There will be no refund for paid fees.

Helping the swimmers is our first priority. If a swimmer is concerned about their own involvement in drugs or alcohol or that of another swimmer, the swimmer is encouraged to talk confidentially with a coach. A swimmer who voluntarily discloses to a coach their own involvement with drugs or alcohol will be given favorable consideration when it comes to any disciplinary actions. In addition, the club will seek to assist the athlete in any counseling or rehabilitation necessary. GSC recognizes the need for sensitivity in dealing with these matters and will make every effort to ensure confidentiality is upheld and that privacy of those involved

will be maintained and respected. GSC further recognizes that parents are the primary teachers of their own children. It is GSC's view however, that any behavior that tends to bring discredit to the club is a legitimate cause for concern and falls within the purview of club review.

Drug, Alcohol and Tobacco Education will be provided. From time to time, GSC will sponsor programs designed to educate the swimmers and coaching staff about the dangers of drugs, alcohol and tobacco products and to help swimmers resist peer pressure to use these products. GSC also may at any time initiate a random drug-screening program. Participation in the program will be at the approval of the athlete and the athlete's family.

Nutrition Guidelines

Team Nutrition Rules:

1. Energy Drinks (Red Bull, Amp, etc.) are not allowed at the pool. This includes before, after, and/or during any GSC meet or practice.
2. From the time we depart for any travel meet, until the meet is over, swimmers may not drink any soft drink beverages, and should avoid all desserts.

One of the building blocks of quality training is good nutrition. Every swimmer and parent needs to be aware of the following two points:

1. *Food does NOT make a swimmer swim fast.*

That's right. Food does not make him swim fast. What *does* make him swim fast? Training. Training makes him swim fast.

2. *QUALITY training makes him/her swim fast.*

A vital part of quality training is good nutrition!

Believe it or not, your swimmer doesn't get fast during practice. In practice they might see their times improving, but their *adaptation* to training (i.e. getting faster) actually occurs while their body is at rest. Workout is the **stimulus** that causes this to happen.

Workouts are hard! They're supposed to be. They're designed to tell the body, "This is hard work for me...you better do something to enable me to do it again later." And the body responds by becoming more efficient – aerobically and anaerobically. During its time off, the body **WILL** adapt, but only if given the **proper fuels**.

Awards Banquet

An Awards Banquet is held each year. This is usually a potluck dinner in May, during which awards are presented to swimmers for a variety of achievements. The participation of ***all*** swimmers is recognized. Parents are encouraged to accompany their children and get

acquainted with the other swim parents. This is a special evening culminating a season of hard work and achievement by the swimmers.

An important part of the Awards Banquet is the election of new board members as well as an annual membership meeting to adopt the budget for the coming fiscal year. It's important that as many families as possible are represented.

GSC Membership

Membership is available to all who subscribe to the purposes and policies of the club. Members whose dues are paid are eligible to participate in business meetings and to serve in any elective or appointed office.

The membership as a whole is invited to gather together several times each year. This may include a potluck in the fall, holiday party, family fun night to kick off our Aqualaps fund-raising effort, the Awards Banquet, and the 4th of July parade downtown. Watch for announcement of these events throughout the year via our website and email.

GSC Board of Trustees

The governing body of the club is the Board of Trustees. It is composed of the CBJ Director of Parks and Recreation or his/her designee, the Head Coach and nine other members elected by the general membership for two-year terms. The GSC Board elects its officers for one-year terms. The officers are President, Vice-President, Secretary and Treasurer.

The Glacier Swim Club Board of Trustees usually meets the third Wednesday of each month (unless otherwise noted) at 5:30 p.m. at Dimond Park Aquatic Center. Club members and parents are welcome to attend these meetings. Please contact a board member for additional information.

<u>Name/Position</u>	<u>Phone</u>	<u>Email</u>
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