

# THE DOLPHINS (TDPS) 2018- 2019 Team Handbook



## Introduction

The purpose of this handbook is two-fold: to explain to members what the Dolphin Swim Team is, and, to outline various policies that affect all swimmers, year after year. All families should read it so that they may become familiar with important facts and rules of the club.

## Why swim?

The USA Swimming age group swimming program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits.

## What is the Dolphin Swim Team?

The Dolphins (TDPS) is a coach-owned club sanctioned by USA Swimming. The USA Swimming and Oregon Swimming, INC (OSI) organizations govern our club. TDPS has been serving Beaverton, OR, and surrounding communities for twelve years, providing a year-round program for athletes. The club provides swim programs in the City of Beaverton, Gresham, Salem, and Woodburn, OR.

## Mission Statement, Vision, & Philosophy

### Mission Statement

The Dolphin Swim Team aims to create an environment where individuals of all ages and abilities can experience the enjoyment of, and can reach personal excellence in, the sport of swimming.

### Vision

The Dolphin's vision is to develop and maintain a program that will produce swimmers to represent TDPS in all levels of swim competition. TDPS would like to be the aquatic organization that trains athletes toward all levels of skill including National, International, and Olympic level performance.

## Philosophy

Teamwork: TDPS is a team that is built upon the commitment, support, and participation of the team owner, coaches, swimmers, parents/guardians, and the community at large. TDPS believes that its success in achieving the team's goals is dependent upon the cooperation of all members.

## Coaching

TDPS is committed to providing comprehensive, expert swim/stroke training by an experienced coaching team. In addition to swim training, TDPS promotes the practice of healthy lifestyle habits, such as good nutrition and sleep.

## The Swimmer

TDPS believes that each swimmer is an individual with different backgrounds, needs, and goals. The club focuses on the development of positive self-esteem and individual goal setting. The team encourages swimmers to represent TDPS by participating competitively on a year-round basis. TDPS believes that all members should model team spirit and sportsmanship.

## TDPS's History

Le Petit Daulphin Swim School was opened in 2000 by Karim Bouferrache as a swim school for lessons and promoting excellence in swimming. The Dolphins (TDPS) competitive team grew from that original swim school to continue the tradition of great swimming and is owned and operated by head coach Nacim Bouferrache.

TDPS parents/guardians & coaching staff are extremely proud of the accomplishments of their athletes over the years. Since its inception, TDPS has represented the Oregon in all levels of competition producing many Olympic Trials, Special Olympic, World Top 100, Senior & Junior National, Top 16, Western Zone, PNW sectional athletes, and state champions.

TDPS will continue to create a comprehensive swim program that serves swimmers of all levels.

## Coaches Role

All TDPS coaches must meet high criteria set forth by USA Swimming. Each coach holds a current First Aid and CPR Training for the Professional Rescuer certification. Coaches are also required to complete the USA Swimming Safety Training for Coaches Course as well as concussion training. TDPS coaches have also passed a background check. All of the above requirements must be kept up

to date for a swim coach to remain in good standing with USA Swimming and OSI.

TDPS coaches' main responsibility is to mold all of our swimmers into the best swimmers that they can be. In addition, coaches mentor swimmers in life skills and positive values.

Coaches shall build relationships with team families, to achieve mutually set goals for each swimmer. Coaches also help the team to build relationships with other aquatic organizations.

### Parent/Guardian's Role

As the Parent/Guardian of a competitive swimmer, your main responsibility is to provide a caring, supporting environment. This support will encourage your child to feel good about his or her interest in competitive swimming. Show your support by ensuring your swimmer's attendance at practices and swim meets. Parents/guardians are not participants on their child's team but contribute to the success experienced by the swimmer and his or her team. Parents/guardians serve as role models, and children frequently emulate their attitudes. Strive to be a positive role model. Most important, show good sportsmanship at all times toward coaches, officials and other teams.

### Parent Code of Conduct

As a Parent of the The Dolphin Swim Team (TDPS), I will abide by the following code of conduct:

#### **Parent Code of Conduct**

- I will:
- believe in my child and her/his ability
- provide transportation, logistical, and financial support
- read emails and check the team website from time to time
- pay my bill on time, understanding that the dues are the same regardless of the number of times my swimmer can attend during a particular week or month. If my swimmer is absent for 3 months or more, I will talk to the coach and treasurer about my responsibility for paying dues. If my swimmer is absent for less than 3 months, I understand that I am responsible for paying monthly dues. I understand that The Dolphins do not charge or swim during August.
- provide emotional support and encouragement
- serve as resource in decision process but let my child make the final decision
- emphasize good behavior and sportsmanship
- discipline my child for poor sportsmanship or disrespectful actions
- stress basic values: work hard to achieve goals, take responsibility for self and actions

- focus on long-term development
- never interrupt practice
- discuss issues with coach in private, not in front of my child
- let coach do her/his job
- remind my swimmer that while stakes are high, it is still important to have fun
- do not change when the stakes become higher

As a parent of a Dolphin swimmer I agree to follow these guidelines. I understand that these guidelines also apply to my behavior toward my child's teammates.

Should I conduct myself in such a way that brings discredit or discord to TDPS, or USA Swimming I voluntarily subject myself to disciplinary action. TDPS maintains the right to terminate any membership with/without cause in the interest of our vision, mission and objectives.

### Release of Liability

The Release of Liability can be found on the registration site and must be signed by all families joining TDPS. It reads 'Parent/Guardian hereby releases TDPS, its employees, officers, directors and volunteers and any facility used by TDPS from any liability arising out of any injury to the Swimmer(s) which may occur while the Swimmer(s) is/are participating in the TDPS swim program, including, but not limited to, practices, meets, travel trips, and other team activities, or while the Swimmer(s) is/are using facilities leased or used by TDPS'.

Squad Descriptions (this area is being updated to include all locations: Feb 2019)

TDPS's practice group guidelines have been developed by its coaching team to maximize the growth and development of swim techniques for its swimmers of all levels. Swimmers of similar age and abilities will be grouped together to reach the goals set for each level. The assignment of swimmers to a group shall be the decision of the coaching staff. In rare instances, an assignment may be modified during the swim year, if the coaching staff believes a different squad would be more appropriate for the swimmer.

For all these squad standards, there may be coach-approved exceptions. These will be rare, but do happen.

Orange Squad - Can swim 25 yards backstroke and freestyle without stopping.

Red Squad - 10 & Under with three OSI "A" times for the swimmer's age along with coach approval.

White Squad - 11-14 years old with at least three OSI "A" times for the swimmer's age along with coach approval.

Green Squad - 15 & Over with at least three OSI "A" times for the swimmer's age along with coach approval.

## Swimmer Code of Conduct

As a swimmer & member of The Dolphin Swim Team (TDPS), I will abide by the following code of conduct:

## Athlete Code of Conduct

### Citizenship/Service

- I will support my teammates and I will be a good sport at practice and at meets
- I will be a role model for younger and/or less experienced swimmers
- I will respect my teammates, competitors, officials, coaches, and parents
- I will use respectful language and refrain from abusive or profane language

### Responsibility

- I will take responsibility for my actions
- I will take responsibility for my swimming career
- I will represent The Dolphins in a manner for which we can all be proud
- I will check the team website on a regular basis and keep current with emails
- I will read literature given to me by the coaching staff in a timely manner

### Practices

- I will come to practice prepared, with all necessary equipment
- I will value hard work
- I will not give anyone grief, even good-natured grief
- I will accept everyone's right to be part of our team
- I will practice good listening skills so that time is not wasted
- I will treat the facilities and equipment we are privileged to use with respect
- I will keep my hands to myself
- I will refrain from running, pushing, and horseplay on the pool deck
- I understand that the following actions may result in dismissal from practice: insubordination, endangering self and others, abusing equipment and property, and using abusive language

### Meets

- I will report to my coach before *and* after races
- I will be ready to begin warm-ups on time
- I will show respect by winning and losing with dignity and humility
- If I qualify for a championship meet, I will represent The Dolphins at that championship meet and I will compete in the number of events allowed
- I will make every attempt to arrange my schedule in order to participate at championship meets (usually held late February, early March, and late July/early August)

I have read and understand the The Dolphins code of conduct. I agree to abide by the expectations described above. I understand if I fail to meet any of the expectations, disciplinary action may result (including suspension or dismissal from the team).

#### Prohibited Behavior:

I understand that at no times will the following be accepted:

1. Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco).
2. Destructive behavior.
3. Inappropriate or unruly behavior, including fighting or striking another athlete.
4. Inappropriate language (swearing or derogatory comments) or lying.
5. Stealing and vandalism.
6. Bullying or isolating another swimmer.
7. Interference with the progress of another swimmer during practice or at any other time.

#### Consequences for Violation of the Code of Conduct:

This code shall be in force for all TDPS swimmers during practice, during swim meets, and at events sponsored by, or in which, TDPS is represented.

Disciplinary actions can range from, but are not limited to; reprimands, repetitions of a drill, push ups, etc., being sent home from practice or meets at the parents' expense, expulsion from the team, being barred from competition, or receiving any other disciplinary action that the coach deems necessary if a member fails to adhere to the Code in part or in whole.

#### Safety and Behavior

TDPS reserves the right to terminate the membership of any individual whose behavior places the TDPS in an unfavorable light or jeopardizes our participation in any pool use or sporting event. All swimmers are expected to demonstrate good sportsmanship and act as appropriate ambassadors for the club. They should act as role models for other swimmers at all times.

#### Equipment (update in progress Feb 2019)

Equipment: For specific questions about required equipment for your swimmer, please ask your swimmer's coach.

Orange squad: fins, kick board, pull buoy, and gear/mesh bag

Red squad: snorkel, paddles, kick board, pull buoy, fins, gear/mesh bag

Green/ White squads: snorkel, paddles, kick board, pull buoy, fins, gear/mesh

bag,  
parachute and belt.

Practice suit, Goggles, Cap

Team Attire: TDPS does not have a contract with a specific suit vendor. Athletes are allowed to wear a suit that fits their needs.

TDPS Team Cap is required for all swimmers at meets and are available for purchase once a quarter through our merchandise coordinator.

T-shirts, sweatshirts and other items, marked with the team name and/or logo, are available for purchase via the team website. Team attire is strongly suggested to be worn at all meets. Parkas are a highly recommended item to keep swimmers comfortable after workouts, between events at meets and during inclement weather.

Visit the TDPS website at [www.dolphinsswimming.org](http://www.dolphinsswimming.org) to link to our merchandise. Contact our merchandise coordinator, Stephanie, at [tdpsmerchandise@gmail.com](mailto:tdpsmerchandise@gmail.com).

#### Lost & Found

You are strongly encouraged to label all of your swimmer's equipment. Labeled equipment found at practice can easily be returned to the swimmer. Swimmers should keep all personal belongings on the pool deck and not in the locker room during practice sessions. The locker rooms can be used by others groups. The club is not responsible for lost or stolen items.

#### Payment terms

##### Dues & Association Memberships

In consideration of the participation of the swimmer(s) in TDPS's competitive swim program, the Parent/Guardian agrees to pay the dues for the Swimmer's practice level that is set forth. Monthly payment of dues shall be due and payable on the first day of each month, for 11 months, September through July.

Swimmers are expected to pay for the entire month no matter how many days they attend practice. If the Swimmer is transferred to a different squad, dues will increase at the beginning of the month the swimmer transfers to the new squad. There is an auto pay option on your Team Unify account or checks can be mailed to:

The Dolphin Swim Team  
P.O. Box 19357  
Portland, OR 97280

Credit Card transaction fees apply at \$0.30 + .0295(monthly total)  
ACH transaction fees are \$1.25 per transaction

Swimmers are expected to pay dues for the entire month no matter how many days they attend practice. However, if the swimmer/parent notifies our Billing Specialist ([lynn@thesnyders.com](mailto:lynn@thesnyders.com)) in writing at least 30 days prior to the start of the month in which they plan to not swim, team membership will be cancelled. **Once registration/course fees are paid there is no refund.** There will be no reduction in fees paid or on-deck volunteer requirements as these are annual commitments.

#### USA Swimming/Oregon Swimming Membership

All swimmers must be registered with Oregon Swimming, INC (OSI), our local USA Swimming organization, and USA Swimming. This annual OSI/USA swimming membership fee of \$70 (for 2019) per swimmer is due upon new membership registration and upon renewal of memberships submitted by TDPS by December. The OSI/USA swimming membership is an annual membership from September through December of the following year.

Any swimmer transferring to TDPS from another USA swimming sanctioned swim team must submit an athlete transfer form to OSI. Submission must be completed by the parent(s)/guardian of the swimmer. The 120-day unattached/transfer period does not begin for the swimmer until this form is submitted and accepted by OSI.

#### Suspension

If Parent/Guardian fails to pay any dues, including late fees, by the 14<sup>th</sup> day of the month, the Swimmer shall be suspended from further participation in all TDPS activities, including, but not limited to, practices and meets.

If Parent/Guardian becomes delinquent in payment of dues or assessments because of financial hardship, he/she needs to be proactive and speak with the team owner regarding the circumstances.

#### Fundraising requirement

The Dolphin Swim Team has no fundraising requirements. In lieu of fundraising, course fees are assessed twice a year (once in October and again in April), of \$100 each. Families with multiple swimmers will pay \$100 fee for the first swimmer, and \$50 free per subsequent swimmer.



## On-deck volunteering

### Volunteering

#### Volunteer Requirements

Your family must volunteer to help run the TDPS swim team.

Your family is required to volunteer time at meets that your swimmer(s) participates in. Timing is the responsibility of ALL FAMILIES with the exception of those families with a parent/guardian actively officiating at that meet. If you are not able to time once you have signed up for some reason, it is YOUR responsibility to find someone to work for you.

Other examples of volunteering include helping to pull the tarp over the pool after the last practice of the evening among other tasks.

#### Annual Break

All squads receive a one-month break (approximate) at the end of the summer competition season (generally August). This break has been factored in when calculating monthly payment of annual dues. You will not be charged squad dues in August provided your account balance is zero. **THIS DOES NOT INCLUDE WEST HILLS DUES.** You must continue to pay club dues.

#### Club Communication Web site

TPDS's primary methods of communication are e-mail and the team website, [www.dolphinswimteam.org](http://www.dolphinswimteam.org). The website includes a meet calendars, news, and events.

The site is updated regularly. Please check for new and updated information. You may also access your swimmer's best times on this web site. Go to MY MEET RESULTS.

TDPS encourages open communication. Please feel free to speak with your swimmers coach during a time frame where the coach is not coaching. Meetings can be set up with coaches by contacting them directly.

Team volunteers handle all registration, meet sign ups, and billing. Please keep this in mind and respect these volunteers time. All of our team volunteers currently work at least part time. They will help handle situations in any way they can- sometimes this may take some time. Be proactive and seeking the help you need.

#### E-mail

E-mails will be sent to inform parents/guardians and swimmers of upcoming events, such as swim meets, team social events, volunteer events, etc. Be sure to keep your e-mail address current on the website. If you need help updating it ask the office assistant or send an email to [info@raa-swim.org](mailto:info@raa-swim.org).

### Text Messaging

Use the communication editor located in your account on the website to add or remove email addresses and text messaging devices. Text messaging is used for coach-drive time-sensitive messages, such as pool closures.

Use the 'Add' buttons to add and address/number  
Double-click on an item in the list to edit it  
Click on the red 'X' button to delete an item

### Your swimmers can receive text messages too!

Occasionally coaches need to communicate with their swimmers about urgent matters. Click on the swimmer's name in the 'Members Under This Account' and you'll be presented with an interface to add a mobile number and/or email address.

### Annual Mandatory Meeting

#### Concerns

As in any large organization involving significant numbers of families TDPS cannot always be all things to all people. Although conflicts in our club are few, they occasionally arise, and we have a protocol for dealing with them.

If you have a concern about administration of the club, coaching, finances, other swimmers' behavior, other parents'/guardians' behavior, or other related matters, please contact Nacim Boufferache.

#### Swim Meets

By its very name, the purpose of competitive swimming is to compete and that means attending swim meets! Individuals seeking membership in The Dolphins should understand that we are a competitive team, not a recreational team. Swimmers should be willing to accept the responsibility of membership and participate in meets. For many new swimmers, taking the first step and going to their first competitive meet is a big undertaking. Our coaches understand this and are happy to share information about each meet and what meets may be good for beginners.

## Short & Long Course Seasons

USA Swimming recognizes two seasons within each calendar year. The season beginning around Labor Day and ending in mid-March is referred to as the short course season. During the short course season meets are recognized as “yard” events. There is also a long course swim season that begins in April and ends in early August. Meets during long course season are recognized as “meter” events.

## Swim Meet Procedures

As a competitive swim team, we encourage all of our swimmers to attend swim meets. Swim meets provide an opportunity for the swimmers to measure the progress of their training and practice. They are also a social time, which enables the swimmers to build friendships with fellow teammates.

## Meet Fees

Meet fees for swim meets are the responsibility of the parent. The Billing Administrator will invoice the swimmer’s account and payments may be made along with the following month’s dues. Delinquent meet fees will result in a suspension in meet privileges until the swimmer’s account becomes current.

Upon passage of the meet sign up deadline, TDPS submits all entries and meet fees to the meet director. Meet fees are non-refundable to TDPS once they have been submitted. If a swimmer is unable to attend the meet (for any reason) after the submission of the entries and payment, the swimmer will still be responsible for payment of the meet fees.

## Signing Up for a Swim Meet

Not all squads attend the same meets throughout the season, so please check the Squad Meet Schedule to determine if a swim meet is appropriate for your swimmer’s level before you commit.

Please pay particular attention to the deadline and commit your swimmer through your account as early as possible!

**DO NOT APPROACH A MEET DIRECTOR ABOUT YOUR SWIMMER WITHOUT GOING THROUGH THE MEET SIGN-UP VOLUNTEER!** The team owner, prior to the start of the season, selects meets. Please do not try and enter your swimmer into a meet that the team is not attending. Please do not try and enter your swimmer in to an event that they are not eligible for. Please do not try and change the entries your swimmer has been entered into after entries are completed.

**PAY ATTENTION TO MEET SIGN-UP REMINDERS!** Once the meet sign up is closed, no more swimmers can be entered into the meet. Please do not email the meet sign up coordinator to ask for an exception. We are currently a team of over 130 swimmers- exceptions are time consuming and difficult for meet directors.

**TIME-TRIALS:** If available at a meet, can only be entered with prior coaches approval. Do not enter your swimmer into a time trial without consulting the coach prior to signing up.

#### E-mail from Team

Each family will receive an email from TDPS when entries for a meet become available before each swim meet. Log into the web site and click on **EVENTS**. Check for the meet you are signing up for and click on the **ATTEND** button. There will be another reminder email one week prior to sign ups closing. Please watch for these emails and sign up early.

Remember- you are expected to participate in the meet you sign up for: No showing at meets for other than sickness or injury (with coach notification) is not permitted.

#### Commit to this Event

The **EVENT SIGN UP** page will bring up a chart with the swimmer(s)' name(s) from your family. Click on the swimmer's name in the left column. A commit to the event heading will appear for that swimmer. When accessing the pull down bar, there will be a choice of "yes, please sign (name) up for this event" or "no, thanks (name) will not attend this event." Please mark **NO** if you do not plan on attending, so that the coach knows that you have considered your attendance at the meet. If you mark **YES**, you will have a choice of session to attend. If the meet is held on Saturday and Sunday, you may select one or both days to attend. Select the events for your swimmer. **PLEASE READ THE MEET INFORMATION.** Swimmers are often limited in the number of events they allowed to swim per day. No exceptions. Make sure to select the rectangular box on the bottom right corner that states "save changes" or your request will not be processed. You must repeat this process for each of the swimmers in your family.

#### Important Swim Meet Information

##### Meet Information

Each swim meet will have meet information that will provide location, date, time, directions, events, cost of events, etc. Please consult this meet sheet prior to

signing up. It can be accessed through the TDPS website, Events tab. This will take you to the Event page where you can select the meet and see a brief description.

#### Timeline for the Swim Meet

Some swim teams provide a timeline for the swim meet. The timeline will show the estimated time for each event, which will allow you to better plan your weekend.