



The Tigard Tualatin Swim Club Team Handbook

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INTRODUCTION

Welcome to the Tigard Tualatin Swim Club! The Tigard Tualatin Swim Club (TTSC) offers a national caliber, technique based, comprehensive competitive swimming program for children, youth, adolescents, and young adults that was founded in 1970. Our program is designed to assist athletes in all aspects of competitive swimming, creating the framework for long-term health, welfare, and steady development.

The development of proper technical skills, solid work habits, good sportsmanship and an appreciation of teamwork are all essential elements of the goals set forth for each TTSC team member. This handbook will familiarize you with all facets of the Tigard Tualatin Swim Club and competitive swimming basics. As you review the following pages, you will be introduced to our history, philosophy, team policies and basic information concerning your day-to-day participation with the club.

Our club is run on the competitive side by the head coach and coaching staff and the business side by a volunteer Board of Directors. TTSC is a member in good standing with Oregon Swimming and USA Swimming. The club is a 501c non-profit organization.

VISION AND MISSION STATEMENT

Mission Statement:

The Tigard Tualatin Swim Club promotes the sport of competitive swimming in the community with emphasis on individual progress and team unity, developing excellence as both citizens and athletes in a safe environment for all.

Vision Statement:

To prepare our athletes for success at the highest possible level of competition and citizenship. Over the next decade, the Tigard Tualatin Swim Club (TTSC) will increase its presence in the Oregon Swimming and USA Swimming communities and enhance its reputation as a preeminent aquatic club.

- TTSC will achieve this goal through an unwavering commitment to excellence.
- TTSC will encourage consistent participation in the leadership of Oregon Swimming.
- TTSC will continually educate its staff on the latest policies and procedures for the LSC, and other governing bodies, as well as keep coaching staff abreast of the latest developments in the sport.
- TTSC will encourage participation to athletes of all ages and abilities provided they are driven to contribute positively to the TTSC community as well as their respective communities, whether through school, work, neighborhood, or municipality.
- TTSC will attract a diverse athlete base that allows for all levels of learning and competition.

THE COACHING STAFF

Quentin Rieniets	Head Coach	Quentin.Rieniets@ttsc.org
Jared Mendez	Assistant Coach	Jared.Mendez@ttsc.org
Dan Dullien	Assistant Coach	Dan.Dullien@ttsc.org
Jacob Folsom	Assistant Coach	Jacob.Folsom@ttsc.org
Madeline Folson	Assistant Coach	Madeline.Folsom@ttsc.org

THE BOARD OF DIRECTORS

Melissa Hutton-Beadnell	President	Melissa@ttsc.org
Jessica Wagner	Fundraising Coordinator	Jessica.Wagner@ttsc.org
Aaron Braach	Meet Director	Aaron.Braach@ttsc.org
Mimi Mak	Treasurer	Mimi.Mak@ttsc.org
Scott Shepley	Assistant Meet Director	Scott.Shepley@ttsc.org
Tara Davisson	Secretary	Tara.Davisson@ttsc.org
Rob & Lydia Delavan	Volunteer Coordinator	Lydia.Delavan@ttsc.org
Danette Faucera	Social Coordinator	Danette.faucera@ttsc.org
Brenda Selby	New Swimmer Coordinator	Brenda.Selby@ttsc.org
Kasia Duncan	Safe Sport Coordinator	Kasia.Duncan@ttsc.org
Daniel Hutton	Officials Coordinator	Dan.Hutton@ttsc.org
Danette Faucera	Apparel Coordinator	DFaucera@hotmail.com

COACHING AND TEAM PHILOSOPHY

The team philosophy is encompassed by the words **RESPECT**, **DISCIPLINE** and **PASSION**.

RESPECT is the esteem for or sense of worth or excellence of a person or group of persons of exquisite quality and/or ability; the willingness to defer to the greater good – to be a part of something greater than any one person.

DISCIPLINE is the backbone of success in any endeavor in life. One cannot succeed at any level without enduring some set-backs and being willing to work through those set-backs for long-term success.

PASSION is the compelling feeling that fuels our desire in the pool, the classroom, the community, and in life.

Tigard Tualatin Swim Club believes that **RESPECT**, **DISCIPLINE**, and **PASSION**, developed by swimming, will prepare the individual for the challenges they will face in life.

COACHING PHILOSOPHY:

We strive to provide an environment that merges a culture of character and humility on the part of the individual with success at the individual and team level both locally and nationally; this success will be recognized in the pool, in the classroom, and in the community.

The overriding philosophy is that participation in youth sports can and should be a life enhancing experience and not merely an extracurricular activity. Our program emphasizes structure, teamwork, integrity, and discipline. The better the person, the better the athlete, the better the swimmer, and ultimately, the best of citizens. It is the program's and the coaches' objective that the benefits of swimming go *far* beyond the pool.

Our coaching staff is convinced that what can and should be gained from sports is truly invaluable and can be life-changing. For the countless hours committed, the physical, emotional, and financial commitment, and the sacrifices made, there has to be a more than a *time* at the end of the process.

Too often in swimming, we see careers stray for the wrong reasons: overzealous parents, coaches with a single-minded focus on winning, kids obsessed with times or ego, and poor role models. Athletes become more concerned about who went first in their lane or who didn't finish the set rather than whom they helped during the set and they seem to care more about their time and place rather than their effort and attitude (life skills). Energy and effort can flow into areas that actually break down a career rather than support its health and longevity. An environment driven by ethics and honor can significantly mitigate this. This is an opportunity for athletes to learn valuable life skills regarding effort, attitude, and character.

CODE OF CONDUCT

The following guidelines are designed to help ensure a safe and quality swim club experience, ensure conditions which are conducive to achieving optimal performance, and to represent the club well.

Anyone who acts in a manner not in accordance with these objectives will be subject to disciplinary action.

1. Team Support: It is critically important to the success of the Tigard Tualatin Swim Team to maintain the integrity of the supportive nature of the team. Team members and team parents have the responsibility of being considerate and supportive of other team members and the coaching staff. Working together as a unit for the benefit of all individuals in the group will help to develop excellence as citizens and athletes. Actions counterproductive to the supportive nature of the team will be grounds for disciplinary action.

2. Behavior: It is expected that all team members and team parents will conduct themselves in such a manner as to set an example of good behavior and conduct for other members. Swimmers should not interfere with the progress of another swimmer during practice or otherwise. Inappropriate physical contact, harassment, menacing, inappropriate language (swearing or derogatory comments), lying, stealing and /or vandalism, maliciousness or misbehavior in the pool, locker rooms or surrounding areas may result in disciplinary action ranging from a reprimand to expulsion from the team.

3. Sportsmanship: Participants and team parents are at all times expected to conduct themselves in a manner becoming of a member of the Tigard Tualatin Swim Club, exhibiting appropriate behavior and treating teammates, other competitors, officials, and coaches with respect. Poor conduct and poor sportsmanship will be grounds for disciplinary action.

4. Drugs/Alcohol: Tigard Tualatin Swim Club has a zero tolerance policy for the illegal use of or possession of any controlled substances (including but not limited to alcohol, drugs, tobacco) by any swimmer while participating in any Tigard Tualatin Swim Club activity. A violation of this policy will result, at a minimum, in the immediate suspension from Tigard Tualatin Swim Club activities for the greater of (1) two weeks, or (2) a period determined by the swimmer's coach.

COMMUNICATIONS

WEBSITE- WWW.TTSC.ORG - The Tigard Tualatin Swim Club web page is a great asset of communication and information for coaches, parents, and swimmers. Here are a couple of sections in the website that you should review regularly:

- **Practice Schedule** – the practice schedule is updated weekly and posted for each group. Please check the schedule frequently. Although we typically keep the same schedule each season (Fall, Winter, Spring, and Summer), it can change on short notice due to unforeseen circumstances. We utilize both the Tigard and Tualatin Aquatic Center for practice.
- **Document Page** – this page is designed to have all of the most commonly sought out forms and information for the club in one place.

- **Meets/Events** – this is the master calendar for upcoming short and long course meets as well as events that are upcoming throughout the year (board meetings, fundraisers, social events). We require all swimmers to sign up for meets and events through the team website.
- **Personal Family Account** – each swimmer(s) and their families will have an account within our team website that is hosted by TeamUnify. Your account details can be reviewed and updated at any time. You can also access your fundraising balance and volunteer hour balance throughout the year within your account. You can also view your account invoices for each month and retain an active payment method for automatic billing.

EMAIL – the club uses email as its primary source of communication. You can email your coaching staff and board of directors with questions you have or request an in-person meeting. Coaching staff and the Board of Directors information is listed in this handbook and on our team website. You can expect a semi-weekly email update from both our Head Coach and our Team President throughout the season.

SOCIAL NETWORKING PAGES – follow our team on both Facebook (@Tigard Tualatin Swim Club) or Instagram (@ttscseaturtles). Our team social coordinator keeps these pages updated with the latest happenings, social events, and team successes.

Your family is important to the Tigard Tualatin Swim Club, and we do not want you to miss out on information. The responsibility falls on you to read your weekly team update emails and to check the website. Please do not hesitate to ask questions if you have one. The better communication is between our coaches and our parents the more that will be accomplished.

CONTACTING COACHES -Parents should use the coaches listed email accounts to contact a coach in regards to anything dealing with TTSC and their child. Parents are welcome to contact the board of directors via email also at any time. The administration will relay any information to the coaching staff that is necessary. Please refrain from approaching coaches during practice on the deck while they are coaching.

PRACTICE GROUPS and RECOMMENDED EQUIPMENT

Our program group levels offer pre competitive and competitive swimming to all ages and skill levels, from the age of 5 to 25. The Group Levels are a systematic progression through the program. Beginning with the developmental groups and ending with the Senior groups. Moving swimmers up through the levels is the sole responsibility of the coaching staff. We are very proud to have experienced Coaches running each group (See coaches' bios on www.ttsc.org).

Group Descriptions

****All group placement is subject to coach discretion, and the guidelines below are basic explanations of group structure. Meeting all requirements does **not** automatically lead to squad changes.****

Developmental, Bronze, Silver squads have sub-grouping by age group. These sub-groups will have the same coach and receive the same opportunities as the main squad.

Uniform for all groups:

- Appropriate swimwear
 - One piece suit for girls
 - Briefs or Jammers for boys
 - **NO Two-Piece Swimsuits, NO swim trunks, NO rash guards**
- Team TTSC Cap
- Goggles
- Long hair must be tied back, or in a swim cap.

Developmental

These squads are working on becoming legal in all four strokes and growing confidence in the sport! Every swimmer in these groups swims freestyle and backstroke effectively, and is comfortable completing a swim practice. They will learn the proper technique and skills to swim breaststroke and butterfly, as well as how to complete dives, flip turns, and open turns. They will also learn how to be on a swim team and the way a swim practice runs to prepare them for the older/next group.

Requirements:

- Safe and comfortable freestyle and backstroke
- Coach approval

Required Equipment: Kickboard, Pull Buoy, Water Bottle, (Fins and paddles for Developmental III)

Bronze

Swimmers in these groups are legal in all four strokes, and have completed/can complete the IMR events for their age group. In these groups, athletes will continue practicing the skills they learned in developmental groups, but their priorities begin to shift into training skills and increasing endurance in preparation for extended events/practices. These athletes will practice more complicated swimming skills like building and descending, and the older swimmers must compete in swim meets. These athletes will also begin learning basic stretching routines and participating in simple dryland exercises.

Requirements:

- IMR events for their age group
 - 50 butterfly, backstroke, breaststroke
 - 100 IM
 - 100/200 freestyle
- Coach approval
- Meet Participation

Required Equipment: Kickboard, Pull Buoy, Fins, Tennis Shoes, Water Bottle

Silver

Every swimmer in these groups is legal in all four strokes and can complete/has completed the IMX (9-12)/IMR (13-14) events for their age group. In these groups, athletes will continue practicing the skills they learned at younger ages, but their priorities become training and increasing endurance for more extended events and practices. They also will practice their stroke and event-specific skill while

incorporating work on race specific skills like pacing, strategy, and goal-setting. These athletes will participate in dryland/stretching routines and must attend meets.

Requirements:

- IMX/IMR events for age group
 - 100 butterfly, backstroke, breaststroke
 - 200 IM
 - 100/200 freestyle
- Coach approval
- Meet Participation

Required Equipment: Kickboard, Pull Buoy, Fins, Paddles, Snorkels, Tennis Shoes, Water Bottle

Gold

Every swimmer in this group is legal in all four strokes and can complete/has completed the IMX events for the 13 & over age group. In this group, athletes will continue practicing the skills they learned at younger ages, but their priority is training and increasing endurance for long events and practices. They also will practice their stroke and event-specific skills. Gold swimmers will gain access to specific opportunities due to their dedication and skill level. These athletes will also participate in dryland/stretching exercises and must attend meets.

Requirements:

- IMX events for 13 & Over
 - 200 butterfly, backstroke, breaststroke
 - 400 IM
 - 500 freestyle
- Coach approval
- Meet participation

Required Equipment: Kickboard, Pull Buoy, Fins, Paddles, Snorkels, Tennis Shoes, Water Bottle

Senior

These groups are for the high-school level swimmers who are working towards improving their swimming skills. There are two groups, and athlete placement is dependent upon their ability to complete the IMX events for their age group.

Requirements

- Coach approval
- IMR/IMX events for age group
- Meet participation

Required Equipment: Kickboard, Pull Buoy, Fins, Paddles, Snorkels, Parachutes, Tennis Shoes, Water Bottle

POLICY ON PRACTICE GROUP ASSIGNMENTS

When the coaching staff assigns a swimmer to a specified practice group, we consider a number of variables including, but not limited to age, speed, technical ability, emotional maturity, work ethic, and

attitude. However, the primary consideration for practice group assignment is a swimmer's technical correctness in the practice environment. A swimmer may be promoted or placed in a squad solely based on a coaching decision and the recommendation will be made to the swimmer's parents prior to placement. These squad changes can occur anytime during the swim year.

POLICY ON BEHAVIOR AT SWIM PRACTICE

It is the goal of TTSC and the coaching staff to provide instruction and training during the entire practice session. TTSC coaches create practice plans for each day and week of the short and long course seasons to teach the swimmers proper technique, prepare them for competitive swimming, and meet the needs of each swimmer in the practice group.

If time is spent disciplining children rather than coaching, the goals of that session are not being achieved. Therefore, TTSC expects swimmers to adhere to the following behavior guidelines:

Parents are to directly supervise their children before practice starts and again immediately following the end of their child's practice.

All swimmers must encourage and support their teammates at practice as well as in competition.

Swimmers may not conduct themselves in any manner that is disruptive to others.

Swimmers are expected, at all times, to follow the coach's instructions.

A swimmer will maintain a positive attitude. Back-talk to the coaching staff will not be tolerated.

All swimmers using the locker-room should exhibit proper behavior. Rough-housing, yelling and touching items that belong to other swimmers is not acceptable.

Abusive language, lying or stealing are intolerable and are grounds for immediate expulsion from the team.

Vandalism will not be tolerated. Any property that is vandalized by a TTSC swimmer will be repaired or replaced by the swimmer's family.

Bullying, teasing, harassing, and any behavior that makes a teammate feel uncomfortable will not be tolerated.

Violation of the above-mentioned behaviors will be disciplined as follows:

- First violation will receive a warning.
- Second violation will result in expulsion for the rest of that practice session and a phone call/meeting with the parents of the swimmer.
- Third violation will result in suspension from practice for 1 week.

- Fourth and final violation will result in expulsion from the team. Monthly dues will not be adjusted for suspended swimmers.

POLICY OF PARENTS WATCHING PRACTICE SESSIONS

The TTSC coaching staff encourages parents to watch their swimmers practice occasionally or regularly as required by transporting young athletes to and from the pool. Here are some important guidelines to keep in mind when observing a practice:

First, young swimmers want their parents' approval. If a swimmer is aware of a parent watching practice, it is natural for some of their attention to be directed toward the parent. However, for the swimmers to learn as much as possible, it is imperative that the coaches maintain the swimmers' attention during practice. We ask that parents never communicate with their children during practice or compete with the coach for his/her attention.

Second, we insist that parents do not interrupt the coaches on deck while they are coaching. Please watch practice from the stands, not on the deck. If you need to communicate with a coach, please do so by contacting them by phone, email, or in person before or after practice.

Third, please refrain from coaching your child. TTSC coaches spend a considerable amount of time planning weekly training sessions for each of the practice groups. Many times, when teaching stroke skills, the coaches ask swimmers to do things that might not look correct or might actually be illegal according to the rules, but does have an important purpose in teaching skills (ie. swimming one-arm fly or breaststroke with a flutter kick).

PRACTICE SCHEDULES

Practice Schedules are available on the TTSC website ([Tigard Tualatin Swim Club Home \(teamunify.com\)](https://www.teamunify.com)). Any changes to these schedules due to inclement weather, facility changes, etc. will be posted to the web site and e-mail notification will be sent out with as much notice as possible. Within your team account, please add and verify your cell phone number to the Mobile/SMS category. This SMS system will be used in case of short notice practice changes or team notifications that are urgent.

TEAM VENDOR

Our team vendor is Arena. TTSC has signed an agreement to purchase all items through them. Items for purchase can be found on www.swimoutlet.com or locally at Blue Water Swim Shop.

ATTENDANCE POLICIES

Consistent attendance is important in the development of all swimmers. TTSC does recognize the value of other activities, including other sports. Please discuss with your coach other activities in which you plan to participate. We offer the posted practices per week and with our swimming experience we feel this is the appropriate amount of training for swimmers at each level. As swimmers become more involved and compete at higher levels, it is important to check with your coach about extended absences

from the pool. If a swimmer is going to miss more than two consecutive practice sessions, it is very helpful to email your coach and let them know.

WITHDRAWAL POLICIES AND MEDICAL LEAVE OF ABSENCE

Should your swimmer decide to withdraw from Tigard Tualatin Swim Club, you are required to notify your swimmer(s) coach and the TTSC Treasurer in writing (email preferred -Mimi.Mak@ttsc.org) as to the reason for withdrawal and the date of the withdrawal.

To avoid being charged for the next monthly dues cycle, all notifications must be submitted to the team treasurer prior to the 20th of the month of departure. If you do not notify the treasurer within this timeframe, the following month's dues will be charged and are non-refundable.

We are unable to hold spots for swimmers for any length of time. If your swimmer wishes to rejoin TTSC, please contact our New Swimmer Coordinator for the next available try out date. The return will be subject to available space on the team and coaches' recommendation.

In cases of an extended medical leave of absence, a doctor's note may be required to hold a spot on your swimmer's squad. No dues will be charged during the swimmer's absence. Whenever possible, the coach should be informed immediately of an extended illness or injury. If your swimmer will be out of the water over a long period of time with an injury or illness, please notify Coach Quentin at quentin.rieniets@ttsc.org so the coaching staff is aware of the issue.

INCLEMENT WEATHER POLICY

Due to inclement weather, an email will be sent out to notify families or practice or meet changes as soon as possible. During dangerous driving conditions, please use your best judgment on whether your family feels safe to travel for practice. No families are expected to drive in conditions that they do not feel is safe to do so.

SWIM MEET POLICY

One of the rewards of swimming on a competitive swim team is participating in swim meets. Swim meets are held throughout the area, just about every weekend, on Friday night, Saturday and/or Sunday. At all levels, swimmers can expect to attend a meet about once a month, once they are ready.

Meets are opportunities for a swimmer to measure his/her progress, by competing in a formal competition against other swimmers, at the same skill level. Meets themselves often serve as motivation. As swimmers improve their performances, they move throughout meet levels where they are eligible to participate, based on their times.

Most of the meets that new or young swimmers attend are held on weekends in the area. At the beginning of each season, a tentative meet schedule is posted on the TTSC website. This schedule lists the meets that the coaches are anticipating will be the best for TTSC members to attend, and each swimmer should make every effort possible to participate in all of the meets for which they are eligible.

All swimmers and their parents should understand that the swimmers are always under the direction of the coaches during the swim meet. Any questions regarding this should be directed to the coach. The following policies are expected to be followed by all TTSC athletes:

- Be on time for all sessions and team meetings.

- Team suits and caps (if a cap is worn) are to be worn by all TTSC athletes. No gear from other teams may be worn. Swimmers not wearing the team suit and cap will be asked to change before competing.
- Performance enhancing (Tech) suits (i.e. LZR Racers, Carbons, Tracers, etc.) may not be worn in any swim meet unless otherwise indicated by the Head Coach.
- 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 should dress warmly between events with sweatshirts, sweatpants, and full coverage shoes. There are often long time periods between races, and they will get cold.
- It is the policy that once your swimmers commit to a swim meet, the associated fees will be charged regardless of whether you attend. Once meet entries are submitted, the cost of the meet is incurred per swimmer regardless of plans changing, illness, or unforeseen circumstances.
- 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. We strive to demonstrate world class character and make our team's name shine.

MEET ENTRIES

Your child's coach will determine the events which your swimmer will be entered in at each meet. Swim meets are an integral part of a swimmer's development, and the coaches will be entering each swimmer according to his or her readiness and progression in practices. If there are special considerations that you would like to bring to the coaches' attention, please email them prior to the entry deadline. Please do not, however, email a list of events for your swimmer. Those decisions are to be made explicitly by the coaches.

TTSC, COMPETITIVE SWIMMING, AND MEET BASICS

The four competitive strokes are:

- Freestyle
- Backstroke
- Breaststroke
- Butterfly

Events are held in all competitive strokes at varying distances, depending on the age of the swimmer.

An individual medley (IM) is the swimming of all four strokes in turn. Other swimming events include relays, where a group of four swimmers who either all swim Freestyle (Free Relay), or each swim one of the competitive strokes (Medley Relay).

TTSC Team colors are black, blue and green. Our team mascot is the sea turtle. Team gear can be purchased online at www.bluewateroregonswim.com/ttsc , see our team link posted on TTSC website.

The Swim Seasons:

The swim year is divided into two seasons. The Short Course season (SC) runs from September to March. These meets are held in 25-yard pools (SCY) and 25-meter pools (SCM).

The Long Course season (LC) runs from April to August. Meets are generally held in 50-meter pools. This is the distance used at the Olympic Games and World Championships.

Types of Swim Meets:

Dual Meets - these meets are typically held on Saturday mornings and involve just one or two other teams. They generally do not have qualifying times. These are great meets for new swimmers. Each athlete generally swims 2-3 individual swims and 1 relay.

Invitational Meets – these meets are large meets, generally 300 or more athletes, which run 2-3 days. Most are open to all athletes regardless of time.

Qualification Meets - these meets have some type of qualification time standard(s) that a swimmer must meet in order to enter the meet. For example, in order to participate in an A/B meet, a swimmer must have a “B” time in each event entered.

LSC Championships - Oregon Swimming, our LSC, holds Championship meets each short and long course season.

Senior Sectionals - A championship level meet that includes several LSCs; this meet is the first step in USA Swimming’s Senior Championship meet schedule.

Futures Championships - the next step on the road to the Olympic Trials, this meet is one step below Junior Nationals.

Junior Nationals - the fastest meet in the country for 18 & under swimmers.

Senior Nationals - This is the fastest annual meet in the country. There is a short course meet and a long course meet. Swimmers can qualify for various national teams that represent the U.S. in international competition by their performances at Senior Nationals.

Olympic Team Trials - this is generally considered the fastest meet, top to bottom, in the world. Every four years, USA Swimming’s brightest stars gather to swim fast and qualify to represent the USA at the Olympics.

FUNDRAISING POLICY

The Tigard Tualatin Swim Club relies on family fundraising to help support our team throughout the year.

Each family has an annual fundraising commitment required - \$300 per family per swim year. The fundraising obligation must be fulfilled between September 1st and July 31st of the swim season. Those who have not met their obligation by this time will be billed on their statement for any remaining commitment.

Families leaving the team mid-season are required to fundraise based on a prorated schedule as follows:.

Month of Departure	% of Fundraising Required Billed if not met by time of withdrawal
Depart in September-November	25%
Depart in December-February	50%
Depart in March-May	75%
Depart in June-August	100%

There are multiple opportunities to do fundraising for our team that will be advertised throughout the year such as:

- Group item sales such as holiday greenery, pie sales, and gift cards
- A Swim-A-Thon event will be held in the spring each year and is our largest fundraiser of the year. Each swimmer will solicit pledges for this event and swim as many laps as they can in a two hour time block.
- Corporate Sponsorships – we offer multiple tiered levels of sponsorship for corporations. Any corporate sponsorship that you procure will go towards your fundraising commitment.

All questions regarding fundraising should be directed to our Fundraising Chair (Jessica.Wagner@ttsc.org) or to check your remaining fundraising commitment balance.

VOLUNTEER POLICIES

Tigard Tualatin Swim Club would not exist without the help from parent/family volunteers. You play a critical role in our home meets, represent TTSC as officiants, facilitate fun events throughout the year for our swimmers, and make up our Board of Directors.

Each family has a required number of volunteer hours that must be completed between September 1st and July 31st of the swim season.

Unmet hours will be billed to your account at a rate of \$20 per hour. Hours required are tracked by your swim account, not the number of swimmers.

There are many options available for fulfilling the volunteer hours commitment. Volunteer needs will be publicized via email throughout the swim season.

Volunteer Requirement by Group

Group	Volunteer Hours Required
Developmental	5 hours total

Bronze, Silver, Gold	25 hours total
Senior 1 and 2	25 hours total

**Swim families with multiple swimmers will be required to fulfill the hours listed for the highest group of the sibling athletes (Ex: One swimmer is Developmental squad and one is in Senior 1, the family would be required to complete 25 hours).*

Pro-Rated Volunteer Requirement

Swim families joining after the start of the season are required to meet a pro-rated number of hours:

Month of Joining Team	% of Volunteer hours Required and billed if not met by August 31st
September-November	100%
December-February	75%
March -May	50%
June-August	25%

What Are Opportunities to Volunteer?

- TTSC home swim meets are an important source of revenue for our team. Volunteers play a significant role at our home meets; we need every family's help to make them successful. A typical home meet requires approximately 530 total hours of volunteer efforts including lane timers, deck monitors, bathroom monitors, concessions, bull pen, and more.
- Away meets provide another opportunity to collect volunteer hours through lane timing. Typically, TTSC is assigned a lane with the expectation that our club will provide timers. Each club runs their timing needs differently. If advance notification is given, we'll add it to our MEETS/EVENTS schedule. If not, the club's expectation is for our families to volunteer at least one hour of their time during the meet in our assigned lane. Members can log hours for away timing through an away timing EVENT on the TTSC website.
- Team parties provide an opportunity for all swimmers and families to come together. Volunteers are needed at these events for set up, food handling, clean up and more.
- Swim meets could not operate without our TTSC Officials. Swim families who undergo training, certification, and participation at meets during the season will have met their entire volunteer commitment.
- Our organization is governed by a Board of Directors and Members At Large. Swim families making the commitment to these positions will have met their entire volunteer commitment.

FINANCIAL INFORMATION

Registration

For returning members each swim season, registration with USA Swimming and TTSC will be done automatically upon joining the team. For new members, you will be required to create a USA Swimming account, register, and set up an account within our TTSC TeamUnify system. The instructions for registration will be emailed to you when joining. Upon registration, you will be asked to review our team registration policies online and agree to them.

The registration fee includes USA Swimming and TTSC registration fee and insurance. The registration fee is \$185/swimmer and will be charged to your TTSC account. This fee is implemented yearly with each registration.

Dues

Dues are automatically charged monthly on the first day of month to the credit card on file in your TTSC account. Swimmers will be withheld from participation if the account becomes more than 20 days past due. Any accounts that are past due more than 20 days will be charged a \$10 late fee. Please update your financial information with any changes or contact our team treasurer (Mimi.Mak@ttsc.org) with any questions or concerns. Credit card fees are charged to the member, ACH set up is available within your team account to avoid processing fees.

Meet Entry Fees

Meet entry fees are separate from your monthly dues. Meet fees are included in your monthly bill statement if your child was entered in a swim meet. There are no swimmer charges for relay events. Remember once the entry deadline has passed you are required to pay the entry fees even if the child does not attend the meet. We are not able to offer refunds once your swimmer has committed to a swim meet regardless of the reason for cancellation.

2024/2025 Dues

Tiny Turtles	\$100/month
Developmental	\$140/month
Bronze	\$200/month
Silver	\$225/month
Gold	\$240/month
Senior 1	\$235/month
Senior 2	\$255/month

**Families with multiple swimmers will receive a \$15/month discount for the 2nd swimmer and then \$20/month discount for any additional swimmers.

COACHES RESPONSIBILITY

The Head Coach is to supervise all aspects of the Tigard Tualatin Swim Club. The coaching staff is dedicated to providing a quality swim program that enables each swimmer to be the best one can be both inside and outside the pool. The TTSC coaches are members in good standing with United States Swimming.

- Coaches are responsible for placing children in practice groups. When the coaching staff assigns a swimmer to a specified practice group, we consider several variables including, but not limited to, age, speed, technical ability, emotional maturity, work ethic, and attitude. However, the primary consideration for practice group assignment is a swimmer's technical correctness in the practice environment. The coach also decides when a child will be moved to another group (See Policy on Practice Group Assignment)
- Coaches are responsible for the meet schedule and the events the swimmers enter. Relay positions are the sole responsibility of the coaches. Coaches are also responsible for warm-up and cool down procedures.
- Coaches are responsible for the practice schedule.
- Coaches are to keep parents informed of all schedule changes. This includes practice times as well as any information concerning competitions. This information will be posted on www.ttsc.org and emailed out to the membership.

PARENT RESPONSIBILITIES

Competitive swimming programs provide many benefits to young athletes. They develop self-discipline, good sportsmanship, and time management skills. Competition allows the swimmer to experience success on how to deal with defeat, 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 in the sport. Show your interest by ensuring your child's attendance at practices, and by coming to meets. Parents serve as role models and their attitudes are often emulated by their children. Be aware of this and strive to be positive models. Have your swimmer at the pool on time ready to swim.

Please do not leave your swimmer at the pool unattended before or after practice. We ask that you drop your swimmer off no sooner than 10 minutes prior to practice and pick them up promptly at the end of practice.

Write with a waterproof pen your child's name on ALL suits, goggles, warm-ups, caps, towels, fins, snorkel, swim bags, etc.

Newsletters and other items are emailed out frequently. Check your email daily. You are responsible for the information that is emailed out. Always check information posted on www.ttsc.org. Sometimes it becomes necessary to make changes.

Reading your email and the TTSC website are the primary forms of communication that the coaches use to inform parents and swimmers. Your role as a swim parent can be a very difficult, but a very rewarding one. Your attitude towards your child's successes and failures, your child's coaches, your child's competitive swimming experience, will all have a major effect on his/her performance, enjoyment, and ultimately, long term development in the sport.

At the senior level, the swimmers are expected to be responsible for all aspects of their swimming. Most communication at this level is between the coach and the swimmer.

TRAVEL POLICIES

As part of USA Swimming's enhanced athlete protection efforts, USA Swimming rules now require clubs and Local Swimming Committees (LSCs) to have published policies for team travel. 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. Club and LSC travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

The travel policy for the Tigard Tualatin Swim Club is as follows:

- Club travel policies **must** be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
- Team managers and chaperones **must** be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
- 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).
- When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.
- During team travel, when doing room checks, attending team meetings and/or activities, two-deep leadership and open and observable environments should be maintained.
- Athletes will not ride in a coach's vehicle unless there is an emergency.
- During overnight team travel, if athletes are paired with other athletes, they shall be of the same gender and of similar age. When athletes are ages 13 & over, chaperones and/or team managers will stay in nearby rooms. When athletes are ages 12 & under, they shall stay with their parents.
- To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- Team officials must carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- Curfews shall be established by team officials.
- Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or their designee
- The directions and decisions of the coaches/chaperones are final.
- Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- When visiting public places such as shopping malls, movie theaters, etc., swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a parent or designated chaperone.
- The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club leadership and the parent or legal guardian of any affected minor athlete.
- Hotel behavior

- o Be quiet and respect the rights of teammates and others in the hotel
- o Be prompt and on time
- o Follow “own rooms” and “lights out” curfews
- o Athletes will stay in their assigned rooms
- o No room service
- o Athletes are responsible for incidental charges
- o Athletes are responsible for damages, etc.
- o Athletes will participate in group meals

USA SWIMMING

WHAT IS USA SWIMMING?

USA Swimming is the National Governing Body for amateur competitive swimming in the United States. USA Swimming was conceived in 1978 with the passage of the Amateur Sports Act which specified that all Olympic sports would be administered independently. Prior to this act USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. USA Swimming Headquarters office was established in Colorado Springs, CO, in 1981 and is located at the Olympic Training Center.

As the National Governing Body for the sport, USA Swimming is responsible for the conduct administration of swimming in the United States. In this capacity, USA Swimming formulates rules, implements policies and procedures, conducts national championships, disseminates safety and sports medicine information and selects athletes to represent the United States in international competitions.

HOW IS USA SWIMMING ORGANIZED?

International- The international federation for the aquatic sports is the Federation International de Natation Amateur (FINA). USA Swimming is affiliated with FINA through the United States Aquatic Sports (USAS) made up of four aquatic sports- swimming, synchronized swimming, diving, and water polo. **National-** USA Swimming is a Group A member of the United States Olympic Committee and has voting representation on the USOC House of Delegates.

Local- Within the United States. USA Swimming is divided into fifty-nine Local Swimming Committees (LSCs) each one responsible for administering USA Swimming activities in a defined geographical area. Each LSC has its own set of by-laws under which it operates.

Tigard Tualatin Swim Club is part of the Oregon Swimming (OSI) LSC. A House of Delegates with representation of athletes, coaches, members or the Board of Directors and clubs is responsible for managing the business affairs of each LSC.

HOW ARE DECISIONS MADE IN USA SWIMMING?

USA Swimming is a non-profit organization made up of very dedicated volunteers. Interested individuals donate their time, energy, and expertise at every level from the national Board of Directors to the local swimming clubs. All policy decisions are made through a chain of committees- committees reporting to elected vice presidents.

The USA Swimming House of Delegates meets once a year at the USAS Convention and determines the rules and regulations for swimming the following year. In between yearly meetings of the House of Delegates, an elected USA Swimming Board of Directors is charged with the responsibility of making decisions for the corporation.

USA Swimming provides a variety of services and programs for its membership. Among the many services are publications, educational programs, fund-raising activities, sports medicine programs, video resources and general information about swimming related activities. USA Swimming staff are available to assist you in answering questions providing additional information about USA Swimming. For information or assistance, visit: www.usaswimming.org.

USA SWIMMING SAFESPORT

USA Swimming is committed to fostering a fun, healthy and safe environment for all its members. For that reason, we have in place a detailed Code of Conduct. The following rules, policies, reporting structure, education and tools are intended to serve our members as we work together to maintain this environment. In accordance with USA Swimming, the Tigard Tualatin Swim Club has also produced a Safe Sport section in the team handbook to serve its membership. Please see all the following information below.

Safe Sport Links:

- [USA Safe Sport Website](#)
- [USA Swimming Code of Conduct](#)
- [How to Deal with a Safe Sport Concern](#)
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Bullying behavior of any kind will not be tolerated by TTSC. If you or your swimmer have concerns regarding bullying behavior, please report them to the Head Coach immediately.

We encourage our parents to complete the Athlete Protection Training that is a free educational course. This course can be accessed and completed through your USA Swimming online account. Please contact our TTSC Safe Sport coordinator with questions.

ELECTRONIC COMMUNICATION

The Tigard Tualatin Swim Club recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection. Text messaging between a swimmer and coach is not preferred but if required, must include an adult responsible for the swimmer on the thread.

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
 - sexually oriented conversation; sexually explicit language; sexual activity
 - the adult's personal life , social activities, relationship or family issues, or personal problems; and
 - inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible, and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the board, or other athletes?"

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **Transparent**, **Accessible** and **Professional**.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

FACEBOOK, INSTAGRAM, TIK TOK, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend." A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook or any similar social media platform. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.

The Club has an official Facebook page that athletes and their parents can "friend" for information and updates on team-related matters.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

EMAIL

Athletes and coaches may use email to communicate between the hours of 5am and 9pm. When communicating with an athlete through email, a parent, another coach, or administrator **must** also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

LOCKER ROOM POLICIES

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete’s whereabouts.

We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance. If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete’s disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

TTSC has staggered practices, with different groups arriving and departing throughout the practice hours. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area: All athletes are required to leave phones, tablets, and any other device with a camera or recording abilities outside the locker room or secured inside a bag.

TERMS AND CONDITIONS FOR PARTICIPATION

1. The yearly registration fee is not refundable and must be paid prior to the swimmer entering the water.
2. Monthly dues are automatically paid on the first day of each month. Failed payments will result in processing fees as well as late charges. Swimmers with outstanding balances due on the 20th of each month will be restricted from practices until the account balance is paid in full.

3. Meet entry fees in addition to the monthly dues are non-refundable.
4. TTSC swimmers must compete in the official TTSC Team Suit and Swim Cap.
5. Should a swimmer decide to discontinue participation with TTSC, written email notification must be received by the 20th day of the month they are stopping. Notification received after that day will result in the next month's fees being charged.
6. Each family is required to fulfill the \$500 Fundraising Commitment per swim season. Any remaining fundraising commitment will be automatically billed to the swimmers account on the last day of the season.
7. Each family is required to complete all volunteer hours as assigned by the swimmer's squad. Any remaining volunteer hours that are unmet at the end of the swim season will be charged automatically to the swimmers account at a rate of \$20/unmet hour.
8. Each parent and swimmer are responsible for reading and understanding and abiding by all the contents of the Tigard Tualatin Swim Club handbook. By choosing to join the Tigard Tualatin Swim Club, all members are agreeing to the above stated terms as well as abiding by all other policies outlined within the Tigard Tualatin Swim Club Handbook.