



Parent and Swimmer Handbook

2025 Revision

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Team Membership

Joining the Team

A swimmer must contact the team via fogswimmingteam@gmail.com and complete a tryout during a scheduled practice. A coaches approval is required to officially join the team.

After Approval

A parent must register online at www.fogswimming.com through the “Registration” tab where they will create an account profile (the parent) and a member profile (the swimmer). Upon registration, you will be charged the \$125 annual membership fee and the designated groups monthly fee.

You must also register your swimmer for USA Swimming which is a mandatory insurance (\$89) all swimmers need to practice with a club team and compete at meets.

Ask Coach Laura for the link to register.

Continuing FOG Swimmers must re-register themselves at the end of each calendar year.

If you are transferring, you must fill out a transfer form for Pacific Swimming. This is done online on USA Swimming.

Membership

After registering, you’re all set!

Swimmers and families will receive email communication, attend practices and meets, and are invited to embrace all parts of being a member of Fog!

Swim Team

Fog Swimming is a +30 year old competitive swim team in which swimmers train and prepare for swimming competitively. As part of becoming a member, your swimmer(s) is required to participate in a set number of practices and swim meets throughout the year as they grow into being a competitive swimmer.

Team Practice Requirements

Swim practices are held Monday through Sunday year-round except major holidays. Schedules vary throughout the season; coaches will notify parents via email if there are any schedule changes.

If you cannot make a scheduled practice, you may swim down a group but not up. I.E. A gold swimmer can make up a practice with silver but not with platinum.

Swimmer Expectations for Practice

Swimmers must be on time for practice. Being late is disrespectful and disrupts the flow of practice. It is also important for swimmers to warm up the body and prepare the muscles for practice. The longer a swimmer is in the water, the faster they will progress. With limited time and space who want to ensure that anyone who wants to excel at the sport can do so.

Swimmers must respect and listen to everyone on the coaching staff regardless of what group they are in. Disorderly conduct is not tolerated and swimmers will be disciplined accordingly. Swimmers will be suspended for disrespecting coaches or teammates, damaging pool equipment, vandalizing locker rooms, etc. See the Safe Sport guidelines for more details.

It is important for swimmers to be open about any concerns that they have regarding swimming, competition, drills, schedule conflicts, etc. Keep your coaches informed.

Swim Team

Athlete Code of Conduct

The purpose of a code of conduct is to establish a consistent expectation for athletes' behavior. The following are all expectations:

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

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches.

Competitive Swimming

Competition Requirements

A mandatory requirement of swim meet attendance ensures the development of your swimmer. Swimmers are only to attend team meets that we attend as a team. These chosen meets have been assigned to us by Pacific Swimming and are meets where FOG coaches will be present. All meets can be found under the "Events" tab.

Platinum = 1 meet/month

Gold = 1 meet/month

During high school season, your high school team meets will satisfy the monthly requirement. However if you qualify for a championship meet i.e. All-Star, Far Westerns, Junior Nationals, etc. you'll be asked to compete unattached.

Silver = 1 meet every 2 months

High schoolers must compete in either FOG meets or your high school team's meets.

Bronze = 1 meet every 3 months

Check with coaches to see if your swimmer is ready to begin competing.

Big Fish = Won't compete until they move into Bronze. We want to ensure swimmers know all "rules" so that won't be disqualified from races.

Swim meet participation is key to bonding with teammates and developing as a swimmer. We have limited practice space and want all swimmers to progress competitively through the sport. We do not have space for non-competitive swimmers. Failure to meet the requirements may result in either group demotion or dismissal from the team.

Competitive Swimming

Home Meets

FOG may host occasional home meets throughout the year. Some of these meets will be intrasquad and some will include local teams.

All practices are canceled during home meets and we expect all swimmers to attend these meets.

Additionally, parent volunteers are vital to the success of home meets so please be prepared to time, set/clean up, and help with hospitality.

Away Meets

All meets FOG plans to attend are listed under the “Events” tab.

Swimmers must not attend meets that the team is not participating in.

FOG participates in local C/B/A+ meets (which all swimmers are eligible for), Senior meets (14+ and time standards), and Championship meets.

All practices are canceled during C/B/A meets because we expect all swimmers to be attending these meets.

Travel Meets

FOG attends some out of town travel meets. These meets often entail traveling as a team and staying at accommodations as a team. See Team Travel (page 17) for FOG’s travel policy.

Time Standards

Time standards are designed to keep a cohesive base interval within a group. These standards are the minimum requirement to try-out with a new group.

Swimmers will be notified in advance before a test set. All aspects of the test set must be accomplished on the same test set day. Test days will be quarterly depending on the meet and practice schedule. There will be no makeup days.

If a swimmer passes the test set and coaches feel they are ready to try out with a new group, they are invited to a one week trial period. Swimmers should check in with their coaches when joining a new group.

If a swimmer doesn't fulfill requirements or their behavior isn't suited for a group at any time, they may be asked to move down to the previous group.

Time Standards

Big Fish : Pre-competitive team. Must have completed Red Cross level six and pass a swim test from a coach. Must have legal technique for all 4 strokes and be able to do a standing dive from the block.

Focus: Stroke development, technique work, learning to read the clock

Goal: Move up to Bronze and start racing

Bronze : Experienced swimmers that have completed Big Fish. 8-14 years old

Test Set: 10 x 50 Free on :55

100 IM under 1:50

Time standard bare minimum: B/BB

Legal in all 4 strokes and turns

Able to dive off the block and read a clock

Focus: Stroke development and technique work

Goal: Move up to Silver, have fun :)

Silver : Swimmers who want to develop by competing more often. 8-16 y/o.

Test Set: 10 x 50 Free on :50

200 IM under 3:20

Time standard bare minimum: B/BB

Focus: Build muscular endurance with good technique and more challenging sets.

Goal: Try to achieve 'A' standards in your age group

Time Standards

Gold : Preparing to be in the Platinum group. 11-15* y/o.

Test Set: 10 x 50 Free on :45
200 IM under 2:50 boys/3:00 girls

Time standard bare minimum: BB/A/AA in respective age group

*If under 10, must have 'AAA' time standards or Far Western cut

Focus: More dense sets, more yardage

Goal: Strive for Junior Olympics and Far Western cuts.

Platinum : Highest level on our team, made up of committed swimmers. 13-18 y/o**

Test Set: 5 x 100 Free on 1:15
200 IM under 2:30 boys/2:40 girls

Time standard bare minimum: A/AA

**If 11-12, must have 'AAA' time standards or FW cuts

Focus: Fine tuning strokes and challenging swimmers with longer and faster sets. More intense dryland sessions.

Goal: Be the best version of themselves on a daily basis! Attain Far Westerns, Sectionals, Futures, and Junior National cuts.

Team Gear

Swim Suit

Fog works in partnership with Arena. All equipment can be ordered through the team store online. We will send out emails when suits are in stock. We will host fittings for swimmers to figure out sizing.

We recommend every swimmer has:

- A team suit - Order online. These should be saved for swim meets! Swimmers can wear any miscellaneous suit they want to practice.
- A team cap - The first cap is provided for swimmers that attend meets. Additional caps are \$10. These caps should be saved for swim meets! Swimmers can wear any miscellaneous cap they want to practice.
- A piece of team gear to wear outside to show team spirit!



Team Gear

Equipment

All equipment can be ordered through the team store online.

Swimmers need to bring equipment to practice:

- Big Fish, Bronze, and Silver: a kick board, a pull buoy, and fins.
- Gold and Platinum: a kick board, pull buoy, fins, snorkels, hand paddles, and ankle band.



Team Dues

GROUP	MONTHLY	MULTI ATHLETE DISCOUNT
BIG FISH	\$110	N/A
BRONZE	\$135	15%
SILVER	\$135	15%
GOLD	\$160	15%
PLATINUM	\$170	15%

The \$125 annual membership fee is charged once per swim season. The swim season starts January 1 and ends December 31 of that year.

Monthly dues are billed on the 1st of each month. If fogswimmingteam@gmail.com is not notified of cancellations or changes to billing preferences 72 hrs prior to the 1st, you will not receive a refund for that month.

Late fees will be processed 14 days after each missed payment.

All invoices and payments history can be found on Team Unify. Credit card or ACH payments are mandatory. If you choose ACH payments it must be updated in our system before December 31st. To set up a CC or an ACH payment, please go to the "My Account" tab, click "Payment Setup", select "Automatically charge... below", fill in the data and save.

To request any changes of membership status, please contact fogswimmingteam@gmail.com.

Costs and Billings

Your Account

All billing is done online on Team Unify. Your card is charged the 1st of every month. \$10 late fees are automatically applied if your card is rejected or expired. You can check your billing preferences at any time when you sign in, select “My Account” and “\$ My Invoice/Payment” or “My Account” again. Please keep your credit card updated.

Canceling a Membership

If you decide to cancel your monthly membership, an email needs to be sent to fogswimmingteam@gmail.com 72 hours before the 1st of the month or you will be charged for that month. Credit card processing is automatically done at 12:01 AM on the 1st of each month.

If a membership is not canceled and you have left the team and did not turn your automatic payments off or send a cancellation request for over 60 days, you will only be refunded for the first month of your total credit card charge amount.

Accounts will not be temporary suspended for vacations, high school swim season, etc. They can be suspended only for certified medical reasons. If you turn off your account and re-join at a later date, you'll be charged the \$125 membership fee again.

Parent Involvement

Expectations

Parents are expected to be involved and active with their swimmers. This means taking interest in their achievements, getting them to practice on time, having them participate at meets regularly, and of course providing the financial means for dues and fees for equipment. We welcome you to offer support and encouragement to your swimmer but without stroke or technical advice. **In the interest of your swimmer's development, we ask that you let the coaches do the coaching without interfering or conflicting information from you.**

Per St. Ignatius' approval, parents are welcome to sit in the viewing area above the pool. As of February 2024, parents are not allowed in the viewing area. We will notify if that changes but we are at the mercy of St. Ignatius Security staff and must follow their current closed campus policy. We want to ensure the swimmers are focused and not distracted by any on deck activity. If you need to meet with one of the coaches, please do so in the lobby after practice or send an email.

Your role as a parent in the whole competitive swimming process is to be your child's #1 fan. You want to support and encourage them through each race, whether good or bad. Leave the coaching and training to the coaches. We understand this can be difficult at times because we all want the best for our kids but the last thing a swimmer needs is additional pressure or stress. The whole point of swimming is to compete, learn, have fun, and try one's best.

Parent Involvement

Parent Code of Conduct

The purpose of a code of conduct is to establish consistent expectations for behavior by parents. As a parent/guardian, you understand the important growth and developmental support that your child's participation fosters. You also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. The following are our expectations:

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

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

Parent Involvement

Volunteering Requirements

FOG relies on volunteers to keep dues low. There are various functions and activities that need your volunteer help. I.E. Timing or officiating at meets, organizing home dual meets, special dinners, and events.

FOF requires a minimum amount of service hours for all families.

GROUP	HOURS/YEAR
BRONZE & SILVER	5
GOLD & PLATINUM	10

Big Fish families do not have volunteer requirements since their swimmers are not attending meets.

Newcomer families starting in July or later will be prorated accordingly. Multi swimmer families will be responsible for the highest group hours. I.E. If you have a platinum and a bronze swimmer, you'll be responsible for 10 hours.

A \$20 per hour fine will be charged if required service hours are not fulfilled by the end of the year.

Parent Involvement

How to Meet the Requirements

Officiating: Though a bit more involved, officiating is a significant help to the team and a great way to actively participate in your swimmer's meets. At some meets, the host team will comp entry fees for the children swimmer's of officials. Officials can reach out to the host team when officiating to cover their athletes.

For details check out:

<https://www.usaswimming.org/officials/how-to-become-an-official>

Timing at Meets: If your swimmer is attending a meet, you are expected to time for at least an hour a day. Fog is fined \$200 per day by Pacific Swimming, if we don't provide timers and officials at every meat. Timing is VERY SIMPLE and you get the BEST SEATS in the house.

You must login to TeamUnify to sign up for a timing job prior to the meet. You may have to time during your swimmer's event but again you've got front row seats to their race.

You can take track of your hours through Team Unify.

Getting involved in the team or becoming an official is the best and fastest way to satisfy the service hour requirements.

If you have any questions about using TeamUnify's Job Manager or becoming an official, please email Coach Laura or Coach JD!

Safe Sport Training: Help the team by taking the Parents Guide to Misconduct in Sports class: [Safesport.org/training](https://safesport.org/training)

Travel Policy

Fog Swimming has some groups that travel regularly to swim meets. Fog Swimming has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase swimmer safety and improve the swimmer's experience while keeping travel a fun and enjoyable experience. We distinguish between travel to training, practice and local swim meets or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

Local Travel: Local travel occurs when Fog Swimming does not sponsor, coordinate, or arrange for travel. It can be overnight travel.

Team Travel: Team travel is overnight travel that occurs when Fog Swimming coordinates or arranges for travel so that swimmers can compete nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the swimmers.

Travel Policy

Local Travel

Local travel occurs when Fog Swimming does not sponsor, coordinate, or arrange for travel. It can be overnight travel.

Swimmers and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor swimmer maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.

The employees, coaches, and/or volunteers of FOG Swimming, who are not also acting as a parent, should not drive alone with an unrelated minor swimmer and should only drive with at least two swimmers or another adult at all times, unless otherwise agreed to in writing by the minor swimmer's parent.

Where an employee, coach and/or volunteer is involved in an unrelated minor swimmer's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated swimmer, by, e.g., picking up or dropping off the swimmers in groups. In any case where an employee, coach and/or volunteer is involved in the swimmer's local travel, a parental release should be obtained in advance.

Employees, coaches, and volunteers who are also a swimmer's parent or guardian may provide shared transportation for any swimmer(s) if they pick up their swimmer first and drop off their swimmer last in any shared or carpool travel arrangement.

It is recognized that in some limited instances it will be unavoidable for an employee, coach, or volunteer of FOG Swimming to drive alone with an unrelated minor swimmer. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Travel Policy

Team Travel

When possible, Fog Swimming will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within Fog Swimming. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

Fog Swimming will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. Fog Swimming will make efforts to provide adequate supervision through coaches and other adult chaperones.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor swimmer (unless the coach is the parent, guardian or sibling of the swimmer). The coach will establish a curfew by when all swimmers must be in their hotel rooms or in a supervised location.

Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the swimmers. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws.

Swimmers should share rooms with other swimmers of the same gender, with the appropriate number of swimmers assigned per room depending on accommodations.

Individual meetings between a swimmer and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.

Travel Policy

Team Travel continued

If disciplinary action against a swimmer is required while the swimmer is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.

No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.

In all cases involving travel, parents have the right to transport their minor swimmer and have the minor swimmer stay in their hotel room.

During team travel, coaches, team personnel and chaperones will help swimmers, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.

Prior to any travel, coaches will endeavor to make swimmers and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the swimmers for adherence to curfew restrictions and other travel rules.

Prohibited Conduct and Reporting of Fog Swimming prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing.

Participants, employees or volunteers of Fog Swimming may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Swimming SafeSport Policies. Reports of any actual or suspected violations, may be sent to the US Center for Safe Sport.

FOG is a USA Swimming Safe Sport recognized club. This means we have policies for Athlete and Parent Code of Conducts, athlete abuse prevention, anti-bullying, traveling policies, etc. All of this information will always be available on Team Unify under the “Safe Sport” tab.

Our #1 mission is to keep athletes safe. We do not condone any behavior or forms of bullying that harm another member of our team. Please read the detailed policies.

Coach Laura is the Safe Sport club coordinator and all coaches are Safe Sport certified; they can be contacted with any concerns.

Additionally, you can contact USA swimming at (719) 866-4578 or use the website link:

<https://www.usaswimming.org/safe-sport/deal-with-a-safe-sport-concern>

To make a report, contact the US Center for Safe Sport at (833) 587-7233 or use the online reporting form: www.uscenterforsafesport.org

18+ Athletes: Must complete the Athlete Protection Training online at USA Swimming LEARN.

How parents can get involved: Help the team by taking the Parents Guide to Misconduct in Sports class: Safesport.org/training

Yearly, an acknowledgment form needs to be signed agreeing to all of the Safe Sport policies.

Facilities

St. Ignatius College Preparatory

The pool is home to the St. Ignatius Wildcats for both swimming and water polo. The practice times are set around the high school teams, including their meet and game schedules. During the high school season, the FOG practice times may be later than other times during the year.

Please do not leave valuables unattended in the locker rooms; bring a lock or keep bags on the pool deck. FOG is not responsible for lost or stolen items.

It is a privilege for FOG to practice at SI and we expect swimmers to respect the facility including the pool deck and locker rooms at all times.

We must follow the rules and regulations enforced by St. Ignatius' security team. We are guest of St. Ignatius and FOG swimmers and families should represent FOG by modeling respect and decency to all staff at St. Ignatius.

