



# 2025-2026 PARENT HANDBOOK



This parent handbook serves as a comprehensive resource outlining important team information and expectations. Please review it carefully to ensure a clear understanding of all details pertaining to the upcoming swim season.



# WELCOME TO THE CLUB



We are excited to welcome all new and returning members to the Port Angeles Swim Club (PASC). As a 501(c)(3) non-profit organization, PASC is dedicated to promoting the sport of swimming as a lifelong pursuit. Our training and competition program is open to swimmers of all abilities, and we take pride in fostering a supportive environment where athletes can grow and thrive. By joining PASC, swimmers become part of a team that shares their passion and commitment to the sport. Whether just beginning or striving for competitive excellence, every swimmer is valued and encouraged to reach their full potential.

This handbook has been created to provide essential information to our team parents and serve as a central reference guide. It outlines team expectations and is meant to be used alongside our Code of Conduct, Minor Athlete Abuse Prevention Policy (MAAP), and PASC Agreement. We encourage you to read through this handbook carefully and keep it accessible throughout the swim season.

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# TRAINING GROUPS

## **1 Hour**

Athletes in this group focus on the four competitive strokes and perfecting start and turn techniques. As their skills develop, swimmers complete more challenging sets. Competing at swim meets is encouraged.

Up to 5 days per week

4:00-5:00pm Spring-Summer, 5:30-6:30pm Fall-Winter

\$125/month

## **2 Hour**

Athletes receive additional sets designed to strengthen and increase endurance for swim competitions. This group is recommended for swimmers with focused goals to become elite swimmers. Open by coach approval only.

Up to 5 days per week

4:00-6:00pm Spring-Summer, 5:00-7:00pm Fall-Winter

\$150/month

## **Second Sport**

During their high school swim season, athletes may participate with the high school swim team and with PASC. Coordination with the high school coach and PASC coach is required to maintain quality workouts and avoid injuries and/or overtraining. Open by coach approval only.

Up to 5 days per week

5:30-7:00pm Fall-Winter

\$100/month

## **Club Ready**

This practice session is available for new PASC members who would benefit from additional stroke development.

Monday, Tuesday and Thursday

5:30-6:00 Spring-Summer, 6:30-7:00 Fall-Winter

\$100/month

## **Masters**

Our 18+ adult swim group focuses on conditioning and endurance. Competing at meets is optional.

Tuesdays, Thursdays and Fridays

6:15-7:15pm Spring-Summer, 7:00-8:00pm Fall-Winter

\$30/month

# SWIM GEAR

## SwimOutlet

[www.swimoutlet.com/collections/pascteamstore](http://www.swimoutlet.com/collections/pascteamstore)

Recommended equipment is listed on our SwimOutlet Team Store. All swimmers should have two pairs of goggles, a mesh bag to hold their gear, a kick board, a pull buoy, and fins. Older swimmers will need hand paddles. We have fins in the closet for sizing and borrowing as needed.

## A3 Team Suits

[www.a3performance.com/collections/port-angeles-swim-club](http://www.a3performance.com/collections/port-angeles-swim-club)

Our team suit can be found on our A3 Team Store. Swimmers should have a separate black and green suit for meets. Additional team suits can be purchased through our SwimOutlet Team Store.

## Practice Suits

Boys need to wear jammers or Speedos... no trunks. Girls need to wear one-piece suits... no bikinis. Any color is fine for practice, but black and green are recommended for meets (suits need to be eligible for a competition). Please talk to a coach if you have questions.

## Swim Caps

Caps are available for purchase at practice. Latex \$6.00 | Silicone \$16.00. Accounts will be charged if payment is not provided on deck. We recommend keeping a spare in your swim bag.





# **FEE SCHEDULE**

## **TRAINING FEES**

The club team bills training fees for 12 months, starting in September and through August. Training fees cover team costs including but not limited to: pool rent, utilities, administrative and coaching labor. Membership renewal becomes effective upon being offered a spot on the team and completion of payment for each year's registration fees. The yearly training fee is payable in 1 annual, 4 quarterly or 12 monthly installments due by the 1st of each month. All accounts must enroll in auto-pay and all fees are due by the 1st of each month. Fees become delinquent after the 12th day of each month and will be automatically assessed a \$15.00 late fee unless prior arrangements have been made. Accounts delinquent over thirty (30) days shall be denied team privileges, unless prior arrangements have been made. Adult members not fulfilling their financial obligations to the team shall result in their swimmer(s) being denied practice, competition, and award privileges until these obligations are satisfied. Once paid, all fees are non-refundable.

## **REGISTRATION**

A non-refundable registration fee of \$50.00 is due at registration annually. This fee does not include suits or other required equipment. Members will receive a swim cap and t-shirt with registration. Registration begins in August for all swimmers and is on a first come, first served basis for swimmers whose families are in good standing with the team. Good standing refers to all aspects of participation with the team including attendance, meet participation, swimmer & parent behavior, volunteering & fundraising efforts.

## **LEAVING THE TEAM MID-SEASON**

Those needing to quit, take a leave of absence or hiatus from the team during the competitive year, must first provide written notice of intent to resign from the PASC team a minimum of 2 weeks prior to the withdrawal date. Training fees will not be prorated within a month. All volunteering, fundraising, and training fee obligations must be satisfied in full prior to resignation. If a leave of absence is required, you may place your account on reserve status for \$15.00 per month to hold space on the team. A medical release is required to resume practice. Reserve status may be used for up to 3 months.

## OTHER FEES

We have made efforts to streamline monthly fees and avoid irregular charges to families throughout the season. The following are fees not included in monthly training fees that families should be aware of: Meet Entry Fees, Team Travel, Optional (but highly encouraged) Team Activities, Training Equipment, and Additional Team Apparel. A \$5.00 surcharge is added to away meet entry fees.

## ANNUAL AND QUARTERLY DISCOUNT

To receive an annual or quarterly pre-payment discount, please contact the Club Administrator at [paswimclub@gmail.com](mailto:paswimclub@gmail.com) to make financial arrangements. Pre-payments discounts must be arranged prior to the start of the season.

<b>Practice Group</b>	<b>1 Annual Payment 10% Discount</b>	<b>4 Quarterly Payments 5% Discount</b>	<b>12 Monthly Payments</b>
1 Hour	\$1,350.00	\$356.25	\$125.00
2 Hour	\$1,620.00	\$427.50	\$150.00
Club Ready			\$100.00
Masters			\$30.00

# USA SWIMMING

Our club belongs to USA Swimming. All athletes need to register with USA Swimming within 30 days of registering with Port Angeles Swim Club.



## **Register within 30 Days**

**Active USA Swimming memberships are required to attend practice.** We will provide you with an annual link to register with USA Swimming upon registration with PASC.



## **Swim Meets Optional**

If you are not planning on attending meets, you can choose the USA Swimming Flex or Outreach membership for a reduced rate.



## **Annual Renewal**

USA Registration is renewed every year on or before December 31, regardless of when you first signed up.



## **MASTERS - U.S. Masters Swimming**

Our Master's group is regulated under USMS (not USA Swimming). An active USMS membership is required within 30 days of registration.





# FUNDRAISING POLICY

PASC swimmers are required to fulfill a \$200.00 fundraising commitment through PASC's annual Coffee Card Fundraiser and Swim-a-Thon. PASC relies on fundraising to keep monthly fees reasonable and maintain equipment from year to year. Families with multiple swimmers on the swim team are responsible for the fundraising amount for each swimmer. If money is donated to a specific swimmer in a family, either online by credit card or offline by cash or check, it will count toward the swimmer's minimum. If money is donated to the family as a whole, it will be split equally among all swimmers in the family.

## **Corporate Donations**

Corporate donations will count towards each family's fundraising total. Families are encouraged to solicit contributions from corporations to fulfill their family's obligations. If you are interested in this opportunity, please contact [paswimclub@gmail.com](mailto:paswimclub@gmail.com) before reaching out to the corporation for a letter and tax-donation receipts.

## **Failure to Complete Fundraising**

Failure to complete the minimum required fundraising will result in billing of the remaining balance. This charge will be billed to your account at the end of the Swim-a-Thon and must be paid in full before your family will be allowed to re-register for the following season.

## Coffee Card Fundraiser

Our annual coffee card fundraiser is from October 1st - December 31st. Our coffee cards have 10 buy one get one free squares for local coffee shops in Port Angeles and Sequim. They are \$10 each. Every swimmer has a fundraising requirement of \$200 per year. Selling 20 cards fulfills this requirement.

## Penguin Swim-a-Thon

Our annual Penguin Swim-a-Thon will be held in the spring. Athletes create a personalized fundraising page on our website to share with friends and family. At the event, athletes can swim for 2 hours or 200 lengths, whichever is completed first.

Special recognition and prizes are awarded for athletes completing the annual fundraisers. More information will be provided in the newsletter and by email.

PRACTICE GROUP	FUNDRAISING REQUIREMENT
1 Hour	\$200.00 per swimmer
2 Hour	\$200.00 per swimmer
Club Ready	\$200.00 per swimmer
Masters	Not required





# VOLUNTEER POLICY

## **PASC VOLUNTEER REQUIREMENTS**

As a non-profit program, PASC relies on the swim team community to subsidize its operations and is considered a volunteer-run program; therefore, all families must contribute 24 volunteer hours per year. The 24-hour commitment is per family, not swimmer. If your family joins after January 1, the volunteer hours will be prorated to 12 hours.

## **Officials**

PASC will cover the costs associated with becoming an official, including background checks and registration fees. Additionally, families of officials will have their volunteer hour requirements waived for the year.

## **Buy Out Option**

If you prefer not to fulfill your volunteer service requirement, you may choose to buy out of your volunteer hours within one month of enrollment. Your account will be charged \$240.00 in lieu of volunteering 24 hours.

## **Failure to Complete Volunteer Service Hours Fee**

Failure to complete the minimum volunteer service requirement will result in a fee of \$10.00 per unfulfilled hour (ex., 10 unfulfilled hours will result in a charge of \$100.00). This charge will be billed to the swimmer's account at the end of the season (August), and must be paid in full before your family will be allowed to re-register for the following season. Families with multiple swimmers are responsible for 24 hours total.

## Volunteer Opportunities

Volunteering at home meets is required. We need everyone's help to make meets run smoothly and on time. Our team uses SignUp Genius to sign up to volunteer at meets. Other opportunities include, but are not limited to: Papa Murphy's fundraiser, NODM water station, managing team store, social media, coffee card fundraiser, taking attendance, and serving on the Board. Additional volunteer opportunities will be sent out by email throughout the season.

## Tracking Hours

Volunteer hours are tracked on your SportEngine account.

PRACTICE GROUP	VOLUNTEER REQUIREMENT
1 Hour	24 hours per family
2 Hour	24 hours per family
Club Ready	24 Hours per Family
Masters	Not required



# CODE OF CONDUCT

PASC Code of Conduct applies to all members and others attending an event. The Code of Conduct is not intended to provide a comprehensive list of all expectations and describes only certain minimum expectations. PASC reserves the right to take action regarding any conduct that PASC views, in its sole discretion, as being inconsistent with its core values or is harmful to PASC or its swimmers.

## **Code of Conduct:**

1. PASC swimmers, members, guests, and staff will not discriminate against any other swimmer, official, coach, administrator, or any other person on the basis of race, color, religion, age, gender, sexual orientation, or national origin or commit any discrimination in violation of USA Swimming Rules and Regulations.
2. PASC swimmers, members, guests and staff will not conduct any sexually oriented behavior (whether consensual or nonconsensual), or any pattern of unwelcome advances or other sexual harassment directed towards a swimmer, coach, official or any other person participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such person is a member or not).
3. PASC swimmers, members, guests, and staff will not sell, distribute, or offer to sell or distribute alcohol, tobacco, controlled substances, or any other substance listed on World Aquatics' recognized list of banned substances.
4. PASC swimmers, members, guests, and staff will not use alcohol, tobacco, controlled substances, or any other substance listed on World Aquatics' recognized list of banned substances.
5. PASC swimmers, members, guests, and staff will not commit any act of theft or property damage while on PASC property.
6. PASC swimmers, members, guests, and staff will not commit any act of non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any swimmer, coach, official, or any other person.
7. PASC swimmers, members, guests, and staff will be responsible for their equipment and personal possessions and will clear all personal possessions and trash upon leaving PASC.

8. PASC swimmers, members, guests, and staff will conduct themselves in an appropriate manner and will abstain from roughhousing and horseplay that might result in personal injury to themselves or others.
9. PASC swimmers, members, guests, and staff will not use cell phones, cameras, video cameras, or other devices with video or audio recording capabilities in locker rooms or changing areas or behind the blocks.
10. PASC swimmers, family members, and guests will refrain from inappropriate/destructive communication and will follow the procedures set in place by the conflict resolution policy should an issue arise.
11. PASC swimmers, members, guests, and staff will not participate in or condone conduct that is in violation of this Code of Conduct.
12. PASC swimmers, members, guests, and staff will not commit any other material and intentional act, conduct, or omission not provided for above, which is detrimental to PASC's image or reputation, or to the sport of swimming.
13. PASC swimmers, members, guests, and staff will not commit any act of fraud, deception, or dishonesty.

Any swimmers, members or guests utilizing PASC's facilities may be denied membership, placed on probation, suspended or expelled from PASC if such person violates the provisions of PASC's Code of Conduct, or aids, abets or encourages another person to violate any of the provisions of PASC's Code of Conduct or the USA Swimming Code of Conduct.

## **PASC DISPUTE RESOLUTION PROCESS**

If a swimmer (or parent) feels that he/she is not being treated in accordance with the above expectations, they should ask to address their concerns by scheduling a meeting with:

1. The Head Coach
2. A PASC Board of Directors member

If any swimmer or parent/guardian violates the Code of Conduct, discipline will be handled in the following format based on the severity of the offense:

- Removal from practice and sent home for the day
- Meeting with swimmer(s), parents, coaches, and/or Board of Directors
- Further suspension
- Expulsion from the team

Training fees are not refundable due to a misconduct suspension. Discipline decisions will be determined by a three-person committee appointed by the Board, consisting of the Head Coach, a Board member, and a neutral adult. In the event that the Head Coach is personally involved in a dispute, a second neutral adult member shall be appointed in place of the Head Coach.

## **REPORTING**

If your concern relates to a violation of PASC, including and not limited to: criminal activity, illegal drug use, inappropriate touching, or physical abuse, please report immediately to [safesport@usaswimming.org](mailto:safesport@usaswimming.org). Anonymous reporting can be completed:

<https://fs22.formsite.com/usaswimming/form10/index.html>.

If your concern relates to sexual misconduct, sexual harassment, or sexually explicit communication, please get in touch with the U.S Center for SafeSport to make a report immediately. You can report your concern online or call 720-524-5640.

More information can be found at [www.uscenterforsafesport.org](http://www.uscenterforsafesport.org).

## **MINOR ATHLETE ABUSE PREVENTION POLICY**

USA Swimming's top priority continues to be keeping our athletes safe. No form of abuse, including child sexual abuse, has a place in our sport. As a part of our continued commitment to safeguarding our athletes, USA Swimming has enacted enhancements to our Safe Sport policy requirements.

The Minor Athlete Abuse Prevention Policy (MAAPP) addresses one-on-one interactions, social media and electronic communications, travel (local and team), locker rooms and changing areas, and massages, rubdowns, and athletic training modalities. Every USA Swimming club, Zone, and LSC is required to implement the MAAPP in full.

More information on MAAPP can be found at [www.usaswimming.org/safe-sport/minor-athlete-abuse-prevention-policy](http://www.usaswimming.org/safe-sport/minor-athlete-abuse-prevention-policy)

# EXPECTATIONS

## GENERAL EXPECTATIONS

1. Be on time.
2. Don't coach your child.
  - For many athletes, their least favorite aspect of sports was “the ride home” and the pressure put on them by their parents.
  - Coaches are responsible for providing critical feedback and focal points for improvement. We understand how challenging these items are and we demand the highest possible level of quality. We typically prioritize a few items to focus on and reinforce those items until they are mastered.
  - Keep it light, and keep it fun. Acknowledge the great things your swimmer is doing in the pool, and how much they have improved.
  - Swimmers must be picked up within 10 minutes of practice ending.

## PRACTICE EXPECTATIONS

- Be on deck 15 minutes early to stretch, and ready to swim immediately following.
- Follow coach instructions at all times. Don't interrupt or talk when coaches are speaking. Only ask questions when it is not disruptive to the rest of the group.
- Bring required training equipment to each practice. Always watch the pace clock and leave on the correct interval between swimmers.

## MEET EXPECTATIONS

- Warm-up during designated warm-up times, regardless of what time individual events are scheduled to happen. Swimmers are expected to warm-up with the team and be at the meet to support the team effort.
- Swimmers are to sit with the team during the meet, not in the stands with parents.
- Relays – Swimmers will support the team effort by competing on relays even if they do not compete in individual events on the same day. Meet schedules are available online under our [EVENTS](#) page. Swimmers must declare which meets they plan to attend using the Meet Declaration feature on the Events page.



# AGREEMENT

## ACKNOWLEDGEMENT

I acknowledge that I have read and understand all requirements/ expectations as outlined in the PASC Handbook.

## REGISTRATION & PAYMENT

I acknowledge that I have read and understand all requirements of the PASC Annual Fee Schedule. I understand that training fees are payable in 12 monthly installments (or annually, quarterly) and are due by the 1st of each month. A \$15.00 late fee will be assessed after the 12th of the billing month. All fees are due in accordance with the fee schedule as set by the Board of Directors.

I understand that my team registration fee is due with registration and is non-refundable. Accounts delinquent over 30 days without prior arrangement will result in the athlete being denied practice, competition, and awards privileges until financial obligations are satisfied. Payments are non-refundable, including annual and quarterly payments.

## AUTOMATIC BILLING AUTHORIZATION

Monthly bills may be paid automatically with your debit or Visa / MasterCard credit card. Billing statements will be sent via email on the first of each month. \*\*It is MANDATORY that ALL families MUST register with a debit or credit card\*\* If you do not want to pay using this card, you must pay the balance of your account with cash or check prior to the first of the month. I authorize PASC to automatically debit from my bank account or charge my Visa/MasterCard on the 1st of each month any and all fees owed to PASC.

## MANDATORY VOLUNTEERING

I acknowledge that I have read and understand all requirements of the PASC Volunteering Program. I understand that I must fulfill my volunteer commitments to remain in good standing with the team. If I do not meet the required number of hours by August 1, I understand that I will be billed at \$10/unfulfilled hour. In the event of resignation from the team I am responsible for paying all unfulfilled hours.

## MANDATORY FUNDRAISING

I acknowledge that I have read and understand all requirements of the PASC Fundraising program. I understand that the annual Coffee Card Fundraiser and Penguin Swim-a-Thon are PASC's major fundraisers and that my athlete's participation is required. I understand that fundraising requirements must be met by August 1, or I will be billed the remaining balance. In the event of resignation from the team, I will still be responsible for my fundraising requirement in full.

## RESERVE STATUS

If medical leave of absence is required, continued payment of \$15.00 monthly reserve training fee is required to hold space on the team. Medical release is required to resume practice. If a leave of absence is needed, a \$15.00 monthly training fee is required to hold space on the team. Reserve status can be used for a maximum of three months.

## LEAVING THE TEAM MID-SEASON

I understand that a written notice of intent to resign from the PASC team is required a minimum of 2 weeks prior to the withdrawal date. Training fees will not be prorated within a month. I understand that all volunteering, fundraising, and training fee obligations must be satisfied in-full prior to resignation as outlined above. Payments are non refundable, including annual and quarterly payments.

## PHOTO RELEASE

I hereby give my consent for PASC to use my child's photograph and likeness in all PASC forms and media (i.e. website, brochures, Facebook, fliers, etc) and any other lawful purposes that promote PASC and its mission.

## ALLERGEN & MEDICATIONS

PASC personnel are not trained to dispense or administer medications. If you or your swimmer require the use of a medication, then you and/or your swimmer are responsible for being trained and ready to use such medication without the involvement of PASC personnel.

## MINOR ATHLETE ABUSE PREVENTION POLICY

I acknowledge that my swimmer and I have read and understand PASC's Code of Conduct and Safe Sport reporting guidelines for athlete abuse prevention.

## CODE OF CONDUCT AND EXPECTATIONS

I, the parent and I, the swimmer, have read and understand the Code of Conduct and Expectations and agree to act in accordance with the guidelines. I understand the consequences that will occur as a result of not following the Code of Conduct or Expectations.

## COVID-19 WAIVER

An inherent risk of exposure to COVID-19 exists in any public place where people are present. PASC cannot prevent you (or your child(ren)) from becoming exposed to, contracting, or spreading COVID-19 while participating in competitions, practice and all team activities. By attending or participating, you voluntarily assume all risks associated with exposure to COVID-19 and forever release and hold harmless from: USA swimming, PASC, and each of their officers, directors, employees or other representatives from any liability or claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claims in connection with exposure, infection, and/or spread of COVID-19.

# OUR COACHES



## CONTACT US

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