



Parent Information Packet

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1. INTRODUCTION

On behalf of the Green Bay Swim Club (GBSC), a sincere welcome is extended to all new and returning swim families. We are very pleased to have you consider GBSC as your swim family. You are an important member of the swim team. We want you to be proud of your team, take good care of it, and feel free to make suggestions for improving it.

Our coaches enjoy helping your swimmer learn and seeing them succeed. Our goal is to help them attain their goals, both in and outside of the pool. To make this a reality for you and your children, GBSC is committed to ensuring that they have a positive and safe swim environment. As members of our swim team, you share in the responsibility for making our team a safe and enjoyable club where your children can succeed.

The Green Bay Swim Club (GBSC) is a year-round competitive swim club, affiliated with USA Swimming and Wisconsin Swimming, offering high-quality professional coaching and technique instruction for all ages and abilities. Our aim is to provide every member an opportunity to improve swimming skills and achieve success at his or her level of ability, from novice to international competitor.

We are a nonprofit club, run by an elected Board of Directors who meet monthly. All members are welcome to attend each meeting and are encouraged to be involved in team activities and fundraisers.

2. USA SWIMMING

GBSC is affiliated with USA Swimming, which is a national governing body responsible for the conduct and administration of swimming in the United States. USA Swimming formulates the rules, implements the policies and procedures, conducts the national championships, disseminates safety and sports medicine information, and selects athletes to represent the United States in international competition. Membership provides swimmers with insurance coverage during both practice and meets. USA Swimming is organized into an international division, national division, zones, and local swimming committees. GBSC is in the central zone.

3. SESSIONS

GBSC breaks the USA Swimming season into four sessions, as outlined below.

Fall Session: September – November

Winter Session: November – February

Midwest Regional Swim Meet Session (Qualifying Times Required) - March

Spring Session: April & May

Summer Session: June & July

4. GBSC GROUPS

Green Bay Swim Club offers training and practice groups for swimmers of all ages and ability levels. It is the goal of the club to offer age-specific training to each athlete that is geared towards challenging them and fully developing their individual abilities. Coaches determine the level of each swimmer, and they will make the decision when it is appropriate for a swimmer to switch groups. GBSC offers the following swim groups:

Blue: This practice group is an entry-level developmental group offering fun and camaraderie with other swimmers. This group focuses on perfecting freestyle and backstroke technique along with mastering the basics of the butterfly and breaststroke. Consists of swimmers ages 5 and up. To join this group, the swimmer must be legal in freestyle and backstroke. Swimmers must be able to swim 25 yards of both strokes.

White Group: The White Group is designed for swimmers who are focusing on stroke correction, race strategies, and building endurance through more intense swimming sets. This group emphasizes mastering the fundamentals of all four strokes, starts, and turns, while learning and applying the drills and swim sets used across all levels, including the use of intervals and pace clocks. Swimmers in the White Group are encouraged to attend at least 3 practices per week to build their endurance and technical proficiency. With a focus on fine-tuning technique and introducing longer sets, swimmers will be prepared to advance to higher groups.

Red Group:

The Red Group is designed for advanced swimmers who are preparing for higher-level competition and future placement in the Black Group. This group emphasizes the development of stroke technique, endurance, and race strategy, introducing swimmers to advanced concepts such as race-specific stroke correction. Swimmers are expected to attend 4 practices per week, with each session lasting 1 hour and 45 minutes. Practices focus on proper training habits, pacing, and learning how to train with purpose and intention. Year-round participation and meet attendance are strongly encouraged, with swimmers expected to compete in the highest-level meets for which they qualify at the end of each season. Red Group challenges swimmers to set ambitious goals, push their limits, and continue developing into confident, competitive athletes ready for the next level.

Black: This group consists of our senior swimmers and is a highly competitive training group. This group will focus on advanced stroke mechanics, perfecting race strategies, individual goal setting, and understanding the importance of proper mental preparation. Swimmers will be assigned to this group at the coach's discretion.

5. TRYOUTS

Tryouts generally occur the first night of practice and help to determine the group that best fits your swimmer. Our tryouts are very informal; the coaches will just have them get in the pool and swim to determine their abilities. If there is a large group of new swimmers, we may have them come prior to scheduled practice times.

6. EQUIPMENT

Suits: Swimmers can wear any suit to practice. Please note that females should wear one piece suits (not two-piece suits). Males typically wear jammers (not board shorts). Swimmers who plan on competing in swim meets should purchase a black suit of their choosing, examples are provided on our website via the link below.

Caps and Goggles: Goggles are required for all swimmers at both practice and meets. Caps are recommended for girls and preferable for boys. GBSC team caps will be available for purchase via our Parent Representatives (gbscparentrep@gmail.com; gbscparentrep2@gmail.com). In addition, once a year (fall), personalized caps may be ordered.

Other: Required equipment as required by group can be found on our website under the "Swimmers" drop down menu.

7. PRACTICES

GBSC practices are held at either Southwest High School or Edison Middle School. Colburn Pool is also utilized in the Summer Session.

Practice schedules can change by session and can be found on the GBSC website under the “Calendar” drop down menu.

Practice Cancellations

From time to time, it may become necessary to cancel practice due to weather, pool maintenance issues, illness of the coach, etc. Whenever this becomes necessary, GBSC will send an email to all swimmers.

8. GBSC DISCIPLINARY POLICY

This policy applies to swim practices, meets, dryland, and any off-site GBSC hosted activities.

A. Daily Inappropriate Behavior Policy

1. Inappropriate Behavior Examples (at the discretion of GBSC Coaches and Board Members)
 - a. Creating distractions
 - b. “Overzealous” and unwanted splashing of others
 - c. Excessive yelling and screaming
 - d. Failing to follow the instructions of pool staff/coaches
 - e. Failing to follow pool rules relating to safety and enjoyment of pool
 - f. Other (at the discretion of GBSC Coaches and Board Members)

B. Unacceptable Behaviors Policy

1. Unacceptable behavior examples
 - a. Roughhousing or any conduct that poses a safety risk to others - i.e., dunking a swimmer, jumping on other swimmers.
 - b. Using profanity.
 - c. Arguing with pool staff/coaches or refusing to comply with a pool staff/coach requests.
 - d. Defacing or damaging pool property or the property of others. Parent is fiscally responsible.
 - e. Other (at the discretion of GBSC Coaches and Board Members)

C. Disciplinary Actions for Inappropriate/Unacceptable Behaviors

- a. First offense – Discussion with the child
- b. Second offense - Call/meeting with the parent
- c. Third offense -child will not be allowed to use the pool facilities/practice for the remainder of the day and will also be suspended for the next practice. The parent/caretaker will be notified and will be expected to make immediate arrangements to pick up the child.
- d. Subsequent offenses - the child will not be allowed to use the pool facilities for the remainder of the day, and the parent/caretaker will be notified and will be expected to make immediate arrangements to pick up the child. The child will also be suspended for the next two swim meets (with no refund if they have already paid/signed up for those meets). The child will no longer be allowed to

come to the pool without a parent or guardian present, unless otherwise determined by a GBSC Coach or Board Member.

9. GBSC COACHES

Teri DeGrand - Head Coach (coachteri247@sbcglobal.net)

Teri has been coaching swimming for the Green Bay Swim Club for nearly 30 years. Teri swam club, high school and 4 years at UWGB. In addition, Teri has coached the Green Bay United Girls Team (formerly East/Preble) for 18 years. Teri is also Pool Director at the YWCA. She has 3 children that all swam for GBSC and two of her daughters went on to swim in college at the University of Wisconsin - Green Bay.

"I love to work with children, and I love to watch them mature not only into good swimmers, but also to watch them mature into good people. It is fun to watch them grow with their swimming abilities and to see all the fun they have with each other. Swimming brings much joy to my life, and I hope I pass down the passion to them." –Coach Teri

Assistant Coaches

Information on assistant coaches can be found on our website under the "Coaches" drop down menu.

10. GBSC PROGRAM FEES

There are several different fees that must be paid before your swimmer can participate in the GBSC Swim Team. Payment can be made by check or credit card. Credit card payments have an additional processing fee of \$0.30 plus 2.95%. Checks can be mailed to GBSC, PO Box 127, Green Bay, WI 54305-0127 or hand delivered to the Treasurer at practices. If you select the check payment option, the fee can also be payed through your linked bank account in Sports Engine. If you give a check to another Board Member other than the Treasurer, please email our Treasurer at GBSTreasurer@gmail.com to ensure your account is credited in a timely manner.

Registration Fees: Registration fees must be paid for each session your swimmer swims. Registration fees cover pool rental, coaching, new equipment, etc.

USA Swimming Membership: This must be renewed each calendar year. Please note that if your swimmer is registering for the first time in the fall, the fee covers Sept. 1st through December 31st of the following year. This registers the swimmer in the United States Swimming Association, which allows an individual to compete in swim meets. It also serves as insurance for swimmers when they are participating in swim meets and at practices. All GBSC Swim Team members must have an active USA Swimming membership.

Registering For Swim Meets: Registration and all meet information will be accessed through the GBSC website. Your swimmer may choose what days of a meet and which events to swim on those days. Typically, there is a splash (entry) fee in addition to a fee per event, which will vary depending on the type of meet. A board member can assist you in your initial registration, and a coach can assist in what events to choose. The coaching staff determines which swimmers will swim in relays. Once entries and fees have been mailed to the meet director, no additions or cancellations will be accepted. Meet fees

will be billed to your account, and you will receive a monthly invoice for fees due. The club is not refunded (and therefore you cannot be refunded) if your swimmer registers but does not attend a meet.

11. BASIC COMPETITIVE SWIMMING INFORMATION

Competitive Events: The four competitive strokes are freestyle, backstroke, breaststroke and butterfly. Events are held in all the competitive strokes at varying distances depending on the age group of the swimmer. In addition, the individual medley (IM) events require the competitor to swim all four strokes in the following order: butterfly, backstroke, breaststroke and freestyle.

Relays: Other swimming events include relays, which are a group of four swimmers who either all swim freestyle (freestyle relay) or each swim one of the competitive strokes in the order of backstroke, breaststroke, butterfly and freestyle (medley relay). All relays are decided by the coaching staff, including relay orders and participants.

Age Classifications: The typical age group classifications recognized by USA Swimming are 8-Under, 10-Under, 11-12, 13-14, and Senior. In addition, many swim meets offer Open events, where any age swimmer can swim in the event. Not all age group classifications are offered at every swim meet. The swimmer's age on the first day of a meet will govern the swimmers age for the entire meet.

Levels of Achievement: Within each age group there are different nationally recognized levels of achievement based on times. As they improve, they advance from "C", to "BB", "B", "A", "AA", "AAA", and ultimately "AAAA". The times required for each ability level are published each year by USA Swimming (<https://www.usaswimming.org/>). This permits fair, yet challenging, competition on all levels.

In addition, Wisconsin Swimming has its own set of time standards, which can be found on Wisconsin Swimming website (<https://www.teamunify.com/team/czwilsc/page/swimmers/time-standards>).

12. HOW TO SIGN UP FOR A SWIM MEET

- Sign into the GBSC website.
- Select the Event Tab at the top of the page.
- Learn about the meet by clicking on the Meet Name next to the date box.
- Scroll down to the forms/documents section and click on the meet info document. Read this carefully as this contains the specific information about the meet you selected.
- Go back to the main Event Page.
- Click on the Attend/Decline Button for the event you wish to sign up for.



- Select the hyperlink for your swimmer's name.
- Choose the drop down box under "Declaration" and select, "Yes, sign me up" or "No, thanks."

***Declaration**

--SELECT--

- After this is selected the eligible events for your swimmer will show below and you can put a check mark next to the events you would like to sign up for.
- Read the special information.
- When complete select Save Changes box in the lower right corner. Do not miss this step or you will have no races for the meet. If you have selected too many events, the computer will not allow you to save.

Day 2 Session 2								Max Entries this Session IE = 7 Rel = 2 Comb = 9		
Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time		
<input type="checkbox"/> 39.84L	39.84L	<input type="checkbox"/>	<input type="checkbox"/>		21	G	10 & Under 50 Free	>33.99Y >37.99S >38.49L		
<input type="checkbox"/> 48.99L	48.99L	<input type="checkbox"/>	<input type="checkbox"/>		25	G	10 & Under 50 Fly	>39.99Y >44.49S >45.99L		
<input type="checkbox"/> 53.52L	53.52L	<input type="checkbox"/>	<input type="checkbox"/>		29	G	10 & Under 50 Back	>39.99Y >44.49S >45.99L		
<input type="checkbox"/> 2:03.64L	2:03.64L	<input type="checkbox"/>	<input type="checkbox"/>		33	G	10 & Under 100 Breast	>1:36.99Y >1:47.99S >1:49.99L		
<input type="checkbox"/> NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		37	G	10 & Under 200 Free	>2:39.99Y >2:57.49S >3:00.99L		

- Finished! The Coach will review and approve your sign-up. You are then committed to the meet and the fees associated.
- You will receive an email confirmation showing the events you signed up for, please verify for accuracy.
- Changes can be made prior to deadline date for sign up. If you miss the signup deadline, you cannot swim the meet. If your child is sick or cannot make it to the swim meet they signed up for, your account will still be billed for the meet charges.
- Relays will be set up by the Head Coach if there are enough kids (4) in the age brackets. Relays are generally at the beginning and/or at the end of the swim session.

13. TRANSPORTATION AND LODGING FOR SWIM MEETS

Parents and/or guardians are responsible for the transportation to and from all swim meets. Parents and/or guardians are also responsible for lodging fees while attending swim meets. Many times, swimmers will car pool to the meets and stay in the same hotel. Speak with other parents or the parent representatives about transportation and lodging prior to swim meets.

14. ITEMS TO BRING TO A SWIM MEET

- Black suit (back up suit is recommended)
- Team swim cap
- Goggles (extra pair is recommended)
- Towel (Some swimmers like bathrobes or swim parkas)
- Flip flops, Crocs, etc.
- Water bottle
- Snacks (meets also have concessions)
- Heat sheet if available online (Some people like a clipboard)
- Highlighters
- Sharpie marker

15. WRITING ON A SWIMMER'S ARM FOR A SWIM MEET

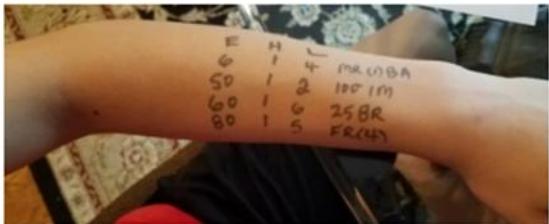
Heat Sheets are provided the week of the meet. Review the heat sheet to see the events your swimmer registered for along with the heat and lane. We recommend highlighting the heat sheet to bring to the meet. This also makes it easier to write the information on your swimmer's arm.

On the arm between the elbow and wrist---write "E H L S" on the top so you can write the info for each race below (Event-Heat-Lane-Stroke). This should be written lengthwise, and black sharpie works best. Write so the swimmer can bend their arm and see their info. Make sure there is space between columns in case of changes. Write each event number and information, and then continue with each additional event until complete. For stroke names, is easiest to abbreviate as follows: Back (BK), Breast (BR), Butterfly (FLY), Freestyle (FR).

For relays (Medley or Free) you need to note what position they swim (1, 2, 3 or 4). This will be after the event notation in parenthesis (). You will also need to include the abbreviation of what stroke they're swimming so they remember on the blocks. The order of the **MEDLEY RELAY IS:** 1. Back, 2. Breast, 3. Butterfly, 4. Freestyle.

If your swimmer is swimming an IM (**INDIVIDUAL MEDLEY**) make sure they know the order and write it if you need to (order is different than medley relay---IM 1. Butterfly, 2. Backstroke, 3. Breaststroke, 4. Freestyle.

Event	Heat	Lane	Stroke



Events are numbered sequentially during regular meets and indicate the stroke they are swimming by age group. Within an event, there can be multiple heats, heats are in sequential order. All swimmers in Heat 1 race at the same time. All swimmers in Heat 2 race next at the same time. Lane indicates the lane number they are swimming in.

If you have questions, please do not hesitate to reach out to your Parent Representative.

16. MEET MOBILE APP

The Meet Mobile provides real-time meet results and standings from anywhere, pre-race rankings, standings, and heat/lane assignments as they become available. This is a nice app for swimmers and parents and can be purchased on Google Play and the App Store.

17. GBSC HOME SWIM MEET

Green Bay Swim Club hosts one meet per year. The meet will be held on a weekend in early January. All swimmers are strongly encouraged to attend at least one day of the meet. This is our largest fundraiser, and proceeds benefit all swimmers in the club. The meet is unable to run smoothly without the help of every family. During the home meet, each family is expected to work at least three volunteer jobs/shifts and donate at least three items to concessions. Families who do not meet these requirements will be billed \$150. As the home meet approaches, watch for sign-ups for both shifts/jobs and concession items!

18. EXAMPLE HOST SWIM MEET VOLUNTEER POSITIONS

Admissions – This individual is responsible for taking admission money. Admission is not charged for swimmers participating in the swim meet or individuals working/volunteering at the swim meet that current session.

Announcer – This individual is responsible for announcing the events and other important announcements during the swim meet.

Awards – This individual is responsible for applying labels to awards and distributing as directed.

Heat Awards – This individual is responsible for giving out a heat prize to the 1st place individual in every heat of an event. This is an “on deck position.”

Concession Organizer – This individual (or team of individuals) is responsible for making sure we have enough donated food and other items and have enough concession workers. They are also responsible for creating menu signs and prices. Moreover, they must make sure those individuals working concessions are familiar with concession procedures, including but not limited to sanitary food preparation and distribution and money handling techniques. This individual must regularly

check food supply and obtain additional supplies as needed.

Concession Workers – Individuals are needed to sell concession items, collect money, and distribute/”cook” food.

Lane Timers – Timers are responsible for tracking swim event times in each lane utilizing the automatic timing system in addition to a stopwatch. Two timers per lane are needed each swim session. In addition, a Head timer, responsible for all other timers, is required. This is an “on deck position.”

Runners – Runners are responsible for getting event time slips from the timers to the timing desk, posting event results, and distributing award labels to the award table. They are also responsible for other errands as needed, such as giving DQ (disqualification) slips to coaches, copying heat sheets, etc. This is an “on deck position.”

Timing Table– One individual is responsible for the operation of the automatic timing system during the swim meet. Another individual is responsible for entering the times into the Meet Manager computer system and printing meet event results. Both positions must be filled each meet session. This is an “on deck position.”

19. COMMUNICATION & SOCIAL MEDIA

Electronic communication includes but is not limited to the following: GBSC website, e-mail, and Facebook. GBSC has a website, Facebook, and Instagram page.

GBSC will communicate with parents at various times via e-mail blasts. When your swimmer becomes a member of the GBSC team, the e-mail you provide at registration will be added to this group e-mail list.

All communications between a parent/guardian or athlete with a coach, other parent/guardian, or GBSC must be professional in nature and for the purpose of communicating information about team activities or involvements. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct.

An email will be sent each Sunday with the week’s practice schedule and other information. Separate emails with meet signups will be sent as the meets approach. If you have questions at any time, feel free to email a parent representative with questions (parentrep@gbsc.com / parentrep2@gbsc.com). Posts to our team Facebook group and Instagram group will also be made throughout the season.

20. CODE OF CONDUCT

Swimmer Code of Conduct

1. I will strive to arrive early to practice and meets, allowing enough time to be prepared and focused.
2. I will avoid interfering with the progress of another swimmer during practice or otherwise.
3. I will refrain from judging or criticizing others. I will not discuss individuals when not in my presence.
4. I will promote dignity and respect to all members of the team; members include all coaching staff, swimmers and parents.
5. I will be responsible for the care and proper use of equipment. Practice is not finished until all supplies are returned to storage. Everyone helps.

6. I will demonstrate positive interactions at all club functions, whether practice, meets, or social gatherings. (GBSC expects each swimmer to behave in such a way that his/her actions reflect positively on the team.)
7. I will try to wear my team suit or team colored suit at all meets except for qualifying and state level meets.
8. At meets, I will check in with my coach before and after each of my events.
9. I will do my best to sit with my teammates at swim meets. (Swimmers are highly ENCOURAGED to sit with their team at meets as this is a team-building experience and shows unity.)
10. I will display good sportsmanship in practice and swim meets.

Parent Code of Conduct

As a parent of a swimmer and member of the Green Bay Swim Club, I will abide by the following guidelines:

1. Practice teamwork with all parents, swimmers, and coaches by supporting the values of discipline, loyalty, commitment, and hard work.
2. As a parent, I will not coach or instruct the tea or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.
3. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials, and the coaches at meets and at practices.
4. Maintain self-control at all times. Know my role:
 - Swimmers - Swim
 - Coaches – Coach
 - Officials – Officiate
 - Parents – Parent
5. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
6. Enjoy involvement with the Green Bay Swim Club by supporting the swimmers, coaches, and other parents with positive communication and actions.
7. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff. Parents address officials via the coaching staff only.

21. GBSC BOARD MEMBERS SPRING 2022 - SPRING 2023

President - GBSCpresident@gmail.com – Dan Rowe (up for election in even years)

Vice President - GBSCvicepresident@gmail.com - Kari Jaeckel-Rodriguez (up for election in odd years)

Treasurer - GBSCtreasurer@gmail.com - Kelly Wall (up for election in odd years)

Secretary - GBSCsecretary@gmail.com - Carmen Woods (up for election in even years)

Safety Representative - gbscsafety@gmail.com - Allison Bramschreiber (up for election in odd years)

Parent Representative - GBSCparentrep@gmail.com - Chris Mager (up for election in odd years)

Parent Representative - GBSCparentrep2@gmail.com - Annie Gajewski (up for election in even years)

Board meetings are held one a month, and anyone can attend. Board meeting minutes are posted to our website, under the “Members Only” tab.

Please consider becoming a member of the board. It is a great way to meet other members of GBSC and the best way to be a part of the decision-making process to help make our swim club strong. If you are interested in becoming a future board member, please reach out to any current board member for more information.

22. FREQUENTLY ASKED QUESTIONS

Q: I don't know anything about competitive swimming. Where can I find information?

A: Go to <https://www.usaswimming.org/>. Click on the Parents and Swimmers option. This website is loaded with good information including information about strokes, competition, swim meet basics, and equipment. There is also information about understanding coaches, training, etc.

Q: My swimmer can't make practice every day of the week. Will that be a problem?

A: Practices are offered several times a week, but your swimmer does not have to attend every practice.

Q: My swimmer is involved in many sports throughout the year. Does he/she have to swim year-round?

A: No, you may select and register for different sessions (Fall, Winter, Spring, and Summer).

Q: Is my swimmer required to swim in meets?

A: Swim meets are not required, but they are fun and part of being on a competitive swim team. For beginner swimmers, we suggest competing in our home swim meet in January.

Q: Does my swimmer have to swim every day of the meet?

A: No, you can select which day(s) your swimmer attends a swim meet when registering for the meet.

Q: If my swimmer doesn't plan on competing, do I still have to pay the USA Swimming membership fee?

A: Yes, since our team is a member, all team members are required to be members whether they compete or not. Moreover, membership also provides swimmers with insurance coverage during both practice and meets.

Q: Will my swimmer be competing against swimmers of the same age?

A: Typically meet events are divided into the following age groups: 8 and under; 10 and under; 11-12; 13-14; and open. Age is based on your swimmer's age on the first day of the swim meet.

Q: I heard another parent talk about long and short course seasons. What does this mean?

A: USA Swimming divides the year into two seasons. The short or "winter" course runs September – March, and competition occurs in 25 yard or 25-meter pools. The long or "summer" course runs April – July and competition occurs in 50-meter pools (if available). At the end of each season (March & August), there is championship meets in which a swimmer must qualify by achieving a certain time standard.

Q: I registered for a swim meet and now my swimmer cannot attend the meet. What should I do?

A: If it is still before the meet registration deadline, you can contact the GBSC Board and possibly receive a credit for the meet. If it's after the meet deadline and entries have been submitted to the host team, you will have to forfeit any money paid for the swim meet. Remember to notify the coach that your swimmer cannot attend the meet, so the coach will not be expecting you to attend.