



## Welcome to CASC!

We are so excited you're here!

### **About Us**

Casper Swim Club (CASC) is a non-profit, year round USA competitive swim team offering high quality professional coaching and technique instruction to all swimmers ages 6 years and up, from the beginning swimmer to the most competitive and skilled swimmer.

Our goal is to advance swimming technique and provide further education on sportsmanship, leadership, unity, and integrity, while having fun and improving the physical and emotional well being of our athletes. CASC is for the promotion and well being of all athletes who want to develop and improve their personal swimming skills.

We believe that "personal bests" are the individual goal and strive to enhance and complement skills to achieve a stronger, competent and more competitive athlete. The coaches strive to promote good-will while fostering a positive team spirit among all athletes. Swimming is not just about the sport, but involves life-long lessons, goal setting skills and achievements. Our goal is to allow the swimmers to develop their skill into a life-long experience.

### **Parent Role**

Your role as a parent volunteer is pertinent to the success of our club. Parents are asked regularly to volunteer at the meets their child attends. This could be helping set up or tear down, timing, running concessions, fundraising, or anything else the club needs. The money from dues, meets, and concessions goes directly back to the club and the CASC board is volunteer run. Without parent help, the club simply can't run, so we appreciate and need your help. We offer fundraising, travel, and community engagement opportunities through the season, and we need your help to reach our goals with these activities.

During practice time, please allow the pool deck to remain a learning space. We know how frustrating it might be to watch your child have a bad day in the pool. We can assure you the coaches have it covered and if they don't they will send your child to you for a quick conversation. If at any point you have a question or concern you need to bring it to the coaches immediately. Please wave them over from behind the rope at KW, or from the doorway at NC rather than interrupting instruction or observation. Otherwise, coaches are available before and after practice. The coaches also have emails where they can be reached and they will get back to you as soon as possible.

During swim meets cheer your kids on. It can be hard to watch your child add time or get disqualified from a race. Please allow the coaches to coach. Help your swimmer turn their disappointments into a chance to learn and keep mistakes or bad performances in perspective. We all have times when something doesn't go our way, or we're just having a bad day.



## **Safe Sport**

Club travel and lodging occurs frequently in our sport and presents a series of unique risk factors. USA Swimming has adopted a policy, Minor Athlete Abuse Prevention Policy (MAAPP), regarding local and competition travel. Our club implements the same policy. If your child will be taken to and from practice by someone other than yourself, you will need to have a permission slip signed by you on file with the club. In addition, if your child is traveling out of town or staying with someone other than you, you will need to have an additional permission slip signed.

SafeSport prohibits parents from being in the locker rooms at any time. We understand that the kids can take a long time in the shower. If you need your child out of the locker room, please let a coach know and we will facilitate for you. SafeSport also prohibits photography behind the blocks and in the locker rooms. Please be aware of where you are standing while photographing your child, and talk to your child about SnapChat and other social media usage while on the pool deck and in the locker room.

## **Communication**

CASC primarily uses email to communicate with parents. We also have implemented an app, Stack TeamApp:

1. Go to your mobile app store and download Stack TeamApp
2. Search "CASC"
3. Scroll toward the bottom of the results (our photo is the same as the logo in the header)
4. Join the club

We add practice updates and meet updates in this app. It also has a messaging feature for different groups of parents and coaches.

We also utilize Facebook to post important updates and information. Search for "Casper Swim Club" and like or follow our page.

Another useful app is OnDeck. OnDeck is the limited, mobile version of our website. You are able to track swimmer times, attendance, and upcoming swim meets.



### Casper Swim Club Board of Directors

The CASC Board is composed of nine board members and two athlete representatives.

|                       |                   |  |  |
|-----------------------|-------------------|--|--|
| Head Coach            | Tori Bailey       | <a href="mailto:coachtori@casperswimclub.org">coachtori@casperswimclub.org</a>                       | All Club Matters                               |
| President             | Marci Bramlet     | <a href="mailto:president@casperswimclub.org">president@casperswimclub.org</a>                       | All Club Matters                               |
| Vice President        | Brandon Lamb      | <a href="mailto:vicepresident@casperswimclub.org">vicepresident@casperswimclub.org</a>               | Registration/<br>Dues/<br>Fundraising          |
| Secretary             | Megan Dayley      | <a href="mailto:secretary@casperswimclub.org">secretary@casperswimclub.org</a>                       | Switchboard/Social<br>Media/Meeting<br>Minutes |
| Treasurer             | Chris Brackenrich | <a href="mailto:treasurer@casperswimclub.org">treasurer@casperswimclub.org</a>                       | All Financial Matters                          |
| Meet Director         | Sandra Yoder      | <a href="mailto:meetdirector@casperswimclub.org">meetdirector@casperswimclub.org</a>                 | Meets  |
| Volunteer Coordinator | Haleigh Diller    | <a href="mailto:volunteercoordinator@casperswimclub.org">volunteercoordinator@casperswimclub.org</a> | Volunteering                                   |
| Safety Director       | Keli Johnson      | <a href="mailto:safetydirector@casperswimclub.org">safetydirector@casperswimclub.org</a>             | Safety Concerns                                |
| Officials Rep         | Gina Goodrich     | <a href="mailto:officialsrep@casperswimclub.org">officialsrep@casperswimclub.org</a>                 | Officiating                                    |



**Practice**

Practices take place at the KW pool unless otherwise noted. Practice times are as follows:

|          |              |
|----------|--------------|
| Gold     | 6:00-7:00 PM |
| Silver   | 6:00-7:00 PM |
| Bronze   | 6:00-7:00 PM |
| Platinum | 7:00-8:00 PM |
| Steel    | 6:45-8:00 PM |
| Iron     | 6:45-8:00 PM |

Steel and Iron have a 15 minute dryland session. Please make sure your swimmer packs a good pair of running shoes and proper outside attire, weather permitting. A swimsuit and shorts or a shirt and jammer are not acceptable outdoor attire. On occasion we will run outside around the facility and do a brief workout in the grass. On Wednesday we will have a full group practice from 6:00-7:15. All groups are welcome to this practice and it will mostly be used for starts, turns, and technique. A practice for our Platinum, Steel, and Iron group will follow the group practice, and conclude at 8:00.

The season cycles for summer season are as follows, but subject to change:

|                       |                    |                   |                    |
|-----------------------|--------------------|-------------------|--------------------|
| <b>April 17-25</b>    | Fundamentals       | <b>June 3-7</b>   | Revisitation       |
| <b>April 29-May 2</b> | Aerobic Base       | <b>June 10-13</b> | Sprint Block       |
| <b>May 6-9</b>        | Long Distance Kick | <b>June 17-20</b> | Revisitation Pt. 2 |
| <b>May 13-16</b>      | Mid Distance Work  | <b>June 24-27</b> | Pain Cave          |
| <b>May 20-23</b>      | Long Distance Kick | <b>July 1-4</b>   | Sprint Kick        |
| <b>May 27-30</b>      | Anything But Free  | <b>July 8-18</b>  | Taper              |

**Meets**

While swim meets are not required, they are encouraged to help kids show off the skills they've developed. The coaches require your children to be at at least one practice the week of a meet in order to participate. This allows the coaches to check in and make sure your child is prepared. As previously mentioned, we need parent volunteers. At away meets we need volunteers to fill timer



chairs. At home meets we need help running the entire meet. Each participating family is responsible for fulfilling their own points. 5 points are required for home meets, and 2 points are required for away meets. The point system is as follows:

|                         |                      |
|-------------------------|----------------------|
| Officials               | 5 points per session |
| Official In Training    | 5 points per session |
| Head Timer              | 5 points per session |
| Announcer               | 5 points per session |
| Timer                   | 2 points per session |
| Deck Marshall           | 2 points per session |
| Computer Operator       | 5 points per session |
| Clerk of Course         | 5 points per session |
| Runner                  | 2 points per session |
| Awards                  | 2 points per session |
| Concession Worker       | 5 points per session |
| Hospitality             | 5 points per session |
| Donations (max 3 items) | 1 point < \$10       |
| Donations (max 3 items) | 2 points >\$10       |



We travel for swim meets. The tentative meet schedule, which is subject to change, for this season is as follows:

|               |   |
|---------------|---|
| May 4, 2024   | Karl's Klassic   Laramie, WY - may not be a coach |
| June 2, 2024  | Casper Marathon Volunteering   Casper, WY         |
| June 8, 2024  | Summer Spectacular   Newcastle, WY                |
| June 14, 2024 | Summer Spectacular   Gillette, WY                 |
| June 21, 2024 | Rushmore Classic   Rapid City, SD *tentative*     |
| June 29, 2024 | Buffalo, WY                                       |
| July 6, 2024  | Last Chance Meet   Casper, WY *tentative*         |
| July 19, 2024 | Summer State   EPIC in Fort Collins, CO           |

There are plenty of other meets going on around the state on any given weekend. If your family would like to travel to a meet that is not included in the team schedule, please ask Coach Tori what we need to do to get you signed up.



**CASC Code of Conduct: Parent**

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents at Casper Swim Club (CASC) to maintain our reputation as a friendly and disciplined organization.

By signing this code of conduct, I agree to the following statements:

I will respect the coaching staff's ability and authority to coach CASC.

I will set an example for my children by demonstrating good sportsmanship.

I will respect other team members, coaches, competitors, officials, parents, and all facilities.

I will get involved by volunteering, cheering at meets, coming to parent meetings, and talking with my child and their coach about their progress.

I will refrain from coaching my child from the stands during practice or at meets.

I will not criticize or use abusive language or gestures toward coaches, officials, volunteers, or any participating swimmers.

I will respect the integrity of officials and will bring any disputes to the attention of a coach.

I will direct any coaching concerns to the head coach; then, if not satisfied, to the president of CASC.

I understand that failure to adhere to the above expectations could result in disciplinary action decided by CASC's Board of Directors.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**CASC Code of Conduct: Athlete**

The purpose of a code of conduct is to establish a consistent expectation for athlete behavior in order to maintain Casper Swim Club's (CASC's) reputation as a friendly and disciplined organization, and for the safety and well being of swimmers.

By signing this code of conduct, I agree to the following statements:

I understand that CASC will not tolerate bullying in any form.

I will show respect and courtesy to my teammates and coaches at all times.

I will demonstrate good sportsmanship at all practices and meets.

I will be respectful of my teammates' rights, feelings, personal space, dignity and worth regardless of their gender orientation, race, or ability.

I will show respect for all facilities and other property used during practices, meets and team activities.

I will refrain from foul language, violence, behavior deemed dishonest, offensive or illegal.

I will not argue with an official if I disagree with a call. Swimmers will report these disputes to the coach.

I will work equally as hard for myself and my team.

I will be at required practices unless otherwise cleared by a coach.

I will obey all of USA Swimming's rules and code of conduct.

I understand that the coaching staff hold the final word on any rules, regulations, or disciplinary actions taken regarding the violation of the above code.

Swimmer Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_





## **CASPER SWIM CLUB ANTI-BULLYING POLICY**

Adopted May 2022

### **PURPOSE**

Bullying is unacceptable at Casper Swim Club (CASC) and will not be tolerated. Bullying is counterproductive to the team's mission and can be devastating to a victim. CASC strives to advance swimming technique and provide further education on sportsmanship, leadership, unity, and integrity, while having fun and improving the physical and emotional well being of our athletes. If bullying does occur, all athletes and parents should know that incidents will be promptly addressed. Anyone aware of bullying is expected to tell a coach, board member, or athlete representative. Retaliation for reporting bullying will not be tolerated.

### **OBJECTIVES**

Communicate that CASC will not tolerate bullying

Define bullying

Communicate bullying procedure parents, swimmers, and coaching staff that there is a policy and a protocol should an issue arise.

Clarification on how to report bullying.

Commit support to reporting parties parents and athletes that they will be supported when bullying is reported.

### **DEFINITION**

Bullying is a form of proactive aggression in which the bullying is unprovoked and the bully initiates the bullying behavior. It is intentionally harmful and occurs repeatedly. Bullying generally comes in three types: physical, relational and verbal.

Physical bullying is when a bully uses their own body to exert power over their peers. Examples include kicking, hitting, spitting, or other physical attacks.

Relational bullying is common in youths. Relational bullying involves a bully trying to hurt their victim by hurting their victim's standing with another group or group member.

Verbal bullying is when a bully uses verbal language to insult or tease their peers to gain power. Verbal bullying is much harder to spot than physical bullying, however the effects can be worse in serious cases. Verbal bullying can lead to destruction of self image and self esteem, and can lead to depression, anxiety and other long term problems.

### **REPORTING PROCEDURE**

Athletes talk to their parents

Athletes or parents report to any of the coaches, board members, team captains, or athlete reps

Athletes or parents write a letter or email any of the coaches, board members, or athlete reps

Make a report to the USA Swimming SafeSport staff



There is no time limit for reporting bullying however, an effort should be made to alert a coach, board member, or athlete rep as soon as possible.

### **ADDRESSING BULLYING**

If bullying occurs during a team activity, it shall immediately be stopped by a swimmer, coach, athlete rep, or board member according to the following steps:

Calmly intervene. If you don't feel comfortable doing so, ask another coach, board member, or athlete rep for help.

Separate the swimmers involved.

Make sure everyone is safe.

Address any immediate health needs.

Investigate and make a plan to report.

Work through corrective action with the swimmers involved.

### **ATLETE BULLYING TIPS**

Be kind to others

Set a good example for others

If you see something, say something

Support bullying reporters

Do not participate in bullying behaviors



**CASC CARPOOL PERMISSION SLIP**

I, \_\_\_\_\_,  
legal guardian of \_\_\_\_\_,  
a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for \_\_\_\_\_,  
an unrelated Applicable Adult to provide local vehicle transportation to and from practices, from \_\_\_\_\_ through \_\_\_\_\_, and further acknowledge that this written permission is valid only for the transportation on the specified dates and to the specified location.

Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Location to be transported to/from: \_\_\_\_\_

Location to be transported to/from: \_\_\_\_\_

This form **MUST** be returned and approved by a coach prior to the dates given



**CASC MEET PERMISSION SLIP**

I, \_\_\_\_\_,  
legal guardian of \_\_\_\_\_,  
a minor athlete, give written permission, and grant an exception to the Minor Athlete Abuse  
Prevention Policy to travel with \_\_\_\_\_,  
to travel from \_\_\_\_\_ (start location)  
to \_\_\_\_\_ (destination) to attend the  
\_\_\_\_\_ swim meet, from \_\_\_\_\_ to  
\_\_\_\_\_ (dates).

I further acknowledge that this written permission is valid only for the dates and location  
specified herein.

Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form MUST be returned and approved by a coach prior to the dates given



## First Time Swim Parents

### **Equipment**

Here is a list of common equipment you will want to have for your child

- Goggles
- Caps
- Swimsuits
- Towels
- Water Bottle
- Swim Backpack (Optional)
- Swim Parka (Optional)

Some recommended brands for goggles are A3 Performance, Speedo, TYR, and Arena. Goggles can be purchased in our A3 store, which can be found on our website, SwimOutlet.com, or in town at Dave's Darts and Billiards. Seasonally goggles are available at Dick's Sporting Goods, Target, Walmart, and Ross and Marshalls. Your child will be provided with a swim cap at the beginning of the season, however, it's good to have more than one in the instance of tearing. Caps can also be purchased from A3, SwimOutlet, and Dave's. Your child will also be provided with a team swimsuit yearly. It is also good to have multiple suits because they wear out.

Swim backpacks can be purchased from almost any swimwear company however, A3 has a backpack with our logo on it and the option to custom embroider your child's name. This bag costs about \$75. Swim backpacks can range in price from \$20 to \$120. Parkas are like a long winter coat. These are great for staying warm while standing on deck waiting for races. Additionally, they are convenient to wear at the end of practices to go home. Parkas range in price from \$40 to \$190. A3 also has a team parka on our site with the option for an embroidered name. A3's parka costs \$160.

### **What to Know for Meets (Swim Competitions):**

On the day of the meet you'll want to bring

- Sharpie
- Highlighter
- Cash for Heat Sheets and Snacks
- Extra Goggles
- Extra Caps
- Multiple Towels
- Warm Clothes
- Water/ Snacks



- Fan (Optional)
- Book/ Coloring Book/ Movies (Optional)

Most meets will have concessions for sale. Concession profits go back to the host club. However, if you don't want to purchase concessions, you want to make sure to bring plenty of snacks and drinks for your swimmer and the rest of the family. There can be a lot of downtime between events, so having things for your swimmer to do on their own or with friends is helpful. There isn't a great deal of space in the bleachers at swim meets so trying to be compact and organized is also helpful. Be mindful of the space around you to ensure everyone has a clear walking path.

- Please arrive at the pool at least 15 minutes before the scheduled warm-up time. The warm up schedule will be sent out in an email prior to the swim meet.
- Upon arrival try to locate our team as we try to sit together.
- Make sure your swimmer checks in with a coach.
- If you have questions about the meet, please refer to the sanction which can be found on the website as an attachment to the meet. Generally the sanction also gets sent out with the warm up times.
- Your child's events will be listed on a heat sheet. There is usually a small fee for heat sheets (\$3-\$12) to cover the costs of printing. You'll probably want to highlight your child's events so they don't get lost in the mix.
- Use a sharpie to write the events on your child's arm or leg so they can keep track while they're out socializing. You'll make a small grid with headings E, H, L, S:

| Event | Heat | Lane | Stroke  |
|-------|------|------|---------|
| 2     | 1    | 8    | 50 free |

- Have your swimmer grab their cap and goggles to report to the coach for warm up instructions. If your swimmer does not warm up with the team, there is a chance they will not be able to swim during the session. Communicate with coaches BEFORE the start of warm up if your child isn't joining.
- After warm up, your swimmer will come back to the team area and wait for their first event to be called. This is a good time to have them eat a light snack, get a drink, go to the restroom, etc. The meet usually starts 10-15 minutes after the last warm up.
- Swimmers usually report directly to their lane, or a clerk of course 3-5 heats before they actually swim. They should check in with their coach before their race to receive specific instruction, so make sure they leave with enough time to do so. **Please note:** It is not the coaches job to chase swimmers around to get them behind their block for a race. It is the swimmer's responsibility to be prompt and on time, everytime. Younger swimmers will need parent help to achieve this mission.



- After each race swimmers should report back to their coach to discuss. Most meets will have a digital scoreboard that will display their times. Otherwise, many clubs utilize MeetMobile to post results.
- As a parent make sure you're telling your kids how great they're doing! Coaches will handle everything else - your job is to let them know how proud you are of their hard work.
- Once swimmers have completed all their events, they are free to go home. Before you leave, please check in with a coach so they can double check that your child isn't in another event or on a relay.
- Awards are usually gathered for the team by a coach and given out at the following practice.
- **Please Note:** Parents are not allowed on deck unless they are serving in an official capacity. SafeSport also requires no photography from behind the blocks. For any meet questions, questions about officiating calls, concerns, please refer to a coach; do not approach the meet staff. Parents are also NEVER allowed in the locker rooms. If you need something from your child while they are in there, please let a coach know and we will help.

### **Qualifying for State Meets**

Qualifying times for our swimmers will be posted on our website. We also will have a physical copy located at the pool. The Wyoming Swimming website also has the information available. To swim at the state meet at the end of the season, your swimmer must have at least one qualifying time to attend. If you are unsure if your child has achieved a time, please ask a coach and they will look it up.

### **Rules**

The technical rules of swimming are designed to provide fair and equitable conditions of competition to promote uniformity in the sport. Each swimming stroke has specific rules designed to ensure that no swimmer gets an unfair competitive advantage over another swimmer.

Trained officials observe the swimmers during each event to ensure compliance with these rules. If a swimmer commits an infraction, a disqualification, DQ, will be issued. This means that the swimmer will not receive a time, or a score for that event. A DQ may result from actions such as not getting to the starting block on time, leaving the starting block too early, surpassing the 15m mark, performing a stroke in an illegal manner, or unsportsmanlike conduct.

Generally, DQ's are the result of stroke infractions which include, but are not limited to:

- Walking on the bottom
- Pulling the lane rope
- Not touching the wall on a turn
- Not completing the full distance of a race
- **Backstroke:** Rotating past 90 degrees on to the stomach during the swim, gliding into the wall on the stomach delaying the turn, finishing on the stomach



- **Breaststroke:** Flutter or dolphin kick during the swim, multiple dolphin kicks off the wall, scissor kick, pulling past the hips, taking too many pulls to kicks or vice versa, one hand finish/turn
- **Butterfly:** Flutter kick, breaststroke kick, non-simultaneous arm movement, pushing arms through the water instead of over (underwater recovery), one hand finish/turn

For specific language on any technical rules you can consult the USA Swimming Rules and Regulations book, otherwise you can just ask a coach. Violations of these rules are reported to the referee. The rules require that every reasonable effort be made to notify the swimmer or coach for the reason of DQ.

If your child is DQ'd in an event, be supportive rather than critical. DQ's should be treated as a learning experience, not as a punishment. A DQ simply alerts the swimmer and the coaches what they need to work on.

### **Swim Meet Etiquette**

- Be respectful, reasonable and calm. Swim meets can be noisy, busy, and hot so it's easy to get caught up in the moment.
- Communicate early with coaches if your swimmer is withdrawing or scratching from an event. This will have to be communicated with the officiating team by the coach.
- Let the coaches coach.
- Cheer your kids on.
- Don't dispute official or referee calls. If you have a question the coaches likely are already working to get it double checked.
- No photography or videography behind the blocks or in the locker rooms.
- Volunteer.
- Know that the swimming community is very friendly and willing to help.
- Parents are not allowed in locker rooms. Please find alternate restrooms and ask for help from coaches with your child. .

Please reach out to a coach or board member if you have any questions. We know this is a lot of information!