

PARENT HANDBOOK

Bartlesville Splash Club



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INTRODUCTION

Established in 1950, Splash Club is a year-round swim club open to children in the Bartlesville community and surrounding areas. Our mission is dedicated to providing excellence in lessons and competitive swimming instruction. Our program is designed to help swimmers develop character, leadership skills, and self-discipline in an environment of teamwork and competition.

MISSION & VISION

Mission

Splash Club is an organization that is dedicated to achieving excellence in competitive swimming by developing character, leadership, teamwork and accountability in a safe and supportive environment

Vision

Challenging Tomorrow's Leaders, Building Lifelong Champions

TEAM FACILITIES

Phillips Aquatic Center- Located at 411 S. Keeler Avenue in downtown Bartlesville. The pool entrance is located on the Plaza on the south side of the Adams Building.

Sooner Park Pool - During the summer season, we also utilize Sooner Park Pool, an outdoor 50-meter-long course facility.

SAFE SPORT

Splash Club is committed to operating a safe, healthy, and positive competitive swimming program for our athletes and participants. In fact, we're the first swim team in Oklahoma to be a USA Swimming Safe Sport Recognized Club!

Everyone plays an important role in creating and maintaining a safe environment: coaches, athletes, non-athlete members, officials, and volunteers. Please take some time to familiarize yourself with Safe Sport documents and resources that can be found on our Splash Club webpage. [Safe Sport Webpage](#)

COACHING STAFF

CHAD ENGLEHART, Executive Director & Head Coach

Coach Chad has coached at all levels from novice to the highest levels of competitive excellence at the national championships, US Olympic Trials and World Championship Trials. He has been honored as the Tulsa World's swim coach of the year.

cenglehart@splashclub-ok.com

MIKE LEWELLYN, Head Age Group Coach

Mike brings a wealth of knowledge and expertise developed throughout his extensive coaching career. He is known as one of the best stroke technicians and developer of 10–14-year-old swimmers in the country and was the lead age group coach for an Olympic gold medalist. mlewellyn@splashclub-ok.com

KARA HOWZE, Coach

Coach Kara is a Splash Club alum. As a swimmer, she represented Splash Club at the junior national championships and was a longtime high school record holder where she led the Bartlesville Lady Bruins to 2 state team titles. khowze@splashclub-ok.com

GARY DOWNEY, Coach

Coach Gary began his coaching career in high school and was an assistant coach for the Iowa State University Women's Swim Team. He has coached swimmers at the Big 8 and NCAA Championships and is ASCA Level 2-certified. He also served as an assistant coach in Olathe, Kansas and the Bartlesville Bruins High School swim team. gdowney@splashclub-ok.com

JENNY DOWNEY

Splashers Program Coordinator & Instructor

Coach Jenny grew up in Bartlesville and is an alum of the Splash Club program. She swam for Bartlesville High School and later went on to swim for the Iowa State University Cyclones. She went on to found COOL Swim School in Olathe, KS, where she taught for five years. jdowney@splashclub-ok.com

Note: This is not an all-inclusive list, Splash Club employs additional assistant and student coaches.

CORE COACHING OBJECTIVES

Our staff strive to help your swimmers make the most out of their Splash Club experience. Through practices and competition, we focus on the following core areas:

Positive Experience

Our coaching staff strive to foster a love of the sport and the Splash Club program. For younger age groups, this requires making practices and swim meets a fun and exciting experience. As swimmers mature in age and skill level, a positive experience requires more attention to goal achievement in an encouraging, constructive environment.

Build Individual Self-Esteem

Our staff encourage Splash Club swimmers to develop a sense of pride in themselves and their efforts. We believe swimmers should be proud of their efforts regardless of their abilities or level of commitment. Individual self-improvement prioritized over winning at all times.

Improve Technique

Our staff works to improve the level of swimming proficiency for all swimmers. While some athletes will take advantage of technique training more than others, the coach's goal is to provide equal instruction to all swimmers, regardless of ability.

Positive Motivation

Our coaches will help instill a desire to improve in every swimmer. No swimmer should feel less valuable or less important to the team than another. Our coaches work to instill passion where there is none and provide guidance and encouragement where there is already passion.

Excellence in Training

Splash Club coaches strive to maximize the competitive potential of all Splash Club swimmers through training group development. While individual swimmers will decide their level of commitment, the program is designed to achieve the highest levels of excellence in the sport.

COMMUNICATIONS

Your family is important, and we do not want you to miss out on information. The Splash Club Staff will provide information to you in several ways, see list below. The responsibility falls on you to read your newsletter check the website, and your email. Please do not hesitate to ask questions if you have one.

Web Site- [Splash Club Team Unify](#) The Splash Club web page is a great asset of communication for coaches, parents, and swimmers. You can find additional information on upcoming meets, time standards, volunteer opportunities, Safe Sport, Board of Directors, etc.

Newsletter - Splash Club families will receive The Weekly Splash newsletter via email. All activities, meets, practice changes, updates, and coaching information is included. This is where you will find valuable information to keep your family updated. Please take the time to read it carefully.

Email - Another form of communication that will be used is email. Please be sure that your email address is correct and let us know if you are not receiving any of the newsletters / emails

Networking Pages - In order to continue to keep up with the latest communication technology the Splash Club has a Facebook page (Bartlesville Splash Club) and an Instagram (splashclubok) account. You are encouraged to go ahead and become a fan/add as a favorite page so that you can keep up with the latest club news, practice information, and meet results.

Scoreboard – It is important that you also check the scoreboard. The coaching staff will use it to communicate upcoming team events, birthdays, records, updates, etc.

Group Chats – Each training group has a GroupMe. It is a great place for parents to discuss meets, practice changes, updates, etc. Please reach out to your coach if you are not a member of your group chat.

TRAINING GROUPS

Each training group emphasizes skill development, self-improvement, and accountability in a positive, character-building environment. Swimmers are evaluated by our coaches and assigned to the training group that is most compatible with their physical, emotional, and social development.

Waves

- Typical ages 6-9
- 4 practices per week totaling 4 hours of instruction
- Focus on stroke fundamentals and "legal" proficiency
- Opportunities to compete in swim meets

Riptide

- Typical ages 6-9
- 4 practices per week totaling 4.5 hours of instruction
- Focus on stroke fundamentals and "legal" proficiency
- Opportunities to compete in swim meets

Tsunami

- Typical ages 8-11
- 5 practices per week totaling 7 hours of instruction
- Focus on stroke refinement and training skills
- Opportunities to compete in swim meets

Cyclone

- Typical ages 11-14
- 5 practices per week totaling 8 hours of instruction
- Enables swimmers with limited experience to have the full swim team experience in a group of their peers
- Opportunities to compete in swim meets

Hurricane

- Typical ages 10-12 with multiple seasons of competitive swimming experience
- 5 practices per week totaling 9.5 hours of instruction
- Focus on stroke refinement and training skills
- Expected to compete in swim meets

Typhoon

- Typical ages 12-14 with multiple years of competitive swimming experience
- 6 practices per week totaling 14.5 hours of instruction
- Focus on endurance, speed & effective training skills
- Expected to compete in swim meets

National

- High school age swimmers with multiple years of competitive swimming experience
- 8-10 practices per week 10 totaling 17 to 20 hours of instruction.
- Focus on endurance, speed & refinement of stroke & training skills
- Expected to compete in swim meets with higher levels of competition available

PRACTICE SCHEDULES AND POLICY

Practice schedules are available on the Splash Club web site. Any changes to these schedules due to inclement weather, facilities, etc. will be communicated.

Behavior at Swim Practice

It is the goal of Splash Club and the coaching staff, to provide instruction and training during the entire practice session. Splash Club coaches create lesson plans for each day and week of the seasons to teach the swimmers proper technique, prepare them for competitive swimming and meet the needs of each swimmer in the practice group. If time is spent disciplining children rather than coaching, the goals of that session are not being achieved. Therefore, we expect swimmers to adhere to the following behavior guidelines:

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

- All swimmers must encourage and support their teammates at practice as well as in competition. Swimmers may not conduct themselves in any manner that is disruptive to others.
- Swimmers are expected, at all times, to follow the coach's instructions. At no time will disrespectful attitudes or back-talk be tolerated from any swimmer.
- All swimmers using the locker-room should exhibit proper behavior. Roughhousing, yelling and touching items that belong to others is not acceptable.

- Abusive language, lying or stealing are intolerable and are grounds for immediate expulsion from the team.
- Vandalism will not be tolerated. Any property that is vandalized by a Splash Club swimmer will be repaired or replaced by the swimmer's family.
- Bullying, teasing, harassing, and any behavior that makes a teammate feel uncomfortable will not be tolerated.

Violation of the above-mentioned behaviors will result in appropriate discipline that may include team suspension or expulsion.

Parents Watching Practice

The Splash Club coaching staff encourages parents to watch their swimmer practice. Here are some important guidelines to keep in mind when observing a practice.

- **The entrance doors will be locked at 7:30 pm** and no one will be allowed to enter the facility after that. All training groups begin practice prior to 7:30 and swimmers will not be allowed to enter the building after 7:30, so please be on time for practices. Parents and siblings already in the building prior to 7:30, will be allowed to stay and watch practices. **Note: Fridays the facility closes at 5:00 pm.**
- Swimmers are encouraged to wait in the lobby for their parents to arrive. Once swimmers leave, they will not be allowed back in the building. If they walk out and realize their parents are not here to pick them up, they will be able to wait in the small vestibule between the two sets of doors.
- Young swimmers want their parents' approval. If a swimmer is aware of a parent watching practice, it is natural for some of their attention to be directed toward the parent. However, for the swimmers to learn as much as possible, it is imperative that the coaches maintain the swimmers' attention during practice. We ask that parents never communicate with their children during practice or compete with the coach for his/her attention.
- We insist that parents do not interrupt the coaches on deck while they are coaching. Please watch practice from the stands, not on the deck. If you need to communicate with a coach, please do so by contacting them by phone, email, or in person before or after practice.
- Splash Club coaches spend a considerable amount of time planning weekly training sessions for each of the practice groups. Each training set or instructional drill has a purpose and one practice and/or practice set often builds on another throughout the week. If a swimmer has not attended the recommended number of practice sessions, he or she may not understand the purpose or progression of what the group is doing on a given day.

- Please do not try to coach your child. Many times, when teaching stroke skills, the coaches ask swimmers to do things that might not look correct or might actually be illegal according to the rules but does have an important purpose in teaching skills (ie. swimming one-arm fly or breaststroke with a flutter kick). We need to progress through these drills to achieve an improved total stroke.

If you need/want to leave and come back, please return by **practice end time**. Please be considerate of the coaches and parent volunteers by picking up your swimmer on time.

Attendance Policy

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

Out of Water Policy

You must give thirty days written notice if your child will not be swimming the following month in order not to be billed for that month. For example, if your child is not going to swim in April then we must receive written notice no later than March 1st.

Injuries

Please report any and all swimmer injuries, regardless of if they occurred during swim or not, to their coach. The coach will work with them to either appropriately modify practices or understand the time they will be out of the water.

SWIM MEETS

Participation in meets is not mandatory for Splash Club members, however, it's strongly encouraged. Meets are a great way for swimmers to test the skills and technique they have learned in practice and a fun way to build team camaraderie.

Prior to each season, the coaching staff will determine the meet schedule for the upcoming year. There are several things we keep in mind when building our meet schedules:

Skill Level: As swimmers progress through our program and gain skill and experience, they will be able to attend higher levels of competition. Because not all meets are

appropriate for each training group, each training group may have its own meet schedule.

Timing: We strive to build "cushion" around meets to ensure that families aren't traveling every weekend and to allow swimmers enough time between meets to improve skill, training, and performance.

Distance: We generally schedule meets within a reasonable driving distance from Bartlesville (such as Tulsa, Edmond, and Fayetteville). However, more advanced swimmers (such as our National group) may travel greater distances to attend meets.

Meet Schedules will be available on the team's calendar and Meet Schedule page of our website. Prior to meets, coaches will e-mail meet information and you can register your child at that time. When you register your swimmer, the parent should select the days/sessions your child will be available and the coach will select the events they will swim.

All swimmers and their parents should understand that the swimmers are under the direction of the coaches at all times during meets. Any questions regarding this should be directed to the coach. The following policies are expected to be followed by all Splash Club athletes:

- Be on time for all sessions and team meetings
- Team suits and caps (if a cap is worn) are to be worn by all athletes.
- Swimmers are expected to swim all events entered, unless it has been discussed with the coach
- Swimmers should remain in the team area and should talk to the coach before and after each event.
- Please let the coach know when you leave the pool area.
- Good Sportsmanship and courteous behavior are expected from all swimmers
- Swimmers are expected to clean their sitting area at the end of each session.
All trash, water bottles, and personal items must be picked up at the end of the session.

Types of Meets

The swimming year is divided into two seasons, which are generally named for the pool length. The fall and winter months make up most of the Short Course, or 25 yards pool, season. The summer months make up the Long Course, or 50 meters pool, season.

Intrasquad- These meets are held at the P66 pool, with competition between Splash Club athletes.

Open Invitationals- These are meets for swimmers of all ages and ability levels. Open meets are usually 2-3 days long.

Preliminary / Finals Meets- These are meets where there are preliminary swims in the morning, and if you qualify you would swim those events in the evening. These meets are usually championships meets, but they also do appear during the season.

Time Trials- There may be an occasion for time trials to be offered. When time trials are available senior swimmers may participate in a time trial solely at the coaches' discretion.

Championship Meets- These are meets for swimmers who meet qualifying time standards. Those swimmers that qualify for championship meets are expected to attend. Examples of championship meets:

- OKS 14-Under Age Group Championship
- OKS Senior State Championship
- Speedo Sectionals
- Futures Championships

SWIM GEAR AND SPIRIT WEAR

Swim Quik is our provider of team suits, swim backpacks, parkas and more. They can help you choose the right suit, size and fit for your swimmer. SwimQuik also attends most of our hosted meets, selling general swim gear and meet t-shirts.

Preferred Brand: Arena

Our team is an Arena team and we are contracted with them. Arena swim gear is preferred but swimmers are welcome to purchase other brands.

Swim Caps

We order team caps with names on them in the fall and in the spring. We do have extra team caps for sale during the season. Contact your coach if you need to purchase one of these team caps.

Team T-Shirts

Swimmers will receive a free t-shirt each year (generally in November or December). Parents and fans are also welcome to purchase this shirt. Members will receive an email when orders are being taken for these shirts.

Splash Club will offer custom t-shirts with cool designs to its swimmers, parents & fans for a variety of events. Members will receive an email when these shirts become available. Purchase of these shirts by swimmers are not required.

SWIM SUIT POLICY AND INFORMATION

Swim Quik is our regional dealer and swim suit and gear provider. Only Swim Quik is authorized to print or embroider our team logo on swim apparel or gear.

Team Logo

Because we have a contract with Arena, the Splash Club logo is only available to be printed or embroidered on Arena swim gear such as suits, bags, and team warmups. (This requirement does not apply to authorized spirit wear.)

Team Colors

Our official team logo is black, red, and white. Our team colors are the same and we also add charcoal, gray and silver. From time to time, we also incorporate other colors into designs and gear.

Team Color Examples:



Practice Suits

Swimmers are free to wear their preferred style of training suit in practice. The durability and comfort of a suit depends on its fabric type. For example, polyester suits tend to be more durable in chlorine than Lycra suits. This handy [Guide](#) from Swim Outlet describes the various swim suit fabrics.

Competition Suits

There is a huge variety of competition suits, each serving a different and specific purpose. The following factors help determine the appropriate type of swimwear for competition: swimmer's age, level of competition/meet, cost, suit construction and durability.

Technical Suits

Technical suits—originally designed for world-class swimmers—are high-end expensive suits that consist of special material, compression panels and taped/glued seams. A significant amount of controversy has surrounded these suits for use in regular competition and by 12 & Under swimmers. Because these suits are designed for elite competition, they are not appropriate for most competitors and competitions.

Ages 13 & Over Swimmers

Ages 13 & Over are permitted to wear knee suits and tech suits in competition. However, we strongly encourage swimmers to reserve these suits for championship and elite-level meets such as elite-level invitationals, State, Sectional, or National Championships. Consult your coach prior to purchasing.





Ages 12 & Under

USA Swimming has enacted legislation that prohibits the use of tech suits by swimmers Ages 12 & Under in competition (with the exception of certain national competitions). As such, the following policy is in effect for all Splash Club 12 & Under swimmers:

Females	Males
No tech suits	No tech suits
No knee suits*	No suits covering the navel or the knees
No Suits covering the hips	Knit fabric jammers permitted

*Although standard, non-tech knee suits are permissible for females under USA Swimming's new tech suit rules, we ask that 12 & Under female swimmers refrain from the use of knee suits.

Types of Suits

	Tech Suits			
				
	Practice Suit	Entry Level Competition Suit (Ex: Speedo Aquablade)	Mid to Higher Level Competition Suit (Ex: Speedo LZR Pro)	Elite Level Competition Suit (Ex: Speedo LZR Pure Intent)
Suit Type	Practice Suit	Entry Level Competition Suit (Ex: Speedo Aquablade)	Tech Suit with specialized features (Ex: Speedo LZR Pro)	Tech Suit for elite level; highly specialized tech suit (Ex: Speedo LZR Pure Intent)
Permissible Suit Construction	<ul style="list-style-type: none"> Sewn seams 	<ul style="list-style-type: none"> Sewn seams Females: No knee suits Woven fabric with sewn seams not extending past hips Knit fabric with sewn seams; Male suits cannot extend past knees; Female suits cannot extend past hips 	<ul style="list-style-type: none"> Suit with woven fabric extending past the hips Bonded or taped seams regardless of silhouette 	<ul style="list-style-type: none"> Suit with woven fabric extending past the hips Bonded or taped seams regardless of silhouette
Cost	\$ (\$30-75)	\$\$ (\$50-100)	\$\$\$ (\$200-300+)	\$\$\$\$ (\$300-500+)
Meet Type	General Competitions and lower-tier Championship Meets (Divisional, State)	Championship Meets for Ages 12 & Under and 13 & Over (Divisional, State & Zones)	Championship Meets (Ex: State, Sectionals, Nationals, or special meet as directed by Coach)	Championship Meets (Ex: State, Sectionals, Nationals, or special meet as directed by Coach)
Ages	All Ages	All Ages	Ages 13 & Up	Ages 13 & Up
Durability	Can be worn numerous times	Can be worn many times	Can be worn a few times; effectiveness and integrity of suit degrades with more wearings	Ideally worn for 1-2 meets; effectiveness and integrity of suit degrades with more wearings

VOLUNTEER

In order to run a successful and affordable program--and to give your child a great swimming experience--Splash Club relies on the active participation and generous volunteer assistance from each of its member families. **As a condition of membership, each family is required to invest volunteer hours in the club.**

Fall/Winter Session

Each family must complete 24 volunteer hours for the Fall/Winter session. The session runs from the start of the season in August through Spring Break. Our main volunteerism opportunities are the Intrasquad, 10 & Under Invite, Stars of Winter, Meet of Champions and OKS hosted State meets.

Spring/Summer Session

Each family must complete 12 volunteer hours for the Fall/Winter session. The session begins after Spring Break through the time the Annual Banquet is held in August. Our main volunteerism opportunities in the summer are our Stars of Summer Invite, Swim-A-Thon and OKS State meets.

Hours Not Met

If the minimum number of volunteer hours are not met, a \$20 per hour charge will be assessed to your account. ($\$20 \times \text{Number of Hours Not Met} = \text{Total Charge}$)

Check Your Volunteer Hours

Log in to your account. Select My Account from the menu bar on the left. Then, select Account Info. At the top of the screen, select Service Hours to view your balance.

Volunteer Grants

Many employers will give volunteerism grants to organizations based on their employee's volunteerism. This is an excellent way to complete your volunteer hours and raise money for Splash Club at the same time!

Check with your employer to see if they have a volunteer grant program. At the present time, Phillips 66, ConocoPhillips, and ABB have programs.

Volunteer Opportunities

We have many volunteer opportunities to match your talents and interests such as:

- Concession Stand Worker
- Prepare and/or donate food and drink for concessions and hospitality
- Meet Announcer
- Meet Timer (at our hosted meets and championships meets hosted off-site)
- Set-up/clean-up
- Meet Marshall
- Meet Officials and Computer Operators (must be USA Swimming-certified)
- Help plan Swim-A-Thon or Annual Awards Banquet
- Count laps or supervise the dunk tank at Swim-A-Thon
- Become a group parent or host a party for your swimmer's training group

For swim meets and most other events, a job sign-up will be sent via e-mail a few days prior.

Important things to remember about volunteer hours:

- **The number of hours are applied on a "per-family" basis.** Families with multiple swimmers are only required to fulfill one set of required hours.

*For example: Each family must fulfill 24 volunteer hours in the fall/winter session. Family A has 2 swimmers. They only have to fulfill **24 hours** during the fall/winter session (not 2 swimmers x 24 hours = 48 hours).*

- **If the minimum number of volunteer hours are not met, a \$20 per hour charge will be assessed to your account.** (\$20 x Number of Hours Not Met = Total Charge)

- **A members join date will impact whether volunteer hours must be met.**

For example: A new swimmer joins in early July. Because the season ends in July and there are limited volunteer opportunities, the hours do not need to be met.

- **Age-appropriate family members can also help meet your volunteer commitment.**
- **Swimmers can also help fulfill a family's required hours.**

VOLUNTEER JOB DESCRIPTIONS

Food & Drinks

Concession Coordinator - Responsible for planning, purchasing (reimbursed), organizing food and drinks for the concession stand. This involves pre-meet planning and organizing concession donations the day before the meet. Age requirement – 18+

Concession Volunteer - Take food/drink orders and make change. May also need to prepare sandwiches, etc. onsite. Works with the Concession Coordinator to provide the best customer service to swim meet patrons. Age requirement – 18+

Hospitality Coordinator - Responsible for planning, purchasing (it will be reimbursed) refreshments and meals for coaches and officials during meet. Age requirement – 18+

Hospitality Volunteer - Responsible for keeping hospitality room clean and refreshments refurbished, and drinks iced. Hospitality is also responsible for circulating cold drinks to officials, coaches, timers, and other volunteers on deck. Age requirement – 18+

Pool Deck

Awards - Organizes ribbons, medals and other swimmer awards by labelling awards and organizing by team. For meets with podium awards (such as Meet of Champions), coordinates the award ceremonies. Age requirement – 18+

Clean Up – Assist in cleaning up the pool deck, bleachers, lobby, auditorium and eating areas following each meet session. Age requirement – 13+

Clerk of Course* - Oversees coach and volunteer sign-ins. Checks coach credentials and accepts deck entries and scratches from swimmers. Responsible for collecting meet fees from teams during warm-ups and giving teams packets of information if needed. Age requirement – 18+

Head Timer - Runs the back-up stopwatches and responsible for getting timing sheets from the computer operator during the meet and works with the meet director. Also gives lane assignments and instructions to Lane Timers at the beginning of each session. Age requirement – 18+

Lobby Coordinator – Meets and greets visitors and spectators as they arrive for warm-ups or the beginning of a session. Provides directions to spectator areas or changing rooms, and general facility information. For meets with positive check-in, ensures that

all swimmers arriving at the pool confirm their attendance by signing/highlighting the check-in sheets. Age requirement – 18+

Safety Marshal – One male and one female Safety Marshal must be in attendance throughout warmups and competition. Responsible for walking around on deck, bleachers, bathrooms, changing rooms and other meet areas to ensure proper safety for all meet participants. Age requirement – 18+

Photographer - Takes photos of swimmers and volunteers during the meet. Organize and make the banquet slide show. Age requirement – 13+

Pool Setup – Assist in setting up the Colorado timing equipment prior to the start of the swim meet and testing. For Stars of Summer at Sooner Pool, setup is a much more extensive exercise requiring many more volunteers to handle the removal of existing pool fixtures, assembly of tents, skybox platform, and blocks. Age requirement – 13+

Stopwatch Timers - Work as a partner with another lane timer using a stopwatch to record swimmers' times. If you can see and can push a button, this job is for you. Age requirement – 13+

Officials

Meet Director* – Overall responsibility for the planning and running of all swim meets (Board Member position). Requires several hours of pre- and post-meet planning to process meet entries, communicate information to coaches and Oklahoma Swimming, answer questions and submit pre- and post-meet reports. During the swim meet, the Meet Director coordinates with the Meet Referee, Admin officials, coaches and other volunteers to ensure the smooth running of all aspects of the swim meet. Age requirement – 18+

Official Judges - Responsible for ensuring the swimmers follow the rules and regulations of swimming and that there are no unfair advantages being taken. Must be USA Swimming certified or in training for certification. Age requirement – 18+

Skybox

Auto-Timer Operator* - Responsible for monitoring the automatic timing systems, adjusting the event and heat numbers as the meet progresses and adjusting lap counts for soft touches. Age requirement – 13+

Timing Judge* - Responsible for making corrections and updates to times from the AutoTimer System results. This involves reconciling the different times and handing changes to the Computer Operator. This job is ideal for a person who enjoys math and numbers. Age requirement – 18+

Computer Operator* - Responsible for running the Meet Manager software connected to the Auto-Timing System. Also involves scoring the events, printing results, printing labels for ribbons, adding relay teams, deck entries, and athletes. This is job is ideal for a multi-tasker. Computer Operators must be USA Swimming Certified Admin Officials (AOs) or working towards certification. Age requirement – 18+

Computer Operator Assistant – Helps and shadows the Computer Operator and assists other Skybox personnel. Posts results and delivers award labels and disqualification slips, assists in distributing paperwork to coaches and officials. Often training as backup Computer Operator. Age requirement – 18+

Announcer - Announces events and heats during the meet, finalists for championship (prelims/finals) meets, award presentations and special announcements from coaches, Clerk of Course, and Meet Director or Meet Referee. Age requirement – 18+

*Indicates this volunteer job requires training and volunteer may benefit from shadowing a trained volunteer in the same position during a session or two.

BOARD OF DIRECTORS

Splash Club is governed by a Board of Directors made up of parent volunteers who lend their knowledge and professional experience. Anyone can attend the open board meetings. The meeting schedule, Splash Club By-Laws, and meeting minutes can be found on the Splash Club Team Unify webpage under About Us. Board positions include:

- President
- Vice President
- Treasurer
- Secretary
- Meet Director
- Safe Sport Coordinator
- Officials Chair
- Members-At-Large

CODE OF CONDUCT

The purpose of a Code of Conduct is to establish consistent expectations for behavior and conduct. As Splash Club members, we are ambassadors of our organization, the sport of swimming, and our city. With this in mind, we expect members and parents/guardians to abide by the following Swimmer Code of Conduct and Parent/Guardian Code of Conduct.

Both the Swimmer and Parent Code of Conduct are provided to you during the registration process. By acknowledge the Code of Conduct you, and your swimmer, are agreeing to abide by the rules. Failure to adhere to them may result in disciplinary action, including revocation of Splash Club membership.

Swimmer Code of Conduct

Splash Club membership and any Splash Club scholarship support is a privilege. Splash Club swimmers represent our organization and as such, we expect a certain standard of conduct and behavior. As a member of Splash Club, I recognize and agree to conform to the responsibilities described in this Code of Conduct at all times while personally representing Splash Club. I agree to:

1. Conduct myself to be a worthy Splash Club athlete, setting the right example, demonstrating sportsmanship and showing respect and common courtesy to fellow team members, coaches, parents, and volunteers at practice, competitions, and team events.
2. Show respect for all facilities (including locker rooms) and property used during practices, competitions, and team activities and will be respectful of other facility patrons.
3. Refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
4. Address any concerns or disagreement with an official's call for disqualification or other penalty with my coach and will not directly approach the official.
5. Set a good example of behavior and work ethic for my younger teammates.
6. Deal justly, respectfully, kindly, impartially, and intelligently with all fellow team members.
7. Promote positive team spirit and morale.
8. Conduct myself in a manner to earn the respect and confidence of others.
9. Dress in a manner suitable to my position as a representative of Splash Club.
10. Attend all team meetings and training sessions (unless excused) and agree to communicate with my coach if I will be absent from practice and/or a meet.

11. Do my very best to bring the highest possible credit and regard to myself, my team, Splash Club, and to the sport of swimming.
12. Follow all Oklahoma Swimming and USA Swimming Rules and Regulations, applicable Codes of Conduct, and Safe Sport requirements.
13. As a condition of my membership with Splash Club, I further agree that I will not use the substances below and understand it is strictly forbidden of Splash Club athletes:
 - Alcohol
 - Illegal Drugs
 - Tobacco, all nicotine products, and marijuana
 - Illegal drugs
 - Engage in the abuse of over-the-counter medications
 - Engage in the abuse of prescription drugs

Parent/Guardian Code of Conduct

1. To set the right example for my/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.
2. I/we understand that it is essential to provide the coaching staff with respect and the authority to coach the team.
3. I/we understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
4. I/we understand the important growth and developmental support that my child's participation in the sport fosters.
5. I/we will refrain from coaching my child from the stands during practices or meets.
6. In the event I have concerns, I will direct them first to my child's coach, then, if not satisfied, to the Head Coach. If I am still not satisfied, I may then direct my concerns to Splash Club's Board President.
7. I will respect the integrity of the officials.
8. Promote positive team spirit and morale
9. I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
10. Be a responsible goodwill ambassador for the sport of swimming to the public.
11. I will follow all Oklahoma Swimming and USA Swimming Rules and Regulations, applicable Codes of Conduct, and Safe Sport requirements.



Appendix A

SWIM MEET TIPS

Sign Up for Meets

- Even if you can't attend every single day, Add a note to let us know if you can only attend a certain day ("Saturday only please.")
- Read the Meet Information found on the Splash Club website for each meet
- Parents choose the days of attendance
- Coaches choose the events (we entertain requests, esp. for challenging events)
- If you can't attend, please *DECLINE* on the website event commitment page

Work Toward Having a SPARE Cap and SPARE Goggles

- Swimmers should wear their team cap – this is like your uniform/jersey

Bring Spare Warm Clothes to Wear Between Events

- Even in the summer the wind can cause the swimmer to get chilled
- We want to keep the body warm (even the feet)
- Bring stuff that is ok to get wet (team attire is nice too!)
- Remember the sunscreen for outdoor meets

Bring Healthy Snacks

- Bring a water bottle
- A FEW snacks not a smorgasbord
- ***No peanut, tree nuts or cinnamon products please***
 - we have swimmers who are highly allergic
- Suggestions: water, sports drink, cheese, fresh fruit, water, dried fruit, crackers, pretzels, water, cereal/granola bars, carrot sticks, yogurt tubes, water, etc.
- Clean up after yourself – throw away wrappers, peels, etc.

Use a Sharpie to Write Swimmers' Events (E) on their Arm PRIOR TO the Meet

- Coaches will help fill in the Heat (H) and Lane (L) at the meet
- Eventually swimmers will add heat and lane by themselves
- Example:

BLANK (done at home)

E	H	L	
1			100 FR
7			50 BR
15			25 FL
17			100 IM

COMPLETED (at meet)

E	H	L	
1	1	6	100 FR
7	2	1	50 BR
15	1	3	25 FL
17	3	1	100 IM

Parents are Not Permitted on Deck During the Meet Except When Volunteering

- Please sign up to volunteer at home meets
- You are there anyway, so what the heck
- Plus, your family is required to have volunteer hours each season
 - Fall/Winter = 24 hours
 - Spring/Summer = 12 hours
 - \$\$\$ = \$20 x Number of Hours Not Met

Be Early for Warm Up

Swimmers should be ready to jump in the water at the designated time

- Plan to arrive at least **15 minutes PRIOR** to the warm up time
- Feet first entry into the pool for general warm up sessions (starts done later)

Pay Attention to the Scoreboard

- It will list the Event # and Heat #
- Swimmers should be behind the blocks well before their heat
- Swimmers should ask the coach how far in advance they should get behind the blocks
- It is the swimmer's responsibility to pay attention and be on time for their event
- This is a learning process for newer swimmers
- Coaches will do their best to find swimmers prior to the event
- It's not the end of the world if they miss – coaches plan to be patient while learning

Swimming the Race

- Swimmers should talk to their coach *prior* to their races for last minute tips
- Swimmers should talk to their coach *immediately after* their race for a friendly critique

Disqualifications (DQs)

- These happen sometimes (even to older experienced swimmers)
- Coaches will use these opportunities to teach/remind the swimmers about the rules
- Parents should not contact the officials directly – leave that to the coaches
- The official did not disqualify you, you disqualified yourself – learn from it
- Meet Mobile is not the official time/result

No Deck Changing

Find a locker room and change out of / into street clothes there

Appendix B

SWIMMING: THE SPORT

The Skills

The five competitive disciplines are freestyle, backstroke, breaststroke, butterfly, and individual medley.

The Competition

Each swim offers a variety of events and distances, depending on the age group.

In **freestyle events**, the competitor may swim any stroke. The stroke most commonly used is the crawl, which is characterized by the alternate overhand motion of the arms and an alternating (up-and-down) flutter kick. On turns, some part of the swimmer must touch the wall. Most swimmers do a flip turn and touch the wall with their feet.

Backstroke consists of an alternating motion of the arms with a flutter kick while on the back. On turns, swimmers may rotate to the stomach and perform a flip turn with some part of the swimmer touching the wall.

The **breaststroke**, which is the oldest stroke dating back hundreds of years, requires simultaneous movements of the arms on the same horizontal plane. The hands are pressed out front in front of the breast in a heart shaped pattern and recovered under or on the surface of the water. The kick is a simultaneous somewhat circular motion similar to the action of a frog. On turns and at the finish, the swimmer must touch the wall with both hands simultaneously at, above or below the water surface.

Some consider the **butterfly** to be the most beautiful of the strokes. It features a simultaneous over water recovery of the arms combined with an undulating dolphin kick. In the kick, the swimmer must keep both legs together and may not flutter, scissors or use the breaststroke kick.

The **individual medley**, commonly referred to as the I.M. features all four strokes. In the I.M., the swimmer begins with the butterfly, then changes after one-fourth of the race to backstroke, then breaststroke and finally freestyle.

In the **medley relay**, all four strokes are swum. The first swimmer swims backstroke, the second breaststroke, the third butterfly, and the final swimmer anchors the relay with freestyle.

The **freestyle relay** events consist of four freestylers, each swimming one quarter of the total distance of the event.

Starts, turns and finishes. Many races are won or lost by the swimmer's performance in the start, turn or finish. At the start, the swimmer is called to the starting position by the starter who visually checks that all swimmers are motionless. When all swimmers are set, the gun or starting horn is sounded to start the race. If the starter feels that one of the swimmers has moved, left early or gotten an unfair advantage, the guilty swimmer may be disqualified after the race for a false start. Under USA Swimming rules, one false start disqualifies the swimmer.

The Rules

The technical rules of swimming are designed to provide fair and equitable conditions of competition and 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 swimmer during each event to ensure compliance with these technical rules. If a swimmer commits an infraction of the rules, a disqualification will result. This means that the swimmer will not receive an official time and will not be eligible for an award in that event. A disqualification may result from actions such as not getting to the starting blocks on time, false starting, performing strokes in an illegal manner, or unsportsmanlike conduct.

Disqualifications

Disqualifications are a result of technical rules violations. They include but are not limited to:

Freestyle: Walking on the bottom; pulling on the lane rope; not touching the wall on a turn; not competing the distance.

Backstroke: Too many pulls into the wall once a swimmer has turned passed the vertical on to the breast; turning onto the breast before touching the wall with the hand at the finish of the race.

Breaststroke: An illegal kick such as flutter (freestyle), dolphin (butterfly), or scissors (side stroke); shoulders not level; alternating movements of the arms; taking two arm strokes or two leg kicks while the head is under water; touching with only one hand at the turns or finish.

Butterfly: Alternating movements of the arms or legs; pushing the arms forward under instead of over the water surface (underwater recovery); a breaststroke style of kick; touching with only one hand at the turns or finish.

The rules require that every reasonable effort be made to notify the swimmer or his coach of the reason for the disqualification. If your child is disqualified in an event, be

supportive rather than critical. For beginning swimmers, a disqualification should be treated as a learning experience, not as a punishment. A disqualification alerts the swimmer and coach to what portions of the swimmer's stroke need to be corrected.

The Course

Competition pools may be short course (25 yards or 25 meters), or long course (50 meters). The international standard (as used in the Olympics) is 50 meters.

Appendix C

GLOSSARY OF SWIMMING TERMS

Age Group Swimming - The program through which USA Swimming provides fair and open competition for its younger members. It is designed to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning, and develop a rich base of swimming talent. Nationally recognized age groups are 10 and under, 11-12, 13-14, 15-16, and 17-18. Local meets may also include events for 8 and under and single age categories.

Block - The starting platform.

Bulkhead- A moveable wall, constructed to divide a pool into different courses, such as a 50-meter pool into two 25-yard courses.

Circle Swimming- Performed by staying to the right of the black line when swimming in a lane to enable more swimmers to safely swim in each lane.

Coach- A person who teaches and trains athletes in the sport of swimming.

Code of Conduct- An agreement signed by swimmers, coaches and parents stating that they will abide by certain behavioral guidelines.

Cut- Slang for qualifying time. A time standard necessary to attend a particular meet or event.

Distance Events- Term used to refer to events over 400 meters/500 yards.

DQ- Disqualification. This occurs when a swimmer has committed an infraction of some kind (e.g. freestyle kick in butterfly.) A disqualified swimmer is not eligible to receive awards, nor can the time be used as an official time.

Drill- A teaching exercise involving a portion of a stroke which is used to improve technique.

Dryland Training- Training done out of the water that aids and enhances swimming performance; usually includes stretching and calisthenics (also see weight training).

Entry Form- Form on which a swimmer enters a competition. Usually includes club and swimmer name, USA Swimming number, age sex, event numbers, event names and entry times.

False Start- Occurs when a swimmer is moving before the start is sounded. In USA Swimming, one false start will result in disqualification.

Final- The championship heat of an event in which the top swimmers from the preliminaries compete.

Finish- The final phase of the race; the touch at the end of the race.

Flags- Backstroke flags placed 5 yards (short course yards) or 5 meters (long and short course meters), from the end of the pool. The flags enable backstrokers to execute a backstroke turn safely and more efficiently.

Goal- A specific skill or time achievement a swimmer sets and strives for. Can be short or long term.

Gutter- The area along the edge of the pool in which water overflows during a race and is circulated through the filtration system.

I.M.- Short for Individual Medley. An event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.

Lap Counter- A set of display numbers used to keep track of laps during a distance race longer than 500 yards. (Also, the title given to the person who counts for the swimmer, stationed at the opposite end from the start.)

Long Course- A pool 50 meters in length. USA Swimming conducts most of its summer competition in long course pools.

Long Distance- Term used to refer to events of 800 meters. 1000 yards, to 1500 meters/1650 yards.

LSC- Local Swimming Committee. The governing body for swimming at the local level. There are 59 LSC's in the United States. LSC Camps

Meet- Competition designed to be a learning experience. By implementing what has been learned in practice, the swimmer races against the clock to determine improvement.

Middle Distance- Term used to refer to events of 200 yards/meters to 400 meter/500 yards.

Negative Split- Swimming the second half of the race equal to or faster than the first half.

Official- A judge on the deck of the pool at a sanctioned competition who enforces USA Swimming rules. There are stroke and turn judges, administrative officials, starters, timers and referees.

Open Water Swims- A freestyle event from 5000 meters to 25,000 meters, conducted in a natural body of water, such as a lake, river or ocean.

Pace Clock- Large clock with a large second hand and a smaller minute hand, used to check pace or maintain intervals in practice; may also be digital.

Prelims- Short for preliminaries. Also called Heats or Trials. Those races in which swimmers qualify for the championship, consolation finals or semi-finals.

Q-Time- Qualifying time necessary to compete in a particular event and/or competition. Also known as a cut.

Relay- An event in which four swimmers compete together as a team to achieve one time.

Safety- The condition of being safe. Safety procedures are designed to prevent accidents.

Scratch- To withdraw from an event prior to it being held in a competition.

Short Course- A pool 25 yards or 25meters in length. USA Swimming conducts most of its winter competition in short course yards.

Split- A time recorded from the official start to the completion of an intermediate distance within a longer event. Also, the time for one of the four individuals in a relay. Under certain conditions, splits may also be used as official times, for example, the lead off swim in a relay, or the lead off portion of an event.

Sprint- Describes the shorter events (50 and 100). In training, to swim as fast as possible for a short distance.

Streamline- The position used by swimmers when starting or pushing off the walls designed to reduce water resistance.

Taper- The final preparation phase, sometimes referred to as 'rest'. The slow gradual reduction of workloads and intensities in preparation for season ending competition.

Time Standards- Performance requirement to enter a swimming competition. Standards are determined for local swim meets by the LSC.

Time Trial- A time only swim, which is not part of a regular meet.

Touch Pad- A large touch sensitive board at the end of each lane where a swimmer's finish is registered and sent electronically to the timing system.

USA Swimming- USA Swimming, Inc. is the national governing body for competitive swimming in the United States.

Warm Down- Low intensity swimming used by swimmers after a race or main practice set to rid the body of excess lactic acid and to gradually reduce heart rate and respiration.

Warm Up- Low intensity swimming used by swimmers prior to a main practice set or race to get muscles loose and warm. Warm up gradually increases heart rate, respiration and helps to prevent injury.

Watches- Stop watches used to time swimmers during a competition. When totally automatic timing equipment is used, watches serve as a back-up method.

Zones- USA Swimming is divided into the Eastern, Southern, Central and Western Zones. The Zone meets are the highest level of age group competition available to USA Swimming age group swimmer.

Appendix D
THE 10 COMMANDMENTS OF SWIM PARENTING
(USA Swimming)

1. Do not impose your ambitions on your child.

Remember that swimming is your child's activity. Improvements and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes and don't push them based on what you think they should be doing.

2. Be supportive no matter what.

There is only one question to ask your child after a practice or a competition - "Did you have fun?" If meets and practices are not fun, your child should not be forced to participate.

3. Do not coach your child.

You are involved in one of the few youth sports programs that offer professional coaching. Do not undermine the professional coach by trying to coach your child on the side. Your job is to provide love and support and a safe place to return to at the end of the day. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy or any other area that is not yours.

4. Only have positive things to say at a swimming meet.

If you are going to show up at a swimming meet, you should be encouraging and never criticize your child or the coach. Both of them know when mistakes have been made. Please remember that "yelling at" is not the same as "cheering for."

5. Acknowledge your child's fears.

Your child's first swimming meet, 500 free or 200 I.M. can be a stressful situation. It is appropriate for your child to be scared. Don't yell or belittle, just assure your child that the coach would not have suggested the event if your child was not ready to compete in it. Remember your job is to love and support your child through their swimming experience.

6. Do not criticize the officials.

If you do not care to devote the time or do not have the desire to volunteer as an official, please don't criticize those who are doing the best they can.

7. Honor your child's coach.

The bond between coach and swimmer is a special one, and one that contributes to your child's success as well as fun. Do not criticize the coach in the presence of your child, as it will only serve to hurt your child's swimming.

8. Be loyal and supportive of the team.

It is not wise for parents to take their swimmers and jump from team to team. The water isn't necessarily bluer in another team's pool. Every team has its own internal problems - even teams that build champions. Often swimmers find that switching teams does not improve their performance.

9. Have goals besides winning.

Most successful swimmers are those who have learned to focus on the process and not the outcome. Giving an honest effort regardless of the outcome is much more important than winning.

10. Do not expect your child to become an Olympian.

There are 250,000 athletes in USA Swimming, and we keep a record of the Top 100 all-time swimming performances by age group. Your child's odds of becoming an Olympian are about .0002 %.