



2008-2009

Team Guide Book

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www.santaclaraswimclub.org□



WELCOME TO THE SANTA CLARA SWIM CLUB

Welcome! Congratulations on becoming a part of the Santa Clara Swim Club (SCSC). You are also a member of an organization with one of the richest traditions in amateur sports. There are no awards or honors that the club has not received during its distinguished history. It is a tradition built upon the excellence of its swimmers and the active support of the community and its member families. We are pleased to welcome you as a part of this tradition.

The purpose of this team guide is to familiarize you with the operation of SCSC and to further introduce you to the sport of swimming. We know that when you join an organization you want to know how things work, where to get information, and how to get involved. We hope that you find our staff, families and swimmers of SCSC are the best resources for any question you may have. We are all willing to share our experiences to help make your time at SCSC a rewarding one now and in the future.

PROGRAM STRUCTURE

The Santa Clara Swim Club is a full service program that starts with a Learn to Swim program and progresses all the way to a Masters swim program for adults. Each participant is evaluated and placed in the appropriate group that will best suit his or her well-being. Sound technique and proper fundamentals are stressed at all levels with each level being a natural transition to the next.

USA SWIMMING

USA Swimming is the national governing body for amateur competitive swimming in the United States. At its headquarters office, in the Olympic Training Center in Colorado Springs, USA Swimming staff interacts with Local Swim Committee (LSC), athletes, coaches, and volunteers. USA Swimming provides a variety of services to 170,000 registered athletes, 20,000 non-athletes and 2,500 swim clubs. USA Swimming has the responsibility to formulate the rules, conduct national championships, disseminate safety and sports medicine information, and select competitors to represent the United States in International competitions. Sixty-six percent of the USA Swimming budget revenues come from athletes' registration dues and from membership fees from non-athletes and clubs. The remaining is generated through corporate sponsorship, United States Olympic Committee development funds, event income, publications, and promotional merchandise. Year-round athletes pay an annual registration fee of \$55. Athletes receive a membership card,



liability, and secondary insurance coverage. This is paid in order to receive liability coverage for approved insured activities. Contact USA Swimming www.usaswimming.org

SANTA CLARA SWIM CLUB CODE OF CONDUCT

The athlete competing for and representing SCSC will conduct themselves in a manner that reflects positive credit to the individual and Santa Clara Swim Club. The following emphasized standards are a baseline of criteria for conduct on deck, in the locker room on City of Santa Clara park grounds and at away meets.

- ❖ Follow the direction of the coaching staff during practice, meets and other team activities.
- ❖ Respect the property of SCSC or any other facility the team may visit or use. No swimmer shall tamper with or cause damage to any such facility.
- ❖ Display proper respect and sportsmanship toward team members, coaches, officials, administrators, fellow competitors, parents, volunteers and the public.
- ❖ Refrain from all illegal or inappropriate behaviors.
- ❖ Swimmers must pay for any and all damages due to misconduct.
- ❖ As a guest at a host facility, conduct will be subject to the rules and regulations of such host. SCSC members will be held accountable for misconduct at away meets.
- ❖ During travel, swimmers must be present at bed check time as determined and announced by the coaching staff.
- ❖ Any behavior that is disorderly or harmful will result in an immediate trip home at the swimmer's expense.
- ❖ Be 100% financially responsible for any damage to any part of their room or hotel when out-of-town meets require staying at a hotel.

The following will not be tolerated:

- ❖ Fighting or any other form of physical abuse.



- ❖ Cursing, swearing, racial, derogatory remarks or any other form of verbal abuse.
- ❖ Use or possession of any non-prescription controlled substances or intoxicants.
- ❖ Use or possession of any weapon.
- ❖ Illegal use of drugs, alcohol, or tobacco.
- ❖ Removing or taking any article that does not belong to them, such as clothing, jewelry, or money.
- ❖ Bullying others.

Incidents on deck, in locker room, on City park grounds or at away meets involving any SCSC members must be communicated to the head coach immediately. Contact Coach John Bitter at jbitter@santaclaraswimclub.org or call the SCSC main number at 408-246-5050 Ext. 11

Dismissal from SCSC will be at the discretion of the Head Coach and the SCSC Board of Directors after inquiry and deliberation of findings and recommendations.

PARENT' S RESPONSIBILITIES

SCSC depends on the support and commitment of our swimmers' parents. We recommend the following to enhance your experience at SCSC.

- ❖ Check your e-mail and family folder frequently for club communications. Our monthly newsletter is posted on our website and available in the team room. Also check out the team bulletin. Announcements, Newsletters and Urgent Messages will be sent to you via email and will be posted on our website. To join our email list, log on to www.santaclaraswimclub.org
- ❖ Utilize the staff and Board members to answer questions.
- ❖ Encourage your swimmer to maintain a logbook of his times for his or her events as they will be needed to enter meets and monitor their improvement. The Pacific Swimming Rules and Regulations Guidebook contain detailed information that will help your swimmer track his/her progress. Check www.swimconnection.com or the USA Swimming website.
- ❖ Help the coaching staff in reinforcing safety concerns around the locker room and pool deck. Well-behaved swimmers allow our staff to focus on coaching and not discipline problems.
- ❖ Encourage and praise your swimmer's hard work and accomplishments, but remember that they are children. Don't hold your child to expectations beyond his abilities or desires.



- ❖ Monitor your financial obligations to help our club maintain its financial budgets. If any situation arises that prevents a family's ability to pay, please contact the business manager immediately for possible arrangements. Contact: Coach Erik at ecolwill@santaclaraswimclub.org

TEAM ROOM

The Team Room is available for team members and their families. The Team Room is used for meetings and dryland training. This is not a playroom. Abiding by the following rules will make the Team Room a productive environment for all.

- ❖ No changing clothes. Locker rooms are provided for this
- ❖ No wet swim suits/equipment bags
- ❖ No food/drink. All members are required to dispose of trash in proper bins
- ❖ No unsupervised siblings of team members
- ❖ Do not touch equipment used for dry land
- ❖ Team Room Computer is for Team sign-ups and other related swim team business only, no Facebook, My Space, etc.

TEAM APPAREL

We want the swimmers of SCSC to represent our team pride by wearing SCSC apparel when representing our team at a swim meet. **Always** wear your SCSC suit and swim cap at competitions.

TEAM COMMUNICATIONS

Communication within SCSC is crucial. The Club has created communication channels to help you stay up to date on important information valuable to you and your swimmer. Here are some ways SCSC communicates with swimmers and parents:

Website - The SCSC website is continually updated and contains relevant, timely information, current articles, forms, event/meet calendar, tuition payment services specific to the needs of our swimmers and their parents and much more. It is an effective communication tool that is available to you, free of charge, 24 hours a day, 7 days a week.

www.santaclaraswimclub.org

Email - Join our email list to receive information about special events, schedule changes, urgent notices and updates. To join,



go to www.santaclaraswimclub.org and click on "Communications" where you will find our "Join email list." Be sure to give us an email address that is current and viewed often for best results.

Mailbox - Each family has a mailbox to receive information (File Folder with family name in bin located in the team room). This is the best source of communication and should be checked regularly.

Monthly Newsletter - contains articles from the coaches that give the club's direction for the upcoming weeks. It is a great information resource on club activities and events.

Bulletin Board - is located on inside of the team room door and should be checked regularly. Announcements and meet schedules are also posted inside the team room.

Board Meetings - are held regularly throughout the year. Meeting dates and times are announced in the SCSC newsletter and posted in the team room. Board meetings are open to all SCSC members and staff. To address the board with issues or concerns, e-mail the board secretary one week prior to meeting date, to place your issue on the meeting agenda.

General Meetings - these meetings are held periodically throughout the swimming year. Notification in advance of these meetings is posted on the club's bulletin board and mailed to current members.

Appointments - Coaches are available by appointment only to discuss any concern or questions you may have. Please contact the club's office staff to set up an appointment.

Direct Mail - For written communications please write to:
Santa Clara International Swim Center
2625 Patricia Drive
Santa Clara, CA 95051

FINANCIAL POLICIES

REGISTRATION FEES

Each swimmer is required to register each year as a member of SCSC. The club annual registration fee is \$80.00 per family. The registration fees are not refundable. A portion of the SCSC fee will



be used to provide each family with a subscription to Swimming World Magazine. Additionally, each swimmer must pay a \$55.00 registration fee to USA Swimming. A \$100.00 fee for the Ad Campaign will be charged. This is a refundable fee providing ads (\$100.00 or more) are submitted for the International Meet Program.

DUES

Dues will be billed monthly according to the group each child attends.

DISCOUNTS

Parents enrolled in the SCSC Masters Swim program are eligible to receive a \$20.00 discount on their child's monthly dues. For all members, 5% discount is available if payment for the entire year of dues (12 months) is paid for by October 10th. The 5% discount will be available until Dec. 31st if payment for the remainder of the swim year (through August 31st) is received within 20 days of registration.

BILLING POLICY

Dues are billed by the 15th of the month. One day of swimming in a month constitutes the obligation of dues for that month. No partial months will be billed or credited. Daily attendance is taken by the coaches and will be used to verify each month's billing obligation.

AD CAMPAIGN OBLIGATION

Every family has a \$100 Ad Campaign Obligation that is due at time of registration. If you elect to bring in ads, you will be credited back your \$100 if your ads exceed the \$100. You may also allocate your \$100 toward Lane Sponsorship for your child's team. Those members who bring in advertising and sponsorship over \$500, can also earn volunteer hours as follows:

Sell an ad for \$1,800 earn 12 hours
Sell an ad for \$1,500 earn 10 hours
Sell an ad for \$1,200 earn 9 hours
Sell an ad for \$700 earn 7 hours
Sell an ad for \$500 earn 5 hours

VOLUNTEER HOURS OPPORTUNITIES

Families may also earn volunteer hours by housing swimmers for the International Meet. For each swimmer housed you earn 8 hours of volunteer time.



VOLUNTEER HOURS

Every family has a volunteer obligation to SCSC. The hours are 50 per year, 15 of which are to be met during the International Meet. Our swim year begins September 1st and ends August 31st. The hours are to be completed by August 31st.

TRAVEL COSTS

If a swimmer travels to an overnight meet in the care of SCSC coaches, the family is requested to pay all the expenses incurred by the swimmer. Prior to all trips, SCSC will bill each traveling swimmer an estimated travel cost for the entire trip. A complete bill will be mailed after the trip and will include any additional charge or credit between the estimated payment and the actual costs. A detailed list of the expenses will be included with the bill. Travel bills are due 15 days from the invoice date, a \$35 late payment fee will apply if the payment is mailed past the due date.

WITHDRAWAL FROM CLUB

Notification of withdrawal, whether temporary or permanent, must be submitted in writing prior to the first day of the first month of the withdrawal.