



WELCOME TO THE UNIVERSITY PLACE AQUATIC CLUB, 2000 (UPAC)

Welcome to the exciting world of swimming. By joining UPAC, members also become members of USA Swimming (USS), the national competitive swimming organization and governing body of the US National/Olympic swim team, and Pacific Northwest Swimming (PNS), the regional organization. These organizations comprise and manage one of the country's largest and most organized youth sports. Over the past several years, the sport of swimming has become increasingly popular for all ages. This handbook will give you basic knowledge about the many aspects of this sport and about UPAC specifically.

USA Swimming fosters an environment which encourages improvement in individual performance and competition with others. Combined with team involvement, swimming also provides for a unique camaraderie among swimmers and families, frequently resulting in long term friendships.

Swimming is an excellent form of exercise for cardiovascular and overall fitness. It is a sport that can be enjoyed throughout an entire lifetime. The skills developed through participation in an organized swim program will be a benefit throughout one's life. These skills include, but are not limited to, time management, self-discipline, self-awareness, and sportsmanship.

UPAC TEAM ADDRESS

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Web Address: www.upacsharks.org

BOARD OF DIRECTORS (2007)

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Swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits.

Physical Development: Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much?

- Swimming develops high quality aerobic endurance; the most important key to physical fitness. In other sports, an hour of practice may yield as little as 10 minutes of meaningful exercise. Swimming teams use every precious minute of practice time developing fitness and teaching skills.
- Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well.
- Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.
- Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.
- Swimming is the most injury-free of all children's sports.
- Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Master's Swimming programs are still training and racing well into their 80's.

Intellectual Competence: In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally, their accomplishments in learning and using new skills contribute to a stronger self image.

The main reason children participate in swimming, or other youth sports, is their desire to have fun. Swimming can be fun, exciting and rewarding. Many children improve rapidly during the early developmental stages due to growth and improved technique.

UPAC coaches emphasize technique. The training schedule for developmental swimmers is meant to be flexible enough to provide time to participate in other activities. Swimming at the youngest levels needs to be fun and pressure free, because many swimmers train for ten years or more.

As a child reaches puberty, scientists and coaches feel serious training can begin. This can be a particularly frustrating time for swimmers. During this transition, an athlete may experience a plateau or what appears to be a “set back”. Chunks of competitive time are no longer being dropped, and training requires more time and dedication. Many parents begin to question whether a child’s swimming career is over at this point. This, coupled with the normal demands of teenage life, causes many swimmers to leave the sport prematurely. It is critical that parents and coaches be very supportive during this period of adjustment, realizing that it will pass. Future performance improvements generally follow.

Parent’s positive support is crucial to children finding swimming a rewarding experience. Please ask questions of the coach, and fellow parents. The leadership of UPAC is committed to providing the best possible experience for every child in swimming.



ABOUT UNIVERSITY PLACE AQUATIC CLUB, 2000 (UPAC)

University Place Aquatic Club is a non-profit swim club that fosters an interest in, and facilitates the growth of, swimming in our community. The **mission** of the University Place Aquatic Club is to promote life-long health and enjoyment through swimming in our community. Our goal is to provide instruction that focuses on improving swimming technique & helps develop recreational swimmers into competitive athletes. We strive to provide training in a relaxed, fun and motivating environment.

UPAC members adhere to the **Mottos** of:

United **P**erseverant **A**thletic and **C**ourageous
and
United **P**arents **A**thletes and **C**oaches

HISTORY

- ◆ 1983: University Place Aquatic Club was founded by Jim Bourichter and Mark Olson. Both of these men have continued to teach and coach for the University Place School District.
- ◆ 1994: Paton McClung took over the program. He was a former All-American swimmer for Curtis High School. Over the years, as the coach of UPAC, the team changed from a board-run team to a coach-run team. Paton not only coached, but he took over all of the responsibilities of running the team.
- ◆ 2004: Paton resigned as coach & club director. UPAC had to make a decision to either merge with another team, or restructure from a coach-run team to a new board of directors-run team and try to find a new coach. After many conversations between the families involved with UPAC at the time, it was decided to continue to offer a local community program, vote in a board of directors, and hire a coach. This was a new beginning for the club.
- ◆ In February 2007 the club reorganized into a newly incorporated parent-owned club, UPAC 2000, with 501 (c) (3) status.
- ◆ May 2007: UPAC holds the largest one-day meet in its history with over 400 swimmers participating.

THE UPAC COACHING STAFF

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. The UPAC coaching staff assures that the time spent in swimming will be quality time. The coaching staff is constantly updating and improving the UPAC program. It is the swimmers' and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

COACHES' RESPONSIBILITIES

The coaching staff is responsible for supervising the entire swim program. They are dedicated to providing a program for swimmers that will enable them to learn the value of striving to improve oneself--"to be the best you can be." The coaching staff controls matters affecting training and competition.

1. The coaching staff is responsible for placing swimmers in practice levels.
2. The coaching staff maintains responsibility for stroke instruction and the training regimen.

3. At meets, the coaching staff will conduct and supervise warm-up procedures for the team.
4. The coaches will be available to swimmers before and after they swim each event.
5. The coaches will be available to swimmers to give feedback after they swim each event. (It is the parent's job to offer love and understanding regardless of their youngster's performance.)
6. The coaching staff is responsible for assigning and scheduling relay teams.

SWIMMING LEVELS

Meet Time Standards

UPAC offers a swim program for swimmers of all ages and abilities. Most of the competitive meets are divided into age groups so that swimmers only compete with other athletes that are of the same gender and age. These competition age groups are:

8 & under *9-10* *11-12* *13-14* *15 & over*

In each age group, there are also competition levels so that newer swimmers do not have to compete with more experienced swimmers in the same age group. These competition levels are:

Bronze: There are no time standards for this group. New swimmers, and swimmers without times swim in an event, automatically compete with other bronze level swimmers.

Silver: When swimmers achieve a silver time standard in any individual event, they will compete with other swimmers at that level (only in that event) in any further meets. They will continue to compete with bronze swimmers in events in which silver time standards have not been met.

Gold: Just as with the silver time standards, when a swimmer achieves the gold time standard in any individual event, they will compete with other gold level swimmers in that event at any further swim meets.

There are also swim meets where minimum time standards must be met and there are meets where a swimmer may not be faster than a specific time.

TRAINING LEVELS

(These are the levels in which athletes practice and on which fees are based)

Level 1: This level is for swimmers to learn the four competitive strokes and the starts and turns that are necessary for competitive swimming, to begin reading a pace clock and circle swim, and to get ready for swimming in their first swim meet. Swimmers must have completed Curtis Swim Lesson Program level 5 or have skills equivalent to level 5 (able to swim 25 yards with reasonable knowledge of all four swim strokes).

Level 2: These swimmers continue to develop their competitive strokes, practice starts and turns, and swim practice sets using the pace clock. All swimmers at this level are encouraged to swim competitively.

Level 3: These swimmers demonstrate a consistent ability to make send offs, achieve training thresholds, time standards and train to improve techniques increasing efficiency and endurance in all of their competitive strokes.

Masters Swimming: This is offered to adults who want to practice or train with the team, but not necessarily compete.

Advancement from one level to the next is based upon various factors that the coaching staff will consider. Such attributes include: maturity, consistent training behavior, citizenship, coachability, biological age, chronological age, swimming skills, send offs, and thresholds. The head coach will make the final decision for advancement and overall level placement.

TRAINING SESSIONS

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the levels of swimmers. Therefore, it is important that each swimmer attends as many practices as possible in order to derive the full benefits of the program. Unfortunately, pool time is limited. Don't waste it!

The schedule for practice is contingent upon availability of the Curtis High School Pool. The schedule varies depending upon the other demands on the pool, so please watch for email updates on practice schedules. Also, practice **may** be cancelled if University Place Schools are closed for weather or holidays.

Tentative Practice Schedule*:

Level 1: Practice M-W-F **last hour of practice**. If your swimmer is unable to attend on these days, alternative day schedules may be negotiated in advance with the coach. Prior notice is required in order to allow for adequate coaching staff as this level of swimmer requires more coaching time and attention.

Level 2: Practice M-T-W-Th-F 4:30-6:25pm*

Level 3: Practice M-T-W-Th-F 4:30-6:25pm*

Master Swimming: Practice M-T-W-Th-F 4:30-6:25pm*

*Practice Times may vary depending on Curtis Pool availability—Watch for updates on email, website and bulletin board.

FEE STRUCTURE

All swimmers must be members of USA Swimming. No swimmer is allowed to be on deck, to swim, or to participate in a meet without a current USA Swimming card.

Registration Fees: ALL Level 1-3 Swimmers must pay the annual registration fee of \$75.00 (includes USA Swimming/PNS registration and UPAC administrative fees).

Master Swimmers have the option of joining either USA Swimming (with an annual membership fee of \$60 + \$15 UPAC registration) or US Masters Swimming (with an annual membership fee of \$40 + \$15 UPAC registration) both of which offer competitive meets. Contact the Treasurer for details.

Club Fees: Fees are based on the level of the swimmer. These fees pay for coaching and pool time.

Level 1: \$55.00 per month

Level 2: \$65.00 per month

Level 3: \$75.00 per month

Master Swimmers: \$65.00 per month

Meet Entry fees: \$5.00 per swimmer per meet, plus \$2.00 per event (“splash”) paid by UPAC.

- All monthly fees are due by the **1st (first)** of each month. If fees are not received by the **5th (fifth)** of the month, a written reminder will be issued (via email, by the Treasurer). If fees are not received by the beginning of practice on the **15th (fifteenth)** of the month, swimmers will be placed in **inactive not-paid status** and

will not be allowed in the pool until dues are brought current. Written communications of inactive not-paid status will be sent to persons responsible for payment.

- A \$20.00 late fee will be imposed if dues are not received by the **10th (tenth)** of the month.
- Fees and dues are **not** pro-rated.
- No refunds will be provided once monthly dues are paid.
- If any new member not currently registered with USA Swimming is receiving free or reduced lunch, PNS will waive the PNS \$59.00 annual membership fee. In order to do so, a copy of the letter received from the school must be provided stating eligibility for the free/reduced lunch program. Please see Treasurer for details.

Family Discount: If a family has more than one immediate family member on the team, this discount may be applied. The monthly fee is based on the level of the highest swimmer plus \$55.00 for each additional swimmer. Example: Two (2) swimmers in Level 3, family pays \$75.00 (Level 3 rate) for one swimmer, and then \$55.00 for the second (each additional).

SWIMMER INFORMATION

EQUIPMENT: WHAT SWIMMERS WILL NEED

Practice Suits: Suits worn by swimmer during practice sessions. They are generally made of nylon, Lycra, polyester, or stretch nylon. These suits are usually form fitting.

Competition Suit: All swimmers are recommended to have a UPAC team suit to compete in meets. Check with teammates, the Coach, or the Team Apparel Coordinator for information on purchasing the appropriate suit. The team suit is a solid black racing suit with white stitching details for girls/women. Boys/men wear all black jammers-type suits.

Goggles: Lenses worn by swimmers during practices and competition to enhance vision and protect eyes from the effects of chemicals in the water. (Multiple pairs suggested)

Sweats: Some type of warm-up, parka, or sweat suit should be worn at meets, as well as to and from practice during cold weather.

Towel: A thick, large beach towel is usually preferred by swimmers. Some swimmers like to use a swim chamois to dry off with, and then have the towel to wrap up in. Each swimmer should bring a minimum of two towels to a swim meet. UPAC Team Towels are available from the Team Apparel Coordinator of the club.

Caps: A cap should be worn at practice. This cap is dark blue in color with a UPAC logo on it. This cap is available from the Team Apparel Coordinator of the club.

Optional

Wrist Watch: An easy to use waterproof wrist watch, with stop watch, may be worn at practice. For the upper levels, swimmers may want to consider a waterproof heart rate monitor (ask the coach about this).

Snorkel: A snorkel is a very useful tool during practice and is used for training and drills.

PRACTICE AND ATTENDANCE POLICIES

The following guidelines are to inform parents and swimmers of the club's policies regarding practice. These policies have been developed over many years and are designed to provide the best possible practice environment for all.

1. Please make every effort to be at practice on-time.
2. Swimmers should stay for the entire practice, if at all possible. The last part of practice is very often the most important.
3. If a swimmer needs to leave practice early, please notify the Coach at the beginning of the practice. The Coach will be sure to provide adequate cool down time after the workout.
4. Members of the club have an obligation to act as guests while in the high school facility (both swimmers and parents). Every member of the club needs to do everything possible to respect this privilege. Any damages to school property may result in financial liability of the swimmers' parents. Any damage may also result in the swimmer being asked to leave the team permanently.
5. Parents are **NOT** allowed on the pool deck before, during or after practice.
6. If your swimmer will be out of the water over a long period of time with an injury, illness, or other issue, please notify the Coach so he is aware of the problem.



PARENT INFORMATION

To have a successful program, there must be understanding and cooperation among parents, swimmers, and coaches. The progress that a swimmer makes depends to a great extent on this three-way relationship. It is with this in mind that we ask you to consider this section as you join the University Place Aquatic Club and reacquaint yourself with this section if you are a returning UPAC parent.

Swimming is a very demanding sport, both physically and psychologically. Because of this, young and old swimmers alike will need much encouragement. Many times they will lose sight of their goals and of the importance of this endeavor. The more knowledgeable the parents are regarding the ways they can assist their swimmer, the more positive an experience their swimmer will have.

As a parent, you create the environment in which your swimmer is growing up. Your child is, to a great extent, a product of your values, the structure you have provided, and the model you have been. Human nature, however, is such that parents often lose some of their ability to remain detached and objective in matters concerning their children's athletics. The following guidelines will help you keep your child's development in the proper perspective and help your child reach his/her full potential as an athlete. (See *Communications* section.)

- *The Coach is the Coach:* We want your swimmer to relate to his or her coach directly concerning swimming matters. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and often times insurmountable, confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint, please contact the coach.
- *Best Kind of Parent:* The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply the love, recognition, and encouragement necessary to make the child work harder in practice, which in turn gives him/her the confidence to perform well in competition. Do not become overly involved in your child's eagerness to compete and win. Many swimming careers have ended early because of increased pressure by parents. Do not get down on your child if he or she does not swim his/her best time. Let the coach and athlete handle this situation. You should encourage your swimmer in everything including workouts and in meets. There is always something positive to share with your child.
- *Ten and Unders:* Ten and unders are the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmer alike. Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins UPAC, there may be a brief period in which he/she appears to slow down. This is a result of the added concentration on stroke technique, but this will soon lead to much faster swims for the individual. Do not

pressure your swimmer. A lot of athletes are forced to practice and swim in meets by their parents. If they do not enjoy what they are doing, get them out! If your swimmer ends up with a negative feeling about athletics in his or her early years, he or she may refuse to become involved again.

- *Not Every Time:* Even the very best swimmer will have meets where they do not achieve their best times. These "plateaus" are a normal part of swimming. Over the course of a season, times should improve. Please be supportive of these "poor" meets. The older swimmers may have only two or three meets a year for which they will be rested and prepared to achieve best times. Keep in communication with the coach and the team to find out what is going on both at practice and in meets with your child. Your swimmer should be excited about what is going on in the pool. Sometimes athletes get tired and feel bogged down with the pressures of school and family, as well as with the demands of participating in sports. Find ways to keep them communicating and help them to stay organized.
- *Healthy Habits:* Realize that your child is working hard and give all the support you can. Encourage good diet and sleeping habits. They will serve your children well. Proper nutrition is essential for top performance in any sport. For information about nutrition, the USA Swimming website has a wealth of information available at <http://www.usaswimming.org> .
- *Practice:* The first responsibility that you will have as a swim parent is to transport your child to and from the pool. Swimmers should be at practice a few minutes early so that they can get ready to be in the water at the beginning of the warm-up. This warm-up is important for the athletes so they can work harder on the drills and sets they will be swimming to get the most out of their time in the pool. It is also important to come and get your child at the end of the practice. Sometimes there are other activities scheduled in the pool, and if you arrive late to pick up the swimmer, then our coach has to sit with your child until you arrive because we do not want to leave anyone stranded there alone.
- *Swim Meets:* At swim meets, athletes need to come to the warm-up at the posted time and check in with the coach. This gives them a chance to swim in the competition pool and find the nuances of that particular facility, as well as to prepare for the events in which they will be competing. For any meets not at the Curtis High School pool, the swimmers are free to leave as soon as they cool down from their last event of the competition and check with the coach.

CLUB COMMUNICATIONS

Effective communication is essential for any smooth running organization. UPAC has a communication plan that attempts to foster effective communication through the following methods:

- ◆ Email - The club utilizes email as the primary means of communication, including canceled or changed workouts.
- ◆ Bulletin Boards - The bulletin board at the Curtis High School pool provides information about meets, practice schedules, and other info.
- ◆ Sharkbites - The team publishes a monthly newsletter called *Sharkbites*. Results of the last swim meet(s), general information from the coaching staff, practice time changes, and announcements from the Board of Directors may be covered in the newsletter. Make sure to read and share the contents of this when it is distributed via email.
- ◆ Parent Meetings – The club holds meetings of the parents several times per year to discuss Board decisions, meet information, or other issues related to the operations of the club. It is very important for all parents to attend these meetings.
- ◆ When contacting the coaches, please be considerate. They are spending their time to train our children, so please do not distract them during practice. USA Swimming regulations and UPAC policy requires that **ALL parents/visitors remain off the deck at all times especially during practice.** (PNS and USS insurance regulations stipulate that UPAC must vigorously enforce this rule.) Swim deck is referred to as the area directly around the pool inside of the rope and at either end where coaches are located. Please remember that when you distract the Coaches from their duties, you are taking time away from all the swimmers. The best way to speak with the coaches is to meet them before or after practice. They usually make themselves available for 15 minutes *after* practice to answer questions, provide information, etc. Sending a note to the coach with your swimmer and sending an email are also good ways to get information to them.

COMMUNICATIONS WITH THE COACH

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved this way, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent who feels the need to raise difficult issues with a coach:

1. Remember, the coaches have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short term inconvenience.
3. If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head coach join the dialogue as a third party.
4. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

PARENT RESPONSIBILITIES

Volunteer Opportunities

When you join UPAC, you join a team. Running the team is a huge job which requires participation of a great many people, all volunteers. Parent participation is required at all UPAC hosted meets. Consequently, UPAC has a *Meet Responsibility Policy* to ensure that the volunteer duties are more equitably distributed throughout the membership. See the **UPAC Parent Contract** in **Appendix A** for specific information.

In addition to volunteering at swim meets, there are many opportunities for parents to get involved. You are encouraged to find at least one way to help with the team in the list of volunteer positions listed below. It is very important for all of the positions to be filled so UPAC will be able to continue to offer the quality program that has been established.

- **Board of Directors** -- The administrative functions of the club are overseen by the Board of Directors. The Board consists of seven volunteer parents elected for one year terms. The elections for Board positions are held annually in fall, with the new Board taking over in January. See UPAC By-Laws on the UPAC website for specifics.

UPAC members (adults) are encouraged to volunteer to be on one or more of the following committees either as a chairperson or a member-at-large. (Notify the President to join a committee.)

- **Finance Committee** – including Vice-President and Treasurer
- **Fundraising Committee**--including Team Apparel Coordinator
- **Membership Committee**
- **Swim Meets Committee**--including Swim Meet Director
- **Communications Committee**--including UPAC Bulletin Board, Newsletter & Website Coordinators
- **Pool Facilities Committee**
- **Safety Committee**—including Safety Officer (Board Member)
- **Hospitality and Special Events Committee**

In addition, UPAC needs:

- **Swim Meet Officials** -- In order to host meets, the club must provide officials to work at swim meets. Officials are the Meet Referee, Starter, and Stroke and Turn Judges. There may also be a Chief Judge and Deck Referee. Officials are all volunteers and are usually parents that have swimmers on the team. Officials work at home meets and also at other swim meets that our club attends. There is no experience needed to become an official. Individuals attend a 3-4 hour clinic where they learn the rules of swimming. After passing the written test, new trainees attend novice sessions with current meet officials until they have the knowledge and experience needed to become an official (4 minimum).



FURTHER INFORMATION

Further information can be found on the UPAC website at www.upacsharks.org:

- Swim Meet Schedule and Locations, including Maps
- Glossary of Swimming Terms
- First Swim Meet Information
- Basic Swimming Rules including Technical Rules
- UPAC By-Laws
- 50 Things to Help Your Child Achieve
- Ten Commandments for Parents

ABOUT USA SWIMMING

www.usaswimming.org

Mission Statement

USA Swimming (USS) is the national governing body for the sport of swimming. USS administers competitive swimming in accordance with the *Amateur Sports Act*. USS provides programs and services for its members, supporters, affiliates and the interested public. USS values these members of the swimming community, and the staff and volunteers who serve them. USS is committed to excellence and the improvement of the sport of swimming.

Vision Statement

To inspire and enable USS members to achieve excellence in the sport of swimming and in life.

Core Objectives

USA Swimming has adopted three core objectives. These core objectives establish the foundation of the strategic business plan for the national sport of swimming. USA Swimming encourages all members to participate in the local, regional and national efforts to ensure that these objectives are accomplished.

Build the Base

USS seeks to expand its membership in order to share the sport of swimming with as many other people as possible. USS is especially committed to sharing its values with young people who may discover that swimming is an activity they can enjoy for their entire life.

Promote the Sport

USS wants swimming to receive as much publicity as possible because USS believes that the more people learn about swimming the more inclined they will be to join the ranks of membership. USS is proud of the sport of swimming and it seeks to celebrate it whenever possible.

Achieve Competitive Success

USA Swimming has been ranked as the number one swimming nation in the world for more than 40 years. USS seeks to continue this tradition of competitive excellence. When USS elite athletes are successful in fulfilling their Olympic dreams our society benefits from the inspiration these athletes give us.

APPENDIX A-- UPAC PARENT CONTRACT

TERMS AND CONDITIONS FOR PARTICIPATION

1. The yearly club registration fee and USA Swimming (USS) registration fee are not refundable and are due prior to the swimmer entering the water. New swimmers to the **UNIVERSITY PLACE AQUATIC CLUB, 2000 (UPAC)** may participate for a maximum of one week prior to payment of the registration fees if he/she has not previously been a member of UPAC or USA Swimming.
2. The swim season is September through June. Swimmers are expected to pay monthly fees through this entire period. July and August are considered optional/bonus months. Swimmers may elect, at their option, to pay monthly fees and participate during these months.
3. Monthly fees are due by the **1st (first)** of each month. If fees are not received by the **5th (fifth)** of the month, a written reminder will be sent (via email, by the Treasurer). If fees are not received by the beginning of practice on the **15th (fifteenth)** of the month, the swimmer will be placed in **inactive not-paid status** and *will not be allowed in the pool* until dues are brought current. Written communications of inactive not-paid status will be sent to persons responsible for payment. A \$20.00 late fee will be imposed if dues are not received by the **10th (tenth)** of the month.
4. Any checks returned to the UPAC for insufficient funds will be subject to a \$30.00 additional handling charge.
5. **Swim meet** entry fees are paid by the club for UPAC members in good standing. Since each event or 'splash' costs the club, it is important to only sign up for meets/events in which the swimmer will be able to participate. If meet entry forms are not submitted by the club-established due date, it still may be possible to "deck enter" at the meet for an additional fee paid by the swimmer, not by UPAC.
6. When a swimmer moves from one level to another, he/she must pay the monthly fee for the highest level in which he/she participates.
7. In the event that a swimmer wishes to take a temporary leave from UPAC (for up to 3 months or 90 days) in order to participate in another sport or due to illness/injury, the swimmer may request "Alternate Sport Inactive" (ASI) status. The swimmer must submit a form and pay a one-time administrative fee of \$25. During this period, the swimmer relinquishes the right to attend swim practice but may participate in swim meets at their own expense. Additionally, the member

family will be considered “in good standing” and will retain voting privileges in UPAC. The swimmer pays the normal monthly fee within 5 days of returning to swimming. No monthly fees apply during the inactive status. (Revised 11/07)

8. Should a swimmer decide to discontinue participation in the program with UPAC, the monthly fee for the month in which he/she swims any portion thereof is considered an obligation to UPAC and will not be refunded.
9. Should a swimmer decide to rejoin UPAC during the same season (September through June), and if he/she has been inactive for 90 days or less, he/she may opt to retroactively apply for ASI status. In the event that the swimmer has been out of UPAC for over 90 days, he/she will need to pay a reinstatement fee of \$100 to rejoin.
10. Each parent and swimmer is responsible for reading and understanding the contents of the UPAC Club Handbook.
11. Each member family must sign this agreement and comply with the provisions. Failure to comply may result in the member family being asked to leave the team.

University Place Aquatic Club, 2000 is a non-profit corporation operated by and for member families who are dependent upon member contributions for the club’s success.

The UPAC funds its activities from two main sources:

- a. Monthly fees its members agree to pay
- b. Hosting of two swim meets each year (season)

Generally the revenue generated from these meets constitutes the club’s largest source of income. Each session of a hosted swim meet requires a minimum of 30-35 people to run efficiently. The presence and participation of **each one** of these 30-35 people **assures quality swim meets**. Anything less may result in a loss of one or both hosted meets; thus, a large loss of revenue to UPAC. (Meet hosting is awarded to UPAC by PNS.)

The following conditions are part of your agreement to be a member of UPAC:

1. Every member family who has been a member of UPAC for over 60 days at the time of a hosted meet provides one worker (minimum age 15) for **one** session for **each** day of the meet, or a total of **two** sessions (morning or afternoon) for a **two day** meet.
2. If a family cannot attend any one of the meets, it is the **member family’s responsibility to make arrangements in advance with the Meet Director to help with a job prior to, or after, the conclusion of the actual meet, or find a Board-approved replacement** in lieu of paying the fine as stated below in #4. During the time a family member is on Alternate Sports Inactive (ASI) status, they are

strongly encouraged, but not required, to volunteer at the UPAC hosted swim meets.

3. Tracking of family members' participation occurs through a "sign-in" sheet located at a pre-determined site during the meet. Failure to "sign in" may result in non-compliance with item #1 above.
4. Failure of any member family to satisfy the above meet requirements results in a twenty-five dollar (\$25.00) assessment **per session** not worked.
5. Failure to participate for a session in which you have agreed to be present without at least 24 hours notice results **in an assessed fee of \$50.00 for the missed session. We do not want your money; we need your help during the meets!!**

Exceptions to the above policies can occur in the case of sudden illness or emergency. Members may petition the Board to address an individual's particular situation using ethics and fairness.



RULES FOR COACHES, SWIMMERS, AND PARENTS

UPAC follows and fully supports the rules established by USA-Swimming (USS). The principles of mutual respect and cooperation provide the basis for UPAC's Rules:

SAFETY

1. Due to drowning risks and other conditions, children not participating in swim practice or competitions must be accompanied by a responsible adult at all times.
2. Parents are responsible for supervising their child swimmers until practice starts and once practice ends.
3. Non-swimmers (including parents, guests, and swimmer members not in swimsuits) except USS certified coaching staff, are not allowed 'on deck' at any time during practice or meets. **'On deck'** is defined as **the area behind the starting blocks, inside the roped-off areas, or inside the white line on the opposite end of the pool.** Any member needing to talk with a coach is encouraged to contact the coach before or after practice. In cases where the need is immediate, ask to speak to the coach behind the white line. (This rule is mandated by USS due to insurance regulations.)
4. Running, pushing, or horse play are not permitted at any time.

5. Swimmers waiting for transportation should **always wait inside** the Curtis High School pool building.
6. Persons who seem out-of-place or unfamiliar, or are behaving in an unsafe or unusual manner, should be reported immediately to the pool supervisor or one of the coaches.
7. All actions deemed unsafe by coaches, pool staff/facility, lifeguards and PNS/USS will not be tolerated and may result in disciplinary action up to and including dismissal from UPAC.

CITIZENSHIP

1. Refrain from judging or criticizing others.
2. Do not discuss individuals who are not in your presence.
3. "Praise in Public and Correct in Private".
4. Treat all members of our team (coaches, swimmers, and parents) and other teams, officials and pool staff with dignity and respect.
5. Physically or verbally abusive behavior is absolutely unacceptable for all members of UPAC.
6. Be dedicated and loyal to UPAC and teammates.
7. Be vocally supportive of our programs and our swimmers.
8. Practice respectful listening by remaining silent and attentive to the speaker as they speak.
9. Communications, both verbal and written in letters or email, between and amongst all members will be cordial and professional.
10. Display our team pride by competing in UPAC attire as much as possible.
11. Demonstrate good sportsmanship by conducting yourself in a manner that earns the respect of your peers, child, other swimmers, parents, officials and the coaches at meets and practices.
12. At all club functions, whether a practice, a meet, or a social gathering, out in the

community, UPAC expects each swimmer to behave in such a way that their actions reflect positively on the team.

13. **Sanctions** -- Should a member conduct himself in such a way that brings discredit, disrepute, or discord to UPAC, or USA Swimming, he/she voluntarily subject himself to disciplinary action. UPAC maintains the right to terminate any membership with/without cause in the interest of the mission and objectives of UPAC.

E-MAIL ETIQUETTE

Listed below is business etiquette to remember when using email as a swimmer/parent of UPAC.

1. Always be brief, yet respectful.
2. Brevity is critical in an email. State intentions clearly and do not use excessive wording.
3. Remember that the person on the other end **can not see or hear you**; thus, sarcasms can be lost and interpreted as harmful or rude.
4. Always be aware that what is placed in writing becomes a legal document.
5. Complaining about anything in an email needs to be severely monitored. Be very cautious in conduct amongst member families and coaches.
6. Remember to err on the cautious side, and if needs would be better addressed with a phone call or in person, default to this more personal form of communication rather than using email.



PARENT CODE OF CONDUCT

As a parent of a swimmer and member of UPAC, I will abide by the USS *Code-of-Conduct* (Article 304) and the following guidelines as established by UPAC:

1. Practice *teamwork* with all parents, swimmers and coaches by supporting the values of *Discipline, Loyalty, Commitment and Hard Work*.
2. As a parent, I will not coach or instruct my child or any other swimmer, or the team at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.
3. I will demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices.
 - I. Maintain self-control at all times. Know my role.
 - ◆ Swimmers – Swim
 - ◆ Coaches – Coach
 - ◆ Officials – Officiate
 - ◆ Parents – Parent
 - II. As a parent, I understand that negative behavior will not be permitted or tolerated. (E.g. not limited to criticizing, name-calling, use of abuse language or gestures directed toward the coaches, officials, any participating swimmer and/or other parents).
 - III. I will enjoy involvement with UPAC by supporting the swimmers, coaches and other parents with positive communication and actions.
 - IV. During competitions, questions or concerns regarding decisions made by meet officials will be directed to a member of our coaching staff. I agree to address officials via the coaching staff only.
4. In accordance with USA Swimming rules, parents must remain in the spectator area and off the immediate competitive deck unless they are working the meet in an official capacity.
5. **Sanctions** -- Should I conduct myself in such a way that brings discredit, disrepute or discord to UPAC, or USA Swimming, I voluntarily subject myself to disciplinary action. UPAC maintains the right to terminate any membership with/without cause in the interest of our club mission and objectives.

SWIMMER CODE OF CONDUCT

As a swimmer and member of UPAC, I will abide by the USS *Code-of-Conduct* (Article 304) and the following guidelines as established by UPAC. The purpose of this code-of-conduct is to promote the best possible individual, team, and program responsibility, which supports the development of first class citizens at all times.

1. All participants and their parents have a responsibility to do their best to ensure that this code-of-conduct is followed and to help ensure the safety of the team participants.
2. Swimmers will treat their membership on the team as a privilege and personally acknowledge the associated responsibilities.
 - ◆ Use of alcoholic beverages is unacceptable at any time.
 - ◆ Use of drugs other than those prescribed by your health care provider is unacceptable at any time.
 - ◆ Smoking is unacceptable at any time.
3. At all club functions, whether a practice, a meet, or a social gathering, UPAC expects each swimmer to behave in such a way that their actions reflect positively on the team.
 - ◆ Engaging or propagating disrespectful, indiscreet or destructive behavior will not be tolerated.
4. Impeding another swimmer's efforts is unacceptable, during practice or otherwise.
5. All participating team members will attend practice on a regular basis that is appropriate to the swimmer.
 - ◆ Swimmers will be prepared to start practice at the designated time.
 - ◆ Swimmers are responsible for the care and proper use of equipment. Swimmers are expected to return all equipment to storage.
 - ◆ Swimmers will be committed to their best effort everyday by following the pool rules and the swim practice directives.
6. Team members will follow all pool and meet regulations.
 - a. A swimmer may not attend a meet unless accompanied by a parent or a chaperone arranged for by the swimmer's parents.

- b. Should it become necessary for a swimmer to leave a meet early, his/her coach must be notified.
 - c. Swimmers are expected to meet with their coach before and after each of their events.
7. Team members must display proper respect and sportsmanship toward coaches, parents, officials, meet administrators, and fellow competitors.
- a. As a matter of team pride and courtesy to the meet host, swimmers are expected to leave the UPAC team area in a neat and clean condition at the conclusion of each meet session.
 - b. All questions swimmers may have concerning meet results, an officiating call, or the conduct of a meet, should be referred to the UPAC coaching staff only. Our coaches, in turn, will pursue the matter through appropriate channels.



IMPLEMENTATION

1. Your signatures on **Appendix B** acknowledges your unconditional agreement to comply with the UPAC *Terms and Conditions of Participation, Rules for Coaches, Swimmers and Parents, and Parent's and Swimmer's Codes-of-Conduct*.
2. Failure to comply with the provisions as set forth in this document may result in disciplinary action.

The Head Coach has the power and responsibility to impose penalties for swimmer's violation of the code-of-conduct. The penalties include, but are not limited to, the following:

- ◆ Disqualification from one or more competitive events
- ◆ Suspension from practices, competition, or team activities for a period of time decided by the coaching staff
- ◆ Probation from the team
- ◆ Dismissal from the team

Following disciplinary action, it is the swimmer's responsibility to notify his/her parents of the action taken. Swimmers will be reinstated to UPAC at the coach's discretion, which may follow a required meeting between the parent(s) and Head Coach. Parents must initiate this meeting.

