

APPENDIX 1: PARENT GUIDE



Swimming in Columbus since 1948
Incorporated 1965



PAR

The logo for the Donner Swim Club. It features the word "DONNER" in a large, bold, blue, blocky font with an orange outline. Below it, the words "SWIM CLUB" are written in a smaller, bold, blue, blocky font. A stylized orange and white wave graphic is positioned behind the "A" in "PAR" and partially behind the "DONNER" text.

DONNER
SWIM CLUB

Swimming in Columbus since 1948 – Celebrating 70 Years of Swimming!
Incorporated 1965

Revised: August 2018

The Donner Swim Club Board of Directors reserves the right to change all policies and procedures stated without prior notice.

“Being your best is not so much about overcoming the barriers other people place in front of you as it is about overcoming the barriers we place in front of ourselves. It has nothing to do with how many times you win or lose. It has no relation to where you finish in a race or whether you break world records. But it does have everything to do with having the vision to dream, the courage to recover from adversity and the determination never to be shifted from your goals.”

Kieren Perkins

MISSION

“To create a safe and fun environment that teaches community youth excellence in all areas of life through the sport of swimming.”

The Club strives to provide an instructional and recreational swim team experience for children who are interested in developing and testing their technical skills, exposure to the rigors of competitive swimming, and the basis on which to determine the extent of their commitment to swimming as a competitive sport. For those who decide to commit themselves to the demand of competitive swimming, it is our mission to provide the highest quality of physical, technical, mental, and emotional training for competitive swimming available.

PHILOSOPHY

“To provide a community-focused club that fosters an environment of success as an athlete and as a person. To teach swimmers to confront challenges and accept the responsibility for success. To develop in our swimmers, values of self-confidence, leadership, respect for others, and courage to take on any challenge”

We believe that our age group competitive swimming program offers a lifetime experience for our youth. Competitive swimming can be learned and enjoyed by those with little or no ability as well as those who are of Olympic caliber. The value gained from this experience is more than just swimming efficiency.

We believe a disciplined and enjoyable environment is the key factor for the success of our program; that success begins with our youth at an early age and challenges all who participate to follow a continuous developmental program from the novice level through age group and on to the national level.

We believe swimming is more than stroke efficiency and gaining endurance. Swimming is a “whole life” discipline that becomes characteristic of one’s personality. A few of the benefits are lifelong fitness, self-discipline, responsibility, citizenship, athletic integrity, and personal relationships with others.

We believe in attempting to meet the needs of every swimmer from novice level all the way up to the Olympic level. We feel each swimmer is important and has the freedom to pursue their level of proficiency.

CORE VALUES

TEAM EXCELLENCE HARD WORK COURAGE

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“I want to be able to look back and say, 'I've done everything I can, and I was successful.' I don't want to look back and say I should have done this or that. I'd like to change things for the younger generation of swimmers coming along.” Michael Phelps

Organization

Donner Swim Club is a competitive swim program affiliated with USA Swimming, and the local swim committee (LSC) Indiana Swimming. USA Swimming and Indiana Swimming are the governing bodies.

Donner has a board of directors, a head coach, assistant coaches and a business manager. **All swimmers are required to be members of USA Swimming.** Donner Swim Club is a not for profit, 501c3, organization.

Groups

Donner Swim Club has four group levels: Discovery, Imagination, Challenge and Senior.

Coaches

SENIOR (Gold): Logan Schaefer – Head Coach of Donner Swim Club

Rusty Imlay - Assistant

CHALLENGE (Blue):

IMAGINATION (Orange): Kathleen Proffitt, Kristin VanDeventer

DISCOVERY (Green): Carrie Utterback

Our coaching staff is very dedicated, and someone is at every practice. However, conflicts in schedule do arise. In those instances, substitute coaches will be working with your swimmer.

Proof of Birth Date and Medical Forms

Swimmers may ***not compete*** without proof of birth on file at Indiana Swimming and will be required to submit to Donner Swim Club only one time. A copy of any of the following is considered an acceptable form of proof: ***copy of state issued birth certificate, passport, driver's license, letter from child's school stating legal name and date of birth.***

Medical information is ***required annually*** and will be completed during the electronic registration process.

Practices

Attendance at practice is not mandatory for the Discover, Imagination, and Challenge groups. Your swimmer's ability to improve and swim faster is directly affected by attendance at practice, and it is recommended that a swimmer attends at least 60 - 75% of scheduled workouts to show continued improvement.

Senior team swimmers must be willing to attend all required practices.

All swimmers, regardless of their group, should arrive early to be ready to begin on-time.

Practice Location/Times

The swim club utilizes the following pool locations: North High School, Northside Middle School, East High School, and Donner Aquatic Center (late spring/summer months). Your swimmer's schedule will reflect the practice location. The Discovery group will almost always practice at North HS.

Practice times and places vary. ***Please check your schedules daily before dropping off your swimmer at practice. Be prompt when picking up your swimmer after practice.***

Practice Schedules

Practice schedules are in hanging slots on the wall in North High School pool lobby, on our website, and on Active.com. Schedules do change. Please make sure you have the most current schedule. Take two copies – post one at home and in your car.

Last minute information may be given to your swimmer, notices may be placed on the table, and/or e-mail/text alerts will also be sent.

Inclement Weather

In the event of inclement weather, please use your best judgment and place your swimmer's safety first. If you have a question regarding practice please check the Donner website, your email or cell phone for text messages for updates.

During summer sessions at Donner Pool, be aware of changing weather conditions that may shorten practice time or cause it to be re-located to North or East's pool.

Coach Questions/Email Addresses

If you have a question regarding workouts, meet sign-ups, goal setting, or group move ups, please contact one of the coaches. For all questions related to administration, such as dues, safety issues, or policy issues, please contact one of the co-presidents.

Please refrain from asking questions during practice when our coaches are concentrating on ALL of their swimmers. Feel free to email Coach Schaefer or any of the other coaches if you have questions.

DISCOVERY (Green) - Carrie Utterback: donnercoachcarrie@gmail.com

IMAGINATION (Orange) - Kathleen Proffitt: kproffitt@stbirish@gmail.com

IMAGINATION (Orange) – Kristin VanDeventer: kristinvandeventer@gmail.com

CHALLENGE (Blue) -

SENIOR (GOLD)- Logan Schaefer: schaeferl@bcsc.k12.in.us

SENIOR (GOLD) - Rusty Imlay: rimlay@columbus.in.us

Parents at Practices

Parents are always welcome to sit and watch practices. A large spectator area is available at both North & East High School pools and at Donner Center in the summer (and a small bleacher area at Northside Middle School is also available). ***BUT, TO PROTECT ALL ASSOCIATED FOR LIABILITY PURPOSES,***

PARENTS ARE NOT ALLOWED ON THE POOL DECK NOR IN THE LOCKER ROOM!!!! AND,

THE SPECTATOR AREAS ARE NOT TO BE USED BY SWIMMERS TO CHANGE INTO OR OUT OF THEIR SWIM SUITS!!!

Swimmers may use the locker rooms or restrooms before and after practice. **If violations occur to either of the above policies, the person(s) involved will be asked to comply immediately, and, may be escorted from the area!**

Evaluations and Practice Trial Period for Swimmers

At the beginning of each season, *there will be an evaluation session for prospective swimmers NEW* to Donner Swim Club and/or for returning swimmers who want to have their skills re-evaluated. *ALL parents*, regardless if their child is trying out for the first time or is returning to the program, may be asked to complete various information forms prior to their swimmer being evaluated or beginning practice.

During evaluations, our coaching staff will evaluate your child's swimming ability and skill level to determine which group your swimmer will be placed to best accommodate their needs and to promote their individualized instruction/training. Your child will be placed based on the coaching staff's recommendations. Please plan on approximately 45 minutes to complete the evaluation process.

Two-Week Trial Period

Following Evaluations, ALL new swimmers in all groups are given a two-week trial period. During the first two weeks, please be patient as some swimmers may be moved around within or between groups. Our coaches are learning each swimmer's skills, abilities, and will adjust the swimmers and the groups accordingly.*

**If you think you need an extension beyond the two-week trial period to determine participation, please discuss this with one of the Co-Presidents or Coach Schaefer.*

YET, IF A SWIMMER, WHO WAS FORMALLY WITH DSC CHOOSES TO RETURN TO THE CLUB FOR A "TRIAL BASIS", A \$75 FEE FOR ONE WEEK WILL BE ASSESSED AND PAID TO DSC PRIOR TO ENTERING THE WATER. IF THE SWIMMER CHOOSES TO PERMANETELY RETURN TO THE CLUB, THIS \$75 FEE WILL NOT APPLY TO ALL FEES ASSOCIATED WITH DSC FOR THAT SEASON!

Moving to a Different Group

There are established guidelines for advancement. Swimmers must be more proficient in technique and have greater swimming endurance before moving up to another group. If you believe or are curious whether your child is ready to move within the Green group, or from one group to another, discuss the issue with your child's coach.

With over 200 swimmers, and varying degrees of program commitment, coaches sometimes rely on the parents and swimmers to initiate discussion on advancement. *The swimmer's current coach, coach at the next level, and the head coach will confer and make the final decision.* If the recommendation is not to advance the swimmer, they will help the swimmer set the appropriate goals to make moving up feasible.

Seasons & Fees

Donner Swim Club participates in two swimming "seasons" or sessions. Dues are based upon the season/session unless otherwise noted. All group fees are broken into 2 sessions, August through March, and April through July.

Short Course - fall/winter season runs from August/September through March (“Short” refers to a pool length of 25 yards). **Long Course** - summer season runs April through July (“Long” refers to a 50 meter pool length).

MEMBERSHIP FEES

	<u>Fall/Winter Fees</u> August-March (Short Course)	<u>Summer Fees</u> April-July (Long Course)
DISCOVERY (GREEN)	\$367*	\$210
IMAGINATION (ORANGE)	\$387*	\$245
CHALLENGE (BLUE)	\$432*	\$297
SENIOR (GOLD) Non-High School (Grades 6-8, Home School)	\$548*	\$375
High School (Aug-Nov/Feb-Apr)	\$316*	\$371
Pre-High School Season (Grades 9-12: <u>Aug-Nov Only</u>)	\$155*	N/A

*Includes Equipment Fee (Swim Cap/Team Equipment)

OTHER FEES

	<u>Explanation</u>	<u>Fall/Winter Fee</u>	<u>Summer Fee</u>
USA and Indiana Swimming	Premium	\$70	N/A
	Flex**	N/A	
	Outreach Program	\$5 if qualified)	
	Seasonal (New Swimmers)	ONLY April-Aug	\$35.50***
Columbus Parks and Recreation Fee	Required	\$20	\$20
Volunteer Fees		\$250	\$250

Explanation of USA and Indiana Swimming fees:

USA Premium: Required for all swimmers to be eligible to compete in all meets including all championship series meets

USA Flex**: DISCOVERY (Green) LEVEL 1 and LEVEL 2 swimmers who will ONLY compete in two (2) or fewer meets in a calendar year. May upgrade to Premium if choosing to compete in more than two meets as well as any championship meets (Divisional and above) by paying remainder of Premium fees time during the calendar year. **NOT AVAILABLE AT THIS TIME THROUGH USA SWIMMING ON ACTIVE.**

USA Outreach: Available to those swimmers who qualify for financial assistance. Must request scholarship application from Donner Swim Club and return completed form to pool office for review.

USA Seasonal: Seasonal membership is only valid for competitions at state level and below ONLY during the long course season. If a swimmer is planning on participating in any championship event, they will need to purchase a Premium membership.

Volunteer Fees will be assessed at the end of each session if volunteer points have not been met. They will be collected through the Active system utilizing the payment option that was selected upon registration. For more information see the section entitled Volunteer Obligation on page 7-8.

Electronic Swimmer Registration

ALL PARENTS WILL BE REQUIRED TO REGISTER THEIR SWIMMER ELECTRONICALLY BEFORE ANY FURTHER PARTICIPATION CAN OCCUR (for both short course and long course seasons)!

Electronic registration will serve multiple purposes.

1. When registering, parents will be required to identify a preferred contact number and e-mail address to serve as a way to provide information regarding practice times, practice locations, meet schedules, sign-up timelines for meets, event selection, and any other information that needs to be provided. Due to unforeseen circumstances, there may be times when practice times and locations may change on the day of practice. When this occurs, parents will receive an immediate notification via text message. This will serve as the best possible method of communication between the coaching staff and parents, and, hopefully, eliminate the stress that comes with not being informed of the situation as it unfolds.
2. Electronic registration will better serve Donner Swim Club regarding swimmer well-being and attendance. Parents will need to enter medical information for their swimmer (allergies, medical conditions, physician contact, etc) for DSC to have on file if needed. This will also allow us to track the sessions your swimmer attends to help us better assess their progress.
3. Registration will also serve Donner Swim Club to continue to be a viable organization through serving the needs of the greater Columbus community **by requiring payment (or choosing a payment option) at the time of registration.** No longer will there any confusion as to what is owed, how payment is made, where

payment is made, etc. This secure system will allow the parent to pay with a credit card, through their bank account, or with cash (upon approval of DSC). It will also allow you to establish a payment plan.

4. **This method of electronic registration and payment will also be used when signing up for meets.**

How to Register on Active.com

To register for any session and ALL meets, parents need to go to either the Donner Swim Club website (www.donnorswimclub.org) and click the link for registrations or go directly to the Active.com website. If you are returning to the club and have previously registered, you will need to update any information requested. ***For your convenience, a “how to register” guideline is provided at the end of the parent guide.***

If you are new to the club, the Active site will require you to provide information about your swimmer and about yourself. The process is fast and simple. Yet with any computer program, you may encounter some frustration due to some “glitches” when registering. If this happens, please be patient and contact one of the presidents or co-vice presidents and they will work with you to resolve the problem.

Payment/ Payment Plans

When you register for each session, you will be asked to designate which payment option you prefer. You may use a credit card or have payment made through your bank account. The Active site is a secure site and your credit card or bank account information will be used by Active only to receive payment for the activities for which you register. Because it is a secure site, you may have this information stored with your Active account and it will then be automatically billed whenever additional activities, such as participating in a meet, are scheduled. This is a great convenience for you and the club.

If you choose not to have it stored, you will be billed for each activity when you register at that time. BUT, if you register for future activities without a credit card or bank information on file, you will be blocked from signing up for the activity. Your account remains open until the prior event is paid in full.

When you register your swimmer at the beginning of each season (short course and long course), Donner Swim Club understands that the financial cost to belong to the club may be a great undertaking for some families. If you choose, you may pay all the fees when registering or you may have the payments spread out over a period of time. This payment option allows you to defer the cost out over three or four payments for the short course season and three payments for the long course season. Understand, though, Active.com does charge a small service fee each time a payment is made, whether it is to extend the registration fees over time, or to register for each meet.

As for the fees associated with participating in a meet, you will be charged for each individual event and/or relay your swimmer is entered, as well as an Indiana Swimming surcharge. While prices per event may vary depending upon the type of meet, typically individual events are \$4 each, relays are \$6 each, and the Indiana

Swimming surcharge is \$2 per person. These fees will not be permitted to be placed on a payment plan and are due immediately upon registering. Again, if payment information is not on file with your account, Active will not allow you to register for any future Donner related activities until your account is in good-standing.

“You can't put a limit on anything. The more you dream, the farther you get.”

Michael Phelps

Scholarships

A limited number of financial scholarships *are available each season. They are awarded based upon need and commitment to the program.* To serve a wider base of swimmers, the majority of scholarships awarded are partial funding. ***Scholarships do not cover USA Swimming Registration, Columbus Park & Recreation fees, nor Meet Entry fees.***

Applications are available in the North High School pool office and by contacting the Donner office. The application, along with the parents' financial information (copies of W2's or IRS Form 1040(A)), must be submitted to the North pool office within the **FIRST TWO WEEKS OF PRACTICE** for review. *Incomplete applications will not be considered.* This information is confidential and will be destroyed following each review by the Head Coach and the Administrative Assistant.

Applications are required for review each season (Short Course & Long Course) and scholarships are not automatically renewed.

Discount for Multiple Swimmers in a Family

Families with multiple swimmers will receive the Multiple Swimmer Discount. *The discount applies to Donner Membership Fees only.* Discounts do not apply to USA Swimming Registration, Columbus Parks and Recreation fees. When registering multiple swimmers on the Active system, you will automatically receive a reduced fee when marking the appropriate survey option.

Pro-Rating Membership Fees

If a swimmer joins Donner Swim Club at any point following the first two weeks of the session until the mid-way point in that particular session (Short Course & Long Course), they *may* be charged for the entire session. Any swimmer who joins at any time following the mid-point of the session *may* be charged for half of the season's coaching fees and the full amount of USA dues and Park & Recreation fees. Family volunteer requirements will be determined at the time of registration.

Financial Standing

ANY SWIMMER, WHO HAS NOT BEEN ELECTRONICALLY REGISTERED within, and/or immediately following the end of the two (2) week trial period for each session, WILL NOT BE PERMITTED TO CONTINUE SWIMMING UNTIL FORMAL REGISTRATION HAS BEEN COMPLETED!

Volunteer Obligation

Donner Swim Club has some of the lowest dues in the state of Indiana. For us to continue to offer such low rates to our swim families, we choose to host various swim meets throughout the year. Typically, DSC will host 4-5 meets during the swim year and, with it, there is a need for parents to volunteer their time. Depending upon the meet, there may be up to five separate sessions over the course of, potentially, three days. For DSC to conduct a successful meet each session may require up to 50 volunteers!

Regardless of your swimmer's participation in a meet, each family is OBLIGATED to work sessions during a meet to fulfill the point total requirements or to serve the club in some other capacity (See Volunteer Teams/Assignment on Page 13)!

This includes ALL group levels from the Discovery through Senior groups.

VOLUNTEERING IS FUN AND YOU ARE SUPPORTING YOUR SWIMMER'S CLUB!

THESE POINT REQUIREMENTS WILL BE ANNOUNCED AT THE BEGINNING OF EACH SESSION.

If families have not met their required point total, the applicable volunteer fee shall be automatically assessed through the method of payment established at the time of registration (See page 4 Volunteer Fees).

FURTHER, YOU MUST MEET ALL OF THE POINT REQUIREMENTS ESTABLISHED FOR YOU.

*****EARNED POINTS DO NOT "CARRY OVER" FROM THE PREVIOUS SEASON and FAILURE TO MEET THE EXACT POINT TOTAL ESTABLISHED FOR THE CURRENT SEASON WILL RESULT IN THE ENTIRE FEE ASSESSED FOR THE SESSION!**

Withdrawals/Refunds/Termination Letter****

Donner Swim Club will refund the registration fees if a swimmer chooses not to swim within the two-week trial basis at the beginning of each session. Yet, Donner Swim Club **will not provide a refund if a swimmer withdraws from the program AFTER that time!** If you believe there are extenuating circumstances that exist to request a refund following the initial two weeks, parents may petition the DSC Board of Directors which will make the final decision regarding the request. Regardless of the time the swimmer chooses to withdraw, **PARENTS MUST SUBMIT A WRITTEN TERMINATION REQUEST TO ONE OF THE CO-PRESIDENTS OR TO COACH SCHAEFER.**

USA Swimming Safe Sport Program

USA Swimming, Indiana Swimming, and Donner Swim Club are committed to safeguard all its members, with the welfare of its athletes as top priority.

Safe Sport is USA Swimming's comprehensive abuse prevention program and provides tools for swim clubs to educate their members and intervene in risky situations.

Donner Swim Club, as part of our mission statement, is dedicated to creating a "safe and fun environment...". To this end, DSC strictly adheres to the guidelines established by USA Swimming and has instituted policies that affect ALL that are associated with this club. The components of creating a safe sport environment is to follow a code of conduct, establish athlete protection training, and initiate team travel guidelines, electronic communication policies, an anti-bullying protocol, a locker room monitoring directive, and photography standards, as well as constructing a best practices guideline.

To protect our swimmers, DSC's is implementing ways to recognize, report, and respond to any infraction of any of the above policies. To assist in addressing any of your safety concerns, a basic template on how you can report any questionable incident(s) or behavior(s) needing investigating has been including at the end of the parent guide.

"I enjoy racing so much. Ever since I was 8 or 9, I trained every stroke, because it was the only way I could race a lot."

Ryan Lochte

When is My Child ready for a Meet?

We encourage ALL Donner swimmers to participate in Donner home meets. Ask your swimmer's coach if they are ready to participate. They will help determine which events your swimmer is ready to undertake.

The younger children, 6 and under, may be a bit nervous, but they will learn quickly what to do.

Yet sometimes they may be disqualified in the more technical strokes. There may be some tears, but don't let your swimmer become discouraged: Michael Phelps was disqualified often when he first started swimming (not to mention when he was older, too).

Older children enjoy socializing, cheering on their teammates, and applying all the skills they have been training to accomplish during practice. It will become more competitive in the water as they grow older.

While winning a race against other swimmers becomes more challenging, dropping times and perfecting stroke technique are victories each time one swims.

Meet Entry Forms

When you decide your swimmer is ready to compete, meet entries will be done electronically, and, again, payment will be required upon registration. Entering a swimmer in any meet can only be done in this manner. Please be sure to identify which events you want your swimmer to swim and identify them correctly. If your swimmer is only to swim a few events, or a specific day, be sure to enter only those events/days. If you have questions as to which events to select, ask the coach what is recommended.

Meet Entry Fees

Whenever you enter your swimmer in a meet, there will be a surcharge that will be paid by DSC to Indiana Swimming, along with a charge per event for each swimmer.

Usually there is an enrollment deadline and *if you fail to enroll your swimmer within the enrollment period, and still request your swimmer to be entered, there is no guarantee that your swimmer will be accepted by the host team!* *If your swimmer is fortunate to be entered in the meet requested, **your fees may be doubled!*** Please be mindful of the enrollment deadlines and act accordingly!

Away Meet Participation

There are numerous meets throughout the season that Donner Swim Club endorses and encourages swimmers to attend. The specific meets are selected by the coaching staff and confirmed by the Donner Board, often supporting other clubs within a short driving distance. Information is provided to swimmers and parents as to the enrollment period for meet entries by the coaches through the communication process.

Once enrolled in the meet and for specific events, ALL swimmers are expected to attend and participate in any meets entered! If they are unable to attend because of illness or schedule changes, they should make every effort to contact a coach prior to the meet. **Regardless of attendance, families are still financially obligated to pay meet fees and will do so when registering electronically.**

Due to extenuating circumstances, *there is no guarantee that Donner Swim Club swimmers will be selected to participate.* As per Indiana Swimming rules, there are time constraints for each meet session and therefore clubs will limit the number of participants and/or number of events entered by each swimmer. If DSC is not selected to participate, no fees will be assessed.

Transportation

Transportation to and from meets is to be provided by families. *A parent or guardian must accompany any swimmer representing Donner Swim Club who attends a swim meet.* In the event a parent or guardian cannot attend, other arrangements must be made with another Donner family to supervise the swimmer. Coaches are *not permitted* to transport individual swimmers for any reason.

Championship Meet and Relay Participation

Swimmers with qualifying times for the championship meets at the end of each season will be automatically entered in these meets. They are to contact the coach or office if they cannot attend these meets. This includes relays. Coach Schaefer will register the swimmer who has the qualifying times for the specific events on Active.com and then the parents will be billed for their swimmer's participation.

Relay times are "owned" by the club and NOT the individual swimmers. Relay teams for championship meets are formed at the end of the season. The teams are based upon individual times, swimmer availability, age eligibility, and are ultimately determined at the coaches' discretion.

Team Apparel

Donner Swim Club promotes wearing items with the Donner logo. Items are sold at home meets and may be available through links on the Donner web site. Hoosier Sporting Goods, located in downtown Columbus, can also accommodate apparel requests. Team suits and swim gear may be purchased on special vending nights or by directly contacting Robin Weller from Elsmore Swim Shop, our swimwear supplier out of Indianapolis, by emailing her at Elsmore...rweiler@elsmoreswim.com

New to Swim Meets

Relax - swim meets are fun. The best thing to do is ask a "seasoned" swim meet parent what to expect. Try a home meet first, so Donner parents can help you through the routine. Some things to keep in mind:

- Be sure you know what event your swimmer has entered, on what day, and in which session. On the Indiana Swimming website, meet letters are posted for every meet scheduled in the state of Indiana listing specific requirements and information. Your swimmer's coach will also know the what, when, and where as well. *Yet, if you still have questions—ask!*
- Know who the coach will be for your swimmer at the meet. Often, there may be different coaches present to assist in the coaching responsibilities. Regardless of the group, EVERY coach represents Donner Swim Club and has the ability to coach EVERY swimmer!
- **Arrive well before the scheduled warm-up time! DO NOT arrive shortly before the meet start time!** Usually the host team will have a designated area for swimmer sign-in sheets.

Your swimmer must be signed in to verify their presence and entry into the meet. Typically, the sign-in sheets are taken down shortly after the start of the warm-up session. Failure to sign in will result in your swimmer being scratched from the session and possibly the entire meet. If you encounter a situation that may cause you to arrive much after the warm-up session, or believe there is an event error upon arrival, contact your swimmer's coach *immediately!*

- Mark your swimmer's events in permanent marker on their arm or leg to help them remember what and when they are swimming.
- ***Have your swimmer locate and report to their coach.*** The coaches will tell them where they are camping as a team, and which lane they are to warm-up in, if they are in relays, etc.
- ***REMEMBER... PARENTS ARE NOT ALLOWED ON DECK OR IN THE LOCKER ROOMS FOR SAFETY AND INSURANCE REASONS!!!!***
- Younger swimmers should stay with their coach on the pool deck, so the coach can easily assist them to get to the clerk of course to line-up for their event, or to the blocks in the absence of a clerk of course.
- Swimmers always should ask their coach if they are finished for the session/day before leaving a meet. Swimmers may be needed for last minute relay substitutions or additional information.
- Bring dry clothes for your swimmer, small nutritious snacks, dry towels, and activities for between events.
- Wear comfortable clothing - swim meets are mostly hot and steamy (*inside AND outside*)
- ***REMEMBER... SWIMMERS MAY NOT CHANGE ON THE DECK OR IN THE STANDS!!!***
- *Enjoy the positive experience and congratulate your swimmer regardless of how they place!*

Parents' Role in Swimming (*See also Appendix 10 Parent's/Guardian's Code of Conduct*)

- DON'T COACH - Leave coaching to coaches. This includes pre-race psyching, motivation, after race critiquing, setting goals, enforcing additional cross training, etc.
- SUPPORT THE COACH - Your coaches are the experts. They need your support for everyone to "win".
- SUPPORT THE PROGRAM - Get involved. Volunteer. Help at meets, fundraisers, etc.
- BE YOUR CHILD'S BEST FAN - Support your child unconditionally. Do not withdraw love when your child performs poorly. Your child should not have to perform to win your love.
- SUPPORT AND ROOT FOR ALL SWIMMERS ON THE TEAM – Foster teamwork. Your child's teammates are not the enemy. When they go faster than your child, your child now has a wonderful opportunity to improve.
- DO NOT BRIBE OR OFFER INCENTIVES - Your job is not to motivate. Leave this to the coaching staff. Bribes will distract your child from proper race concentration.

- UNDERSTAND AND DISPLAY APPROPRIATE MEET BEHAVIOR – Remember your child's self-esteem and race performance is at stake. Be supportive and cheer but always be appropriate.
- TAKE YOUR CONCERNS AND PROBLEMS DIRECTLY TO THE COACH - If you have a problem with the coach, do not go to other parents to discuss it. Go straight to the coach involved. Talking behind the coach's back will not get you what you want.
- MONITOR YOUR CHILD'S STRESS LEVEL AT HOME - Keep an eye on your swimmer to make sure he is handling stress effectively from the various activities in his life.
- MONITOR EATING AND SLEEPING HABITS - Be sure your child is eating the proper foods and getting adequate rest.
- “REALITY TEST” FOR YOUR CHILD - If a swimmer comes out of the pool with a personal best time and a last place finish, help him understand that this is a "win". Help him keep things in their proper perspective including losses, disappointments and failures.
- HELP YOUR CHILD KEEP HIS/HER PRIORITIES STRAIGHT - Help your child maintain a focus on schoolwork, relationships and the other important things in life besides swimming. Also, if your child has made a commitment to swimming, help her keep the priorities around this in mind.
- KEEP SWIMMING IN PERSPECTIVE - Swimming should not be larger than life for you. If your child's performances elicit strong emotions, keep these away from him. Remember your relationship will continue with your children long after their swimming days are over. Keep your goals and needs out of the pool.
- BE AN APPROPRIATE LIASION TO THE COACH - Keep the coach informed as to how your child is responding to the experience (when appropriate). If your child is having trouble with something that happened in the pool or with something the coach said, help the child deal with it and if necessary, speak directly with the coach.

Parental Involvement

As stated previously, Donner Swim Club's membership fees remain as some of the lowest in the state because of our parental involvement. Donner hosts multiple meets each year, which are planned and run by parent volunteers. Well-run meets are our best source of outside income.

The funds generated by these meets are used to offset ALL Donner swimmers' fees and to keep our club financially solvent. The dues paid by parents do not fully cover our coaches' salaries and operating costs for the year. It is very important that everyone contributes and participates since all shareholders of club benefit.

ALL PARENTS ARE EXPECTED TO ASSIST REGARDLESS OF WHETHER YOUR CHILD PARTICIPATES IN THE MEET. FAILURE TO EARN THE REQUIRED VOLUNTEER POINTS WILL RESULT IN THE ASSESSMENT OF THE VOLUNTEER FEE.

“I always thought it would be neat to make the Olympic team.” Michael Phelps

Volunteer Teams/Assignment

When registering on Active each season, you will be asked to select from a number of teams to assist Donner Swim Club in some capacity. While the majority of the assistance needed is in organizing and running meets (Meet Organization Team), there are other ways you can help the club. You will be asked to rank, in order of preference, the team in which you would like to serve. We will do our best to place each family on a preferred team. However, not everyone will get their 1st, 2nd, or even 3rd choice. Teams will meet periodically to establish schedules and assignment of responsibility within the team. Remember, this is required of ALL Donner Swim Club families to participate and will assist to satisfy the volunteer obligation.

- **MEET ORGANIZATION TEAM** – this committee is responsible for pre-meet set-up of equipment, the running of each session of the meet, and then post-meet tear down. The majority of our members are needed to serve in this capacity. Whenever possible, this team meets during Discovery practices. The following describes the positions within this team:

Timers: There are two timers per lane. All that is required is to start/stop a stopwatch, activate a “plunger” connected to the timing system when the swimmers touch the touch pad, and then record the stopwatch time on the timing sheet provided. **Timers do need to be on deck for the duration of their shift** (except for occasional relief). Meet officials will provide “on the job” training for this prior to the meet itself. It is basic and easy, and this job gets you on the pool deck close to the action!

Runner: The runner posts results at various places during the meet. This person may also be asked to assist with Awards (See Below).

Marshall: Marshalls are used in a variety of places. Marshalls are posted at the pool entrance to ensure that USA Swimming rules are met pertaining to preventing unauthorized personnel from gaining access to the deck as well as other restricted areas.

Head Timer: If you are an experienced timer (2-3 meets), you can do this! It requires you to operate two stopwatches at once. If a timer fails to activate their watch at the start of a race, the head timer must be aware of the situation and replace the inoperable watch after the start of the race. The head timer will also host a timers’ meeting prior to the session to give instructions to those who are timing as to the procedures and expectations. These instructions are provided to the head timer by the meet director/meet official.

Announcer: The announcer calls the swimmers to their event, announces results, and provides any general announcements throughout the session. A pleasant voice quality and attentiveness are all that is required.

Clerk of Course: The clerk organizes the younger swimmers into heats and guides them to the proper place to be able to swim their race. Patience with younger children is a must!

Awards: This person puts labels on the backs of ribbons once results are posted, and then organizes ribbons by team. It is very easy, but the individual needs to be able to stay after a session until all results are posted for that session.

Omega/Daktronics: This is an electronic timing operator. They are responsible for operating the equipment that records the automatic times for the swimmer.

- **CONCESSIONS TEAM**

This team helps our concession chair with the sale of various foods, drinks, and possibly t-shirts and/or heat sheets. To help lower club costs, members of this team may be asked to solicit items from various food vendors within the community. Members may also be asked to assist in food preparation prior to each meet and be involved in selling the items at the meets

- **HOSPITALITY TEAM**

This team helps the hospitality chair with food setup for officials and coaches. To help lower club costs, members of this team may be asked to solicit items from various food vendors within the community. Members may also be asked to assist in food preparation prior to each meet and be involved in maintaining the hospitality room during each session of the meet. Members will also help deliver snacks and drinks periodically to the timers on deck.

- **ACTIVITIES TEAM**

Our swimmers work hard throughout the season. Celebrating success as an individual and as a team are important parts of the growth of young swimmers. Throughout the year, this team will plan special events to help our swimmers celebrate these successes. These activities generally include family swim nights, pizza and hot dog dinners, mock meets, a pancake breakfast, psych up parties for divisional and state qualifiers, and an end of the year banquet. To help lower club costs, members of this team may be asked to solicit items from various food vendors within the community and be asked to assist in food preparation.

- **PUBLIC RELATIONS TEAM**

Members of this team will be asked to help Donner Swim Club provide information to various media outlets regarding club events, swimmer successes, and other interactive programs. Other responsibilities may include writing newsletters, photographing team activities, preparing and maintaining a record of the club history, as well as possibly delivering flyers to schools, talking with parents at evaluations, and assisting with special activities. Another very important element of this team is to be involved with fund raising within the community.

Other Opportunities/ Certified Officials Positions**

While working within teams is an essential element to satisfy your volunteer obligation, you may seek to serve on the Board of Directors or become a certified meet official# (see below).

- **Computer:** This person works with officials on meet operations including seeding, corrections, final times, and reports. This *requires computer experience AND PRIOR TRAINING*, but if it is something you might be interested in, please let the office or someone on the Board know WELL IN ADVANCE.
- **Meet Official/Referee:** This person may have a variety of responsibilities ranging from stroke and turn judge, place judge, starter, to head official. Must *complete officials training* and initially serve as an apprentice prior to being an official in good standing.
- **Head Table:** *Must be a Level 3 Certified Administrative Official.* This official is responsible for the official timing of the meet and will oversee the Omega/Daktonics and Computer operators, ensure that proper times are recorded, and work with the other certified officials on deck.

***Donner Swim Club greatly encourages parents to seek additional training in the operations of the Omega/Daktronics, the Computer, and becoming a certified meet official. These are **critical positions**. **Presently we do not have a great number of parents who are trained/certified**. Please inquire with Donner Swim Club if interested.*

*#To assist you in helping us, Donner Swim Club will fund individual parents seeking to become a certified USA swim official. For those who successfully complete training to become a meet official/referee, and/or eventually qualify for the head table position, **AND** work **ALL** meets hosted by Donner Swim Club in the calendar year following certification, Donner will reimburse the costs incurred in the certification process, excluding the cost of the required background check (to be paid for by the individual). Once the individual successfully completes the year of service, Donner Swim Club will award points that will go toward the volunteer requirement for the following year and pay for the cost of re-certification. This will continue each year, if the individual is an official for Donner Swim Club. (See Appendix 8: Certification/Recertification of Meet Officials)*

Web Site/Social Media

Log on to www.donnorswimclub to find information about the club, our by-laws, group calendars, how to register, meet and volunteer news, USA and Indiana Swimming, etc. Also follow Donner Swim Club on Facebook and Twitter: @DonnerSwimClub. Here you can find pictures, educational articles, and more info about DSC on your phone.

Board Members: 2018-2019

Our board members are elected annually. If there is a position that you are interested in, please let them know. More information is also available in the by-laws on the web-site.

<u>Position</u>	<u>Name</u>	<u>E-mail</u>
Presidents	Julie King Kedar Nalole	donnerswimclubbusiness@gmail.com donnerswimclubbusiness@gmail.com
Vice Presidents	Gretchen Tregoning Aaron Fry	
Secretary	Theodosia Rush	
Concessions	Gretchen Tregoning	
Vendor		
Activities		
Hospitality	Catina Furnish	
Head Coach	Logan Schaefer	schaeferl@bcsc.k12.in.us

“I'm always so excited about what I do that I try to get everyone to feel that way.”
Missy Franklin



Swimmer Registration Process

All swimmers **MUST** be registered electronically through the *ACTIVE SYSTEM* within the first two weeks of the swim season (Short Course on or about September 1st; Long Course on or about May 1st). This is to protect both the club and the swimmers about being insured through USA Swimming.

The process is very simple.

Following the evaluations of new swimmers or after the beginning of the season for returning swimmers, each swimmer will be assigned to a skill group (Discovery, Imagination, Challenge, Senior). With this information, parents, it is now time to register your swimmer.

- Go to the Donner Swim Club website: www.DonnerSwimclub.org and click the icon entitled, “**Register for Donner Now!**” which will automatically direct you to the *ACTIVE SYSTEM* website.
 - **For NEW PARENTS**, who have never registered before on this system, you will need to create a NEW USER account. At the end of the registration, you will be asked to create a password, which will be the same one used for ALL future registrations and for use when you access the Parent Swim Portal.
 - **For RETURNING PARENTS** of returning swimmers, you can also go directly to the *ACTIVE* website and log in using your previously selected identification.
- **Click** the registration icon for the **CURRENT** season (Short Course or Long Course - New Swimmers, or Long Course – Returning Swimmers)
 - **For the Short Course season** (which begins September of any given year and ends in late March/early April), **EVERY PARENT**, whether your swimmer is a new or returning swimmer will **ALL register the same way** and click the only registration icon for that season.
 - **For the Long Course season** (which begins in April and ends in late July), **PARENTS** with **NEW SWIMMERS** to Donner Swim Club (*those who have never swam before*) **OR** with **FORMER DONNER SWIMMERS WHO DID NOT SWIM THE IMMEDIATE SHORT COURSE SEASON**, will click the registration, “New Swimmers to Donner Swim Club Long Course Season” for that calendar year!

Go to the next page

- **For the Long Course season, PARENTS** with **RETURNING SWIMMERS** to Donner Swim Club (*those who have registered and swam the immediate short course season for DSC*) will click the registration icon, “Returning Swimmers to Donner Swim Club Long Course Season” for that calendar year!
- **Once** the specific season icon opens, fill in the information that is required (about you, your swimmer, preferred contact information, acknowledgement of Donner Swim Club policies, etc.), and continue navigating through the questions.
 - **FOR MULTIPLE SWIMMERS**, be sure to click “Register other Swimmers” and complete the information requested again **BEFORE** going to the payment section!
 - Before registration concludes, you will be asked to submit payment information. You have several options available regarding payment: use of a credit card or direct billing through your bank account, and payment in full or through installments. This information is, again, required, and secure within the *ACTIVE SYSTEM* and cannot be accessed or used by Donner Swim Club.
 - **IMPORTANT** - After completing the payment section, *ACTIVE* will bring up a screen to validate all the information you provided AND ask you to accept it. You do not need to accept it, yet if you accept and authorize this information to be permanently stored on the system, each time you register for a new season or for individual events in swim meets, *ACTIVE* will automatically bill the method established. If you choose not to store the method of payment, each time you use the registration process, you will need to enter payment information.
- **After** you have registered, you will receive confirmation emails for the registration purchase. In those emails, there will be a link to the Swim Portal. This new portal can be accessed from a web page on a phone or computer and will contain information regarding the following:
 - Practice Calendars
 - Registration and Order History
 - Volunteer Point Requirements
 - Volunteer Sign-Up
 - Meet Entry Registration
 - History of Swimmer Events and Times
 - Team Directory

Now you have successfully completed the process of registering your swimmer for Donner Swim Club through the *ACTIVE SYSTEM*!

Donner Swim Club would like to thank you for your support and look forward to seeing you and your swimmer(s) at the pool!



Safe Sport Reporting Template

DATE:

RE: IDENTIFY CONCERN(S)/ISSUE(S)

Dear Donner Swim Club Safe Sport Advisor,

This email is being written to share some concerns our family has. It has been a tough decision to write this as we do not want to cause tension with anyone on the team especially for our children. All the while, we know that hearing concerns is a part of your role and if we want someone to hear our concerns then we must be willing to share them.

Our concerns have to do with what we feel to be improper behavior by NAME OF PERSON toward our child(ren). Specifically, that NAME OF PERSON has DETAILS OF BEHAVIOR.

We understand that others may not agree with our belief of how inappropriate this behavior is toward our child(ren). However, we do feel the most important thing to address is how this has made our child(ren) feel.

At this time, we would request an in-person meeting with you to further discuss our concerns and how the team handles such concerns. This opportunity would be much appreciated and would go a long way in showing us how much the team cares about its kids.

Thank you!

Sincerely,

NAME

CONTACT INFORMATION