



# **TEAM POLICY HANDBOOK**

*As of October 3, 2017*

## Table of Contents

1. OC RIPTIDE AQUATICS CLUB – SWIM .....	3
2. PROGRAM FEES .....	4
3. SWIM GROUP GUIDELINES .....	5
4. RIPTIDE POLICIES.....	7
5. COACHES’ POLICIES ON DECK .....	9
6. ACTION PLAN OF OC RIPTIDE AQUATICS TO ADDRESS BULLYING.....	10
7. FAMILY VOLUNTEER COMMITMENT .....	14
8. SWIM MEET TEAM ENTRY PROCEDURE.....	15
9. SWIM MEET TIMING CHAIR ROCEDURE .....	16
10. SWIM MEET TIPS FOR THE PARENTS .....	17
11. ATHLETE CODE OF CONDUCT .....	18
12. PARENT CODE OF CONDUCT.....	20
13. RESOURCES .....	22
14. CONTACT INFORMATION.....	23

## 1. OC RIPTIDE AQUATICS CLUB – SWIM

The backdrop of OC Riptide Aquatics Club is the heart of sun, surf, and glistening sunsets. We are here to serve Huntington Beach, California and the surrounding communities with a top-level competitive swim program for all ages. OC Riptide is privileged to have as Head Coach, Vladi Sapozhkov. He has 40 years of coaching experience developing athletes from childhood all the way to Olympic competitors. OC Riptide is honored to have a brand new state of the art facility located at Ocean View High School.

### **WELCOME**

The Coaching Staff and Board of Directors wish to welcome you and your child/children to the OC Riptide family. Our members discover it's fun to challenge the body and the mind to find their limits without regard to rewards. Our members find friendship and support here at OC Riptide. We consider competition to be healthy when handled in an intelligent manner and feel it is important for our swimmers to enjoy day-to-day training. Our goal is to have OC Riptide enhance your lives and be a positive part of your life experience.

### **OUR PHILOSOPHY**

OC Riptide believes in a personalized approach to developing swimmers. Our coaches will give each swimmer a strong foundation in stroke techniques and from there build speed, flexibility, power, endurance and conditioning. The values of respect, good sportsmanship, discipline, and integrity, are at the core of OC Riptide and are cultivated in every swimmer. Friendships are built on high fives when a swimmer wins a race and hugs when they don't; we believe the bonds of friendship are an integral part of the swimmers enjoyment and experience at OC Riptide. We are a non-profit organization that is community driven. We strive to recognize the needs and desires of our swimmers, coach and guide them so that they may realize their full potential as athletes and as individuals.

## 2. PROGRAM FEES

**Registration Fees:** There is one-time membership fee of \$50.00 per first swimmer and \$25.00 for each additional swimmer in a family.

**USA Swimming Registration Fees:** Every swimmer must join USA Swimming, the cost is \$65.00 per calendar year. USA Swimming registration is required for entering all swim meets and covers the liability insurance for our team. Without this registration, a swimmer is not allowed in the pool.

**Monthly Billing:** Monthly Fees are due by the 1st of each month. There is a \$10 discount for 2nd and 3rd swimmers; the 4th and additional swimmers with that family swim for free.

Group	Approximate Ages	Monthly Fees
White	6 to 8	\$90
Red	7 to 9	\$100
Blue	9 to 11	\$110
Bronze	10 to 13	\$120
Silver	11 to 14	\$130
Gold	14 to 16	\$140
Seniors	15 to 18	\$145
High School	14 to 18	\$140
Masters Swim	19 and above	\$60

### Program Fee Rationale

We are a competitive swimming program dedicated to advancing swimmers to the highest levels of achievement within our sport. This is a progression that takes many years and as each child advances the cost of participation increases. The monthly fees have been assessed accordingly. Program fee rates are determined for each training group based on the following:

- The number of swimmers who can be placed in the space available for the group
- Staff preparation and administrative time required
- The types of competition and associated costs (travel, lodging, gear, etc.)
- Facility usage cost associated with the group's training plan

Please understand the volume of training necessary for any given group fluctuates throughout the year and can be adjusted by the coaching staff to meet the needs of the athletes or to accommodate facility use restrictions. Your monthly fees are aggregated to meet the needs of the entire program throughout the year. They are not based on time in the water or practices per week, these are determined by the coaching staff based on the training plan and the current needs of the swimmers in each group.

### 3. SWIM GROUP GUIDELINES

#### **White (6 – 8 year olds)**

Swimmers must execute at least strokes. Coaching emphasis is on proper stroke technique and developing concentration, listening skills, and confidence. Swimmers will be working in a group with a positive attitude. Swim meet participation will be encouraged. Practices will be at least 30 minutes, five times a week. Attendance should be no less than 3-4 per week.

#### **Red (7 – 9 year olds)**

Swimmers are expected to achieve 2 Red time standards in this group and are expected to meet the 100 IM Red time standard. They will be refining all four strokes and will be introduced to some advanced training skills and processes. Practices will range between approximately 800 to 1500 yards/meters per workout. Attendance at 5 practices per week is highly recommended. Swim meet participation is expected.

#### **Blue (9 – 11 year olds)**

Swimmers in this group and are expected to be competent in all 4 strokes, turns & starts, 1 or more blue time standard in one event. They will be refining stroke mechanics and will perform some advanced training. Practices will range between approximately 2000 to 3500 yards/meters per workout. Attendance at 5 practices per week is highly recommended. Swim meet participation is expected.

#### **Bronze (10 – 13 year olds)**

Swimmers in this group and are expected to meet the Blue time standard in at least three events or meet the Junior Olympic standard in one event. They will be focusing on technical swimming skills and beginning more strenuous training. Practices will range between approximately 2500 to 4000 yards/meters per workout and may be scheduled five to nine times per week. Regular practice attendance is highly recommended. Swim meet participation is expected.

#### **Silver (11 – 14 year olds)**

Swimmers in this group and are expected to meet multiple Junior Olympic time standards. They will be refining stroke mechanics and will perform some advanced training. Practices will range between approximately 4000 to 6000 yards/meters per workout and may be scheduled five to nine times per week. Regular practice attendance is highly recommended. Swim meet participation is expected.

**Gold (14 – 16 year olds)**

Swimmers in this group are expected to meet 13-14 age group J.O. Times or better. They will be focusing on technical swimming skills and performing a higher volume of training. Practices will range between approximately 4000 to 7000 yards/meters per workout and may be scheduled five to nine times per week. Regular practice attendance is highly recommended. Swim meet participation is expected.

**Senior (15 – 18 year olds)**

Details will be published soon.

**High School Group (14 to 18 years olds)**

Swimmers will refine strokes and technical skills while building strength and endurance. They will master high performance level workouts. Minimum standards and practice guidelines will be published soon.

**Masters (Adults)**

Must be US Master Association member.

## 4. RIPTIDE POLICIES

### **Late Payment Policy**

Monthly Fees received after the 15th will be charged a fee of \$15 per month until the account has been paid in full.

### **Delinquent Account Policy**

Accounts of swimmer's family that are delinquent for more than 45 days will be asked by the coaches to leave the pool area and any meet entries through OC Riptide are suspended until the account has been paid in full.

### **Termination Policy**

When the family decides to leave OC Riptide, the Termination Form must be filled out and emailed to membership at [info@ocriptideaquatics.org](mailto:info@ocriptideaquatics.org) by the 15th of the prior month. Termination will be effective 1st of the following month. Upon termination, the account must be paid in full. This includes monthly fees, swim meet fees, fundraising obligations, and any other incurred charges. If a family leaves the team without closing their account, the swimmer will be reported to Southern California Swimming due to non-payment.

### **Medical Leave Policy**

A medical leave is defined as an absence from swimming due to serious health concerns documented by a physician and lasting at least thirty (30) consecutive days. Monthly Fees will be waived with a \$15 hold fee.

- Swimmers requesting a medical leave must be under a physician's care at the time and email a medical leave request to [info@ocriptideaquatics.org](mailto:info@ocriptideaquatics.org) with the estimated leave time and a doctor's note stating the reason he/she cannot swim, and an estimation of how long they cannot swim.
- Parents must be in communication with the above email at the end of each month with an update of status.

### **High School CIF Season Leave Policy**

This policy only applies to High School Group Swimmers who will swim at High School Swim Team during CIF season from February to May. A \$25 hold fee per month is required to secure your spot. A leave notice must be emailed at [info@ocriptideaquatics.org](mailto:info@ocriptideaquatics.org) by the 15th of the prior month. The fee is waived for OVHS swimmers, however parents must notify the email above if the swimmer will not be swimming with OC Riptide.

If a swimmer decides to terminate membership with OC Riptide during the high school season, if they would like to return afterwards, please email the above address and schedule a tryout with the coaches.

### **RIPTIDE Water Polo Discount Policy**

A swimmer who joins the OC Riptide Water Polo program concurrently will receive a \$20 discount per month for the duration of the program – three months. A Water Polo Discount application needs to be submitted by the 15th of the month prior to the start of the program. The \$20 discount will be deleted automatically after three months unless another Water Polo discount application is submitted.

### **OVHS Swimmer Discount Policy**

The Registration fee and monthly fees for OVHS swimmers will be discounted at 50%. A copy of student ID is required at the time of registration.

### **Parking Policy**

All parking must be in the OVHS parking lot at the back of the pool in the internal OVHS parking lot of campus. DO NOT park in the HB Adult School parking lot as they will give tickets to those who are not enrolled in the HB Adult School. The west side of the pool should be used for drop off & pick up of swimmers only and must use drop off zone.

### **Facility Use Policy**

The showers outside are only to be used for a quick rinse off. Our swimmers should not be using soap or shampoo. If your swimmer must occasionally use any soap it must be biodegradable and eco-friendly.

### **Team Apparel**

All swimmers are required to wear the RIPT swim caps and swim suit at all swim meets. Team apparel may be ordered online through CAS Swim Shop at [www.casswimshop.com](http://www.casswimshop.com) or directly at the CAS swim shop at 15661 Container Lane, Huntington Beach, CA 92649. Riptide Swimmers receive a 10% discount at CAS Swim Shop.

### **Equipment List for Workout**

Every day, each swimmer must bring the following equipment to practice: Kickboard, pull buoy, swim fins, hand paddles (for older kids), extra goggles, water bottle, shoes, socks & clothes for dry land workout. Please ask your coach if you have any further questions. Swimmers must be responsible by picking up all their equipment off the deck after each workout.

### **Communication**

Emails will be sent out to all members for announcements such as meet sign-up and verification, meet timelines, timing shifts, monthly invoice, USA swimming registration and fundraisers. Many emails will refer to the website. All the forms are online on the website at: [www.ocriptideaquatics.org](http://www.ocriptideaquatics.org). Events, schedules and announcements will be updated regularly on the website. Resources from the Coaches' Corner will be posted to help create a well-balanced swimmer.



## 5. COACHES' POLICIES ON DECK

Be respectful of the coaching staff guidelines for both the parents and the swimmers during practices:

### Parents

- We encourage you to ask questions and talk to your child's coach, but please do so before or immediately following their workout
- Practice sessions are closed. Parent must remain outside of the gated area of the pool deck
- Any children not swimming must be with their parent or supervising adult and not on the pool deck
- No one other than a registered swimmer may be in the water at any time.
- No pets on deck

### Swimmers

- Go to your lanes a couple minutes before your practice time with your suits, caps, and goggles on. (You don't have to wait for us to call you over).
- Bring your swim gear and water bottle to your lane for every practice
- Please tell your coach before practice if you have to leave early
- Place your backpacks and shoes up against the gates or walls out of the walk way.
- Be considered of other people's stuff

The Riptide Coaching Staff appreciates and thank you!

## 6. ACTION PLAN OF OC RIPTIDE AQUATICS TO ADDRESS BULLYING

### **PURPOSE**

Bullying of any kind is unacceptable at OC Riptide Aquatics (“OC Riptide”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. OC Riptide is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

### **Objectives of OC Riptide’s Bullying Policy and Action Plan:**

- To make it clear that OC Riptide will not tolerate bullying in any form.
- To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
- To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
- To make how to report bullying clear and understandable.
- To spread the word that OC Riptide Aquatics takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

### **WHAT IS BULLYING?**

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- Causing physical or emotional harm to the other member or damage to the other member’s property;
- Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- Creating a hostile environment for the other member at any USA Swimming activity;
- Infringing on the rights of the other member at any USA Swimming activity; or
- Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

## REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to OC Riptide Coaches, Board Members, or other designated individuals;
- Write a letter or email to OC Riptide Coaches, Board Members, or other designated individuals;
- Make a report to the USA Swimming Safe Sport staff. There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

## HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, STOP BULLYING ON THE SPOT using the followings:

- Intervene immediately. It is ok to get another adult to help.
- Separate the kids involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm. Reassure the kids involved, including bystanders.
- Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by FINDING OUT WHAT HAPPENED and SUPPORTING THE KIDS INVOLVED using the following approach:

### FINDING OUT WHAT HAPPENED

First, we get the facts.

- Keep all the involved children separate.
- Get the story from several sources, both adults and kids.
- Listen without blaming.
- Don't call the act "bullying" while you are trying to understand what happened.
- It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves **social bullying** or **cyber bullying**. Collect all available information.

Then, we determine if it's bullying.

Here are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

- Review the USA Swimming definition of bullying;

- To determine if the behavior is bullying or something else, consider the following questions:
  - What is the history between the kids involved?
  - Have there been past conflicts?
  - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
  - Has this happened before? Is the child worried it will happen again?
  - Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
  - Once you have determined if the situation is bullying, support all of the kids involved.

### SUPPORTING THE KIDS INVOLVED

Support the kids who are being bullied

- Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.
- Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
- Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out.
- Develop a game plan. Maintain open communication between OC Riptide and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

### ADDRESS BULLYING BEHAVIOR

- Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- Work with the child to understand some of the reasons he or she bullied. For example:
- Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
- Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others.

For example, the child can:

- Write a letter apologizing to the athlete who was bullied.
- Do a good deed for the person who was bullied, for OC Riptide, or for others in your community.
- Clean up, repair, or pay for any property they damaged.
- Avoid strategies that don't work or have negative consequences:
- Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
- Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to
- Understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

### ***SUPPORT BYSTANDERS WHO WITNESS BULLYING***

Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- Be a friend to the person being bullied;
- Tell a trusted adult – your parent, coach, or club board member;
- Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- Set a good example by not bullying others.
- Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

## 7. FAMILY VOLUNTEER COMMITMENT

### **Timing at Meets**

When a USA Swim Meet requires the club to staff the timing chairs to time the races, we are required to provide timers during the times specified. Families who have swimmers participating at that swim meet are responsible to cover timing shifts. We want to impress upon the families that timing is a critical and integral function for the swim meets to run, and to take the responsibility seriously. Please refer to the Timing Chair Procedures in this Team Policy Handbook.

### **Fundraising**

We are a parent volunteer non-profit organization. We would like each family and swimmer to make a meaningful contribution to our fundraising projects. Team members are given many opportunities to assist in fundraising through planned activities throughout the year. Fundraising will go towards equipment, travel meets, both in state and out of state, and swimmer banquets.

### **Hosting Meets**

Hosting swim meets is one of OC Riptide's methods of fundraising. All families will be asked to participate whether their swimmer is participating in the meet or not. Organization and notification will be done prior to the meet.

## 8. SWIM MEET TEAM ENTRY PROCEDURE

An email will be sent out to notify the families of the upcoming swim meet with the team entry due date to make the team entry. Have your swimmer check with the coaches to confirm which events they should enter.

To see the detailed meet sheet for instructions and a breakdown of the meet events by session and by day, click on the blue link for that particular meet.

Log into your account under ACTIVE Hy-Tek Swim Manager to declare whether or not you are going to the meet.

If you ARE GOING:

Click on the Signup Record pull-down and select Yes

Check the Checkbox to the left of the name for those events you would like to swim Please pay careful attention to:

- Maximum Event Entry Limitations IF PRESENT. Click on the >>View if present.
- Add any notes that you want the Coach or Administrator to see

Your coach will review your declaration and APPROVE or REJECT your request and once they submit the final choices you will be able to review by signing in and clicking on the Attend This Event button for any events listed on our team website. Look at the Coach Approval column for the events that you have been confirmed to swim.

Once the entries are entered, the team entry file will be emailed to all the families. You will have one day to check and confirm the events and times of your swimmer's entries and email any corrections necessary to [info@ocriptideaquatics.org](mailto:info@ocriptideaquatics.org). The final entry file and meet fee report will be emailed to you.

If you do not meet the team entry deadline, you may still enter your swimmer into the meet by yourself. You will have to mail the entry form available online and a check payable to Southern California Swimming delivered by their specified deadline.

## 9. SWIM MEET TIMING CHAIR PROCEDURE

*The team is required to provide timers during the swim meets. Families who have swimmers participating at that swim meet are responsible to cover timing shifts. We want to impress upon the families that timing is a critical and integral function for the swim meets to run, and to take the responsibility seriously.*

- Each family will be asked to time at least one shift per swim meet either in a morning or afternoon session, depending on which session your swimmer(s) are entered.
- These timing assignments will be assigned by the Timing Chair Coordinator based on the number of swimmers entered in the meet. All families assigned timing will be notified via email with their timing shift.
- The duration of a timing session will be determined by two factors: the length of the meet and how many timing chairs RIPT is assigned. In general, a timing shift will last between 0.5 and 2.0 hours.
- The order in which families are listed for timing assignments is based upon when their swimmer will be competing. If your swimmers are entered in earlier events, you will be assigned in the early shift. If your swimmers are entered in later events, you will be assigned in the late shift.
- Please check in with the Timing Chair Coordinator before the start of the meet by initialing next to your name on the Timing Chair list clipped at the team EZ ups to confirm that you are timing. Afternoon timers should also check to see if the start time for their shift has moved based on the start time of the afternoon session.
- Each family, who has a swimmer signed up for the meet is responsible for their own shift. If for any reason you are unable to time at the meet, it is your responsibility to make arrangements with someone, 18 or older, on the timing assignments who can competently perform the timing task.
- Failure to show up for your timing shift without prior arrangement will result in a \$25 penalty fee to be charged on the next monthly bill.
- Parents of swimmers in the long distance events (400 IM, 400/500 Freestyle, 800/1000 Freestyle or 1500/1650 Freestyle) are responsible for timing 3 heats of those events in addition to your regular swim meet timing obligation.



## 10. SWIM MEET TIPS FOR THE PARENTS

**Rest** – Make sure your swimmer(s) get a good night’s sleep and pack the night before the meet.

**Programs** – may be purchased for a nominal fee and contain information about swimmer’s events and heats. Double check your child’s events for the meet and speak to the coaches if there are any errors.

**Tents, Canopies & Chairs** – even when the weather isn’t wet, swimmers enjoy having a shaded place to rest and hang-out during races. Many families bring a portable tarp and/or tent to hang-out. Bring enough chairs for your family. Look for our team when you arrive at the swim meet. Usually teams set-up their tents in a group area to create a “home base”. The kids can socialize and everyone can look after each other’s kids, especially when you are volunteering on deck.

**Volunteering** – don’t forget to check in with timing chair coordinators for your timing shift. Remember the meets only run based on volunteer participation.

**Snacks** – While food is available at most swim meets, it’s not always nutritional. Parents are encouraged to plan ahead and bring healthy snacks for their children. Having all that you need on hand makes for a relaxing day – for swimmers and parents. It is a good idea for kids to snack after each race because they don’t always have time to digest a big meal. Some suggestions include: crackers with cheese or peanut butter, applesauce, fruit fresh or driednuts, yogurt, veggies and dip.

**Swimmer Responsibilities** – ensure that your swimmer has checked with the coach upon arrival, before and after each race, and before leaving the swim meet. Your swimmer may be in a team relay or in a “final” so it’s important to check before leaving.

**Monitor Behavior** – monitor your swimmer’s behavior, set geographic / territorial limits (know where they are) – you are responsible for your child. If parents must leave the pool area or do their timing shift, delegate the responsibility for the child to another adult. Take young kids to the bathroom before taking them to marshaling for their events.

**Relax & Enjoy** – consider this your “camping” weekend with the kids, their friends and families – they will remember this time together!

## 11. ATHLETE CODE OF CONDUCT

Athletes and families agree to abide by this code of conduct at all Riptide associated events and agree to review and abide by the additional USA Swimming Code of Conduct (found in the USA Swimming Rulebook and available online at <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1962&Alias=Rainbow&Lang=en> ) while participating on the team.

### **BASIC RESPONSIBILITIES**

- Swim for the fun of it, not just to please your parents or coach.
- Be punctual for all practices and meets. Pool time is very valuable.
- Plan on attending all meets unless you have made special arrangements with your coach.
- Wear Riptide approved swim suits and team caps at meets. This displays team pride and also makes it easier to identify you on the blocks and in the water.
- Be an active participant in all team practices, competitions, fundraising events and other team activities.
- Focus on every drill and every set. Be committed to putting forth your best effort everyday. An honest effort does not include cutting laps, pulling on lane lines or missing send offs/sets.
- Pay attention and follow all of the coach's instructions completely and exactly. The coach is there to help you; if any clarification is needed, ask politely.
- The coaches must adapt this philosophy to an infinite number of situations. Swimmers are asked to respect the coach's directions and give their full cooperation. Cooperation with teammates and staff will produce a productive practice and competitive environment for all.

## **SWIMMERS MUST:**

- Show respect and common courtesies at all times to the team members, coaches, competitors, officials, parents and for all facilities and other property used during practices, competitions and team activities.
- Demonstrate good sportsmanship during all practices, competitions, and team activities.
- Be an active participant in all team practices, competitions, fundraising events and other team activities.
- Come to all team sponsored events in the appropriate attire.
- Respect the coaches' and officials' instructions
- Make every effort to be on time for workouts, competitions, and team events.
- Refrain from foul language, violence, behavior deemed dishonest, discourteous, disrespectful, destructive or offensive to others.
- Follow the directions of the coaching staff and/or chaperones at all times.
- Attend all team meetings and training sessions, unless excused by staff.
- Refrain from the drinking of alcohol or use of tobacco products or illegal drugs or any substances banned by USA Swimming or FINA.
- Avoid any association with such activities as those listed above or association with individuals engaged in them.

## **CONSEQUENCES FOR VIOLATIONS:**

The coaches have the power to impose the following penalties for any action or inaction they determine to be a violation of the Code of Conduct. The penalties include, but are not limited to the following:

- The swimmer may be given a verbal warning. The swimmer may be sent home with a warning and request for coach-parent conference.
- For repeated or severe violations the swimmer may be suspended for one (1) week. (There will be NO prorated fee for monthly dues.) Repeated or severe violations may result in the swimmer and parent being required to meet with the coach and board to determine appropriate disciplinary action.

## 12. PARENT CODE OF CONDUCT

Athletes and families agree to abide by this code of conduct at all Riptide associated events and agree to review and abide by the additional USA Swimming Code of Conduct (found in the USA Swimming Rulebook and available online at <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1962&Alias=Rainbow&Lang=en> ) while participating on the team.

### BASIC RESPONSIBILITIES

- Practice teamwork with all parents, swimmers, and coaches by supporting the values of Discipline, Loyalty, Commitment, and Hard Work.
- See that your swimmer is on time for practice and arrives on time for meet warm-ups.
- Maintain self-control at all times.
- Know your role. Swimmers – Swim / Coaches – Coach / Officials – Officiate / Parents – Parent.
- Call or meet with coaches during normal business hours before or after practice/meets to discuss issues.
- Do not coach your child at practice or during meets, that is the coach's job.
- Do not interrupt or confront the coaching staff on the pool deck during practice or meets.
- Trust and support your swimmer's and coach's decisions around goal-setting, training commitments, swim event entries, and meet schedules. Do not impose your ambitions on your child.
- Any questions about disqualifications, judging, etc should be directed to your swimmer's coach.
- Get involved....be an official, work on the board, help plan a fundraiser, be a volunteer, help plan a group social. Find something you enjoy!
- Fulfill your meet timing responsibilities punctually and for the complete duration of your shifts.
- Share the burden among parents by volunteering for necessary functions at team events and swim meets.
- Pay your fees on time.

## **PARENTS MUST:**

- Set the right example for children by showing respect and common courtesies at all times to the team members, coaches, competitors, officials, parents, and for all facilities and other property used during practice, competition, timing, or other team activities.
- Demonstrate good sportsmanship during all practices, competitions and team activities.
- Be an active participant in all fundraising events and other team activities and encourage and support your child by permitting them to be timely for practices and competitions.
- Recognize that OC Riptide coaches are professionals and allow them to coach your child(ren) without interference during workouts and meets, including sitting in appropriate observation areas for practice and meets
- Address any concerns, conflicts, or issues you may have with a coach or board officer in private.
- Insist that your child(ren) refrain from using alcohol, tobacco, drugs, other prohibited substances, violence, abusive or foul language, inappropriate sexual conduct, or any other behavior deemed dishonest, discourteous, offensive or disrespectful of others.
- The head coach and board have the authority to impose disciplinary action against a member-family for action(s) or inaction they determine to be in violation of the Code of Conduct.

## **Violations of this code of conduct may result in, but not limited to:**

1. Warning
2. Suspension
3. Expulsion

## 13. RESOURCES

**USA Swimming:** [www.usaswimming.org](http://www.usaswimming.org)

Excellent resource for parents and swimmers passionate about the sport.

**Time search at USA Swimming:**

<http://usaswimming.org/DesktopDefault.aspx?TabId=1470&Alias=Rainbow&Lang=en>

This link allows you to do a query into the USA Swimming database of results on your USA Swimmer times

**Southern California Swimming:** [www.socalswim.org](http://www.socalswim.org)

All Southern California Swimming news, upcoming meets, results, rules and forms are available on this site.

**SCS Time Standards:** [www.socalswim.org/TimeStandards/](http://www.socalswim.org/TimeStandards/)

This link provides the time standards for White, Red, & Blue times, Invite Times, Junior Olympic Times and other times.

**CAS Swim Shop:** [www.casswimshop.com](http://www.casswimshop.com)

15661 Container Lane, Huntington Beach, CA 92649

(800) 421- 5192

M-F: 9am-5pm

SAT: 10am-2pm

## 14. CONTACT INFORMATION

Our website: [www.ocriptideaquatics.org](http://www.ocriptideaquatics.org)

Email address: [info@ocriptideaquatics.org](mailto:info@ocriptideaquatics.org)

Meet questions: [masters@ocriptideaquatics.org](mailto:masters@ocriptideaquatics.org)

Billing questions: [swimtreasurer@ocriptideaquatics.org](mailto:swimtreasurer@ocriptideaquatics.org)

Phone number: (657) 206-5502

Team Member Handbook is updated as policies change. It is member's responsibility to obtain and be informed Riptide's updated policies and follow them.

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**Orange County Riptide Aquatics Club – Swim  
Team Policy Handbook Agreement**

We acknowledge that we have received a copy of the Orange County Riptide Aquatics Club – Swim Policy Handbook dated October 3, 2017. We have read and understand the contents of this Policy Handbook and will act in accordance with these policies and procedures.

Included in the Policy Handbook is the Code of Conduct for the Swimmers and parents. We have also read Code of Conduct and understand that as a member of the OC Riptide Aquatics Club I will be required to abide by the Code of Conduct defined therein. We acknowledge that any violation of the Code of Conduct will result in disciplinary action as defined in the policy.

We acknowledge that the Policy Handbook is available online and will be updated throughout the year and that it is my responsibility to be aware of and to adhere to the changes in policy as they occur.

We also authorize Riptide Swim to bill me through ACTIVE Hy-Tek Swim Manager any charges incurred including the monthly fees, USA membership dues, and missed timing shift fee.

Media Authorization: We voluntarily authorize OC Riptide Aquatic Club to take photographs, produce newspaper or magazine articles, television programs, videotape recordings, internet materials and others in which we may be included in whole or in part for showing to the general public for publicity and promotion.

By signing and initialing below acknowledges indicate that we read and will uphold the entire Team Policy Handbook. We will return to the signed agreement to the Team Manager and it will be kept on file.

**Swimmer Agreement:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Please also initial to indicate you have read each of the following sections:

- \_\_\_\_\_ Bullying Policy
- \_\_\_\_\_ Deck Policy
- \_\_\_\_\_ Code of Conduct for Swimmers

**Parent Agreement:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Please also initial to indicate you have read each of the following sections:

- \_\_\_\_\_ Termination Policy
- \_\_\_\_\_ Parking Policy
- \_\_\_\_\_ Bullying Policy
- \_\_\_\_\_ Deck Policy
- \_\_\_\_\_ Timing Chair Policy
- \_\_\_\_\_ Code of Conduct for Parents