



Hinsdale Swim Club Member Handbook 2014-15

You Don't Need To Be A Superstar to Join Hinsdale Swim Club ... Just Ready to Become One!
Hinsdale Swim Club – A Team Where *Every Swimmer Matters!*

The Hinsdale Swim Club is a competitive age group swimming program offered to residents of District 86, living in the Hinsdale Central High School attendance area. HSC offers a program that is designed to address the needs of various levels of swimming ability from novice to the advanced swimmer.

Mission Statement: To promote mutual understanding and cooperation among parents, coaches and swimmers for the improvement and progress of competitive swimming and to encourage and develop good sportsmanship, individual integrity and team play.

Coaching Philosophy: The goal of the HSC Coaching staff under the direction of the Head Coach is to provide each athlete with a safe and healthy environment and the opportunity to better develop as an individual competitive swimmer. The values of discipline, commitment, hard work and responsibility are stressed, as well as teamwork, sportsmanship and team loyalty. Positive attitudes, hard work and discipline are expected from everyone.

Because practice is essential to every swimmer's development, all swimmers are encouraged to meet at least the minimum practice requirements. It is also stressed that quality of the time spent at practice is as important as the quantity of time and the effort put forth. The goal of swimmers should be to have their motivation come from within instead of from external sources. All improvements in time, no matter how small, are celebrated.

Role of the Board of Directors: The role of the Board of Directors is to provide support to the coaching staff in running the HSC swim program. The Board facilitates and votes on issues such as budget, team functions, special events and trips. The Board is the liaison with the coaching staff and fills a consultative role in representing the interests of team families. If you are interested in serving, please contact either the Head Coach or a Board member.

Practice Group Descriptions: The following are guidelines and are subjective in nature. **Decisions regarding movement between groups are made at the discretion of the Hinsdale Swim Club coaching staff.** The HSC staff moves swimmers to different practice groups twice a year, typically after the short-course season in March and after the long-course season in August. However there can be situations when the HSC staff believes a swimmer needs to move mid-season for the best possible training experience. The coaching staff is constantly monitoring swimmers to ensure they get the appropriate type of instruction, direction and motivation for success.

Here are some things the HSC Staff will consider when moving a swimmer to a new practice group:

- Room in the practice group – to prevent overcrowding
- Age of the swimmer – there is a maturity level required of certain practice groups in order for the athlete to have a successful training and social experience
- Can the swimmer handle the practice time and extra work in the new group?
- Attendance
- Practice habits
- Meet attendance and confidence

Senior – Our most elite and serious training group, comprised of high school and middle school swimmers. These swimmers should be part of our Championship Team competing at elite swim meets including, Regionals, Junior Olympic/State Championship, Central Zone, Senior Champs, Sectionals, Junior and Senior Nationals and Olympic Trials. Swimmers are expected to become personally responsible for their own swimming, goals, and motivation with the guidance of the head coach and **want to attend 90% of practices and compete at meets as directed by the HSC coaching staff.** As part of the Senior training group, there is a subset that will get additional work on stroke technique and aerobic training with the goal of these swimmers to attain BB and Regional time qualifications. Practice and swim meet attendance expectations are the same for all Senior swimmers but as low as 70% attendance will be allowed for members of the subset.

Gold – Our highest training group for age group swimmers is comprised of both middle school and elementary school aged swimmers. Swimmers will be introduced to stroke specific training and improvement of stroke technique through I.M. training, as well as pace clock training, nutritional goals and aerobic development. The goal for these swimmers is to attain Regional, Junior Olympic/State Championship and Zone Time Qualifications. **Swimmers are expected to attend at least 80% of practices and attend meets as directed by the HSC coaching staff.**

Silver – Our highest developmental group for age group swimmers is comprised of middle school and elementary school aged swimmers. Swimmers will continue to work on stroke technique, starts and turns, be introduced to more advanced interval training, distance swimming and I.M. training. Swimmers should be able to swim all strokes legally. The goal for these swimmers is to attain BB and Regional Time Qualifications. **Swimmers are expected to attend at least 70% of practices and attend at least 2 meets in both the short- and long-course season.**

Bronze – Our developmental group for age group swimmers is comprised of primarily elementary school aged swimmers. Swimmers will work on stroke technique, starts and turns, learn to read the pace clock in order to begin interval training, distance training and some I.M. training. The goal for these swimmers is to master all 4 strokes legally for competition and to attain B Time Qualifications. **Swimmers are expected to attend weekly practices and compete in at least 1 meet during the short- and long-course seasons as directed by the HSC coaches.**

Red – Our introductory group to USA Swimming for elementary-school-aged swimmers. Swimmers must be able to swim a legal 25 yard freestyle with competent breathing techniques and a legal 25 yard backstroke in order to qualify for acceptance into this training group. Swimmers will learn stroke technique, how to do starts and turns, as well as swim meet procedures. Swimmers will begin to learn HSC drills and terminology in preparation for moving into the more advanced HSC developmental practice groups. This is a group for swimmers ready for competition, and should not be a replacement for advanced swim lessons. Swimmers will learn stroke technique, starts and turns, as well as swim meet procedures. Swimmers will learn HSC drills and terminology in preparation for moving into the more advanced HSC developmental practice groups. **Swimmers are expected to attend practices and compete in at least 1 meet during the year.**

Financial Responsibilities: Membership fees and team-hosted meets provide the means for HSC to pay coaches' salaries, coach travel expenses, pool rent and other operating expenses. A deposit is due in June of each year as a commitment for a spot on the team for the following season. The balance of fees is due prior to the start of the season each fall. HSC reserves the right to suspend a swimmer from practice and/or meets if fees are not paid.

Hinsdale Swim Club Provides:

- Experienced certified coaches on staff
- Year-round swimming – Summer swimming is included in membership fees paid in August
- A focused training schedule designed for each practice group's optimum success
- The opportunity to practice in small focused groups
- Team attachment for USA Swimming Registration processing
- For your bill-paying convenience, we accept payment by credit card or direct debit to your bank account.

Volunteering: Membership with Hinsdale Swim Club requires a parental volunteer commitment based upon the number of team swimmers in a family. As part of registration, parents sign up to volunteer at HSC-hosted meets. HSC also requires families to make a one-time, refundable volunteer deposit of \$150 when they join the team. Read more on volunteering elsewhere in the annual registration materials.

Discipline: The coaches have the initial responsibility to discipline swimmers for inappropriate conduct. It is expected that the coaches will use their reasonable discretion when imposing appropriate discipline and that any disciplinary action will take into account (1) the nature and severity of the conduct (2) any prior disciplinary action and (3) the adverse effect of the conduct on other swimmers. Examples of disciplinary action include verbal warning, removal from a practice, notification to the swimmer's parents, suspension from some or all HSC activities up to and including expulsion from HSC. The coaches will take any immediate action that is both necessary and appropriate under the circumstances to ensure the safety of swimmers. Read more on required swimmer and parent conduct elsewhere in the annual registration materials.

Communication & Website: The main communication source for HSC is through email and the website www.hinsdaleswimming.org. Additional information such as practice changes and updates will be sent via e-mail from the Head Coach. It is critical that the main email address for a swimmer is one that is checked daily.

Questions? Email info@hinsdaleswimming.org

Parent Volunteer Agreement & Common Questions 2014-15

HSC swimmers love to compete, and HSC hosts three home swim meets during the year. In order to provide our children these wonderful opportunities to compete, we need volunteers! Therefore, each Hinsdale Swim Club member family is required to commit to supporting our three HSC-hosted meets. This commitment is required as a condition of membership, and applies to all families, regardless of whether the family's swimmer(s) participates in that meet. The terms of the policy are as follows:

The 2014-15 season's mandatory commitment per family is as follows (The season ends July 31):

- **A family with 1 swimmer must earn 5 points**
- **A family with 2 swimmers must earn 8 points**
- **A family with 3 or more swimmers must earn 10 points**

August 14-29, 2013, families will have the opportunity to sign up online for sessions to meet their volunteer requirement for our three meets. If families have a conflict and are unable to volunteer at meets, they may sign-up at the beginning of the season to volunteer to chair another HSC activity. Once this agreement is signed, you will be responsible for finding your own replacement(s) or finding another family to switch with if you are unable to fulfill requirements. Missed sessions will be billed per the standards outlined below (penalties). For answers to common questions about volunteering, [please click here](#).

Penalties for Missed Volunteer Shifts

Note that this is not a financial opt-out provision. HSC needs every work session filled to run meets properly and this requires all of our members to participate. We need you and your energy, not your money!

- To be eligible for the following swim season, your account must be up-to-date.
- Accounts will be billed for any outstanding volunteer session fees.
- **\$75 per session will be billed for each of the first 3 missed sessions.** This must be paid before swimmers can return to practice.
- **The fee for 4 or more missed sessions will be billed at \$100 each** and your swimmer will be suspended from the team until fees are paid. The 4th missed session requires immediate suspension of your swimmer(s). You may come before the Board to request consideration of reinstatement. Additional missed volunteer sessions are cause for permanent dismissal of the family from Hinsdale Swim Club.

Member families who do not comply with the terms outlined above will have their membership and swimmer'(s)' swimming privileges suspended. Reinstatement will only be permitted after settlement of any outstanding fees associated with this pledge and a request in writing of the Board. There are no exceptions to these provisions.

I certify that I have read the Parent Volunteer policy in full, understand the terms explained within and will abide by the requirements or accept the penalties for missed session detailed above.

2014-15 Common Volunteering Questions

Working meets gives you, as parents, an opportunity to be involved in the sport in which your children participate. We need you. They need you. It's fun, and you get the best seat in the house!

How Many Meets Does HSC Host?

Hinsdale Swim Club will host three (3) meets during the 2013-14 season (November, February and July). HSC families will be required to fulfill their mandatory volunteer shifts at these three meets.

What is the 2013-2014 Season's Mandatory Commitment per Family?

- A family with 1 swimmer must earn 5 points
- A family with 2 swimmers must earn 8 points
- A family with 3 or more swimmers must earn 10 points

Can I Sign Up for Any Shifts I'd Like?

Yes and no. Parents are required at registration to sign up online for the shifts to fulfill their volunteer requirements for the full season. Many parents like to volunteer during the session in which their athlete swims. Online volunteer signup is first-come, first-served. When spots are filled, choose from available slots. We strongly encourage you to volunteer for at least 2 sessions per meet per swimmer at the HSC fall meet and HSC summer meet. These are our largest meets and require all hands on deck. Once all families have signed up for their shifts, it may become necessary to shuffle some volunteers around in order for us to successfully run the meets. **Please note: If we don't have enough volunteers for any one meet, we do reserve the right to move folks, particularly those that have concentrated their time in one meet.**

Help! I've Learned I Can't Work My Shift

If volunteer signups are still open, you can log in and remove your name. Be sure to sign up for a new shift to ensure you meet your volunteer requirement. If volunteer signups are closed, you are responsible for either having a substitute work in your place (an aunt, a babysitter, etc.) or finding someone to switch with you. Once you have a solution, communicate with the team by sending email to volunteer@hinsdaleswimming.org with the dates, times and volunteer job you are switching or using a sub for. Also include the complete contact info for the person working your shift (first and last name, phone number and email address.)

How Do I Find Out What Volunteer Shifts I Have Signed Up For?

Log into www.hinsdaleswimming.org. Click the Sign Up For Meets button on the Home Page. You will see a listing of upcoming meets. Click the meet name and then click the Job Sign Up button to see what jobs you have signed up to volunteer at that meet. Repeat this process for each of the three HSC-hosted meets. Also note there is a fourth and separate sign up for volunteer jobs that do NOT require meet attendance.

How Do I Find Out What Volunteer Shifts Others Have Signed Up For?

Follow the same process listed above: Log into www.hinsdaleswimming.org. Click the Sign Up For Meets button on the Home Page. You will see a listing of upcoming meets. Click the meet name and then click the Job Sign Up button to see what jobs others have signed up to volunteer at that meet. Repeat this process for each of our three HSC-hosted meets.

What Happens to My Volunteer Deposit if My Family Leaves the Team Before the End of the Season?

The season ends July 31. Should your family leave the team prior to July 31, you will forfeit your volunteer deposit. The appeal process involves submitting your appeal in writing to the HSC Board of Directors two weeks in advance of its next meeting to P.O. Box 126, Hinsdale, IL 60522-0126

Am I Required to Work a Meet That My Swimmer is Not Participating In?

As part of registration, you will choose the meets to work or sign up for other available volunteer opportunities. If a parent signs up to volunteer for a meet, he or she will be required to work, regardless of whether that parent's

child is swimming in the meet. Once sessions have been signed up for, it is up to parents to find a replacement if something prevents them from working. Missed sessions will be billed.

What if I Am Unable to Volunteer at a Meet?

- It is mandatory that you work your required number of volunteer shifts or send a substitute.
- If, at registration for example, you signed up to work 2 sessions at the fall meet and find out you cannot work, you **MUST** switch with another family or send a replacement. Otherwise you will be charged for missed sessions. Once sessions have been signed up for via the online volunteer signup portal, it is up to parents to find a replacement if something prevents them from working their shift.

Who Can Volunteer?

Those 14 years of age or older may work a session. Grandparents, aunts, uncles, brothers, or sisters – even the babysitter – as long as they are capable of doing the job. Keep in mind that husbands and wives can work the same session, thereby earning credit for working two sessions.

What Is the Volunteer Deposit and Why Was it Instituted?

The Volunteer Deposit is an incentive for our members to participate in available volunteer opportunities. When you fulfill your volunteer sessions, your deposit will be rolled over to the next year for your swimmers.

Hinsdale Swim Club Refund Policies 2014-15

Refunds: Membership dues, deposits and/or fees are non-refundable. Once dues, deposits and/or fees have been paid, if a swimmer cancels or terminates his or her membership before July 31, 2015 (the end of the season), there is no refund.

Volunteer Deposit: If a family that has met its volunteer requirements for the entire season chooses to leave the Hinsdale Swim Club, the Volunteer Deposit will be refunded after the season closes July 31, 2015. Should a family that hasn't fulfilled its volunteer requirement choose to leave HSC prior to July 31, 2015, the Volunteer Deposit will be forfeited. Likewise, should a family fail to volunteer its required number of shifts in a season, that family will be billed in accordance with fees outlined in the Parent Volunteer Agreement.

Exception: The only exception to these policies will be made for a swimmer who moves out of District 86 attendance zone prior to the first day of practice in the fall. In this case, the swimmer will be refunded registration fees but not team commitment fees made in the spring.

Hinsdale Swim Club Family Code of Conduct 2014-15

Family involvement is vital to our club and is required of all members. As our organization grows and we continue to expand our programs, we seek to establish and clarify our policies to ensure continued success.

HSC is fortunate to have highly experienced, professional coaches working to develop our children into better swimmers and more importantly, disciplined people. As families, it is essential that we give our coaching staff the respect and authority they deserve to run our swim team. Our coaches are hired for that purpose.

Hinsdale Swim Club, as an organization, highly encourages the following behavior:

- Open communication between families, swimmers and coaches emphasizing goal-setting and performance expectations of both the swimmer and the family.

- Discussing issues privately with a coach or Board member. Ideally, the first step in resolving an issue involving a swimmer and a coach is for the swimmer to approach the coach; however, at the younger age levels we recognize that this may not be possible or even wise. As a result, a parent/guardian may need to be involved.
- Meeting with the coaches/swimmers/parents during normal operating hours to discuss issues.
- Positive reinforcement of all swimmers in all situations - team spirit, team loyalty.
- Parental involvement on the Board of Directors and in meets and other team events.
- Meeting volunteer requirements of working at HSC hosted meets. Volunteer guidelines are outlined in the Parent Volunteer Agreement including the financial consequences of not fulfilling your volunteer requirement.
- Fulfilling financial responsibilities in a timely manner.

Hinsdale Swim Club, as an organization, will not tolerate the following behavior:

- Coaching or videotaping at practice - that is the coach's job. The coach reserves the right to close the balcony at practice should this request not be honored.
- Interrupting or confronting the coaching staff on the pool deck during practice or meets. The coach reserves the right to close the balcony at practice should this request not be honored.
- Abusive language towards coaches, swimmers, parents, officials and your own or other children.
- Any behavior that brings discredit or disruption to any and all swimmers and our organization's excellent reputation within the swimming community.
- Family members are not allowed on deck during or after practice due to insurance considerations.

Our Family Code of Conduct was developed as a standard to emphasize our organization's commitment to making everyone's involvement with our club a positive experience. We will abide by the following guidelines:

- I. Practice teamwork by supporting the values of good sportsmanship, individual integrity and team play.
- II. As family members, we will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.
- III. Demonstrate good sportsmanship by conducting ourselves in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices.
- IV. We understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
- V. Enjoy HSC by supporting swimmers, coaches and other families with positive communication and actions.
- VI. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff. Family members may address officials via the coaching staff only.

Sanctions: We have read the Parent Code of Conduct in full, understand the terms explained within and will abide by the requirements or accept the penalties described. Additionally, should we conduct ourselves in such a way that brings discredit or discord to HSC, or USA Swimming, we will voluntarily subject ourselves to disciplinary action. HSC maintains the right to terminate any membership with/without cause in the interest of our mission and objectives.

Waivers 2014-15

I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the **Hinsdale Swim Club** to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge **Hinsdale Swim Club** and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in **Hinsdale Swim Club** activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

By registering my child(ren) with the **Hinsdale Swim Club**, I agree to participate (or allow my child(ren) and family members to participate) in the **Hinsdale Swim Club**, and hereby release **Hinsdale Swim Club**, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the **Hinsdale Swim Club** program, including travel to and from training sessions, swim meets or other scheduled team activities. I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the **Hinsdale Swim Club** program.

I agree to the three statements enumerated above.

PHOTO WAIVER

As a member of the Hinsdale Swim Club, I give permission for my child's name, quotation or photo to be used/published in the following ways:

Press releases

Newspaper or magazine articles

Hinsdale Swim Club publications (i.e., newsletters, Swimmer Handbook, etc.)

Hinsdale Swim Club website

Updated July 2014