

2020-2021



Handbook

TABLE OF CONTENTS

	Page
History Of The Sea Dragons	3
Welcome Letter Head Coach Bee	4
Welcome Letter Coach Aaron	5
Communications	6
Problem Solving	7
Athlete Rules and Code of Conduct.....	8
Membership Agreement	9
Photography Policies	12
PSSC Discipline Policy	14
Parents Your Athlete Needs You	15
10 Commandments	16
PSSC Board Of Directors	17
PSSC Bylaws	18
PSSC Team Suit and Apparel	24
Time Standards-Types Of Meets	25
Meet Schedule	26
Team Structures / Levels / Training Groups	26
General Meet Guidelines	31
FAQ	32
Summary	33

HISTORY OF PSSC

Established in 1969, Puget Sound Swim Club (PSSC) is a year-round competitive swim team offering quality professional coaching and technique instruction for swimmers of all ages and abilities.

In addition to a fine coaching staff, PSSC also provides consistent and stable pool time for all our athletes in one of the few long-course pools available year-round in Western Washington.

Our mission is to foster the development of a positive self-image in all our athletes through involvement and success in competitive swimming.

PSSC is a non-profit, volunteer run 501(c)3 club and is a member of both USA Swimming and Pacific Northwest Swimming. As a volunteer run club, all members are welcome and encouraged to be involved in all team activities.

We are constantly growing and training young swimmers to maintain a well-rounded competitive swim team. Thank you for joining us. We are looking forward to meeting you. Please feel free to ask another member or coach any questions you may have.

Puget Sound Swim Club, P.O. Box 672, Port Orchard, WA 98366

WELCOME TO PSSC

Hello Puget Sound Swim Club families,

I hope all of you are as excited to get back into the pool as I am! I know that we all have had a hard time dealing with so many things during 2020 and into the New Year. For this season, we will focus on building up stroke abilities and skills and enjoying swimming with your teammates. As the new season begins, it is time to set your goals. Get a great start and be strong to get back to the pre-COVID-19 meet times. How are you going to get there? Give your best effort, listen to your coach, and achieve your goals!

I am very excited and looking forward to seeing everyone in the pool and to motivate and create a fun, socially distanced swim environment!!!

I am here to help swimmers succeed, support them, encourage them and watch them grow. I will always give my best effort in helping my swimmers achieve their goals and improve in their strokes.

Go Sea Dragons!

**Welcome back,
Coach Bee**

"You can't put a limit on anything. The more you dream, the farther you get." - Michael Phelps

COACH MR. Dude's WELCOME

Welcome to PSSC,

The start of a new season is like a box of chocolates, you never know what you're gonna get!

I have great hopes and confidence that this year's season will be the best yet! The opportunity to spend every day with the swimmers of PSSC is my great privilege and I do not take it lightly. I know that this season you will welcome each and every day, in and out of the pool as your chance to smash old limitations and reach forward to new goals. Together, we will make this year, the best year yet!

Go SEA DRAGONS!

Coach MR. Dude

"Swim quietly and Carry a big Stick."

– Teddy Roosevelt (kind of)

COMMUNICATION

The purpose of this communication is to give PSSC swim team parents an idea as to what they can expect from the PSSC program. This information will help you better understand what is going on and will also give you a look at the obligations associated with the team. This document includes as much information as possible so that you and your athlete knows what to expect during the upcoming season.

How do I know what's going on?

PSSC TeamSnap - With this free app, each family can set their communication preferences and receive team information how it best suits them (email, text alerts, or just in the app). We intend to use this tool to communicate meet schedules, for swimmers to communicate meet availability, and to provide real-time info about pool closures. Download Team Snap to your preferred devices and we will send you an invitation when you provide your email address upon joining.

PSSC Facebook Group – All information that is posted in TeamSnap is also posted on the Facebook Group.

Swim team bulletin board -The bulletin board is located by the window in the entry of the pool will have current information on it as well as meet information and upcoming events.

We're trying to work with new communication methods to accommodate families not on social media. Please provide feedback as to how TeamSnap is working for you. If you have comments, please contact a coach or a member of the board.

PROBLEM SOLVING

Should a problem arise, please communicate directly with the coach involved. If that fails, contact the Head Coach. If that fails, contact the PSSC Board President. A communication gap is created when a parent makes the unfortunate decision to discuss their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only are problems never resolved this way; this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues.

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

PSSC TEAM CODE OF CONDUCT: ATHLETES

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. By signing this code of conduct, I agree to the following statements:

- ☐ I will respect and show courtesy to my teammates and coaches at all times.
- ☐ I will demonstrate good sportsmanship at all practices and meets.
- ☐ I will set a good example of behavior and work ethic for my younger teammates.
- ☐ I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- ☐ I will attend all team meetings and training sessions, unless I am excused by my coach.
- ☐ I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- ☐ I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- ☐ If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- ☐ I will obey all of USA Swimming and PSSC's rules and codes of conduct.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and PSSC's board of directors.

Swimmer's signature Date

Parent's signature Date

KEEP FOR YOUR RECORDS

2020-2021
PSSC PARENT/GUARDIAN MEMBERSHIP
AGREEMENT

Puget Sound Swim Club PO Box 672 Port Orchard, WA 98366

I hereby acknowledge and accept the obligations and requirements of membership as stated by PSSC in this agreement. I have read and agree to:

1. Be actively involved in the support and development of my swimmer and the team for the swim year 2020-2021.
2. To abide by all other rules of PSSC as they are provided in writing.
3. Bring any questions or concerns directly to the attention of the Head Coach and/or Board of Directors.
4. Understand that Safety is a priority and for this reason, agree to:
 - A. Only USA registered athletes are allowed on deck (excluding USA registered non-athletes) for all practices and swim meets. Siblings and relatives of athletes are not to be on deck at any time and should remain in the spectator stand.
 - B. Drop off and pick up of athletes for practices should be within 15 minutes as PSSC, SKHS and the pool are not responsible. This is important as the pool may not be open before 15 minutes prior to practice and no supervision is present.
 - C. Children who are not registered athletes must be supervised by their parents and not allowed to play or run on deck, in locker rooms or in the timing booth. The best place for all spectators is in the bleachers.
 - D. No distracting coaches from their duties; they must be able to work and watch athletes without interruptions and distractions. Should you need to speak to a coach, do so before practice commences or after practice is completed.
 - E. Fire Zone areas of the parking lot are not for parking; pick-up and drop off stops are allowed and vehicles must be attended. Parking in Fire Zones is illegal and adds to congestion and safety concerns.

Financial Information

Monthly Training Dues:

Group	Rate	Practice Days	Practice Times
Senior	\$115	MTuWThF	4:30pm - 6:00pm
Junior	\$100	MWThF	4:30pm - 6:00pm
Novice	\$85	MWF	5:00pm - 6:00pm
Fitness	\$60	TuTh	4:30pm - 6:00pm

Annual Registration Fees:

\$25 - PSSC Administration Fee (family maximum of \$50)

\$79 - USA Swimming Full Membership (unlimited meets)

-OR-

\$20 - USA Swimming Flex Membership (2 meets only)

\$200 - Annual Fundraising Commitment (WAIVED for 2021 swim season)

Financial Policies:

1. The PSSC Board of Directors will review monthly training dues and financial policies annually and reserves the right to make adjustments as needed to support the club operating expenses.
2. Training groups will be assigned by the Head Coach.
3. PayPal will be the single method of payment for all fees. Please see Payment Procedures below for additional information.
4. The PSSC Treasurer will provide a monthly account of all fees owed per family (dues, annual registration, periodic meet fees, etc.) prior to the 1st of the month.
5. Monthly Training Dues
 - a. Monthly training dues are owed on the 1st of the month.
 - b. Payments not received by the 20th of the month are subject to a \$20 late fee.
 - c. No pro-rating of dues is allowed for partial months or regularly missing training days. This includes pool closures due to inclement weather or pandemics!
 - d. A multiple swimmer discount to dues will be applied as follows:
 - a. 1st swimmer pays 100% (based on highest amount of dues)
 - b. 2nd swimmer receives 10% discount
 - c. 3rd swimmer (and all others) receives 50% discount
2. Meet Fees
 - a. Meet fees will be charged in addition to monthly training dues.
 - b. Fees will be based on participation in meets and are due in advance of the meet.
 - c. Meet fees are non-refundable in the event of non-participation.
2. Annual Fundraising Commitment

- a. In light of the current environment, we are waiving any additional family fundraising commitment for the 2021 swim season.
- b. For the 2021-2022 swim season, please anticipate an annual family fundraising commitment returning (structure and format TBD).

Payment Procedures:

New procedures have been put in place for collecting payments for PSSC. We have needed a more secure way to make payments instead of handing over a check/cash to the treasurer/board members/coaches. We also need to address the changes we will experience when we're back to swim and managing the COVID-19 situation (where parents will not be allowed in the stands and in general moving to a cash/check free business operation). We've also heard feedback from many of you that you would appreciate a credit card option for payment. Taking all of that into account, we've decided to move to PayPal as the sole method of payment collection.

One time steps:

- Sign up for PayPal (if you don't already have an account).
- Download the PayPal App from your App Store (optional - you can use the web version as well, but the app makes the payments SUPER fast).
- Link accounts you want to use for fees (checking / savings / credit card) to your PayPal account (may require verification steps with your bank).

Recurring process:

- Each month, the PSSC Treasurer will send a file that indicates the fees owed for the month (including monthly training dues, and any other one time payments like annual registration, meet fees, etc.).
NOTE: While the intent is to just request payment once a month, there may be occasions where a one-off payment is requested.
- You will go to PayPal (app or web) and "Send Money" to Puget Sound Swim Club or @SWIMPSSC or paypal.me/SWIMPSSC (note - you should only have to search for it the first time you send money - it should show on your list for future transactions and you can also make it a Favorite).
- Input your amount
 - NOTE: If you want an itemized receipt for your transaction, you may note \$xx Dues, \$xx Meet Fees, etc in the "Add a Message" section. This is not required for me as I will already have a record of your fees by category. This will take the place of any hand written receipts previously provided.
- Verify the amount and the account you want to use, and then hit SEND!

FAQ:

Q: Will PayPal charge me a fee?

A: PayPal charges the fees to the business conducting the transaction, not to the individual submitting payment. PayPal's fees for non-profits are currently 2.2% plus \$0.30 per transaction. Instead of charging an odd amount for each transaction, we decided to increase dues \$5 per group per month to cover the additional system processing costs. We will not add any additional processing fees if we need to request multiple payments per month (like if we need to collect meet fees ahead of the next month's dues).

Q: What happens if I don't pay by the due date?

A: Fees are due by the 1st of the month. The PSSC Treasurer will send a courtesy email reminder to those who have not paid by the 15th. After the 20th, a \$20 late fee is incurred and the Treasurer will send a request for money to you from the club PayPal account with the late fee added in.

Q: How will you know that I've paid?

A: PayPal will log the transaction and send the Treasurer an email that your money has been received. The Treasurer can see the names of the people submitting and the amounts, will record the transaction date in the club files for record keeping.

Q: Does this mean you'll have access to my bank account and credit card information?

A: NO! This is the financial security benefit of using a platform like PayPal. You keep your information protected and only you can see your payment methods. The Treasurer can only see your name and the amount when the payment is made. You keep your personal data safe!

Q: I need a receipt for my transaction. Will you still write one out?

A: No - PayPal will provide you a receipt for your transaction. If you want it itemized, you will need to note in the "Add a Message" Section how much was for Dues/Meet Fees/etc.

Q: What if I don't want to use PayPal?

A: At this time, PayPal will be the sole method for payments used, and we will not be making exceptions. While we've always wanted to be flexible with our swim families, this is a way to ensure the protection of data/financials for the club and for all of you. In addition, it eases the administration of collecting payments in person when parents will not be allowed on-deck at the pool. Thanks for understanding.

Q: I need help figuring out PayPal... can you help?

A: Absolutely - Send a message to the Treasurer (treasurerswimpssc@gmail.com) and we can connect.

PLEASE KEEP FOR YOUR RECORDS

**PSSC Athlete Code of Conduct and Parent/Guardian Agreement
SIGNATURE PAGE**

Swimmer Name: _____

Athlete Rules & Code of Conduct:

I have read and understand the PSSC Athlete Rules & Code of Conduct and agree to comply in order that I may participate as a member of PSSC.

***Swimmer's
Signature:*** _____ ***Date:*** _____

I have reviewed these rules with my swimmer and agree that they will comply in order to participate.

Parent's Signature: _____ ***Date:*** _____
2019-2020

Parent/Guardian Agreement

I hereby acknowledge and accept the obligations and requirements of membership as stated by PSSC in this agreement.

Parent/guardian: _____ **Date:** _____

PLEASE RETURN FORM TO PSSC PRESIDENT

PUGET SOUND SWIM CLUB PHOTOGRAPHY CONSENT FORM

PURPOSE

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if commonsense procedures are not observed.

POLICIES

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions ("publication") should only be done with parents' consent per this form.
2. A parent or guardian has a right to refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore any photos that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow.

In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs should not be taken in locker-rooms or bathrooms.

Puget Sound Swim Club may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to take and use photographs.

Parents have a right to refuse agreement to their child being photographed.

PLEASE KEEP FOR YOUR RECORDS

PUGET SOUND SWIM CLUB PHOTOGRAPHY CONSENT FORM

As the parent/guardian of _____ I allow the following:

- Take photographs to use on the club's secure website (circle for each statement)
Consent given Consent refused
- Take photographs to include with newspaper articles
Consent given Consent refused
- Take photographs to use on club notice boards such as Facebook and bulletin board
Consent given Consent refused
- Video for training purposes only
Consent given Consent refused

Signed: _____

Dated: _____

PLEASE RETURN FORM TO PSSC PRESIDENT

Puget Sound Swim Club

Discipline Policy

As parents, board members, and coaches, the safety of each and every one of our swimmers is paramount. We are concerned when coaches have to take time away from coaching to deal with safety and discipline issues. Swimmers must treat their fellow swimmers, coaches, and parents with respect. All swimmers are expected to behave in such a way that their actions reflect positively on the team. Failure to follow the expectations and rules of PSSC will result in the following progressive disciplinary action:

First offense- Verbal warning by the coach.

Second offense- Removal from the water to sit on the bench, length of time to be determined by the Coach.

Third offense- Benched for the duration of practice and released with a *Discipline Form* from the Head Coach. This must be signed by the parent/guardian and the swimmer, with the swimmer's written improvement plan completed and returned to the Head Coach before the swimmer will be allowed to resume practices.

Fourth offense- Suspension from the team for a length of time to be determined by the Head Coach and notification to the PSSC Board of Directors. Reinstatement will occur after review of improvement plan and swimmer expectations with the Coach/Head Coach and responsible parent/guardian.

Fifth offense- Dismissal from PSSC for the rest of the season, at swimmers expense with forfeiture of any dues or fees paid. For the purpose of this section , there are two PSSC swim seasons Sept-March (Short Course), and April- July (Long Course). Reinstatement will occur only after review of improvement plan and the swimmer expectations with the Coach/Head Coach and responsible parent/guardian.

Name:_____ Date:_____ Offense:_____
Coach:_____ Issues:_____

Swimmer's Signature:_____ Date:_____
Improvement Plan_____

Parent/Guardian's
Signature:_____ Date:_____

“Parents... Your Athlete Needs You”

The coach is the Coach! We want your swimmer to relate to his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and oftentimes insurmountable, confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint, please contact the coach.

Best kind of parent: The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply the love, recognition, and encouragement necessary to make the swimmer work harder in practice, which in turn gives him/her the confidence to perform well in competition.

Ten and Under: Ten and under are the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmer alike! Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins PSSC , there may be a brief period in which he/she appears to slow down. This is a result of the added concentration on stroke technique, but this will soon lead to much faster swims for the individual.

Not every time: Even the very best swimmer will have meets where they do not do their best times. These “plateaus” are a normal part of swimming. Over the course of a season, times should improve. Please be supportive of these “poor” meets. The older swimmers may have only two or three meets a year for which they will be rested and tapered.

The Ten Commandments for Parents of Athletic Children

Make sure your child knows that - win or lose, scared or heroic - you love him/her, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement.

Try your best to be completely honest about your child's athletic ability, his/hers competitive attitude, their sportsmanship, and their actual skill level.

Be helpful, but don't coach him/her on the way to the pool or on the way back, or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.

Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve his/her swimming skills and attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun.

Try not to relive your athletic life through your child in a way that creates pressure; you lost as well as won. You were frightened, you backed off at times, you were not always heroic. Don't pressure your child because of your pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking, feeling, sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his/her world turns bad. If he/she is comfortable with you - win or lose - he/she is on their way to maximum achievement and enjoyment.

Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc. with your athlete.

Don't compare the skill, courage, or attitudes of your child with other members of the team, at least within his/her hearing.

Get to know the coach so that you can be assured this his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.

Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.

Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort.

PSSC BOARD OF DIRECTORS

Marla Johnson
presidentswimpssc@gmail.com
PRESIDENT

Cory Butler
corybutler621@gmail.com
VICE PRESIDENT

Lauren Nipert
treasurerswimpssc@gmail.com
TREASURER

Heather Olson
secretaryswimpssc@gmailcom
SECRETARY

Vacant
fundraiserswimpssc@gmail.com
Fundraising Coordinator

Jenny Edmonds
Jenny@randyedmonds.com
At-Large

“Seventy-five percent of our planet is water
- can you swim?”

By Laws

Puget Sound Swim Club

Puget Sound Swim Club (PSSC) is a non-profit corporation, operating under section 501 (c) (3) of the U.S. Internal Revenue Code and is organized under the laws of the State of Washington with a Governing Board of Directors elected and appointed from the general membership. Puget Sound Swim Club operates under the umbrella of Pacific Northwest Swimming, and is a recognized competitive swim team with USA Swimming

MISSION STATEMENT: At PSSC, we strive to foster the development of a positive self-image in all of our athletes through involvement and success in competitive swimming. PSSC attempts to provide a program that will meet nearly every child's competitive level: from novice to nationals, from receiving university scholarships to swimming for fitness and fun only. We will achieve these goals by providing a professional, well-educated, involved coaching staff and by having a focused and involved Board of Directors composed primarily of parent volunteers.

ARTICLE 1. OBJECTIVES

- Develop swimmers to their fullest potential.
- Implement diversified training programs to meet swimmers needs.
- Emphasize individual performance.
- Build self-pride through conditioning, discipline and friendships.

ARTICLE 2. MEMBERSHIP AND REGISTRATION

The membership of Puget Sound Swim Club shall consist of parents or guardians who have children swimming for Puget Sound Swim Club, the head coach, the assistant coach(s) and the swimmers. Members (with the exception of the coaches) shall pay dues established by the Executive Committee of the Board of Directors.

Membership dues for each swimmer includes pool fees for daily practice sessions and coaches salaries. Membership dues do not cover meet entry fees for competitive swimming events, or USA Swimming membership.

All athletes must be registered USA Swimming members in order to qualify for both PSSC membership and insurance coverage for swim meets and practices.

VOTING AT GENERAL MEMBERSHIP MEETINGS: Voting membership consists of parents or guardians who have children swimming for PSSC, the head coach and the assistant coach(s). Each family and coach may cast one vote during all Club All General Membership meetings. Voting by proxy is allowed for members that provide the Club Secretary with the delegate name of another current member in good standing, prior to those meetings.

ARTICLE 3. BOARD OF DIRECTORS

The Board of Directors are elected into position by the current membership of PSSC during the Spring General Membership meeting.

NOMINATIONS FOR BOARD SEATS: Nominees must be parents or guardians of swimmers in good standing. Members must acquire approval of the nominee prior to submitting to the Board of Directors. Candidate names must be submitted to the Board at a regular meeting prior to the Spring General Membership meeting when elections for open Board seats occurs.

PSSC BOARD SEATS AND TERMS:

1. President	06/30/2019 - 06/30/2021
2. Vice President	06/30/2019 - 06/30/2021
3. Secretary	06/30/2019 - 06/30/2021
4. Treasurer	06/30/2019 - 06/30/2021
5. Fundraising Coordinator	06/30/2019 - 06/30/2021
6. At Large	06/30/2019 - 06/30/2021
7. Public Relations	Vacant

TERM LIMITS: All board members are limited to three consecutive terms in the same seat. It shall be possible for those members to run for a different seat with the same three term limit in effect.

BOARD VACANCIES: Any vacancy occurring on the Board of Directors shall be filled by appointment of the President. Said Appointee shall serve until the next regular General Membership elections for Board of Directors.

BOARD MEETING ATTENDANCE: Any Board member who misses three (3) consecutive Board meetings or fails to meet the obligations of a Board member, as stated in these By Laws, shall be deemed unable to fulfill their duties and are subject to replacement by the Board.

BOARD ACTIONS: Each Board member has one vote per action item during each Board Meeting, whether regularly scheduled or special, and must be cast while in attendance at the meeting. Voting by proxy is not allowed.

QUORUM: board meetings and actions are achieved with two-thirds attendance of the current Board of Directors.

ADVISORY SEATS TO THE BOARD OF DIRECTORS: Advisory seats to the Board of Directors are needed at various times. The number of Advisory Seats can vary, pending Board decision. There will always be a minimum of two Advisor Seats; Head Coach and Athlete Representative. Advisory appointees must abide by the rules and responsibilities expected of the Board of Directors, however they have no vote in formal Board action items.

BOARD DUTIES AND RESPONSIBILITIES: Expectations for all PSSC Board members include the following general duties.

- Setting policies that guide planning and operations of PSSC.
- Meeting the needs of PSSC's membership.
- Handling financial responsibilities to ensure adequate funding of PSSC, as well as responsible spending.
- Monitoring and measuring progress of Club goals.
- Recruiting and selecting the Head Coach.
- Implementing fund raising programs and soliciting sponsorships.
- Support the actions of the Head Coach and Board decisions.
- Recruit new members to the Club and Board positions.
- Actively serve on at least one standing committee for the Board.
- Approve annual Club goals and budget prepared by the Head Coach.

DUTIES OF ELECTED AND APPOINTED OFFICERS:

President: presides over all meetings of the General Membership, Board of Directors, Executive Committee and events of PSSC. Serves as an ex-officio to all committees of the Board of Directors. Works in partnership with the Head Coach to ensure Board resolutions are implemented. Recruits new Board members for Club service and acts as an alternate spokesperson for the Club. Coordinates an annual review of Club staff, programs, activities and achievements. Also currently fills the role of Meet Director. Meet Director maintains all USA Swimming Registrations including swimmers, coaches, officials and required board members. Submittal of meet entries and upkeep of team manager. Maintain all photo consents, Membership agreements, concussion forms, and code of conduct forms. Chairs the Membership Committee. Chairs Safety Committee, maintains Club safety records regarding accidents, accident reports, recruit and train Club volunteers to work as meet officials, acts as a liaison for PSSC with Pacific Northwest Swimming and is the person in charge of all home meet pool and deck preparations.

Vice President: serves on the Executive Committee, organizes and chairs Ad-Hoc committees created by the Board of Directors, performs the duties of the President during their absence and carries out special assignments as requested by the president.

Secretary: serves on the Executive Committee, maintains all Board records, minutes of Board meetings and assume the role of President and Vice President during their absences. Communicates to club membership via TeamSnap and Facebook. Carries out special assignments as requested by the President.

Treasurer: serves on the Executive Committee, maintains and provides financial records for the club (including annual tax returns, monthly accounting journal entries, and monthly performance to budget). Understands all applicable regulations regarding the non-profit 501 (c) (3) status of the club. Chairs the Budget Committee. Collects money from membership for Monthly Dues, Meet

Fees, USA Swimming Registrations. Pays club bills as required. Performs payroll tasks. Carries out special assignments as requested by the President.

Fundraising Coordinator: coordinates sponsorship/fundraising drives (key focus on annual Swim Marathon, annual wreath sales, McTakeover, and Amazon/Kroger charitable contributions), maintains all records of sponsors. May delegate some duties/responsibilities to volunteers. Chairs the Fundraising Committee.

Public Relations: generates and distributes Club newsletter "Aquanotes", maintains the Club Bulletin Board, located in the swimming pool lobby.

At Large: Appointed seat by President that shall carry out special projects as directed by the President.

ARTICLE 4, MEETINGS

OPEN MEETINGS: Board meetings and General Membership meetings are open to all members of PSSC and the public. The club President works with the Secretary to set the agenda for each meeting and will provide a copy at each meeting.

MEETING NOTIFICATION: Is provided via Team Snap and the Facebook Group.

MEETING CONDUCT: All General Membership and Board Meetings are conducted by the President or their designee, using Robert's Rules of Order. Those not familiar with this procedure should contact a Board Member or the Head Coach prior to a meeting.

GENERAL MEMBERSHIP MEETINGS: There shall be no fewer than two General Membership meetings conducted during the year. One in the Spring, no later than June 15th, for election of Board positions and officers. One in the Fall, no later than November 15th, to review and approve the Club's annual plans.

BOARD MEETINGS: The Board of Directors shall meet no less than six times during the year. During the swim season, the Board shall endeavor to meet on a monthly basis.

EXECUTIVE SESSIONS OF THE BOARD: The Board of Directors may find it necessary to conduct Executive sessions to discuss confidential matters. For this reason, Executive sessions can only be attended by Board members, except when the Board requests/invites a non-board member to attend. Details of any Executive session shall not be divulged other than by formal Board action.

SPECIAL MEETINGS: The Board of Directors can call for a special meeting of the membership with ten (10) days advanced notification. All notification of Special Meetings will include location and time of the meeting.

ARTICLE 5. COMMITTEES

The Board of Directors shall have the minimum standing committees as listed below. Additional Standing committees may be established by the Board of Directors.

Ad Hoc committees may be formed at various times by the Board of Directors. Ad Hoc committees shall serve only for the period of the project assigned. Upon completion of the project, the committee dissolves.

Each committee must be chaired by one board member. Each chair shall decide how large their committee should be and include their own recruitment of members to serve.

Meeting schedules for standing committees should be directly tied to their duty or objectives as a committee. Each committee chair should also establish the committee's annual goals in writing.

STANDING COMMITTEES:

Executive Committee: Chaired by the Club President. Executive Committee meetings are not open to the public. This committee provides an annual performance appraisal of the Head Coach with detailed input from the full Board of Directors.

Budget Committee: Chaired by the Club Treasurer, may include other board members and general membership volunteers. Prepares an annual operating budget to go along with the coach's plan of operations. Reviews budget with recommendations to full Board of Directors.

Membership Committee: Chaired by the Meet Director Board Member can include other board members and general membership volunteers. Respond to any conflicts of membership; work to increase the number of members and volunteers.

Safety Committee: Chaired by the Meet Director Board member can include other board members and general membership volunteers. Oversee all safety needs of Club and for meets.

Fundraising Committee: Chaired by the Fundraising Coordinator, can include other board members and general membership volunteers. Secure consistent, stable funding programs and sources for the club.

ARTICLE 6. AMENDMENTS TO BYLAWS

These Bylaws may be amended from time to time by vote of the general membership. A simple majority of those attending the General Membership meeting shall be necessary for an amendment of these By Laws to pass. Any change in the Bylaws must be presented to the Board of Directors prior to being presented to the General Membership for voting.

ARTICLE 7. OPERATING POLICIES

All Operating Policies and specific rules governing normal conduct of business of the Club and are contained in the PSSC Handbook that is provided to all members during registration. These policies may be changed as required by the Board of Directors without approval of the General Membership. Puget Sound Swim Club Operating Policies are to be reviewed and updated annually, if necessary, during Spring General membership meeting for inclusion in the Puget Sound Swim Club Handbook. Notification of the General Membership of any addition, deletion or change in the next available issue of Aquanotes.

ARTICLE 8. CLUB DISSOLUTION

Dissolution of the Club can be affected by a majority vote of the General Membership acting on the recommendation of the current Board of Directors. Upon dissolution of the Club, any remaining assets and obligation of the Club shall not inure to the benefit of any private individual or corporation, but shall be distributed to the educational scholarship programs of the school districts or schools represented by the current and active membership of the Club.

Revised July 2019 during the PSSC Board of Directors meeting and approved at July 2019 General Membership meeting.

TEAM SUIT AND APPAREL

SUITS - Agon Swim - team store open at all times for ordering.

<https://beta.agonswim.com/teams/118251?fbclid=IwAR0LYxkPUWdJrnGdPfE0iWR3-bjzoW9oAiH9eZ4XsZTLJ2DYVbmYpdVczEk>

Notes: Team Suits are not mandatory - swimmers may wear these or any black suit of their choosing. Tech suits for 12 & Under swimmers are not allowed.

CAPS - Black



Prices will depend on quantity ordered - group order prices below:

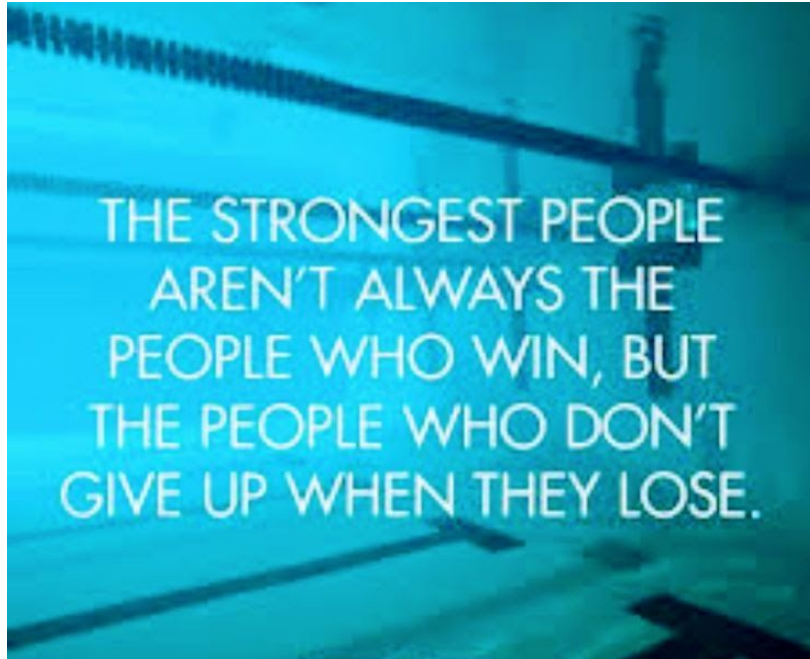
Latex - \$7

Silicone - \$10

Latex personalized - \$10 minimum 2

Silicone personalized - \$13 minimum 2

Caps will be ordered periodically and information on ordering will be shared via TeamSnap and Facebook.



TIME STANDARDS/TYPES OF MEETS

Challenge Meets - All PSSC swimmers May Attend

Invitational Meets - These Meets Usually Have Silver Or Gold Time Standards To Attend (Please Check With Your Swimmers Coach And See Website For Times)

Champs Meets - These Meets, Both Short And Long Course Require Champs Times. (See Website for Times)

Divisional Champs - Require Silver Time Standards

Sectionals/ Senior Sectionals - Required Time Standards (Refer To PNS Website For These Time Standards)

Swim Meet Schedule (Subject to modification)

Highlight indicates open for all swimmers w/ no qualifying times

As of March 1st, the meet schedule is TBD.

TEAM STRUCTURE

Puget Sound Swim Club offers training and practice groups for swimmers of all ages and ability levels. It is the goal of the PSSC to offer specific training for all of our athletes geared towards challenging each individual and developing each individual to the best of their abilities. Groups are not age based, rather, skill based.

The coaches reserve the right to adjust training groups to meet the practice needs of swimmers. This will help keep our team agile and make best use of coaches and pool space available. There may be movement within the week to practice with different groups, and coaches and/or a board member will notify parents of any permanent changes to training groups (which would indicate a change in days eligible to swim and fees).

LEVELS/TRAINING GROUPS

Novice

Novice is for the swimmer who has passed the highest level of swim lessons or has equivalent skills and may be ready to try competition. Practice will focus on learning all four competitive strokes, starts and finishes, flip turns and diving.

Swimmers eligible to attend 3 days per week: MWF 5:00-6:00 PM

Monthly Training Fee: \$85.00

Junior

Development and refinement of the basic competitive swimming techniques in all strokes, starts and turns. The swimmer must demonstrate ability to participate in higher level conditioning sets.

Swimmers eligible to attend 4 days per week: MWThF 4:30-6:00 PM

Dry land training: MWThF 4:00-4:30 PM - weather permitting
Monthly training fee: \$100.00

Senior

This level of training is for committed athletes. Technique continues to be foundational to the practice, yet drills become part of building stamina and speed. Swimmers need to be self motivated and 'own' swimming as their sport without parental pressure to attend either practice or meets.

Swimmers eligible to attend 5 days per week: Monday through Friday, 4:30-6:00 PM
Dry land training: M-F, 4:00-4:30 PM - weather permitting
Monthly training fee: \$115.00

General Meet Guidelines for Swimmers and Parents

PSSC Recommended Timelines (subject to change if required for early entry)

8 weeks prior to meet:

- Secretary establishes event in Team Snap

7 weeks prior to meet:

- Parents indicate availability for meet in Team Snap
- Coaches meet to determine events for available swimmers (no relays)
- Coaches provide events to families attending via Team Snap email

6 weeks prior to meet:

- Parents confirm events with coach
- Head coach provides swimmers/events to Treasurer
- Treasurer prices out meet fees per family based on Meet Announcement and sends to parents via Team Snap email

4 weeks prior to meet:

- Parents provide meet payment

3 weeks prior to meet:

- Meet Director enters swimmers into events based on payment received
- Any changes based on official meet entry will be credited/debited for future meets

Friday before meet:

- Treasurer provides Meet check to coach

At meet:

- Coach determines relays based on available swimmers
- Parents bring cash (\$3) for relays
- Treasurer to bring checkbook as backup

What to Bring to a swim meet:

- Plenty of towels - 2 to 4 depending on number of events
- Warm clothing – morning meets can be cool
- Chairs or blankets to sit on
- Shade/tarp during summer meets - applicable for outdoor meets only
- Cooler for fruit, juices, water, snacks etc.
- Snacks and drinks
- Team cap, team suit, extra swimsuit and goggles (you should have an extra pair of goggles)
- Visors and sunscreen (during summer meets)
- Baby or talcum powder to dust the inside of swim cap. This helps preserve the cap and makes it easier to put on.

- Something to sit on (e.g. sleeping bag, old blanket) The swimmer will be spending a lot of time on it.
- Sweat Suit and/or flannel pants
- Team T-Shirt
- Homework, games, travel games, cards, coloring books, anything to pass the time.

BRING YOUR EXCITEMENT

- Special note to parents: The pool area at indoor meets is usually very warm, so dress appropriately.

When to Arrive

- Arrive early - at least 15 minutes prior to warm-up time – so that swimmers can check in with their coaches prior to warm-ups.
- Warm-up times will be announced by the coaching staff at practices preceding each meet.

Before the Meet Starts

- Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. Upon arrival, your swimmer should find where the Team is located on the pool deck.
- Find positive check-in. Most meets require the swimmer check in. There is usually a table set up near the entrance. Check for instructions. Usually, you will be asked to highlight the swimmer's name and events. A swimmer who misses check-in will not be allowed to participate in the meet. Check in usually closes 20 minutes after warm-ups begin.
- After your swimmer has checked in, write each event number, distance and stroke (example #22- 50 Free) on your swimmer's arm or leg in ink.
- This helps the swimmer remember what events he/she is swimming and what event numbers to listen for.
- Your swimmer should then get his/her cap and goggles and report to the pool for warm-up instructions from the coach. It is very important for all swimmers to warm-up with the team. Swimmer's bodies are just like cars on a cold day – they need to get the engine going and warmed up before swimming all out.
- After warm-up, your swimmer will get his/her towel and wait until their next event is called. This is a good time to make sure he/she goes to the bathroom, if necessary, gets a drink or just gets settled in.
- Heat sheets will be posted in various locations around the pool prior to the start of the meet. Swimmers should write the heat and lane assignments on their hands for the events they will be swimming.
- The meet will usually start 10-15 minutes after warm-ups end.
- According to USA Swimming rules (because of insurance purposes), parents are not allowed on deck unless they are serving in an official capacity. Similarly, all

questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.

- At outdoor meets the deck is open, however, parents are not allowed to enter the roped off areas or to approach the starting blocks.
- Heat Sheets: A heat sheet is usually available for sale in the lobby or concession area of the pool. A heat sheet lists all swimmers in each event in order of “seed time”. When the team entry is sent in, each swimmer and his/her previous best time in that event is listed as “no time” or “NT”. A “no time” swimmer will most likely swim in one of the first heats of the event.

Meet Starts

- It is important for any swimmer to know what event number he/she is swimming (again, that is why they should have the event numbers on their hand). He/she may swim right away after warm-up or have to wait awhile.
- It is the swimmer’s responsibility to report for their race prior to the start of their event. Swimmers are to report to either the starting blocks or “bullpen”, which is a staging area usually provided for younger swimmers only. Swimmers should report with swim cap and goggles. Generally, event numbers for girls are odd numbers and event numbers for boys are even numbers. Example: “Event 25, 10 and Under Girls 50 freestyle, report to the bullpen”.
- All meets are run differently. Lining up for the race, double ended starts, will be determined by the host club.
- The swimmer swims the race.
- After each swim: The swimmer should ask the timer for their time, then go immediately to their coach. The coach will ask him/her their time and discuss the swim with the swimmer.
- Generally, the coach follows these guidelines when discussing swims:
 - Positive comments or praise
 - Suggestions for improvement
- Things you can do as a parent after each swim:
 - Tell your swimmer how great they did!
 - The coaching staff will be sure to discuss stroke technique with them.
 - You need to tell him/her how proud you are of them.
 - This is another good time for your swimmer to check out the bathrooms, get a drink or something light to eat or cheer on other PSSC swimmers.
 - The swimmer then waits for his/her next event.
 - All swimmers should stay with their coaches and teammates, or families during the course of the meet.

- When a swimmer has completed all his/her events, there is one more thing to be done before the swimmer can go home.
 - Check with the coach to see if your swimmer is in a relay. It is not fair to other swimmers who have stayed for a relay and your swimmer is not there and the relay team cannot swim.

Meet Experiences

- Once you have attended one or two meets, this will all become very routine.
- Please do not hesitate to ask any coach or other PSSC parent for help or information.
- These meets are a lot of fun for swimmers! They get to visit with friends and meet swimmers from other teams. They also get to race and see how much they have improved from all the hard work at practice.

At the Meet

- Swimmers should stay in or close to the team area. Listen for your event and be ready to go to the clerk of course with your goggles and swim cap in hand.
- **Parents** - please know where your swimmer is at all times.
 - If you are working the meet please assign another parent who is willing to watch out for your child.
 - It is ultimately the swimmer's responsibility to get to the clerk of course and the blocks on time.
 - Check with the coach before you leave the meet. You may be on a relay at the end of the meet!
- FOR NEW SWIMMERS OR THOSE NEW TO SWIM MEET PROCESS: PLEASE ATTEND FIRST MEET WITH YOUR ASSIGNED BUDDY FAMILY TO BECOME FAMILIAR WITH THE MEET PROCESS/ HOME VOLUNTEERING AND GENERAL LAYOUT OF A SWIM MEET.

Frequently asked questions

What equipment does my swimmer need?

- Practice suit – many swim stores sell discontinued or solid color suits for a reduced price on a rack called “practice suits”. Having a suit to use at practice rather than the team suit will prolong the life of your team suit. Always rinse suits in tap water after being in the pool to get rid of damaging chlorine.
- Team suit – plain black of any brand/style. It isn't mandatory to get a team suit – plenty of kids don't get them.

- Goggles – These are a must for the comfort of your swimmer's eyes. Buy a decent pair, and write your swimmer's name on them. An extra pair is a good idea.
- Cap – PSSC Dragon cap
- Optional items – A bag for carrying towels, fins etc. is a good idea. At the beginning of the season, when the air temperature or the water temperature is still cool, sweatshirts and sweatpants are recommended. There are team sweatshirts, t-shirts, and a variety of other things for sale. Be on the lookout for these at home meets if you are interested.

Frequently Asked Questions about Swim Meets

Q: What is “positive check- in”?

A: Upon arriving at a meet, it is imperative that each swimmer confirms his/her attendance. This is what's referred to as “positive check-in”. Typically near the swim meet entrance is a list of all registered swimmers. Swimmers should immediately go to this list and check their name off (usually by highlighting their name on the positive check-in sheet with a highlighter). Parents may want to assist younger swimmers in order to ensure that this is accomplished; otherwise the swimmer will be “scratched” or unable to participate in the actual swim meet.

Q: How do I know what events my child is swimming?

A: The [Pacific Northwest Swimming \(PNS\)](#) website has meet information including events for each swimmer. When you arrive at a meet, you are able to purchase a “heat sheet” which lists the events (by number) along with the names of the swimmers entered in the meet. The actual heats are not determined until after positive check-in is completed. In addition, swimmers participating in relays aren't decided until after warm ups are completed. We therefore suggest that parents meet their swimmers between events or before the meet starts to find out/confirm events, heat numbers, and relay participation. This will help ensure that you know exactly when your swimmer is swimming.

Q: How can I be sure that my child won't miss his/her event?

A: There are many processes in place to help ensure that no swimmer misses his/her event. Often, *there is a bullpen for 8 and under swimmers - where the swimmers are informed of events and told when to go on deck*; there is a scoreboard which indicates the

current event in the pool; there are announcements made over the loudspeaker system informing everyone of events and announcing heats; and coaches are on deck. Even so, with all of these processes, unfortunately, swimmers will miss an event. Therefore, it is important for swimmers to understand the importance of paying attention to announcements and knowing what event is in the water at all times.

Q: When my child is finished swimming his/her events, are we free to leave or do we need to stay until the very end of the meet?

A: While it is always nice to have swimmers on hand to help cheer their teammates along, swimmers are free to leave when they have completed their events and any relays. All swimmers must notify their coach before leaving the meet.

In Summary

We understand that this is a tremendous amount of information. The intent of this packet is not to overwhelm, but rather to inform. With so many “veteran” parents on the team and Family Liaisons available, we encourage you to “just ask” if you have questions. We’ve all been where you are before and are here to answer your questions and help you and your children feel comfortable and a part of the PSSC team.

The officers of the Board have volunteered their time to represent you, the parents. Please know that the Board is ever-evolving. If something is not working as it should, if you have a suggestion as to how something could work better or more efficiently, or you are having a problem, please bring it up at a Board meeting so we can all discuss it as an organization and make necessary changes.

Show your kids that you care. There are presently more than 35 children on the PSSC swimming team. This clearly translates to more than 50 parents available to contribute, in even the smallest way, to making this organization work in support of our kids.

PLEASE GET INVOLVED -- VOLUNTEER TO HELP.

“If everyone does a small part, no one will feel overburdened and it can be an enjoyable experience for everyone.”

Thank you, in advance, for your time and support.

