



# **KAMEHAMEHA SWIM CLUB**

PARENT HANDBOOK

Updated 2025

## **GENERAL INFORMATION**

The Kamehameha Swim Club (KSC) is a USA Swimming certified year-round competitive swim team originally founded in 1968 by Olympian Sonny Tanabe and succeeded by Olympian Bill Smith. Current coaches Kevin and John Flanagan have been with the team since 2001. Kamehameha Swim Club is a non-profit 501(c)(3) organization that provides a swimming program dedicated to excellence in competitive swimming and the enjoyment of water safety. Our program emphasizes stroke technique, starts, turns and training. Equally important is the development of the swimmer as an individual, encouraging self-motivation by stressing self-improvement and goal setting so that each swimmer enjoys individual success as part of the team.

## **INFORMATION VIDEOS**

Link. <https://www.theoahuclub.com/s-projects-basic> Password KSC

## **COMPETITIVE SWIMMING 101**

USA Swimming is the national governing body for the sport of swimming. Participants in the KSC year-round competitive swim programs must be members of this organization. Membership, which is renewed in the fall of each year, provides limited, co-benefit accident and liability insurance for swimmers participating in supervised workouts and swim meets. Visit [www.usaswimming.org](http://www.usaswimming.org) for more information including rules, current time standards, and many other resources for parents and swimmers.

Hawaiian Swimming (HI) is a member of USA Swimming and is the Local Swim Committee (LSC) that governs our geographic area. Its responsibilities include processing memberships, scheduling competitions, training /certification of officials, athlete recognition programs, and assembling the Western Zone Team. Visit [www.hawaiianswimming.org](http://www.hawaiianswimming.org).

## **SEASONAL STRUCTURE (Short vs. Long Course)**

Swimming is a year-round sport that is divided into two seasons, with championship-level meets held at the end of each season.

The short course season lasts from September through March. Most swim meets are conducted in 25-yard pools. The United States is the only country that competes in 25-yard pools. High school and collegiate competition are conducted in the 25-yard format and is considered a winter sport.

The long course season lasts from April through early August. Most swim meets are conducted in 50-meter pools. All international competition takes place in either 25-meter or 50-meter pools. The Olympics are always held in a 50-meter pool.

## TIME STANDARDS

Hawaiian Swimming establishes motivational time standards for each age group every year. The current standards are available on Hawaiian Swimming's website here: <http://www.hawaiianswimming.org>

Time standards and age determine the type of meet in which a swimmer may participate. Age group standards progress from (slower to faster) C, B, A, AA, AAA, and AAAA. In addition, there are specific time standards for various championship meets that will be provided as appropriate for your swimmer.

## REGISTRATION

KSC Team Registration is \$50 per swimmer. The team registration cost will include KSC team shirt, and KSC swim cap.

## WITHDRAWAL POLICY

**East (Oahu Club):** A written 30-day notice must be submitted to the Pro Shop. Email ([proshop@theoahuclub.com](mailto:proshop@theoahuclub.com)) to request cancellation form. Form must be submitted 30 days prior to payment date.

**West (Kamehameha School):** An email to the registrar ([swimksc@gmail.com](mailto:swimksc@gmail.com)) must be sent before the 15<sup>th</sup> of the month prior to the date you wish to withdraw.

## PARENT SUPPORT

Be a G.R.E.A.T. KSC parent!

**G - Get Involved!** Volunteer to do more than just be a timer at meets. If you're not sure what you might want to do, email [swimksc@gmail.com](mailto:swimksc@gmail.com), and we'll get you headed in the right direction!

**R - Read the Emails!** Emails will come from coaches, the business/billing office, Meet Squad, the webmaster and others. They wouldn't be emailing if it wasn't important for parents to know!

**E - Educate Yourself.** Ask questions. Make friends with other parents. Use the online resources available to you: [www.kamehamehaswimclub.com](http://www.kamehamehaswimclub.com)

**A - Attend meetings and ask questions.**

**T - Think fun and be positive!** Your child will enjoy the sport so much more if it is fun! Yes, they will lose their goggles three times in the first two months, and yes, there will be moments when they are frustrated or tired, but if you do all you can as a parent to make it fun you will ALL have a better time!

## **KSC WORK SHARE POLICY**

KSC hosts a number of competitions throughout the year. Our work share policy is the name for all the volunteer work that goes into making these events successful. Every KSC family should pitch in, but unfortunately, not everyone always does. Required volunteer point minimums help spread the workload.

Families with swimmers in Junior Silver and above (East Side), or Nai'a and above (West Side) will be expected to fulfill a minimum of 6 points every year- one point is earned per session worked. Failing to meet the minimum requirement for your family will result in an assessment of \$50.00 per unearned session. Unmet obligations will be billed via Commit on August 1<sup>st</sup>. We ask that you willingly and eagerly sign up to help our team run smoothly. The success (and time management) of all our swim meets depends upon the support of our swimmers and their parents. Families working together and sharing the labor required to run our swim events ensures a more rewarding swimming experience for the swimmers and their families. Work Share Points may be accumulated through KSC-hosted meets, team related activities, and non-hosted meets KSC is required to staff. Officials who fulfill their Hawaiian Swimming requirement will be accredited with 6 points for our team each year. More information on our work share policy can be found on our website.

If you volunteer "on-the-spot" at a swim meet, without signing up online, please email [swimksc@gmail.com](mailto:swimksc@gmail.com) within 24 hours of your service. If you sign up online but cannot make it to your slot, please de-commit yourself online so that those who do serve will get the appropriate points they earned.

## **TENTS**

It is especially important that our swimmers have shade during swim meets. Assistance with transporting team tents to the meets is always appreciated. Ideally, we would like to have one representative to bring a team tent for each of the swim meet sessions. Please note that team tents are primarily for the swimmers; parents are encouraged to bring their own tents or umbrellas for personal use in case there's not enough room under the team tent.

## **DONATIONS/FUNDRAISERS**

KSC is a non-profit organization; donations from various merchants and businesses are encouraged. The donations will be used for club activities such as outer island trips, incentive awards, swimmer gifts, and for upgrading equipment for our swimmers.

We ask our KSC families to participate in our (1) annual fundraising campaign each year. The minimum requirement is \$200.00 per family due upon completion of our fundraising campaign. *If your swimmer(s) leaves the program early, you will be charged the balance owed for fundraising with your last payment.*

## **GUIDELINES FOR WATCHING PRACTICE**

Parents are encouraged to watch practice from time to time. Here are some important guidelines when observing practice. Please do not communicate with your swimmer during practice and do not compete with the coach for your swimmer's attention.

We insist that parents do not interrupt the coaches on deck while they are coaching. If you need to communicate with a coach, please do so before or after practice (if they are not coaching another group). When observing practices, we ask you to respect the practice, coaches, and your child's teammates by staying off the pool deck during practices, and not attempting to coach your swimmer based on what you observe at practice.

To comply with USA Swimming Insurance coverage anyone on the pool deck must be a USA Swimming member coach or a USA Swimming athlete member. Parents should watch practice from the following areas:

- Kamehameha Schools: the balcony overlooking the pool
- Oahu Club: club entrance outside of fence and prior to going up the steps

Note: Please make sure siblings are safe, courteous, and well behaved at all facilities. Also, please make sure the area is clean before leaving.

## **COMMUNICATION**

Correspondence is mainly done through email and the KSC website. Practice Calendars and club events will be sent via email and posted on the club's website.

If you are not receiving club emails, check your bulk or deleted folders. Some computers are set up to send mass email to one of those folders. If you are unable to locate it there, please email [swimksc@gmail.com](mailto:swimksc@gmail.com) to let us know.

We encourage you to stay engaged with the KSC program by checking our Team Unify site and interact with us on social media. KSC has an active presence on Twitter (@KamehamehaSwim), Facebook, and Instagram (@KamehamehaSwimClub).

## **TO CONTACT THE COACHES:**

John Flanagan- [Honu17@aol.com](mailto:Honu17@aol.com) (Senior, National)

Kevin Flanagan- [noheafan@hotmail.com](mailto:noheafan@hotmail.com) (Senior, National)

Robin Flanagan- [flan6@aol.com](mailto:flan6@aol.com)

Jasmine Mau- [jasmine.mau@hawaii.rr.com](mailto:jasmine.mau@hawaii.rr.com) (National)

Kanoa Kaleoaloha- [swim.kanoa.swim@gmail.com](mailto:swim.kanoa.swim@gmail.com) (Menehune, Kaku)

Luke Barnes- [oclessons@theoahuclub.com](mailto:oclessons@theoahuclub.com) (Bronze 2, Silver)

Regan Lee- [vashilekeli@gmail.com](mailto:vashilekeli@gmail.com) (Jr Bronze)

Kahiau Kea- [kjkea@hawaii.edu](mailto:kjkea@hawaii.edu) (Bronze 1, Gold)

Jamy Lum- [lumjamy@gmail.com](mailto:lumjamy@gmail.com) (Honu, Mano)

Jacqueline Barklund- [jbarklund23@gmail.com](mailto:jbarklund23@gmail.com) (Jr Gold)

Kaya Takashige- [hiilawe.kaya2@gmail.com](mailto:hiilawe.kaya2@gmail.com) (Naia)

Paige Kupsky- [paige.kupsky@gmail.com](mailto:paige.kupsky@gmail.com) (Jr Silver)

## PRIVATE LESSONS

The emphasis on practice sessions with your child's group is to build endurance, power, and speed onto the foundation of proper swim technique. Your child's coach is constantly reviewing each swimmer's technique as it pertains to each training set during practice. Often, we pull swimmers aside to help them with their technique, but we quickly get them back into the training set. As the season progresses, swimmers may benefit from private lessons for various reasons:

- Some swimmers have a hard time retaining instruction within a group setting.
- Younger swimmers may need reassurance swimming in a large pool for the first time, so 1:1 instruction can be helpful to their foundational development.
- Individual attention allows coaches to provide uninterrupted attention and fine tune the smallest details.
- Individuals new to year-round swimming may benefit from accelerated learning to join a group with their peers.
- Video analysis provides a swimmer with instant feedback and new insight on how to improve their strokes.

Please contact any of the coaches via email to request a lesson. You also can schedule with your group coach specifically if you are an active KSC member. All lessons are held at the Oahu Club pool. To cancel your lesson, you must contact the office and/or coach assigned within 24 hours of your appointment. Private lessons are not meant to replace regular weekly workouts or create additional pool time.

## PRACTICE EXPECTATIONS

Just like a new school year, the beginning of a swimming season is a great time to review the foundation we have built and look forward to, so we can set goals for the future. Coaches are talking with your student athletes about expectations for their practice groups and going over some of the basics to

establish (or reestablish) good habits. For parents, it is a good time to review the structure of the KSC competitive program, the purpose of each group, and the role of the coaches that lead those groups.

We have five groups at our west side location (Kamehameha Schools 1887 Makuakane St.), and six groups at our east side location (The Oahu Club 6800 Hawaii Kai Dr.). Each division has a specific purpose (West/East): Menehune/Honu/Bronze (Jr, 1,2), Nai'a/Jr. Silver, Jr. Gold, Mano/Gold, National/Senior.

Practice and meet attendance, and equipment requirements for each group are listed below. Team equipment can be purchased online through swimoutlet.com (link to this website is the TEAM GEAR tab on our team website).

Competition schedule is posted online under EVENTS and in the DOCUMENTS tab while signed into the team website.

### **Menehune/Honu/Bronze (Jr., 1, 2) Purpose: FUNdamentals**

These are developmental groups with the focus of ensuring that athletes are having fun, forming strong team bonds, developing strong fundamental skills in all four competitive strokes, building a great kicking foundation, and learning basic training skills.

***Practice Attendance:*** For regular improvement, swimmers are encouraged to attend a minimum of 2 out of the 3-4 practices offered per week.

***Meet Attendance:*** Swimmers are not required to attend meets but are encouraged to attend any classified (once a month) or qualified meets.

***Equipment:*** Suit, goggles, water bottle. Swimmers are encouraged to have their own kickboard and fins.

### **Nai'a (10 & U)/Jr. Silver: Learn to practice**

In these groups, athletes will build on the fundamental skills and techniques. They will progress to an advanced level of learning that requires implementing specific skills in practice sets. Establishing good habits in a practice setting translates to better performances at meets, as well as long term development in the sport of swimming.

***Practice Attendance:*** For regular improvement, swimmers are strongly encouraged to attend at least 4 out of 5 practices offered per week.

***Meet Attendance:*** Swimmers are expected to participate in at least one meet per month, as well as the highest level championship meet they are qualified for at the end of each season.

***Equipment:*** Suit, goggles, water bottle. Swimmers are encouraged to have their own kickboard, fins, and pull buoy.

### **Nai'a (11-12)/Jr. Gold: Practice to compete**

In these groups, athletes' focus broadens substantially. Swimmers learn about the effect their decisions and behavior outside of the pool has on their performance in the pool. Athletes continue to build on good practice habits with progressive skills, drills, and a variety of techniques. Swimmers also build a strong foundation in all strokes and events that leads towards competing at the local, state, and possibly regional level. Competing at the highest level meet they are qualified for starts to become a priority to give them a glimpse of their future swimming experiences.

**Practice Attendance:** For regular improvement, swimmers are strongly encouraged to attend at least 4 out of 5 practices offered per week.

**Meet Attendance:** Swimmers are expected to participate in at least one meet per month. Swimmers are also expected to attend the highest-level championship meet they qualify for at the end of both the short and long-course seasons. Short-course championship meets for this group are the Hawaii Age Group Championships and Age Group Sectionals. Long-course championship meets for this group are the Hawaii Age Group Championships and Western Zone Championships.

**Equipment:** Suit, goggles, water bottle, kickboard, fins, pull buoy.

### **Mano/Gold: Compete to excel**

In these groups, athletes continue to learn and be taught progressively, but an increased emphasis is placed on taking ownership of individual goals and the work needed to progress towards those goals. Each person will be challenged to take steps forward in work ethic, goal setting, time management, discipline in detail, and developing a growth mindset. The program will challenge each person in these areas and will provide the opportunity to achieve excellence for those athletes and families willing to continue developing a competitive spirit.

**Practice Attendance:** Swimmers in the Mano/Gold group are encouraged to attend at least 4 out of 6 practices offered per week. Athletes who fail to meet this requirement, evaluated throughout the season, will be moved to the group that best matches their ability level.

**Meet Attendance:** Swimmers are expected to participate in at least one meet per month. Swimmers are also expected to attend the highest-level championship meet they qualify for at the end of both the short and long-course seasons; Short-course championship meets for this group are the Hawaii Age Group Championships and Age Group Sectionals. Long-course championship meets for this group are the Hawaii Age Group Championships and Western Zone Championships.

**Equipment:** Suit, goggles, water bottle, kickboard, fins, pull buoy, snorkel. Swimmers are encouraged to have a tempo trainer.

## **National/Senior: Compete to excel**

This is a high-performance training group for those swimmers who are committed to competing on the national and international level. Training is geared towards preparing swimmers for success at the State, Sectional, Junior National, U.S. National, and Olympic Trials levels of competition. This group will focus on issues such as advanced stroke mechanics, training of specific energy systems, perfecting race strategies, proper nutrition, individual goal setting, team goal setting, and developing and understanding of the importance of proper mental preparation for high performance. Training will include specifically designed dry-land strength and conditioning programs. The highest level of commitment and attendance are required to participate in this group.

***Practice Attendance:*** Swimmers are encouraged to attend a minimum of 80% of practices offered per week. Attendance of morning practices will be at the discretion of the coach. Athletes who fail to meet this requirement, evaluated over the course of the season for placement in another group.

***Meet Attendance:*** Swimmers are expected to attend all meets prescribed by the Head coaches including the highest-level championship meet that the swimmer qualifies for during both the short- and long-course seasons. Focus meets for this group during the short-course season are the Hawaii Senior and Age Group Championships, Senior and Age Group Sectionals, US Junior and Senior Nationals. Focus meets for this group during the long-course season are the Hawaii Senior and Age Group Championships, Senior Sectionals, Futures Championships, and US Junior & Senior Nationals.

***Equipment:*** Suit, goggles, water bottle, kickboard, fins, pull buoy, snorkel, tempo trainer, paddles.

## **ENTERING MEETS**

KSC families are required to commit to competitions through their account in COMMIT. Upcoming meets will be posted on the team website, and families should respond to each event by either committing or declining. The process to indicate your swimmer will be able to participate in the meet (or any portion of the meet) is as follows:

1. Go to [www.kamehamehaswimclub.com](http://www.kamehamehaswimclub.com) and sign in to your Commit account.
2. Click on the Meet signups tab and open the meet you would like to attend.
3. Click on the Not committed button and then hit Decline or Commit.

\*Please reply to EVERY meet with commit/decline.

Once the deadline has past, you will NOT be able to commit your swimmer. At this time the entries are processed.

After you have committed to the event, your coach will select the events your swimmer will compete in. If you have any entry restrictions for your swimmer, please include that information in the MESSAGES section during the meet committal process.

All meet fees will be billed through Commit and will be posted to your account the week following the meet. The fees will be drafted at the same time as your dues, which is the first of every month. This can only be accomplished by setting up credit card or ACH payment (which is setup by entering your checking account information).

## SWIM MEET PROCEDURES

1. Arrive at the pool 15-20 minutes prior to the scheduled warm-up time and locate the KSC team area where all team members sit. The meet warm-up time will be listed in the notes section on our Team Unify team website, and on our team Twitter account.
2. Warm-ups are always conducted by the coaching staff. It is important for all swimmers to warm-up with the team.
3. All KSC swimmers are required to wear the KSC team cap during both warmups and actual competition. Swimmers also are asked to wear their team t-shirts. KSC Registration shirts should be worn on the first day of all competitions. All other team apparel is optional but encouraged to promote team unity and pride.
4. Each swimmer is responsible for knowing which events s/he is swimming and for being on time to swim his/her event. It is customary to write event numbers, heat and lane assignments on a swimmer's hand, arm, or leg. You can get that information by purchasing a heat sheet.

## KSC DUES

<b>KSC Swimming Registration</b>	\$50 (PAID ONLY ONCE PER CALENDER YEAR). Includes KSC team t-shirt, KSC swim cap.
<b>KSC Family Fee</b>	\$200 per family per swim year. Due at completion of annual fundraiser.
<b>Monthly Practice Fee</b>	Based on practice group
<b>Meet Volunteer expectation</b>	KSC is a parent-run club. This required some volunteering from all families. 6 sessions per family per year for Nai'a/Jr. Sliver and above, or \$50 per session not worked.

<b>Meet Entry Fees</b>	Charged when a swimmer enters a meet. Typically \$2-\$4 per event.
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\*By submitting registration, you agree to the above policies and procedures of the KSC Handbook.