Sooner Swim Club
Handbook



Updated/Approved: 7/11/26

Welcome to Sooner Swim Club! This handbook includes helpful details about SSC, how we work, and what we expect from our swimmers and their parents.

Mission Statement

The mission of the Sooner Swim Club is to teach and develop swimmers to reach their highest potential in a safe, positive and supportive environment that promotes teamwork, respect, discipline and character.

History of Sooner Swim Club

Sooner Swim Club (SSC) was founded in 1963 by a group of Norman parents, among them Henry Enterline and Donald and Jane Menzie, who wrote the bylaws and designed the logo. From the beginning, the club was a part of the national swimming organization under its various names, now called USA Swimming.

The club was formed to promote a love of swimming as a sport and as a healthy lifestyle among young people. Under SSC auspices, children and adolescents have been taught to swim competitively and provided access to all reaches of the sport. From early on, SSC produced notable swimmers, several of whom achieved state records. SSC swimmers have competed at Zones, Futures, Junior Nationals, Senior Nationals, and Olympic Trials. Many SSC swimmers have received college swimming scholarships from schools across the country; Harvard, Cornell, University of Chicago, Georgia Tech, and Delaware, among many other colleges and universities.

SSC originally trained at and maintained what was known as the South Base Pool and indoors at the Field House Pool until they closed. SSC then began to lease pool time from The University of Oklahoma at the Murray Case Sells Swim Complex. SSC now practices out of the Young Family Athletic Center (YFAC) and continues to enhance swimming in Norman and surrounding areas. Hundreds of Norman-area children and youth have participated in SSC since it was formed. The club has grown from less than two dozen swimmers in the early years to over 100 swimmers in recent years

General Information

Sooner Swim Club is a non-profit organization that is directed by a parent-run board of directors. SSC considers competitive swimming to be a year-round sport. The swim year is broken into two seasons: short course and long course. Short course season runs approximately from late August to early March and long course season runs approximately from April to the beginning of August. A short break from practice is taken at the end of each season. SSC considers the year to run from short course through long course, roughly August to July.

New Member Registration - All online registration actions must be completed within the first 30 days of the child swimming. Please complete the following items online: Team Registration, USA Swimming Registration or USA Swimming Transfer Form

- All swimmers and their parents/guardians must sign a Code of Conduct when they first join the club. This code lists rules for Sooner Swim Club; however, our swimmers and parents also are bound by the rules set down by OK Swimming and USA Swimming as well.
- Parents must set up auto pay via the SSC website or Commit Swimming page by adding a credit or debit card on their account. The auto drafts occur on the first day of each month. Swim meets are billed 3 days after the registration deadline to the card on file.

Leaving the Team and Reinstatement - A swimmer wishing to leave the team must submit a written or emailed statement to SSC 30 days before leaving. No monthly dues or applicable annual fees shall be waived during the 30-day cancellation period should a swimmer choose to leave the club. When a member family discontinues paying monthly dues, unless the swimmer is injured and incapable of participating in SSC, the swimmer forfeits membership. A physician's letter will be required to validate injuries. Reinstatement occurs when the member family remits the equivalent of up to three months' dues per swimmer to be reinstated. This figure is capped at the equivalent of the two swimmers paying the highest monthly dues for families with more than two swimmers. Back dues or $100 will be required for reinstatement.

Financial and Other Commitments - Through the years, SSC has evolved into one of the finest competitive swim programs in Oklahoma. The attention given by our dedicated coaches has created an excellent atmosphere for the development of young swimmers. Commitment to quality does not come without cost. SSC has many fixed, year-round costs that include coaches' salaries and pool rental fees. The pool rental is not determined on a month-to-month basis, but by signing a yearly lease with The Young Family Athletic Center, our primary swim facility. In order to maintain a quality swim team, each of us must be willing to make certain commitments.

- **Dues** - Dues are based on an annual fee, which is broken down into monthly installments for the convenience of our members. Dues are to be paid monthly on the 1st with a card that is on file. Dues are paid monthly for the full month, all year, whether or not we swim. SSC depends upon prompt payment of monthly dues in order to meet the club's financial obligations. Therefore, monthly dues must be paid promptly. Payments received after the 10th of the month are subject to a $10.00 late fee. Swimmers who are behind in any payments for greater than 30 days will remain out of the water until payments are current. Dues and other fees are not prorated for partial periods, except in the case of new SSC members. Scholarships are available for those who qualify on a limited basis. Scholarships will be based on qualification for school free and reduced lunch. Documentation of free and reduced lunch should be provided to the Board on an annual basis for scholarship renewal. Scholarships do not waive annual fees, uniform fees, volunteer requirements or fundraising requirements for those families. If you have any questions, please contact a Board Member. All rates and fees are subject to change. Any changes to the dues will be voted on by the Board and by the parents. The current monthly and annual dues are as follows:
    - Pre Age Group: $90 monthly
    - Age Group 1: $105 monthly
    - Age Group 2: $105 monthly
    - Age Group 3: $125 monthly
    - Senior Prep: $140 monthly
    - Senior: $140 monthly
    - Annual Family Fee, collect each February: $40
    - Annual Uniform Fee, if applicable, to be charged in August: variable
    - USA Swimming annual fee of $85 (may change each year). New swimmers pay USA Swimming directly upon joining. Returning swimmers will be billed by SCC for renewal fees.
    - Families with more than one swimmer will see a reduction in monthly fee by $5 for each additional swimmer.
    - Reinstatement fee for swimmers who take short-term leave from the club of less than 6 months: $100
- **Volunteer Hours** - A well-run club requires a large number of volunteers. Each family should be prepared to volunteer the specified number of hours. There are numerous opportunities to fulfill this obligation over the two swim seasons each year. Beginning each September, each family will be required to provide at least 20 hours of club service for the swim year (September – August). At the end of our year, a family will be assessed $20.00 per hour for each volunteer hour not completed during the past year. The following are options of volunteer service:
    - Helping with hosted meets (timing, heat sheet sales, providing food and drink)
    - Helping with planning of fundraising and other team events
    - Serving on a committee
    - Serving in the capacity as needed by the coaches for special events or projects
    - Serving as an official at SSC-hosted meets or other USA Swimming sanctioned meets
    - Serving on the SSC Board of Directors
- **Fundraising** - To enhance support for our team, we will host Swim-A-Thon each spring, with details and goals announced in January. Each family is required to raise or contribute a minimum of $100 to this annual fundraiser. Families may choose to have this amount charged to their credit or debit card on file, though a service fee will apply. This requirement applies to all families, including those on scholarship. Funds raised will support various swimmer needs such as equipment, uniform subsidies, team events, scholarships, and overall team morale.

Parental Responsibilities - Although a parent's first and foremost responsibility is to their children, parents do have responsibilities to SSC as well. Parents are expected to adhere to the rules detailed in the Parent Code of Conduct. In addition, the following may serve as general guidelines:

- Volunteer at hosted meets and other team events
- Assist swimmers in fundraising activities
- Pay all club dues and fees in a timely manner
- Stay informed by reading SSC emails and newsletters. Check the club website regularly for updates.
- Help your swimmer set goals and support them in achieving those goals. Support coaches in their goals set for swimmers.
- Refrain from taking photos or videos during practices, as this is a SafeSport violation
- Refrain from distracting the swimmer or coaches during practice. This includes trying to talk to swimmers from the stands.
- Pick up swimmers from practice in a timely manner, within 15 minutes of the end of the swimmer's practice. A fee of $50 will be assessed for any late pick-ups exceeding 15 minutes.

Use of Swimmer and Family Information - Swimmer pictures may be used on the SSC facebook page, SSC newsletter, SSC instagram and SSC website. Occasionally, pictures are taken for use in newspaper articles. If you do not wish to release or share your swimmer's pictures or information, please request so in writing and turn it in to a coach or board member.

Team Suits and Apparel - SSC requires a team suit. Swimmers are expected to wear the team suits during warm-ups at swim meets. Swimmers may change into tech suits or racing suits after warm-ups. If swimmers choose to compete in a non-tech suit, they must wear the SSC team suit. SSC swim caps must be worn in competition. It is best practice to wear separate suits for practice and competitions. A swim cap is provided to all swimmers upon joining the team. Goggles with attached nose pieces are not allowed. All swim suits must adhere to the guidelines and restrictions provided by Oklahoma Swimming and USA Swimming.

Pool Facility - Currently, SSC rents pool space and time from the Young Family Athletic Center (YFAC). SSC swims year round at YFAC. The pool is located at 2201 Trae Young Drive, Norman, OK 73069. The pool facility's phone number is 405-321-9322. While at the YFAC, all parents and swimmers are required to follow the rules and code of conduct set forth by the YFAC, which includes the lifeguards' instructions on the pool deck. The YFAC Pool will not allow any swimming unless any detected lightning is outside of a 5-mile radius from the pool. Thunder and other weather conditions (e.g., snow, ice) may require SSC swim practice to be canceled. Practice cancellations will be announced via e-mail, messaging apps and/or social media. Weather conditions sometimes may necessitate ending a practice early; parents should stay weather aware during practice times.

Practice Groups and Schedules - SSC currently has five training groups. The coaches decide which training group each swimmer belongs to and when each swimmer will move to another based on performance, ability, try-out or test sets. Coaches will aim to allow swimmers to move training groups, if determined to be appropriate, prior to season changes. For a detailed description of the training groups, please see Appendix 1.

Swim Meet Costs - A host team incurs costs in both money and volunteer time in order to host and organize a swim meet. These costs may be directly proportional to the type/level of meet and the total amount of time scheduled for the meet. These costs include, but are not limited to: pool rental, equipment rental, and awards. Attending teams also may incur costs related to the number of coaches sent and the distance traveled to attend the meet. All of these costs may be passed on to the swimmer in some form. Swim meet fees will be posted to your account. The fees that SSC charges per swimmer to attend a swim meet includes, but are not limited to:

- Charges/fees required by the host team (variable depending on host and type of meet)
- SSC coaching fees:$5 per swimmer for intrasquad meets, $20 per swimmer for home meets and Edmond, OK meets. $50 per swimmer for Tulsa or Bartlesville area meets, $50 for state-level regionals or championship meets, $100 per swimmer for out-of-state or sectionals meets, $200 per swimmer for higher level travel meets
- Swimmers are responsible for any penalty fees associated with missing events or finals if the swimmer fails to scratch his or her event. If swimmers fail to cancel meet registration prior to the submission deadline for meets, the swimmer will still be responsible for event fees and coaches fees.

Swim Meet Policies - SSC coaches are responsible to establish a meet schedule for the team. The coaches will attend swim meets listed on the meet schedule unless swimmer attendance is deemed too low. Parents are responsible for reading the information contained in each meet book and ensuring adherence to entry requirements and deadlines. Coaches, with the assistance of the Communication Committee and Meets and Events Committee, will ensure timely communication of swim meet related information including any special entry requirements such as qualifying times and warm-up times. Swimmers are expected to arrive 15 minutes prior warm-up times, and must be prepared to swim the events they have entered unless excused by their coach. Relay-only swimmers (swimmers not swimming in individual events) must attend and participate in the relay. Failure to do so may result in the relay fee being charged to the swimmer's family. In a prelim/finals meet, swimmers are expected to swim in their qualified finals event(s) unless excused by the coach. If a swimmer becomes sick at a meet, the coach should be notified as soon as possible. Swimmers are expected to uphold the SSC Code of Conduct at all times while at a swim meet, which includes but is not limited to: showing good sportsmanship, respecting competitors, teammates, officials, coaches and meet personnel, cheering for teammates, refraining from bad behaviors such as booing or speaking negatively about another swimmer's performance, cleaning up after oneself.

- **Participation Requirements** - Requirements are per season:
    - AG1 through AG3- All intrasquad meets, all home hosted meets; one away meet; if qualified, any championship meet
    - Senior Prep - Intrasquad meets at coach's discretion, all home hosted meets; two away meets; if qualified, any championship meet

- Senior - Intrasquad meets at coach's discretion, all home meets; three away meets; if qualified, any championship meet

Coaching Staff

- **Head Coach - Andy Pym** (andypym@soonerswimclub.com)
  - Coach Andy has over 30 years of swim coaching experience, developing athletes from novice to nationals. He truly loves the sport because it teaches so many great values and skills, from goal setting, commitment, accountability and teamwork to name a few. Coach Andy has helped swimmers reach their potential as Age Group National record holders, Junior National Champions, and Junior National Team members. Many of the swimmers he has coached have gone on to swim in college, some at the best swimming and academic institutions in the country. There is a direct correlation between the academic success swimmers have and the values that swimming has taught them. Coach Andy's philosophy is simple, work hard, swim smart, and make the experience rewarding and enjoyable for the swimmer, family and staff.
- **Head Age-Group Coach - Bradi Jones** (bradijones@soonerswimclub.com)
  - Coach Bradi has elite competitive experience and a passion for developing young athletes. A former team captain at the University of Arkansas, she earned SEC All-Academic honors, scored at four SEC Championships, and was a two-time U.S. Olympic Trials qualifier in the 100-meter breaststroke, with a Top-8 finish at the U.S. Open. With several years of coaching experience across swim lessons, summer league, and competitive age group programs, Bradi is committed to building a positive team culture while helping every swimmer reach their full potential in and out of the pool. Her coaching philosophy emphasizes building strong relationships, fostering a positive and accountable team culture, and helping each swimmer reach their full potential through trust, communication, consistent effort, and enjoyment of the sport.
- **Assistant Coaches**
  - **Megan Morley**
  - **Isabella Little**

Board of Directors (2026-2027)

President	Bekah Hightower	president@soonerswimclub.com
Vice-President (President-Elect)	Virginia Hall	vicepresident@soonerswimclub.com
Treasurer	Krysi Pierce (Interim)	treasurer@soonerswimclub.com
Secretary	Adrienne Lam	adrienne@soonerswimclub.com
At-Large Member	Stephanie Clowdus	stephanie@soonerswimclub.com
At-Large Member	Josh Drew	josh@soonerswimclub.com
At-Large Member		

Frequently Asked Questions (FAQs)

Q: What is the training structure of Sooner Swim Club?
A: SSC's primary pursuit is to enable individuals to accomplish their personal goals within a team environment. SSC provides a well-rounded, quality, competitive swimming program for young people of varying ages and swimming abilities. There are a total of six programs available for abilities ranging from novice competitors (generally six to eight years of age) through high school age swimmers, where the focus is on success at regional and national competitive levels. A detailed description of these levels can be found in the "Practice Groups and Schedules" section of the SSC Handbook.

Q: How do we obtain information about practice and meet schedules?

A: For information concerning the swim club schedule and all team activities, SSC maintains a comprehensive website (http://soonerswimclub.com).We also send information via email and social media platforms. Checking your

e-mail and the SSC website frequently is required.

Q: How is the business of administrating SSC handled?
A: SSC is a non-profit organization. The only paid employees are our coaches, who assist in day-to-day operations. SSC consists of a Board of Directors whose members are elected annually in September for President-Elect (Vice President), Treasurer, Secretary, and three At-Large Members. The SSC Board of Directors serves to monitor and review club operations, including addressing problems that may arise. The Board is also responsible for recruitment of coaching staff, their compensation and contractual arrangements. Parents are invited and encouraged to attend the monthly Board of Directors meeting.

Q: What are SSC's obligations and how does SSC support itself?
A: The Board of Directors provides pool availability through contracts with The Young Family Athletic Center, coaching staff (including coaches' education, certification, and travel expenses), and pool equipment as necessary to support club activities. The coaching staff provides organized practices and professional swimming instruction to provide the best opportunity for each swimmer;s success. SSC supports itself through membership fees, fees earned from hosting meets, sales of merchandise, and fundraising activities.

Q: What is USA Swimming Membership and why is it required?
A: As a USA Swimming licensed swim club, SSC is obligated to ensure all swimmers are members of USA Swimming. It also is necessary for participation in any USA Swimming sanctioned swim meet. USA Swimming provides SSC liability insurance in the event of an accident, and the swimmers' medical insurance to cover catastrophic medical costs incurred during a sanctioned activity, including SSC practices and activities. No swimmer will be allowed in the pool without a USA Swimming membership.

Q: What are the swimmer's obligations to SSC?
A: Swimmers are athlete members of Oklahoma Swimming (OKS) and USA Swimming. Their primary obligations are to enjoy themselves, make new friends, practice hard, attain their swimming goals, and conduct themselves as responsible young people in accordance with SSC and USA Swimming Codes of Conduct.

Q: What are parental obligations to SSC?
A: As a parent, your most important obligation is to provide constant encouragement to your child(ren). Providing quality swim instruction and water time does require a time commitment from parents, in addition to the club fees paid. All SSC members are unpaid volunteers, limiting their available time for SSC responsibilities. As a result, parents' willingness to work together and rely on one another is paramount to SSC's success. Parents can become involved in SSC in a variety of ways (e.g., serving on the board or on a committee, volunteer to help at meets hosted by SSC).

Q: I am busy and have other obligations. Why should I volunteer?
A: The larger the number of volunteers, the less of a burden on any individual. Moreover, many of the personnel you observe at meets have older swimmers and will phase out their participation over the next few years as their children move on to college; parents of younger swimmers are needed to take over this work. The ability of any volunteer organization to prosper depends directly on the involvement of members of the organization. The overwhelming majority of this commitment is through serving on the SSC Board of Directors and helping at swim meets, social events, and fundraising activities. The best reason to volunteer may very well be that volunteers have a better understanding of SSC's internal operations and the rules under which we function. Volunteerism also contributes to a sense of community and identity for our club and allows our swimmers to see the parents' commitment to helping them achieve their goals.

Q: Can I specify what I volunteer for?
A: Certainly. Each of us has certain talents and attributes which, when put to proper use, would benefit SSC. We also gain personal satisfaction in different ways. There is obviously more value to each of us as individuals, and the club in general, if we can volunteer for activities we will enjoy and will benefit the club at the same time.

Q: Why do we need so many volunteers at a swim meet?
A: It is important to understand that the primary purpose of officials and timers at a meet is to ensure compliance with the technical rules of swimming, provide a safe venue, and ensure that no one individual has an advantage over another, in other words, to ensure a level playing field. Other functions (e.g., awards, hospitality) provide encouragement, information, and sustenance to everyone in attendance. Some roles are crucial to the operation of running a swim meet, such as timers, runners, safety marshalls, and announcer, among others. It is important for parents to contribute so that the swimmers can have a seamless experience, one where they may focus on their effort and performance.

Q: What if I still have questions?
A: Please email or talk to any SSC board member or any of our coaches.

Appendix 1
SSC Training Groups

Age Group 1 (AG) - *Ages 10 and younger*. This group is our first level of our swim team with appropriate competitions encouraged. This group will be coached in a fun environment that promotes the joy of swimming. We will continue to build the already known skills of freestyle, backstroke as well as develop breast/fly.

- Technical requirements:
  - SSC coaches must conduct the evaluation of swimmers for group placement.
  - Swim Freestyle with rotary breathing.
  - Ability to swim a length backstroke.
- Practice Schedule: Monday-Wednesday-Thursday – 6:15 to 7:00 PM

Age Group 2 (AG2) - *Ages 12 and younger*. This is the next stage in the Age Group progression designed for the more developed swimmers. This group will continue to focus on swimming technique and skills as well as continuing to create a fun and wholesome environment with a focus on competition.

- Technical requirements:
  - SSC coaches must conduct the evaluation of swimmers for group placement.
  - Circle Swim
  - Watch the clock and go 5 seconds apart.
  - Legally swim all 4 strokes.
  - Start from the side or starting blocks.
  - Swim Legal 100 IM, 50 of Each Stroke in Competition.
- Practice Schedule: Tuesday-Wednesday-Friday– 6:15 to 7:15 PM; Saturday – 9:00 – 10:00 AM

Age Group 3 (AG3) - *Ages 14 and younger*. Age Group 3 is a more competitive tract for swimmers. Technique, skills and fun are still the priority, but there will also be an emphasis on goal setting and commitment. They will learn how to expand their understanding of interval training and the importance of consistent attendance. Competition becomes a bigger emphasis.

- Technical requirements:
  - SSC coaches must conduct the evaluation of swimmers for group placement.
  - Circle Swim
  - Watch the clock and go 5 seconds apart.
  - Legally swim all 4 strokes.
  - Start from the side or starting blocks.
  - Swim Legal 200 IM, 50 of Each Stroke in Competition.
- Practice Schedule: Monday - Tuesday-Thursday-Friday 6:15 to 7:30 PM; Saturday 9:00 – 10:15 AM

Senior Prep - *7th through 12th grade*. Senior Prep continues the more competitive tract for swimmers. This group is the launching pad for eventual Senior Group swimmers. It also is for High school aged swimmers who prioritize High School swimming and would like to stay in shape as well as hone their skills. Technique, skills and fun are still the priority, but there will be a greater emphasis on goal setting, training and commitment. The training will become more rigorous with a greater volume of aerobic and anaerobic training. Senior prep swimmers will swim a maximum of 6 practices per week.

- Technical requirements:
  - Circle Swim
  - Watch the clock and go 5 seconds apart.
  - Legally swim all 4 strokes.
  - Start from the starting blocks.
  - Swim Legal 400 IM
- Practice Schedule: Monday through Friday– 4:45 – 6:15 PM; Tuesday and Thursday 5:45 – 7:15 AM; Saturday – 7:00 - 9:00 AM

Senior - *8th through 12th grade*. Senior is the top of the Sooner Swim Club Pyramid. Swimmers in this group prioritize club swimming and have goals of eventual college swimming. Technique, skills and fun are still the priority, but there is greater emphasis on goal setting, training and commitment. The training will become more rigorous with a greater volume of aerobic and anaerobic training. Senior swimmers are expected to swim at all practices offered each week.

- Technical requirements:
    - Circle Swim
    - Watch the clock and go 5 seconds apart.
    - Legally swim all 4 strokes.
    - Start from the starting blocks.
    - Swim Legal 400 IM
    - Met at least 4 Oklahoma State qualifying times
- Practice Schedule: Monday-Friday 4:45 – 6:15 PM; Tuesday and Thursday 5:45 – 7:15 AM; Saturday 7:00 - 9:00 AM

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

Objectives of SSCs Bullying Policy and Action Plan:

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

WHAT IS BULLYING?
Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

Bullying is the severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic or technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission) , or a physical act or gesture , or any combination thereof, directed at any other member or Participating Non-Member that to a reasonably objective person has the effect of causing physical or emotional harm to the other member or damage to the other member's property;

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

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

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING
If bullying is occurring during team-related activities, we **stop bullying on the spot** using the following steps:

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

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **finding out what happened** and **supporting the kids involved** using the following approach:

FINDING OUT WHAT HAPPENED
1. **First, we get the facts.**

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

2. **Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
    a. Review the USA Swimming definition of bullying;
    b. To determine if the behavior is bullying or something else, consider the following questions:
        - What is the history between the kids involved?
        - Have there been past conflicts?
        - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
        - Has this happened before? Is the child worried it will happen again?
    c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
    d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. **Support the kids who are being bullied**
    a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
    b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
        i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
        ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
    c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. **Address bullying behavior**
    a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
    b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
    c. Work with the child to understand some of the reasons he or she bullied. For example:
        i. Sometimes children bully to fit in or just to make fun of someone who is a little different from them. In other words, there may be some insecurity involved.
        ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
    d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
        i. Write a letter apologizing to the athlete who was bullied.
        ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
        iii. Clean up, repair, or pay for any property they damaged.
    e. Avoid strategies that don't work or have negative consequences:
        i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
        ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
    f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

5. **Support bystanders who witness bullying**. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
    a. Be a friend to the person being bullied;
    b. Tell a trusted adult – your parent, coach, or club board member;
    c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
    d. Set a good example by not bullying others.
    e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Purpose
The purpose of this code of conduct is to be consistent with the Sooner Swim Club (SSC) and USA Swimming mission, and will act to promote the pursuit of excellence in all aspects of the sport of swimming.

Swimmer Expectations
I, _____, as a member of Sooner Swim Club, understand that I am a part of an organization that believes teamwork, integrity, respect and good sportsmanship. I promise to demonstrate these core values to team members, coaches, competitors, officials, and parents while I am at team practices, meets, or other team activities. I understand that pool time is valuable and promise to be punctual to all practices and meets. I will display team pride by wearing SSC team suits and caps at meets as required of me by my coaches and team. I will be an active participant in practice by displaying focus on every drill and every set, and will commit to putting forth my best effort every day. I will follow the coaches' instructions and directions exactly and completely. I understand that by giving my full cooperation to what my coaches ask of me, I help to contribute to making practices and competitions productive for all.

Responsibility Pledge
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's rules and codes of conduct.

Travel Conduct
- Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors, and the public always, including during practice, competitions, team activities, and training trips.
- Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and SSC. Athlete behavior must positively reflect the high standards of the club. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of SSC or be detrimental to its performance objectives.
- The possession or use of alcohol or tobacco products by any athlete is prohibited. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- Any damage or theft at the dormitory/hotel will be the responsibility of the offending swimmer. No loud or obnoxious behavior will be tolerated in hallways or public areas during any team-related activities.
- SSC Athletes are always expected to behave in an exemplary manner, during practice, at competitions, team activities, and during training trips. When visiting public places, swimmers should be polite and courteous to employees and other visitors.
- The coaching staff may establish any other rules deemed necessary. The instructions and decisions of coaches and chaperones are considered final.

Violations of the Code of Conduct
I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's board of directors.

_____ _____
Swimmer's Signature Date

_____ _____
Parent's Signature Date

Parent Code of Conduct
Sooner Swim Club
Updated: 12/12/25

Purpose
The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents, as an effort to be consistent with the Sooner Swim Club (SSC) and USA Swimming mission.

Parent Expectations
I, _____, as a parent member of SSC, understand that I am a part of an organization that believes in that teamwork, integrity, respect and good sportsmanship are more important than winning. I promise to show respect, demonstrate common courtesies, and exemplify good sportsmanship to swimmers, coaches, parent members, and officials while I am at practices, meets, or other team activities. I will support the values of honesty, discipline, commitment, and hard work. I will ensure that my child arrives on time to practices and events and leaves on time with the proper training equipment. I will allow coaches to give full attention to swimmers while at practices and other team events, and will refrain from addressing coaches on deck unless it is an emergency. I will trust and support my child's goals and the coaches' decisions as it pertains to goal setting, training commitments, meet event entries and meet schedules. I understand that I should not impose my own ambitions onto my child. I understand that my active participation in fundraising efforts and other team events will encourage engagement by my child and other swimmers. I will always uphold the SSC mission, rules, policies and coach directives, which will maximize the experience for all swimmers and parents.

Parent Pledge
I agree with the following statements:
- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during practices or meets.
- I will support the professional coaches as they strive to do what is best for each SSC swimmer. The coaches' expectations and methods are based on USA Swimming, the American Swim Coaches Association, and other recognized authorities. I realize that swimmers become easily confused when coached by parents at the same time as their coaches; swimmers benefit most from positive reinforcement through professional coaching staff's instructions and advice.
- I will respect the integrity of swim officials by assuming decisions are based on honest, objective evaluations of performance. Only coaches may approach meet officials for clarification of rulings.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will demonstrate good sportsmanship during all practices, competitions, and team activities. SSC wins gracefully, loses graciously, and congratulates opponents.
- I will represent SSC with excellence, respect, team spirit, sportsmanship, and politeness.
- I will direct my coaching concerns first to the coach in private; then, if not satisfied, to the appropriate supervisor or a member of the Board of Directors.
- I will not exhibit sexist, racist, homophobic, or otherwise inappropriate behavior and will be faced with consequences if such incidents should occur.
- I will insist at all times that my child abstain from alcohol, tobacco, drugs, or other prohibited substances.

Violations of the Code of Conduct
Should any member conduct themselves in such a way that brings discredit or discord to SCC, or USA Swimming, they voluntarily subject themselves to disciplinary action as seen fit by the SSC Board of Directors and/or Coaching Staff. Upon notification of any violation of the Code of Conduct, a review committee made up of the Head Coach and the Board of Directors, shall promptly investigate the circumstance of the violation. The review committee will determine what disciplinary action, if any, shall be taken. The Head Coach and Board of Directors maintain the right to terminate any SSC member in the interest of SSC's mission and objectives.I agree to abide by the rules set forth by the SSC Parent Code of Conduct. I understand that if I violate any of the rules, I risk disciplinary action.

_____ _____
Signature of Parent/Guardian Date

_____
Name of swimmer (Print)

Athlete and Parent Disciplinary Process
Sooner Swim Club
Updated: 12/12/25

The purpose of the code of conduct is to be consistent with the Sooner Swim Club (SSC) and USA Swimming mission, and will act to promote the pursuit of excellence in all aspects of the sport of swimming.

Should any SSC athlete member or parent member conduct themselves in such a way that brings discredit or discord to SSC, or USA Swimming, they voluntarily subject themselves to disciplinary action as seen fit by the coaching staff and the Board of Directors. To ensure consistent and fair disciplinary actions across SCC, the Head Coach and Board of Directors shall promptly investigate the circumstance of the violation and in some instances will request a conduct review conference with the athlete member and his/her parents or with the parent member. The Head Coach and Board of Directors will determine what disciplinary action, if any, shall be taken.

Disciplinary Process
Discipline is not always progressive in nature as certain violations may be serious enough to warrant immediate expulsion from the team in the interest of SSC's mission and values.

Discipline action involves the following progressive steps:

1. First Step (counseling/documented verbal warning) - The coach and the athlete member and parent, and/or parent member shall meet privately to discuss the conduct.
2. Second Step (Written Warning) - If step one does not resolve the conduct or if the conduct is of a more serious nature, a written warning will be presented to the athlete member and/or parent member. This warning will state the conduct and consequences of not correcting the behavior.
3. Third Step (Final Warning & Suspension) - If step two does not resolve the conduct or if the conduct is of a very serious nature, the athlete member and/or parent member could receive a final warning, including temporary suspension from the team. This warning would state that further continued conduct will result in expulsion from the team.
4. Fourth Step (Expulsion from the team) - If the third step does not resolve the conduct and there is a repeat occurrence of the conduct, or if the conduct is of an extremely serious nature, the athlete member and/or parent member would be removed from the team.

Appeals
Athlete members and/or parent members who receive disciplinary actions or have any other grievances, can submit a request to appeal disciplinary decisions to the President of the Board of Directors.

_____ _____
Swimmer's Signature Date

_____ _____
Parent's Signature Date

Athlete and Parent Grievance Procedure and Appeal Process
Sooner Swim Club
Updated: 12/15/25

The Sooner Swim Club (SSC) Grievance Procedure provides swimmers, parents, club leaders, and employees a system to address and report grievances in a productive and systematic manner. Following these procedures provides the appropriate parties a means to properly investigate, intervene, and take disciplinary action when needed.

Where to Report

- For issues dealing with sexual misconduct, sexual harassment, and/or sexually explicit or inappropriate communication through social media: US Center for SafeSport (888-5US-SAFE/888-587-7233) or https://safesport.i-sight.com/portal
- For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale, or distribution of illegal drugs: USA Swimming SafeSport safesport@usaswimming.org or https://fs22.formsite.com/usaswimming/form10/index.html
- For issues dealing with known or suspected child abuse: Norman Police Department (405-321-100) or Oklahoma Child Abuse Hotline (1-800-522-3511), or 911 in cases of immediate danger
- For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the SSC Code of Conduct and violations of the Minor Athletes Abuse Prevention Policy (MAAPP): these issues are handled at the club level following the procedures outlined below.

Whom to Notify of a Grievance (Chain of Command)

- **Regarding the Conduct of a Swimmer** - Contact the swimmer's coach. Should a swimmer or parent of a swimmer feel another swimmer's conduct is inappropriate or violates SSC's Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure the President of the Board of Directors is notified of the complaint and will participate in assessing behavior.
- **Regarding the Conduct of an Assistant or Age-Group Coach** - Contact the Head Coach. Should a parent or swimmer feel an Assistant or Age Group Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing. The Head Coach will ensure that the President of the Board of Directors is notified of the complaint and will participate in assessing behavior.
- **Regarding the Conduct of the Head Coach** - Notify the Board President. Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the President of the Board of Directors of this violation. This complaint should be made in person or in writing. If the President is not immediately available, this complaint may be presented to any member of the Board of Directors, with notification made in writing to the President. This complaint will be subject to review and discussion by the full Board of Directors.
- **Regarding the Conduct of a Member of the Board of Directors** - Notify the Board President or the Board Vice President. Should a parent or swimmer feel a Board Member's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Board President of this violation in person or in writing. If the Board President is the Director whose conduct is in question, the Board Vice President should be notified in writing or in person *instead of* the Board President. This complaint will be reviewed and discussed by the full Board of Directors.
- **Regarding the Conduct of a Parent of Swim Official** - Notify the Head Coach and the Board President. Should a parent or swimmer feel another SSC parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and Board President of this violation in person or in writing. This complaint will be reviewed and discussed by the full Board of Directors.

Grievance Handling Process

The Board of Directors have the authority to impose penalties for infractions of the SSC Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and/or SSC Board of Directors and may include, but are not limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

1. Gathering Information: The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the SSC Grievance Report Form.
2. Assessing Behavior: The behavior of the person(s) against which the grievance was brought will be assessed using club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, as well as applicable local and state laws.
3. Consequences will be given and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines and considerations: Nature of the Misconduct, Severity of the Misconduct, Prior Disciplinary Actions, Adverse Effect of the Misconduct, Application of the Code of Conduct.

Appeals Process

Parents and/or swimmers can request appeal/review of discipline or grievance decisions through the President of the Board of Directors. This should be done within 7 calendar days of the conveyance of the discipline or grievance decision. Upon request for an appeal, the President of the Board of Directors convenes the other members of the Board of Directors. Appeal/review meetings will be held as soon as reasonably possible to ensure participation from all Board members. If appropriate, the Head Coach will brief the review committee on the situation prior to the review meeting. The parent and/or swimmer may be asked to attend the review meeting to allow them to provide their request for an appeal directly to the Board. The Board of Directors will meet independently immediately following the meeting to make a final decision on upholding or changing the discipline decision. If a majority decision cannot be reached, then the original discipline or grievance decision will be automatically affirmed. The decision or determined outcome of this review is final and not subject to further review.

*Appropriate recusals will be implemented to guarantee impartiality and fairness if the grievance or code of conduct violation involves a person who would otherwise be required to take part in the Grievance Handling Process and/or the Appeal Process.

_____ _____

Swimmer's Signature Date

_____ _____

Parent's Signature Date