Orinda Aquatics

Team Handbook/Policies & Procedures

This manual is intended to provide an overview of the policies, procedures, and philosophy of Orinda Aquatics. The information is divided into two sections. The first section outlines policies and procedures as they relate to the "dry" side of the organization, such as membership, dues, and parent responsibilities. The second section outlines those policies and procedures that pertain to the "wet" side of the organization, such as training and competitive expectations. Please look over the document, either in its entirety or in those areas that you would like further understanding. Also feel free to reach out to any staff or Board Member at any time. Finally, all parents should read the Parent Policy Letter located on the registration page of the website. We thank you for being a member of Orinda Aquatics and greatly appreciate your support.

Fall 2026

Orinda Aquatics Snapshot

Co-Founders: Ron Heidary and Don Heidary

Year of incorporation: 1995

Legal name: Orinda Aquatics, Inc.

Tax status: registered 501(c)3 non-profit organization

Tax ID: #68-0372253

Club Code: OAPB (from original Orinda Aquatics and Polar Bears)

Website: orindaaquatics.org

Governing bodies:

- National – USA Swimming (usaswimming.org)
- Local Swimming Committee (LSC) – Pacific Swimming (PacSwim.org)
    - Zone 2

Home pool: The Soda Aquatic Center at Campolindo High School
300 Moraga Rd, Moraga, CA 94556

Swim Year / Fiscal Year: September to August

Mailing Address: PO Box 2304, Orinda CA 94563

Team Recognition:

- Safe Sport Certified
- Level 4 USA Swimming Club Recognition

Table of Contents – Dry Side

Organizational Overview 10

- Coaching Staff / Team Success / History 10
- Mission Statement (drafted in 1995) 11
- Core Philosophy 11
- The Objectives of Orinda Aquatics 11

Membership / Registration (year-round) 12

- New Members 12
- Mid-Season New Members 12
- Returning Members 12
- College Swimmers 12

Parent Commitments 12

- Meet Support 13
  - Hosted Meets 13
  - Officiating 14
  - Away Meets 14
- Team Support 14
- Financial Support 14
  - Dues 14
  - Fundraising 15

Financial Overview (members) 15

- Billing 15
  - Training / Membership fees 15
  - Miscellaneous fees 15
  - Travel expenses 15
  - USA Swimming registration fee 15
- Fines 15
- Scholarships 15
- Discounts 15
- Leaves of Absence / Termination of Membership 15
- Reimbursements 16

Financial Management (organizational) 16

- Budgeting....16
- Filing.... 16
- Accountant /Bookkeeper.... 16
- Treasurer – Corporate and Board or Directors.... 16
- Reserve.... 16

Governance....16

- By-laws.... 16
- Board of Directors Overview.... 16
- Board of Directors Roles and Responsibilities....17
- Executive Directors / Founding Board Members....17
- Executive Committee....17
- Board Meeting Agendas....17
- Strategic Planning.... 17
- Operations / Events Calendar....17

Risk Management....18

- Insurance Contracts....18
- Safety Procedures.... 18
- Travel Policies.... 18
- USA Swimming Safe Sport....18
- USOC (US Olympic Committee) Center for Safe Sport....18

Staff Overview....19

- USA Swimming Certification....19
- The American Swimming Coaches Association (ASCA)....19
- Hiring / Oversight.... 19
- Responsibilities.... 19
- Education.... 19

Interactions with Coaches, Swimmers and Parents....19

- Parents-Coaches....19
- Parents-Swimmers....20
- Parent Education....20
- Grievance Policy.... 20
- Member Dismissal.... 20

Team Events / Social Activities..... 20

- Overview.....20
- Team Banquet.....20

Merchandise.....21

- Team Attire Policy and Requirements.....21
- Optional Attire..... 21
- Training Equipment 21
- Team Vendor.....21

Communication..... 21

- Coach Contact..... 21
- Website.....21
- Team Communication..... 21
- Social Media.....22
- Coach-Swimmer Communication..... 22

Team Recognition – USA Swimming.....22

- Safe Sport Certification..... 22
- Club Recognition..... 22
- Club Excellence..... 22
- Virtual Club Championships..... 22

Outreach Program..... 22

- Swaziland / Eswatini National Swimming Association..... 22
- Harbor House Ministries..... 22
- Coach and Club Mentorship..... 22
- Character Camps and Clinics..... 22
- East Bay Sea Serpents (Special Olympics)..... 22
- Team Scholarships.....22

Table of Contents – Wet Side

Orinda Aquatics Overview.....23

- Team Philosophy.....23
- Coach's Objectives / Philosophy.....23
- Orinda Aquatics USA Swimming.....23
- Candidates for Orinda Aquatics / Year-Round Swimming.....23

Transitioning to Year-Round Swimming.....23

- Junior Group.....23
- Senior Group.....24
- Team Culture / Integration.....24

New Members.....24

- General Requirements.....24
- Group Requirements.....25

Schedules.....25

Additional Programs.....25

- College.....25
- Masters.....25
- Fall Swimming.....25
- High School Pre-Season.....25
- Spring Clinics.....26
- Character Camp.....26
- International.....26
- Open Water.....26
- NorCal Kids Triathlon.....26

Swimmer Policies and Expectations (wet).....26

- General Behavior (see behavior policy in appendix).....26
- Coaches' Capacity to Dismiss.....27

Training.....27

- General Expectations.....27
    - Group Requirements.....27

- Integrity / Attitude....27
- Attendance....27
- Punctuality....27
- Leaving Pool During Workout....27
- Outside Lessons....27

- Attire....27
- Arena Sponsorship....27
- Training Equipment....27
- Injury / Illness....27
- Group Structure / Mobility....28
- Swimmer Tracking....28
- Technique....28
- IMX Program....28
- Training Support....28

Competition....28

- Meet Schedule / Plan....28
- Philosophy....28
- Zone / LSC (Local Swimming Committees)....29
- Team Meets....29
- National Meets....29
- Clovis....29
- Meet Entry / Standards....29
- General Meet Information....30
- Entry Times....30
- Parent Timing....30
- Team Area....31
- Attire....31
- Age-Group "Tech" Suits....31
- Meet Expectations....31
- Swimmer Recognition....31
- Team Travel....31
- USA Swimming Deck Pass Plus....32
- Meet Mobile....32

Facility.....32

Swimmer Support..... 32

- Coach Support..... 32
- Weekly Meetings..... 32
- Team Captains..... 32
- Buddy / Mentor..... 32
- Injury Prevention..... 32
- College Support..... 32

Organizations and Affiliations..... 32

- Pacific Swimming (pacswim.org)..... 32
- Zone 2..... 32
- Western Zone.....32
- USA Swimming.....32
- FINA.....33
- ASCA (The American Swimming Coaches Association).....33
- NISCA..... 33
- NCAA..... 33

Appendix

Behavior Policy and Philosophy of Orinda Aquatics..... 34

Orinda Aquatics Group Structure..... 35

Orinda Aquatics Group Criteria (considerations & comments)..... 37

Article 304 – USA Swimming Code of Conduct.....38

Article 305 – Athlete Protection Policies..... 40

Article 306 – Sexual Misconduct Mandatory Reporting Requirements..... 40



"Integrity has no need of rules."

Albert Camus

The Dry Side

Organizational Overview

Orinda Aquatics has served Lamorinda and the surrounding areas since 1995, offering programs for various segments of the community, including:

- Year-round/USA Swimming
- Seasonal programs, primarily for summer rec swimmers
    - Fall swimming
    - High school Pre-Season swimming
    - Spring clinics
    - College training
- Year-round Masters program

All programs operate under the parent company, Orinda Aquatics, Inc., a non-profit corporation which is organized "to provide support in the development of people in amateur aquatics under the direction of USA Swimming."

Coaching Staff / Team Success / History

The coaching staff of Orinda Aquatics has extensive experience at all levels of swimming, strong ties to the community, a deep passion for coaching and working with children, and are nationally recognized. The team is run by its two co-founders, Ron and Don Heidary, who are Founding Board Members (FBMs) and Executive Directors of the organization. Orinda Aquatics is uniquely fortunate to have a coaching staff with virtually no turnover, and individuals who have a life commitment to coaching and working with children. Each member of the staff has ties to the origin of the team, either as a coach or a swimmer. They are all extraordinary individuals and exceptional coaches and unduly committed to creating the best program and experience possible. See detailed bios on the website.

In 1984 with just twelve swimmers, the Polar Bear Fall Swimming program for summer-league swimmers was created at Meadow Swim & Tennis Club. The seasonal program currently serves over 200 rec swimmers in the Lamorinda area. From the Fall Program, in 1995, the year-round team, Orinda Aquatics, was founded. From a humble beginning with twenty recreational swimmers, the year-round program has achieved remarkable success while averaging only 125 swimmers over its lifetime. In the year 2000, Orinda Aquatics was possibly the youngest and smallest team to win Junior Nationals (short course in Anchorage, Alaska). Orinda Aquatics qualified twenty swimmers for the long course Junior Nationals that year and had the second most entries in the meet. And with less than eighty swimmers, the team has won Sectionals, Far Westerns, and the Pacific Swimming Age-Group Championships. In 2008 the team had twelve (current or former) Orinda Aquatics swimmers qualify for the Olympic Trials, with two - Kim Vandenberg (800 Free Relay) and Peter Varellas (Water Polo) making the U.S. Olympic team and receiving medals. Other notable team finishes are Men finishing third at the 2012 long course Junior Nationals (only twenty-five points out of first) and finishing second at the NCSA Long Course Junior Nationals at Stanford in 2004.

Orinda Aquatics has been a perennial Silver or Bronze Medal Club in USA Swimming's Club Excellence program and is a Level 4 team in USA Swimming's Club Recognition program (only the second team in the Western Zone to reach this level). Orinda Aquatics has been the top "smaller" (under 200 members) club in USA Swimming's Virtual Club Championships and recognized by ASCA as the #1 age-group program in the country for all teams under 200 swimmers. Each year for the past twenty years, the team has averaged eight to twelve Junior National swimmers, forty+ Sectional qualifiers, and six to ten Scholastic All-Americans. The team has coached thirty Olympic Trial qualifiers and over 250 high school All-American swimmers. As a testament to the leadership culture, over sixty Orinda Aquatics swimmers have gone on to become collegiate team captains.

Please see individual bios on the website

Mission Statement (drafted in 1995)

The team motto and mission is to put "Character First" in swimming and in life, and it translates to "the better the person, the better the athlete, the better the swimmer, and the better the team", which is lived daily by the coaches and the swimmers. The Orinda Aquatics Mission Statement is as follows (constructed in 1995).

- We believe the team should support swimmers of all abilities to pursue their long-term goals in the sport of swimming.
- We believe the team should provide serious athletes with the opportunity to develop into competitive high school, collegiate, and national-level swimmers.
- We believe in an equal partnership between swimmers and coaches. The swimmers should make a commitment to the process, the team, and the coaches, and they should act with the highest level of integrity, character, and respect. The coaches should commit to providing the best in technique and training that the sport has to offer. Additionally, they should support the athletes in other areas such as personal growth and college pursuits. They should be role models in every capacity.
- We believe above all that every member of the team should learn the lessons that sports has to offer discipline, commitment, personal responsibility, accountability, sacrifice, goal-setting, humility, as well as resilience.
- We believe that every member of the team should be treated as a person (individual) first, and an athlete second.
- We believe strongly in a true team environment. The “team” includes swimmers, coaches, and parents. No one should be differentiated by ability or any other characteristic. Everyone contributes and is valuable to the process, the environment, and the experience.
- We believe in a positive, open relationship between coaches and parents.
- We believe that as the community supports our sport and our team, we should in turn be positive and contributing members of the community and help those in need.
- We believe that the team should support, and follow, the policies and guidelines of our Zone, LSC, and the governing body of United States Swimming.
- **Orinda Aquatics fully supports all measures adopted by the US Center for Safe Sport and USA Swimming, with the sole purpose of protecting all athletes from any form of abuse or mistreatment and creating a safe and supportive environment.**
- We firmly believe in a Character First environment and adhere to it daily.

Core Philosophy

Orinda Aquatics is a nationally recognized program that has created a highly unique environment, merging a culture of character and humility, with significant success at the individual and team level, in an unprecedented academic backdrop. The motto of Orinda Aquatics, "Character First", is preached and lived daily by coaches and swimmers alike. The overriding philosophy is that participation in youth sports can and should be a life-changing experience and not an activity in and of itself. This program emphasizes structure, teamwork, integrity and discipline - the better the person, the better the athlete, the better the swimmer. The benefits of swimming and of the Orinda Aquatics program are intended to extend far beyond the pool.

Objectives of Orinda Aquatics:

- To serve the various needs of the swimming community
- To be a model program nationally in terms of athletic and character development
- To create collegiate opportunities for all swimmers
- To be the best youth sports program in the area
- To develop national and college level swimmers*, and leaders*
- To be the “best” overall USA Swimming program in the country

Membership/Registration (Year-Round)

New Members

- New members need to have a competitive background from summer-league or high school, or a competitive swimming background as a transfer from another USA Swimming team.
- Most new members join in September. Orinda Aquatics will host try-out sessions prior to the start of the season. Swimmers should plan on attending as this allows the staff to evaluate the swimmer's ability and also to assess for group placement.
- At the conclusion of the try-out sessions, an Orinda Aquatics coach will communicate with parents, either on the deck or through email, as to the fit of the swimmer for the program. Factors that influence team inclusion are the swimmer's ability to train and compete relative to age and group expectations, group size, and group capacity.
- New swimmers will need to register with Orinda Aquatics (set up an account), as well as register with USA Swimming (through usaswimming.org, linked on the website under **Registration**.
- A **Parent Policy Letter,** which includes information on volunteer obligations, member fees, team gear, and contacts, will be posted to the website in August. This document should be reviewed and understood as it contains relevant policies and expectations. The workout schedule will also be posted there as soon as it is finalized.

NOTE: Per USA Swimming policy, as well as Orinda Aquatics, all prospective members are allowed a two-week (consecutive days) trial period. Orinda Aquatics fully supports this as the organization and staff want each family and athlete to feel that Orinda Aquatics is the right choice.

Mid-Season New Members

Members interested in joining "mid-season" (i.e., after September) may inquire using the Contact Button or complete the try-out form accessed through **Registration** on the website. A coach will respond to answer questions or explain the program and will schedule an introductory meeting and in-water tryout, if appropriate.

Returning Members

All returning swimmers will be emailed the **Parent Policy Letter** in August for review. Returning families will "re-register" in August, prior to the September billing, with new or updated information, such as credit card, suit size, address, etc.

College Swimmers

Orinda Aquatics' returning collegiate swimmers, or those joining from college programs, have three membership options. These range from college break part-time (no summer training), to full-time senior 3, or full-time senior 4. **The coaches will finalize placement**. Registration information can be found on the website and in this document.

Parent Commitments

Orinda Aquatics asks that each parent support the team in two ways: ***host meet and social activities****/events.*
We believe that a swimmer's decision to swim year-round is really a family's decision, and a swimmer's commitment is really a family's commitment. We also know from experience that parents' intentions and expectations with regard to their commitment vary widely, but experience also tells us that long-term objectives for each swimmer and for the team as a whole cannot be achieved with just the efforts of coaches and swimmers. Orinda Aquatics' success also requires extraordinary commitment on the part of parents in three main areas: ***Meet Support, Team Support, and Financial Support.***

Meet Support

Hosted Meets

As a United States Swimming team and a member of Pacific Swimming, we are obligated, as are all teams, to provide competitive opportunities for our swimmers. Orinda Aquatics will "bid on" Zone meets as well as Pacific Swimming (Senior or Championship) meets. Hosting a meet is significant in that it is:

1) a necessary revenue source for Orinda Aquatics,
2) a responsibility to Pacific Swimming and to the athletes of member clubs,
3) an opportunity for parents to be involved in the competitive process, and
4) an opportunity for our swimmers to compete in their own pool with no travel.

We ask that parents not only attend the meets and fulfill their shift commitments, but that they fully engage in the meets we host and do their part to maintain the high standards for which Orinda Aquatics meets are known.

Schedule:

Orinda Aquatics typically hosts five to seven meets at the Soda Aquatic Center each year. The schedule of hosted meets is included in the Parent Letter and posted on the website in August.

Volunteer Guidelines:

- **Participants** – Hosting meets is an organizational responsibility. Due to the demands of hosting a large meet, all team families are required to work regardless of participation in the meet or temporary absence due to travel, injury, or other activity. The only exceptions are families of Fall high school water polo players and families of college swimmers registered with Orinda Aquatics. For these groups, families are required to fulfill meet jobs only if their swimmer is entered in the meet.
- **Sign-ups** – Families make their volunteer selections through an online form in TeamUnify. An email notification will go out the week before the meet with a link and instructions on how many jobs are required of each family. Certain jobs tend to fill very shortly after sign-ups open!
- **Shifts** – The family obligation can vary based on the duration of the meet, the number of swimmers entered, the number of Orinda Aquatics families available to work, specific skills required, and other variables. They are typically two three-hour shifts per two-day meet, and all families are asked to sign-up for the specified number of shifts – no more and no less. If a family signs-up for too many, the Meet Jobs Coordinator will delete any overage. If a family does not sign-up to work a home meet, the Meet Jobs Coordinator will send a reminder email. Generally, if the family still does not sign-up, the Meet Jobs Coordinator will send a subsequent email notifying them that they will be billed for failure to comply with this membership requirement.
- **Penalties** – Families who fail to sign-up may be assessed a substantial penalty. The no-show penalty for a scheduled job is also sizable. These fees are included in the Parent Letter each year and will be processed through the family's TeamUnify account in the month following the host meet.
- **Subs** – For some meets, a substitute (minimum age of 16) may be hired, but only for those jobs designated as sub-approved in the job notes on the online sign-up form. Families are responsible for contacting, hiring, and making payment arrangements with their sub. The name, cell number, and email address of the sub must be included in the notes section of the signup, and the Meet Jobs Coordinator must be notified.
- **Changes** – Families are welcome to swap assignments with another family, but the Meet Jobs Coordinator must be notified of such changes.
- **Expenses** – All valid expenses incurred within the context of the meet support must be approved by the Meet Director and will be reimbursed. A completed **Expense Reimbursement Form (ERF)** and supporting receipts/invoices must be submitted/emailed promptly to the Meet Director. Once approved, they will be forwarded to the Orinda Aquatics Bookkeeper who will mail the reimbursement check. The ERF can be found on the Orinda Aquatics website.
- **Questions** – Contact the Meet Jobs Coordinator.
- ***Note – Parents should not have their swimmers work for them in lieu of swimming in a meet.***

Officiating

All USA Swimming teams are required to have officials. We encourage anyone interested or willing to support the team in this capacity to reach out to our official's coordinator. Pacific Swimming provides thorough training, and all expenses are reimbursed.

In addition to those positions available for volunteer sign-ups for each meet, there are various essential meet support jobs which require a minimum year-long term and a greater commitment of time throughout the year. These positions include Meet Director, Volunteer Jobs Coordinator, Official, Head Marshal, Hospitality Chair, Snack Shack Chair, Photography Chair, Computer Operator (Meet Manager software), and Colorado Timing System (CTS) Operator. If you are interested in learning more about any of these, please contact the Orinda Aquatics Meet Director or Volunteer Jobs Coordinator.

Away Meets

Orinda Aquatics is obligated to provide timers to cover shifts assigned to our team by the meet host. Parents of swimmers participating in away meets are required to share in the timing responsibility, even for those swimmers who drive themselves to the meet. An email for timing shift sign-ups is sent to the team during the week before the meet, and it indicates if more than one shift is required per family.

Each participating team is also required to provide Officials at away meets. The number of Officials we are expected to contribute is correlated to the number of Orinda Aquatics swimmers entered, and our team is fined if we fall short. The Meet Officials Coordinator for Orinda Aquatics keeps our list of team parents who are USA Swimming certified Officials apprised of upcoming meet obligations.

Team Support

As a part of our big picture philosophy, we want to create the best overall swim team *experience* for our swimmers. We realize that the majority of the experience will come from daily training, swimmer development, friends, and the coach/swimmer relationship, but positive social activities certainly enhance the cohesion and enthusiasm of the team. Examples of events held in the past include team-building activities, theme weeks, rafting trip, team breakfasts, holiday get-togethers, parent socials, and a year-end banquet.

In August or September, we open job sign-ups for all social events planned through the entire swim year. Families receive an email notification when these sign-ups are scheduled to open. We cannot hold these events without a full complement of volunteers, so every family should assume that they will be required to fill at least one social or team support job during the course of the year. There is no buy-out option, nor is it appropriate to hire subs for social jobs. The jobs are varied and can be fun, and they offer a great way to meet other parents on the team. We keep track of the families as they fulfill this obligation, so sign up early to secure a job that appeals and works with your schedule!

Financial Support

Orinda Aquatics members will be charged an annual family fee, as well as monthly dues per swimmer. Member payments (annual and monthly) cover coaches' salaries, pool costs, and team administrative expenses. Additional team revenues are obtained from hosted meets and fundraising.

Dues

Dues are collected monthly through TeamUnify, using a credit or debit card, and will be paid on a ***twelve-month basis***. The dues for each year are enumerated in the Parent Letter.

Fundraising
Fundraising efforts are kept to a minimum and are comprised primarily of See's Candies sales in November.

- Participation in Orinda Aquatics' annual See's Candies sales fundraiser is required of each family, and the minimum sales amount is stipulated in the Parent Policy Letter. Families may choose to fulfill their obligation by paying the buy-out amount which is also in the Parent Letter.
- All donations to the club are applied to our **Outreach Fund** unless otherwise directed (see later in this document or on the website).

Financial Overview (members)

Billing
- **Training / Membership Fees** - There is an annual membership fee upon registration (or re-registration) which is billed in September and monthly swimmer fees which are billed to each account on the first of the month. Specific dues information can be found in the **Parent Policy Letter** located on the website under Registration.
- **Miscellaneous Fees** - In addition to regular swimmer fees, families may be billed for miscellaneous events such as team activities.
- **Travel** E**xpenses** - Families will be billed through TeamUnify for group/coach-run travel. The staff will organize and pre-pay for lodging**,** transportation**,** and other travel-related expenses for most meets. Meals will be organized and factored into the total trip cost. Some trips may include a meet shirt, which will also be billed to the family's account.
- **USA Swimming Registration Fee**: ***All members must be registered with USA Swimming*****.** This will be processed through the USASwimming.org website and is on an annual basis. For returning members, Orinda Aquatics will submit this and bill each account the appropriate fee in December. Swimmers joining Orinda Aquatics from another USA Swimming team must submit a **Transfer Request**.

Fines
- Fines will typically be the result of not fulfilling a parent host-meet obligation (see above). These are also spelled out in the **Parent Policy Letter** located on the website under registration. We ask that all parents either fulfill their host-meet obligation or find a qualified substitute.

Scholarships
- Orinda Aquatics has a policy and philosophy to assist swimmers with financial needs. Should a family have a financial need or hardship, they should present their situation to the board in writing. A board member or coach will make themselves available to discuss a personal situation.

Discounts
- Orinda Aquatics may offer a discount to those members who participate in the fall high school water polo season during the months of September and October.

Leaves of Absence and Termination of Membership
- ***The only allowable "leave of absence" is for long-term medical conditions*** (not vacations). For swimmers on a long-term medical leave, the monthly fee will be reduced.
- ***Orinda Aquatics requires 30-day notice to cancel automatic billing***

Reimbursements
As with host meets, all expenses incurred within the context of social or team support functions must be approved for reimbursement by one of the head coaches or his designee prior to submission to the Orinda Aquatics accountant. Please fill out the **Expense Reimbursement Form (ERF)**, and email it, along with supporting documentation (e.g. scanned receipts), for approval. Once approved by Orinda Aquatics, the request will be

forwarded to the Orinda Aquatics Accountant, who will send a reimbursement check to the address specified on the ERF.

Financial Management (organizational)

Budgeting
A budget for each fiscal year (September – August) will be prepared by the Founding Board Members (FBM's), the treasurer, and the team's accountant. The budget will be presented to the board for approval at the September board meeting and finalized/passed at or before the November board meeting.

Filing
The treasurer and/or the team bookkeeper will be responsible for filing the organization's tax returns.

Accountant / Bookkeeper
The team retains the firm, **Business Results Inc.,** to handle budgeting, bookkeeping, and other financial support functions. They provide monthly detailed financial statements to the Treasurer and the Board of Directors as well as support with payroll and relevant filings.

Treasurer – Corporate and Board of Directors
Orinda Aquatics maintains two treasurer positions. At the club level, a member of the Board of Directors will hold the position of Treasurer. The specific individual can be found on the website under Organization/Leadership. The Treasurer will monitor ongoing finances, review and disseminate monthly financial summaries (P&L, operating budget vs. actual, balance sheet) to the board. The Treasurer will also take the lead on all financial matters regarding major expenditures, etc. The second Treasurer position is held at the corporate level, as required by the by-laws and the state of California. This position will be maintained by Ron Heidary, a Founding Board Member. Ron also oversees all expenditures and reconciles facility use requests and billing.

Reserve
The club maintains a reserve for extraordinary expenses and financial stability.

Governance

By-Laws
Orinda Aquatics operates by a set of by-laws which were created when the team became a non-profit organization at inception. Much of the corporate governance and structure is covered in this manual. A copy of the team's by-laws is on file with the state of California.

Board of Directors Overview
The Board of Directors shall consist of either seven or nine members, per the by-laws. Founding Head Coaches of Orinda Aquatics, Don Heidary and Ron Heidary, are the Founding Board Members (FBM) and serve as Executive Directors of the organization. The remaining five or seven members can be either elected or appointed to a three-year term by a majority of the current board with said majority to include at least one FBM. The board will typically meet six times a year – September, November, January, March, May, and July on the third Wednesday of the month. Minutes of each meeting are recorded and are available upon request. The primary location for board meetings is the Soda Aquatic Center, or the group will convene virtually.

Board of Director Roles and Responsibilities
- **President**
  - Shall call and preside over all meetings, except for committee meetings
  - Shall appoint committee chairpersons for all committees along with FBMs

- Shall enforce the by-laws of the corporation
- Shall take the lead role in addressing or mediating any issues facing the team

- **Secretary**
  - Shall conduct official correspondence of the Board, issue notices of meetings, and keep minutes of all meetings and shall make the minutes available upon request
  - Shall render services normally expected of a Secretary

- **Treasurer**
  - Shall work in conjunction with the accountant and bookkeeper
  - Shall oversee financial records for the corporation, including income/expenditures accounts, and bank account and checking records and tax reporting
  - Shall make timely financial reports to the Board
  - Shall approve the disburse of funds in payment of all obligations of the corporation
  - Shall work with the FBM's and the bookkeeper to prepare the corporation's annual budget for approval by the Board

Executive Directors / Founding Board Members
In addition to the title of Head Coach and Founding Board Members, Ron Heidary and Don Heidary both serve as Co-Executive Directors of Orinda Aquatics. In this capacity, they oversee the organization as a whole and manage all aquatic programs and staff.

Executive Committee
The Executive Committee consists of the Founding Board Members and the current Board President.

Board Meeting Agendas
The President assisted by the FBMs will prepare the board agenda. The agenda is a standard board agenda which consists of a review of previous minutes, a Coaches' Report, Committee Reports, New and Old Business. Board members may submit or request topics for the agenda.

Strategic Planning
The Orinda Aquatics Board of Directors may hold an off-site strategic planning session if deemed necessary. The board will analyze needs and challenges of the organization, look at the long-term vision of the club, and create a strategic plan to move forward. While the meeting is closed, the report will be made available to the public.

Operations / Events Calendar
In addition to the agenda, the board will review and maintain an operational calendar including key events and activities in the major areas of operation.

Risk Management

Insurance Contracts
Orinda Aquatics maintains current Workman's Compensation and Directors' & Officers (D&O) Liability insurance policies. Additionally, the organization and all athlete and non-athlete members are covered under USA Swimming's member coverage while at any sanctioned event or training session.

Safety Procedures
Orinda Aquatics operates under the safety policies of the Soda Aquatic Center/Acalanes Union High School District (AUHSD). Orinda Aquatics staff members are all certified per USA Swimming.

Travel Policies

- Orinda Aquatics has a travel policy document on file with Pacific Swimming and USA Swimming.
- The senior group at Orinda Aquatics typically travels one to four times each year, to both team and national-level competitions. The coaching staff organizes and plans all travel, lodging, and competition. Senior parents assist with meal preparation, water, and any need that arises. ***For all trips, an Orinda Aquatics Behavior Waiver must be signed; for national-level competitions, a USA Swimming Behavior Waiver is also required.*** All swimmers are expected to adhere to strict behavior standards.
- Junior group travel will be organized by staff; however, swimmers will travel and stay with their parents or guardians.

USA Swimming Safe Sport

USA Swimming is committed to safeguarding the welfare of all members as its top priority. Safe Sport is USA Swimming's comprehensive abuse prevention program and provides tools for swim clubs to educate their members, and to intervene in certain situations. For more information, please see Articles 304 –306 Athlete Protection Policies on the USA Swimming website, the Orinda Aquatics website (**Safe Sport** tab) and in this document's appendix.

All adult members of USA Swimming over the age of 18 are required to take USA Swimming's online Athlete Protection Training (APT) course and pass the test. Before each meet, Pacific Swimming Officials provide the meet host with a list of entered swimmers who have not passed the APT test and will not permit them to compete until they are cleared. There is no grace period – this requirement goes into effect starting on the swimmer's 18th birthday. The course and additional information can be found on the USASwimming.org website.

- The APT course is free of charge and, upon successful completion, should update the USA Swimming membership record within 24 hours.
- This training must be renewed annually.
- Coaches, Officials, chaperones, Meet Directors, Head Marshals, board members, and adult athletes are included in this requirement.
- Questions should be directed to Orinda Aquatics' Safe Sport Coordinator.

USOC (US Olympic Committee) Center for Safe Sport

The U.S. Center for SafeSport oversees the USA Swimming SafeSport program. It delivers tools to help sports organizations across the country champion respect and diversity on and off the field. For athletes at every level, from amateur to elite, community-based to professional, the cross-sport approach to prevent and respond to emotional, physical, and sexual abuse is designed to create a greater positive impact than any single sport organization can achieve alone.

Staff Overview

USA Swimming Certification – *Orinda Aquatics coaches are fully compliant with these requirements.*

- Safety Training for Swim Coaches (STSC)
- Adult and Pediatric/Child CPR and AED requirement
- First Aid
- Background Check - all non-athlete members must pass a background check every 24 months
- Additional coursework includes Safe Sport/Athlete Protection and concussion protocol

The American Swimming Coaches Association (ASCA) – Educational *certification includes*:

- Level 1 – Foundations of Coaching
- Level 2 – Stroke School
- Level 3 – Physiology

- Level 4 – Leadership
- Level 5 – Administration

Note: Ron and Don Heidary are ASCA Level 5 coaches. Don has taught the level 1, 2, 4, and 5 courses, as well as the Summer-League certification and the Parent course.

Hiring / Oversight

- The FBM's are solely responsible for all employment-related activity.
- Any staff issues will be presented to the board.

Responsibilities

- All staff members are expected to act with the highest level of integrity and professionalism.
- All staff members will be responsible for one training group. For their respective groups, each coach will be responsible for technical oversight, training plans, competition schedules, as well as ongoing and effective communication.
- All staff members will make themselves available to meet with any parent or swimmer.
- All staff members should represent the values and mission of the team and treat each athlete with the character-centered philosophy upon which the team is based.
- All staff members will be responsible for, and expected to, coach each athlete to reach his/her potential and pursue the highest level of competition possible.

Education

- The staff will pursue ongoing education through clinics, periodicals, websites, guest speakers, etc.

Interactions with Coaches, Swimmers, and Parents

Parents-Coaches

- Orinda Aquatics maintains an "open-door" policy regarding parents and parent communication and encourages open and ongoing dialogue.
- Parents should email coaches for general communication.
- Parents should text or call with important or urgent matters.
- Coaches will meet with parents upon request.
- Parents should not expect a meeting or lengthy discussion with a coach during workout.
- **Orinda Aquatics allows parents to observe workout. The staff does not condone the filming of, or communicating with, children during workout.**
- Parent dialogue with staff should remain positive, constructive, and team (support) oriented. Any questions or concerns should be directed to coaches or a board member rather than discussed among parents.

Parents-Swimmers

- Parent dialogue with children should fall within the general team philosophy and direction, i.e., "big picture", long-term growth and development, character, culture, etc. (see ASCA Parent Article).
- Parents should not engage in technical dialogue with their children. This may contradict what the coach is communicating, confuse the athlete, and create tension between the swimmer and the parent.

Parent Education

- Orinda Aquatics looks to support parents from entry/registration on through their tenure with the team.
- **New Parent Liaison** - New families should reach out to the New Parent Liaison with questions about the transition to the team and to year-round swimming.

- **Website** – Please look to the website for registration information, college support, schedules, policies, etc.
- **Meeting** – Once a year the staff will hold a parent education meeting. Several topics will be discussed including technical development, training, season plans, current events in swimming, team expectations, etc.
- **Parent Education Webinars** – the staff will offer four to five webinars throughout the year in areas of, USA Swimming, Training, Technique, College, Character

Grievance Policy

- Any concern or grievance can be initiated with the staff or the board. A meeting will be scheduled with relevant members. We do ask that parents with a concern or grievance engage in open two-way dialogue with the staff initially.

Member Dismissal

- ***The staff, in conjunction with the board of directors, maintains the right to dismiss any member for behavior (parent or swimmer) that is not aligned with the mission and values of the team.***

Team Events / Social Activities

Overview

The team holds several non-swim events throughout the year. We encourage all families (swimmers and/or parents) to attend. The primary events are fall team-building, a parent social, and the team banquet (see below). In addition, several activities will be held throughout the year for each group and the team as a whole. These will include group breakfasts or pasta dinners, holiday parties, summer rafting, Theme Week (senior group), or other social activities.

Team Banquet

The team banquet is held in the summer of each year. The achievements reflect the short course performance but may not include the final long course results. Most significantly, it is a recognition of our graduating class prior to college departures. The event includes a general overview of the season, recognition of each group/swimmer, Coach's Awards, Most Improved recognition, and concludes with a series of "special" awards, including Swimmer-of-the-Year, male/female Inspirational Awards (Perry, Hall respectively), and Volunteer-of-the-Year. The event ends with a slide show recapping the season and recognizing the graduates. We ask that all families (swimmers and parents) attend the event.

Merchandise

Team Attire Policy and Requirements

All members are required to wear team attire at meets, including Orinda Aquatics swimsuit and cap, designated t-shirt, jacket, pants, and backpack.

Included with the membership fee, each swimmer will receive team t-shirts, cap, an equipment (wet) bag, and a team suit (for those who join in September only). In addition, all swimmers are expected to have/purchase a team warm-up jacket and pants and a team backpack. An Orinda Aquatics parka is highly recommended. These items are listed on the website and can be purchased through our team merchandise vendor.

Optional Attire

There are additional (optional) Orinda Aquatics items available for purchase in the team webstore. There will be typically two opportunities each year to order personalized Orinda Aquatics silicone caps. The same is true for

Spirit Wear apparel for parents and swimmers. Please look for email updates or notification at the parent meeting in September. **Spirit Wear is not considered team attire and should not be worn by swimmers at competitions**.

Training Equipment

Swimmers are required to have training equipment with them daily. Training equipment is designated by the staff for each group (see merchandise overview on the website). Senior group swimmers may leave their bag at the pool on group-designated hooks (below the scoreboard). Training equipment includes such items as fins, paddles, snorkel and a parachute. Some other relevant equipment will be provided by the team. The complete list of included, required, and optional apparel and gear is included in the Parent Policy Letter.

Team Vendor

Conejo Swimworks (www.conejoswimworks.com)

Conejo Swimworks is our merchandise vendor, as of 2020. They are located in Thousand Oaks, CA (phone 805-379-4734). We have a team store on their website. A summary document can be found on the OA website under "Merchandise", with a link to the team store.

Communication

Coach Contact

The staff can be reached through the website by using the "Contact" button. This message will be sent to all coaches and includes a board member, as an FYI. Please see the swimmer handbook or the coach bios on the website for specific coach contact information. If needed, feel free to reach out to a coach via phone or text.

Website

The team website is www.orindaaquatics.org. Parents should create an account in **TeamUnify's OnDeck**, upon registration. The member account contains family information, billing information, apparel sizes, email addresses (up to four), emergency/medical information, as well as billing information. Please make sure all information is filled out thoroughly and updated as needed. General information will also be posted to the website in areas of News, Team Feed (below), and various sub-tabs.

Team Communication

The primary form of communication for Orinda Aquatics is email. Please make sure that we have the proper email address for parents and swimmers (who should receive this information). The coaching staff will send out weekly updates, as well as pertinent information as needed. Weekly updates and news items are also posted on the website.

Social Media

Team Feed – TeamUnify offers a **TeamFeed** for all accounts. This acts as a social media platform for OA information. Orinda Aquatics' **Facebook** page and **Instagram** accounts can be accessed through the website. Note: **Orinda Aquatics coaches will not follow team members on social media.**

Coach-Swimmer Communication

For general dialogue and athlete-related issues, coaches prefer that the child/athlete be the primary contact. This should apply to all senior swimmers, and junior swimmers who are older and more mature. The staff feels that it is important for the child to take ownership of the process and the relationship with the coach. Safe Sport guidelines will govern all communication.

Team Recognition – USA Swimming

- **Safe Sport Certified** – Orinda Aquatics is a Safe Sport certified club in USA Swimming. See the website for detailed information.
- **Club Recognition** – Orinda Aquatics is a Level 4 club in USA Swimming's Club Recognition Program (the highest level). Orinda Aquatics was the second team in the Western United States to reach this level. Club Recognition evaluates four areas of the team: performance, coaching, governance, and business operations.
- **Club Excellence** – Club Excellence measures the highest level of team performance with the minimum qualifying at the Summer (long course) Junior National level. Orinda Aquatics is a perennial Silver medal club, qualifying as one of the top 100 teams in USA Swimming.
- **Virtual Club Championships** – "VCC" measures all 3,000 teams in USA Swimming in all events from 11 to18 years of age (single age scoring). Orinda Aquatics has been the top scoring team under 200 swimmers in the United States since 2010.

Outreach Program

Through its mission of serving the community and the sport, Orinda Aquatics pursues a multidimensional Outreach program that supports:

- **The Swaziland/Eswatini National Swimming Association** - Through donations that support clinics, competition, and equipment. Orinda Aquatics is also supporting/financing a learn-to-swim program through SwimAmerica (ASCA)
- **Harbor House Ministries**, Oakland, CA: one-on-one learn-to-swim opportunities and teambuilding for underserved children
- **Coach & Club Mentorship** (diversity and outreach clubs – Richmond Sailfish and Oaklantis) with needed equipment and coach/team support
- **Character Camps & Clinics:** Don and Ron speak to clubs and organizations throughout the United States
- **East Bay Sea Serpents (Special Olympics):** Orinda Aquatics supports with competition and athlete development
- **Team scholarships –** Orinda Aquatics has never turned away a swimmer, in any program, due to financial need



The Wet Side

Orinda Aquatics Overview

Team Philosophy

The objective of this section is to create a clear understanding of the policies, practices, and expectations with regard to training, competition, and team activities. The overriding emphasis is that all swimmers should be committed to the team, the team process, and act with the utmost integrity. The philosophy for Orinda Aquatics is to create highly unified, motivated, and positive athletes of all ages, in training and competition.

Coaches' Objective / Philosophy

In a broader sense, coaching is more of a life process than an athletic process. Not only are these athletes highly invested in the team, training, the culture, and a coach, but in many ways, their emotional development, college decision, and the person they become will be shaped by this process as well. Our mission is to be more than a coach, but rather a partner with our swimmers on their athletic journey, and to a greater extent, partners on their life journey.

Orinda Aquatics - USA Swimming

- The primary function of Orinda Aquatics is the year-round, USA Swimming program. This program has averaged approximately 125-150 swimmers (2/3 senior and 1/3 junior) which trains and competes on a year-round basis.
- Orinda Aquatics is not a learn-to-swim program. ***Members should be proficient, competitive swimmers***, typically with a summer-league and/or high school swimming background.
- All swimmers on Orinda Aquatics (year-round) are expected to make a commitment to training, competition, development, and to the team itself. While swimmers will have varying backgrounds and ability levels, it is imperative to the team's competitiveness and team culture that swimmers are like-minded and dedicated to athletic and personal development.

Candidates for Orinda Aquatics / Year-Round Swimming

- The ideal candidate for year-round swimming is, at the core, someone who loves the sport of swimming, not racing or "winning", but *swimming*. Ultimately kids must truly embrace the process of training.
- Swimmers who want to compete at a higher level, regionally or nationally, with a goal of swimming in college as well.
- Swimmers who may not be sprint-oriented but rather endurance-oriented swimmers. USA Swimming offers longer events from the 200 yards up to the mile.
- In addition, many kids gravitate to the culture of the team and want to be with like-minded peers in a character-driven culture.

Transitioning to Year-Round Swimming

Junior Group

- Swimmers in the junior group typically train in the evening. Dryland sessions are offered two to three times a week. Additionally, there is a weekly group meeting. Families may have to adjust to the schedule with regard to other activities, dinner, and commute. The summer session of USA Swimming is long course (50-meter competition and training). Workouts are held in the PM (6 total in the week). See **Summer Workout Schedule** on the website under **Schedules**.
- Many junior swimmers participate in outside activities. While this is common and good for personal balance, there needs to be a commitment to some degree of consistency of training and competing to experience reasonable development and team connection.

- Junior group swimmers will also adjust to meets with a focus on swimming all events and all strokes. The general focus in competition with junior (and senior) swimmers is stroke and race development, as opposed to time alone.
- **As such, training for Junior group swimmers is primarily focused on technique and developing distance-per-stroke and building endurance to compete in longer races. Other areas of focus are kicking endurance, underwater speed, starts and turns.**
- There will be some adjustment socially as these swimmers get to know their teammates, many who come from summer-league teams throughout the East Bay, as well as their coaches.

Senior Group

- The senior group swimmers are typically assigned to one of two afternoon workout sessions during school days and on Saturday mornings. Each designated group will also participate in one, two, or three before-school workouts, as well as two to four dryland workouts each week, all of which are phased-in over time.
- The Senior afternoon schedule may offer one afternoon off during the week. See updated schedules.
- Meets at the senior level will be focused on a combination of developing all strokes, expanding race distances, and developing an athlete's primary stroke and race. It is important to enter all meets with full event schedules.
- During the high school season, senior group swimmers will balance two teams and two competition schedules. Orinda Aquatics cancels all Friday workouts to allow swimmers to attend workout, meets, or activities with their high school teams. There will be an amended workout schedule posted on the website and the Orinda Aquatics meet schedule will be lighter, with meets transitioning to long-course competition in April. The high school season will culminate in late April/mid-May with league competition, North Coast Section Championships, the "Walk-on" meet, and the CIF State Meet.
- The general transition to year-round swimming for senior swimmers can be daunting (and stressful), for both new swimmers or for those moving up from the junior group. Swimmers must be proactive with their academics and diligent with time management. Although very demanding, we have seen swimmers truly flourish as student-athletes and leaders. It is important that swimmers communicate with their parents and coaches any conflicts or heightened stress levels. We are here to help.
- At the senior level, while balancing rigorous academics, it is challenging to compete in multiple sports or engage in other activities which require a significant time commitment. Athletes should speak to their coach and make sure their commitment to year-round swimming is in line with group requirements and swimmer objectives.

Team Culture / Integration

All swimmers will be matched with a junior or senior group "buddy". This is to connect older and younger swimmers and to create mentor relationships. Also, within each group, new members will be assigned a mentor/peer to help with the transition.

New Members

General Requirements

- Orinda Aquatics is for competitive swimmers. All new members should have competitive experience and be technically proficient in all strokes**,** as well as starts and turns.
- A try-out will be held prior to the start of the season to allow the coaches to assess new members. Prospective members should complete the try-out form, which is linked to the team's website.
- *All members of Orinda Aquatics are expected to:*
    - Train on a regular basis
    - Be training- and goal-oriented
    - Participate in scheduled meets and activities

- Act with integrity and team commitment always

Group Requirements (also in appendix)

Please note, the criteria used in placing swimmers in their respective groups will be:

- Performance level
- Attendance/workout commitment history
- Ability to train at full capacity, with training discipline and focus
- Personal and athletic maturity
- Meet commitment
- Team support
- Technique
- Injury

Schedules

- **Meet schedules** and **Workout schedules** are posted on the website under the **Schedules** tab.
- There are three different workout schedules throughout the year (with slight adjustments):
  - Regular season – September to February (when the high school season begins)
  - High school season - February to May
  - Long Course season - June to August (coincides with summer break from school)
- Workouts are held during most holidays
- Orinda Aquatics (and USA Swimming) observes a two- to four-week break from workouts and meets in August
- The meet schedule is subject to change throughout the year.

Additional Programs

College

Orinda Aquatics offers various membership options for college swimmers. These range from full-time (including all breaks and the summer long-course training and competing), to part-time (school breaks with no summer training or competition). Detailed information can be found on the website under **Year-Round – College**, or **Programs - College**. **All college swimmers, regardless of the program or commitment, are required by USA Swimming and the OA Board of Directors to be registered with Orinda Aquatics and USA Swimming, and to be fully compliant with the USA Swimming Safe Sport Requirements for adult athletes.**

Masters

Orinda Aquatics runs a USMS (United States Masters Swimming) program at the Soda Center. For more information, please see their website at oamasters.com or find it linked on the Orinda Aquatics website.

Fall Swimming (Polar Bears)

Orinda Aquatics runs a Fall Swimming program at the Soda Center, focused on stroke technique, from September to November for summer-league swimmers. Fall swimmers are eligible to compete in Fall Jamboree Intersquad in November.

High School Pre-Season

Orinda Aquatics runs a seasonal program for high school, summer-league swimmers. The emphasis is technique and moderate aerobic training. This program offers a fall session (September to November) and a winter session (December to February). This program does not jeopardize summer rec eligibility. More information can be found on the website under “Programs”.

Spring Clinics
Orinda Aquatics offers Spring clinics beginning in March for summer-league swimmers. The focus of the clinics is proper technique and balance in the water. These clinics do not violate the Orinda-Moraga Pool Association (OMPA) or County "lesson limitation".

Character Camp
In the past, Orinda Aquatics has run a **"Character Camp"** for 10-14-year-old swimmers. The camp combined one hour of classroom discussion and one hour of pool instruction each day over the course of a week. The focus in the classroom was on leadership, teamwork, and being a high-character person and athlete, while the pool time combined those qualities with instruction on technique and workout discipline. More information can be found on Character Camp tab *o*n the website under **"Programs".** These camps have been presented to other clubs and LSCs and may be offered again in the future.

International
Orinda Aquatics supports international athletes to train with the team. We have hosted swimmers from Denmark, El Salvador, Germany, Taiwan, and Italy. International athletes will be responsible for securing their own housing. The staff will assist with registration and team transition in terms of acclimating the athlete to the team, training, and competition.

Open Water
Orinda Aquatics supports open water competition. Opportunities are limited due to seasonality and conflicts with the Orinda Aquatics meet schedule. In the past, the team has participated in the Tiburon Mile**,** which is held in either August or September each year, and one event in the summer, often in Livermore or the Tahoe area. Participation is optional.

NorCal Kids Triathlon
The Orinda Foundation hosts a youth triathlon each year in August, called the NorCal Kids Triathlon. Orinda Aquatics has supported the event by running the swimming portion of the race. We encourage junior group swimmers to participate in the event and the senior group swimmers to assist with shepherding the athletes. There can also be volunteer jobs which OA parents can use to fulfill their social job commitment.

Swimmer Policies and Expectations (wet)

General Behavior (see Behavior Policy in appendix)
As per the **Orinda Aquatics Behavior Policy**, all swimmers are expected, and required, to act with integrity and respect, always, to all members, and to all with whom we interact. As this is a culturally driven organization, it is imperative that all members respect and adhere to the process of training and competition. This is all-inclusive regarding expectations, including being on time, helping set up the facility, being positive and supportive, being inclusive, maintaining focus and effort in workout and dryland, and being in team attire when required, etc. Demeanor in the locker is expected to be positive, respectful, and representative of the team culture.

Consistent with the behavior standards established for Orinda Aquatics, all swimmers must wear their suits in a manner that appropriately covers their body, showing respect for themselves, the Orinda Aquatics team and coaches, and anyone who might be present at a meet or practice. Two-piece suits are not permitted at either practices or meets.

Coaches' Capacity to Dismiss
The coaching staff has the right to dismiss any athlete for behavior that is not consistent with the team's mission, values, and policies, regardless of whether those actions are tolerated elsewhere.

Training

See training overview and philosophy on the website under year-round.

General Expectations

- **Group requirements** (see overview at the end of this document) – swimmers must meet the requirements for each group in terms of attendance, training commitment, behavior, and meet commitment
- **Integrity/Attitude** – integrity and trust are the foundation of the program and the basis for positive coach-swimmer relationships
- **Attendance** – Swimmers' attendance should be at least commensurate with the expectations of their group. Any absences should be communicated with their coach.
- **Punctuality** – Swimmers are expected to be on time for all activities (training, meets, meetings, etc.), and additionally, arrive on time to assist with workout or meet set-up and be prepared to stay after practice to help with take-down, as required.
- **Leaving pool during workout** – Swimmers must check with a coach prior to leaving the pool for any reason, restroom, water, etc. – to minimize disruption and maintain safety. Coaches must know when and why an athlete leaves the pool.
- **Outside lessons** – While common in rec swimming, outside lessons are NOT ALLOWED for many reasons. Any technical need should be addressed with the primary coach. With outside lessons, swimmers are receiving instruction from individuals who do not see them train on a daily basis and who do not know what is being taught by the primary coach of the athlete. Swimmers can become confused with conflicting information, language, or strategies. Additionally, the staff at Orinda Aquatics is very experienced technically and fully capable of addressing any technical need.

Attire

- Orinda Aquatics team caps are required in workout at all times. A coach can provide a swimmer with a team cap if one is needed.
- Swimsuits should be worn appropriately (addressed above).

Arena Sponsorship

- Orinda Aquatics is sponsored by Arena. As such, the team is required to purchase Arena suits and equipment. As a part of our sponsorship, Arena offers national team and coach attire, and substantial team support in terms of equipment.
- **Please note that this obligation includes wearing Arena Tech Suits in high-level competitions**. Swimmers who do not comply jeopardize the team's sponsorship agreement.

Training Equipment

- Swimmers are required to have training equipment with them daily.
- Training equipment is designated by the staff for each group (see merchandise overview on the website) and can be stored at the pool on group-designated hooks (below the scoreboard).
- Training equipment includes such items as fins, paddles, snorkel, kick board, pull buoy and a parachute.
- Other necessary equipment may be provided by the team resistance equipment and specialty devices.

Injury / Illness

We ask that swimmers communicate with a coach regarding illness or absence.

Group Structure and Mobility

- Group structures are outlined in the Appendix and revolve around training and attendance expectations.
- Regarding group movement ("move-ups"), the staff looks at six criteria: attendance, effort, technique (balance in the water), meet commitment, team commitment, and maturity (see appendix).

Swimmer Tracking

Orinda Aquatics coaches track and analyze several basic criteria related to swimmer development, including the six areas listed above. For advanced groups, tracking will extend to test sets, pacing, stroke counts, stroke rates, kick counts, meet performance, etc.

Technique
The foundation of Orinda Aquatics, outside of culture, is technical development. From inception, and certainly with the junior group, the focus is on developing balance in the water and distance-per-stroke. As swimmers develop, more specific technique is pursued. All training is predicated on stroke development. Swimmers must be aware of fundamental stroke keys**,** as well as their personal areas of focus. There is a detailed **"Drill"** sheet on the website which outlines drill progressions, stroke development, trigger phrases, and equipment use.

IMX Program
USA Swimming has created a national tracking system for every athlete, with swimmers scoring points for each race. To qualify for an IMX score, one must compete in all strokes, IM, and a distance freestyle event. The event/distance requirements are different for older vs. younger swimmers. The team encourages all swimmers to pursue an IMX score and try to maximize that score throughout the year. Find more information at usaswimming.org.

Training Support
- Orinda Aquatics utilizes Athlee cameras for under water filming and may offer (typically every other year) a video analysis of all swimmers in the form of **Argo Video**.
- Orinda Aquatics utilizes **SwimStrong Dry Land** to provide a comprehensive and holistic approach to athlete development with a very hands-on, high-touch process which balances core and strength work outside of the pool.
- Orinda Aquatics enhances its dryland program with additional work and equipment in the form of TRX bands, resistance bands, pull-up/dip bars, medicine balls, jump ropes, etc. Weight training is not utilized for team dryland.
- Guest speakers – Orinda Aquatics will periodically invite speakers and experts on topics such as nutrition, mental training, and college planning.

Competition

Meet Schedule / Plan
In August of each year**,** the staff will prepare a competition schedule for both junior and senior swimmers. This will be based on meets scheduled by Zone 2 and Pacific Swimming, as well as the training and peak meet cycles that the coaches set for each group. Meets outside of Pacific Swimming may also be considered.

Philosophy
The competition schedule is planned by the coaches with the following in mind:
- Competition in accordance with the training cycles for the year (September – August)
- Peak meet focus, i.e., winter, spring, and summer
- To allow the coaches to observe athletes in race situations
- To allow swimmers to develop in meet and race situations (race experience)
- To support swimmers to have the best "peak" opportunities in terms of calendar timing, location/facility, meet competitiveness, and finals opportunities

Zone / LSC (Local Swimming Committees)
- USA Swimming is divided into over 50 LSCs (Local Swimming Committees). Larger LSCs are then broken down into Zones. Pacific Swimming (our LSC) has five zones: 1 South, 1 North, 2, 3, and 4. Each Zone will organize meets for its members, who will have priority in registering. Orinda Aquatics is a member of Zone 2.

- Zone 2 may schedule two meets with identical events on a single weekend to accommodate higher demand. For such dual-venue meets, each team is pre-assigned to one of the sites.
- Larger, championship meets, are organized by the LSC, such as senior meets, Age Group Champs and Far Westerns.

Team Meets

- We ask that all swimmers and families respect the meet schedule set by the staff and make every effort to attend these meets. Please let the coach know in advance if there is a conflict. The team attends on average one to two meets per month, with fewer meets held during the December – January period. This presents limited opportunities to "practice" racing (pace, walls, technique, etc.)**,** as well as to develop the skills necessary to be proficient at meet management (warm-up, warm-down, race prep, team support, etc.)**.**
- Many meets are impacted and limited in entries. It is common that meets "close" without notice before the stated entry deadline – sometimes soon after they open. Families will be notified by email when a meet opens, and it is their responsibility to enter their swimmer before it closes. Families should assume that neither they nor the coaches have any recourse once a meet closes – even an Orinda Aquatics-hosted meet.
- While on occasion a swimmer may want to enter a meet other than those listed on the schedule, it is not conducive to the team and to the meet plan to have swimmers competing in meets that we do not attend as a team. This is discouraged by Pacific Swimming as well.

Block Parties

Orinda Aquatics will run informal time trials or Intersquad meets known as Block Parties. Times from these meets do go into the SWIMS database. Note, standards at Sectionals and above do not count toward qualification for those meets.

National Meets

The Orinda Aquatics senior group will typically attend two to three "national level**"** meets each year. These are run by USA Swimming and include Junior Nationals (December and August), Futures (July), and Sectionals (March and July). These meets have competitive qualifying times and are entered by the coaches. The coaches and the parent travel coordinator will organize and manage these trips either as team or family travel.

Clovis (Senior Travel)

The senior group travels each year to an invitational meet in Clovis (Fresno). Detailed information can be found on the website under **Year-Round/Clovis**.

Meet Entry / Standards

- Time standards can be found on the PacSwim website (pacswim.org), under **Times.**
- Other than a select few team/national meets, all families are required to enter meets on their own.
- This will be done using the on-line meet entry system via **FastSwims.**
- The coaches may advise swimmers as to which events to swim. If the coaches do not, it is always recommended to enter a full range of events (3-4 per day), including longer distance events and "off stroke" events, as well as the IM. Younger swimmers are especially encouraged to have an "all-stroke" mentality (see IMX program page 28) when competing, as opposed to fixating simply on their primary strokes.
- Swimmers can scratch events at a meet as needed, **and if deemed appropriate by the coach**.

General Meet Information

- Swimmers are responsible for all meet entry fees (splash fee and event fees).
- Again, meets often fill up before the entry deadline, so enter early. Email reminders will be sent to the team regularly.

- A swimmer may register for more than the stated maximum number of events each day, then specify at the Check-in table on race day, which will be swum. This is a recommended strategy if there is risk of the meet closing early (especially for summer long-course meets) before event selections have been finalized.
- Meets are usually Saturday and Sunday, with different events offered each day. The meets start at 9:00 and typically run to mid-afternoon each day.
- **Swimmers Age**: At USA meets, swimmers compete at their age on the first day of the meet.
- USA recognized age groups: 8 & Under, 9-10, 11-12, 13-14, 15-16 & 17-18.
- Senior meets are either "Open" or "Senior 2". Senior Open meets are "open to all 13+ swimmers and have time standards for 11-12-year-old swimmers. Senior 2 meets have time standards and bonus events. These can be found on the PacSwim website.
- Swimmers must be registered with USA swimming in order to compete. This can be done at the meet if needed, though an additional fee is charged for this convenience

Entry Times

- **Previous Events**
  - If new to year-round swimming, it is a good idea to enter a little slower than your best time in the first couple meets, i.e., do not enter your season ending, shaven times. See guidelines below for entering if you do not have times for USA Swimming.
- **New Events/First Time Events**:
  - 1st time 50: double your 25-yard time (add 7-10 seconds).
  - 1st time 100: double your 50-yard time (add 10-15 sec. for free & back; 12-20 sec. for Breast & Fly).
  - 1st time 200: double 100-yard time (add 17-25 sec. for free & back; 20-30 sec. for Breast & Fly).
  - 200 IM: double 100 IM and add a minimum of 20 seconds.
- **Establishing your USA times**:
  - All results (times) are recorded and stored in the USA Swimming times database called SWIMS which can be accessed through the USA Swimming app Deck Pass Plus.
- **Long-course Times**
  You will need to enter long-course meets in the summer using LCM (long-course meters) times. There are online tools that can be used to convert SCY (short-course yards) times to LCM. For the first time swimming a long-course event, the coaches recommend slightly increasing any converted entry times, until LCM tie ae achieved.
- **Proof of Time**
  - Higher level meets (beyond entry-level) will require that the entry time submitted has been achieved and exists in the USA Swimming (SWIMS) database. A swimmer who cannot "prove their time" will not be allowed to swim that event.

PARENT TIMING: For "away" meets, our team will be assigned timing responsibilities and officiating duties based on the number of swimmers we have entered. In most cases, every family with a swimmer entered in the meet will be required to fulfill one timing shift per day of attendance. If you are interested or have experience with stroke & turn (S&T) officiating, please consider becoming a registered official.

Team Area

Team areas are typically established on a first-come basis at meets. For some meets, we ask for assistance from team families in transporting pop-up shelters for our swimmers. All swimmers should remain with the team during the meet. At the conclusion of all meets, Orinda Aquatics swimmers should either clean up the team area at away meets or assist with "take-down" for team-hosted meets.

Attire
All swimmers should be in team attire which includes the Orinda Aquatics team suit and cap, designated team shirt, team warm-up jacket and pants, and team backpack. Team parkas and other warm attire should be added for rain and cold as needed.

Age-Group "Tech" Suits
- Tech suits for all senior group swimmers, as well as 13- and 14-year-olds in the junior group, will be needed for peak and championship meets. The coaches will communicate when they are to be worn. It will be based on each individual swimmer's peak meet schedule. We ask that they not be worn without coach approval.
- 12 & under swimmers are **not allowed to wear tech suits**

Meet Expectations (see **Meet Protocol** document on the website)
- **Meet warm-up** – 1,500 to 2,500 yards (depending on group) consisting of 1) stretch out, 2) build up, 3) pace, 4) dives, 5) walls. Swimmers should check in with a coach prior to exiting the warm-up pool.
- **Event Warm-Down** – Junior 500-100, Senior 1,000 to 2,000 yards per race with a focus on lactate clearance, technique, and preparation for the next event
- **Events/Finals/Relays** – swimmers should enter and swim a full schedule and not be limited to personal preference, best stroke, or parent recommendations. Swimmers should also pursue/explore off strokes and distance events. Swimmers may be asked to compete in relays, which are typically held in finals. It is assumed that swimmers will be fully committed to the team in this regard. Also, **any decision to compete in a final, or not, will be made by the coach, and not by the swimmer or parent.**
- **Mindset** – swimmers should maintain a positive mindset about meets and racing. They should keep the focus on race and stroke quality and less on time.
- **Use of Stimulants is STRICTLY prohibited by any member of the team in any capacity**. Beyond being illegal, this is simply a "crutch" by athletes who look for a quick fix rather than relying on diligent training and preparation (and integrity).

Swimmer Recognition
- At the individual level, there are a number of **All-Star** opportunities and **Camps** which are based on performance or meet finish throughout the season. Detailed information can be found at pacswim.org.
- USA Swimming also recognizes Scholastic All Americans, which is a combination of academics and swimming (3.5 GPA and Winter Junior National cuts).
- At the high school level, swimmers can pursue **Swimming and Academic All-American** honors (niscaonline.org). Swimming qualifying times can be found on the NISCA website. The academic honors are 3.75 cumulative GPA and Varsity level swimming.

Team Travel
- Senior Travel – Orinda Aquatics travels with the senior group two to four times a year. The Clovis Invitational occurs in early March and is a team meet for the senior group. Other qualifying meets are Sectionals, Futures, Western Zones, and Junior Nationals. Qualifying times can be found on the PacSwim website or the USA Swimming website. For Clovis, there is a comprehensive tab on the website under **Year-Round**.
- Policies and Procedures – swimmers will follow strict Orinda Aquatics protocol and sign a team waiver and a USA Swimming waiver, if required.
- Entries – the staff will enter these meets for the swimmers. Families will be billed for travel fee, entries, and travel t-shirt.

Meet Mobile
Meet Mobile is an app used to provide event seedings, heat/lane assignments and meet results.

Facility

Orinda Aquatics trains at the Soda Aquatic Center in Moraga, CA, on the campus of Campolindo High School. The Soda Center is a three-pool complex including a fifty-meter pool. Orinda Aquatics primarily trains short course, in the 50-meter pool, from September to May and long course from June to August.

Swimmer Support

- **Coach Support -** The coaching staff is here to support athletes and families. We encourage swimmers or parents to reach out to a coach with any need or concern.
- **Weekly Meetings -** Orinda Aquatics holds weekly meetings for both senior and junior groups. These meetings primarily focus on character, life, personal and athletic growth, and training.
- **Team Captains/Leaders -** Orinda Aquatics maintains an extraordinary group of peer leaders who are here to serve and support all members. We encourage swimmers to reach out to a team leader if needed or desired.
- **Buddy/Mentor -** To support athletes on Orinda Aquatics, all members will have a buddy (senior for junior) and an intra-group mentor.
- **SwimStrong Dryland –** Orinda Aquatics employs the premiere dryland program in the United States – offering extensive recourse regarding fitness, nutrition, and injury prevention
- **Athlee –** Orinda Aquatics has purchased a state-of-the-art video system that is used for all groups
- **Injury Prevention -** As a matter of policy and philosophy, Orinda Aquatics does NOT want swimmers to train through injury-related pain. Swimmers should convey any pain or discomfort to their coach. This is all-inclusive, from any shoulder or joint pain, to light-headedness or shortness of breath (outside of normal effort), or any physical issue outside of normal training rigors.
- **College Support -** Orinda Aquatics will offer comprehensive support for all senior group swimmers. This support is equally offered to those members who are not pursuing college swimming. Orinda Aquatics coaches have extensive experience in assisting athletes with navigating collegiate swimming, including insight into programs and college coaches.

Organizations and Affiliations

- **Pacific Swimming – "PC" (pacswim.org) -** U.S.A. swimming is divided into over 50 LSCs or Local Swimming Committees. Pacific Swimming is the third largest in the nation with over 17,000 swimmers and over 100 clubs. The PacSwim website offers information on time standards, meet schedules for all Zones, a list of all clubs, and LSC policies. Pacific Swimming is run by a small staff and a Board of Directors.
- **Zone 2 -** Pacific Swimming is divided into five zones. They extend from 1 north and 1 south in the South Bay to Zone 4 to the north/east which includes teams in Reno and Carson City. Zone 2 is primarily the East Bay.
- **Western Zone** - one of four larger geographic divisions within USA Swimming, not to be confused with "Zones" within our LSC. This will mostly be recognized by the Western Zone Senior Meet and the Western Zone Age-Group All-Star meet. The Western Zone covers most of the Western United States.
- **USA Swimming** - the National Governing Body (**usaswimming.org**). USA Swimming is headquartered in Colorado Springs, next to the Olympic Training Center (OTC). USA Swimming offers numerous support programs for swimmers, parents, clubs, and coaches.
- **World Aquatic (formerly FINA)** is the international governing body for aquatic sports including swimming, water polo, diving, and open water swimming.
- **ASCA – American Swimming Coaches Association –** (swimmingcoach.org) is the coach's association for all coaches (USA Swimming, high school, college, summer-league, etc.). ASCA offers clinics, on-line education, certification, and sport leadership. Don Heidary is a past president of the organization.

- **NISCA - National Interscholastic Swimming Coaches Association** (high school) – niscaonline.org – NISCA is the coaches association for high school swimming and is the organization that facilitates the All-American rankings, including the Academic All-American honors (3.75 cumulative GPA and a varsity athlete).
- **NCAA** - runs all championships and manages programs that benefit collegiate student-athletes. See NCAA.org for a complete handbook for the prospective student-athlete.
- The following site will access many related sites - http://www.pacswim.org/resources/links



Orinda Aquatics Policy on Behavior

The Policy and Philosophy of Orinda Aquatics will be viewed in three areas:

- *The mission and guiding principles of Orinda Aquatics*
- *Strict protection of the Orinda Aquatics environment*
- *Inappropriate behavior outside of Orinda Aquatics, including the use of drugs or alcohol*

1 – The Philosophical Backdrop and Mission of Orinda Aquatics

First, and foremost, it is imperative that all members of Orinda Aquatics, swimmers and parents, fully understand and embrace the team's mission and values. The culture and athletic foundation of Orinda Aquatics is based on a high-character athletic process coupled with an integrity-driven lifestyle. Our core values will be centered on integrity, work ethic, humility, compassion, mutual respect, and team support. This "character-based" philosophy encompasses all aspects of behavior, attitude, and interaction. There is no divorcing the swimmer or athlete from the person or teammate. Beyond creating a positive character-based environment, it is the objective of Orinda Aquatics to be a safe-haven for young adults who choose to walk a socially responsible path. We want to lead the way in this regard and show that it is possible to maintain a positive, healthy, drug and alcohol-free environment for young adults. While certain activities may be commonplace in society or acceptable locally, we will not tolerate any activity that compromises the integrity of an individual, our team, or the organization as a whole.

2 – The "Protection" of Orinda Aquatics

Our philosophy should translate into a positive, healthy, and productive environment that supports all members and protects the environment and culture. Behavioral expectations will encompass every aspect of this program from training, competition, and travel, to activities and general personal interaction. Members will be expected to act with the utmost integrity at all times. This is the reason that Orinda Aquatics does not travel with chaperones. As stated above, any action or activity that compromises the integrity of Orinda Aquatics will not be tolerated. Examples would be inappropriate language, improper attire, lack of team support, negativity/apathy, and tardiness, being disrespectful to anyone, or clearly engaging in activity that is inappropriate or illegal. Even the smallest infractions will be addressed, and the coaches will be the ones who evaluate and address behavioral issues.

3 – Behavior "Outside" of Orinda Aquatics

While we do not have the desire or intention to monitor or evaluate behavior outside of Orinda Aquatics, we will be steadfast in our effort to protect this team and its culture. Any action or activity that would be unbecoming of a high-character athlete or representative of the ideals of this program will be addressed, regardless of the circumstance or location. Anything that translates into dialogue, focus, or rumor within the team or the community will become a team issue, and therefore will be addressed. With regard to the use of drugs or alcohol outside of Orinda Aquatics, those who engage in such activities, do so in direct contradiction to everything this team stands for. These actions betray the trust and commitment of the coaches and swimmers, and they jeopardize the organizational foundation and reputation. Additionally, any collegiate swimmer who engages in the use of drugs or alcohol with members of the Orinda Aquatics senior group (high school swimmers) will be excused from the team, as this is not the leadership or mentorship we are looking for from older swimmers. Orinda Aquatics will not need "proof" of such activity to investigate and take action.

Response to inappropriate actions, or the suspicion of such actions, either within the context of an Orinda Aquatics activity or outside, will be addressed by the staff with the team member involved. If necessary, a meeting will be held with the member's parents and or the Board of Directors. If it is clear that the ideals and philosophies of Orinda Aquatics are not aligned with those of the athlete, we will ask the member/family to leave the team. **Finally, the coaching staff of Orinda Aquatics reserves the right to dismiss any member for actions or attitudes that are counter to the team's mission and ideals.**

Orinda Aquatics – Group Structure

The groups (junior and senior) are divided by *age/grade, training ability, time standards, attendance, maturity, and performance*. The coaches will make the decision on the most appropriate group for each swimmer.

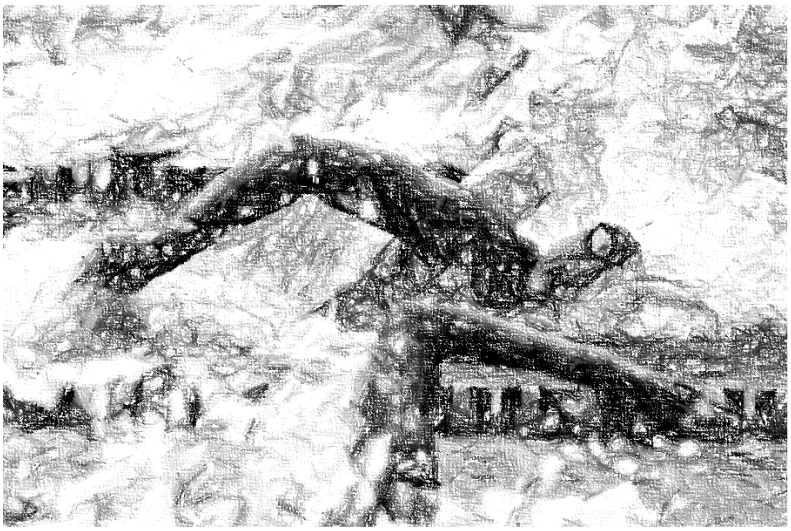
Group	Workout	Category	Objective
JUNIOR 1		Standard	swimmers should be motivated to train beyond the summer season and meet minimum, competitive standards, (i.e., 10x50 free @ 1:00), as determined by the coaches; and be legal in all strokes/turns and be able to dive
Focus	JO Development Introductory		
Ages	8-12		
Technical	70%	Strokework	emphasis will be on stroke technique, distance per stroke, starts, turns, and streamlining
Training	30%		
Other	skill focused/fun	Training	training will be mild at 2,500-4,000 yards per workout; learn to feel and move through the water; prepare for 100 stroke, 200 IM and 200 Free, and learn key skills
Attend	flexible		
		Objective	improve/learn stroke technique; introduce training principals; look to achieve AGC+ times
		Workouts	swimmers are encouraged to attend 3 to 5 workouts per week
JUNIOR 2		Standard	should be self-motivated and meet minimum standards, ex. 5x100 free @ 1:30
Focus	JO/Far Westerns development	Strokework	improve technique, stroke balance, distance per stroke, starts, turns, and streamlines
Ages	10-14		
Technical	50%	Training	training will be moderate at 3,500-5,000 yards per workout; prepare for 200 stroke, 400 IM and 500 Free; learn training principles and race strategy
Training	50%		
Other	training education		
Attend	70%/flexible	Goal Sets	10x100 free @1:30, 10x100 IM @ 1:40
		Objective	improve technique and conditioning to build training base, work toward FW times
		Workouts	swimmers should attend 4 to 6 workouts per week
JUNIOR 3		Standard	swimmers should be motivated, committed, competitive at the Far Western level and pursue Sectional to Futures times
Focus	Far Westerns/Sectionals+ Senior development	Strokework	fine tune technique to develop stroke balance; improve pacing and race strategy
Ages	11-14	Training	more aggressive training at 4,000-6,000 yds. per workout; prepare for 200 stroke, 400 IM and 500 Free to the mile
Technical	40% (always a focus)		
Training	60%	Goal Sets	10x100 free @ 1:20, 10x100 IM @ 1:25, 10x100 stroke on aggressive interval
Other	Leadership/dryland		
Attend	80%+	Objective	develop mature training/racing habits and play a strong leadership role within the group
		Workouts	swimmers should attend 6 to 7 workouts per week (1 AM workout may be optional)
Group	**Workout**	**Category**	**Objective**
SENIOR 2		Standard	swimmers should be dedicated, goal oriented and positive
Focus	Western Zone + competitive development	Strokework	refine technique, turns and underwater speed; learn pacing and race strategy
		Training	4,000-5,000 yards per workout, prepare for 200 stroke, 400 IM and 500 or 1,000 free
Ages	9th grade & up		
Technical	40% (on going)	Goal Sets	10x100 free @ 1:20, 10x100 IM @ 1:25/30
Training	60%	Objective	work towards multiple Western Zone times and Sectional level swimming; prepare for college swimming
Other	focused dryland		
Attend	60%	Workouts	swimmers should attend 5 to 6 workouts and ALL team meets

SENIOR 3 Focus Ages Technical Training Other Attend	 Sectionals/Futures training/leadership 9th grade & up 30% (on going) 70% aggressive dryland 75%	Standard Strokework Training Goal Sets Objective Workouts	swimmers should be fully committed to swimming and goal oriented; daily attendance is required to be in the group; swimmers will be accountable to leadership, perfect technique, turns and underwater speed; develop pacing and race strategy. swimmers must be able to train aggressively at 5,000-6,500 yards per workout; develop stroke 200's, 400 IM, and distance Free 15x100 free @ 1:10/15, 10x100 IM @ 1:20/25 work towards Sectional & Futures times; prepare for college swimming swimmers are expected to attend 6 to 7 workouts (all AM) and ALL team meets
SENIOR 4* Focus Ages Technical Training Other Attend	 Futures/Nationals training/leadership 9th grade & up 20% (on going) 80% aggressive dryland 90%	Standard Strokework Training Goal Sets Objective Workouts	swimmers should be fully committed to competing at a National level and fully accountable in all aspects of leadership perfect technique, turn speed and underwater speed, develop pacing and race strategy train intensely at 5,000-7,000 yards/workout, prepare for 200 stroke, 400 IM, distance free 20x100 free @ 1:10, 15x100 stroke, aggressive stroke rate training swim at a high level with discipline/maturity. Prepare for competitive college swimming. swimmers are expected to attend ALL workouts and ALL team meets

***see Senior 4 Commitment Sheet**

Group Notes:

All senior swimmers, beyond these guidelines and objectives, are expected to demonstrate the highest level of character and integrity and move toward a leadership role on this as well as their high school team. Swimmers who are not at or near the time standard for a group may be considered to move up if they are extraordinary in other areas such as training ability, attendance, maturity and leadership. Eighth graders may be moved up if they meet the criteria for the senior group. This will be the coach's decision.



Orinda Aquatics Group Criteria – Considerations & Comments

Group Selection Comments:

- Group movement is made after input from the staff and is based on an evaluation of the previous and current seasons.
- The decision will always be based on what is fair and best for the swimmer and fair in relation to the group.
- A swimmer who meets all the criteria below would most likely move up.
- A swimmer who meets five or more of the criteria **may** be moved up if they are **exceptional** in those areas.
- It is imperative that parents and swimmers allow the coaches to make group placement decisions based on the coaches' experience and their familiarity with the swimmers.

Times, Ability, & Potential

- Current times should be at or near the standard for the group. *Please note that performance is only one of many considerations.* If the times are less than the standard, the swimmer should have the ability and potential to improve quickly.

Attendance

- Attendance should be at least at the standard for the group or higher and should additionally include consistent morning workouts and dryland attendance.

Training ability

- Regardless of times or achievement, the swimmer should be able to train well in the workout including the more challenging sets and intervals, as well as aggressive kicking sets and underwater training. Swimmers should also be able to train with focus and discipline, including dryland.

Technique

- Stroke technique should be relatively efficient to allow for training at higher levels. Stroke issues, which could lead to shoulder soreness or injury, are always a serious consideration.

Maturity

- Maturity as a person and athlete includes responsibility, discipline, accountability, and integrity. A swimmer moving up should be a positive influence on the group. *Note: With regard to the senior 4 group, in the past, Olympic Trial swimmers were moved down, and Junior National swimmers were not moved up due to maturity issues.*

Meet Commitment

- Swimmers should be fully committed to the meet process and follow team guidelines, including on-time arrival, attire, warm-up, warm-down, race maturity, etc.

Team Commitment

- Swimmers should be fully supportive of the team, their teammates, and staff.

Additional Notes on Group Movement

- Swimmers in a particular group, who feel they should be in the higher group, should be outstanding and demonstrate clearly that they are dominant in their training group.
- The best course of action, if there is a question, is for the swimmer to ask the coach where improvement or growth is needed.
- Swimmers may be moved up at any time but group changes will typically happen in September (beginning of the season), December (after the winter peak meet), March (after the spring peak meet) and May (after North Coast – senior group).
- Capacity issues with a group may be a factor in determining if a swimmer moves up.
- Reasons which are NOT valid in determining moving a swimmer up are, friends, social, convenience, status, etc.
- Valid reasons for starting in a lower group would be acclimation to higher attendance requirements, morning workout obligations, and the opportunity to improve training habits or technique.

USA SWIMMING CODE OF CONDUCT

Article 304

304.1 - The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it. In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

304.2 - Any member, former member, or prospective member of USA Swimming is subject to the jurisdiction of the Board of Review. Any member, former member, or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming for life if such person violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct. USA Swimming shall initiate an investigation of any former member of USA Swimming when a report required under 306.1 is received.

304.3 - The following shall be considered violations of the USA Swimming Code of Conduct:

- Violation of the right to compete provisions set forth in Article 301.
- Violation of the anti-doping provisions set forth in 303.3.
- Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.
- Violation of any of the Athlete Protection Policies set forth in Article 305
- Violation of any of the Sexual Misconduct Reporting Requirements set forth in Article 306.
- Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances, (iii) any crime involving sexual misconduct, or (iv) any criminal offense against a minor.
- Bullying is prohibited. For the purposes of the Code of Conduct, the term “Bullying” shall mean, regardless of when or where it may occur, the severe or repeated use by one or more USA Swimming members (“Members”) of an oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other Member that to a reasonably objective person has that any other Member that to a reasonably objective person has the effect of: (i) causing physical or emotional harm to the other Member or damage to the other Member’s property; (ii) placing the other Member in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creating a hostile environment for the other Member at any USA Swimming activity; (iv) infringing on the rights of the other Member at any USA Swimming activity; or (v) 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). Allegations of Bullying of an athlete by a coach shall be investigated under **304.3.13**.
    - Any inappropriate sexual conduct or advance, or other inappropriate oral, written, visual, or physical conduct of a sexual nature at any time, past or present, directed towards an athlete or any person under the age of eighteen (18) by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the activities of USA Swimming (whether such adult is a member or not).
    - Any act of sexual harassment, including without limitation unwelcome sexual advances requests for sexual favors, and other inappropriate oral, written, visual, or physical conduct of a sexual nature in connection with or incidental to a USA Swimming-related activity by any person participating in the affairs or activities of USA Swimming (whether such person is a member or not) directed toward any member or other person participating in the affairs or activities of USA Swimming.
    - A romantic or sexual relationship, even if it is a consensual relationship between adults, which began during the swimming relationship, between athletes and those individuals (i) having direct supervisory or evaluative

control, or (ii) who are in a position of power and trust over the athlete. Except in circumstances where no imbalance of power exists, coaches have this direct supervisory or evaluative control and are in a position of power and trust over those athletes they coach. The prohibition on romantic or sexual relationships does not include those relationships where it can be demonstrated that there is no imbalance of power. For example, this prohibition does not apply to a relationship between two spouses or life partners which existed prior to the swimming relationship. For factors that may be relevant to determining whether an imbalance of power exists, consult the USOC's Safe Sport Policies at www.teamusa.org/Footer/Legal/Governance-Documents.
    - Any peer-to-peer sexual abuse. For the purposes of the Code of Conduct, the term "peer-to-peer sexual abuse" shall mean any unwelcome physical conduct of a sexual nature directed towards a minor athlete by another minor athlete.
- The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.
- The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over, that athlete.
- The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.
- The abuse of alcohol in the presence of an athlete under the age of eighteen (18), by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.
- Abuse
    - Physical abuse of an athlete by any person who, in the context of swimming, is in a position of authority over that athlete. "Physical abuse" is defined as a non-accidental injury and/or an injury primarily caused by the gross negligence on the part of the person in a position of authority over the athlete.
    - Bullying of an athlete by a coach member or other non-athlete member who is in a position of authority over that athlete.
- For any USA Swimming member club or coach to knowingly:
    - Allow any person who has been placed on the USA Swimming list of "Individuals Permanently Suspended or Ineligible" to coach or instruct any of its athlete members,
    - Aid or abet coaching or instruction of athletes by any person who has been placed on the USA Swimming list of "Individuals Permanently Suspended or Ineligible," or
    - Allow any person who has been placed on the USA Swimming list of "Individuals Permanently Suspended or Ineligible" to have an ownership interest in such USA Swimming club or its related entities.
- Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.
- Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition.
- Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is:
    - Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming, or
    - Placed in or on any item that is sold. In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.
- Violation of any team misconduct rule as established by the USOC, USA Swimming, any Zone or LSC team authority.
- Any other material and intentional act, conduct, or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, an LSC or the sport of swimming.

ARTICLE 305
ATHLETE PROTECTION POLICIES

The following policies related to Athlete Protection are mandatory components of the USA Swimming Code of Conduct:

305.1 - Inappropriate touching between an athlete and an adult non-athlete member or Participating Non-Member (as defined in 401.1) is prohibited, including, but not limited to, excessive touching, hugging, kissing, sexually oriented behavior, sexually stimulating or otherwise appropriate games, and having an athlete sit on a non-family member adult's lap.

305.2 - Any rubdown or massage performed on an athlete by any adult member or Participating Non-Member, excluding the spouse, parent, guardian, sibling, or personal assistant of such athlete, is prohibited unless such adult is a licensed massage therapist or other certified professional. Any rubdown or massage performed at a swim venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.

305.3 - Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

305.4 - Employees and volunteers of USA Swimming, LSCs and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet.

305.5 - Travel

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete unless the coach is the parent, guardian, sibling, or spouse of that particular athlete.
- Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-required criminal background check.
- When only one athlete and one coach travel to a competition, the athlete must have his/her parent's (or legal guardians) written permission in advance to travel alone with the coach.
- Clubs and LSCs shall develop their own travel policies. USA Swimming will provide a model club travel policy as an example. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

305.6 - Clubs shall establish their own action plans for implementing USA Swimming's anti-bullying policy. USA Swimming shall provide a model plan as an example which shall serve as the default for any club that fails to establish its own plan. Club anti-bullying plans must be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club.

305.7 - Clubs shall establish their own electronic communication/social media policy. USA Swimming shall provide a model policy as an example, which shall serve as the default for any club that fails to establish its own policy. Club electronic communication policies should be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club.

ARTICLE 306
SEXUAL MISCONDUCT MANDATORY REPORTING REQUIREMENTS

306.1 - It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in Article 304.3.8 to USA Swimming's Athlete Protection Officer. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

306.2 - No member shall retaliate against any individual who has made a good faith report under 306.1.

306.3 - Filing a knowingly false allegation of sexual misconduct is prohibited and may violate state criminal law and civil defamation laws. Any person making a knowingly false allegation of sexual misconduct shall be subject to disciplinary action by USA Swimming.

306.4 - Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.