

Oscoda Community Education

2016-2017

Otters Handbook



Oscoda Community Education

3550 E. River Road

Oscoda, MI 48750

(989) 739-1431

Dear Swimmers and Parents,

Welcome to the Oscoda Otters Swim Club. The Otters is a competitive age-group swim club for students between the ages of 5 and 18. The Club is sponsored by Oscoda Community Education and run by parent volunteers. The Otters swim season will begin in October and ends the last weekend in February.

Parent volunteers are responsible for the operation of the Club. Please review the list of volunteer positions and sign up to serve on at least one committee. Without the help of dedicated parent volunteers, the Otters Swim Club would not be possible.

Any help you can give during this swim season will be greatly appreciated.

Sincerely,

Susan Barnhart
Oscoda Community Education Director
(989) 739-1431

General Information

The 2016-2017 swim season will consist of regular swim meets, invitational meets, plus the Novice Meet and the State Meet.

Practices are held three evenings a week, Monday, Wednesday, and Friday.

Information about the Otters Program can be found on the school district website www.oscodaschools.org, or at www.ottersswimclub.wordpress.com. Important phone numbers are listed on these websites. If you have any questions, comments, or concerns, please feel free to call one of these numbers. If you do not have access to the Internet, we will provide periodic newsletters with pertinent information.

Registration Information



The registration fee for the 2016-2017 swim season is \$85 for the first swimmer, \$75 for the second swimmer from the same family, and \$60 for each additional swimmer from the same family. A team swimsuit is provided and must be worn for all competitive meets. **The team suit is NOT to be worn for practices.**

All fees **MUST** be paid at the time of registration, unless prior arrangements are made with the Community Education Director.

Swimmers with seizures, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present physician approval in order to participate.

Parents must fill out the registration and medical release form before a swimmer is allowed to participate in any practice session.

Parents and swimmers are asked to read and to discuss the Otters Handbook. Both parents and swimmers must sign the handbook acknowledgement form and turn it in to their coach or to one of the commissioners before s/he can participate in any swim meet.

Lost and Found

A lost and found will be maintained. Found items should be turned in to a coach or to the commissioner. If your swimmer loses something, check in the lost/found box located on the pool deck.

Practices

Practices are held on **Mondays and Wednesdays and Fridays** as follows:

WHITE CAPS	5:45 p.m. - 6:30 p.m.
RED CAPS	5:45 p.m. - 6:45 p.m.
GREEN CAPS	5:45 p.m. - 7:00 p.m.
BLUE CAPS	3:15 p.m. - 5:45 p.m.

WHITE CAPS: Beginning swimmers - learning correct body position, basics of the four competitive strokes, drills and starts. White Caps will swim 25's and 50's. To move to the next level, white caps must be recommended by staff and should demonstrate minimal mastery of each of these skill sets. White Caps will be brought up on a trial basis to ensure the readiness of each athlete.

RED CAPS: Slightly more advanced swimmers, Red Caps must be able to demonstrate all four competitive strokes for a minimum of 25 yards. They will master turns & finishes, start proficiency, under water work, basic interval training. Red Caps will swim 25's, 50's, 75's, and 100 yard increments without stopping and maintaining good form. Candidates for Green Caps will be able to make it through an entire hour of training, demonstrating the ability to handle interval training, good starts, turns and finishes, integrated under water work into the four strokes and swim a legal 200 IM.

GREEN CAPS: Technically competent, Green Caps will continue to build on the Red Cap skill set. Green Caps will strive for five kicks off of each wall, seven kicks off of the start & effective pull-outs for breaststroke. Green Caps will increase yardage, interval length and drill complexity. Green Caps will become more adept at reading the pace clock and will regularly swim repeat 50's, 100's, and 200's. To graduate to Blue Caps, a Green Cap swimmer must be able to demonstrate the above skills as well as complete a set of 10 x 50 freestyle @ 1:00 and a legal 200 IM under 3:20.

BLUE CAPS: The most advanced swimmers in the Otters organization, we will continue to reinforce the skills learned at each level to the point of mastery. Intensity and workload are increased and individualized training will occur to meet the specific needs of each swimmer. Blue Caps should easily handle the transition to high school swimming and serve as role models for younger swimmers,

Swimmers must attend their scheduled practice session. The commissioners and the coaches are the only ones that can determine if a swimmer may attend an alternate practice.

Practices (Continued)

Practices coincide with the calendar of the Oscoda Area Schools. **If there is no school, there is no practice.** In the case of inclement weather, if school is canceled, practice is canceled as well. If school is released early, practice is canceled. If there is no certified lifeguard available for a practice session, practice will be canceled.

When bringing your swimmer(s) to practice, parents **MUST** walk their children into the pool area. Swimmers should arrive to practice no more than 15 minutes prior to its scheduled start. Parents must stay with their swimmer(s) until a coach or commissioner arrives. **ABSOLUTELY NO PARKING IS ALLOWED IN THE CIRCLE AREA BY THE BACK DOOR. CARS PARKED IN A NO PARKING AREA WILL BE TOWED.**

Swimmers must remain in the pool area at all times. No loitering is allowed in the hallways before or after practice.

No horse playing or running is permitted in the pool area, the balcony, the hallways or the locker rooms.



Swimmers are encouraged to bring a lock to secure their personal belongings during all meets, both home and away.

Swimmers attending practice are required to participate. If a swimmer does not participate, his/her parent will be called, and they will be asked to leave.

Swimmers must be respectful of and follow the directions of the coaching staff and parent volunteers at all times. If they are not, they will be asked to leave.

If a swimmer is asked to leave practice for non-participation or for behavior reasons, a warning letter will be sent to his/her parent.

Parents remaining in the pool area during practice are asked to sit in the stands. If you carpool and have swimmers that practice at different times, an adult must remain in the stands to assume responsibility for the swimmers who are not practicing.

Swimmers must be picked up promptly after practice.

Children that are sent home from school for illness or behavior issues or that are suspended are not allowed to participate in any Otters activity.

Absolutely no food or drink is allowed on the pool deck or in the locker rooms.

Swim Meets



➡ Swimmers represent the Oscoda Area Schools, Oscoda Community Education, and the Oscoda Otters Swim Team. They should conduct themselves appropriately at all times

➡ Otters team swimsuits are purchased for all swimmers. These swimsuits **must** be worn by all swimmers at all meets. Swimmers refusing to wear their team swimsuit will not be allowed to participate in the meet.

➡ **Good sportsmanship is in order at all times.**

➡ Any parent or swimmer witnessing inappropriate behavior by another swimmer should report it to a coach or to one of the commissioners.

➡ One home meet will be scheduled this season. A concession stand will operate during this meet. Parents are expected to provide items to sell at the concession stand. **If you do not bring an item for the concession stand, we ask that you donate \$5 toward concessions.** All proceeds benefit the Otters Swim Club.

➡ **It is the responsibility of the parents to make sure that their swimmer is signed up for any regular meet or invitational meet in which the swimmer wishes to participate on or before the deadline.** Coaches, commissioners, and other parent helpers will not assume this responsibility. Entry fees for invitational meets must be paid by parents on or before the deadline.

➡ **For regular team meets, the coaches determine the events in which swimmers swim. Swimmers may express a preference for a particular event. However, we cannot guarantee that swimmers will swim the events they request. This is a team sport. Lineups are designed to benefit the team - not an individual swimmer.** For invitational swim meets, the swimmer picks the events in which they wish to participate.

➡ **Coaches are the only ones permitted to fill out the marshaling cards or to make a change in the lineup for swim meets. Swimmers or parents cannot add a swimmer to an event or eliminate a swimmer from an event. If a person other than the coach changes a meet lineup, the swimmer's time and place will not count for that meet (even if it is not caught until AFTER the meet). In addition, the swimmer will be suspended from the next swim meet.**

Swim Meets (Continued)

➡ In each dual meet the team is allowed three (3) swimmers per event for point purposes. Any additional swimmers in a particular event are considered exhibition swimmers. Swimmers may swim for points in a maximum of three (3) individual events and one (1) relay **OR** two (2) relays and two (2) individual events.

➡ A swimmer may swim more than one (1) exhibition event per meet. As the season progresses, the number of exhibitions should decrease.

2016-2017 Meet Schedule

Date	Event	Location	Warm-Up/Start
November 12	Standish	Away	9:00 a.m./10:00 a.m.
December 3	Standish	Home	9:00 a.m./10:00 a.m.
December 10	Caro	Away	TBD
December 17	Ogemaw	Home	9:00 a.m./10:00 a.m.
January 21	Standish Invitational	Away	TBD
January 28	Ogemaw	Away	TBD
February 4	Oscoda Invitational	Home	9:00 a.m./10:00 a.m.
February 11	Ogemaw Invitational	Away	TBD
February 18	MTSL Novice Meet	Standish	TBD
February 26	MTSL State Meet hosted by Midland	SVSU	TBD

Cameras and Photographs

Please do not photograph swimmers during practices or during swim meets. We want to ensure the privacy of all of our swimmers. If you would like a photograph of your child swimming, please ask their coach or a commissioner to take the photograph. Your cooperation in this matter is greatly appreciated.

Rule Violations and Consequences

Rules and regulations are developed and enforced to ensure the safety of all participants. Any swimmer who violates the rules and regulations stated in the Otters Handbook will be dealt with as follows:

First Violation

A verbal warning will be given to the swimmer. It is the swimmer's responsibility to communicate said warning to his/her parent.

Second Violation

A written warning will be sent home to parents. This warning must be signed by the parent and returned to the coach or commissioner before the swimmer is allowed to participate in any practice or meet.

Third Violation

The swimmer will be suspended for the remainder of the swim season. Before the swimmer can participate in any future swim season, a Board of Review must approve his/her return.

We expect all Otters to behave in an appropriate manner. The following offenses will be enforced by the Community Education Director.

Use of drugs and/or alcohol by any swimmer at any time during the swim season will result in the swimmer being dropped from the Oscoda Otters Swim Program. Parents and legal authorities will be contacted.

Any swimmer caught stealing will be dropped from the Otters Swim Program. Parents and legal authorities will be contacted.

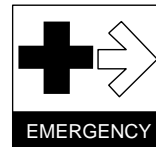
Any swimmer caught harassing or bullying another swimmer will be dropped from the Otters Swim Program.

Other serious offenses, as determined by the Otters Commissioners and the Community Education Director, will be dealt with on an individual basis.

Emergencies

If someone has suffered an accident or suddenly becomes ill in the swimming area, you may be asked to help. **REPORT ALL ACCIDENTS TO A COACH.**

- Help with the injured person
- Telephone for additional assistance. Emergency numbers are posted by the phone in the pool office.
- Obtain first aid supplies and/or equipment
- Direct the rescue squad to the accident site
- Keep onlookers back



Oscoda Otters Board - Positions & Responsibilities

The Otters Board meets throughout the swim season to make decisions necessary to keep the Otters Swim Club running smoothly. Majority vote rules. The following positions are part of the Otters Board

Commissioners

- Schedule meets
- Act as MTSL liaison
- Coordinate with coaches the practice plan, meet line ups and schedules
- Order supplies
- Schedule chaperons for away meets
- Report persistent discipline problems to the Oscoda Community Education Director
- Schedule and conduct meetings, as needed, along with the Community Education Director
- Inform Community Education office of new registrations so that the roster of swimmers can be updated
- Develop a call list
- Assist with parent newsletter
- Assist during pre-season sign up of swimmers
- Set up book of medical forms to be taken to all swim meets
- Copy medical forms to keep in pool office
- Collect all money and turn it in to the Oscoda Community Education Office
- Pick up pool keys from the Community Education Office and assume responsibility for them. Keys must be returned at the end of the season.
- Coordinate meet positions
- Recruit one person to run computer
- Recruit two volunteers to run computer timers
- Contact all key meet chairs one week prior to scheduled meets to make sure meets are organized
- Arrive two hours prior to home meets to assist in set up
- Arrange for tables, chairs, etc. for home swim meets
- Schedule a starter and referee for home meets
- Organize swimsuit order
- Maintain lost and found
- Maintain a supply of used suits for swimmers to wear at meets
- Order T-shirts, sweats, etc.
- Organize and recruit volunteers for fundraising activities



Oscoda Otters Board – Positions & Responsibilities (Continued)

Coaches

- Conduct practices
- Coordinate the practice plan, meet line ups, and schedule with the Commissioners
- Inform Commissioners of practice and discipline problems
- Work with swim meets

Referee

The Referee oversees the operation of all phases of the meet, and is the ultimate authority in deciding conflicts and judging disputes. The Referee runs the flow of the meet on a moment by moment basis.

Starter

The Starter provides the instructions and oversees the beginning of each race, to ensure that all swimmers are started fairly.

Head Timer

- Recruit six timers for meets (timers must arrive one-half hour prior to scheduled start of meet)
- Arrive one hour prior to scheduled start of meet to set up timing equipment
- Instruct timers



Concession Stand Manager

- Recruit people to work at the concession stand
- Solicit donations for the concession stand
- Set up concession stand for all home meets

Awards Banquet Chair

- Plan and organize end of the year banquet
- Recruit parent volunteers to help

Ribbon Person

- Keep ribbons and stickers, and inform Commissioners when more are needed
- Recruit people to assist



Oscoda Otters Board – Positions & Responsibilities (Continued)

Publicity Person

- Obtain swim meet results from coaches
- Provide meet results to Oscoda Press
 - The Oscoda Press will take up to third place results
 - Information must be delivered to the Oscoda Press Monday morning following the meet
- Arrange for upcoming events to be announced in local media
- Coordinate publicity with Commissioners

Marshaller

- Recruit people to assist at the marshalling table (need three for each meet)
- Arrive one-half hour prior to scheduled start of meet
- Prepare marshalling cards for all home meets

Home Meet Clean-Up Person

- Recruit people to assist with cleanup after all home swim meets

Oscoda Community Education Responsibilities

- Receipt revenue and pay bills
- Keep current roster of swimmers
- Printing
- Correspondence
- Purchase and/or approve the purchase of supplies
- Act as liaison with the Board of Education
- Schedule use of facilities
- Handle repeat discipline problems

MTSL CHAMPIONSHIP TIME STANDARDS 2016-2017

No cutoffs required for medley relays & free relays

Age Group	Event	GIRLS	BOYS
9 - 10	200 Free	3:08.00	3:15.00
11 - 12	200 Free	2:39.00	2:44.00
13 - 14	200 Free	2:28.00	2:20.00
15 & Up	200 Free	2:25.00	2:17.00
8 & Under	100 I.M.	2:00.00	2:00.00
9 - 10	100 I.M.	1:38.00	1:45.00
11 - 12	100 I.M.	1:22.00	1:25.00
13 - 14	200 I.M.	2:44.00	2:40.00
15 & Up	200 I.M.	2:48.00	2:42.00
8 & Under	25 Free	0:21.50	0:21.50
9 - 10	50 Free	0:36.00	0:39.00
11 - 12	50 Free	0:31.50	0:33.50
13 - 14	50 Free	0:30.00	0:29.00
15 & Up	50 Free	0:30.00	0:27.00
8 & Under	25 Fly	0:25.50	0:26.50
9 - 10	50 Fly	0:46.00	0:50.50
11 - 12	50 Fly	0:36.00	0:41.00
13 - 14	100 Fly	1:17.00	1:17.00
15 & Up	100 Fly	1:16.00	1:16.00
8 & Under	50 Free	0:47.50	0:47.50
9 - 10	100 Free	1:23.00	1:29.00
11 - 12	100 Free	1:12.00	1:13.00
13 - 14	100 Free	1:06.00	1:05.00
15 & Up	100 Free	1:05.00	1:04.00
13 - 14	500 Free	6:30.00	6:20.00
15 & Up	500 Free	6:40.00	6:30.00
8 & Under	25 Back	0:26.50	0:26.50
9 - 10	50 Back	0:44.00	0:49.00
11 - 12	50 Back	0:38.00	0:39.50
13 - 14	100 Back	1:17.00	1:16.00
15 & Up	100 Back	1:20.00	1:16.00
8 & Under	25 Breast	0:29.50	0:31.50
9 - 10	50 Breast	0:47.50	0:53.50
11 - 12	50 Breast	0:42.00	0:44.00
13 - 14	100 Breast	1:24.00	1:23.00
15 & Up	100 Breast	1:27.00	1:22.00

Swimmer/Parent Acknowledgment of Otters Handbook

Your signatures below indicate that you have read the 2016-2017 Oscoda Community Education Otters Handbook and agree to comply with all policies and regulations set forth therein.

Please sign this form and return it to your swimmers coach or to one of the Otters Commissioners during the first week of practice.

Signature of Swimmer

Date

Signature of Parent

Date

Release Form

I give permission for my swimmer _____
to be photographed and/or video taped by representatives of the
Oscoda Area Schools, Oscoda Community Education, and/or the Oscoda
Otters Swim Club. I also give permission for any photographs/videos
taken by the organizations listed above to be used in the media.

Signature of Parent

Date