



**OLYMPIAN SWIM CLUB
PARENT HANDBOOK**

Welcome to the Edmonton Olympian Swim Club.

The Olympian Swim Club (OSC) is a non-profit swim club, registered under the AB Societies Act. OSC is a member in good standing of Swimming Canada (SNC) and Swim Alberta (Swim AB). OSC was founded in 1974.

The Olympian Swim Club is Edmonton's premiere multi stroke (Individual Medley based) year-round competitive swim team offering high quality professional coaching and instruction for swimmers of various ages and abilities. OSC is based out of the Kinsmen Sports Centre where it is part of the High Performance Pathway program, and committed to creating a competitive environment that emphasizes the importance of a well rounded student athlete.

OSC is led by Head Coach Lesley Serediak, who is widely recognized as one of Canada's elite female coaches. Lesley is the only female head coach of a major Canadian swim club and is currently appointed to both of Swimming Canada's Select and Female Coaching Groups. During her 26-year career Lesley has coached numerous national and international level athletes to placement on National Teams and has seen countless other swimmers graduate from club swimming to successful collegiate careers.

OSC believes the measurement of success in swimming is more than championships and is different for each swimmer. Fostering proper technique and developing a sense of responsibility creates the foundation for both a successful athlete and well developed individual in years to come. From our pre-competitive (Mini O's) through High Performance (HP) programs, OSC strives to create an inclusive team environment where each swimmer is encouraged to reach their full potential in the pool, classroom and beyond. These solid foundations will provide athletes with the tools necessary to pursue higher levels of training and education as they graduate from the program. OSC believes in the principles of Long-Term Athlete Development (LTAD) and recognizes that each swimmer's development pathway is unique and that success in sport is a years-long process that begins and ends with a love of sport and training and competing the right way.

OSC Mission Statement:

OSC is a competitive swim club where every athlete is provided the environment to reach their fullest potential as winning swimmers and successful, productive individuals.

OSC Vision Statement:

The Olympian Swim Club is Canada's Premier Competitive Swim Team – Winning in Swimming and Succeeding in Life.

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CLUB STRUCTURE & STAFF

The Olympian Swim Club's executive and directors are made up of parent volunteers who have been nominated and voted into their positions by the membership at the club's June annual general meeting.

BOARD EXECUTIVE	POSITION	EMAIL
President	Jared Buhler	president@olympianswimclub.com
Vice President	Dan Visscher	vicepresident@olympianswimclub.com
Treasurer	Michael Laurie	treasurer@olympianswimclub.com
Secretary	TBD	secretary@olympianswimclub.com

BOARD DIRECTORS	POSITION
Past President	Joe Glamuzina
Member at Large	Kim Taylor-Archer
Member at Large	Craig St. Pierre
Member at Large	Joshua Classen
Member at Large	Paul Lanni

Staff

Our Head Coach is the Head of the Technical Program, and is hired by the Board of Directors. Our Club Manager is also hired by the Board of Directors, and works in conjunction with the Head Coach to ensure that business operations are running smoothly to deliver the best possible program for our athletes.

POSITION	NAME	EMAIL
Head Coach, Technical Program Lead	Lesley Serediak	headcoach@olympianswimclub.com
Club Manager	Victoria Etheridge	clubmanager@olympianswimclub.com
Performance Coach	Baylee Munro	assistantheadcoach@olympianswimclub.com
Head Age Group Coach	Bryner Robinson	headagegroupcoach@olympianswimclub.com
Fountain Park JAG Coach	Agnieszka Howat	fpjag@olympianswimclub.com
Fountain Park OW Coach	Marae Waldron	fpow@olympianswimclub.com
Fountain Park JOW/JD Coach	Makayla Campbell	fpjow@olympianswimclub.com
TCRC JAG Coach	Aly McNamara	tcrcjag@olympianswimclub.com
TCRC OW/JOW Coach	Georgia Kidd	tcrcow@olympianswimclub.com
Scona JAG/OW Coach	Dylan Johns	sconajag@olympianswimclub.com
Scona OW Coach	Riker Farmer	sconajow@olympianswimclub.com

CLUB COMMUNICATION

OSC is committed to ensuring its members are well informed of club operations, activities and events.

There are several ways in which the membership and OSC are able to communicate. Our website www.olympianswimclub.com is the best resource for club updates and up to date information. The OSC Office and Coaching Staff and Board of Directors will send emails as warranted ensuring that lines of communication between the club and membership remain open and informative.

Coaches will regularly hold parent meetings to discuss what is happening with their swimmers, what they are trying to accomplish, as well as upcoming events. At their discretion, some of the coaches will send follow-up emails to all the parents of their swimmers to recap what has been discussed.

If, as a parent, you have any questions or concerns, you are encouraged to speak with your coach before/after a practice. We do respectfully ask that you do not disrupt the practice while it is in progress. Unless the coach has a prior engagement, they will be more than willing to take the time to speak to you and discuss any concerns you may have.

OFFICE LOCATION & HOURS

The location, contact information, and office hours of the swim club are always up to date on our website.

Olympian Swim Club Office
108-9100 Walterdale Hill NW
Edmonton, AB T6E 2V3

Our office is the set of glass doors to the right of Door 3 at Kinsmen Sports Centre.

Phone number: (780) 455-8457

Email: office@olympianswimclub.com

SWIM SEASON LENGTH

Olympian Swim Club's typical season runs from September to June for all athletes. Our top performing athletes will compete in July, and possibly beyond into August, depending on what competitions are available.

POOL LOCATIONS & GROUPS

Olympian Swim Club's is proud to be a part of the High Performance Pathway Program at Kinsmen Sports Centre. We are lucky to work with additional satellite pools around Edmonton and St. Albert as well. Our pool locations with directions remain updated on our website. While our JAG/OW/JD/JOW groups all remain at their satellite locations, our HP/P/PX/AGP groups rotate around our central pools.

So which groups swim out of which pools?

HP/P/PX/AGP all rotate between our main pools: Kinsmen Sports Centre and UofA West Pool

Fountain Park has our satellite program groups: JAG, OW, JD, JOW

Scona has our satellite program groups: JAG, OW, JD, JOW

Terwillegar recreation centre has our satellite program groups: JAG, OW, JOW

REGISTRATION & FEES

All OSC registrations will be processed electronically using the online system. New members will need to create an account using an email they check regularly, as this email will be our primary method of communicating with families. On the website, you will have access to your own private account that will enable you to easily declare interest for swim meets, sign-up for jobs, see your children's swim times histories, maintain your own contact information, and more.

The fee schedule is kept up to date on our website under the *Competitive* tab.

As Olympian Swim Club operates under the Swim Canada and Swim Alberta governing bodies, registration of your athlete with Swim Canada must be completed before your athlete begins the season. This must be done in order for your athlete to be able to compete in meets, and also be covered under any and all insurance that our governing bodies maintain. Your athlete will not be allowed to attend practice unless registration is fully completed on the Swim Canada website.

There is a 50% sibling discount on fees and commitments.

PRINTABLE REGISTRATION CHECKLIST

OSC Registration:

- Log-in to your OSC account on www.olympianswimclub.com.
 - Please ensure that all information regarding you and your athletes is up to date on the website¹.
- From the *Competitive* registration page, complete the online registration process. The following forms have been built into the registration process, and must be agreed with to complete the registration process:
 - OSC Swimmer Code of Conduct
 - OSC Parent Code of Conduct
 - Annual Financial Commitment
 - Volunteer Commitment
 - Swim AB FOIP
 - Credit Card Authorization

Your account will be billed on September 1st, or within one week of registration.

Swim Canada Registration:

Once all OSC registration has been completed online and the Swim AB registration fee, Apparel fee, and first month fees have been paid, OSC will register swimmers with Swim Canada.

- Members will receive a link from Swim Canada via email. Please complete the information as requested. Common mistakes are as follows²:
 - Not agreeing to the Acknowledgement & Assumption of Risk Form
 - Not confirming password and personal information and hitting save
 - Not completing consent form and hitting save

Account in good standing:

The Member account must be in good standing with no outstanding balances from the previous season. The balance must be cleared to zero prior to attempting registration.

¹ This information is used as emergency contact and medical information that will be available to your coach at all times for the health and safety of your athlete(s). Incomplete information on the website will lead to your athlete not being registered.

² If you have any questions or do not receive this form via email, please reach out to the OSC office and we will communicate with Swim AB on your behalf.

FINANCIAL OBLIGATIONS

Registration Fees

This group of fees is made up of three (3) components, 1) the Swim AB/SNC registration fee, 2) the apparel fee, and 3) the first month fee. Fees are reassessed each season. This registration fee is a Swimming Canada registration fee which allows swimmers to compete in sanctioned meets and covers the cost of the Swim Alberta insurance. Registration fees are due in full at time of registration and are non-refundable.

Monthly Fees

Monthly aquatic and dryland program fees are to cover the cost of coaches' salaries, pool fees and the dryland program. Fees differ based upon your swimmer's group placement. Monthly fees are to be paid from September through June/July, depending on what competitions your athletes qualify for later in the season. At the time of registration, first month's fees will be assessed, and all other months are to be paid in monthly installments. There is a 50% sibling discount on fees.

Annual Financial Commitment (AFC)

All members of the Olympian Swim Club are required to fulfill the Annual Financial Commitment, a specific dollar amount, each season. These cover the other half of the coaches' salaries, pool fees and the dryland program that is not covered by the monthly fee. This amount is listed in the fee schedule, and differs based on your swimmer's group placement. The AFC can be completed using a combination of bingos/fundraisers/concession shifts/cash. The AFC must be completed in full by August 31, and 40% of the AFC is due by January 31st each season. Fines, making up the difference of the required AFC and what has already been earned, will be assessed to those members who do not complete their AFC by this date. This commitment is detailed in the fee schedule. There is a 50% sibling discount on commitments.

The following are the options which each Member has for the fulfillment of their Annual Financial Commitment through bingo or concession shifts:

- Sign-up for and work shifts to earn credit in accordance with the Unified Financial Policy.
- Secure the services of another Member or individual to work shifts to earn credit on their behalf in accordance with the Unified Financial Policy.

All members of the Olympian Swim Club are able to participate in fundraising events in order to work off their Annual Financial Commitment. A calendar of events will be posted on the website once finalized. All fundraising activities are voluntary.

Credit cannot be banked or carried forward from one season to the next. Any Member who does not earn enough credits to fulfill their Annual Financial Commitment by August 31 will be fined at the rate set out in the Unified Financial Policy. This fine shall be added to the Member Account and the Member shall not be permitted to register a swimmer for any subsequent Swim Season until this fine has been paid.

Member Participation Points (MPP)

All members of the Olympian Swim Club are required to earn OSC Member Participation Points; the amount of points is based upon the level of training of your swimmer. Members can earn points in numerous ways; officiating at swim meets, participating on committees or volunteering to take on club tasks. The Member Participation Point system is in place to ensure that all OSC member families share in the responsibility on a minimum level. All OSC member participation points must be earned by August 31, or Member accounts will be charged \$10 per point.

Record of AFC and MPP will be maintained on the club website, using the online job sign-up system. Information will be updated as it is received - the typical confirmation of credit will occur two weeks following the event, and this can be checked by Member's in their account. Members shall be entitled to request OSC to provide them with a summary of AFC or MPP once per calendar month. Members shall have 60 calendar days from the earlier of the date that the summary referred to in Paragraph 15.2 is posted to the OSC website or provided to them to indicate in writing to the OSC office that they disagree with this summary. Unless a summary is objected to within 60 days of the earlier of the summary being received by the member or being posted on the OSC website the summary shall be deemed to be correct.

Please refer to the Unified Financial Policy (under Bylaws & Policies), and fee schedule (under Fees & Commitments) on our website for more details on the above financial commitments.

The Monthly Fees, Annual Financial Commitment, and Member Participation Points are 3 separate pieces of the commitment that is required by the Olympian Swim Club. Money paid towards monthly fees does not reduce the amount of Annual Financial Commitment that needs to be earned, and vice versa. Member Participation Points are volunteer hours, however, there is a fine associated with them in order to discourage Members from last minute cancellations that could jeopardize the success of club run events.

GROUP DESCRIPTIONS

A detailed breakdown of our group descriptions can be found on our website.

The Olympian Swim Club is a performance-based program. A required level of demonstrable technical skill is necessary before moving to the next group. As our athletes age, technical refinement and competitive development become more important. Swimmers will be introduced incrementally to higher level skills and more volume, however, this does not mean our athletes aren't focused on fun! At OSC we pride ourselves on creating training environments that develop a positive team atmosphere as well.

The Head Age Group Coach is responsible for the development of our satellite program and coaches, overseen by the Head Coach. The Head Age Group coach will be responsible for providing mentorship, direction, and oversight to our satellite pool coaches.

GROUP MOVES

The discussion surrounding group moves typically begins in early June. Coaches are responsible for deciding the movement of any athletes, and these are reviewed by the Head Coach and Head Age Group Coach in order to do what is best for the development of the athlete. Each athlete is assessed individually, keeping in mind what they hope to achieve out of the program. At the end of the season, group move letters are sent to Members with information regarding the athlete's group for the upcoming season.

As swimmers gain strength, skills, and ability, the coaching staff will identify whether or not an individual is capable of moving up to the next group. The age and ability of the athlete are always considered. Prior to moving up a swimmer, the coaches look for the following:

- The athlete shows sufficient conditioning and ability to handle the additional practices and/or longer training sessions.
- The athlete has a good knowledge of training skills and continuous effort appropriate to the level that they are moving to.
- The athlete can perform the strokes and their drills and understand their uses as employed in the new group.
- The athlete responds well to coaching and coaching cues, and takes initiative in their development.
- The athlete is interested in swimming at the higher commitment level of the higher group.

If a move is considered in season, the swimmer's parents are contacted first and informed of the coach's intention to move the athlete up to the next group and how that move will take place. Most of the time, the approach is a gradual one called the step-up program where the athlete participates in the new group once a week in addition to their normal training regimen.

SWIM MEETS

Competing is one of the main areas of focus for the Olympian Swim Club. Competitions are fun, exciting and provide an avenue of monitoring improvement for the athlete and the coach. While beating a time is one of the most obvious and visible ways to see improvement, coaches focus on many other areas of improvement at competitions. It is important to be aware of a coach's focus prior to a competition as best times are not always the main focus. Often, the athletes will enter a competition for the experience of racing while focusing on maintaining techniques. Athletes will compete at a variety of meets where the caliber will vary from entry level swimmers to top performers in the province or the nation. Coaches determine the schedule of competitions based on the goals of the group and club.

Most groups will average approximately one (1) competition per month. If there are questions or concerns regarding the meet schedule, it is important to discuss with your swimmer's coach which competitions your swimmer should enter. Coach's plans include a progression from one meet to the next. A missed meet may have an adverse effect on your swimmer's progress.

The competition season is broken into two parts; the short course season, and the long course season (where athletes compete in a 25m pool and 50m pool, respectively). The short course season runs from September - March. This is followed by the long course season, running around March - June. National and international competitions happen over the summer. Once above the AGP level, swimmers will have an increased opportunity to train in a long course pool.

Many competitions have meet qualifying times, where an athlete must meet a minimum standard to attend the meet. Your coach will be able to confirm whether or not your swimmer is qualified for these meets. The number of events an athlete is able to compete in is often determined by the number of meet qualifying times they have achieved.

OSC hosts two in-house competitions every year; OSC Home Opener, and OSC Blue & White. Home Opener is hosted within the first month of the season, and is a great opportunity for athletes to "get their feet wet" when it comes to competing again. Having taken time off over the summer, this early season meet is meant for swimmers to remember (or be introduced) to what a typical racing atmosphere is like, and to have fun! Our junior athletes will have the chance to meet our top level athletes and create interclub relationships. Blue & White is our end of the season competition, typically held at the end of June. This is the last chance most of our junior swimmers will have an opportunity to race if they have not qualified for provincial or national championship meets, and another opportunity to bond as a team. A post competition barbeque is held as well!

MEET SIGN-UP

Our website lists the upcoming competitions. You will find general information for each meet as well as a button you can click on to sign up for the meet. The club will send out emails to the membership announcing upcoming meets as well as a reminder email as the event sign up deadline approaches.

CHAMPIONSHIP COMPETITIONS

What are “Festival North/South”, “Provincials”, and “Champs”?

Each of these is a Swim Alberta hosted invitational competition that requires meeting a time standard in order to participate in the competition. These qualifying standards are sometimes used at other competitions throughout the season to determine eligibility.

Achieving a Festival, Provincial, or Championship qualifying time will earn you a place at each of these competitions, respectively. For Champs, swimmers must have a minimum of two (2) qualifying times in order to attend this meet.

A link to all up to date qualifying times can be found on the website. These times can also be found on the Swim AB and Swim Canada websites. There may be some cases where an athlete will need more than one qualifying time in order to be registered in the meet. If you are unsure of these details, they are typically detailed in the meet package, or as always, feel free to reach out to your coach.

When reading these charts, please ensure you are looking at the appropriate age category, keeping in mind that ages are calculated based on the first day of any competition. If your swimmer ages into the older category before the first day of the competition, they will need to qualify for the older standard.

For example, your swimmer is a 12 year old female. The SC Provincial qualifying time for the 50fr is a 33.0, but she just went 32.5. This means she has made the 12&U Provincial standard. However, you realize with her birthday in January, she actually turns 13 before the competition, and thus she must make the 13-14 SC 50 FR standard of 31.0 before she qualifies for Provincials.

TRAVELING

There are three (3) ways in which competitions that require travel outside of the greater Edmonton area will be traveled to:

- 1) Mandatory team travel (accommodations and travel to/from the competitions must be with the team)
- 2) Non team travel (on your own)
- 3) Optional team travel

The method of team travel will depend on the projected participation of the meet and/or the logistics of bussing or flying. The intended way of travel will be communicated on the meet sign-up sheet. If you are required to travel on your own (non-team travel), it will be your responsibility to get to and from the meet, in addition to making your own arrangements for accommodation and transport for your swimmer to and from each session. If the meet is a mandatory team travel meet (travel by bus or plane), athletes will be dropped off and picked up at a predetermined meeting point. Accommodations will be made by the club, food and snacks will be provided by chaperones, and travel to and from each session will be pre-arranged. The cost of a club travel meet will be shared amongst all athletes going to the meet this way; no prorating will be accommodated for.

ATHLETE OPPORTUNITIES

Each swim season offers a variety of opportunities for athletes outside of the Olympian Swim Club program. Many athletes will have opportunities to qualify for provincial tour teams and as they progress through their swimming careers they may qualify for national teams. Swim Alberta is the administrative body for any provincial teams. Criteria for qualifying to the teams can be found on their website at www.swimab.ca, under *Swimmers -> Tour Teams & Camps*.

EQUIPMENT & TEAM APPAREL

A link to the required equipment list for each level can be found on the website.

When starting with OSC, your swimmer will need a training suit, towel, a pair of goggles as well as a spare pair, at a minimum. When registering, the team apparel package comes with an OSC team t-shirt, as well as a silicone cap. Some equipment will be included in your apparel package at certain levels. Additional OSC branded gear can be purchased through the website, but is not required.

As they progress through our program, athletes will be asked to purchase a variety of equipment for both training and competition purposes. At any given time during training, athletes will use a variety of equipment to assist in skill development. In order for coaches to provide equal training skills, it is strongly recommended that athletes purchase the equipment recommended on the equipment list. Additional training tools may be requested by each coach at their discretion. Coaches will be able to discuss the importance of specific equipment at parent meetings if needed.

Team Apparel

Team apparel is a crucial component to OSC team spirit and club unity, especially at competitions.

The Olympian Swim Club has a variety of OSC apparel such as bathing suits, caps, shirts, hoodies, and backpacks, some of which are regularly stocked and some which will need to be ordered. At the start of each season each athlete will receive a team apparel order form along with the list of apparel and equipment per training group, however, athletes are welcome to purchase items outside of the recommended list.

It is recommended that you label all of your swimmer's articles with their name. It is easy for things to get swapped around at practice, or misplaced during a swim meet, and if the missing articles are labeled, it is much easier to retrieve them later. Remember, your child is not the only one with an OSC cap and shirt at the meet.

RACING SUITS

Racing suits become more important as the performance level of your athlete increases. Racing suits are not currently required for athletes at a provincial level and below, and training suits can be used for competitions at all levels for in-season meets. Racing suits are only required for National Championship meets, however, the option is there.

OSC AWARDS BANQUET

Each year, the Olympian Swim Club has a special night to celebrate the achievements of the young swimmers from the previous year. This year, it is uncertain whether an in-person or virtual awards banquet will be held. Awards are given in the following categories:

Most Improved: male/female (1 award per gender per performance level)

This award is presented to the male and female swimmer who is the most improved swimmer over the course of the season. The award may be based on attitude, skill level and performance. This award is mainly subjective and based on the coach's discretion.

Most Valuable: male/female (1 award per gender per performance level)

This award is presented to the most valuable male and female swimmer in each group. These swimmers are considered valuable due to their excellence, effort, attendance, attitude, and leadership qualities both off and on the deck. The recipient of this award is one who places the highest at the group's highest level of competition.

Dedication Award: (1 per performance level)

The most dedicated award is presented to the swimmer who has great passion and dedication to the sport of swimming. This swimmer regularly attends practices, is very attentive during those practices and draws on coaches feedback to continuously and consistently improve. This swimmer goes above and beyond expectations of the coach.

Sportsmanship Award: (1 per performance level)

This award is presented to one swimmer in each group who demonstrates the qualities of sportsmanship throughout the season. These swimmers possess a great attitude, are upbeat, and are always helpful, considerate and encouraging to their teammates and coaches. This athlete plays by the rules and is the most respectful of their teammates.

Stella M. Pullen Award: (one per club, usually goes to a grade 12)

This award is presented to a swimmer who has demonstrated all of the attributes of the previous awards. This person is a team leader, shows great team spirit, is a top performing athlete and exemplifies everything the OSC wants in an Olympian swimmer.

HOW TO PARTICIPATE/HELP

There are always ways to help out! Most will require only a small portion of your time.

Committees

Although it is not a requirement, you may have a skill that benefits the club! Committees are often a call for parents to come together to help with a specific event. Even if you don't have a particular skill, by helping out on a committee that interests you, you are helping your swimmer and the club. Committee work takes very little time, just a willingness to get involved!

Chaperoning

OSC is committed to ensuring that athletes are safe and well cared for at all club travel meets. To do this, the club requires parent volunteers to act as chaperones. The number of chaperones required is dependent upon the number of kids participating in the club travel meet. Chaperones will be responsible for grocery shopping, cooking meals and providing snacks to the athletes over the course of the meet. Often this job does not allow the parent an opportunity to watch the meet, however, if more than one chaperone is in place responsibilities can be shared to give one an opportunity to see some of the competition.

Officiating

Officials are a key component of being able to run a meet. Each club that hosts a meet is responsible for acquiring the appropriate number of officials. OSC encourages members to participate whenever possible, especially at OSC hosted events. You get the best seats in the house, and it's a great way to earn Membership Participation Points (MPP)! Here are some of the roles that we always need filled:

Timers: Timers are responsible for getting the time for the swimmer. The job would entail either using a stopwatch and manually timing the swimmer, or if there is electronic timing, pushing a plunger to stop the backup system when the swimmer touches the wall.

Marshalling: The Marshal is the person at the meet who would help organize the swimmers before their races. For younger swimmers the marshall may actively group the swimmers into their heats and line them up before their races.

Clerk of Course: The Clerk of Course would be the person who would accept any scratches or late entries to the meet and notify the referee of any changes.

Stroke & Turn: Stroke and Turn officials are responsible for making sure the swimmers do not make any stroke infractions. Usually there are about 4-8 stroke and turn officials working each session of the meet.

Starter: The Starter is the person who uses the starting equipment to signal the beginning of the race.

Referee: The referee is the official who is in charge of the session. The referee will signal the starter that the race is ready to begin and is the person that stroke and turn officials report to in case of any disqualifications.