**Olde Forest Racquet Club**

**Swim Team Handbook**

Updated April 2025

**Contacts**

Club Manager – Hannah Higgins

Swimming Committee Chair – Chris Gregory (chrisgwvu#gmail.com)

Head Coach – Jacob Brown

**Key Dates**

April 23, 2025 Swim team interest meeting 8-9pm (virtual - bring all your questions!)

April 25, 2025 Registration Due (to include free t-shirt)

May 27, 2025 Practice starts

May 31, 2025 Stroke Technique Clinic 9-10:45am at OFRC

May 31, 2025 Team Picture @ 10:45am at OFRC

June 10, 2025 Meets start

July 12, 2025 Champs

July 15, 2025 Swim banquet - 6:15pm

**Swim team interest meeting – Wednesday, April 23rd 8-9 pm virtual**

If you are new to the Club or new to swim team and have questions or would like more information, please join and we can get you all the information you would like. We would love to have your family join the swim team this year!

**Microsoft Teams**

[**Join the meeting now**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzJhY2U2YTktZGU5OS00YTBmLTg1YTktODM0MGIwNTE5ZTVi%40thread.v2/0?context=%7b%22Tid%22%3a%2273e15cf5-5dbb-46af-a862-753916269d73%22%2c%22Oid%22%3a%229d9a8fe7-2824-4d66-9687-2a4844a16e48%22%7d)

Meeting ID: 236 739 796 632

Passcode: k4PG76CV

**Dial in by phone**

[+1 336-790-7381,,843535332#](tel:+13367907381,,843535332) United States, Greensboro

[Find a local number](https://dialin.teams.microsoft.com/8a81ad8a-17be-4111-b9f0-81eddc3e731a?id=843535332)

Phone conference ID: 843 535 332#

**Registration and Fees**

The 2025 season fee is $85 per swimmer and includes participation on the swim team and will be billed directly to your account based on the registration completed. There are no refunds for swim team fees. The fee includes a team t-shirt if you submit your registration **prior to Friday, April 25, 2025**. If you register after that date, t-shirts are $20 and will be billed directly to your account. The link for registration is below and will also be sent out in an email to members.

*Note: The other teams in the Alamance Swim and Dive Association (ASDA) have decided not to have a competition dive team. With the inability to compete against other teams and the limited amount of interest from our members, we will not have a dive team or club; however, will be looking for opportunities to do a dive workshop during the season.*

[**CLICK HERE for Registration**](https://docs.google.com/forms/d/e/1FAIpQLScczR8MMsdPm0ffRavg22bPwRs-mDA-pYY33edXacEB1O7OGw/viewform)

**Practice Schedule**

May 27th – June 6th Swim 6:15-7pm No Friday Practice

**\*\*6 and under swimmers practice 5:30pm-6:15pm without the rest of the team the 1st 2 weeks of practice, then 6:15-7pm thereafter**

June 9th regular practice hours begin for all age groups and are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mon** | **Tues** | **Wed** | **Thu** | **Fri** |
| 9-10am | 9-10am |  | 9-10am | 9-10am |
| 6:15-7pm |  | 6:15-7pm | 6:15-7pm |  |

**Practice Requirement**

Swimmers must attend 2 practices per week to swim in the following week’s Meet.

**Stroke Technique Clinic – Returning for 2025**

We will offer a technique clinic for all Olde Forest swimmers on Saturday, May 31st. The clinic will be for ages 10 & under swimmers from 9-10am and for ages 11 and up from 10-10:45am. This is not required but a wonderful opportunity to improve your technique on all strokes and included with your swim team registration.

* **If you are looking for additional assistance for your swimmer to learn the four different strokes, how to dive from the blocks, etc., this is a great opportunity.**

**2025 Meet Schedule**

Tuesday, June 10th Gibsonville @ OFRC (HOME)

Tuesday, June 17th OFRC @ ACC (AWAY)

Thursday, June 26th Rockingham @ OFRC (HOME)   
 Tuesday, July 1st BYE WEEK   
 Tuesday, July 9th DSC @ OFRC (HOME)

Championships  
Psych Party – Friday, July 11th 9:00am-11:00am  
Swim – Saturday, July 12th @ OFRC   
Swim Banquet/Covered Dish Tuesday, July 15th 6:15pm Upstairs Lounge

**Meet Sign Up**

Sign up for meets will be sent out via an email and will also be available via a QR code in the Breezeway. Meet sign up must be completed by 2:00pm each Sunday prior to the meet.

**Team Picture**

We have hired a photographer to take a team picture on Saturday, May 31st at 10:45am. Team shirts (if you registered in time to receive one) will be handed out just before the picture.

**Team Suits**

Team suits and swim caps are not required. A bathing suit, goggles, and towel are required. OFRC’s colors are purple and black. Each year a team suit is available for purchase – see the link below for the OFRC swimsuit store.

[OFRC Team Store](https://www.augustaswimsupply.com/product-search.cfm?Category_ID=6&Sub_Category_ID=84)

“Team login”

User: OFRC

Password: 1234

**Volunteers**

In order for the meets to run smoothly, we need everyone to volunteer this summer. We tend to have the same individuals volunteer each meet and we really need everyone. We will be sending out a Sign-Up Genius that will include all the home meets and each home meet will be divided in half from a volunteer time commitment perspective. You will have the option to volunteer for the first half or second half of the meet or both. You are required to volunteer in at least two meets. *If we do not have volunteers sign up, we will have to assign parents to a volunteer slot in order to achieve the two meet requirement.*

[https://www.signupgenius.com/go/20F0B44AAA92AA4FD0-48667486-2024](https://urldefense.com/v3/__https:/www.signupgenius.com/go/20F0B44AAA92AA4FD0-48667486-2024__;!!N8Xdb1VRTUMlZeI!l_pa_mkxRUKfvETOtPCpDmP76GKu_EENr-UnkOWxUzTFlJlbjylxQHkhnFBoPXXPrNYiFDg0cm-naYfI6rjHcCF4$)

**Volunteer position descriptions**

**Starter:** Announces when the events should report to Clerk of Course. Starts each event with the announcement of the age and stroke and the words "SWIMMERS TAKE YOUR MARK", pauses to make sure that all swimmers are motionless, and then gives an electronic sound or a blast of a whistle.

**Clerk of Course:** As the swimmers report to the Clerk of Course area based on the Starter calling their event# to report to Clerk of Course, line up the swimmers based on the event number, heats and lanes they have been assigned. You will have a copy of the Heat Sheet that will tell you which events, heats, and lanes the swimmers are assigned to swim in. You are responsible for getting the swimmers to the start blocks on time. Most often there are two individuals assisting with this job and therefore, one person can line up, and one person can take to start blocks. Also need to tell the Starter when to call the events to Clerk of Course based on how quickly the swimmers are moving to the start blocks. You will want to be familiar with the heat sheet and the information that it shows.

**Stroke and Turn Judge:** Work in pairs on each side of the pool with one member of a pair being from each team. Judges only rule on infractions on their side of the pool. They observe strokes, turns, and finishes to see that swimmers comply with requirements for that stroke. Training is required for this position.

**Data Entry:** Responsible for entering data from time cards into the Hytek timing system and verifying data entered. With this job, you see the race results before anyone else.

**Runner:** Responsible for obtaining the completed event cards and Disqualification (DQ) forms for each race from the timers and judges. The cards and DQ forms are delivered to the scoring table. The job title is very descriptive. Runners should have good tennis shoes that work well on slippery wet surfaces. This job keeps you moving around at the poolside and the time passes quickly.

**Lane Timer:** Records the swimmer’s time. Each timer is provided a stopwatch and assigned a lane; there are two for each lane (one representative from each team swimming). Both times are recorded and the average time becomes the official time. Timers are assigned to work for one half of the meet. This job gives you the best view of the pool and the swimmers during their races.

**Head Timer:** In charge of the lane timers throughout the meet. The head timer starts two extra timers each race so that in the event a lane timer’s watch does not start, the head timer will provide the lane timer with the running watch.

**Paddle Parent:** Supervises the waiting area for a particular age group during meets, keeps track of swimmers - as best as they reasonably can - between events, and gets swimmers to the Clerk of Course on-time with caps and goggles. This position is obviously more important for the younger swimmers, and the paddle parents for the youngest ages (6 & under and 7-8) are especially critical to the timely start of the meet. This job keeps you with your swimmer during the whole meet.

**Parent Training**

We will hold a summer swim training session for parents on **Saturday, May 31st**. It will start at 10am. This is during the same time as swim technique for 10&U so if your kid will already be there and you have questions on the various volunteer positions, please come (volunteering during the swim season is required and fun too!).

**Order of Events at Meets**

In each of the below events (with the exception of the mixed relay), there is a girl’s event and then the boy’s event separately.

* 6 & under 15m backstroke
* 6 & under 25m backstroke
* 15-18 100m individual medley (IM1)
* 13-14 100m IM
* 11-12 100m IM
* 10 & under 100m IM
* 8 & under freestyle relay2
* 13-18 200m medley relay
* 12 & under 100m medley relay3
* 6 & under 15m freestyle
* 6 & under 25m freestyle
* 7-8 25m freestyle
* 9-10 25m freestyle
* 11-12 50m freestyle
* 13-14 50m freestyle
* 15-18 50m freestyle
* 7-8 25m backstroke
* 9-10 25m backstroke
* 11-12 50m backstroke
* 13-14 50m backstroke
* 15-18 50m backstroke
* 8 & under 25m breaststroke
* 9-10 25m breaststroke
* 11-12 50m breaststroke
* 13-14 50m breaststroke
* 15-18 50m breaststroke
* 10 & under 25m butterfly
* 11-12 50m butterfly
* 13-14 50m butterfly
* 15-18 50m butterfly
* 9-10 100m freestyle relay
* 11-12 200m freestyle relay
* 13-18 200m freestyle mixed relay

1 The individual medley (IM) is when the swimmer swims all four strokes during the same event; 25m of the butterfly, backstroke, breaststroke and freestyle.

2 The freestyle relay will consist of 4 different swimmers on the same team each swimming a freestyle leg.

3 The medley relay will consist of 4 different swimmers on the same team each swimming one of the four strokes; backstroke, breaststroke, butterfly, and freestyle.

**Eligibility for Champs**

A swimmer/diver must participate in at least one (1) swim meet to qualify for the Championship Meet. To be eligible for an individual event the athlete must have legally completed the individual event in a regular season meet.

**Weather Policy**

* Meets may be held in the rain (unless the rain is so hard that the bottom of the pool cannot be seen)
* Meets may not be held in thunder and/or lightning – the pool must be cleared until 30 minutes after the last heard/seen thunder/lighting.
* Meets may not be delayed by more than one (1) hour due to severe weather.
* Meet Referee and Club Representatives are responsible for the decision to end the meet prior to completion.
* If a swim meet is cancelled due to weather, the Club Representatives will decide to reschedule or not. If an agreement to reschedule is made, the date and time is to be facility-determined. If an agreement is not made, the meet will not be rescheduled.
* If the meet is completed through event 36 (all Backstroke events) and the meet is called to a close early due to weather, the meet will be considered completed, scored through all completed events, and will not be rescheduled.
* If a swimmer/diver is present and entered in a swim/dive meet and the meet is cancelled or ended early due to weather, and the swimmer/diver is unable to attend the rescheduled meet, he/she may compete in the previously-entered event(s) at the Championship Meet.

**Code of Conduct**

Our purpose is to provide competitive swimming programs for children of the club and promote love for the sport, advance aquatic skills, teamwork, and the principles of good sportsmanship.

Swimmers and parents are expected to conduct themselves in a responsible and respectful manner towards themselves, teammates, coaches, board members, meet officials/referees, lifeguards, parents, and any other adults both at our pool and at away swim meets and other functions.

*Directly from the ASDA (Alamance Swim and Dive Association) Rulebook*

Swimmer code of conduct:

* To train and swim to the best of my abilities.
* Keep a positive can-do attitude.
* Arrive promptly and ready to go for all practices and meets.
* Refrain from the use of profanity, both in and out of the pool.
* Respect my coaches, teammates, and opponents and only give positive encouragement.
* Treat all officials/judges with proper respect and accept their decisions without argument.
* Accept coaching decisions without argument.
* Exhibit humility when winning and grace when losing.
* To remember that I represent my family, myself, my team, and my town with my actions, play, and comments.
* I agree to swim on only one ASDA team per summer season.

Parent/Coach code of conduct:

* Help my swimmer(s) to meet all team expectations and commitments.
* I will encourage my swimmer(s) that doing their best is most important (improvement of times/strokes)
* Accept the line-up as determined by the coach.
* Be encouraging, supportive, and affirmative in regards to my swimmer’s performance in the pool.
* Be respectful and courteous towards ALL officials/judges, swimmers, coaches, and spectators. Parents/coaches/spectators who do not display appropriate behavior on the pool deck WILL be asked and expected to leave the pool deck.
* If concerns arise during a meet and you feel you need to speak to someone please address that concern with the Swim Committee Chair. The Swim Committee Chair is the voice of the team to the official.
* I will promote the emotional and physical well-being of the swimmers above any personal desire I may have for my child to win.
* Make sure that any family or friends attending meets with you adhere to the ASDA policies regarding spectator behavior.
* I agree to only allow my swimmer(s) to swim on ONE ASDA team per summer season.