

Ocean Pines Swim Team



Team Handbook

Revised 8/14/24

# ORGANIZATION & STRUCTURE

**Mission Statement:** OPST is a diverse community of coaches, swimmers, and families dedicated to helping young athletes realize their full potential in and out of the pool. Our goal is to build character and dedication through teamwork and competition in a safe and positive environment.

**Vision Statement:** OPST strives to instill a life-long love of swimming and build competitive USA swimming on the Eastern Shore where every swimmer has the opportunity to compete at the highest level in a safe and inclusive environment.

**Ocean Pines Swim Team (OPST)** is a non-profit entity organized for the purpose of providing competitive swimming opportunities for youth between the ages of 5 and 18. Since 1975 we have been a complementary aspect of the Ocean Pines Community. We are constantly growing, training young people to be strong swimmers, and maintaining a well-rounded competitive swim team.

Our team consists of a Board of Directors (BOD). The BOD is made up of the President, Vice President, Secretary, and Treasurer. These individuals volunteer their time to be sure OPST is operating successfully and continues to be a premier competitive swim team in our area. The Head Coach is also an active member of the board.

Being a 501(c) (3) nonprofit organization, people or organizations who contribute to our Club can take a tax deduction for their contribution. OPST is grateful for any donations or contributions made on behalf of our Club. Individuals or corporations can contact any of our BODS to make a contribution.

Ocean Pines Swim Team is a member of USA Swimming- the governing body of amateur competitive swimming in the United States. OPST is a part of the Eastern Zone Region and competes locally as a member of Maryland Swimming.

Ocean Pines Swim Team is also a member of the Delmarva Swim Association (DSA). DSA governs our summer league, June-July, in which so many of our swimmers participate, learn to love the sport, and perhaps choose to pursue the sport year- round.

## **OPST utilizes the following facilities in Ocean Pines:**

### September — June (practices only) <sup>(OBJ)</sup>

Ocean Pines Sports Core Pool  
11144 Cathell Road Ocean Pines, MD 21811  
410-641-5255

### June — July (practices & DSA home meets)

Ocean Pines Swim & Racquet Club Pool  
10 Seabreeze Road, Ocean Pines, MD 21811  
410-641-7227

### Send all mailed correspondence to:

OPST P.O. Box 1485, Ocean Pines, MD 21811

### Contact Email:

[opsthammerheads@gmail.com](mailto:opsthammerheads@gmail.com)

# CODE OF CONDUCT

The **OPST Code of Conduct** reflects our core values, and it applies to all members, existing, pending or in consideration, including parents, swimmers, staff and other volunteers.

## **Core Values**

Peer and family interaction are woven into the fabric of the team

- Teaching proper stroke technique is incredibly important
- Exhibit honesty, integrity, and good sportsmanship
- Individual encouragement from the leadership team
- Promote a wholesome, fun and enjoyable lifetime activity
- Individual progress is emphasized over championship qualification

## **ATHLETES**

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. Membership with OPST requires all athletes to agree to the following statements:

- I will respect and show courtesy to my teammates, coaches, and competitors at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will be on time and prepared (both equipment and mentally) for scheduled practices and swim meets.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will obey all of USA Swimming's rules and codes of conduct.
- I will obey all of Safe Sport policies; which includes but not limited to, no cell phones or any devices that include a camera or video capabilities in locker rooms at practices and meets.

## **PARENTS**

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. All OPST families must understand the important growth and developmental support that your swimmer's participation fosters. Families must also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. All parents/guardians must agree with the following statements upon swimmer enrollment.

- I will set the right example for our children by demonstrating sportsmanship and always showing respect and common courtesy to the team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by volunteering, cheering at meets, and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during meets.

- I understand the Safe Sport Rules and will follow them. For example, I will not go behind the blocks except when timing and I will not take photographs from behind the blocks.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will respect the integrity of the officials.
- I will respect the directives of coaches, understanding that any requests are in the best interest of swimmers.
- I will direct my concerns following the OPST Grievance Policy. (Please see Appendix III, page 15)

## COACHES

- At all times, adhere to USA Swimming’s rules and code of conduct.
- Set a good example of respect and sportsmanship for participants and fans to follow.
- Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- Respect officials and their judgment and abide by the rules of the event.
- Treat opposing coaches, participants, and spectators with respect.
- Instruct participants in sportsmanship and demand that they display good sportsmanship.
- Coach in a positive manner and do not use derogatory comments or abusive language.
- Win with humility and lose with dignity.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Always maintain a professional separation between coach and athlete.
- Be respectful of my swimmer’s feelings and personal space. Coaches who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.

In addition, OPST adapts [USA Swimming Article 304 Code of Conduct](#)

For more information on the Code of Conduct and our disciplinary procedures, *see Appendix II.* on page 13.

## 2023-2024 BOARD OF DIRECTORS

Stephen Helfrich	<a href="mailto:stephen.hammerheads@gmail.com">stephen.hammerheads@gmail.com</a>	President
Linsey Parker	<a href="mailto:linsey.opst@gmail.com">linsey.opst@gmail.com</a>	Vice-President
Olga Bisultanava	<a href="mailto:belka_bo@yahoo.com">belka_bo@yahoo.com</a>	Treasurer
Jennifer Wills	<a href="mailto:jhwills@mac.com">jhwills@mac.com</a>	Secretary
Jennifer David	<a href="mailto:gj david@gmail.com">gj david@gmail.com</a>	Past President

## REQUIREMENTS OF MEMBERSHIP

- To have the DESIRE to become part of a competitive and successful swim team.
- Commitment to progress and improvement through hard work and dedication to training.

All potential members are subject to a proficiency evaluation with a coach before membership is secured. Upon completion of the evaluation, the coach will decide what group the potential swimmer will be placed in based on swimming ability, age, and strength. Evaluations will be offered if there is space on the team for new members.

## Registration & Billing

Please contact [RegisterOPSThammerheads@gmail.com](mailto:RegisterOPSThammerheads@gmail.com) for registration questions.

OPST BODs strives to keep the team fees as low as possible, while providing a high-quality experience consistent with the mission statement and core values. The rates for each season are variable depending on the practice group and length of the season.

Fees and charges incurred through OPST are processed through our website at [www.opsthammerheads.org](http://www.opsthammerheads.org). Any family who accrues a delinquent account will be suspended from practices, meets, invitationals and other events. The suspension will remain in effect until the account is brought current. Additionally, outstanding balances must be paid prior to any future season registration. If a family registers with an outstanding balance, the registration and registration charges may be reverted until the account balance is paid in full.

**The financial commitment to the team when registering is a whole season commitment with monthly payments for the duration of the season or a payment in full option.** Any requests to stop the monthly billing or refund lump sum must be directed in writing to the Board of Directors with reason for request. The board will have 30 days from the time of written request to respond and approval is at the discretion of the Board. The approval will be based on reasons for leaving, i.e. long-term injury or relocation.

It is not the policy of OPST to refund registration fees.

OPST members may contact the Treasurer with questions regarding the accuracy of any bill. If it is determined that a member was incorrectly charged for a service, the member is entitled to a prompt refund of all incorrect amounts. Below is a summary of non-refundable fees that may appear on your bill:

**Registration Fees** — This could include OPST Registration and USA Swimming Registration.

**Meet Entry Fees** — The entry fees (set by the host team) are charged for each event entered by a swimmer. (Refer to Swim Meets section)

**Meet Surcharge** — Per swimmer OPST surcharge for each committed USA meet.

**Credit Card Fees** — Fees put in place by TeamUnify to cover processing of credit cards.

**Volunteer Hours (DSA Summer Season ONLY)** — Charge for not completing minimum required volunteer hours.

If you commit your swimmer(s) to a swim meet, and the meet entries are already submitted to the host team, families are responsible for all entry fees associated with that meet. Even if your plans change, your swimmer(s) become ill or injured.

**USA Swimming Membership** is an annual membership that is required for all OPST swimmers. USA Swimming retains a portion of the fee, and the remaining is directed to the athlete's Local Swim Committee (LSC), which is the Maryland LSC.

## **Family Participation Policy**

(please see the Volunteer Job Descriptions section of this document for more information.)

### **Short Course and Long Course Seasons**

It is expected that parents volunteer. Although volunteer needs are less than during the DSA Summer Season, the team may request help from time to time. Volunteer needs may include assisting with meets, helping with family/team social events, lobby door coverage, serving as a member on the board of directors and other needs as may be communicated throughout the season.

### **DSA Summer Season Specific ONLY**

OPST has a reputation for being a model team when it comes to volunteering. We have an extraordinary group of families and swimmers who continually dedicate their time and talent to ensure the success of the team.

To create a positive environment and maintain success at the highest level, the dedicated efforts of our parents are vital. For every home meet we need about 60 people (not including coaches!). At away meets we need about 30 volunteers, most of them timers and age group parents.

To ensure that the consistent and full participation necessary to host/attend a well-run meet is evenly shared across the team:

- Each family will be required to volunteer a minimum of **5 service hours** over the course of the summer at various meets & events. Hammerhead families are expected to volunteer at EVERY meet your swimmer attends, so it would likely be more than 5 hours.
- At the conclusion of the season, families who have not met their 5-hour minimum will be **auto-billed a \$30/hour fee for the hours missed**.
- If you sign up or are assigned, but can't fulfill the role, it is your responsibility to find a replacement. There will be a **\$40 fee for no-shows or late arrivals**.
- If OPST is short volunteers at a meet, jobs will be assigned and communicated prior to the meet.

There are multiple ways that families may fulfill their service hours requirement at OPST:

- Swim meets (majority of opportunities)
- Team functions (i.e. Swim-A-Thon, Team Breakfast, End of Season Celebration, etc.)
- Ad hoc (i.e. help with food, donations, etc.)

Volunteering our time and working together as parents provides our swimmers with examples of hard work, commitment, and dedication that are the characteristics and traits that our team strives to instill in our swimmers.

## **Officials Incentive Program**

OPST USA Swimming Officials Incentive Program (does not apply to DSA meets). The following incentives apply to USA Swimming Referees, Starters, Stroke & Turn Judges, and Administrative Officials registered with OPST, and are

applicable upon the completion of certifications required by USA Swimming to work at USA sanctioned or approved meets:

- a. OPST will pay for or reimburse the cost of an annual non-athlete USA Swimming membership
- b. OPST will pay for or reimburse the cost of an USA Swimming required background check every 2 years.
- c. OPST will reimburse 1 session meet fee for 1 swimmer, based on the swimmer/session with the highest meet fee total for each session an OPST official volunteers in that capacity at a USA sanctioned or approved meet. The OPST meet fee will also be waived.

All information regarding USA Officials within the Maryland Swimming LSC can be found on the Maryland Swimming website. Maryland Swimming - Officials ([teamunify.com](http://teamunify.com)).

## **Parent On Deck Policy**

OPST has a closed deck policy. This means that parents are not allowed on deck during practices. This is due to our USA Swimming insurance coverage, and to reduce distractions for swimmers and coaches. It also encourages swimmer autonomy and ownership.

“On deck” for OPST will vary by pool and accessibility.

**Designated Parent Observation Areas:** If you want to observe your child’s practice, you may do so from the following areas only:

- **Sports Core Pool:** The tables from the entry door up to the shallow end of the pool only. Not along the wall in front of the pool or in the back near the slide. Those tables are for swimmers and coaches only.
- **Swim & Racquet Club During Practices:** Parents must remain in the lobby area to observe practice (past the first set of doors but not past the second set of doors that lead to the outside pool area). Parents are not allowed to sit out on the pool deck during practice.

If parents/guests are not sitting in the appropriate area, they will be asked to move. If there is an on-going issue, the Coaches and/or a Board member may require the parent/guest to leave the premises.

### **IMPORTANT**

- At no time should a non-registered OPST child ever be in the pool unless the pool is open to the public and you have paid the entry fee at the front desk. All OPA pool rules apply including that no child under the age of 12 is permitted to enter the pool without an adult family member, guardian or babysitter present who has also paid the entry fee.
- At no time should a registered OPST swimmer be in the pool before or after their scheduled practice time even when the pool is closed to the public unless they have received prior permission from a coach. Coaches do not want swimmers to get in the water before their practice. If the pool is open to the public and the swimmer wants to remain AFTER practice, they MUST pay the entry fee at the front desk and, again, all OPA pool rules apply.
- When the pool is open to the public, please remember that we are renting the space and sharing it with other paying customers.

## **Minor Athlete Abuse Prevention Policy (MAAPP)**

(Please click on links highlighted below for full policy details)

OPST has adapted and implemented this [Minor Athlete Abuse Prevention Policy](#) in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis.

MAAPP applies to:

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

MAAPP covers:

1. One-on-One Interactions
2. Electronic Communications
3. Travel
4. Locker rooms and changing areas
5. Massages and rubdowns/athlete training modalities

## **Action Plan to Prevent Bullying**

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

Objectives of the Club's Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that OPST takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported. Please review the full [Action Plan to Prevent Bullying](#).

## **Health Policy**

1. If your swimmer is sick, please keep them at home until symptoms improve.
2. If your swimmer has a fever, please keep them home from practice until they are fever free without medication for 24 hours.
3. If your swimmer has a sore throat, cough, upper and/or lower GI symptoms, or tests positive for anything contagious, please keep them home until symptom free or when your physician advises that it is safe to be



around others.

4. If your swimmer is too sick to attend school or other activities, please keep them home from swimming.
5. Covid: Please refer to your physician. Swimmers can return to practice when your physician advises they can be around others.
6. Multiple swimmers in the same family: If one of your swimmers is sick or has tested positive for anything contagious, please use your discretion on whether to send their sibling(s) to practice. Please refer as well to your physician for guidance.
7. Please contact the Head Coach regarding extended absence due to illness.

## Other Protection Policies

In addition to the policies and procedures outlined above, please refer to the [“OPST Policies”](#) section of our website for essential information regarding the OPST Locker Room Policy, Parent Consent Forms, Media Policy and more.

## PRACTICE GROUPS

Swimming workouts for members are held daily Monday through Saturday and times vary by season. Check the [team website](#) for current schedules.

Practice Groups are divided according to age, ability and level of commitment. Within each group, each swimmer may be assigned a training lane with other swimmers of equal ability or approximate age. This allows for the appropriate physiological development of the swimmer and provides the best possible teaching environment. As a swimmer improves and can increase physical work, the swimmer may be assigned to a more advanced training group ONLY at the discretion of the Coaching Staff. If this change occurs, communication between parent and coach will happen before the swimmer is assigned to a more advanced group, as pricing and practice times may change.

Swimmers are not discouraged from participation in other social, school, or athletic activities outside of OPST; we encourage this. Taking part in other activities allows our athletes to become well-rounded individuals and helps with teaching time management skills. While swimmers are not required to attend every scheduled practice session in some groups, the more advanced training groups do have attendance requirements that must be met. Swimmers participating according to the practice guidelines set forth by the Coaching Staff will realize the greatest gains.

No parents are allowed on deck, but they may sit in areas not in direct sight of swimmers in order to avoid distractions. Per USA Swimming Safe Sport Guidelines, parents are to stay in designated areas until practice is complete or otherwise directed by a Coach. Please see our [“On Deck Policy”](#) for more detailed information. **Our Coaches are always available to answer any questions when all practices conclude. The lobby door to the Sports Core pool is locked when the pool is closed to the public and is used exclusively by OPST.**

Movement to the next practice group is at the discretion of the coaches. Coaches will re-evaluate from season to season.

## SWIM MEETS

OPST participates in several meets per season. A current meet schedule is available on the [team website](#). Swimmers are expected to attend those meets that are recommended by the Coaching Staff. To measure progress, it is important for swimmers to attend and compete in meets.

OPST currently participates in two leagues to accommodate our needs as a team on the Eastern Shore. The following information is meant to facilitate the understanding of what each league offers to our swimmers. The 2 competition components of our team currently are USA Swimming via the Maryland LSC Swimming and DSA (Delmarva Swim Association).

All meets require members to declare their commitment to attend via the team website.

Swimmers are expected to be ON TIME to warm-up for meets. This means being prepared and ready to swim at the designated time for warm-up. The Coaching staff recommends swimmers be on deck 20 minutes prior to the start of warmups. It is crucial for athletes to properly warm-up before a competition. Swimmers are also expected to compete and dress in appropriate OPST apparel. No other team apparel will be tolerated. This apparel includes a current team suit and cap.

## USA Swim Meets

USA Swimming is the governing body of the sport. It's the standard for swimming regardless of age and ability. It is the level of competitive swimming that will give our swimmers opportunities as they grow in the sport. There is a higher standard for a lot of things, but it is not exclusive based on a swimmer's ability. The higher standard comes in for facilities that host meets, the officials, coaches, referees, and overall organization of a team. There is a place for every swimmer in USA Swimming. The organization and standards of USA Swimming lends itself to producing higher caliber swimmers and more opportunities for everyone.

[Maryland Swimming Home \(gomotionapp.com\)](#) – Maryland LSC Swimming website.

[USA Swimming Home](#) – USA Swimming website

USA meets are held throughout the year. Coaches select the meets in which OPST will participate. The Coaching staff will assign the events to be entered in each meet in order to evaluate progress and to determine the focus of future training. Every meet has a limit to the number of events in which a swimmer may participate each session. Each event that a swimmer is entered has an "Entry Fee" and/or "Facility Fee". These Fees are **non-refundable** after the Head Coach has submitted entries for the meet. Deadlines are not flexible for USA Meets.

## DSA Meets

DSA governs our summer league, June-July, in which so many of our swimmers participate, learn to love the sport, and perhaps choose to pursue the sport year- round.

[Delmarva Swim Association](#) – Delmarva Swim Association league

The Coaching staff will assign events for each meet in order to evaluate progress and to determine the focus of future training. Requests to swim certain events can be made by completing the notes section when committing your child for a meet and having your swimmer talk to their coach.

DSA meet entries must be declared prior to posted deadlines, unless otherwise noted. No deck entries for DSA meets. Avoid this by closely monitoring DSA meet deadlines on the team website.

Parents are discouraged from taking their swimmers to the pool or beach on days of summer season meets. Please be mindful of your child's hard work by preparing them for competition wisely.

League	Mission Statement	Additional Information	Season	Meets	Events	Championship meets
<b>USA Swimming</b>	<p>USA Swimming is the National Governing Body for the sport of swimming in the United States. We are a 400,000-member service organization that promotes the culture of swimming by creating opportunities for swimmers and coaches of all backgrounds to participate and advance in the sport through teams, events and education.</p> <p>Our membership is comprised of swimmers from the age group level to the Olympic Team, as well as coaches and volunteers. Members can get involved through our more than 2,800 teams across the nation.</p> <p>USA Swimming is also responsible for selecting and training teams for international competition including the Olympic Games, and strives to serve the sport through its core objectives including:</p> <ul style="list-style-type: none"> <li>• Build the base</li> <li>• Promote the sport</li> <li>• Achieve competitive success</li> </ul>	<a href="http://www.usaswimming.org">www.usaswimming.org</a>  <a href="http://www.mdswim.org">www.mdswim.org</a>	Short Course  25 yd competition pool  Sept – March	Multi- day competitions at facilities that meet USA competition requirements.  These meets generally involve travel.  No home pool to host meets.	50s for 8&U & 9/10 age groups  50s, 100s & 200s of fly, back, breast,  100, 200, 400 IM	March  Motivational times may dictate in which meets swimmers may qualify to participate.  Meets are available for swimmers of all abilities.
			Long Course  50 m competition pool  April-Aug		freestyle distances- 50, 100, 200, 400m/500yd, 1000m/1650yd	August  Meets based on qualifying times and span all abilities.
			<b>Delmarva Swim</b>	The League strives to help facilitate a safe environment for the athletes that participate in league organized competition, while not infringing upon the structure of individual clubs. The League is open to any team which	<a href="http://www.delmarvaswim.org">www.delmarvaswim.org</a>	June-July

<b>Association (DSA)</b>	wishes to join and will subscribe to the by-laws of the League and to the Association's spirit of friendly competition.		25 yd & m competition pools	Ocean Pines, requires some travel for away meets.	9/10 – 25s, 100 IM  11 & up 50s & 100 IM	meet qualifying times.
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## TEAM APPAREL AND GEAR

**Each Swimmer competing for OPST is required to wear a current Team Suit at all meets.** Swimmers must purchase a Team Suit (team suit is not included in registration fees). This must be an Arena black suit. Team caps are available for purchase. **If a swimmer competes with a cap during a meet - they are required to wear OPST cap.** Swimmers are not required to wear an OPST cap during practices. Other team sportswear is available for purchase from several different sites.

OPST currently has a sponsorship agreement with Arena. Please refer to the [“Team Gear”](#) section on our team website.

## COMMUNICATIONS

To keep communication between Coaches, swimmers, and parents, we ask all families to provide an email address, cell phone number, and update their account if either change. OPST maintains a policy of strict privacy and never provides contact information to anyone outside the team.

**Email** – primary form of communication from the Board of Directors and Coaches. It is the members responsibility to update email address on their account should changes occur.

**Website** - OPST maintains a web page to provide information about the team, announce upcoming events, view practice calendars, allow families to sign up to volunteer for meets, important updates, program changes, links to other swimming related web sites, and contacting the coaches and board members. Refer to the website often for team information. [www.opsthammerheads.org](http://www.opsthammerheads.org)

**REMIND messaging system** is used to send out important, time sensitive, reminders via a group text system.

**Social Media** - OPST also maintains Facebook and Instagram Pages where team updates, evaluation dates, and team events are shared.

In the event of a practice/meet cancellation or change, notices are shared **ONLY via REMIND.**

Please refer to the current Board of Directors list to determine the proper contact person for any specific team questions you may have. For general inquiries please use the team email address, [opsthammerheads@gmail.com](mailto:opsthammerheads@gmail.com)

## VOLUNTEER JOB DESCRIPTIONS

If you have an interest in serving on the OPST Board of Directors, contact the current President. **Summer DSA Season** volunteer positions are outlined below. **USA Meet obligations** vary from meet to meet and are communicated to OPST by the host team. Be prepared to help OPST fulfill these obligations any time your athlete is registered to compete. For most meets, swimmers competing in distances of 500 or longer will need to provide their own timer and counter,

parents are expected to fulfill those responsibilities. USA Officials are needed to conduct meets. If you are interested in becoming an official, please contact us [opsthammerheads@gmail.com](mailto:opsthammerheads@gmail.com).

Other volunteer opportunities during **Short Course and Long Course seasons** may include various Coordinators as outlined by the Board, lobby door coverage, meet timers, help with social events/parties, etc. Needs will be communicated to families through e-mail, Remind or sign-up on TeamUnify. ALL families are expected to volunteer!

**The following positions are filled on a first come first serve basis at the beginning of the DSA summer season and will be needed at EVERY home meet. Number of people required in parentheses:**

1. **DSA Officials** (4) – 1 starter, 1 referee, and 2-4 stroke / turn judges per meet.
2. **Clerk of Course** (4) – Checks in swimmers before their races and arranges them so that they can get to the right lane in the right heat in the right event.
3. **Age Group Parent** (22) – 1-2 parents per age/gender group for ALL meets. Assures event information is written on arms, assisting swimmers to clerk of course and starting blocks. Provides general supervision of the group during the meet.
4. **Scoring Table** (1) – Assists Dolphin Timing system checks after each heat and data input as needed. Organizes timing sheets.
5. **Ribbon Writers** (2) – Works at scoring table and places labels on ribbons and files in swimmer folders.
6. **Meet Runner** (1) – Collects timer records and delivers to scoring table.
7. **Announcer** (1) – Voice of the meet; announces each event and heat number.
8. **Shark Shack** (2) – Staffs concessions and apparel for sale.
9. **Volunteer Check-in** (1) – Checks volunteers in and out to ensure service credit hours are awarded.

**The positions below will be filled by signing up online (TeamUnify) for each meet. Number of people required is in parentheses:**

1. **Timers** – (12 @ home meets and 5-6 @ away meets). 17 timers are needed for every home meet. We fill 5-6 of those slots with the visiting team. We do offer split sessions to limit the commitment to half the meet.
2. **Deck Set-Up** (4) – Helps to arrange and set up deck prior to meet.
3. **Deck Take-Down** (2) – Helps to put deck back to original state at end of meet.
4. **Water Runner** (1) – Ensures officials, timers and other helpers are supplied with water during the meet.

There will also be volunteer opportunities for team functions such as the Swim-A-Thon, Team Breakfast and End of Season Celebration. Help may be needed with food, donations, or organizing/running the events and will be communicated via e-mail and/or sign-up on TeamUnify.

## **FUNDRAISING/SPONSORSHIP**

Each family is expected to participate in fundraising for the team. The team provides several fundraising events throughout the year. Refer to the [Support OPST](#) section of the website for current details. Other fundraising activities may be added throughout the year.

## Appendix 1 - Proper respect during Flag Ceremonies

United States Code Title 36 as amended by the Duncan Hunter National Defense Authorization Act of 2009 §595 §301. National Anthem; Star Spangled Banner.

- a. The composition consisting of the words and music known as The Star-Spangled Banner is designated the national anthem of The United States of America.
- b. Conduct during rendition of the national anthem:
  1. When the flag is displayed:
    - a. Individuals in uniform should give the military salute at the first note of the anthem and maintain that position until the last note;
    - b. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute in the manner provided for those in uniform; and
    - c. All other persons present should face the flag and stand at attention with their right hand over the heart, and men not in uniform, if applicable, should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart; and
  2. When the flag is not displayed, all present should face toward the music and act in the same manner they would if the flag were displayed

## Appendix II - Code of Conduct

Whereas the Ocean Pines Swim Team (OPST) has been established to promote the sport of swimming and in the process, help to develop the character of the individual swimmers;

Whereas, for the orderly operation of the OPST, certain rules and regulations and procedures for enforcing same must be established;

Whereas it is the expressed intention of the OPST to set forth procedures that will aid in identifying behavior the club finds undesirable and define a process for addressing an alleged occurrence.

Therefore, be it resolved that the following shall be the Disciplinary Code & Procedures: This Disciplinary Code shall apply to all behavior occurring during or at an activity or function that is associated with OPST including but not limited to: swim practice, swim meets, team trips, team outings, or individual group outings and addresses objectionable behavior by members of OPST occurring outside of club activities.

Any member or prospective member (swimmer, parent or guardian) of OPST may be denied membership, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation if such member violates the provisions of this Code of Conduct, or aids, abets or encourages another person to violate any of the provisions of this Code of Conduct. Any disciplinary action taken by the OPST negates any rights to full or partial refunds



of financial obligations for registration fees and goods, services or other obligations.

The types of objectionable behavior shall be divided into three (3) classifications:

- Class I - Shall deal with the behavior that the coach and the OPST Board of Directors considers very severe and disruptive, possibly life threatening and/or in direct violation of governmental laws. These are actions that are so detrimental that it is not desirable to have such a person associated with the team. These behaviors shall be reviewed regardless of whether the act(s) were performed at a club activity or not.
- Class II - Shall deal with behavior that is considered disruptive; having a detrimental effect on one's self, other members of the team, or the general public; causes significant damage to the reputation of the club, their coaches and/or the club's Board of Directors; leading to the possible physical or emotional injury of self or other persons.
- Class III - Shall deal with behavior that is somewhat disruptive; does not portray the OPST in a good light; and other actions that are not in compliance for good behavior as a member of a team or society in general.

#### **Class I Objectionable Behavior**

Unacceptable Behavior (including, but not limited to): Sale or distribution of illegal drugs; conviction of felony; conviction of misdemeanor that represents undesirable club behavior; fighting that results in the severe bodily injury of any person; sexual misconduct, unwanted advances or other inappropriate sexually oriented behavior or action directed toward a swimmer, coach or other non-athletic member; physical abuse of any person; any act of fraud, deception or dishonesty; acts of discrimination on the basis of race, color, religion, age, gender, national origin or socio-economic background; violations of any existing terms of probation; violations of any local, state or federal law pending trial and/or decision of the courts system.

Disciplinary Procedure:

- Offending member may immediately be suspended pending review by the head coach and the Board of Directors.
- Board shall send notice of hearing to parent/guardian and swimmer, if applicable, via certified mail.
- Hearing before quorum of Board of Directors with parent/guardian and swimmer, if applicable, being given the opportunity to be present; the facts shall be presented by the Board President or his/her designee; Head Coaches shall be present.
- Should any of the member(s) identified to attend fail to appear at the time and date specified, the Board of Directors reserves the right to rule in absentia. Board decision to be mailed to the parent/guardian and swimmer, if applicable, within one week via certified mail.

Recommended Discipline:

- May result in membership termination or other action as determined by the Head coach and the Board of directors.

#### **Class II Objectionable Behavior**

Unacceptable behavior as a member of the OPST at OPST team functions practices and meets. This behavior would include, but not be limited to: possession or use of illegal drugs, alcohol, or tobacco, theft, or significant vandalism.

Disciplinary Procedure:

- Head coach/board of directors shall send notice of hearing to parent/guardian and swimmer, if applicable, via certified mail.
- Hearing before quorum of Board of Directors with parent/guardian and swimmer, if applicable, being given the opportunity to be present; the facts shall be presented by the Board President or his/her designee; Head Coaches shall be present.
- Should any of the member(s) identified to attend fail to appear at the time and date specified, the Board of Directors reserves the right to rule in absentia. Board decision to be mailed to the parent/guardian and swimmer, if applicable, within one week via certified mail.

Recommended Discipline:

1st Offense — Suspension\* from the team for a minimum period of thirty (30) days of the swimming season (these days may extend into the next season, if needed).

2nd Offense — Suspension\* from the team for a minimum period of sixty (60) days of the swimming season (these days may extend into the next season, if needed).

3rd Offense — Shall be considered a violation of Class I Objectionable Behavior and handled according to the disciplinary proceedings of Class I Objectionable Behavior.

\* Terms of suspension shall be spelled out by the Board of Directors and must be adhered to by the member in order to be reinstated by the Board at the end of the suspension period. During the periods of suspension, swimmers remain a member of OPST. The member cannot be reinstated until any fees and/or dues that are in arrears are paid in full.

**Class III Objectionable Behavior**

Unacceptable behavior at OPST practices, competitions and team functions that include, but are not limited to: minor vandalism, being disruptive in practices or meets, abusive language or behavior, insubordination to members of the coaching staff, chaperones, or others, littering, not rendering the proper respect to the flag during rendition of the national anthem (see Appendix I) and other acts of misconduct as determined by the coaching staff and the Board of Directors.

Disciplinary Procedure:

- Any member of the Board of Directors having knowledge of this behavior will work with head coach and board of directors to delegate the appropriate discipline to be carried out by the Coaching staff.
- Coaching staff may also carry out the appropriate discipline prior to discovery by the Board as long as the incident is brought to the attention of the President or Vice President of the Board at the earliest convenience.
- Parents will be notified if anticipated discipline will result in a suspension of a swimmer.

Recommended Discipline:

As determined by the Board of Directors or coaching staff in their absence (including but not limited to, extra laps, clean-up duties, suspension from practice, and/or suspension from meet(s)). Repeated Class III offenses may result in the offense being considered a Class II Objectionable Behavior.

During all investigations into allegations of Class I & II offenses, involving questioning or interviewing of the subject swimmer, a parent, or guardian of such swimmer shall be present.

## Appendix III - Athlete, Parent & Coach Grievance Policy

### **Coaches' responsibilities include:**

1. Assessing behavior of swimmers as dictated by our Code of Conduct and all published policies and procedures
2. Issuing disciplinary action for any swimmer that is determined to have violated that Code of Conduct or any published policy/procedure
3. All disciplinary action is at the coach's reasonable discretion, and will be issued with regard to:
  - a. Nature of the misconduct
  - b. Severity of the misconduct
  - c. Prior disciplinary actions against swimmer
  - d. Adverse effect of the misconduct on other swimmers
  - e. Application of the Code of Conduct
4. Coaches are authorized to take immediate disciplinary action, if appropriate and necessary under the circumstances, to ensure the safety of all swimmers.

### **Categories of Complaints:**

1. Regarding Conduct of Swimmer
2. Regarding Conduct of any Coach
3. Regarding Conduct of Head Coach
4. Regarding the behavior of any Team Official or parent as it relates to our team or team activity.

### **Registering a Grievance:**

1. Regarding Conduct of Swimmer — Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the Athlete Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing.
2. Regarding Conduct of a Coach — Should a parent or swimmer feel an OPST Coach's conduct is inappropriate or in violation of any Club or USA Swimming policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in writing and must be signed. Anonymous complaints will not be taken.
3. Regarding Conduct of Head Coach — Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club or USA Swimming policies or procedures, the parent/swimmer should first notify the Safe Sport Team Rep. This complaint must be made in writing. If this does not provide appropriate changes, then the parent or swimmer should notify Safe Sport with Maryland Swimming or with USA Swimming.
4. Regarding Conduct of any adult member of OPST Swimming, should an adult conduct in connection to the swim team be inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the

Head Coach of this violation. This complaint must be made in writing. The parent or swimmer may also register a complaint about the conduct in question, if appropriate, with USA Swimming Safe Sport.

### **Grievance Procedure**

1. Any initial conduct review and disciplinary action will be the responsibility of the Responsible Coach or Head Coach to whom the complaint was required to be made. A decision, and/or disciplinary action, will be issued as soon as reasonably possible.

a. If the parent/swimmer registering the complaint feels the Coach's disciplinary action is insufficient or unsatisfactorily resolves the issue, the parent/swimmer may appeal the decision of the Responsible Coach, in writing, with the Head Coach within 7 days of the initial complaint. A decision, and/or disciplinary action, will be issued by the Head Coach as soon as reasonably possible. Failure of the Responsible Coach to address the parent/swimmer concerns in a timely manner is a basis for requesting an appeal.

2. The decision of the Head Coach is final, unless the action that created the complaint is a Safe Sport issue. In that case the decision may be appealed by contacting the Maryland Swimming Safe Sport Chair or USA Swimming Safe Sport with the original complaint.