



Occoquan Swimming 2025-2026 Handbook

Team Operations
Season Planning & Schedule
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Welcome to Occoquan Swimming!

Dear OCCS Member,

We know that there are choices out there and places to take your swimmer for year-round competitive swimming experiences and so we thank you for choosing Occoquan Swimming (OCCS). We believe as a staff and board of directors, that we have a program that will provide your swimmer with an exceptional swimming experience.

Swimming has a cumulative effect on an athlete throughout their career. The more a swimmer swims, the easier it becomes to swim. The more a swimmer competes, the better they are suited to learn how to race faster. The more a swimmer comes to practice, meets and activities, the easier it is to make friends and want to come to more practices, meets and activities. One of the tough lessons to teach youngsters is “commitment” and sticking with something they set out to do regardless of the setbacks, challenges or failures that will happen along the way. Swimming is a tough sport for tough people. I would suggest that for many, swimming will be the toughest thing they will do in their younger years. It takes time and work which can lead to a tremendous amount of fun and excitement along the way, but also can hit some tears, pain and stress at times. As a parent I encourage you to be ‘okay’ with these challenges and allow the opportunities for failure, tiredness and stress be part of the opportunity to grow and learning to be uncomfortable.

Occoquan Swimming operates in six pools in the area, with over 20 different roster groups for around 400 swimmers. Among our focus of building each individual into a confident and successful swimmer, we are driven to bring the TEAM together. We have the largest swim team exclusively practicing in Prince William however, we continue to prioritize being a family and keeping a family environment throughout the team. With you and your swimmer(s) we look forward to continuing to build our family bond with trust, support, care and structure.

To support your child’s endeavors and provide you with membership service excellence, you have a coaching staff, team administrators and a board of directors that all take a lot of pride in what OCCS has become. We anticipate this pride and enthusiasm to be contagious to each swimmer and each member of the team.

Thank you again for choosing Occoquan Swimming. We look forward to a great season working with you and your swimmer(s).

Sincerely,

Aaron M Dean
CEO/Head Coach

Mission Statement

The mission of OCCS is to develop the character traits, technical skills, work ethic, and intense desire necessary for maximal realization of each individual’s potential, both as a person and as a competitive swimmer.

Vision Statement

OCCS achieves excellence through individualized growth and team unity by providing quality leadership and instruction. We maintain a safe team environment where every swimmer is encouraged to build friendships, hard work, and have fun in the process of their development. We provide the motivation and discipline necessary to develop skills and self-esteem, resulting in a winning experience

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TO SUPPORT THE SWIMMERS:

Board of Directors

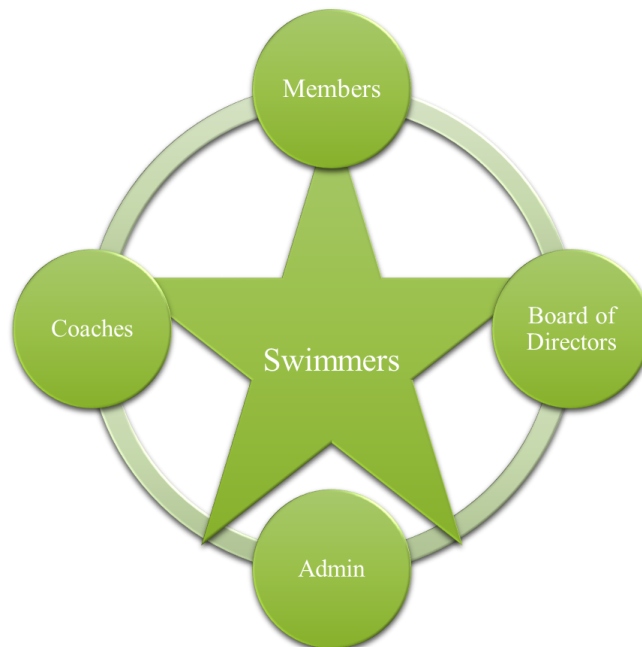
The board of directors represent each of you on the business aspects of the team. Along with the CEO, the board meets monthly to go over the finances, discuss team opportunities or challenges, and plan ways to continue to grow, improve and provide the best swimming experience in the world. If you have any thoughts or concerns please feel free to let us know, or request to come to a meeting to learn about the inside workings of the team.

Coaches

Our coaching staff is here to help your swimmer to improve their swimming skills, fitness and ultimately success in the water; each coach is a coach because they love the sport of swimming, love seeing kids that want to improve and strongly believe there are so many outstanding opportunities to teach life lessons through pursuing excellence in this sport. Throughout the year swimmers will be introduced and in some cases reintroduced to the skills that have been found in the most successful athletes in the world. However, only by attending practices, swim meets, and team activities can this take place and be fully promoted to your swimmer. Plus the more your swimmer participates in the team, the more they will love swimming and the more they will learn, grow, experience and earn from their hard work.

Administration

The administrative staff strives to ensure that every member is informed and provided with great service as a member of the team. The admin team is provided to help regarding team membership, billing, payment processing, news, schedules, events, fundraising, volunteering and more. If there is anything we can do to help you in your experience with OCCS, please don't hesitate to ask!



BOARD OF DIRECTORS

The role of the Occoquan Swimming Board of Directors is to ensure that the CEO is provided with the policies which prescribe the organizations Ends to be achieved. The Board does not have a daily active role in the operations of the team. As such, please direct questions, comments, concerns to the staff while the board is available for any issues that arise above the ability of the CEO/ Head Coach and the rest of the staff to articulate or any policy concerns.

Generally, all matters will be handled by the Coaching and Administrative staff, however if needed you may contact the board of directors to offer your observations, thoughts, etc.

MEMBERS

OCCS attracts members with class, dignity and strong family values. A member of OCCS is defined as a parent or guardian with a swimmer on the team and whose membership dues and program fees are paid in full or current.

Although we are run by a professional staff, the involvement of parent-members in the team is what makes OCCS a team. By joining OCCS it is assumed you will be an active member and participate in what is offered. This is not only true in the sense of volunteering, but in our completion of our mission for the team we need you to participate by having your child attend practices, meets and activities we offer.

T.E.A.M.

Looking at getting every family involved we hope you'll join us; we request that you get involved at whatever level you can jump into the team.

Ankle Deep

Bring your child to practice on time & regularly

Attend swim meets and activities

Keep up with the news on the team (read emails & check your online account)

Ask if you need help or are confused or concerned about something

Follow the code of conduct

Pay your bill in timely manner

Purchase a team suit

Knee Deep

Volunteer for swim meets

Active recruiter and promoter of OCCS

Purchase extra team gear (team jacket, racing suit, extra apparel)

Fundraise when given the opportunity

Waist Deep

Become an official or certified volunteer (requires background check)

Be a lead volunteer for a swim meet committee

Organize a swim group social

Chest Deep

Become a board member

Become a chairperson of a committee

Find companies that would cooperate (sponsor) Occoquan Swimming

Lead a fundraising effort

Be a spokesperson for OCCS

Dive in

Become a swim coach, part of the administrative support staff or board president

OCCOQUAN SWIMMING TRAINING GROUP STRUCTURE (2026-2027)

IMPORTANT NOTES:

- These guidelines are used by the coaching staff to structure the Age Group and Senior swimming programs. **ALL group placements are made at the coaching staff's discretion.**
- The Occoquan Swimming training group structure is designed for each athlete's LONG-TERM development.
- Generally, the more practices are attended, the more benefit and enjoyment the athlete will receive.
- When moving up, athletes should aim to be placed in the middle of the next group rather than just meeting the minimum standards to ensure they thrive in their new group.

Below is a detailed explanation of the Athlete Development Model of levels within Occoquan Swimming that leads swimmers through the program at each age/grade.

Medley

Eligibility Requirements: For swimmers aged 6–9 (grades 1–3). Side-breathing, balanced freestyle and backstroke, knowledge of breaststroke and butterfly, and ability to swim repeated 25-yard swims unassisted with independent kicking. Summer swim is recommended but not required.

Group Goals: Learn the 100 IM by mastering all four strokes. Training includes reading a pace clock, performing short interval repeats, and maintaining skills. Competitive goals involve racing 25s of all strokes, 50 back, 50 free, and 100 IM at meets.

Practices Offered: 45-minute sessions, 2 days per week.

Advanced 1

Eligibility Requirements: For swimmers aged 7–10 (grades 2–4). Must be proficient in swimming a 100 IM and 100 freestyle, read a pace clock, and understand interval training (rest-work-rest-work...). Prior competition in summer league or USA Swimming events across various strokes are required or a swim test to show all four legal strokes.

Group Goals: Develop the 200 IM by swimming longer distances while maintaining skills, alongside advanced techniques. Training focuses on repeating 25s and 50s in sets and building capacity for 100-yard repeats. Competitive goals include racing all 50s, 100 free/back/breast/fly, 200 free, and 200 IM.

Practices Offered: 60-minute sessions, 3–5 days per week

Advanced 2

Eligibility Requirements: For swimmers aged 10–12 (grades 4–6). Same requirements as Advanced 1: 100 IM and 100 freestyle, pace clock reading, interval training knowledge, and summer league or USA Swimming competition experience.

Group Goals: Identical to Advanced 1—master the 200 IM with advanced techniques, repeat 25s and 50s in sets, and build to 100-yard repeats. Racing goals mirror Advanced 1: all 50s, 100 free/back/breast/fly, 200 free, and 200 IM.

Practices Offered: 60-minute sessions, 3–5 days per week.

Age Group Champs 1

Eligibility Requirements: For swimmers aged 9–12 (grades 4–7).

Practice Habits

- Athletes show coachability and focus
- Must understand ready position and proper streamlining
- Must understand the basics of pace clock and intervals
- Must understand good lane etiquette
- Must have the endurance to complete a 75-90-minute structured practice

Technical Requirements

All technical requirements are at the discretion of the coaching staff but skills to complete 50 yards of each stroke in a fluid, efficient manner as well as holding to USA Swimming rules for the duration.

Meet Performance Requirements

- Must have competed in all four (4) strokes in a meet
- Must have competed in a 100 IM in a meet under 1:45 and a 100 Free under 1:30
- Will be expected to compete in 200 IM, 500 free, 100 fly, 100 back, 100 breast events at meets

Group Goals: Building on the proper stroke mechanics for all strokes, advanced techniques for speed and efficiency, including underwater speed and agility, with land and water training. Training shifts to repeating 100s and 200s, building capacity for longer races, and introducing skills like Competence, Character, Confidence, and Connection. Competitive goals include completing IMX events for 12 & under and

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typically work toward individual achievement of A+ standards. When leaving this group, swimmers will typically move to the AG2 or Pre-Senior Level.

Practices Offered: 75-90-minute sessions, up to 5 days per week plus dryland training.

Attendance Expectations: 3+ / week for 9-10 year olds, 4+ / week for 11-12 year olds. At least 4 per week must be maintained regularly to move up to AG2 in the near future.

Age Group Champs 2

Eligibility Requirements: For swimmers aged 11–14 (grades 6–9).

Practice Habits

- Athletes show maturity, coachability, focus and consistent effort
- Know basic intervals and be able to know their time on interval
- Must understand ready position and proper streamlining
- Consistently show good lane etiquette
- Must have the endurance to complete a 90-120-minute structured practice
- Show leadership skills and understand OCCS core values

Technical Requirements

All technical requirements are at the discretion of the coaching staff but skills to complete 100 yards of each stroke in a fluid, efficient manner (including the use of underwater fly kick) as well as holding to USA Swimming rules for the duration.

Able to repeat multiple 100s and 200s in practice and follow interval training

Proven track record of attendance four times per week prior to entering

Meet Performance Requirements

- Must have a USA Swimming IMX score
- 200 IM (<2:50), and 200 free (<2:30)

Group Goals:

This group will emphasize more advanced stroke technique for all strokes, including refined starts and turns. The underwater dolphin kick will begin to be mastered. Goal setting and mental training will also be introduced. All previous instruction will be continued and enhanced. Dryland will become a more integral part of training with at least two dedicated sessions per week. Swimmers will learn to train, as well as be expected to compete in all events offered in their age group. When leaving this group swimmers will typically move to Pre-National or Senior.

Practices Offered: 90-minute sessions, up to 6 days per week plus dryland

Attendance Expectations: Typically, 6 practice options will be offered throughout the week, and swimmers should attend a minimum of 4 per week, and at least 5 per week if looking for a move to PN in near future.

Pre-Senior

Eligibility Requirements: For swimmers aged 12–15 (grades 6–9).

Practice Habits

- Athletes show coachability and focus
- Must understand ready position and proper streamlining
- Must understand the basics of pace clock and intervals
- Must understand good lane etiquette
- Must have the endurance to complete a 75-90-minute structured practice

Technical Requirements

All technical requirements are at the discretion of the coaching staff but skills to complete 50 yards of each stroke in a fluid, efficient manner as well as holding to USA Swimming rules for the duration.

Meet Performance Requirements

- New swimmers should have extensive summer league experience.
- Returning swimmers (already on OCCS)
 - Must have competed in all four strokes in a meet
- Will be expected to compete in all events in their age group

Group Goals: Building on the proper stroke mechanics for all strokes, advanced techniques for speed and efficiency, including underwater speed and agility, with an introduction to land and strength training. Swimmers will learn to train and the connection of work put in = future success. When leaving this group, swimmers will typically move to the AG2 or Senior level.

Practices Offered: 75-90-minute sessions, up to 4 days per week.

Attendance Expectations: swimmers should attend at least 3 practices. All four practices per week must be maintained regularly for possible eligibility to move up to AG2 or Senior Group in the near future.

Pre-National

Eligibility Requirements: For swimmers aged 13-15 (grades 8-10).

Practice Habits

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- Athletes show maturity, coachability, focus, and consistent effort
- Know intervals and be able to know their time on interval
- Understand and support a growth mindset
- Athletes begin to take ownership of swimming
- Must have the endurance to complete a 120-minute structured practice
- Show leadership skills and demonstrate OCCS core values

Technical Requirements

All technical requirements are at the discretion of the coaching staff but skills to complete 200 yards of each stroke in a fluid, efficient manner (including the use of underwater fly kick) as well as holding to USA Swimming rules for the duration.

Repeat 100s free at 1:15 (boys) 1:20 (girls) in an aerobic state

Meet Performance Requirements

- Must have a USA Swimming IMX score of 1800+
- Athletes should have at least two 13-14 NAG A standards as well as multiple 13-14 BB standards.
- 200 IM (girls <2:30, boys <2:22), and 200 free (girls <2:10, boys <2:06)

Group Goals:

This group will master technique in all four strokes and under water dolphin kick. Swimmers will train to train, learning about energy systems and corresponding heart rate work. Swimmers will begin to work more with race strategy. Dryland takes on a greater importance to the athlete and will be emphasized with at least two dedicated sessions per week. Athletes will be expected to compete in all events offered in their age group and will be prepared for a successful transition into elite level senior swimming. When leaving this group swimmers will typically move to Senior Select or National Training Group.

Practices Offered: 90-120-minute sessions, up to 6 days per week plus dryland

Attendance Expectations: Typically, 6 practice options will be offered throughout the week, and swimmers should attend a minimum of 5 per week, all 6 per week are expected regularly if looking for a move to NTG in the near future.

Senior

Eligibility Requirements: For swimmers aged 14–18 (grades 9-12).

Practice Habits

- Athletes understand and support the Occoquan Swimming mission, vision, and core values
- Athletes strive to be a triple impact competitor, focused daily on making themselves better, making their teammates better, and making the sport better
- Athletes show maturity, coachability, focus, and consistent effort
- Athletes understand and support a growth mindset
- Athletes take ownership of their swimming
- Utilize time management skills to keep their lives in balance
- Are optimistic about their potential and ability to get better
- Understand the importance of consistency

Technical Requirements

All technical requirements are at the discretion of the coaching staff but skills to complete 100 yards of each stroke in a fluid, efficient manner as well as holding to USA Swimming rules for the duration.

Meet Performance Requirements

- New swimmers should have extensive summer league experience or experience with another USA Swimming team competing in multiple events.
- Will be expected to compete in hosted meets and meets qualified to compete in.

Group Goals: The goal of Senior Group is to introduce swimmers to a training group environment where individual goals differ, but everyone strives to reach their own highest swimming potential. This group will work to master technique in all four strokes, as well as emphasize the underwater dolphin kick. Training methodology and heart rate work will be learned in this group. Swimmers will begin to work more with their coaches on race strategy. Swimmers will be prepared for a successful transition into elite level senior swimming by maintaining exceptional attendance and work ethic.

Practices Offered: 75-90-minute sessions, up to 5 days per week.

Attendance Expectations: swimmers should attend at least 4 practices. All six practices per week must be maintained regularly to move up to Sr Select in the near future.

Senior Select

Eligibility Requirements: For swimmers aged 15–18 (grades 10-12).

Practice Habits

- Understand and support the Occoquan Swimming mission, vision, and core values
- Strive to be a triple impact competitor, focused daily on making themselves better, making their teammates better, and making the sport better
- Understand and support a growth mindset

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- Are empowered to take ownership of their swimming
- Use their athletic goals to maintain intensity and focus in practice
- Utilize time management skills to keep their lives in balance
- Understand their position as leaders/role models and the impact of their behaviors on the team and in public setting
- Are optimistic about their potential and ability to get better
- Strive for consistency

Technical Requirements

All technical requirements are at the discretion of the coaching staff but skills to complete 200 yards of each stroke in a fluid, efficient manner including use of at least 10m of underwater fly kick in racing and training and holding to USA Swimming rules at all times. Athletes must be able to train for 2 hours consistently and maintain desire to push hard to reach goals for the entire practice.

Meet Performance Requirements

- Athletes must have at least one junior champ or multiple 13-14 age group champ qualifying time prior to entering this level.
- Athlete must have extensive background training from the PN or AG2 program with at least 80% attendance throughout an entire season.

Group Goals: The group is primarily designed with the intention of allowing the athlete to reach their full potential. SrS is intended to provide a demanding and comprehensive training program for those athletes who cannot meet the attendance, and/or training requirement, and/or do not have the time standards to be a part of the NTG group. The athlete in SrS has a strong desire to improve, is looking to compete at a higher level than they are currently at and is committed to doing so.

Practices Offered: 90-120 minute sessions, up to 6 days per week plus dryland training.

Attendance Expectations: There is an expectation of 80% weekly practice attendance; however, the more the athlete attends, the more improvement they will see. We feel attendance should increase as an athlete matures. Athletes with a desire to swim at the college level should attend practice every day.

National Training

Eligibility Requirements: For swimmers aged 15–18 (grades 10-12).

Practice Habits

- Understand and support the Occoquan Swimming mission, vision, and core values
- Strive to be a triple impact competitor, focused daily on making themselves better, making their teammates better, and making the sport better
- Understand and support a growth mindset
- Take 100% ownership of their swimming
- Use their athletic goals to maintain intensity and focus in practice
- Utilize time management skills to keep their lives in balance, grades exceptional and their training protected
- Understand their position as leaders/role models and the impact of their behaviors on the team and in public setting
- Are optimistic about their potential and ability to get better
- Practice amazing consistency in all aspects of training and commitment

Technical Requirements

All technical requirements are at the discretion of the coaching staff but skills to complete 200 yards of each stroke in a fluid, efficient manner including use of at least 10m of underwater fly kick in racing and training and holding to USA Swimming rules at all times. Athletes must be able to train for 2+ hours consistently and maintain desire to push hard to reach goals for the entire practice.

Meet Performance Requirements

- Athletes must have at least one Eastern Zone Sectional Qualifying time (preference to have three times in at least two different strokes).
- Athlete must have extensive background training from the PN or Sr Select program with 90% attendance throughout an entire season without any major injuries.

Group Goals: NTG is designed with the intention of providing the curriculum and atmosphere necessary for success at all levels of national competition. Athletes that meet the criteria will be invited into the group but not all athletes will choose to be in the group. The NTG athlete has a strong desire to improve, is looking to compete at a higher level than they are currently at, is thoroughly committed, and has a recent, proven track record of consistency in training and performance measures. This group will be rigorous, challenging, and is only for the most committed athlete.

Practices Offered: 90-180 minute sessions, up to 10 times per week including dryland training.

Attendance Expectations: there is an expectation that every practice be attended on a weekly basis including mornings and afternoon/evenings. Minimum attendance requirement is 90% ongoing to remain eligible for competitions.

FINANCIAL OBLIGATIONS

Occoquan Swimming, Inc. is a non-profit team that operates with a very tight budget and is reliant mainly on membership fees to uphold their contractual agreements with the facilities and staff. Just as OCCS commits to contracts, each member is expected to uphold their contractual agreement with the team and make payments in a timely manner.

The budget is set based on contracts that we have. If just one contract not completed it is a significant burden to the operations. To maintain our financial stability, the following policies are in place for every member (agreed during team registration)

- Entry fees are billed after entering an event and are expected regardless of participation after entering.
- All accounts are required to set up the automatic payment processing on Team Unify or make payment arrangements with the team administration to keep your account up to date.
- A service charge of up to \$25 will be applied for each month your charges are returned uncollectible or for any balance unpaid by the auto processing systems or a hand written check by the due date of the 15th of each month; late charges are applied on the 20th of each month.
- In addition, balances left unpaid after 60 days will accrue an interest rate of 3% per month for the balance that is past due.
- Balances that are not collected by the end of the season are turned over to our collection agency for collection through Prince William County District Court Small Claims.

FUNDRAISING OPPORTUNITIES

As a non-profit, 501 (c)3, tax exempt organization recognized by the IRS and State of Virginia, Occoquan Swimming keeps membership rates as low as possible and uses additional means to offset the costs to families. One way we do this is through team fundraising events.

For 2025-2026 we are planning at least three major fundraising efforts. These fundraisers provide support to the team and can also provide financial assistance to your family account.

Swim A Thon—Fall Team Raffle—Spring

Both of these fundraisers will split 50/50 what you raise after the initial \$50 per family is raised: After \$50, 50% of the funds going to OCCS and 50% going directly back to your account. This can be used to help with tuition, event fees, travel or even team gear purchased through OCCS!

Business Partnerships/Sponsors – Ongoing

We have some very enticing options for businesses to join in support of Occoquan Swimming and in hopes not only help the team but also provide 20% credit right back to your account. If you own a business you can not only help pay for your swimmer's participation on the team, but also be given some great exposure to some amazing families and customers.

2025-2026 Season Schedule & Event Costs

Date Start	Date End	2025-26 Swim Meets/ Event	Entry Deadline	Found ation	Champs	PN/Sr Sel	NTG	Location	Hosted Meet	Qualifyin g Criteria Required	Team Travel
				Med, Adv, Pre-Sr, Home	AG1, AG2, Senior	Pre-Nat, Senior Select	NTG				
3-Oct	5-Oct	Medley Series 1	24-Sep	\$15.00	\$15.00	x	x	CPAC	yes	no	
5-Oct	5-Oct	Elite Dual 1	24-Sep	x	x	\$15.00	\$ 15.00	CPAC	yes	no	
10-Oct	12-Oct	Medley Series 2	1-Oct	\$15.00	\$15.00	x	x	CPAC	yes	no	
11-Oct	12-Oct	Elite Dual 2	1-Oct	x	x	\$15.00	\$ 15.00	CPAC	Yes	no	
No practice 10/13											
25-Oct	25-Oct	Distance TT	15-Oct	\$15.00	\$15.00	\$15.00	\$ 15.00	CPAC	yes	no	
No practice 10/31											
1-Nov	2-Nov	Medley Series 3	22-Oct	\$15.00	\$15.00	X	X	CPAC	yes	no	
2-Nov	2-Nov	Elite Dual 3	22-Oct	X	X	\$15.00	\$ 15.00	CPAC	yes	no	
21-Nov	23-Nov	Fall Fest	12- Nov	\$50.00	\$15.00	\$15.00	\$ 15.00	Freedom	yes	no	
No practice 11/ 26 & 27											
11-Dec	14-Dec	East Coast Winterfest	12- Nov	\$120.0 0	\$120.00	\$120.00	\$ 15.00	Richmond	no	yes	\$600
No practice 12/15											
20-Dec	20-Dec	Candy Cane Splash	16- Dec	\$15.00	X	X	X	CPAC	yes	no	
No practice 12/22-26 & 1/1											
3-Jan	4-Jan	Arlington Long Course Invite	17- Dec	X	X	\$60.00	\$ 15.00		no	no	
10-Jan	11-Jan	Winter Wonderland	31- Dec	\$50.00	\$15.00	\$15.00	\$ 15.00	CPAC	yes	no	
23-Jan	25-Jan	IMX Games	7-Jan	\$80.00	\$80.00	\$80.00	X	UMD	no	yes	
21-Jan	21-Jan	Pro Bowl Games	21-Jan	\$30.00	\$15.00	\$15.00	X	CPAC	yes	no	
13-Feb	15-Feb	Presidents Day Classic	28-Jan	\$50.00	\$15.00	\$15.00	\$ 15.00	Freedom	yes	no	
No practice 2/16											
5-Mar	7-Mar	PVS Open Short Course Champs	18-Feb		\$40-\$80	\$15.00	\$ 15.00	UMD	no	yes	
12-Mar	14-Mar	PVS 14 & under Champs	18-Feb	\$40-\$80	\$40-\$80	\$15.00	\$ 15.00	UMD	no	yes	
17-Mar	22-Mar	NCSA Junior	18-Feb			\$150.00	\$ 100.00	Orlando	no	yes	\$1,800
45738	45739	Spring Clean Up	11- Mar	\$30.00	\$15.00	\$15.00	x	CPAC	yes	no	
26-Mar	29-Mar	Shamrock Showcase	18-Feb	\$100.0 0	\$100.00	\$100.00	\$ 15.00	Richmond	no	yes	\$800
No practice 3/30-4/5											
1-Apr	4-Apr	ISCA Elite Showcase	4-Mar	\$250.0 0	\$250.00	\$250.00	x	St. Petersburg	no	yes	\$1,600
18-Apr	19-Apr	Long Course Pentathlon	8-Apr	\$50.00	\$15.00	\$15.00	\$ 15.00	Freedom	yes	no	
1-May	3-May	Speedo Spring Splash	15-Apr	\$50.00	\$15.00	\$15.00	\$ 15.00	Freedom	yes	no	
No practice 5/4											
16- May	19- May	EZ super Sectionals	11- Mar	\$100.0 0	\$100.00	\$100.00	\$ 15.00	Richmond	no	yes	\$800
No practice 5/22-26											
5-Jun	7-Jun	Hanover Storm LC Invite	6-May	\$100.0 0	\$100.00	\$100.00	\$ 15.00	Stafford	no	no	

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28-Jun	28-Jun	OCCS LC Time Trial	22-Jun	\$20.00	\$15.00	\$15.00	\$ 15.00	Freedom	yes	no	
9-Jul	12-Jul	PVS Open	29-Jun	x	\$40-\$80	\$15.00	\$ 15.00	UMD	no	yes	
16-Jul	20-Jul	PVS 14 & under Champs	29-Jun	\$40-\$80	\$40-\$80	\$15.00	\$ 15.00	UMD	no	yes	
		Futures	1-May	x	x	\$100.00	\$ 100.00	TBD			TBD
		ISCA Summer Showcase	10-Jun	\$250.00	\$250.00	\$250.00	x	TBD	no	yes	\$1,600

SWIM MEET PARTICIPATION

All competitive swimmers with Occoquan Swimming are encouraged to participate in meets regularly. We offer approximately one meet per month for each level of the team. This is an opportunity for swimmers to see the benefits of their training, experience the full competitive experience of their sport and connect with their teammates. While not required, we strongly believe that competition is a fundamental component of a swimmer's development.

MEET ENTRY PROCESS

Meet announcements and the entry process are posted on the OCCS website under the "EVENTS" page. Entry deadlines are posted and reminders sent prior to closing.

To register for a meet, please read the meet announcement first and based on feedback from your swimmers' coach make sure your athlete is eligible. The meet announcement will include information about the date, location, events, entry limits, and possible timeline for the meet. Each meet is different, so please read each announcement carefully. Each group has a specific process the coaches will share with you, however in all cases, IT IS YOUR RESPONSIBILITY TO COMMIT TO THE MEET. Coaches will have the final say for any events that are entered into the meet based on what they know is best for the swimmer or specific goals of the group.

If your swimmer is not planning to enter an upcoming meet, please 'uncommit' from the event so that we know for sure they don't plan to attend.

Once your entries are in the system the coaches will review them. They will either approve or reject them. Once entries are submitted to the host team NO changes or additions can be made. Check your account with approved entries a day after the deadline to verify any changes.

A few days prior to the meet, the host team will email or post a psych sheet on the website under the meet page. Please make sure to check it. It is the swimmer's responsibility to check the psych sheet and report any errors. If you find an error, please contact your coach as soon as possible. If you wait until the last minute, no changes can be made.

2026 AWARDS

Every spring, Occoquan Swimming provides an opportunity to celebrate all of the team and individual accomplishments from the past year. The presentation of the awards may be in person or virtual. If we are able to provide an in person event, the date will be Saturday, May 9

Here are the awards we recognize:

Age Group Awards

- Individual participation certificates

- IMX/IMR Certificates (for completing the required events)

- Team Records

- Most Improved Swimmer awards per age/gender

- Most Outstanding Swimmer awards per age/gender

Team Awards

- WAHOO Award (Most inspirational)

- 110% Award (Hardest Worker)

- Most Improved Award

- Outstanding Swimmer of the Year

Coach Awards

Volunteer of the Year

AND MORE...

PRACTICE LOCATIONS

Chinn Aquatics and Fitness Center

13025 Chinn Park Drive
Prince William, VA

Dale City Recreation Center

14300 Minnieville Road
Dale City, VA

Colgan High School

13719 Dumfries Rd,
Manassas, VA

Freedom Aquatic & Fitness Center

9100 Freedom Center Blvd.
Manassas, VA

Central Park Aquatic Center

10371 Central Park Drive
Manassas, VA

Lake Ridge Swim Club

12640 Harbor Drive
Woodbridge, VA

COACHING PHILOSOPHIES

Mission: To teach, inspire and promote achievements in swimming that will produce lifelong commitments to excellence in all aspects of the peoples' lives we have the opportunity to be a part of through coaching swimming.

- Teach & Provide training for the kids to swim fast, effectively and confidently
- Provide a safe and positive environment to have a positive impact on swimmers to be successful in whatever endeavors they take on.
- Do all this with class and professionalism.

Coaching Staff Values

- **Team First:** Protect the team and collectively resist any actions that undermine it.
- **Respect:** Treat facilities, parents, swimmers, and officials with respect and service.
- **Integrity:** Be honest and follow through on promises.
- **Positivity:** Promote a positive environment, turning challenges into opportunities.
- **Leadership:** Provide structure, discipline, and lead by example.
- **Excellence/Relentless:** Pursue the best opportunities to teach, train, and perform for our members and team.

Occoquan Swimming is in the business of teaching. We promote success through teaching and inspiring kids to reach their potential and strive for excellence. There are many ways that each coach provides lessons throughout the swimming season, some are subtle and take time while other lessons are presented and reinforced as needed throughout a season as well as throughout a swimmer's career. Many lessons come from living an example in front of the kids, other lessons are taught and instilled in them because of the direct relationship of what the coach does and the team does in practices, activities, meetings and in competitions. The following is an evolving list of the main lessons that should be part of everything that you do to help the next generation of kids grow into the next leaders in their communities:

- **Work Ethic:** Emphasize hard work as the foundation for achieving goals.
- **Pain Tolerance:** Teach swimmers to embrace discomfort as part of growth.
- **Commitment:** Encourage consistent training routines to build progress.
- **Dedication/Loyalty:** Foster loyalty to the team, prioritizing OCCS over individual interests.
- **Timeliness:** Teach swimmers to plan ahead and respect others' time.
- **Character:** Promote positive traits (modesty, cooperation, patience) and discourage negative behaviors (hatefulness, bullying, arrogance, abusive language).
- **Drug & Alcohol Policy:** Swimmers must maintain a healthy lifestyle, free of illegal drugs and alcohol. Underage use is unacceptable.

Training Overall Team Philosophy

Occoquan Swimming promotes work, focus and discipline as the sure path to success. Work at the age group level (13 & under) levels provides an aerobic base of training in order to set a foundation of fitness and water adaptation for future success. The training goals at each level are centered around the building of capacity (knowledge, skills and fitness) throughout the season with opportunities to utilize the accumulated capacity at key points within the season.

For senior swimmers, the focus should be on a specific meet or meets within 10-16 week intervals in order to provide ample time to build capacity. As goals are programmed for individuals, swimmers and their parents need to be educated on the delayed onset of success through the build up of skills, fitness and other aspects throughout the season. Senior swimmers are also offered specific training opportunities that build on some of the predisposed strengths of each swimmer; however a full balance of building success in all four strokes is expected.

Competition Team Philosophy

The fall is our opportunity to learn

- The first three meets offer a mix of events to provide the IMX and IMR completion as well as the distance event completion for those that are ready.
- This is followed by the December focus meet which provides a prelim/final competition for the athletes that are ready for the experience.

The winter / spring is our opportunity to build up for a strong finish to the yards racing season

- Tune up and developmental meets are offered as last chance qualifying experiences for IMX Games and Spring Championships.
- Champ meets in Feb & March offer the culmination of the work for the past 6 months

The summer is our opportunity to grow

- With at least two meets to learn and build off of
- Championship meets in July and August offer additional opportunities to grow and mature as a swimmer

Other aspects

- 10 & unders should not be pressured into performing. Although kids qualify for championship meets, this age should be focused on learning about healthy competition and enjoying their time at meets and with teammates. Time standards should not be emphasized as much, however the ability to swim a variety of events with efficiency is seen as success for these kids. Although 9-10 year olds may seek standards and there may be some mature earlier than others, the intent is to ensure the establishment of love of the sport, team and work first.
- 11-14 age group swimmers are expected to learn about goals and about connecting the hard work with goal attainment. Standards and improving standings in IMX and qualifying times are part of this.
- 15 & overs set specific, realistic goals based on what they are willing to invest into their swimming. Learning the psychology of performance and other aspects to being an elite level athlete that achieves their potential is paramount.

Coach's Roll

The coach's roll in a swimmer's life is to act as an educator to each athlete. Knowing everything there is to help a young swimmer know how to swim and perform in the sport is an expected part of the profession of coaching. There are lessons as described above that are to be the cornerstones of the daily routine but also to ensure that kids are growing and learning from their time spent with you as their coach. Naturally, coaches become role models to the kids. Recognize that there is a very important responsibility with being a role model and providing a positive example of being an outstanding leader and citizen lends to ensuring the coaching staff that is employed has the proper training, experience and tools they need to be an answer to the athletes' needs at the levels they coach.

COACHING STAFF

Coaches	Roles	Email
Aaron Dean	Head Coach	gm@swimoccs.org
Jorge Bohabot	National Training Pre-National Sr Select	coachJorge@swimoccs.org
Kelly Call	PWE-AG1 and AG2 PWE Senior	coachkelly@swimoccs.org
Justin Doyle	PWE Senior PWE AG1 and AG2	coachjustin@swimoccs.org
Nate Eggert	Senior Select PWE-Pre-Sr	coachnate@swimoccs.org
Alena French	PWE Advanced/Medley & pre-senior	coachalena@swimoccs.org
Matt Hazelworth	Home School/MC pre-sr	coachmattH@swimoccs.org
Madi Kendellen	MC-AG1 and AG2	coachmadi@swimoccs.org
Nicholas Kulick	Pre-National MC-AG2	coachnick@swimoccs.org
Hannah Lesly	PWE AG1 and AG2	coachhannahlesly@swimoccs.org
Joey Mitolo	Home School/ PWE Advanced/ Medley	coachjoey@swimoccs.org
Dakotah Pinkley	PWE Advanced/Medley	coachdakotah@swimoccs.org
Caleb Roach	MC-Advanced/Medley	coachcaleb@swimoccs.org
Maurice Stevens	Home School/ MC senior	coachmaurie@swimoccs.org
Brandi Zimmer	MC Advanced/Medley	coachbrandi@swimoccs.org
Hannah Dean	ADMINISTRATOR	Hdean@swimoccs.org



TEAM PROCESSES

WEBSITE, BILLING & MORE

USING SPORTS ENGINE

Occoquan Swimming uses a system called “Sports Engine” for our team operations it is also called “Team Unify”. Through this one site (www.team.swimoccs.org) you will be able to see your swimmers’ results, sign up for meets & activities, volunteer to help, view your account balance or invoice, make payments and keep informed through the communications from the administration and the coaches. To familiarize yourself with how to navigate through the system, please view the webinar in the My Account Tab; then click on My Tutorials. For meet entries there is a separate webinar that you can view (click on events for more info).

Note the following interpretations:

Events = Swim meets, activities to sign up for, clinics, etc.

Account = parent account holder

Members = swimmers & coaches

APPS AND MORE

Sports Engine APP

There is an App that can be used to view most everything from your account and the from your phone or wireless device.

MEET MOBILE

Most swim meets offer real time (or almost real time) results that are posted on the Meet Mobile application. There is a charge for the service and some meets charge for the viewing of meet programs, but results are normally free to view. Note that results are not always official when posted on the App; it can take time to sort out some of the on deck issues (DQ’s, time adjustments etc.)

USA Swimming

USA Swimming offers an Application for your mobile device that provides historical results and top times, including IMX and IMR scores. It is being updated in 2026 with better connection to the online data.

BILLING / INVOICING AND PAYMENTS

Membership & Auto Pay

The membership fees (also known as dues or your financial contract with OCCS) have been committed to for the season and are now part of what is the OCCS budget to pay for pool rental, coaches’ salaries and other team operation expenses. For most of you when you signed up, you agreed to pay everything up front (one payment) or to an auto payment schedule based on your swimmer’s group and the season, etc. If you plan to pay in installments, as well as to pay for event fees, etc. you are required to set up the auto pay option on your Team Unify account. The method of payment can be changed as you wish but if ‘on’ will run a payment for the ACCOUNT BALANCE only on the 1st of the month. Otherwise you have four other ways to pay immediately: use team unify account, send a check payment, call in a credit card payment to be processed over the phone, or using paypal.com.

It's simple to enable our electronic payment processing system. Simply visit our team website at www.team.swimoccs.org to Sign In into your account. Once logged in:

- Click on My Account
- Then Payment Setup



- Here you can add, edit or change the payment options for your account.
 - Add a separate card for one time payments
 - Always need one card on file for processing charges on the first of the month.

You will be able to see your account that will outline what your credit card or bank has been debited for and you can review your current and past billing histories through the My Invoices/Payments tab on the left of our team website. NOTE THAT PAYMENTS ON AUTO PAY ARE ONLY PROCESSED ON THE 1ST OF THE MONTH.

Invoicing / Payments

For meet fees and other activity fees you will be invoiced through the website and your balance is accessible online for your review. We request your timely payment. In many cases OCCS has already paid for these items to the organizers of the meet or activity and so timely payment by each member ensures OCCS is repaid for these credits. Also note that once your swimmer is committed into a meet, the fees associated with it will still need to be paid even if they don't compete in the meet.

SOCIAL MEDIA

Occoquan Swimming offers multiple ways to stay in the know and get excited about team events. Connect with Facebook, Twitter and Instagram to join OCCS this season with getting involved in the swimming community.



OCCOQUAN SWIMMING POLICIES

All policies of OCCS and updates are posted here: <https://www.swimoccs.org/policies>

OCCOQUAN SWIMMING PARENT CODE OF CONDUCT

As an organization, Occoquan Swimming strives to provide a safe, supportive and effective environment for the swimmers to learn techniques for success in swimming and in life. Coaches, Swimmers, Officials and Parent members all have a duty to provide and promote sportsmanship and self control in difficult situations. In order to help promote this, OCCS has adopted as a policy a code of conduct for swimmers, coaches and parents to enforce the quality swimming experience everyone has come to expect from Occoquan Swimming.

As a parent of a swimmer and member of the Occoquan Swimming programs, I will abide by the following guidelines:

1. Practice teamwork with all parents, swimmers and coaches by supporting the values of Honesty, Caring, Respect and Responsibility.
2. I will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) that interfere with coaches on the pool deck.
3. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices.
4. Maintain self-control at all times. Know my role.

Swimmers Swim
Coaches Coach
Officials Officiate
Parents Parent

5. I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, other parents and/or spectators and/or any participating swimmer will not be tolerated, and I may be asked to leave the program.

6. Enjoy involvement with the Occoquan Swimming Programs by supporting the swimmers, coaches and other parents with positive communication and actions.

7. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff. Parents address officials via the coaching staff only.

Sanctions: Should I conduct myself in a way that brings discredit or discord to the Occoquan Swimming Program, Potomac Valley Swimming or USA Swimming, I voluntarily subject myself to disciplinary action. Occoquan Swimming maintains the right to terminate any membership with/without cause in the interest upholding of our vision, mission, and objectives.

OCCOQUAN SWIMMING GRIEVANCE PROCEDURE

The Occoquan Swimming Grievance Procedure provides swimmers, parents, coaches, club leaders and employees a system to address and report grievances in a productive, systematic way. Following these Procedures provides the appropriate parties a means to properly investigate, intervene, and take disciplinary action when needed.

WHERE TO REPORT:

For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate



communication through social media:

- U.S. Center for SafeSport: 833-5US-SAFE (587-7233) or <https://safesport.i-sight.com/portal>

For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale or distribution of illegal drugs:

- USA Swimming Safe Sport: safesport@usaswimming.org or <https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

- Your local police department, social services or call 911

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the Occoquan Swimming Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy.

- These issues are handled at the club level following the procedures outlined below.

WHOM TO NOTIFY OF A GRIEVANCE

Regarding the Conduct of a Swimmer - Contact the swimmer's coach.

- Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the Occoquan Swimming 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. Coaches will ensure the Occoquan Swimming Head Coach and/or Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant or Group Coach - Contact the Head Coach

- Should a parent or swimmer feel an Assistant or Group Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing. The Head Coach will ensure that the Occoquan Swimming Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding Conduct of Head Coach – Notify the Occoquan Swimming Board President

- Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the President of the Board of Directors of this violation. This complaint should be made in person or in writing. If the President is not immediately available, this complaint may be presented to any member of the Board of Directors, with notification made in writing to the President. This complaint will be subject to review and discussion by the full Board of Directors.

Regarding Board of Director Member Conduct - Notify the Occoquan Swimming Board President

- Should a parent or swimmer feel a Director's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Board President of this violation in person or in writing. If the Board President is the Director whose conduct is in question, the Board Vice President should be notified in writing or in person *instead of* the Board President. This complaint will be reviewed and discussed by the full Board of Directors.

Regarding Parent or Swim Official Conduct - Notify the Head Coach and Board President



- Should a parent or swimmer feel another Occoquan Swimming parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and Board President of this violation in person or in writing. This complaint will be reviewed and discussed by the full Board of Directors.

Note: With the exception of issues which immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session, as coaches should not be expected to deal with issues during water time.

HOW GRIEVANCES WILL BE HANDLED

The Board of Directors have the authority to impose penalties for infractions of the Occoquan Swimming Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and/or Occoquan Swimming Board of Directors and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

1. Gathering Information: The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the Occoquan Swimming grievance procedure form.
2. Assessing Behavior: The behavior of the person(s) against which the grievance was brought, will be assessed using club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, as well as applicable local and state laws.
3. Consequences will be given and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:
 - a. Nature of the misconduct
 - b. Severity of the misconduct
 - c. Prior disciplinary actions
 - d. Adverse effect of the misconduct

Application of the Code of Conduct



ATHLETE PROTECTION POLICIES

All Coaches, Board Directors, Officials and support staff, and key volunteers are required to be a USA Swimming registered non-athlete member and subject to the criteria and policies of USA Swimming membership.

In order to provide a positive experience and a safe environment for athletes, all non-athlete adult members of USA Swimming should maintain professionalism and avoid any appearance of impropriety in their relationships with athletes. Coaches, in particular, should recognize the influence, power and position of trust they have with athletes and should use these only in an athlete's best interest.

The following are policies of Occoquan Swimming to ensure the safe environment for all members of the team as well as any swimmer in Potomac Valley Swimming and/or USA Swimming.

Occoquan Swimming Policies and Procedure Guidelines for Athlete Protection

All Coaches, Board Directors, Officials and support staff and key volunteers are required to be a USA Swimming registered non-athlete member and subject to the criteria and policies of USA Swimming membership.

In order to provide a positive experience and a safe environment for athletes, all non-athlete adult members of USA Swimming should maintain professionalism and avoid any appearance of impropriety in their relationships with athletes. Coaches, in particular, should recognize the influence, power and position of trust they have with athletes and should use these only in an athlete's best interest.

The following are policies of Occoquan Swimming to ensure the safe environment for all members of the team as well as any swimmer in Potomac Valley Swimming and/or USA Swimming.

Policies

The following Policies from the USA Swimming Code of Conduct are mandatory for all USA Swimming members.

Article 304

USA Swimming Code of Conduct

- 304.1 The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of Swimming. USA swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.
- In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct
- 304.2 Any member or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming if such member violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct.

The following policies in the USA Swimming Code of Conduct Article 304 specifically pertain to Athlete Protection:

- 304.3.4 Violation of any of the Athlete Protection Policies set forth in Article 305
- 304.3.5 Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any



time, past or present, or the existence of any pending charges for (i) any felony, (ii) any offense involving use, possession, distribution, or intent to distribute illegal drugs or substances, (iii) any crime involving sexual misconduct, or (iv) any criminal offense against a minor.

304.3.6 Violation of the Sexual Misconduct Reporting Requirements set forth in Article 306.

304.3.7 Any sexual conduct, advance, or other inappropriate sexual oriented behavior or action directed towards an athlete by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such adult is a member or not). Any nonconsensual physical sexual conduct, or pattern of other sexual harassment in connection or incidental to a USA Swimming-related activity by any person participating in the affairs or activities of USA Swimming (Whether such person is a member or not) directed toward any member or other person participating in the affairs or activities of USA Swimming

304.3.12 Physical abuse of an athlete by any person who, in the context of swimming, is in a position of authority over that athlete.

304.3.17 Any other material and intentional act, conduct, or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, an LSC, or the sport of swimming .

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

Article 305

Athlete Protection Policies

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

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

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

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

305.5

A Travel

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).

B Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.

C When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.

D Clubs and LSCs shall develop their own travel policies. USA Swimming will provide a model club travel policy as an example. Club travel policies must be signed and agreed to by all athletes, parents, coaches

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and other adults traveling with the club.

The following policies related to sexual misconduct reporting are mandatory components of the USA Swimming Code of Conduct:

Article 306

Sexual Misconduct Reporting Requirements

- 306.1 It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in Article 304.3.7 to USA Swimming's Athlete Protection Officer. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.
- 306.2 No member shall retaliate against any individual who has made a good faith report under 306.1.
- 306.3 False reporting of sexual misconduct made in bad faith is prohibited.
- 306.4 Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

You can report one of three ways to the USA Swimming Athlete Protection Officer, Susan Woessner:

- 1)** Online at www.usaswimming.org/report
- 2)** Via email to swoessner@usaswimming.org
- 3)** Via phone at **(719) 866-3589**

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Occoquan Swimming Additional Policies adapted from USA Swimming best practices

Parents are encouraged to appropriately support their children's swimming experience.

- a. Know where your swimmer is going, what they are doing when they are there and in transit
2. All swimming practices are open to observation by parents.
3. Two-deep Leadership: One coach member and at least one other adult who is not in the water should be present at all practices and other sanctioned club activities whenever at least one athlete is present. Lifeguards and pool personnel are suitable second tier protection.
4. Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
5. Coaches are not to invite or have an athlete(s) to their home without the permission of the athlete's parents (or legal guardian).
6. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments will be maintained.
7. Athletes are not ride in a coach's vehicle without another adult present that is the same gender as the athlete, unless prior parental permission is obtained.
8. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 11 & Over, chaperones and/or team managers would ideally stay in nearby rooms. No swimmers under 11 will be allowed to travel with the team.
9. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
10. Communications between non-athlete adult members and athletes shall not include any topic or language that is sexual or inappropriate in nature.
11. Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members should protect their own privacy in similar situations.
12. Relationships of a peer-to-peer nature with any athletes shall be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
13. Coaches and other non-athlete adult members shall avoid horseplay and roughhousing with athletes.
14. When a coach touches an athlete as part of instruction, the coach shall do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction.
Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.
15. Coaches shall not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
16. Coaches shall not engage in sexual intimacies with a former athlete.

SOCIAL MEDIA POLICIES

Occoquan Swimming recognizes the prevalence of electronic communication and social media in today's world. Given that our athletes use social media as their primary source of communication, the team has established a policy for acceptable use of social media and electronic communication by our athletes. This policy is essential for OCCS to provide a safe and positive environment for all its athletes, officials, parents, and coaches.

ACCEPTABLE USE POLICY:

Each OCCS athlete must exhibit ethical and responsible conduct in all online communications and activities and respect the rights and privacy of all other OCCS, PVS, and USA Swimming athletes, coaches, officials, and parents. OCCS prohibits cyberbullying or cyberstalking of any athlete, coach, or official by any means or method, including but not limited to the use of Facebook, Text Messaging, Instant Messaging, Twitter, E-Mail, and SnapChat. Cyberbullying and Cyberstalking are unacceptable and will not be tolerated.

CYBERBULLYING:

Cyberbullying is bullying that takes place using electronic technology of any kind. Cyberbullying involves the use of

electronic information and communication technologies to support deliberate or repeated harassment, intimidation and/or hostile behavior by an individual or group through personal attacks or other means that harms others, whether intentional or not.

Examples of cyberbullying includes mean text messages, emails, tweets, or posts including rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles with intent to harm another person.

CYBERSTALKING:

Cyberstalking involves the use of electronic information and communication technologies to communicate words, images, or language directed at or about a specific person, causing substantial emotional distress to that person. Harassing, intimidating, and hostile mean any electronic communication that is perceived as being motivated either by any actual or perceived characteristic including race, color, ethnicity, religion, gender, sexual orientation, physical attributes, socioeconomic status, physical or mental ability or disability or any other characteristic related to athletic performance that a reasonable person should know under the any of these circumstances:

1. Will have the effect of harming another athlete or has the effect of substantially interfering with another athlete's performance or opportunities.
2. Has the effect of having a negative impact on another athlete's emotional or psychological well-being.
3. Has the effect of insulting or demeaning another athlete to cause disruption in or substantial interference with practice, any swim meet, or any other OCCS related activity.
4. Has the effect of creating a hostile environment for any athlete at any USA Swimming activity or swim meet.
5. Has the effect of substantially disrupting the training process or the orderly operation of any OCCS practice, workout, or other events or swim meets of any other club or high school.

REPORTING:

- If cyberbullying or cyberstalking does occur, the incident will be dealt with promptly. Any athlete who is being bullied or stalked or is aware of any such bullying or stalking occurring is asked to talk to his or her parents or talk to a OCCS coach. When an athlete talks to his or her parents or a coach, the athlete should also show to the parents or the coach the electronic communication that constitutes the incident. Safeguarding the electronic communication as evidence of the bullying or stalking will help OCCS conduct its investigation of any incident. While there is no time limit for reporting bullying incidents, reporting quickly gives the team an opportunity to address the situation immediately and stop the bullying.
- Upon receiving a report of cyberbullying or cyberstalking, the Head Coach or group coach will commence an investigation of the incident. The results of the investigation may include but are not limited to immediate temporary suspension from the Team or immediate permanent expulsion from the Team.
- OCCS takes cyberbullying and cyberstalking seriously and all athletes and parents can be assured that OCCS will support them when an incident is reported. Any type of bullying and stalking is counterproductive to the team atmosphere and team spirit OCCS wants to maintain and foster on a daily basis. Again, OCCS is committed to providing a caring and supportive environment for all of our athletes.

ACCEPTABLE COMMUNICATION POLICY:

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection and Minor Athlete Abuse Protection Policies.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

1. Drugs or alcohol use;
2. Sexually oriented conversation; sexually explicit language; sexual activity

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3. The adult's personal life, social activities, relationship or family issues, or personal problems; and inappropriate or sexually explicit pictures
4. Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, or other athletes?"

TAP

Transparent: All electronic communication between coaches and minor athletes must be transparent and include a parent in all outgoing messages. Communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes will be considered a matter of record and part of the Team's records.

Professional: All electronic communication between a coach and an athlete must be conducted professionally as a representative of the Team. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes will be appropriate.

FACEBOOK, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend." A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted.

OCCS has an official Facebook page that athletes and their parents can "friend" for information and updates on team-related matters.

Coaches are also expected to set their pages to "private" to prevent athletes from accessing the coach's personal information. Any information posted publicly may be used in judgement of character.

TWITTER:

OCCS has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches may set up a group twitter handle for swimmers to follow to stay up to date, but may not direct message any athlete through Twitter.

TEXTING AND EMAIL

Subject to the general guidelines mentioned above, texting and emailing is allowed between coaches and athletes however must include at least one parent of a minor athlete on the message and/or another coach member.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

ACTION PLAN TO ADDRESS BULLYING

PURPOSE

Bullying of any kind is unacceptable at Occoquan Swimming and will not be tolerated. Bullying is counterproductive to team spirit and can

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be devastating to a victim. OCCS 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 OCCS's Bullying Policy and Action Plan:

1. To make it clear that OCCS 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 OCCS takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

FINDING OUT WHAT HAPPENED

1. **First, we get the facts.**
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves [social bullying](#) or [cyber bullying](#). Collect all available information.
2. **Then, we determine if it's bullying.** There are [many behaviors that look like bullying](#) but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a. Review the USA Swimming definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.

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- Has this happened before? Is the child worried it will happen again?
 - c. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - d. Once you have determined if the situation is bullying, support all of the kids involved.
- 3. Support the kids who are being bullied**
- a. Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.
 - b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
 - c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
- 4. Address bullying behavior**
- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
 - b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
 - c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
 - d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
 - e. Avoid strategies that don’t work or have negative consequences:
 - i. Zero tolerance or “three strikes, you’re out” strategies don’t work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don’t work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
 - f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.
- 5. Support bystanders who witness bullying.** Every day, kids witness bullying. They want to help, but don’t know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- a. Be a friend to the person being bullied;
 - b. Tell a trusted adult – your parent, coach, or club board member;
 - c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
 - d. Set a good example by not bullying others.
 - e. Don’t give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

ATTENDING OUT OF OCCS SCHEDULED SWIM MEETS

Occoquan Swimming is a year-round USA Swimming team that provides a full spectrum of competitions throughout the swimming year for swimmers of all ages. Schedules are determined by the coaching staff with the intent of offering:

1. Safe & appropriate levels of competition
2. Variety of USA Swimming events
3. Reasonable travel expectations
4. Appropriate number of competitions throughout the season
5. Coordination with training plans for season for best opportunities for success

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6. Team oriented events and opportunities to work and represent meets as a team

Representing Occoquan Swimming in USA Sanctioned competitions requires team administration submit entry files & fees and commit to the procedures and requirements of the meet and reporting of results in the team databases. Responsibilities that the team takes on by submitting entries require for certified coaches to lead and represent the swimmers entered into the meet as well as ensuring proper team representation, paying of fees, safely approved dives as well as emergency contacts to take care of issues on deck during the meet. To this end, only sanctioned USA Swimming meets (or approved meets) that have been approved by the head coach and/or the general manager and/or are part of the OCCS team schedule, may a swimmer represent Occoquan Swimming in competition.

Occoquan Swimming does not encourage outside competitions (meets outside the team's official schedule), however swimmers and their families are permitted to attend these outside meets with the following criteria:

1. Swimmer will not be attached to OCCS during these meets – must be unattached (UN-PV)
2. Swimmer's times will not count toward team records or official results within OCCS for relay placement, points, rankings or awards
3. Entry process must be done on your own – all fees paid by the individual swimmer/parents
4. Coordination with the meet hosts for a certified coach to observe during warm ups must be done by swimmer/parents

Members found to be representing OCCS in an unapproved competition will be subject to a \$100 fine (first offense) and/or removal from the team with full contracted annual fees due (subsequent offense).

TEAM TRAVEL POLICIES

USA Swimming Requirements

- A. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- B. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- C. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- D. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Occoquan Swimming Policies

- A. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- B. Team officials must obtain a signed Liability Release and/or Indemnification Form for each athlete prior to travel.
- C. Team officials must obtain a signed Medical Consent or Authorization to Treat Form for each athlete prior to travel.
- D. Curfews shall be established by the team staff each day of the trip.
- E. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- F. The directions & decisions of coaches/chaperones are final.
- G. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- H. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone at all times.

Additional Team Travel Expectations

- A. Must wear seat belts and remain seated in vehicles.
- B. Be quiet and respect the rights of teammates and others in hotel or other venues
- C. Be prompt and on time
- D. Develop cell phone usage guidelines (limit not to interfere with team goals)
- E. Develop computer use guidelines including social media (limit not to interfere with team goals)
- F. Respect travel vehicles (keep clean and empty garbage after every use)
- G. Travel dress code
- H. Use appropriate behavior & language in public facilities.
- I. Must stay in assigned hotel room

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- J. Needs and well being of the team come first

Code of Conduct / Honor Code

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- 1) Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- 2) Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- 3) The possession or use of alcohol or tobacco products by any athlete is prohibited.
- 4) The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- 5) No “deck” changes are permitted. Athletes are expected to use available change facilities.
- 6) Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the Occoquan swimming. Athlete behavior must positively reflect the high standards of Occoquan Swimming and USA Swimming at all times.

Repercussions

Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

- a) Dismissal from the trip and immediate return home at the athlete’s expense
- b) Disqualification from one or more events, or all events of competition
- c) Disqualification from future team travel meets
- d) Financial penalties
- e) Dismissal from the team
- f) Proceedings for a LSC or USA Swimming Board of Review
- g) Swimmers are to refrain from inappropriate physical contact at team activities and events.
- h) Swimmers are to refrain from use of inappropriate language.

VOLUNTEER POLICY (NEW)

1. OCCS-Hosted Meet Surcharge and Volunteer Discount

- A \$15 surcharge will be applied to each swimmer entered in any OCCS-hosted meet. Distance events, or time your own swimmer events do not count toward this requirement unless you take on a key role for the meet i.e. head timer, marshal, or hospitality for the entire session.

Single Swimmer Scenario:

If a parent volunteers for a session at an OCCS-hosted swim meet, they receive a \$15 credit toward the meet surcharge for one swimmer participating in that session.

Multiple Swimmers in the Same Session:

If a family has multiple swimmers competing in the same session, volunteering for that session grants a \$15 credit for **each swimmer’s surcharge** in that session. One volunteer session covers all swimmers in that specific session.

Multiple Swimmers in Different Sessions:

If a family has swimmers competing in different sessions, they must volunteer for **one session per session** in which their swimmers are participating to receive the surcharge credit for each swimmer. For example, if a family has swimmers in three different sessions, they need to volunteer for three sessions to waive the surcharges for all swimmers.

2. Non-OCCS Hosted Meets

- For swim meets hosted by other organizations, specific volunteer requirements or incentives will be outlined in the meet sign up details. These may include assigned volunteer roles or rewards for assisting with tasks to support our team.

OCCOQUAN SWIMMING, INC. MEMBERSHIP AGREEMENT (2025-2026)

This Membership Agreement ("Agreement") is entered into by and between Occoquan Swimming, Inc. ("OCCS"), a Virginia non-profit corporation, and the undersigned parent or legal guardian ("Member") on behalf of the enrolled minor swimmer ("Swimmer") for the swim team program term of September 1, 2025, to August 31, 2026 ("Contract Term"). By submitting registration through OCCS's online portal, Member agrees to be bound by the terms herein, which constitute a legally binding contract governed by the laws of the Commonwealth of Virginia.

1. ENROLLMENT AND PROGRAM COMMITMENT

- 1.1. Member enrolls Swimmer in OCCS's swim team program for the Contract Term or the portion thereof corresponding to the selected program. OCCS agrees to provide Swimmer with access to swim team practices, competitions, and related activities as outlined in OCCS policies, subject to Member's compliance with this Agreement.
- 1.2. Member certifies they are at least 18 years old and the legal parent or guardian of Swimmer. Submission of registration constitutes Member's electronic signature, enforceable under the Virginia Uniform Electronic Transactions Act (Va. Code § 59.1-479 et seq.).
- 1.3. This Agreement is effective upon registration submission and remains in force until the Contract Term concludes or is terminated per Section 10.

2. SWIMMER HEALTH AND SAFETY

- 2.1. Member affirms Swimmer has no medical conditions prohibiting full participation in OCCS activities unless disclosed in the OCCS Medical Form, which must be submitted prior to participation. Member shall notify OCCS in writing (via email to info@swimoccs.org) of any health changes affecting Swimmer's participation.
- 2.2. OCCS may exclude Swimmer from participation, at its sole discretion, if Swimmer exhibits contagious disease symptoms or if participation is deemed unsafe by the coaching staff.
- 2.3. In emergencies where Member cannot be reached, Member authorizes OCCS staff to secure emergency medical treatment for Swimmer at Member's expense. OCCS is released from liability for such actions taken in good faith.

3. ASSUMPTION OF RISK Member acknowledges that swimming and OCCS activities involve inherent risks, including but not limited to drowning, injury, or death. Member, on behalf of themselves and Swimmer, voluntarily assumes all risks associated with participation and presence at OCCS facilities, except those arising from OCCS's gross negligence or willful misconduct.

- 3.1. I hereby assume full financial responsibility for any and all costs, expenses, or liabilities associated with any injury, illness, or medical condition sustained by me (or my minor child, if applicable) during participation in Occoquan Swimming activities, including but not limited to practices, swim meets, travel to/from events, or other related activities. These costs may include, but are not limited to, medical treatment, hospitalization, ambulance services, medications, or other healthcare-related expenses.
- 3.2. I agree that any such costs shall be billed to my (or my minor child's) health insurance provider, if applicable, and I am responsible for ensuring that such insurance is valid and sufficient to cover potential expenses. In the event that I (or my minor child) do not have health insurance, or if the insurance does not cover the full amount of the expenses, I agree to personally pay any and all remaining costs directly to the healthcare provider or other relevant party.
- 3.3. I further agree to indemnify and hold harmless Occoquan Swimming, its coaches, staff, board members, volunteers, and affiliates from any claims, demands, or liabilities arising from such costs or expenses. I understand that Occoquan Swimming does not provide medical insurance or financial assistance for injuries or illnesses sustained during its activities.

~~4. VOLUNTEER OBLIGATIONS~~

- ~~4.1. Purpose: To ensure successful swim meets and team events, Member agrees to fulfill volunteer obligations as outlined below.~~
- ~~4.2. Requirements: Each family must complete the following volunteer sessions (up to 4 hours each) per swim season, based on Swimmer's program:~~

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~~Medley: 2 sessions (8 hours)~~

~~Pre-Senior, Advanced: 4 sessions (16 hours)~~

~~Senior, Champs 1 & 2: 8 sessions (32 hours)~~

~~Pre-National, Senior Select, National Training Group: 12 sessions (48 hours)~~

~~Families with multiple swimmers are subject to just the highest applicable requirement for one swimmer.~~

~~4.3. Volunteer Roles: Include timing, officiating (training provided), meet setup/cleanup, marshal, hospitality, or team-approved events (e.g., fundraisers, banquets). Opportunities and sign-up procedures are available on OCCS's website.~~

~~4.4. Tracking: Volunteer hours are tracked via OCCS's online system (e.g., TeamUnify). Members may monitor their status.~~

~~4.5. Non-Compliance: Failure to meet requirements incurs a \$200 fee per unmet session (max up to \$600), billed to Member's account, payable before next season's registration or team transfer.~~

~~4.6. Exemptions: Members facing hardships may request partial exemptions or alternative contributions by April 1 via written request to the OCCS Board. Mid-season joiners receive prorated requirements.~~

~~4.7. Training: Officiating roles require USA Swimming training, offered free by Potomac Valley Swimming at least twice per season.~~

~~4.8. Contact: Direct inquiries or exemption requests to gm@swimoccs.org.~~

5. FUNDRAISING (OPTIONAL)

5.1. Members committing to raise at least \$200 through fundraising receive a \$100 discount on annual fees, applied after participation in fundraisers.

5.2. Sponsorship Credits:

Sponsorships (Ongoing): 20% of funds directly secured by Member credited to Member account.

5.3. Credits require a written request to info@swimoccs.org within 30 days post-event.

6. FINANCIAL OBLIGATIONS

6.1. Tuition: Member agrees to pay full tuition for the Contract Term (9 or 11 months, per program), regardless of Swimmer's participation, unless terminated per Section 10. Monthly payments are installments of total tuition, reflecting OCCS's fixed costs (e.g., pool rental, staffing).

6.2. Payment Terms:

Member shall maintain an active payment method (credit card or ACH) via TeamUnify for automatic billing on or after the 1st of each month for tuition, entry fees, and other charges.

Alternative payment methods require written commitment to fulfill all billed amounts.

Payments uncollectible or unpaid by the 15th incur a \$25 late fee, assessed on the 20th. Balances unpaid after 60 days interest will accrue at 10% APR on all balances unpaid after 60 days.

Registration fees are non-refundable.

6.3. Cancellation Deadlines:

- Before August 1 (or 48 hours post-registration, whichever is later): Cancellation incurs no penalty beyond non-refundable registration fees.
- By September 25: Termination requires payment of 1/9th of total tuition.
- After September 25: Full tuition is due, subject to Section 10.

6.4. Delinquent Accounts:

- Invoices are posted by the 1st business day of each month, due within 14 days.
- Unpaid balances after 20 days incur late fees per OCCS's Delinquent Accounts Policy.
- After 60 days of delinquency, Swimmer may be suspended until the account is current or a payment plan is approved.
- Member remains liable for event entry fees and travel expenses, regardless of Swimmer's attendance after the deadline for registering has passed.

6.5. Transfers: Swimmer may not join another USA Swimming team until all OCCS financial obligations are settled. OCCS will provide a balance ledger to the transferring team. OCCS may pursue legal action for unpaid balances, with Member liable for legal fees, late fees, and interest.

6.6. Group Promotion: If Swimmer advances to a higher group, Member agrees to pay any tuition increase, effective upon OCCS's written approval.

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7. **REFUNDS** Post-September 25, no refunds or prorations are available except as provided in Section 10. Suspension or dismissal does not relieve Member's payment obligations.
8. **CODE OF CONDUCT** Member and Swimmer shall comply with OCCS's Swimmer Code of Conduct, Parent Code of Conduct, and all published policies (available at swimoccs.org), incorporated herein. Violations may result in disciplinary action, including dismissal, at OCCS's discretion, without refund.
9. **MEDIA RELEASE** Member grants OCCS perpetual, royalty-free permission to use photographs, videos, or recordings of Swimmer and family for promotional or lawful purposes, unless revoked in writing to gm@swimoccs.org within 30 days of signing.
10. **TERMINATION**
 - 10.1. **By OCCS:** OCCS may terminate this Agreement with 10 days' written notice for:
 - Non-payment of fees;
 - Violation of OCCS policies or Codes of Conduct;
 - Conduct by Member or Swimmer deemed detrimental to OCCS's mission or safety, as determined by the OCCS Board.
 - 10.2. **By Member:**
 - **Injury/Illness:** If a licensed physician certifies Swimmer's inability to swim for over 60 consecutive days, Member may request a tuition adjustment with 30 days' notice, documentation, and a \$500 buyout fee or remaining installments (whichever is less).
 - **Relocation:** If Member relocates over 30 miles from all OCCS facilities due to unavoidable circumstances, Member may request termination with 30 days' notice, documentation, and a \$500 buyout fee or prorated refund (based on 1/9th increments), whichever is less.
 - 10.3. No other situation will allow for a termination of this contract unless authorized by the OCCS Board of Directors.
11. **WEATHER AND SAFETY** OCCS may cancel activities due to inclement weather or safety concerns at its discretion. Member assumes responsibility for transportation and participation decisions in hazardous conditions.
12. **DROP-OFF AND PICK-UP** Swimmers may not be dropped off more than 10 minutes before practice or left after practice without prior approval. Late pick-ups incur fees per facility policy (\$25 per 15 minutes or \$2 per minute).
13. **RELEASE AND INDEMNIFICATION** Member releases OCCS, its officers, directors, employees, and agents from liability for injury, death, or property damage arising from Swimmer's participation, except in cases of gross negligence or willful misconduct. Member agrees to indemnify OCCS against claims, damages, or costs (including attorney's fees) resulting from Swimmer's participation or Member's breach of this Agreement.
14. **GOVERNING LAW AND DISPUTE RESOLUTION** This Agreement is governed by Virginia law. Disputes shall be resolved exclusively in the courts of Prince William County, Virginia. Member waives any right to seek resolution in other jurisdictions.
15. **SEVERABILITY** If any provision is deemed invalid, the remaining provisions remain enforceable.
16. **AMENDMENTS** Amendments are not permissible after the registration and agreement to these terms have been submitted.
17. **RIGHT TO CANCEL** Member may cancel this Agreement within three (3) business days of signing by emailing gm@swimoccs.org, forfeiting only registration fees.
18. **ENTIRE AGREEMENT** This Agreement constitutes the entire understanding between Member and OCCS, superseding all prior agreements or understandings.

By submitting registration, Member acknowledges reading, understanding, and agreeing to be bound by this Agreement.

Effective Date: Date of registration submission.

TIME STANDARDS & QUALIFYING TIMES

USA Swimming Motivational Standards

[Age Group Standards](#)

[Single Age Standards](#)

Potomac Valley Swimming Qualifying Times (pending updates for 2026)

[PVS 14 & Under Short Course Champs](#)

[PVS Senior Champs / Junior Champs \(pending significant changes\)](#)

[PVS Age Group Long Course Champs](#)

Other Qualifying Times

[Eastern Zone Sectional Qualifying Times](#)

[ISCA Age Group Elite Qualifying Times \(Spring\)](#)

[NCSA Junior Nationals](#)

USA Swimming National Standards

[Futures Championships](#)

[Winter Junior Championships](#)

[Speedo Junior National Championships](#)

[US Open](#)

[National Championships](#)