



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of DeKalb County Dolphins Swim Team 2016-2017 Swim Team Handbook

Coaches HIGHLIGHTS:

- It is the swimmer's and their parent's responsibility to check their folder (mailbox) daily.
- No bullies, cheaters or liars. Locker room bullies will not be tolerated at any time. Any bullies will be removed from the team.
- If you enter the pool area before the practice time please be respectful of other YMCA patrons. There are designated benches that swimmers may sit on.
- Use the restroom before entering the pool area! Except for illness, trips to the restroom during practice time should not be necessary. Goggles are the responsibility of the swimmer. **Adjust them before practice.** Coaches will not adjust them for you during practice. If they are new goggles, please become acquainted to them before practice or meet.
- Water bottles – The swimmer may bring a **water** bottle to both practice and meets. However, they should have it with them at the time they go to their lane. Note: Water is the **only** drink allowed in the pool area (**no juices or sports drinks**). *The YMCA staff (including coaches) is not responsible for picking up your empty bottles after practice. Failure to clean up after yourself will result in this privilege being stopped.*
 - Discipline policies can and will be enforced by the coach, at each meet or practice at any time.

We ask that the swimmer attend all practices scheduled.

Practice times in the pool for all swimmers will be:

Monday, Tuesday, and Thursday	5:00-6:30pm
Friday	5:30-6:30pm



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Table of Contents

- 1) Team Goals and Objectives
 - a) Bill of Rights for Young Athletes
 - b) Team Goals
 - c) YMCA Missions
 - d) YMCA Youth Sports Philosophy
 - e) Strong and Supportive Parent Organization
- 2) Program Requirements
 - a) Membership information and Swim Team Fees
 - b) Sign In
 - c) Locker Rooms
 - d) Level of Commitment
 - e) Practice and Attendance Policy
 - f) Dual Meet Attendance
 - g) Championship Competition
 - h) Special Meets – Invitational
 - i) Transportation to Meets
 - j) Parental Meet Responsibilities
- 3) General Code of Conduct
 - a) Prohibitions
 - b) Meet Conduct
 - c) Discipline Policies – Meets and Practices
 - (1) Practice Situation
 - (2) Meet Situation
- 4) Training
 - a) Practice Times
 - b) Equipment Requirement
 - c) Punctuality
 - d) Illness and Injury
 - e) Pool Deck Coaching and Management
- 5) Swim Meets
 - a) Meet Entries
 - b) Travel
- 6) Communication
 - a) Bulletin Board
 - b) Swim Team Parents Committee
 - c) Swimmers File Folders
- 7) Misc. Information
 - a) A Statement of Commitment
 - b) Time Involved
 - c) Financial
 - d) Volunteering
 - e) Other
 - f) What else do we need to know?



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

1) **Team Goals and Objectives**

a) **Bill of Rights for Young Athletes**

- (1) Right to participate in sports.
- (2) Right to participate at a level commensurate with child's maturity and ability.
- (3) Right to have parental support
- (4) Right to participate as a child not as an adult (physically, psychologically, and morally).
- (5) Right of children to share in the leadership and decision-making of their sport participation.
- (6) Right to participate in a safe and healthy environment.
- (7) Right to proper preparation for participation in sports.
- (8) Right to an equal opportunity to strive for success.
- (9) Right to be treated with dignity.
- (10) Right to have fun in sports

b) **Team Goals**

- (1) To attain our maximum potential in competitive swimming.
- (2) To strengthen team and individual character.
- (3) To create a positive atmosphere of team spirit, unity, and support.
- (4) To foster the development of competitive "mental toughness" as a team.
- (5) To work harder than any other team on our turns and finishes.
- (6) To drop 3 seconds from prior year's time.
- (7) To swim an event you have never swam before.
- (8) To know every team member's name.
- (9) To enjoy swimming.

c) **The YMCA Mission**

To put Christian principles into practice through programs, that build a healthy spirit, mind, and body.

(1) **The YMCA Core Values**

Caring, Respect, Honesty, Responsibility

(2) **The YMCA Vision**

For Youth Development, For Healthy Living, For Social Responsibility



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

d) The YMCA Youth Sports Philosophy

Team Participation – The YMCA believes in complete participation by every member of the team.

Teach Fair Play – Competing fairly is an essential part of competitive sports. It is a set of attitudes that include: Respect for oneself; Respect for one's teammates; Respect for the other team; Respect for the coaches; Respect for the rules and the officials who uphold them.

e) Strong and Supportive Parent Organization

The DeKalb Dolphins Parent Organization is comprised of parents who have swimmers on this team. You are automatically enrolled in the group by having a swimmer on the team. We will need your help as parents to help with fund-raising, volunteer to staff meets, plan the end of year party and any other events that may arise. This team cannot survive without the parents' help.

2) Program Requirements

a) Membership Information and Swim Team Fees

To be eligible to represent the DeKalb Dolphins Swim Team in competition, you must be a current, annual member of the YMCA of DeKalb County; this is a National YMCA requirement, not a local policy.

The Swim Team fee per swimmer includes team registration fees for the YMCA League, YMCA of DeKalb County, YMCA National, Coaches' Salaries, YMCA pool time, awards, supplies, and administrative expenses.

b) Sign In

Please present your YMCA membership card to the front desk before each practice.

c) Locker Rooms

Lockers should be used while you are in the building. You should bring your own lock. Please do not bring valuables (including money) into the YMCA. If you must bring valuables, put them in your bag and bring it out with you on deck. The YMCA is not responsible for lost or stolen property. We would appreciate if parents would help patrol the locker rooms before and after practice. Please report any problems to one of the coaches or to the front desk immediately. Parents are responsible for the children once they leave the pool deck area, not the coach or any other Y employee. No locker room bullying will be tolerated. Any reports of bullying will be grounds for expulsion from the team.



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

d) Level of Commitment

The Dolphins Swim Team is a competitive yet learning based system. Swimmers should put forth a great level of commitment. We want everyone to excel and grow, while building their personal esteem and goals.

The DeKalb Dolphin Swim program is not an After School Program, Day Care, Baby Sitting service, or an opportunity for your child to have "open swim" time. This is a competitive sports program and participation in the workouts is expected.

e) Practice and Attendance Policy

It is understandable that to you may not be able to make every practice, but in order for your child to benefit the most from this program, it is **highly suggested that your child attends at least three practices a week.**

(1) If you enter the pool area before practice time, sit along the benches to the west (locker room side) until you are told to go to your lane. **Note:** No swimmer will be allowed to go to their lane until the preceding group (DHS swim team) has completely exited the pool regardless of time. While waiting for your turn to swim, please be respectful of the other YMCA patrons and remain seated on the benches.

(2) Use the restroom before entering the pool area! Except for illness, trips to the restroom during practice time should not be necessary.

(3) It is the responsibility of the swimmers to move/put in and/or take out the lane markers whenever necessary.

(4) Be courteous to other swimmers. No bullies, no cheaters, and no liars.

(5) Swim single file and stay on the right of the lane. Swim in a counterclockwise direction single file. Pass at ends (see vi).

(6) Please do not hit flags when walking by. Previously, the flags had to be replaced because they became quickly damaged.

(7) The lane markers are to break waves and separate the lanes. Lounging on them is prohibited (this is dictated by a replacement fee of \$400 per lane marker).

(8) Goggles are the responsibility of the swimmer. **Adjust them before practice.** The coach will not always have time to help. It distracts from meets or practices. If they are new goggles, please acquaint yourself with them before using them.



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

(9) Pool Rules – The YMCA is gracious enough to allow us to use the pool during “prime time”. Their rules are our rules. Diving is to be done during supervised starting practice **only**. **Diving is not allowed** any other time. If a swimmer dives in other than when deemed OK, they will be dismissed for that night. Appropriate behavior is also expected in the locker room.

(10) Parents are responsible for their swimmers’ conduct while attending meets. If a swimmer is acting inappropriately the parents will be asked to take care of the situation. All trash, clothing, valuables **MUST** be picked up before you leave. **DO NOT** leave for others to clean.

(11) For meets, swimmers will be expected to be on time for their assigned practice time, ready for warm-ups and ready for their event numbers. Bringing a sharpie marker is recommended.

(12) It is the parents’/swimmers’ responsibility to be in the proper place so as to not miss events during a meet. If there is a missed event, the athlete will not be able to re-swim that particular event.

(13) **HAVE FUN!!!**

f) Dual Meet Attendance Policy

Swimmers are encouraged to attend all scheduled meets throughout the season. If a swimmer is unable to attend a scheduled meet session, it is the responsibility of the parents to notify the coach. Each swimmer will need to confirm meet attendance through TeamUnify as well as pick 3 events they would like to swim. Swimmer is guaranteed 2 of their 3 choices. The coach reserves the right to change events based on the team’s needs. If the confirmation or event is not complete by the deadline, the swimmer will not be entered into the meet.

g) Championship Competition

Swimmers are strongly encouraged to attend all YMCA championship competitions for which they qualify in individual events or as part of a relay (Conference, State, Zones, and Nationals). Coaches will determine what swimmers will swim.

h) Special Meets – Invitational

During the swim season, several special meets take place. Information about the special meets will be put into the mailboxes. Entries for most Invitation meets are considered an extra fee, and not part of the collected Swim Team fees. Fees are generally around \$5 per swimmer, and then \$2-3 per event. Coaches are responsible for entering relays at these events. We encourage participation in all scheduled Invitationals.



i) Transportation to Meets

At this time, transportation to all meets is the individual responsibility of each swimmer. We strongly suggest car-pooling.

The YMCA of DeKalb County does not assume any responsibility for the transportation and chaperoning of swimmers at special meets or functions where travel and lodging are involved. In addition, parents and swimmers may not assume that parents who accompany their children to these meets or functions have any responsibility for the welfare or conduct of other team members. No swimmer will be eligible for overnight accommodation unless accompanied by a parent or guardian.

j) Parental Meet Responsibilities

This section is designed to help all of us share the work, enjoy the meet, and provide each swimmer with a confident, positive experience. As long as we all work together, each of us will get more from the meet. Everyone is expected to help. Before each home meet, there will be a sign up sheet for volunteers.

HOME MEETS: Listed below are the responsibilities and job assignments. Volunteer early so you are able to help where you are most comfortable. All parents are expected to help set up and tear down at home meets.

1)	2 timers per lane and 2 back-up timers	12
2)	Starter and recall	2
3)	4 finish judges and 2 runners	6
4)	8 people for ribbons and scorekeeping	8
5)	2 people at the clerk and 2 runners	4
6)	2 people as stroke and turn judges	<u>2</u>
		34

3) General Code of Conduct

The Dolphin Swim Team Members are expected to behave in an orderly, courteous, and sportsmanlike manner during all team related functions including practices and meets. That includes actions and language. Not only are you representing yourself, but also your parents, coach, and the Y.

a) Prohibitions

The use of tobacco, illegal drugs, or alcohol by any Team Member is strictly prohibited during any team activity and is grounds for expulsion from the team. There will be no oiling and no performance drinks/drugs allowed at swim meets.



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Any malicious defacement or destruction of property at home or away pools will not be tolerated. The individual or individuals, not the team, are responsible for any vandalism or damage. If such occurs, the swimmers and his/her parents will be held financially accountable and the athlete will be asked to leave the team.

b) Meet Conduct

It is important that a swimmer report on time to a meet so that they can complete an adequate and proper warm-up and be part of the team. We warm-up as a team, and our team sits and cheers together as a team. No swimmer may scratch an event without the approval of a coach. When participating in a meet, the swimmer is expected to see a member of the coaching staff before and after their races to communicate such important information as their heat number and lane assignment for each event. They should also report to a coach directly after a race in order to receive feedback concerning their performance.

During meets, we kindly ask parents to stay in the spectator area unless you are working the meet. During away meets, we are expected to cover at least one lane for timing (2 people).

c) Discipline Policies – Meet and Practices

The following is the YMCA of DeKalb County Dolphins Swim Team policy with regard to discipline at the practices and meets. Discipline policies can and will be enforced by the coach, at each age group or practice group at any time.

(1) Practice Situation

Every swimmer is given a warning with an explanation to his or her unacceptable behavior. After the initial warning, the following steps will be taken:

- i. The swimmer will be asked to sit out the remainder of the practice and will then meet with the coach at the end of practice. They will give the child a card with an explanation on what happened, which is given to the parent.
- ii. The parent will be asked to sign off on the card before the swimmer can attend practice again.

(2) Meet Situation

- i. Warning with Explanation
- ii. Meeting with the coach at end of meet (home meets) or upon returning to YMCA (away meets).



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

After the first complete infraction, parents will be notified in person or by phone by the coach of the behavioral situation. After the second complete infraction, the swimmer will not be able to return to practice until their parent has met with the coach. After the third complete infraction, the swimmer's team status will be reviewed.

Parents that are not upholding the Parent's Code of Ethics may be asked to leave the premises if an improper situation cannot be resolved. If a situation is repeated, the parent will not be allowed back into any YMCA premises until a meeting with the Executive Director of the YMCA of DeKalb County is held. If you do not agree with a decision after this meeting, you have the right to petition the Regional Director of the Indiana Cluster of the YMCA Swimming Association and/or the Board of Directors of the YMCA of DeKalb County.

Each and any warning will be documented and kept on file in the office of the YMCA of DeKalb County Aquatics Coordinator.

4) Training

a) Practice Times

We ask that the swimmer attend all practices scheduled.

Practice Times will be:

Monday, Tuesday, and Thursday	5:00pm-6:30pm
Friday	5:30pm-6:30pm

b) Training Equipment Requirements

Swimmers will be required to bring an appropriate swimsuit, a towel, goggles, and a possible swim cap. It is suggested that swimmers bring a spare pair of goggles and a cap to practice. Once on the pool deck, you will not be able to get "forgotten" goggles, cap, etc. Please familiarize yourself with goggles before using them. It is not the coaches' job to tighten goggles or to show your child how to use them.

c) Punctuality

Arriving at the front door at the start of practice is not considered being on time.

d) Illness and Injury

Whenever possible, the coach should be informed as soon as possible of an illness or injury.

e) Pool Deck Coaching and Management

Parents are requested to refrain from consulting with the coaches or swimmers during training or competition. The coach always makes time



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

after to practice to address any questions or concerns parents or swimmers may have.

5) **Swim Meets**

a) **Meet Entries**

The swimmers will be in charge of selecting 3 of their events. The coach may suggest events and the coach will choose all of the relays. This allows the child to feel like they are a part of the program. It also allows them to swim their favorite events while being pushed by the coaching staff in other events. Again, the coach reserves the right to change events based on the team's needs.

b) **Travel**

Maps will be made available before each meet.

6) **Communication**

When there are questions or problems, the first lines of communications should be between swimmers, their parents, the coach, or the Aquatics Coordinator. The coach will make every effort to address your concerns as quickly as possible.

a) **Bulletin Board**

Parents and swimmers should routinely check the team bulletin board, located outside the locker room area. Swim team information will be placed on this bulletin board by the parent committee and/or the coach.

b) **Swim Team Parent Committee**

The Swim Team Parent Committee is an advisory committee to the coach of general issues affecting the entire team. They are responsible for organizing the Home meets.

It is not designed to act as a liaison between parents and/or swimmers with individual problems. Committee members willingly accept questions and/or suggestions concerning the general administration of the Swim Team. Any other type of problem should be addressed to the coach or Aquatics Coordinator.

c) **Swimmers File Folders**

Most written communication, such as the newsletter, and information that requires a parental signature, will be put in a file folder at the front desk that has your swimmers name on it. It is the swimmer's responsibility to check their folder daily.

7) **Misc. Information**

a) **A Statement of Commitment**



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

The following is a list of specific requirements for being a YMCA of DeKalb County Dolphins Swimmer, and a brief description of the typical life of a swim team parent.

b) Time Involved

- (1) Each child enrolled on the swim team will attend at least 3 weekly practices. Practice times are up to 1 hour and thirty minutes. Parents are responsible for making sure their children are brought inside the Y, if under 8 years old, and picked up from practice on time each day.
- (2) The season will start in October and the season will end in March.

c) Financial

- (1) Dolphins Swim Team Parents are responsible for the timely payment of the Swim Team Fee. Parents who anticipate difficulty making these payments are responsible for notifying the Aquatics Coordinator as soon as possible.
- (2) Parents are also responsible for the timely payment of optional meet fees. We are bound by payment deadlines for certain meets.
- (3) Other yearly expenses include the purchase of the team suit and donations to fundraisers.

d) Volunteering

- (1) Parents are expected to work all Dolphin home meets. This may include some away meets, as our team is required to provide a certain amount of workers at each away meet.
- (2) Parents are urged to become either a Level I or Level II official. Training courses will be announced before the season begins. If interested please see a parent committee member. (More Parent Committee Members are also encouraged!)

e) Other

Please stay up to date on Dolphins happenings by checking the website, TeamUnify, mailboxes, bulletin board, etc. There will be a parent meeting held at selected times during the season. A parent from each family needs to attend; this is **mandatory**.

f) Anything else?

There are certain "overhead" expenses involved with having a child that swims. These include the practice suits, goggles, caps, etc. The purchase of replacement items from those things, gas, travel, meals, etc., will add up.