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Douglas Dolphins Swim Team Team Handbook

(March 2022)

Introduction

The handbook is intended to provide information helpful to the parents and swimmers of Douglas Dolphins Swim Team. Changes and additions that may be required from time to time will be announced by the coaches, emailed to the membership, and/or included in the monthly newsletter.

Contacts for Questions

For questions not addressed in this Handbook, you are urged to:

- For basic questions about Team membership and participation, contact the **New Parent Liaison**.
- For questions about swimming or practices, contact **your child's coach first** (outside practice times, please). If you still have unresolved questions, seek out the **Head Coach next**.
- For administrative issues such as billing, team store, fundraising, service hours, etc., please seek out the appropriate Board member or designee (listed at the bottom of the Coaches page at www.ddst.org).
- **The Board President** is your last stop for unresolved issues.

You are reminded that all Board members of the Douglas Dolphins Swim Team are volunteers, whose primary motives for serving arise from an enthusiasm for the sport of swimming and a dedication to the development of youth. The same statement applies to all the officials and other workers at every swim meet. Questions, criticisms and complaints set forth in a courteous manner are apt to draw the most courteous replies and diligent action.

Swimmer Registration & Emergency Info

Registration through our web site (www.ddst.org) is mandatory and includes emergency contact information that helps the coaches & the Board of Directors seek care for your child in the unlikely event of an emergency, and maintain contact with parents and swimmers when necessary. Therefore, **families must complete ALL online registration information within one (1) week of joining the Douglas Dolphins Swim**

Team. You should then check your family account at least twice per year and update this information whenever it changes to maintain accuracy. Responsibility for inaccurate or incomplete account information rests solely with the parent(s) or guardian(s) on the account.

Douglas Dolphins Swim Team Philosophy

It is important to understand that your swimmer has joined a **Year Round Program**. The reasons for swimming year round include physical fitness, superior skill development, friendships, competition, college scholarships, etc. While all of these are important, and all are a part of our program, one of our main goals is to develop highly skilled individuals who are interested in competitive swimming.

Mission Statement

The Mission of the Douglas Dolphins Swim Team is to educate our youth about the importance of fitness, self-discipline, sportsmanship, and fun. We provide an environment where individual success is encouraged by presenting the most current training techniques in the areas of physical conditioning, stroke technique and racing strategies. DDST promotes positive growth and development for today's youth through athletics and multi-faceted teamwork.

Code of Conduct

Membership with the Douglas Dolphins Swim Team is a privilege, not a right. Once granted, membership is revocable at any time by 2/3 vote of a quorum of the DDST Board of Directors, without recourse other than pro-rata refund of unused dues. Grounds for discipline, suspension, or removal from the team of any DDST member, official, manager, coach, athlete, family, or any participant from DDST activities, include, but are not limited to: actions that are deemed to violate the USA Swimming Code of Conduct, or would violate said Code if the violator were a USA Swimming Member; violations of Douglas Dolphins Swim Team policy; actions that create a hostile, threatening, or disruptive atmosphere within the Team, or which otherwise interfere with the orderly or safe conduct of DDST activities; actions that jeopardize the safety or well-being of any other DDST member; engaging in gossip, innuendo, or other denigrating or demeaning actions toward other team members; disclosing confidential information about other members to third parties; or actions that violate local, state, or federal law.

The Douglas Dolphins Swim Team seeks to provide a safe environment and program for swimmers of all ages. All members are expected to follow:

- USA Swimming Code of Conduct (www.usaswimming.org)
- Pacific Swimming Code of Conduct (www.pacswim.org)
- DDST Swimmer Contract (www.ddst.org)
- DDST Team Travel Policy (www.ddst.org)
- DDST Action Plan to Address Bullying (www.ddst.org)
- DDST Electronic Communications Policy (www.ddst.org)
- All DDST Members are expected to respect the property of others and obey pool rules; to behave in a manner that will not jeopardize the safety and well-being of themselves and others; and to represent Douglas Dolphins Swim Team in a way that fosters the goals of this organization.
- Grabbing or hitting of others is unacceptable behavior.
- Possession of firearms or any other weapon is not permitted at any DDST activity.
- Possession or use of alcohol, tobacco, or controlled substances is not permitted unless prescribed by a physician.

Locker Rooms – While you are in the locker rooms, before and after swim practice, your conduct is to be respectful of other swim team members, yourself and the general public. No foul language, derogatory language or horseplay will be allowed. Showers should be kept to a reasonable length, as we are not the only patrons of the swim center.

Disciplinary Action –It is important to maintain a working order of discipline which will enable all participants of the swim program to have productive daily practices; therefore, the Coaching staff and The Board have outlined the following procedures to be used when providing disciplinary action.

Dolphin Discipline Forms (outlining the discipline problem) will be given to any swimmer that has acted in a manner that requires disciplinary action.

Discipline Forms 1: A written disciplinary warning that must be signed by the swimmer's parents before the child can return to practice.

Discipline Form 2: One week suspension from the team (no dues will be refunded) The Swimmer, Parent, and Coach will meet to discuss the swimmer's disciplinary problems and determine what plan of action should be taken to determine successful productive practices for the swimmer and the team.

Discipline Form 3: One month suspension from the team. The Swimmer, Parent, Coach, and one Board member will meet to discuss the swimmer's disciplinary problems and determine what action should be taken before the swimmer can return to the team.

At any time, a Coach or The Board can decide to take **IMMEDIATE ACTION** when deemed necessary for the safety and order of the **SWIM TEAM and ALL of the SWIMMERS**.

If you or your child is having difficulty with another child or parent who is not following the Code of Conduct, we ask that you notify the child's coach or one of the current DDST Board members. Also if you notice any swimmer that is jeopardizing their own safety or that of others please notify a coach or Board member.

What is My Child Getting Into?

Competitive swimming begins for younger athletes in the Age Group Program of each Local Swimming Committee (LSC), in our case Pacific Swimming (PC). The LSC's are what make up the whole of USA Swimming. The LSC's across the country administer the Age Group Program, producing the reservoir of talent that keeps USA Swimming abreast of the rest of the world in swimming.

Competitive swimming requires dedication from both the parent and the swimmer. It is hard work for the swimmer and it is an adjustment for the parent(s). In the beginning, it is a rare child who can keep an "up" attitude about daily practices. Parents must recognize this, and we recommend that you gently encourage your swimmer to "stick with it" because the rewards are great. Physical health and strength will usually improve and with it, confidence, well-being, and the added benefit of faster times.

Athletes will be able to compete in local, regional, national and championship meets which will help to develop their skills. Sectional and Senior National championships are held at the end of each winter and summer swimming season and offer top athletes the challenge of competing against the best in our country, and in some cases, the world. These championships are used to select National Teams that represent the United States in international competition, including the World Championships, Pan American Games, Pan Pacific Championships, and Olympic Games.

It is a well-established fact that the majority of our swimmers become honor students. They learn the discipline of using their limited time in the most efficient way. Depending on individual talent, when a swimmer is ready to graduate from high school, college scholarships may be available. We consider it to be a part of our program to assist the swimmer in furthering his/her life in addition to swimming. Our priorities include family life, education and scholarship, and swimming, in that order.

Where, When and How?

The Douglas Dolphins Swim Team (DDST) is a multi-level USA Swimming organization with the goal of developing swimming on all levels within the area. As a team, we compete on all USA Swimming levels.

Depending on the age and level of your swimmer, Douglas Dolphins Swim Team trains 2-5 days a week at the Carson Valley Swim Center (CVSC). This facility is the only one of its kind in the Carson Valley area. These pools are used year round providing a controlled environment for training and competition regardless of our changing weather. During the fall, winter, and early spring months we generally use the 6-lane 25-yard or 25-meter pool in doors and starting mid to early spring until it closes in November, we use the 8-lane 25-yard outdoor pool.

Membership Information

Membership in Douglas Dolphins Swim Team is open to any competitive swimmer wishing to take part in the program as set down by the coach and meeting the group criteria. **The swimmer is given a free one-week tryout period (offered during the last full week of each month).** After the tryout week the swimmer and parent will determine if the swimmer is ready to join the team and the coach will determine into which group, they should start.

Tryouts

To join the Douglas Dolphins Swim Team you must try out. Tryouts consist of a 100 Freestyle, 100 Backstroke, 25 Breaststroke, and 25 Butterfly. Dippin and Bronze Dolphins require a 25 freestyle and 25 backstroke and a demonstrated knowledge of Butterfly and Breaststroke. Swimmers will be evaluated on stroke technique, not speed. All strokes will be evaluated on body position. Freestyle, Backstroke, and Butterfly must be done with over water recovery. Breaststroke must be done with a "legal" kick which means, feet must be turned outwards during the propulsive part of the kick according to USA Swimming.

DDST Practice Groups

Our goal for each swimmer is always to place them in the group that will best foster their continued long-term development and happiness, as a person and as a competitive athlete. Decisions about group placement are based on the best professional judgment of each coach, and will not always appear "equal" for each swimmer. This judgment is based on many factors, such as developmental readiness (physical, physiological, and psychological), leadership, attendance, and discipline. All children develop at different rates regardless of chronologic age. During this sometimes difficult process, coaches need the support of parents in avoiding unwarranted comparisons with other swimmers, and instead supporting a swimmer's own progress and goals. In addition to the foregoing criteria, to be placed into the next group a swimmer must pass all requirements on the skills testing sheet, during the most recent testing cycle for their current group, and must have all equipment required for the new group (see the equipment section elsewhere in this handbook). Additional placement requirements may apply for some groups as outlined below.

Dippin Dolphins and Bronze Groupæ a competitive option for swimmers who are past the swim lessons phase, and ready to work toward meeting full Dolphins tryout requirements. To enter they must be able to swim a 25 freestyle and 25 backstroke non-stop. They practice 1-2 hours a week.

Silver Dolphins are our full entry-level swimmers. They must pass the above tryout requirements without assistance or stopping, and **without nose plugs**. This is a small, hands-on group, working on the fundamentals of the short-axis strokes (butterfly and breaststroke) 2-2.5 hours a week, with some long-axis (freestyle and backstroke) work also. Swimmers also work on turns and become USA Swimming dive certified. The goal of this group is to legally compete in all four strokes.

White Dolphins swim 3-3.5 hours a week, and continue to develop novice swimming skills. A variety of drills help the swimmer with proper hand placement and body position. The goal of this group is to regularly compete in all four strokes.

Red Dolphins practice 4-5 hours a week. This group works on basic drills of all four strokes and Individual Medley (IM) structure, basic set structure, and interval training with the pace clock. In addition to the skills and equipment requirements, a swimmer must have attended several Friday Blue-group practices before advancing.

Blue Dolphins are our strongest elementary group, practicing 6-6 hours 45 minutes per week. To be in this group you must generally be at least 9 years old, be able to understand more structured sets, and have good listening skills. In addition to the skills and equipment requirements, a swimmer must be able to handle a 2-hour workout, have good clock understanding, and have regular practice attendance before advancing.

Pre-Seniors are a highly competitive group. They practice for 8-9 hours per week plus dry-land work, and have highly complicated sets. To be a part of this group you must first be going into 7th Grade, be able to handle a longer workout, and be at practice more consistently.

Senior Group is our highest level. This self-motivated group works out 2 to 2.5 hours per day plus dry-land work, and some extra water time during the summer. They swim 6000-8000 yards each workout, typically with a mix of IM, stroke work, and freestyle pulling. Besides the skills and equipment requirements to be a part of this group, you must be at least 13 years old, be dedicated to the team and to your personal swimming goals, and compete at most recommended meets. At least an 80% attendance standard should be maintained.

There will be times when groups are combined due to water space, group participation, and coaching availability require. We strive for the highest possible practice time. Practice time is a combination of Dry-land and water time. Practices can be cancelled due to situations beyond our control, and Swim Center closure such as lightening, poor air quality, and pool contamination. Account credit will not occur in such situations.

Dues and Financial Obligations

Dues Payment

Douglas Dolphins Swim Team dues go toward coaching fees and water rental time paid to the Carson Valley Swim Center. All dues and other fees must be paid through our online auto-pay system, which you set up when you register.

Checks and cash cannot be accepted. All current and past charges on your account are charged against the bank account (preferred) or credit card on file with your secure account on the 1st of each month. (This account can be changed as often as you wish.) **Charges against insufficient funds will incur a \$30 penalty.** If dues are delinquent 30 days or more, the swimmer will not be allowed to practice or compete with Douglas Dolphins Swim Team. **Swimmers will be charged for the ENTIRE MONTH regardless of actual time in the water.** Since the team has financial responsibilities 12 months a year, dues will not be prorated if a swimmer is out of the water part of the month.

There are discounts that apply to monthly dues when more than one swimmer in a family is enrolled on the team at the same time.

Multiple swimmers from a family:

- | | |
|--|---|
| ○ 1 st swimmer (highest group) | pays 100% |
| ○ 2 nd swimmer (next highest group) | 10% discount of group rate |
| ○ 3 rd & 4 th swimmers | 25% discount of group rate on each additional swimmer |
| ○ 5 th swimmer & above | Not charged for monthly dues |

Swim Specials

From time-to-time DDST will offer specials for swimmers to join the team. All specials require a USA Swimming registration. These offers are for new, existing, or returning swimmers wishing to improve or maintain existing skills. For example, a Summer program is offered to encourage and introduce new swimmers to our team, Power Hour and Tech Fit are for swimmers to improve their existing skills.

Taking Time Off

When taking 30 days or more off from the team, and you wish to suspend your monthly dues, you are **REQUIRED** to notify your coach and Team Treasurer, **IN WRITING**, of how much time you expect to take off by the 23rd of the previous month. **Dues and fees will be charged until Douglas Dolphins Swim Team receives written (or email) notification of leave, and will not be reversed.**

Waiting Lists

Occasionally practice groups might get so full that a waiting list must be established. **If you suspend your monthly dues during an absence from a wait-listed group, your place will be filled from the wait list, and you will be added to the wait list upon returning to the group.** To save your place in the group, you must continue to pay monthly dues during any absences.

Leaving the Team

To withdraw from the team, please notify your coach and Team Treasurer, **IN WRITING**, of your desire to leave the team. **Dues and fees will be charged until Douglas Dolphins Swim Team receives written (or email) notification of withdrawal and will not be reversed.**

Returning to the Team

No swimmer will be allowed to return to the team until **all past dues and late fees are paid in full** and swimmer shows proof of Current USA Swimming Athlete membership to the coaching staff. Swimmers returning to a full group will be wait-listed if dues were suspended during the absence.

Additional Fees

- USA SWIMMING Registration and Insurance: \$73.00 (current annual fee, subject to increase each year).

USA Swimming Registration and Insurance

Each new swimmer will pay a registration fee which includes USA Swimming registration and insurance. Existing swimmers will re-register each fall for the next year. **A swimmer will not be allowed to practice or compete with DDST until all registration fees have been paid for the current swimming year. New swimmers must complete online registration by the end of their 1 week free trial period.**

USA Swimming and Pacific Swimming Membership

Douglas Dolphins Swim Team is one of 4,500 local clubs belonging to United States of America Swimming, Inc. (USA Swimming). USA Swimming is the National governing body of competitive swimming in the United States. USA Swimming has divided the United States into four Zones (East, Central, South, and West), which are further broken down into Local Swimming Committees (LSC). Douglas Dolphins Swim Team is in the Western Zone and belongs to the Pacific Swimming (PC) LSC, which is further divided into smaller zones. Douglas Dolphins Swim Team is in Zone 4 of the Pacific Swimming LSC. Each team is assigned a club code/abbreviation that is used for entering meets and team identification. Our code is **DDST**.

Pacific Swimming is responsible for setting standardized guidelines under which all member teams operate. It sanctions meets, certifies officials, establishes time standards, publishes the swim guide (a copy of which you

may obtain each year), outlines meet schedules and disburses the Pacific LSC travel funds to send some swimmers to national and zone level meets.

Swimmers are divided by age and gender into the following groups: 6 and under, 7-8, 9-10, 11-12, 13-14, 15-16 and 17-18 year old. Swimmers must compete in their age group except at Senior/Open meets.

The Pacific Swimming year is currently divided into two seasons, **Short Course** and **Long Course**. Short Course is swum in a 25-yard pool primarily from September through March, with meets available throughout the year for developing athletes. Long Course is swum in a 50-meter pool mainly from April through August.

Swimmer Responsibilities

Meets

- ❑ On meet day, swimmers should arrive by the time designated by the coach (usually 15 minutes before warm-ups are scheduled to begin), check in for their events at the Clerk of Course, change into team swimsuits, and report to the coach on the pool deck in time for team warm-up.
- ❑ Swimmers should pay attention to event postings and promptly obtain their heat and lane assignments.
- ❑ Swimmers must report to coaches directly before and after each event.
- ❑ Swimmers are always expected to demonstrate courtesy and sportsmanship since their behavior is a reflection on DDST and the community at large.

Log Book

A record of each swimmer's race times is maintained in several locations online. Start at www.ddst.org and look under Records & Times, My Times. Each swimmer should check their times frequently and stay familiar with them. It may help to print them out to keep in a logbook or record book. This serves two purposes.

- ❑ It allows the swimmer to chart his/her progress
- ❑ It allows the swimmer the ability to accurately complete the meet entry forms. (Online entries automatically use a swimmer's best times.) If you need help in determining an entry time, consult with your coach.

EQUIPMENT

Team Suits & Caps

Team suits are strongly recommended at all team competitions. Team caps are to be worn at ALL competitions. Team caps help our coaches identify the swimmers on the blocks prior to the start of his/her race. Failure to wear a team cap at competitions could result in missed swim observations and split recording. Team caps, suits, and other accessories such as Parkas can be purchased through the Team Store at www.ddst.org.

Mandatory Training Equipment

As swimmers progress their skill levels change and their motor skills become more advanced. This allows coaches to introduce different types of training. The following list introduces the different pieces of equipment essential to training in our program, and is progressive to help ease the financial burden. Each piece of equipment is mandatory for swimmers who have passed the required testing, before they can advance into the next group. In most cases the coaches can anticipate if your swimmer will be moving up, and will try to let you know in advance so you can have enough time to acquire the equipment before your child advances to the next group.

As swimmers move up they must have all equipment from all preceding groups. It is handy to have an equipment bag as they start accumulating gear. Their equipment must fit them, be in working order, and have their name on each piece.

Dippin/Bronze Dolphins: Goggles (Fins, equipment bag, and team cap are provided with the initial registration fee)

Silver Dolphins: Goggles (Fins, equipment bag, and team cap are provided with the initial registration fee)

White Dolphins: Pull buoy

Red Dolphins: Water bottle & old tennis shoes to wear in water.

Blue Dolphins: Stroke Maker paddles & Finis snorkel.

Pre-Seniors: Hydro fins or similar shorties that are flexible, athletic shoes for dryland practice.

Seniors: Finis Tempo Trainer

NOTE: Our team store has most but not all of the required equipment. If you choose to purchase your equipment through our store a small percentage of the purchase total will be applied to your fundraising obligation.

Douglas Dolphins Swim Team Travel Policy

Among other things, the DDST Team Travel Policy specifies that, unless otherwise announced for a specific event, all DDST members are responsible for their own travel and lodging arrangements. Any arrangements between members to share travel and/or lodging arrangements are optional and purely voluntary arrangements exclusively between those members, regardless of any participation, recommendation, or facilitation of such arrangements by DDST or its coach(es) or Board member(s).

Any swimmer representing Douglas Dolphins Swim Team at any sanctioned swim meets must be current in *ALL* financial obligations to the Team prior to the date of departure. Any extenuating circumstances must be brought to the DDST Board of Directors for consideration.

Per USA Swimming rules, all athletes, parents, coaches, and other adults traveling with DDST must agree to and sign the DDST Team Travel Policy. Copies of this policy may be printed at any time from www.ddst.org, or obtained from any Board member or coach.

Parent Responsibilities

Your swimmer's goals can only be achieved through a successful program, and a program can only be successful when all the required elements are available. Time is a precious commodity and many of the things the club does require your time. We need everyone to share in the load. More specifically, we ask you to accept the following responsibilities:

Fundraising

Each DDST family is strongly encouraged to participate in outside fundraising, as this is how DDST involves the larger community to support and build awareness of our programs. This also helps your family save money that we would otherwise have to add to our monthly dues. To keep it fair, the DDST Fundraising Policy (www.ddst.org) specifies a minimum annual fundraising obligation for each swimmer and family. Families are of course encouraged to raise more if they can, to help enhance our programs. Families that do not bring in their minimum annual obligation will be billed for the remaining amount at the end of the DDST fundraising cycle, or upon departure from the team. The team will have at least two scheduled fundraising events per year to help swimmers with their fundraising. Additional fundraising and/or sponsors on behalf of DDST are welcome and encouraged at any time of the year. Fundraising donations in any amount (unlike amounts charged to monthly invoices) are tax-deductible.

Swim Meets

Swim meets are "the real thing" for which swim practices are preparation. Athletes from the Dolphins and throughout our region compete at swim meets to show the results of all their daily hard work, and test improvements in their skills and physical conditioning. Whether the swim meet is at home or away there are jobs that parents must do for the meet to run smoothly and efficiently.

Meets are run entirely by parents and coaches!

Help at Home Meets

The Family Meet Management Policy requires each swim family to serve a minimum number of meet sessions each year helping with one or more jobs needed to run a successful meet. This is pro-rated for families who join or leave during the year. We host 3 to 4 meets per year which generate up to 40% of our team's annual revenues. We need about 50 people to ensure that a meet runs smoothly. There are a variety of jobs, some of which require training and some of which require little or none. Before every home meet, sign-ups for specific jobs will be offered through our team web site, or by contacting the Meet Director (also a parent volunteer!). If you do not sign up you will receive a phone call requesting your help with unfilled jobs. At the meet, sign in and record your work in the Volunteer Sign In binder kept at the

Clerk of Course table. After the meet, please check your account online to verify your service credits, and contact the Meet Director with any discrepancies. **At the end of the calendar year, those families who did not meet the 35 hour minimum requirement will be billed \$25 per hour for each hour they did not work.** Families who exceed 35 hours per year will be recognized and entered into a special drawing held at our Annual Awards Banquet. The complete DDST Family Meet Management Policy can be found at www.ddst.org along with descriptions of the different meet jobs.

During your first meet you may notice the **Officials** wearing white and blue around the pool. Nearly all officials are current (or former) parents of swimmers just like you. Officials attend clinics, receive training, and are certified and background checked by USA Swimming. They are present at meets to implement the technical rules of swimming and to make sure that competition is fair and equitable for all the swimmers. After you have been to a few meets **consider joining in as an Official.** You can ask the Zone 4 Representative or any official how to get started. (Hours spent officiating at home meets can be used towards family volunteer hours **only** if they are pre-approved by the Meet Director. If there are not enough parent volunteers to run the meet the Meet Director may need the parent to perform another job to ensure that the meet runs smoothly.)

Help at Away Meets

At away swim meets the host swim team relies on visiting swim parents to serve as timers or officials. Each team is responsible for doing their share! For timers, some host teams assign a lane or part of a lane to each participating team depending on how many swimmers the team has entered in the meet. Then each team should make sure that there are timers in those chairs throughout the meet. Officials will halt a meet if there are not enough timers or officials. When you attend an away meet, whether DDST has an assigned lane or not, volunteer to take your turn as a timer. This way all DDST parents can share the timing responsibility for our team and the meet will run smoothly. The timers have the best seats in the house! Also, this is a good time for DDST parent officials to get their officiating experience and hours. Away meets always need help from visiting officials to ensure that the competition is fair.

Supportive Parenting

As in any sport, there is a dedication and determination factor that the young swimmer can possess. One thing that helps to keep this dedication and drive alive is nurturing by the swimmer's parent(s) or other support person. This is accomplished by consistently offering encouragement and support to your swimmer. Without this support, the drive and dedication of the swimmer may fade. We ask you as the parent to take an active interest in your child's swimming. Encourage them to attend practice on time and on a regular basis. Be aware of upcoming events and your child's participation in them. Above all, support your child's interest in swimming so he/she can become successful and dedicated to the sport.

Communication Between Coach, Swimmer and Parents

Email and Texting

Emails and Texts are our primary means of daily communication with swimmers and families. **It is very important that you keep all of your contact information up to date in your private online account at www.ddst.org.** All electronic communications with swimmers are subject to our Electronic Communications Policy at www.ddst.org.

Website

The DDST team website at www.ddst.org is updated frequently with new information. When you sign in to your secure private account, you have access to all of your current invoice, fundraising, service hours, swimmer times and information, and general account information. The website also contains contact information, calendars & practice schedules, meet & event information, records & times, team documents, team store information, back issues of newsletters, and a wealth of other information about the sport of swimming. Check it out today!!

Newsletter

Newsletters are published every 1 or 2 months and sent out to participating parents and swimmers. This is the club's main vehicle for communication of general and specific information. You can submit questions to the editor to be answered and you can submit a classified ad if you have something to sell. Whenever possible you will receive your newsletter via e-mail, which is more cost effective for the team. Extra copies of the newsletter can be found in the lobby of the swim center in the magazine rack at the entrance to the boy's bathroom.

Flyers

These are issued occasionally to publicize the club's upcoming events and to inform swimmers of important changes. Flyers will most often be left in your family folder for you to pick up (this way the information will hopefully get home to you and not be left in the locker room).

Team Family Folder Box

In the lobby of the swim center is a Swim Team box that contains file folders for DDST Board members, families belonging to the team, folders for each coach and a folder for the team store. These folders can be used to communicate with other swim families and DDST Board members. Written communication containing suggestions, concerns or questions may be left in a Board member's folder. The Parent Liaison can help answer any questions you may have about entering a meet. Please check your family folder frequently for new information.

Bulletin Board

DDST has a team bulletin board that is located inside the swim center next to the equipment room door. We strive to keep the board updated with current

pictures and useful information. We also acknowledge swimmers of the month on the bulletin board.

Meetings

Board Meetings are held monthly and parents are welcome to attend. If you have any questions, concerns or suggestions feel free to ask, leave a written communication in their file folder, e-mail or call one of the current Board members (see www.ddst.org for contact information). Informational meetings for parents are held on a periodic basis.

Coach Accessibility

Please do not interrupt the coaches on deck during practices! Practices are carefully planned for each day and interruptions can take away from the coaches' main function. Coaches will occasionally schedule parent-coach time during practice hours. Check with your child's coach to find out when he/she is available so you may call with questions. Each coach's e-mail address and phone number is available at www.ddst.org.

Parent Liaison

The Parent Liaison position was created to welcome new families to the team, help them find information and to answer questions. Contact information for the Parent Liaison can be found at www.ddst.org. If you need help filling out paperwork for swim meets or if you are not sure who can help you with a problem the Parent Liaison can point you in the right direction.

Board of Directors

DDST is a 501(c)(3) nonprofit organization guided by a Board of Directors elected from the membership. If you have any questions concerning policies or procedures, please feel free to call or e-mail the appropriate Member or Officer. (A list of contact information for Board members can be found at www.ddst.org.) Their job can only be improved by open communication between themselves and the membership.

Team Activities

State Championships

Prior to the Annual State Championship swim meet held in Las Vegas or Carson City, DDST holds a pep rally. The pep rally usually includes food, fun, cheering and team bonding involving the entire team. It's a great opportunity for the swimmers, young and old alike, to get together and get "psyched" for the big meet.

Awards Banquet

Each year, the coaches honor their swimmers individually with various awards for achievement and hard work at a Pot Luck Style Dinner. This is a fun and rewarding time for everyone and a chance to meet other swim team families, so plan on attending.

Team Pictures

Every summer, usually in early August, we have DDST team pictures taken at a practice. Swimmers have an opportunity to have their individual photos taken as well as being part of the team photo. Plan on being a part of this great event!

Summer Fun Week

In August we have a fun week to celebrate the end of our summer season. In the past we have gone to the beach and Wild Island as a team. The fun week activities will be publicized in advance so that swimmers and their families can plan to participate.

Coaches

As a USA Swimming member club, all DDST coaches must meet the stringent certification requirements of USA Swimming. These include CPR, first aid and safety training, basic and continuing swim coach education, criminal background checks, pre-employment screening, and athlete protection education. DDST also assists our coaches in attending specialized coaching clinics to help them obtain the most current advanced knowledge and skills available. Especially during the summer months, some of our more senior athletes and other selected individuals will serve as Coaches Aides under the direct supervision of a certified coach, to help demonstrate specific swimming techniques to younger swimmers,

Contact and background information for all of our coaches is maintained on our web site at www.ddst.org.

Addresses & Directions to Local Pools

Bishop City Pool

666 North Main

Bishop, CA 93514

Directions to pool: Off Hwy 395 Just South of Carl's Jr.

Carson City Aquatic Facility

841 N. Roop St.

Carson City, NV 89701

Directions to pool: Two traffic lights east of Hwy 50 (E. Williams St.), one block south on Roop St.

Carson Valley Swim Center

1600 State Route 88

Minden, NV 89423

Directions to pool: HWY 395 South from Carson City, turn right on HWY 88, one block on right. Head West out of the Round-about (just past high school).

Northwest Pool

Apollo Way

Reno, NV 89503

Directions to pool: From I-80 take Keystone Ave exit from freeway. Go north on Keystone. Turn left on Kings Row. Continue up the hill; turn left on Wyoming and then right on Apollo.

Idlewild Pool

Idlewild Drive

Reno, NV 89509

DIRECTIONS TO POOL: From I-80 take Keystone Ave. exit from freeway. Go south on Keystone – stay in far right lane until you reach Riverside Dr. *Do not go on overpass.* Turn right on Riverside, continue about one block and turn left onto Booth Street Bridge, then take a sharp right turn onto Idlewild Drive. The pool is two blocks up on the right.

South Lake Tahoe Recreation Complex

1180 Rufus Allen Blvd.

South Lake Tahoe, CA. 96150

Directions to pool: Take Highway 50 into South Lake Tahoe. When Highway 50 comes adjacent to the lake, Rufus Allen Blvd. is the next turn coming from either direction. Pool is just past Campground by the Lake.

Notes