



Parent-Swimmer Handbook

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Introduction

The purpose of this handbook is to explain to new members just what Cyclones Swim Team is and to outline various policies that affect all swimmers.

It should be read by all families so that they may become familiar with important facts and rules of the team.

Why swim?

The USA Swimming age group swimming program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits.

Physical Development

Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. It develops high quality aerobic endurance, the most important key to physical fitness. In other sports, an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swimming teams use every precious minute of practice time developing fitness and teaching skills.

Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this so well. Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.

Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement. Swimming is the most injury-free of all children's sports.

Swimming is a sport that will bring kids fitness and enjoyment for life.

Intellectual Growth

In addition to physical development, children can develop greater intellectual growth by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally, their accomplishments in learning and using new skills contribute to a stronger self-image.

Cooper City Cyclones History

Cooper City Cyclones is a year-round, non-profit, USA Swimming certified swim club. Our club is governed by USA Swimming and the Florida Gold Coast Swimming organizations; and we swim under the team code CCPR-FG. The Cyclones offer high-quality, professional coaching and technique instruction for swimmers ages 4-18.

The Cyclones have been serving Cooper City and surrounding communities since 1996. We swim at the Cooper City Pool & Tennis Center at 11600 Stonebridge Pkwy, Cooper City, FL 33026. Our heated pool is

25 yards' x 6 lanes. The facilities are maintained and the coaches are employed by the Cooper City Parks & Recreation Department. However, the swim club is run by the volunteer members of the Board of Directors.

We are constantly growing and training young swimmers to maintain a well-rounded, competitive swim team. All swimmers and parents are welcome to make suggestions and participate in all activities so we can continue to improve our team.

Vision & Philosophy

Vision

The goal of our team is to provide every member an opportunity to improve swimming skills and achieve success at his or her level of ability, from novice to international competitor. We hope to develop and maintain a program that will produce elite swimmers, who will represent the Cyclones in all levels of swim competition.

Philosophy

The Cyclones is a team that is built upon the commitment, support, and participation of the Board, coaches, swimmers, parents/guardians, and the community at large. We believe that our success is dependent upon the cooperation of all members.

Coaching Team

All of our coaches, who are members of the American Swim Coaches Association, have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. They provide assurances that the time children spend swimming will be quality time. We are committed to providing comprehensive, expert swim/stroke training by an experienced coaching team. In addition to swim training, the team promotes the practice of healthy lifestyle habits, such as good nutrition and sleep.

Head Coach – Jill Ankney

Assistant Coach – Jorge D'Ugard

Assistant Coach –Jerya Mendez

Assistant Coach – Abby Wheeler

Assistant Coach – Colby Sikes

Board of Directors

The Cyclones Swim Team is a self-supporting organization with substantial administrative responsibilities. The volunteer swim parents that make up our Board manage the planning and budget of our team.

Election of Board Members is held every 2 years at the beginning of the swim season by September 31st. Board Members are elected to serve a two-year term. The Head Coach also serves as a voting member of the Board.

One of our goals is to create an environment of team cohesiveness. By providing regular social, team building opportunities, the Board hopes to nurture the team and to instill a sense of team pride. Parents/guardians and swimmers will be more motivated to be a part of the Cyclones, when they feel valued and enjoy themselves.

Board meetings are held once a month. Anyone is welcome and encouraged to attend. All persons holding the positions listed below have 1 vote for any items voted on by the Board of Directors.

BOARD JOB DESCRIPTIONS

President

Reports To: Swim Team Body

The President is responsible for the general direction of the Team's property, business, and affairs. The incumbent presides as Chairman, when present, at all meetings of the members and the Board. He or she shall have general power to execute contracts in the name of the Team.

Job responsibilities include, but are not limited to:

- Serve as the head officer for team leadership.
- Ensure appropriate communication and flow of information among the members of the team and the Board.
- Effectively run all meetings of the Cyclones Board, ensuring communication is effective and required decisions are made in a timely manner.
- Work closely with the coaches and facility staff to ensure alignment on the strategy and priorities for the team.
- Ensures that all team functions are followed through and lead the team into the future with events and bringing new ideas to the team.

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Vice President of Team Operations

Reports To: Swim Team President

The Vice President of Team Operations will be overall responsible for the oversight of the board in the absence of the team president. The Vice President of Operations deals with logistical planning that goes into travel swim meets and team events.

- Effectively communicate established policies to swim families and work to resolve any issues or concerns.

- Prior to the beginning of the swim season, work with the President and the Board to deliver an effective presentation at the annual meeting for all swim families by September 31st.
- Work closely with the Webmaster and Events Coordinator on relaying information on the team website.
- Coordinate volunteers of swim meet/events such as but not limited to: (timers, tent delivery and pick-up, and parent support.)

Secretary

Reports To: Swim Team President

The Secretary assists the Board with organization and administration. He or she is responsible for attending all meetings of the members and Board and keeping an accurate, written record of all proceedings. He or she works closely with the President to ensure the flow of communication and the accuracy of information to the Board and the Team.

Additional job responsibilities include, but are not limited to:

- Working with the Board, prepare and publish an official Agenda ahead of each, regularly scheduled, Board Meeting
- Take minutes at all meetings of the Board. Minutes must include who attended, matters discussed, and decisions made.
- Publish minutes to Board Members to ensure accuracy and ensure a vote is taken to have the minutes officially approved.
- As needed, update the Team's Bylaws and edit Board Job Descriptions as necessary. Ensure adherence by the Board to the published Bylaws.
- Prepare and publish a calendar for the team that includes the following dates: Board Meetings, Swim Meets, Social Events, Local Swim Clinics, Etc.

Treasurer

Reports To: Vice President of Swim Team Operations

The Treasurer is responsible for the care and custody of all moneys, funds and securities of the Team and shall deposit or cause to be deposited all funds of the Team. He or she is responsible for establishing and managing the Swim Team all associated expenses for the year.

- Maintain an accurate account of the Team's financial position

- Endorse for deposit or collection all checks, drafts, notes, bills of exchange or other commercial paper payable to the Team, and give proper receipts or discharges therefore as provided for by the Board.
- At least monthly, or whenever required to do so by the Board or the President, submit a report of the Team's financial condition to the Board. The report shall:
 - Include a list of all cash receipts and disbursements processed during the period and a reconciliation to the bank account statements.
 - Highlight the performance to budget for each budget line item. Bring concerns about performance to budget to the attention of the Board as soon as known.
- Process meet entry fees and ensure that each account is invoiced and charged accordingly.
- Process invoices and payments for monthly dryland fees.
- Ensure team expenses are paid for such as but not limited to: Team Unify, swimmer registration, etc.

Webmaster/Registrar Coordinator

Reports To: Swim Team President

The Webmaster/Registrar shall attend all board meetings. He or she must possess a sense of urgency and have superior organization skills that enable keen attention to detail and thorough follow up.

Responsibilities include, but are not limited to:

- Registering new swimmers in the team unify website
- Ensuring website has accurate information and adds updates from team events/functions
- Explains differences in how team and city charges are accumulated annually and monthly to new members
- Ensuring new member forms are brought to the coaches upon completion from parents.
- Work with the teams treasurer to keep information up to date for keeping up to date billing
- Work with parents to make payments on accounts, signing up for swim meets, and other tasks involving the team unify site.
- Coordinating swim try-outs for new swimmers with the coach for the particular age group.

Event/Apparel Coordinator

Reports To: Vice President of Swim Team Operations

The Event/Apparel Coordinator shall attend all meetings of the members and Board. He or she is creative, energetic, and adaptive. This position is responsible for creating and hosting internal swim team events that are fun, organized, successful, and cost-effective.

- Organize and run Team Registration Event (Working with VP and Registrar and coaches)
- Organize and run team special events (photo session opportunities)

- Work with board leadership to host a successful, fun, annual team banquet, swim-a-thon, holiday party, and championship swim dinners as needed.
- Work with the Board President and Secretary on the annual New Parent/Returning Swimmers Meeting
- Create other team events/functions as needed/requested
- Responsible for ensuring the team has cyclones apparel, swim caps, special event apparel, holiday apparel, etc as needed.
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Roles and Responsibilities

Coach's Role

All Cyclones coaches must meet high criteria set forth by USA Swimming. Each coach is a certified lifeguard and holds a current First Aid and CPR Training for the Professional Rescuer certification. Coaches are also required to complete the USA Swimming Safety Training for Coaches Course. Cyclones coaches have also passed a background check. All of the above requirements must be kept up to date for a swim coach to remain in good standing with USA Swimming and the Cyclones Swim Team.

Our coaches' main responsibility is to mold all of our swimmers into the best swimmers that they can be. In addition, coaches mentor swimmers in life skills and positive values in a safe and prosperous environment.

Our coaches build relationships with team families, to achieve mutually-set goals for each swimmer. Coaches also help the team to build relationships with other aquatic organizations.

Parent's Role

As the Parent (or Guardian) of a competitive swimmer, your main responsibility is to provide a caring, supporting environment. This support will encourage your child to feel good about his or her interest in competitive swimming. Show your support by ensuring your swimmer's attendance at practices and swim meets.

Parents are not participants on their child's team but contribute to the success experienced by the swimmer and his or her team. Parents serve as role models, and children frequently emulate their attitudes. Strive to be a positive role model. Most important, show good sportsmanship at all times toward coaches, officials and other teams.

Parent's Code of Conduct

As a Parent of the Cyclones Swim Team, you are expected to abide by the following code of conduct:

1. Practice teamwork with all parents, swimmers & coaches by supporting the values of Discipline, Loyalty, and Commitment & Hard Work.

2. As a parent, I will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck. Any communication with the coaching staff will occur either prior to the start of practice or after the conclusion of his/her coaching day.
3. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials & the coaches at meets & practices.
4. Maintain self-control at all times & know my role.
5. Enjoy involvement with the Cyclones Swim Team by supporting the swimmers, coaches, directors & other parents with positive communications & actions.
6. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff only.
7. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, &/or any participating swimmer will not be permitted or tolerated at any time.

Swimmer's Role

The Cyclones believe that each swimmer is an individual with different backgrounds, needs, and goals. The team focuses on the development of positive self-esteem and individual goal setting. We encourage swimmers to represent us by participating competitively on a year round basis. The Cyclones believe that all members should model team spirit and sportsmanship.

Swimmer's Code of Conduct As a Swimmer of the Cyclones Swim Team, you are expected to abide by the following code of conduct

1. I will conduct myself with dignity and respect for others and for the property of others.
2. I will be on time for practice, training sessions, and meets.
3. I will comply with all team rules.
4. As a matter of team pride & courtesy to meet hosts, pool facility staff, parents and other swimmers, I will leave the Cyclones team area in a neat & clean condition at the conclusion of each practice session and meet. I understand this also applies to pool locker/rest rooms, bleacher areas, pool decks, etc.
5. I will practice and teach good sportsmanship. **10**
6. I will promote positive team spirit and morale.
7. I will offer congratulations and encouragement to my opponents.
8. I will support my teammates at practice and at competition. Working together as a unit will benefit each team member and is an important part of the Cyclones spirit.

9. I will follow verbal directions of the coaching staff. At no time will disrespectful attitudes by any swimmer be tolerated.
10. I will respect the rights and space requirements of other groups using the swimming facility.
11. I will follow the Code of Conduct at home, at away events and at any event where the Cyclones team is represented.

Prohibited Behavior:

I understand that at no times will the following be accepted:

1. Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco).
2. Destructive behavior.
3. Inappropriate or unruly behavior, including fighting or striking another athlete.
4. Inappropriate language (swearing or derogatory comments) or lying.
5. Stealing and vandalism.
6. Bullying or isolating another swimmer.
7. Interference with the progress of another swimmer during practice or at any other time.

Consequences for Violation of the Code of Conduct:

This code shall be in force for all Cyclones swimmers during practice, during swim meets, and at events sponsored by, or in which, the Cyclones Swim Team is represented. Disciplinary actions can range from, but are not limited to, reprimands, repetitions of a drill (laps, pushups, etc.), being sent home from practice or meets at the parents' expense, expulsion from the team, being barred from competition, or receiving any other disciplinary action that the Board deems necessary if a member fails to adhere to the Code in part or in whole.

SUSPENSION: Coaches may suspend a swimmer from practice for disciplinary reasons for a maximum of three days. Coaches may also recommend to the board that a swimmer be expelled from the team if in his/her judgment, the swimmer is unable to conform to the disciplinary guidelines established for swim practice and team participation.

Release of Liability

The release of Liability is included with your annual registration packet and must be signed by all families who wish to join the Cyclones.

Safety and Behavior

The Cyclones Board of directors reserves the right to terminate the membership of any individual whose behavior places the team in an unfavorable light or jeopardizes our participation in any pool use or sporting event. All swimmers are expected to demonstrate good sportsmanship and act as appropriate ambassadors for the team. They should act as role models for other swimmers at all times.

Equipment and Team Gear

Please see [Team Store on our website](#)

Required Gear for all groups-

- Practice suit (must be specifically designed for competition and training)
- Goggles
- Swim cap
- Small pull buoy
- Swim fins
- Kickboard

Required for Pre-Senior & Seniors only-

- Snorkels
- Paddles

Other gear –

- Parkas are a highly recommended item to keep swimmers comfortable after practice and at meets during our cooler months.

Official Team Attire -

A Cyclones team suit is strongly recommended for swim meets. Please see our Team Store on our website.

A Cyclones swim cap is required for swim meets. These are always available at the pool. We also try to have team caps available at meets. Cyclone caps are \$10 each.

Other optional team gear is sold throughout the year, such as T-shirts, shorts, sweatshirts and water bottles. These are not required, but are a nice way to show team spirit and cohesiveness. We also encourage family members to wear Cyclones gear. These are not generally sold at a profit, but just enough to recoup team expenses.

Lost & Found

You are strongly encouraged to label all of your swimmers' equipment. Labeled equipment found at practice can easily be returned to the swimmer. Unlabeled equipment found around the pool deck will be

placed in the pool office. It will be kept for 30 days and then if not claimed donated to a local charity. **The team is not responsible for lost or stolen items.**

Communication

Our **main methods of communication** are e-mail and the team website, <https://www.teamunify.com/team/fgsccc/page/home>.

The website is updated regularly. Please check for new and updated information. Important tasks you can perform on our website are –

- Register for swim meets using **MEETS & EVENTS**
 - Retrieve current and past invoices under **MY ACCOUNT**
 - Access your swimmer's best times on our website by going to **MY MEET RESULTS** •
- Sign up for jobs to meet your volunteer requirements under **MEETS & EVENTS** •
- Update contact and credit card info under **MY ACCOUNT**
- Send out fundraising emails and collect donations during Swim-A-Thon

All parents are **REQUIRED** to have a website login. E-mails will be sent to inform parents and swimmers of practice schedules and cancellations, upcoming events, such as swim meets, team social events, fundraising opportunities, volunteer events, etc.

Be sure to keep your e-mail address current on the website.

We encourage open communication. As in any organization involving many families, the Cyclones team cannot always be all things to all people. Although conflicts in our team are few, they occasionally arise. If you have a concern about administration of the team, coaching, finances, other swimmers' behavior, other parents' behavior, or other related matters, please contact a Board Member (a current list of board members can be found on our website and is posted at the pool). Your concern will be taken to the following board meeting and mediated.

Annual Mandatory Meeting

The Cyclones will hold an annual meeting where attendance is mandatory for at least one parent from each family. At this meeting, we will

- discuss upcoming team events
- discuss new or revised team policies
- communicate training objectives
- provide a financial status report
- hold elections for new Board of Directors members

The one to two hour meeting will include a brief presentation by the Board of Directors, a few words from The Head Coach, and a question and answer session.

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Swim Groups

The Cyclones practice group guidelines have been developed by its coaching team to maximize the growth and development of swim techniques for its swimmers of all levels. Swimmers of similar age and

abilities will be grouped together to reach the goals set for each level. The assignment of swimmers to a group shall be the decision of the coaching staff.

Upon fulfillment of the group's goals, swimmers may be promoted at the completion of the long course and/or short course season. In rare instances, an assignment may be modified during the swim year, if the coaching staff believes a different group would be more appropriate for the swimmer.

Joining the Team

Athletes who are interested in joining the swim team must first be evaluated by the coaching staff in order to determine their level of competence in each of the four swim strokes (Butterfly, Backstroke, Breaststroke and Freestyle). Try-outs can be scheduled by calling the Cooper City Pool and Tennis Center at (954) 434-4300 x400. Each swimmer should come prepared to demonstrate each of the four strokes and should bring a bathing suit, swim cap and goggles to the try-out.

Swimmers **must** be able to swim the four strokes in order to become a member of the team. If a swimmer cannot swim all four strokes, swim lessons can be arranged through the Cooper City Pool and Tennis Center facility to bring the swimmer up-to-speed.

Once the swimmer has been evaluated and it is determined that they qualify for immediate placement in the swim team program, the coaching staff will advise the swimmer which program level they are best suited for. The swimmer can then register to join the team.

Senior Group

9th Grade- 12th Grade

Eligibility: Must be able to swim 3 X 100 Freestyle on 1:45 as well as a 200 IM; Standing Dive

Goal: To compete at Invitational meets, Senior Champs, and Sectional swim meets.

Focus: A much greater emphasis will be placed on training and aerobic development. Swimmers will experience competing in 200s of each stroke, the 400 individual medley, as well as longer freestyle events.

Pre-Senior

6th Grade-8th Grade

Eligibility: Must be able to efficiently swim all four strokes and perform a standing dive.

Goal: To compete in Invitational and Age Group Champs

Focus: Swimmers will focus on improving technique of all four strokes, as well as the 200 IM. Greater emphasis on aerobic swimming will take place.

Age Group

6-12 years of age

Eligibility: Must be able to efficiently swim free. Back, breast and perform a standing dive

Goal: Development on Butterfly

Focus: Swimmers will focus on improving technique of all four strokes, as well as the 200 free. Greater emphasis on aerobic swimming will take place.

Little Cyclones

6 and under

Eligibility: Swimmer must be able to swim a 25 freestyle and backstroke.

Goal: To swim 25 yards of each stroke to USA Swimming standards.

Focus : All four strokes will continue to be developed plus the 100 free.

Fees and Obligations

Monthly Swim Team Fees

In consideration of the participation of the swimmer(s) in the Cyclones' competitive swim program, the Parent agrees to pay the dues for the Swimmer's practice level as listed below. Monthly payment of dues shall be due and payable on the first day of each month. Dues may be prepaid at any time. If not paid by 10th, auto charged to card on file.

Swimmers are expected to pay for the entire month no matter how many days they attend practice. If the Swimmer is transferred to a different group by the coaching staff, the fees for the new group will be invoiced in the next billing cycle.

Monthly payments may be given to the Cooper City Pool & Tennis Center front desk; or put in the Cyclones drop box. Make checks out to "**Cooper City Parks & Recreation**" and specify your swimmer's name in the memo field.

<u>Groups</u>	<u>Monthly fees</u>
	<u>Cooper City Resident/Non-Resident</u>
Seniors	\$90 / \$100
Pre-Seniors A & B	\$80 / \$90
Age group	\$60 / \$70
Lil Cyclones	\$45/\$55

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Swim Meet Fees

Swim meet fees are charged per swimmer - an entry fee and a fee per event. In addition, the Cyclones team will add a fee to cover coaches' expenses - \$5 per meet per swimmer. If a swimmer is unable to attend the meet (for any reason) after the submission of the entries and payment, the swimmer will still be responsible for payment of the meet fees.

Occasional team trip expenses may be required when the team travels to an away meet. Meet fees will be billed to your account.

Annual Swim-a-Thon

The Cyclones is a parent-run organization. In order to maintain our team equipment, events and activities we must engage in fundraising. Your family will be responsible to raise a minimum of \$150 per year for our Swim-a-Thon, usually in October. This is an annual commitment and will not be prorated should you take time off or leave the team. Accounts will be billed \$150 (or less, depending on how much you raise) after the donation deadline, which is usually a month after the Swim-A-Thon event.

Participation in this event is mandatory for all swimmers. Each swimmer swims for 2 hours or 200 laps, whichever comes first. We award prizes for our top fundraisers.

Volunteer service hours

- In order to maintain a more organized and enjoyable experience for all swimmers and their families, the Cyclones require that parents participate in various volunteer opportunities.
- Each swim family is required to complete 10 volunteer hours per year. If your volunteer obligation is not met by the end of the year, your account will be charged accordingly at a rate of \$10 per volunteer hour (\$100 max). All accounts are reset on August 1st.
- Volunteer hours are given for actual hours worked or in-kind donations. It's important that you use the job sign-up on our website so we can track and credit hours correctly.

Prorated hours based on registration date:

<i>Joined the team</i>	<i>Number of Hours</i>
September	10
October	9
November	8
December	7
January	6
February	5
March	4
April	3
May	2
June/July/August	0

Annual USA Swimming Registration

As a member of the Cyclones, you will also become a member of USA Swimming, our sanctioning organization. All members of the team must pay an annual fee to USA Swimming regardless of whether you attend swim meets. Your USA Swimming membership provides you with insurance coverage during practice, swim meets, all club activities, and travel to and from these events. The process for USA Swimming registration has changed since past years. The process of registering athletes for meets has now been shifted from the swim club to the parents. Parents must register their athletes for through the USA SWIMS Link provided below:

<https://omr.usaswimming.org/omr/welcome/F915461E8170C2>

Set up your account and then add your swimmers. You MUST use this specific link for set up or it will NOT WORK. After set up please renew your athlete's memberships ALL ATHLETES MUST BEAT PREMIUM STATUS. Say NO to credit card additional fee and pay the \$90 per athlete. If you have any questions please contact us right away.

Annual Cyclones Registration

All families are responsible for an **annual \$125.00 team registration fee** upon enrollment and every year thereafter upon renewal. Registration fees for renewing members are due by September 15.

Family membership For Cyclones	\$125.00
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Team Gear Fees

Team Gear fees are generally paid directly to the team, with the exception of custom team suits which are paid directly to our third-party vendor upon ordering. A couple times a year, we may print a specific meet shirt (such as for AGE Group or Senior Champs) which will be billed to your account.

Suspension

If the monthly dues payment is not received in full by the last day of the month, a notice of delinquency will be e-mailed. **If Parent/Guardian fails to pay any delinquent dues or assessment, including late fees, within 14 days from the date of such notice of delinquency, the Swimmer shall be suspended from further participation in all Cyclones activities, including, but not limited to, practices and meets.**

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If Parent/Guardian becomes delinquent in payment of dues or assessments because of financial hardship, he/she may apply to the board for a waiver of late fees and suspension. A waiver may be granted if satisfactory arrangements are made for payment of the delinquent amounts.

Swim Meets

By its very name, the purpose of competitive swimming is to compete and that means attending swim meets. Individuals seeking membership on the Cyclones team should understand that we are a competitive team, not a recreational team. Swimmers should be willing to accept the responsibility of membership and participate in meets. For many new swimmers, taking the first step and going to their

first competitive meet is a big undertaking. Our coaches understand this and are happy to share information about each meet and what meets may be good for beginners.

Registration tutorial

We try to swim at least one meet per month. Not all groups attend the same meets throughout the season. Emails will be sent when a meet approaches, please declare your commitment (Attend/Decline) before the deadline. The coaches will determine which events to enter your swimmer; however any special requests from your swimmer will be considered. Newer swimmers will initially be placed in events that they will succeed in. As their skills build, they will be placed in more challenging events as determined by their coach. If you must miss a meet due to an emergency, please notify your coach as soon as possible; please note you will be charged for any swim meet after entries are submitted to the hosting team.

Home Page Access

If signing up through the home page of the Cyclones website (instead of directly through the e-mail link), find the swim meet you would like to enter under MEET & EVENTS. A list up upcoming events will be displayed. Click the Attend/Decline button to edit your commitment.

Access directly from Email

Click on the email link which will take you directly to the event page.

Here are the steps if you ARE NOT GOING:

- Click on the Member Names [they default to Not Committed]
- Then click on the Signup Record pull-down and select No
- If No, just click on the [Save Changes] button to save the changes
- If you have more than one child, repeat the same task as listed above

Here are the steps if you ARE GOING:

- Click on the Signup Record pull-down and select Yes 18
- Once yes is selected, you will see the events your child MAY be eligible to swim • You will also see the best times inserted into the Entry Time field and highlighted in yellow • Check the Checkbox to the left of the name for those events you would like to swim • Please take careful notice of the time standards that must be met in the right-side columns • Once you have finished, click on the Save Changes Button in the lower right
- Repeat the process for additional swimmers
- You will notice that Coach Approval column will indicate Pending after you submit • Please pay careful attention to - Maximum Event Entry Limitations IF PRESENT. • Add any notes that you want the Coach to see

Notes to the Coach

On the EVENT SIGN UP page, there is a rectangular box for notes. Although the coaches will select the events that your swimmer will participate in, you may place a request or suggestion to the coach in the notes section. Please note that your swimmer may not be able to participate in various events due to a minimum or maximum time requirement. The coach will ultimately determine if the event is appropriate for the swimmer.

Your Coach will review your declaration and APPROVE or REJECT your request and once they submit the final choices you will be able to review by signing in and clicking on the Attend This Event button for any events listed on our team website. Look at the Coach Approval column for the events that you have been confirmed to swim.

Short Course & Long Course Seasons

USA Swimming recognizes two seasons within each calendar year. The season beginning around Labor Day and ending in mid-February is referred to as the short course season. During the short course season meets are recognized as “yard” events. There is also a long course swim season that begins in March and ends in early August. Meets during long course season are recognized as “meter” events.

Time Standards

USA Swimming establishes time standards, or "Cuts" for each of its major meets. From BB or age group meets through Olympic Trials, swimmers are always striving to make their next cut.

We provide a link to the current standards on our website home page. Here you will find age group time standards designed to encourage age group swimmers to step their swimming up to the next level. These time standards guide you from just starting out in your age group to reaching your highest potential. Start at Level B and work your way up to Level AAAA times. All standards are for SCY (Short Course Yards), SCM (Short Course Meters) and LCY (Long Course Yards) and are differentiated by age group and gender.

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Prepare for your meet

It's important for the swimmer to get plenty of sleep the eve of the meet (even if he/she swims in the afternoon session), eat well and pack the swim bag the night before.

- Swim Caps (team cap required!), goggles - extras of all of these are always good
- 2-3 towels
- dry clothes
- healthy snacks
- activities - books, games, music (to keep busy in between events)
- camping chairs to sit under team tent

Know the location and directions to the meet. Know which events you are in, and warm-up and start times.

At the Meet

- Be on time – Swimmers should be on deck 15 minutes before your scheduled warm-up time.

- Warm-up and stretch as instructed by your coach
- Use a heat sheet to check your Event/Heat/Lane assignments (some swimmers write this info on themselves with Sharpie)
- Report to your coach before each event, and make sure you are waiting in line behind the starting block 5-10 minutes before your heat. Report to the official at the starting block. • After each event, swimmers must speak with their coaches so they can review the race and prepare for the next one.
- “Warm-down” (recovery swim) as instructed by your coach
- Make sure you let your coach know when you are leaving the meet.

Meet Glossary

- **Meet Info Sheet** - Each swim meet will have a meet info sheet that will provide information such as location, date, time, directions, events, cost of events, etc. Please consult this meet sheet on our website prior to signing up.
 - **Psych Sheet** – A final list of everyone entered in each event with their best times listed. This is usually on the host team’s website.
 - **Timeline** - Some swim teams provide a timeline for the entire swim meet. The timeline will show the estimated time for each event, which will allow you to better plan your weekend. Visit the Forms/ Document heading for the specific meet on our website, to see if a psych sheet and timeline is available. Do not use this timeline to determine your arrival time at the meet. Your swimmers’ coach will tell them when to arrive for warm-up.
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- **Admission fee** – Most meets charge an admission fee of \$5-\$8/person. Swimmers enter free. Cash only! Some meets (especially around Thanksgiving) will have food drives, where a canned/ nonperishable food donation will be the entry fee. Read your Meet Info Sheet so you are prepared.
 - **Heat Sheet** – A program that shows all the participating swimmers and what events they will participate in as well as the heat number and lane number. Heat sheets cost \$3-\$5 per session, cash only. Some hosts are moving to electronic heat sheets which will be made available by email or mobile apps. The Meet Mobile application you can download on your phone to get swimmers, coaches, and fans real time event and meet results. We encourage our swimmers to write their Event/Heat/Lane assignments on their arm or leg as an easy way to keep track of the meet.
 - **Timing** - Each event has multiple timers – the electronic touchpad; a button timer and a separate stopwatch that the race officials use. The electronic timer is used as the primary result; others are in case of malfunction or disputes.
 - **DQs** – Meets are emotional events, but disqualifications happen. Remember that officials are well trained to look for incorrect strokes and turns. **If you have an issue or dispute, please address it with your coach, and never directly with the official.**

Miscellaneous

Volunteering as an official

Officials help the coaches and swimmers by maintaining a fair competitive environment. Stroke and Turn Judges observe the swimmers after the start and report any violations of the stroke and turn rules to the Referee. There are other officials for timing and starting also.

We encourage our parents to become certified as a USA Swimming official. This is a great way to watch a swim meet and helps one gain a greater appreciation for, and understanding of, the sport of swimming.

The path to becoming certified includes attending clinics, registering as a non-swimmer member of USA Swimming and shadowing an official at 6 meet sessions.

Team Events

The team participates in several major events throughout the year. These events are successful when we have active volunteers and high turnout. Three of our main events are –

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Cooper City Founders' Day - We build a float which will take our swimmers through the parade in the morning. At the park, we are one of the food vendors (usually for burgers, arepas & chips). We also have a game booth – bean bag toss for stuffed animal prizes.

Annual Award Banquet – Each swimmer gets a participation trophy. Other individual awards and gifts are given to graduating seniors, Most Improved, Most Dedicated, and so on. The Top Fundraisers from our Swim-a-Thon get a limo ride to the banquet. We also offer raffle and silent auction prizes.

Holiday Party – This is the party no-one ever wants to leave! Laser tag, tug-of-war, bounce houses, hamster balls, volleyball, and soccer, face painting – it's all here. We usually have this party in early December at CB Smith Park, catered with an extensive BBQ menu.

CONFIRMATION OF RECEIPT OF CYCLONES PARENT-SWIMMER HANDBOOK

Please fill in your name and the swimmer(s) name(s) where indicated below and sign at the bottom to acknowledge that you have received, read and understand the policies contained within the Cooper City Cyclones Parent-Swimmer Handbook.

NAME:

Swimmer(s): 1.

2.

3.

4.

SIGNATURE:

DATE:

Please return the signed and dated copy of this form to a coach or any Board member.