

Tampa Y Swimming

Team Handbook



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Mission Statement

The Tampa Metropolitan Area YMCA, a charitable association dedicated to building strong kids, strong families, and strong communities, puts Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all.

YMCA Core Values

Honesty, Caring, Respect, and Responsibility

Vision

TYS Swimming promotes a model of long-term athletic development and inspires team performance by focusing on the process of becoming better, stronger, more confident young people.

Communication Policy

The coaching staff anticipates that questions and concerns will arise. In order to ensure the best possible scenario for everyone involved, we ask that parents avoid disrupting a practice session to discuss these issues with a coach. The coaches are devoting this time to the swimmers exclusively. The primary means of communication is through email and the TYS website.

The following are the best methods of finding information or meeting with a coach:
When you have questions, turn to the website first to see if it can be answered either through the meet calendar, meet information or through a previous email. All of the group coaches have email addresses and this is the preferred method of contact. Email addresses are located under each coach's bio on the website. When email contact is not appropriate, you may contact your coach before or after practice to let them know a further discussion is necessary. Please keep in mind that the coaching staff may use this time to prepare for the next practice or to meet with swimmers, so setting up a time to meet through email is still preferred.

Behavior Policies

We hold our athletes and parents to an incredibly high standard of behavior. If this standard is not met to the discretion of their coach, parents will be contacted for a discussion. In extreme situations, in which the policies and procedures of the Tampa Y are not met, a swimmer will be removed from the team.

Discipline Policy

Swimmers are expected to show responsible behavior before, during, after practice and at swim meets. The actions of each TYS members is a direct reflection on our team image. Negative behavior is unacceptable. It is imperative that the practice environment is positive and teammates are supportive.

Y Locker Room and Locker Use Policy

The Y provides participants the use of a locker to store personal belongings during practice. If you intend to secure your items during practice, please bring your own lock. The Y or TYS is not responsible for items in the locker room. The Y reserves the right to remove the locks at any time. Locks must be removed at night.



Swimwear Policies and Dress Code

- Any swimmer with hair past their ears is required to wear a TYS cap
- Swimmers may wear team sweatshirt or warm-ups and/or team t-shirt while on the pool deck
- Athletes are required to wear athletic shoes. This promotes foot support, warmth and energy preservation
- Athletes may not wear any article of clothing that is vulgar or inappropriate in nature

Practice Swimwear

- Females are required to wear an "appropriate" training style one-piece suit
- Males may wear a jammer or brief style suit
- Athletes must bring water bottles to practice with water only

Competition Swimwear

- Stingrays are required to wear the team suit to meets
- Swimmer are only permitted to wear a TYS cap for competition
- Athletic shoes are required for swim meets
- Per USA Swimming – tech suits are not permitted for swimmers age 12 and Under
- Suits must not have any ties or fasteners

Practice Expectations

Practice attendance is required. Failure to attend practice consistently will indicate a desire not be a part of our team. If your swimmer is sick or going to miss practice for an extended period, please notify the coaching staff. Unless your swimmers has an appointment or a valid pre-approved reason approved by the coach, they are required to stay for the entire practice. Swimmers are not to leave the practice area without the coach's approval.

Tampa Y Swimmers are to respect the property of the Y. Any damage to the pool property will results in a removal from the swim team.

We ask that parents do not observe TYS practice on the pool deck in the practice area. Parents are welcome to view practice outside the fence or at the shallow end of the pool. We ask that parents do not try to communicate with swimmers during practice.

Per the Y Youth Policy, swimmers 12 and under must be escorted by a parent/guarding to and from practice. A parent/guardian must scan in at the desk with the swimmers and walk them to the pool deck. Parents should arrive promptly to escort their swimmer at the conclusion of practice. Coaches often coach back-to-back practice sessions and cannot be responsible for swimmers after their sessions has concluded.

TYS- Y Membership

A Y membership is required to a part of Tampa Y Swimming. The Y membership **MUST** be in good standing and remain active. A Y membership cannot be placed on a hold for any reason.



TYS - USA Swimming

Tampa Y Swimming (TYS) is a year-round competitive USA registered team. Registration with USA Swimming is required to be a part of Tampa Y Swimming. Our team administrator handles USA swimming registration. Any communication via email or mail with USA Swimming is directly through our coaching staff. Annual registration fees are non-refundable.

TYS - Monthly Swim Team Fees

Monthly swim team fees are scheduled via automatic draft by our team admin. Monthly fees are billed on the 20th of the month prior. Swim team fees are due no later than the 5th of each month. Failure to pay by the 10th will result in your swimmers not being able to attend practice or upcoming swim meets. Monthly fees are not prorated based on practice attendance, vacation, high school season or illness. YYS is a year round competitive team and thus, participation is expected year round. Program fees are non-refundable or non-transferable.

TYS - Meet Fees

Swim meets all have associated fees. Fees vary based on the type of meet but generally range from \$30-\$75. Meets fees are collected by the team admin. Prior to each meet, the team admin will email the total amount due. In response, that meet fee will be billed to your account/card on file. Failure to pay meet fee will result in the swimmer not being allowed to swim in that meet or any future meets until the account is paid. By signing up online for this meet, you agree to pay all related entry fees. You also acknowledge that entry fee charges are non-refundable regardless of illness, injury or any reason that may not allow you to participate in part of or this entire meet. Once the registration deadline has passed, swimmers will be charged for their entry fees.

Y Financial Assistance and USA Swimming Outreach Program

The Tampa Metro Y does offer financial assistance. Please inquire at your site Welcome Center. Additionally, USA Swimming offers an Outreach Program to assist with the cost of USA Swimming registration for those that qualify. If interested, please email the team admin to request the required paperwork.

TYS - Leaving the Team

We hope that your tenure with YYS is continuous. However, if you desire to leave the team. A request is required in writing with a 30 -day advance to the site coach and head coach - stingrays@tampaymca.org. Monthly swim fees, registration fees, and meet fees are non - refundable.

Swim Meets - General Information

Although, there are USA Swim meets offered within the area, YYS swimmers are only permitted to attend the meets on the YYS meet schedule. It is the best interest for the swimmer to attend swim meets with their coach and their supportive team.

Meet information letter - the document that provides information regarding the swim meet. Meet Information letters are found on floridaSwimming.org and are posted on our website.



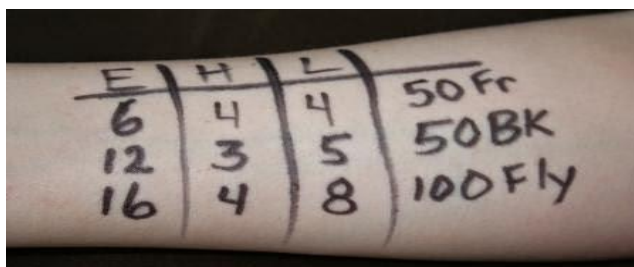
Swim Meet entries are conducted by our team and sent via our team manager. Any changes to the meet entries after the deadline must be approved by the Head Coach. Parents are not permitted to contact a meet manager directly.

TYS Swim Meet Preparation

Heat Sheets are either available at the meet and sold at the concession stand (bring cash) or emailed prior to the meet to be printed at home. Heat sheets contain important event and lane number information (see picture below).

Each swimmer who is committed to a meet will receive an informational email from our team administrator. These emails include vital information about parking, warm up, times, etc. If you accidentally delete an email, the same information is included on the website under the Events tab.

Please bring an extra swimsuit, goggles, caps etc. Other items that are helpful include a sharpie marker for writing events, a highlighter, and a heat sheet, pop up tents, umbrellas, chairs, extra towels water and healthy snacks.



TYS Swimmer - Meet Expectations

As soon as you arrive, find your team area and check in with your coach.

At swim meets, TYS athletes sit together as a group and cheer on their teammates. Swimmers are expected to remain with the team to provide encouragement and support. Per USA Swimming, parents and spectators are not allowed on the pool deck during swim meets.

Before every event, your swimmer should find their coach. This is the time to talk about the focus of the event and the goal time and also to reflect on the positives after the swim

After every race, before going to your parents or back to the team area, be sure to **talk to your coach!** This is the best time to share excitement over your swim and give feedback on how to improve your next race

After your final race, double check with your coach that you are not in a relay or extra event before heading home. Do not just leave, always touch base with your group coach! Before leaving the area, be sure to double check that you have not left anything and that all trash and belongings are picked up or thrown away.



TYS Adopts USA Swimming-Minor Athlete Abuse Prevention Policy

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

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete

ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

II. Meetings

- a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.

III. Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the Tampa Y Stingrays

IV. Individual Training Sessions [Recommended]

Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

I. Content - All electronic communication from Applicable Adults to minor athletes must be professional in nature.

II. Open and Transparent

Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by Tampa Y Stingrays, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours



Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" Tampa Y Stingrays and/or LSC's official page.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

TRAVEL

I. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s). Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.

Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel - Team travel is travel to a competition or other team activity that the organization plans and supervises.

- a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.
When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.
Team Managers and Chaperones who travel with Tampa Y Stingrays or LSC must be USA Swimming members in good standing.
- b. Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.
- c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

- I. Requirement to Use Locker Room or Changing Area -The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).
- II. Use of Recording Devices -Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.
- III. Undress -An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.
- IV. One-on-One Interactions -Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a



facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.

- V. Tampa Y Stingrays must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:
- a. Conducting a sweep of the locker room or changing area before athletes arrive;
 - b. Posting staff directly outside the locker room or changing area during periods of use;
 - c. Leaving the doors open when adequate privacy is still possible; and/or
 - d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms. Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.
- VI. Legal Guardians in Locker Rooms or Changing Areas -Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

- I. Definition: In this section, the term "Massage" refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).
- II. General Requirement
Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.
- III. Additional Minor Athlete Requirements
- a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to Tampa Y Stingrays.
 - b. Legal guardians must be allowed to observe the Massage.
 - c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
 - d. Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.



Glossary of Terms

"A" Cut – The time standard in a given age group/event for the USA Swimming "A" classification level.

Age Group Meet – All USA Swimming registered swimmers, 18 years of age and younger who have met the qualifying time standard for a specific event(s) are eligible to participate in their age category. A swimmer's age on the first day of competition shall govern for the entire meet.

"B" Cut – The time standard in a given age group/event for the USA Swimming "B" classification level.

Backstroke (Back) – One of the four competitive strokes. Swimmers start in the water and may not roll onto their stomach, except during a continuous turning motion.

Blocks – The starting platform swimmers dive off of to begin each race.

Breaststroke (Breast) – One of the four competitive strokes best characterized by the simultaneous pulling motion with a frog-like whip kick.

Butterfly (Fly) – One of the four competitive strokes best characterized by the simultaneous arm recovery over the surface and dolphin kick.

Circle Seeding – This is the seeding system used in Prelims where the final three heats of an event are arranged so that the three fastest swimmers occupy the middle or fastest lane in their heat; the next three fastest swimmers occupy the next fastest lane, etc.

Course – Designated distance over which the competition is conducted. Examples are 25 Yard, 25 Meter, or 50 Meter.

Cuts – Qualifying times for specific types of championship meets.

Deck Seeding – A procedure for assigning swimmers to the proper lanes and heats immediately before each event in the bullpen.

Declared False Start – A procedure used to withdraw from an event. The swimmer must declare a false start prior to the announcement of his/her heat and must be present behind the blocks at the start of the race.

Disqualification (DQ) – Swimmers who break a technical or procedural rule will be disqualified by an official. Examples may include a false start or improper stroke technique. Swimmers should not be

discouraged by a DQ; they should learn from them.

Event – A race or series of races in a given stroke and distance. Usually swimmers are entered in three to four individual events and one relay per day at meets.

Finals – The session of a meet where qualifying rounds "prelims" were held previously to determine the finalists (usually 6-24 depending on pool size and whether or not consolation finals are conducted). Results of the finals determine the ultimate placements in a given event. Most prelim/final types of meets are at the championship level.

F.L.A.G.S- Florida Age Group Championships meet. A meet held at the end of short and long course seasons for 14 and Under swimmers. Qualifying times are faster and more events are offered than at the YMCA state level meet.

Fly – See Butterfly.

Flyover Starts – when the next heat of swimmers starts before the previous heat exits the pool. Used as a time saver to allow a meet to run quicker.

Freestyle (Free) – One of the four competitive strokes in which any means of propulsion may be used, except for pulling on lane lines, walking on the bottom, etc.

Freestyle Relay – Four swimmers on each team, each swimmer swims one fourth of the distance using any desired stroke.

Heat – A division of an event into a series of races. Each race is one heat. Heats are needed when more swimmers enter an event than there are lanes available in the pool.

Heat Sheet – A list of swimmers entered in each event with their entry times, heats, and lanes.

Individual Medley (IM) – In an IM, all four of the competitive strokes are swum by one swimmer. Each swimmer completes ¼ of the given distance using each stroke in the following order: Butterfly, Backstroke, Breaststroke and Freestyle.

Long Course (LC) – A type of competitive pool that measures 50 meters in length. Spring and Summer Competitions are generally held in long course pools.

Medley Relay – A relay where the swimmers swim in the following order: Backstroke, Breaststroke, Butterfly, and Freestyle.

No Show (NS) – A case where a swimmer does not show up for a race and has not officially withdrawn from the event.



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No Time (NT) - No time, used on a heat sheet when they swimmers has never swam the event.

Open Meet - a meet where any USA registered team can attend.

Prelims (Preliminary Heats) - In certain meets, the qualifying rounds "prelims" are held for each event to determine the finalists. The top swimmers will then come back to swim in "finals" later that day This may vary by meet and can be top 16 or top 24.

Proof of Time - A requirement at some meets to make certain that all entered swimmers have met the time standards. Swimmers who place in an event but don't swim fast enough to make the qualifying time must show proof of time before they will be given their award and points. At some meets like the Age Group Championships, there are fines if you can't prove that you previously swam the qualifying time.

Psych Sheet - A meet program usually available for sale before deck seeded meets. The swimmers in each event are listed from fastest to slowest.

PYP - Palm Harbor Y.

Referee - The official who has authority over all other officials at a meet. He enforces all rules, decides all questions about conduct of the meet, and is responsible for the efficient running of the meet.

Relay - An event where four swimmers swim one after the other for a total time.

Sanction - Official or authorized approval from USA Swimming or YMCA Swimming to sponsor a meet.

Scratch - Official withdrawal from an event.

Seeding - The process by which a swimmer is assigned a certain lane and heat in an event. Competitors in each heat are assigned to lanes based on their seedtime as follows:

6-lane pool - lane 3, 4, 2, 5, 1, 6 (fastest time in lane 3).

8-lane pool - lane 4, 5, 3, 6, 2, 7, 1, 8 (fastest time in lane 4).

10-lane pool - lane 5, 6, 4, 7, 3, 8, 2, 9, 1, 10 (fastest time in lane 5).

Short Course - A competitive pool that measures 25 yards or 25 meters in length. Fall & Winter competitions are generally held in short course pools.

Split - A per lap time that coaches often track to help swimmers learn how to swim a race more efficiently.

Starter - The official at a meet responsible for the proper, legal start of each race.

Stroke Judge - A certified official who determines the legality of swimmer's strokes and DQ's those who do not conform to the USS or YMCA rules.

Team Unify - our team website platform.

Timed Finals - Competition in which individuals swim only one time. Final placements are determined by the times performed in all of the aggregate heats. Swimmers are seeded from the slowest to the fastest times.

Timeline - tentative report of the meet that gives estimated times of each event.

Time Standards - Qualifying times which have been set up by the Y, ISI, and USA Swimming for all events in all levels of meets to insure that all competitors are of about the same speed.

Touch Pad - The part of an electronic timing system that rests in the water at the end of each lane. Swimmers times are automatically recorded when the swimmer touches the pad.

Unattached - Swimmer's must swim unattached when switching from one club to another. A swimmer will be unattached for 120 days.

USA Meet - a swim meet where USA teams can participate.

USA Swimming - The national governing body for amateur swimming in the United States, headquartered in Colorado Springs, CO.

Y Closed Meet - a swim meet where only YMCA teams can participate.

Y States Meet - offered at the end of short course season (Feb/Mar) each year; requires (3) Y Closed Meets from Sept-Feb that season.



