

# 2013-2014

YMCA OF MCDONOUGH COUNTY

Dolphins Swim Team

## Parent & Swimmer Handbook

---

# No Swimmer Left Out of the Water

---

YMCA OF McDONOUGH COUNTY

Dolphins Swim Team

400 E. Calhoun

Macomb, Illinois 61455

[www.macombdolphins.org](http://www.macombdolphins.org)

309.833.2129

---

# Table of Contents

|  |    |
|--|----|
| Vision and Mission Statements.....         | 4  |
| Leadership & Roles.....                    | 5  |
| Coaches .....                              | 5  |
| Parent Advisory Committee .....            | 6  |
| PAC Duties .....                           | 8  |
| Responsibilities.....                      | 10 |
| Swimmers .....                             | 10 |
| Parents .....                              | 10 |
| Late Swimmer Pickup.....                   | 10 |
| Discipline .....                           | 11 |
| Communication.....                         | 14 |
| Web Site .....                             | 14 |
| Team File Box.....                         | 14 |
| Bulletin Board .....                       | 14 |
| Suggestions & Concerns .....               | 14 |
| Fees.....                                  | 15 |
| Fees for 2013-2014 .....                   | 15 |
| Scratching.....                            | 15 |
| Financial Assistance .....                 | 16 |
| What to Expect .....                       | 16 |
| Practices & Meets.....                     | 16 |
| Sign Ups & Meet Withdrawals .....          | 18 |
| Away Meets & Positive Check-In.....        | 18 |
| Equipment.....                             | 19 |
| National Championships & Travel .....      | 19 |
| Training Groups & Skill Checks.....        | 21 |
| Which Training Group Do I Belong In? ..... | 21 |
| References and Forms.....                  | 26 |

|  |    |
|--|----|
| Practice Schedule .....                              | 27 |
| Meet Schedule .....                                  | 28 |
| Communication Form .....                             | 32 |
| Attach other sheets as neededSwimming Glossary ..... | 33 |
| Parent & Coach Code of Conduct .....                 | 38 |
| Swimmer Code of Conduct .....                        | 41 |

# **YMCA of McDonough County Dolphins Swim Team**

## **Vision and Mission Statements**

For more than 30 years the YMCA of McDonough County has sponsored the Dolphins Swim Team. Old or new, we are pleased to have you and your family join us! The Dolphins Swim Team is happy you have made the decision to give swimming a try, and we hope you enjoy it for a long time. Please, get involved and enjoy your swimmer's efforts.

### **Our Vision**

A swim team focused on developing character, athleticism, teamwork, sportsmanship, and fitness in young athletes

### **Our Mission**

Dolphin Swim Team exists to provide our youth with a community-based swimming experience promoting recreational and competitive swimming. The Dolphins promote sportsmanship, community, and cooperation in an inviting and supportive environment, while encouraging each swimmer to maximize their potential. We pursue these goals in hopes of encouraging the leaders of tomorrow to become well rounded and courageous in the face of a challenge.

Grounded in the YMCA values of Caring, Honesty, Respect, and Responsibility, the philosophy of the Dolphin Swim Team is to provide a challenging, positive, and rewarding experience for all athletes and families. As a volunteer-run organization we exist to offer the highest quality and consistency of coaching and family participation while supporting and valuing swimmers of all ability levels. Team members blend the stroke skills and physical strength needed to become confident, healthy, and successful swimmers. The swim team will nurture confidence, sportsmanship, discipline and understanding that success

results from hard work, teamwork and goal setting. The team philosophy also encourages high school swimming to ensure the best result in each athlete.

## **Leadership & Roles**

### **Coaches**

#### **Head Coach Aaron Miller**

Coach Aaron is from Sterling, Illinois. He graduated from Sterling High School in 2009. He then got an Associate's Degree in Elementary Education from Sauk Valley Community College. He is a student at WIU studying Recreation Parks and Tourism Administration with a Coaching minor. Aaron has coached with the Sterling Stingrays Swim Club for 6 years, starting out with the younger swimmers and eventually helping with the older swimmers. He then joined with the McDonough County YMCA in August of 2011. He is a USA/YMCA and a level 1 ASCA coach. Aaron hopes to better every swimmer, not only in the pool, but in one's everyday life as well.

#### **Assistant Coach Aubrey Swanson**

Coach Aubrey enters her second year coaching for the Dolphins.

#### **Assistant Coach Jessica Mroczek**

Coach Jessica enters her first year coaching for the Dolphins.

#### **Summer Coach Nikki Sheldon**

I am from Hinsdale Illinois. I am going to be a senior in college majoring in physical education. I swam varsity all 4 years of my High School career at Hinsdale Central High School. I am IHSA, CPR/ First Aid, and Lifeguard certified. I have taught swim lessons at Cypress Cove Family Water Park and Hinsdale Golf Club. I am currently the head swim coach at Macomb High School.

## Parent Advisory Committee

YMCA Aquatic Director  
Cindy Cavett  
833-2129 W 833-1689 H  
ymcacindy@macomb.com

Chair: Mark Cole  
414-690-4011 C  
ME-Cole2@wiu.edu

Officials: Richard Musser  
313-1603 C  
RO-Musser@wiu.edu

Vice Chair: Corrina & Bruce Wells  
319.795.1902  
319.795.5902  
corriejo@comcast.net

Equipment: Matt Rexroat  
309-221-0830  
rexroats@logonix.net

Secretary: Melanie Butcher  
837-1388 H  
252-1120 C  
Melanie\_butcher@yahoo.com

Outreach: Erin Stegall  
309.833.1416  
309.255.3490  
stegalle@MCUSD185.ORG

Treasurer: Michelle Frederick  
309.333.6632  
michellefreder@gmail.com

Fundraising: VACANT

## Get Involved!!!!

What is the *bullpen* and where is it anyway? Do we need an air conditioner for the *heat sheets*? As with everything else there is a lingo in swimming. The best way to get up to speed with this new sport is to DIVE right in. The Dolphins Parent Advisory Committee (PAC) is an all-VOLUNTEER group representing the YMCA of McDonough County. We recruit and recommend the hiring and retention of coaches, organize the schedule, host and run meets, and put on a festive end of year celebration.

AND we have A LOT of FUN doing it all. Whether it is setting-up/tearing-down for meets, selling sponsorship ads, timing during a meet, or writing news articles, there are plenty of ways to help out. As the saying goes, *many hands make little work!* To be clear, parent/guardians are EXPECTED to help set up, work at, and clean up at each home meet. To JOIN the fun, speak to a YMCA staff member or PAC member today!

Parent Advisory Committee elections are held annually at the end of the year celebration. Positions typically 2 year terms open to any parent/guardian of a current swimmer.

Openings are staggered to allow for continuity of effort and prevent mass committee turn over. Below are the typical duties of each role. Interested, but unsure? Talk to any PAC member about job-shadowing their role!

## Non-Voting PAC Members

|                           |                            |
|---------------------------|----------------------------|
| Webmaster:                | Rick & Colleen Jackson     |
| Awards:                   | Kris Polley                |
| Apparel:                  | Wendy Pyles & Erin Stegall |
| Invitational Concessions: | Marsha Livingstone         |

## Officials

| Level 2        | Level 1        |
|----------------|----------------|
| Sara Payne     | Michael Newsad |
| Rick Jackson   | Mark Cole      |
| Renee Gentry   |                |
| Richard Musser |                |
| Bill Polley    |                |

For more information on becoming an official contact Rich Musser or Bill Polley.



## PAC Duties

### Parent Advisory Committee (PAC):

- Meet approximately once a month with YMCA Aquatics Director.
- Create, monitor, and fund swim team budget.
- Select coaches and determine schedules.
- Approve meet schedule.
- Organize new season parent informational meeting.
- Organize Spring Award Banquet.
- Close communication with YMCA Aquatics Director
- Coordination of Summer Swim team.
- Oversee any established committees.
- Market the team and recruit new swimmers

### CHAIR:

- Receive all correspondence
- Attend spring & fall district meeting with coach(es) and establish meet schedule.
- Function as away meet representative.
- Arrange and call all PAC and parent meetings
- Organize home dual/tri meets
- Assist Vice President with organization of invitational.
- Oversee maintenance of website.
- Annually update team records
- Serve as the coach liaison for the PAC and Parents
- Provide a central point of day to day communication between the coaches and the PAC.
- Works with coaches to facilitate meet registration and preparation
- Assists coaches and Secretary in completing meet and qualification paperwork
- Represent team at district meetings
- Awards Banquet emcee.
- Scheduled for election in EVEN years (2014, 2016).

### VICE CHAIR

- Primary responsibility is to organize and oversee Annual Dolphin Invitational.
- Assist President in organization of home dual/tri meets.
- Assist President in scheduling of meets.

- Marketing/Fund-raising committee recruitment.
- Oversee apparel and awards purchasing.
- Scheduled for election in ODD years (2015, 2017)

#### TREASURER:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Receives member dues</li> <li>• Monitors accounting records, pays all invoices and keeps checkbook.</li> <li>• Works with Secretary to establish registration and meet deadlines</li> <li>• Receives and organizes swimmer applications and medical authorizations</li> <li>• Prepares roster of swimmers along with medical notification for coaches and PAC</li> <li>• Ensures that there is a copy available during ALL team sanctioned activities.</li> <li>• Coordinates bi-weekly payroll with YMCA staff</li> <li>• Reviews and approves coaching expense forms and time cards.</li> </ul> | <ul style="list-style-type: none"> <li>• Prepare budget at beginning of season.</li> <li>• Provides financial reports to PAC &amp; YMCA on monthly and annual basis.</li> <li>• Receives entry fees and sponsor monies.</li> <li>• Compiles Invitational financial report,</li> <li>• Coordinates with coaches to confirm that all meet entries and fees are filed in a timely manner</li> <li>• Pay annual District Fee and send with team roster by Dec. 1st.</li> <li>• Receive and track funds from apparel and suits.</li> <li>• Scheduled for election in EVEN years (2014, 2016).</li> </ul> |
|--|---|

#### SECRETARY:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Post meet sign-ups and deadlines</li> <li>• Coordinate and track parent/volunteer sign ups</li> <li>• Create emailing list and send out application packets prior to both regular and summer season.</li> <li>• Maintain Bulletin Board.</li> <li>• Assist President in drafting Newsletter/E-mail messages.</li> </ul> | <ul style="list-style-type: none"> <li>• Schedule and organize team photo shoot</li> <li>• Take, post, and distribute to all members PAC Meeting minutes.</li> <li>• Act as PAC/Parent liaison.</li> <li>• Send thank you letters for donations.</li> <li>• Scheduled for election in ODD years (2015, 2017).</li> </ul> |
|--|--|

#### MEMBERS:

- Assist V.P. with Marketing/Fund-raising committee recruitment.
- Provide meet results to radio and paper.
- Assist with parent recruitment for meets and other events; volunteer coordinator.
- Recruit new official and equipment volunteers
- Assist training of new volunteers.
- Election schedule varies

## Responsibilities

### Swimmers

Always exhibit the YMCA values of **caring, respect, responsibility and honesty**. Attend each practice and meet that you commit to, respect your coaches and teammates. Be prepared for each practice/meet and do your best every time you enter the water. Eat a healthy and well-balanced diet and getting plenty of sleep EVERY night. Don't forget your parents, **let them know you appreciate their effort**. If you do these things, your swimming will improve.

### Parents

Encourage your swimmers to concentrate on their individual improvement and not worry about where they place in the race. Parents need to help their swimmers manage their time at home so they get plenty of rest. Besides the financial commitment, parents make a commitment in time as well. Parents agree to bring their swimmers to practices and meets, and parents are asked to help at all home and away meets. This might mean being a timer, helping in the bullpen, becoming an official, or helping with the ribbons. This kind of participation makes swimming more enjoyable for the whole family.

### Late Swimmer Pickup

Macomb high school graciously offers us to use their facilities without charge. School district policy is that no unattended children may be left on campus after an event, including swim practices. This means that we must pay our coaches to wait until the last child leaves. If you are running more than a couple minutes late to pick up your child, please call the coaches and let them know when you expect to arrive. Late pick-ups (more

than 5 minutes) result in longer days for coaches and higher fees for members. To offset these costs continued late pick-ups of 10 minutes or more will result in the following actions:

First time – Members will receive a verbal reminder of when practice ends and the expectation that swimmers are picked-up promptly

Second time – Members will receive a written notice from the Parent Advisory Committee that continued late pick-ups have occurred and requesting a meeting with the member to discuss the situation

Third time –Members will receive a written notice from the Parent Advisory Committee that late pick-ups have continued, Members must meet with YMCA Executive Director (or designee) and Parent Advisory Committee to discuss the situation, and member swimmers may be indefinitely prohibited from participating at the high school

## Discipline

The essential elements of sport are embodied in the YMCA core values of Honest, Respect, Responsibility, and Caring. Children's sports are supposed to be fun – for the *children*. Unfortunately, sometimes adults (parents, fans and coaches) do not realize that their actions, whether verbal or nonverbal, can have a lasting emotional effect on children. Each one of us is expected to follow and embody these values. The highest potential of sports is achieved when competition reflects these values. To level the field, everyone participating in Dolphins Swim Team must sign a code of conduct form. When one's behavior becomes a distraction, the whole team suffers. Distractions include behaviors inappropriate for the situation, affecting the safety of others, interfering with others' enjoyment, and failing to demonstrate respect for the right of others. In these situations coaches and PAC members shall act within the guidelines of the YMCA Member Discipline Policy and Swim Team Handbook by adhering to the following policy:

### Swimmer Discipline Policy

First incident by swimmer = Verbal warning by coaches to swimmer

Second incident (same practice) by swimmer = Verbal reprimand plus short sideline sit-out

Third incident (same practice) by swimmer = Verbal reprimand, sit out balance of practice, AND coach conversation with parent

Following three (3) practice sit-outs by the swimmer, the following procedure will occur:

- Swimmer will be removed from practices, meets, and all team activities until parents, coaches, and PAC have met to discuss the issue

- Parents and swimmer will be notified by the PAC that they are in danger of losing his/her swim team participation for the remainder of the year.
- Member family and coaches will each be given a chance to present their concerns to the PAC.
- At the conclusion of the discussion, the PAC will meet in private (closed session) to confer on the matter and decide a course of action including, but not limited to:
  - Removing the swimmer
  - Unconditional reinstatement
  - Conditional reinstatement

NOTE: Due to the harmful effects and prevalence of bullying in the age group of our swimmers, reports of bullying will be examined closely and may result in an escalation of the above policy.

The possibility of the swim-team member losing their swim-team membership is not limited to the above policy. The YMCA Member Discipline Policy (excerpted below) takes precedence in the event an individual's behavior becomes a distraction.

"In situations where a member

- Becomes inappropriate for the situation
- Affects the safety of others
- Interferes with other members enjoyment and use of the facility
- Fails to demonstrate respect of the rights of others

The following procedures will be followed for infractions such as the following: foul language; disrespect of staff; entering age restricted areas (gender appropriate locker rooms, fitness center, free weight room, super-circuit room, cardiovascular room) by those under the posted age.

The member will be given a "time-out" where a staff member will speak to the member about the problem behavior, expectations, and future action (discontinuance of membership privileges) should the behavior fail to improve.

For infractions such as a continuance of the above; violence; theft; damage to property; out of control behavior, a staff member will write detailed Incident Report to the YMCA Executive Director and ask the member to leave the program and/or facility. The member's membership privileges will be suspended (membership card not returned) pending a meeting with the Executive Director. If the suspended member is a youth or high school member, parents must also meet with the Executive Director to discuss reinstatement of

membership privileges. It is understood that a member's participation is at the discretion of the YMCA of McDonough County."

# Communication

## Web Site

The Dolphin Team Website is the primary mechanism that you can access information related to meet sign-ups, practice schedules, etc. Team information is constantly updated and there are a ton of valuable resources like the Swim Shop and Member Accounts available at: <http://www.macombdolphins.org>

## Team File Box

Each member family has a file folder in the file box. Coaches use the filebox to send information and ribbons home with the swimmer. The file box is located near the window ledge by the pool viewing windows during all YMCA practices. Please do not remove the file box from this area.

## Bulletin Board

Shout outs, team and meet highlights, and reminders are posted on the bulletin board near the pool viewing area.

## Suggestions & Concerns

All suggestions or concerns regarding the team, staff or policies of our organization should be *FIRST* discussed respectfully at an appropriate time with the person involved (e.g., coach, PAC member). If the two parties are unable to reach a resolution you are encouraged to submit the issue, what you have done about it, and at least two possible solutions using the *Communication Form* at the back of the handbook. Place completed forms in a sealed envelope, label it *Aquatics Director – Dolphins* and returned it to the YMCA's front desk. All forms will be reviewed by Cindy Cavett, YMCA aquatic director and if

need be the PAC. One of these two will follow-up with the parties and attempt to achieve an amicable resolution.

Please use the rest of this page to describe your concern. State the date of the incident and clearly state all factual information necessary. Conclude your concern with a preferred resolution to the problem.

## Fees

### Fees for 2013-2014

ALL Swimmers must be Y members for the entire YMCA swim team season. Please see the YMCA front desk for more information on membership rates and payment options. Swim Team fees are due Oct. 14, 2013. The season will begin with the first official practice, September 30, 2012. Not sure about joining or what level you might be? Come try us out FREE for 1 week! At the end of the trial week the coaching staff will decide on your training group. Fees are due 10 days after you have received the evaluation. Emergency contact form & team application must be turned in before ALL swimmers may participate in practice.

| Level                            | First Swimmer | Each Additional Swimmer |
|----------------------------------|---------------|-------------------------|
| Developmental I                  | \$300         | \$275                   |
| Developmental II - Platinum      | \$400         | \$375                   |
| High School Swimmers (part year) | \$275         | \$250                   |

New team members joining for the **first time ever** during the middle of the season (e.g., family moves into the area) pay the regular rate if joining prior to January 1st or one half of the regular rate if joining January 1st or later. This applies only to families new to the team. Current or past members do not qualify for discounted fees.

The above fees include >300 hours of coaching at practices and meets, registration for all team meets (~\$20/meet), officials, timing, and record keeping.

## Scratching



Meet line-ups are set at least 7 days in advance of meets. Swimmers wishing to scratch or withdraw from a meet during the 7 days immediately prior to a meet will be billed for the registration fees lost due to a late scratch. See a Parent Advisory Committee or coaches for more details on scratching.

## Financial Assistance

For those who do not qualify for formal YMCA financial assistance, further help may be available from the Dolphin Swim Team's Scholarship Fund. The opportunity exists for a limited number of families per year, depending on budgetary constraints, and is not automatically renewed from year to year. To apply for financial assistance, please fill out the necessary paperwork available through the YMCA as their guidelines for eligibility are used to determine financial assistance. The scholarships are filled based on eligibility and on a first-come first-served basis.

## What to Expect

### Practices & Meets

Practice is the most important part of developing as a swimmer. It is during practice that your child learns from the coach and becomes a member of the team by developing friendships with the other swimmers. The first few minutes of practice may be spent on deck stretching, doing dry-land exercises and communicating with the coaches. After a few practices or following the addition of new drills swimmers' muscles sometimes become sore. This is natural and with some rest out of the pool and at night passes quickly. Swimmers should report prolonged soreness to the coaches.

We encourage all swimmers to come to every practice. While there are no penalties imposed for missing practice, **participation in relays will be based upon your swimmer attendance the week leading up to a meet** (all event decisions are at the discretion of the coaches).

### Practice Guidelines

Please discuss these rules with your swimmer before practice.

- **Arrive early and be ready on time** – Late arrivals are disruptive and take away from practice time. Swimmers should be in their suits and on deck ready to swim at the scheduled time.
- **Bathroom breaks** – Be sure to use the bathroom before practice.
- **Finish at the wall** – Avoid touching the bottom of the pool and walking in.
- **Avoid stopping!** – Being tired or missing an interval are not excuses for stopping in the middle of a set. You cannot expect to achieve your goals if you give up when the set becomes difficult. Coaches plan sets that are challenging, but never anything you cannot accomplish.
- **Follow the five seconds apart rule** – Avoid confusing teammates by changing to other splits (e.g., 3 or 7 seconds apart). It prevents others from performing their best.
- **Pass ONLY on longer swims** – Do it quickly so there is no interference. If you are on somebody's feet, wait until you are between repeats and ask them if you can go ahead.
- **Leaders** – Be aware of the interval and the send-off times.
- **Know your split/finish times.** We will be working a great deal on this skill. If you are aware of your time after each repeat, you will enjoy your swimming much more. You will also begin to understand how you swim, which is very important.
- **No bullying!!!!** Verbal and/or physical intimidation or hostile contact in anyway will NOT be tolerated. Team members demonstrating disrespect for themselves, teammates, coaches or parent are subject to the discipline policy outlined in the handbook.

## Swim Meets

Meets are a chance for the swimmers to officially improve their times. All swimmers are encouraged to participate in all of the meets, but they are never required to participate. The more meets that the swimmer competes in the faster that swimmer will advance in ability. Swimmers practice to improve individual times, so the competition is really between the swimmer and the clock. Of course other kids are swimming at the same time, and it is always wonderful if your swimmer can come in first, but we try to focus on times--can your swimmer improve personal times from the last meet.

Only the times recorded at meets make the swimmers eligible for the District and State swim meets. Qualifying times will be posted on the Dolphins website. The swimmers usually receive ribbons or medals for their participation in the meets. To participate in the Junior District meet, swimmer must be 12 & under and may not have made district

qualifying times. To participate in District meets, swimmers must be either 13 & older, make qualifying times or receive a coach's recommendation to attend. To participate at Area (State) or National Championship meets, qualifying times must be achieved.

It is a great idea to keep a personal log of your swimmer's times. Just record the event, the date, and your swimmer's time. It is helpful for the kids to see their times go down on paper. At season's end, swimmers are awarded a personal best certificate, which is a record of the swimmer's personal best times. New team records are updated on the Record Board on the Dolphins website periodically throughout and at the end of the season.

## Sign Ups & Meet Withdrawals

Meets are listed on the website calendar. Members will receive email notifications and reminders about upcoming meets. Sign up your swimmer before the listed FIRM meet deadline. Timely sign up will ensure your swimmer a spot and reduce team fees. Invitationals and Championship meets have deadlines up to a month in advance. Once signed up, parents ARE RESPONSIBLE for their swimmer attending this meet. Entry fees will be billed to members who sign up for meets and fail to attend. Swimmer must notify a coach AT LEAST 7 days in advance of a meet if they are unable to attend.

## Away Meets & Positive Check-In

All swimmers must physically check in with a coach immediately upon arrival to the pool, this is known as POSTIVE CHECK IN. Failing to check in will result in your swimmer being SCRATCHED from all events and a bill for failing to attend the meet.

Once at the meet site, the team gathers in the same general area. This may be in a gym or on the pool deck. This varies by meet, but it is important that all members and families stay together.

Swimmers wishing to scratch or withdraw from a meet < 7 days immediately prior to a meet will receive a bill requesting reimbursement of the registration fees lost due to late scratch. See a Parent Advisory Committee or coaches for more details on scratching.

Meet day schedules includes arriving at the pool for positive check in, setting up the swimmer's place in the waiting area, dressing for a race, pool warm-ups, a short pre-race meeting with coaches prior to competition, swimming the meet, cleaning up team area and returning home.

## Equipment

For practices swimmers should ALWAYS bring their practice suit(s), towels, goggles, caps, full water bottle, fins, kickboard and nose plugs. For meets they should bring their competition suits, team cap, goggles, water bottle and a towel. They may wish to bring an extra towel to sit on between their events on the deck. Please remember that everything is going to get wet so don't send anything that can't be washed. Bonus items for comfort for meet days include a sweat shirt, extra T-shirt, sweat pants, or shorts to wear to stay warm in. Electronic devices are allowed but be forewarned that the waiting area is unsecured and rarely dry. For away meets, parents and family may want to bring a folding chair and reading materials. Seating on deck is at a premium at most facilities.

Dual and triangular meets move fast because there are only two or three total teams. Fewer swimmers and fewer heats of a given race mean that these meets usually last 2 to 3 hours.

Invitationals are the biggest meets of the year with 4-14 teams competing. These meets are all day affairs (~8:30am to 6:00pm). Be sure to bring all of the regular stuff -- suits, towels, goggles, caps -- and extra stuff like chairs, sleeping bags to rest in, pillows, games, books, magazines, cards, etc. It is also helpful to bring a permanent marker, a highlighter and a pen or pencil. Food is usually available at the invitational meets, but it is a good idea to also bring some food of your own, such as your child's favorite healthy snacks, juice, and a water bottle. Coolers are welcome.

For home meets, adults should dress in clothes appropriate for on the pool deck, so that you are comfortable when helping with the meet.

## National Championships & Travel

Dolphins are proud of their swimmers that qualify for YMCA national competitions and annually budget for a stipend to help offset the expenses incurred by member families traveling to these events. The total annually budgeted amount is \$600.00. This lump sum is to be distributed to qualifying members upon receipt of a letter notifying the team that the members wish to travel and participate in the championship meet. When more than one member qualifies notifies the team, the notification letter(s) must describe and justify how the lump sum monies will be distributed or the Parent Advisory Committee will decide how to allocate these monies. Monies may be used toward athlete and coaching expenses, meet entry fees or similar meet related expenses. Monies may not be used to offset any non-YMCA meet participation (e.g., USA/ISI Nationals) At the present time the team is

unable to extend formal employment of coaches to include YMCA Nationals. The team will support efforts undertaken by its members fundraising directed at offsetting expenses for participation in national championships. Members interested in should contact the PAC member in charge of fundraising or the PAC chair early to avoid conflicts with team fundraising activities.

# Training Groups & Skill Checks

## Which Training Group Do I Belong In?

The information provided below describes our different Training Groups. After reading this information, you will have a better understanding of how the coaching staff selects the best training group for your child. Criteria are general guidelines to help determine a swimmer's readiness for a particular next training group. If you have any questions or concerns with your swimmers group placement, please do not hesitate to contact a coach. The coaching staff consider training group criteria along with additional information (e.g., practices, competitions, ability, age, and social readiness) in making the FINAL decision on training group placement.

To be on the Dolphins Swim Team and enter the Developmental Group (either Dev I or Dev II) swimmers should be able to comfortably swim one length of the pool (25 yards) backstroke and freestyle with proper breathing to the side without stopping or holding onto the side of the pool or lane lines. Swimmers coming from the YMCA Swim Lessons Program should have demonstrated equivalent skills in their end of lesson assessment. *Swimmers unable to perform the required 25-yard swims or lacking the ability to swim the four competitive strokes may be referred to the YMCA Swim Lesson Program to acquire the necessary skills to join the swim team.*

## Developmental Groups (I & II)

### Description

- Entry-level training group
- Composed of 8 and under swimmers AND older swimmers who have NOT mastered the competitive strokes, starts, and turns.
- Primary goal is to teach the FUNdamental skills for competitive strokes, starts, and turns
- Coaches also work to improve each swimmer's athletic development by gradually introducing longer swims and kick sets.

- Life skills emphasized in this group include goal setting, effective listening, social interaction, respect for others, and sportsmanship.

Developmental swimmers should plan on practicing at least two times per week in the beginning, with the expectation of increasing to three times per week as they become stronger and move up to Dev II. The more advanced developmental swimmers (Dev II) should be able to swim all four competitive strokes legally. Swimmers in the Developmental Training Group are encouraged to compete in swim meets throughout the season.

### Skills Check-List to Advance to Bronze Training Group

- Demonstrate a competitive dive from the starting block at a safe, shallow depth.
- Demonstrate a legally executed Freestyle and Backstroke flip turn.
- Demonstrate the ability to legally swim all four competitive strokes.
- Demonstrate the ability to legally swim the 100IM
- Make 10 x 50 Free on the 1:15 and 4 x 100 IM on the 3:30
- Demonstrate the ability to read and understand workout terminology from the dry board.
- Demonstrate the required strength and endurance to train at current Bronze I levels.
- Be willing to commit to training and competing with the team on a year-round basis (Fall and Summer).
- Consistently attend at least three of the four available practices per week.

## Bronze Group

### Description

- *Generally* composed of 9 to 12 year old swimmers, but may include older swimmers who have just proven that they can legally swim the four competitive strokes
- Group focuses on the development of proper stroke technique
- Transitional group for swimmers who have mastered basic swimming skills
- Begin learning new training technique designed to enhance endurance and speed.
- Emphasis placed on more advanced training techniques including interval sets, drill/swim sets, pace sets, race-pace sets, test sets, and kick sets, just to name a few.
- Improving stroke technique and skills while swimming longer distances at faster speeds will remain the primary objective of the Bronze group
- Often sub-divided into **Bronze I** and **Bronze II** to address the different needs of swimmers based on their individual strengths and weaknesses.

Swimmers in the Bronze training Group will be expected to improve their mental skills as well as their physical skills during practices. Swimmers in these groups will learn how to read and understand workouts written on the dry board, and use the pace clock effectively and accurately during a set.

Recommended attendance at practice is three to four times per week. Members of the Bronze Group can expect to swim anywhere from 2,500 – 4,000 yards per week.

#### Skills Check List to advance to Silver Training Group

- Possess and regularly demonstrates all previous skill sets
- Completed written goals for improvement.
- Demonstrate the ability to read and understand workout terminology from the dry board.
- Demonstrate the ability to use the pace clock effectively during practice.
- Complete selected test sets in workouts including a timed 500 freestyle and 30 minute timed swim.
- Make 10 x 50 Free on the :50 sec interval
- Make 10 x 100 Free on the 2:00 interval
- Make 4 x 200 IM on the 4:15 interval
- Consistently attend at least four of the five practices available per week.

## Silver

### Description

- Typically composed of swimmers 13 years old and up, but may include younger swimmers who have demonstrated their ability to physically and mentally readiness to train at a higher intensity
- Possess and regularly demonstrates all previous skill sets
- Swimmers continue refining their Bronze skills
- Gradually increase the volume and intensity of practices
- Swimmers will regularly complete test sets during practice and spend more time on strength training.
- Swimmers are expected to regularly compete in meets and swim all events offered for their age group including the 200 IM, 200 yard strokes, and distance freestyle events.



- Group members should be confident in their ability to serve as role models for the younger members of the team.
- Know the qualifying standards for Championship Meets and include competing at these meets on a regular basis in their goal setting exercises.

Recommended attendance at practice is four to five days per week. Members of the Silver Training Group can expect to swim 4,000 – 6,000 yards per week.

#### Skills Check List to advance to Gold/Platinum Training Group

- Possess and regularly demonstrate all previous skill sets
- Demonstrate the ability to read and understand workout terminology from the dry board.
- Completed written goals for improvement.
- Demonstrate the ability to use the pace clock effectively during practices.
- Complete regularly scheduled test sets in workouts including a timed 500 freestyle and 30 minute timed swim.
- Consistently attend 90% of the scheduled practices and participate in meets.
- Make 20 x 100 on 1:15
- Make 5 x 200 on 3:00

## Gold/Platinum

### Description

The Gold/Platinum Group is for those who have chosen to make swimming a priority on a year-round basis over all other athletic and extracurricular activities. The Gold/Platinum group represents the highest level of training and competition for the Dolphins Swim Team. Training at this level is very difficult both physically and mentally and requires a high level of commitment to the sport by both swimmers and parents.

Swimmers in the Gold/Platinum Group are required to attend 90% of the scheduled practices per week on a year-round basis (includes summer swim team), including any early morning practices scheduled throughout the year, be on-time for practice, and swim the entire workout.

Returning High School swimmers are required to meet with the coach at the end of the season to discuss the current training and competition schedule. Swimmers in the Gold/Platinum Group should be confident in their ability to serve as role models for the

entire team by leading by example and communicating directly with the younger age-group swimmers at practice and meets.

## References and Forms

# Practice Schedule

October 2013 - February 2014 (with championship meets to follow)

(times and places subject to change)

| Monday                       | Tuesday                      | Wednesday                    | Thursday                     | Friday                   |
|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------|
| 3:30-5:15pm<br>@<br>YMCA     |                              | 3:30-5:15pm<br>@<br>YMCA     |                              |                          |
|                              | 6:00-7:30pm*<br>@<br>YMCA    |                              | 6:00-7:30pm*<br>@<br>YMCA    | 6:00-8:00pm<br>@<br>YMCA |
| and                          | and                          | and                          | and                          |                          |
| 6:00-8:00pm<br>@<br>MHS Pool | 6:00-8:00pm<br>@<br>MHS Pool | 6:00-8:00pm<br>@<br>MHS Pool | 6:00-8:00pm<br>@<br>MHS Pool |                          |

\*Due to limited pool space during these times, coaches must authorize this practice time for swimmers. Developmental 1 swimmers take priority during this time.

## Meet Schedule

| Date                                   | Meet (Place)   |
|--|--|
| Friday, October 18, 2014               | Intrasquad Meet/Team Pictures (McDonough Y)  |
| Saturday, October 26, 2013             | Dual Meet with Knox County<br>(Knox Y)   |
| Saturday, November 2, 2013             | Jacksonville Pentathlon Meet<br>(Jacksonville Y)   |
| Saturday, November 23, 2013            | Canton Invitational Meet<br>(Canton Y)   |
| Saturday, December 7, 2013             | Waterbug Invitational Meet<br>(Monmouth College)   |
| Saturday, December 14, 2013            | Dual Meet with Quincy YMCA<br>(McDonough Y)  |
| Saturday, January 4, 2014              | Dolphin Invitational Meet<br>(McDonough Y)   |
| Friday – Sunday January 10-12,<br>2014 | Sno-Ball Invitational<br>(Springfield Y)   |
| Saturday, January 25, 2014             | Dual with Canton<br>(Canton Y)   |
| Saturday, February 1, 2014             | Knox County Invitational Meet<br>(Knox County Y)   |
| Saturday, February 15, 2014            | Triangular with Quincy & Warren County<br>(Monmouth YMCA – Meter Pool)                             |
| Saturday, February 22, 2014            | Jr. Districts<br>(Mattoon Y)   |
| Sat & Sun, March 7-9, 2014             | Illini District Championship Meet<br>(Springfield Kerasotes Y)                                     |
| Fri-Sun, March 21-23, 2014             | 2014 Illinois YMCA State Swimming Championship<br>(Pleasant Prairie RecPlex; Pleasant Prairie, WI) |

## Reading a Heat or Psyche Sheet

All swim events for the meet have an event number and are listed in the order they will be swum. The example below shows:

Event 17 which is the girls 6 & under 25 yard free style. There are 6 lanes in the pool so if there are more than 6 swimmers, an additional *heat* is added for the event. There are 2 heats in the example. The pool lane is listed down the left side of the page, followed by the name of the swimmer who will be in that lane. Dashes indicate there is no swimmer in the lane. Next to the name is the swimmers age, the team they are on, and their *seed time*. NT = no time. Seed time is established the first time a swimmer swims an event or from their best time if they have swum the event in the past.

| Event 17 Girls 6 & Under 25 Yard Freestyle |      |                 |     |      |           |        |
|--|------|-----------------|-----|------|-----------|--------|
| Time                                       | Lane | Name            | Age | Team | Seed Time | Finals |
| Heat 1 Finals 1                            | ---  |                 |     |      |           |        |
|  | 2    | Turtle, Georgia | 6   | CANY | 25.70     | _____  |
|  | 3    | Sofast, Ginger  | 5   | MCDN | 21.48     |        |
| _____                                      | 4    | Line, Lane      | 5   | CANY | NT        | _____  |
|  | 5    | ---             |     |      |           |        |
|  | 6    | ---             |     |      |           |        |
| Heat 2 Finals 1                            | ---  |                 |     |      |           |        |
|  | 2    | Media, Marta    | 5   | JAXY | 19.86     | _____  |
|  | 3    | Speedy, Sophia  | 4   | MCDN | 19.11     | _____  |
|  | 4    | Smooth, Silky   | 6   | CANY | 19.25     | _____  |
|  | 5    | Great, Greta    | 6   | MCDN | 20.57     | _____  |
|  | 6    | ---             |     |      |           |        |

The fastest group of swimmers are listed in the last heat, with the fastest swimmers in the middle lanes (lane 3, then 4), the next fastest swimmers in the lanes outside the middle lanes (lane 2, then 5), followed by the outside lanes (lane 1, then lane 6). You will note that there are a total of 7 swimmers in this race. Instead of swimming 6 swimmers in the final heat and swimming only one swimmer in Heat 1, 2 of the swimmers from Heat 1 are pulled to swim with the lone swimmer in Heat 2, so that this swimmer does not have to compete alone

## Common Order of Swim Events

| Event No. |      |           |                          |
|-----------|------|-----------|--------------------------|
| Girls     | Boys | Age Group | Length and Stroke        |
| 1         | 2    | 11-12     |                          |
| 3         | 4    | 13-14     | 200 yd Freestyle         |
| 5         | 6    | 15-21     |                          |
| 7         | 8    | 8 & under | 100 yd Medley Relay      |
| 9         | 10   | 9-10      |                          |
| 11        | 12   | 11-12     | 200 yd Medley Relay      |
| 13        | 14   | 13-14     |                          |
| 15        | 16   | 15-21     |                          |
| 17        | 18   | 8 & under | 100 yd Individual Medley |
| 19        | 20   | 9-10      |                          |
| 21        | 22   | 11-12     |                          |
| 23        | 24   | 13-14     | 200 yd Individual Medley |
| 25        | 26   | 15-21     |                          |
| 27        | 28   | 6 & under | 25 yd Freestyle          |
| 29        | 30   | 7-8       |                          |
| 31        | 32   | 9-10      |                          |
| 33        | 34   | 11-12     |                          |
| 35        | 36   | 13-14     | 50 yd Freestyle          |
| 37        | 38   | 15-21     |                          |
| 39        | 40   | 6 & under | 25 yd Butterfly          |
| 41        | 42   | 7-8       |                          |
| 43        | 44   | 9-10      | 50 yd Butterfly          |
| 45        | 46   | 11-12     |                          |
| 47        | 48   | 13-14     | 100 yd Butterfly         |

|    |    |           |                        |
|----|----|-----------|------------------------|
| 49 | 50 | 15-21     |                        |
| 51 | 52 | 7-8       | 50 yd Freestyle        |
| 53 | 54 | 9-10      |                        |
| 55 | 56 | 11-12     | 100 yd Freestyle       |
| 57 | 58 | 13-14     |                        |
| 59 | 60 | 15-21     |                        |
| 61 | 62 | 13-14     | 500 yd Freestyle       |
| 63 | 64 | 15-21     |                        |
| 65 | 66 | 6 & under | 25 yd Backstroke       |
| 67 | 68 | 7-8       |                        |
| 69 | 70 | 9-10      | 50 yd Backstroke       |
| 71 | 72 | 11-12     |                        |
| 73 | 74 | 13-14     | 100 yd Backstroke      |
| 75 | 76 | 15-21     |                        |
| 77 | 78 | 6 & under | 25 yd Breaststroke     |
| 79 | 80 | 7-8       |                        |
| 81 | 82 | 9-10      | 50 yd Breaststroke     |
| 83 | 84 | 11-12     |                        |
| 85 | 86 | 13-14     | 100 yd Breaststroke    |
| 87 | 88 | 15-21     |                        |
| 89 | 90 | 8 & under | 100 yd Freestyle Relay |
| 91 | 92 | 9-10      |                        |
| 93 | 94 | 11-12     | 200 yd Freestyle Relay |
| 95 | 96 | 13-14     |                        |
| 97 | 98 | 15-21     |                        |



# Communication Form

Date: \_\_\_\_\_

All grievances in regards to our coaching staff or policies of our organization need to be filed in writing and signed on this *Communication Form*. The form needs to be placed in a sealed envelope labeled "grievance" and returned to the YMCA's front desk. Grievances will be reviewed by the Parent Advisory Committee and Cindy Cavett, YMCA aquatic director.

Please use the rest of this page to describe your concern. State the date of the incident and clearly state all factual information necessary. Conclude your concern with a preferred resolution to the problem.

Signature: \_\_\_\_\_ Name in print:

\_\_\_\_\_

**Attach other sheets as needed**

# Swimming Glossary

**Age groups:** Swimmers are divided into age groups. 6 year old & Under, 7 & 8 year olds, 9 & 10 year olds, 11 & 12 year olds, 13 & 14 year olds, and 15 year old & up. Also, for District and AREA Championship meets there is no 6 year old & Under groups. If a 6 & under qualifies for these meets they would need to qualify and swim with the 8 & Under group and meet the 8 & Under time qualifications for their respective events.

**Backstroke:** (abbreviation - BK) swimmers start the event in the water and swim on their backs with some part of the body above the water line at all times. The flutter kick and an upward backward rotating arm stroke are used. The only stroke swum on the back.

**Breaststroke:** (abbreviation - BR) the swimmer starts with a dive and swims face down. The arms sweep out from the chest underwater and bend at the elbows to complete the stroke. A breaststroke (whip) kick is used. This stroke looks very graceful. Both hands must touch the wall together at the finish of the race.

**Bullpen:** The place where swimmers go right before their event. Often a group of chairs in rows and allows the meet organizers to line the kids up in the order they will swim. The kids are called to the bullpen by their event numbers.

**Butterfly "the FLY":** (abbreviation - FL) the swimmer starts the event with a dive and swims face down. The arms swing together, forward above the water, and pull back to the legs. Two dolphin kicks are made during each stroke. This stroke requires great strength. Both hands must touch the wall together at the finish of the race.

**Block:** The small platforms on the end of the pool where swimmers stand to start a race. Swimmers also use these during relay legs.

**DQ:** Disqualification. Occasionally swimmers are disqualified or DQ'd from their event. This may be for an improper start, turn, or stroke completion. It happens to every swimmer sometime. First-year swimmers should be warned that this can happen, and that it is part of the learning experience. The penalty is that the swimmer will not get credit for the race (or a ribbon), and the team will not get any points. Don't let your child get discouraged when he or she is DQ'd. Everyone does at some point in their career!

**Event numbers:** all meets are organized in the same order, but numbered separately for boys and girls and age groups. Each meet starts with the 200 freestyle individuals, and then goes on to the medley relays, individual medley, 25 and 50 freestyles, butterfly, 50 and 100 freestyles, 500 freestyles, backstroke, breaststroke, and freestyle relays. So the meet begins with event #1: girls, 200 yd. freestyle.

**Exhibition race:** Sometimes additional swimmers are entered by the coaches in this same event. These swimmers are called “exhibition” swimmers because at most meets a team is only allowed to enter three individuals per event. Their time will still be official and can be used for qualification at the championship meets, however they will not achieve a ribbon or gain team points. An “X” is usually placed next to their final time for clarification purposes. Don’t let your child get discouraged if he or she swims an exhibition event. Everyone does at some point during the season. Remember that the time is what is important!

**False start:** A swimmer leaving the diving block before the race officially starts. This is like jumping the gun and this also happens to every swimmer sometime. The penalty is DQ. This is handled in various ways from not getting to swim the race at all to being allowed to swim the race, but not scoring any points. False starts are decided on an individual meet basis.

**Freestyle:** (abbreviation – FR) means literally any style, but most swimmers choose the crawl. The swimmer starts the event with a dive and swims face down. The arms move in a steady circular motion as the legs do a flutter kick. This is the fastest stroke.

**Freestyle relay:** four swimmers, each swimming freestyle for 1/4 equal lengths of total length of event. No person shall swim more than one leg of the relay race. The finishing swimmer must end their leg of the race before the next swimmer is allowed to start the next leg. 6 & under and 7 & 8 year olds are combined during relay and individual medley events (8 & Under).

**Heats:** Swimmers are divided into age groups to swim each event. If an age group has more swimmers in it than there are lanes in the pool, the event must be divided into heats (groups). The swimmers are divided into heats by their **seed times** (official recorded times). The slower swimmers swim in the first heats. The faster swimmers in a heat swim in the middle lanes. Invitational meets may have as many as 14 teams in the meet. This means there will be lots of heats in some events.

**Heat sheets:** The organizers of the meet provide a print out of the meet called a **heat sheet**. This

allows us to know which swimmers are coming up or in the water. There is usually a small charge to purchase a heat sheet at the invitational meets. Heat sheets are not used at dual and triangle meets. See the section of the handbook on reading a heat sheet for more information.

**Individual medley:** (IM) the swimmer swims a combination of the strokes in 1/4 equal lengths of total length of event in this order: butterfly, backstroke, breaststroke and freestyle(which must be the front crawl and cannot be any form of the other strokes). The swimmer must comply with the rules of each stroke. Transition turns between the strokes shall conform, before the touch, to the finish rules for the stroke being completed and, after the touch, to the turn rules for the stroke about to be swum (order different than Medley relay order).

**Medley relay:** similar to the freestyle relay, except each swimmer swims a different stroke in the following order: backstroke, breaststroke, butterfly and freestyle (alphabetical order, different than IM order). 6 & under and 7 & 8 year olds are combined during relay and individual medley events (8 & Under).

**NT:** "no time". Used in the absence of a seed time on a heat sheet to indicate that the swimmer has not swam this particular event during the current season at a YMCA sanctioned meet for a final time.

**Seed times:** final times that were attained by a swimmer at a previous YMCA sanctioned meet that are used to place the appropriate heat in a subsequent meet.



## Parent & Coach Code of Conduct

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and demonstrating positive support for all players, coaches, officials and spectators at every meet, practice or related event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent (e.g., booing, taunting, profanity).
7. I will not encourage any behaviors or practices that would endanger the health and well-being of anyone.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning and praise them for competing fairly and trying hard.
11. I will never ridicule or yell at my child or another participant for making a mistake or losing a competition.
12. I will emphasize the benefits of skill development and practice over winning.
13. I will promote the emotional and physical well-being of the children ahead of any personal desire for to win.
14. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the venue. Rather, I will contact coaches and administrators directly to arrange an agreed upon time and place for dialogue.
15. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will similarly refrain from their use at all sports events.
16. I will refrain from coaching my child or other players during meets, games and/or practices, unless I am one of the official coaches of the team.
17. I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:
  - a. Verbal warning by official, head coach, and/or head of league organization
  - b. Written warning
  - c. Day suspension with written documentation retained by YMCA
  - d. Game forfeit through the official or coach

e. Season suspension with written documentation retained by YMCA

Parent Signature\_\_\_\_\_

Parent Printed Name\_\_\_\_\_Date\_\_\_\_\_





# Swimmer Code of Conduct

YMCA of McDonough County Dolphin Swim Team

## Swimmer Code of Conduct

As a swimmer and valued member of the Dolphin Swim Team of the YMCA of McDonough County, I will abide by the following guidelines:

- Practice teamwork with all parents, swimmers and coaches by supporting the values of Caring, Honesty, Respect and Responsibility.
- I understand the coaching staff is doing what is in my best interest I will honor and respect any request a coach may have of me.
- I understand that swimming is a team sport with an individual foundation and that all decisions will be based on the best interest of the team.
- I will demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my parents, other swimmers, other parents, officials and coaches of both our team and opposing teams.
- Maintain self control at all times. Do not participate in any activity that may jeopardize the image Falcon Swim Club of the Lebanon YMCA.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, volunteers, and/or any participating swimmer will not be permitted or tolerated.
- I understand that while no practices are “mandatory”, my best chance to improve is through perfecting my skills during practice sessions and that those swimmers who show the most improvement and commitment will have the best opportunity to compete.
- I also understand that I must participate in at least 3 fifty percent of dual meets in order to be eligible for Divisionals.
- I will trust my coaches’ decisions in which events I swim at meets.
- I understand that should I conduct myself in such a way that brings discredit or disruption to the Dolphins or the YMCA of McDonough County, I voluntarily subject myself to disciplinary action and/or a formal meeting with the coaching staff.

---

Signature

Print Name

---

Date

