



# Palatine Park District Swim Team Parent Handbook



Updated August 2023

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## **WELCOME TO THE PALATINE SWIM TEAM**

Welcome to the Palatine Swim Team, a USA Swimming, Inc. and Illinois Swimming, Inc. chartered club. We're excited you've chosen to become a Tiger Shark. You are now a member of one of the top teams not only in Illinois, but in the USA Swimming Central Zone as well. This handbook should prepare parents and swimmers of the Palatine Swim Team for the exciting world of competitive swimming. All parents and swimmers should be aware of its contents and refer to this handbook when questions arise. All our coaches 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. The Tiger Sharks, a non-profit organization, is a Program of the Palatine Park District. Its Program and activities are supported by a Parent Advisory Board which meets each month. All members are welcome at each meeting and encouraged to be involved in team activities and fundraisers. We are constantly growing and training young swimmers to maintain a well-rounded competitive swim team. Thank you for joining us. Please feel free to ask another member or coach any question you may have.

## **HISTORY OF THE PALATINE SWIM TEAM**

The Palatine Park District, having recognized a need to provide interested residents with an enjoyable, affordable and rewarding competitive swimming experience, formed the Palatine Swim Team in the 1960's. In the late 1970's, public response led to the development of the United States Swimming sanctioned year-round program we have today. The Palatine Swim Team has achieved much success over the years, in terms of the number of student-athletes and in competitive and academic excellence.

## **PURPOSE STATEMENT**

The Palatine Swim Team's purpose is to enable and encourage individuals who indicate an interest in competitive swimming to achieve self-determined levels of skill and competency. The Palatine Swim Team also provides enjoyment and a sense of accomplishment to athletes, while nurturing positive peer support, personal growth, and character development in a Safe Sport environment.

## **PRIMARY GOALS OF PALATINE SWIM TEAM**

1. To assist every swimmer, of all ages and abilities, develop skills, confidence, and commitment needed to successfully reach their goals.
2. To create the Team concept within our organization and outside our own team.
3. To always maintain World-Class sportsmanship.
4. Sustain a highly motivated and trained coaching staff.
5. To provide hardship scholarships to qualified athletes in our program.

## **FINANCIAL OPERATING PHILOSOPHY**

The Palatine Park District supports the Palatine Swim Team within resource limitations and operating guidelines as determined by the Palatine Park Board of Commissioners and implemented by the Palatine Park District Staff.

The Palatine Swim Team, as is the case with other Palatine Park District sponsored and affiliated youth sports organizations, operates on a self-supporting basis. Athlete fees and Parent Board administered fundraising dollars cover direct costs associated with the program's operation. The Palatine Park District provides administrative support to the program in the form of registration, financial management and public information assistance.

Palatine Swim Team staff and parent volunteers are covered by the Palatine Park District's liability insurance. Pool time is procured by the staff with certificates of insurance provided to the host agencies.

## **ADMINISTRATIVE STRUCTURE**

Palatine Swim Team matters are managed by the Recreation Department, within the overall administrative structure of the Palatine Park District. The Assistant Superintendent of Recreation, through the Recreation Coordinator, hires and supervises the Palatine Swim Team Head Coach. The Head Coach is directly responsible for the operation of the Palatine Swim Team. Parent volunteer assistance is vital in assisting the Head Coach with specific administrative tasks.

## **Swim Team Contacts**

|                                    |  |
|------------------------------------|--|
| Palatine Park District Main Office | 847-991-0333   |
| Swim Team Office                   | 847-202-3240   |
| Team Website                       | <a href="http://www.ppdswim.org">www.ppdswim.org</a>             |
| Coach Tony                         | <a href="mailto:amgallagher@ymail.com">amgallagher@ymail.com</a> |
| Coach Dustin                       | <a href="mailto:ddt1326@yahoo.com">ddt1326@yahoo.com</a>         |

## **CLUB SWIMMING AFFILIATIONS**

### **USA SWIMMING, INC.**

The Palatine Swim Team, its swimmers and coaching staff are members of USA Swimming (USAS). The organization directs America's largest age group swimming program of guided fitness activity for children. The staff of USAS works with 59 LSC's (local swimming committees), athletes, coaches, and volunteers at all levels to provide a variety of services to approximately 220,000 registered athletes, 20,000 non-athletes and 2,800 swim clubs. The National headquarters of USAS is located at One Olympic Plaza, Colorado Springs, CO 80909. You can visit the website at <http://www.usaswimming.org>

### **ILLINOIS SWIMMING, INC. (ISI)**

ISI is the statewide organization that is part of USA Swimming. This organization of volunteers organizes meets, adjudicates rule disputes, and maintains swimming records. Their office is in Des Plaines, IL. You can visit the website at <http://www.ilswim.org>

### **PARENT ADVISORY BOARD**

The Palatine Swim Team Parent Advisory Board serves a vital role in contributing to the success of the program. The Board operates with its own by-laws and budget, within established Palatine Park District Affiliate Guidelines to support Palatine Swim Team endeavors.

The primary purpose of the Parent Advisory Board is to support the program through the generation of fundraising dollars. These monies are used to supplement program fees and to maintain the self-supporting nature of the program. In addition, the Parent Advisory Board provides important volunteer assistance in hosting meets, conducting social activities and assisting the Palatine Swim Team Head Coach with administrative tasks that he/she deems appropriate.

The Parent Advisory Board serves in an advisory role to the Palatine Park District relative to the conduct of the program. The Palatine Park District assigns a liaison to work with the Board in soliciting, receiving, and responding to suggestions and input.

The Palatine Park District retains sole administrative control of the program. This administrative authority includes, but is not limited to, establishment of policies and procedures, financial management, and staff recruitment, selection, training, and supervision.

The Parent Advisory Board is comprised of a President, Vice-President, Secretary, Treasurer, Escrow Director, Fundraising/Corporate Sponsorship Director, Meet Director, Communications Director, Volunteer Coordinator, and Cash Manager. Contact information and further information can be found on the Parents Page of the Team Website: [www.ppdswim.org](http://www.ppdswim.org).

## **REFUND POLICY**

The published Palatine Park District Refund Policy governs all refunds. If a swimmer changes from one practice group to another during the season, that swimmer will either receive a refund or be asked to pay additional fees, whichever is applicable. All refunds will be charged a \$5 processing fee. Some programs are non-refundable. Medical refunds are subject to review. No net refunds under \$5 will be issued. Refunds are not given if there is a change of instructor, for one-day programs, special events, or classes, which are contracted or require ticket purchases. Refund requests or class change requests must be completed in person. Refunds for anything paid by VISA or MASTERCARD will be processed through your charge account. Does not apply to non-refundable deposits. There is no refund for ISI/USA Swimming Membership. The Swim Team Parent Board has refined the refund policy specific only to the Swim Team Program as follows: the refund policy is 100% up to the first day of published swim team practices and 50% up to two weeks after the start of published swim team practices.

## **COMMUNICATION**

### **E-mail**

The best way to speak with coaches and board members for administrative purposes or ask a question is to email them. Coaches are also available to speak in person before/after practice or during office hours when pre-arranged.

### **Facebook/Instagram**

Social media accounts on Facebook ([www.facebook.com/PPDTigerSharks](http://www.facebook.com/PPDTigerSharks)) and Instagram ([#ppdswimteam](https://www.instagram.com/ppdswimteam)) are maintained to share articles, photos, accomplishments, and news.

### **Website**

The team maintains a website (<http://www.ppdswim.org>) that is updated frequently and contains information about the team, including schedules, activities, meets, newsletters, etc. It is the best way to stay in touch with the progress of the team and your swimmer.

### **Newsletter**

The team publishes the Sharkbeat newsletter periodically. The newsletter is very informative with upcoming important dates and team announcements from the coaches and board of directors. Make sure you and your swimmer read the contents of this when it is emailed to you and posted on our website to keep current concerning team information.

## **FUNDRAISING**

Swim team fees are assessed to each family since the park district registration fees do not cover all the operating expenses of the Palatine Swim Team. Swim team fees help to meet budgetary expenses, such as coaches' salaries and professional development, pool and facility rental, local, regional, and national meet expenses for the coaching staff, awards, equipment, and other expenses.

Swim team fees will be paid at the time of registration, for each swimming season. A committee appointed by the President of the Palatine Swim Advisory Board and the Palatine Swim Team Head Coach will determine the amount of this fee per swimmer. Swim team fees can be reduced in subsequent seasons through in season fundraising activities such as Scrip card purchases.

Swim team fee accounts will be settled prior to registration for the following season. Any excess fundraising beyond the stated commitment can be carried forward for one season. After one season, the balance will be placed in the Palatine Swim Team Operating Budget. Special financial concerns can be discussed and arranged through the Head Coach and parent board representatives.

## **PROBLEM SOLVING**

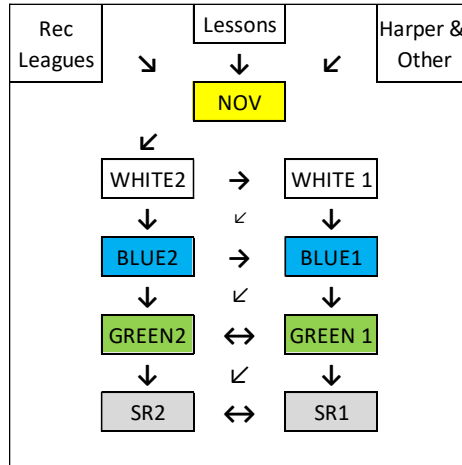
Should a problem arise, please communicate directly with the coach involved. If that fails, contact the Head Coach. If that fails, contact the Assistant Superintendent of Recreation.

A communication gap is created when a parent makes the unfortunate decision to discuss their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only are problems never resolved this way; this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues.

1. Try to keep foremost in your mind that you and the coach both have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy a good rapport and a constructive dialogue. Most of the time, the coach can alleviate any concern with a simple explanation.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short-term inconvenience.
3. Discuss the matter first with the coach following the same guidelines and preconceptions noted above. If the coach cannot satisfactorily resolve your concern, then ask that the Aquatics Director Assistant Superintendent of Recreation join the dialogue as a third party and/or involve a board member.
4. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is ultimately the one who can resolve the problem.

## TRAINING GROUP STRUCTURE

The Palatine Tigershark's Swim Team consists of 9 groups of swimming instruction and training:



Swimmers are placed into a group by coaches during evaluations to join our team. Tryouts are in February and August each year. The criteria for moving up to the next level have been defined by coaches. Many factors contribute to leveling up. Age, skills demonstrated, level of training, and dedication are considered when assigning groups. Near the end of each season, coaches will email parents group assignments. These can be viewed on our website.

### **Novice**

- *Description:* Novice offers swimmers the opportunity to progress from pre-competitive to competitive swimming
- *General age range:* Ages 6-10
- *Skill requirements:* Swimmers must swim 25 yards of freestyle breathing to the side, swim 25 yards of backstroke, and have been introduced to breaststroke and butterfly
- *Expectations:* Attend 2 out of 3 practices each week; attend local meets
- *Equipment:* Competitive suit, goggles, cap (if hair covers the eyes)
- *Group emphasis:* Teaching stroke technique, swimming skills, and rules of competitive swimming

### **White 2**

- *Description:* White 2 offers swimmers the opportunity to refine stroke technique and swimming skills, while learning the training basics of competitive swimming, including introduction to interval training, goal setting, and IM training.
- *General age range:* Ages 8-11
- *Skill requirements:* Swimmers must swim 25 yards of freestyle breathing to the side, swim 25 yards of backstroke, and demonstrate butterfly and breaststroke.
- *Expectations:* Attend 2 out of 3 practices each week; attend local meets
- *Equipment:* Competitive suit, goggles, cap (if hair covers the eyes), training fins
- *Group emphasis:* Refining stroke technique and swimming skills; introduction of training sets

### **White 1**

- *Description:* White 1 offers swimmers the opportunity to refine stroke technique and swimming skills while improving aerobic capacity and developing race strategy.
- *General age range:* Ages 10 and under
- *Skill requirements:* Swimmers must swim all 4 strokes legally at a meet or tryouts to be considered for this group.
- *Expectations:* Attend 3 out of 4 practices each week; attend 1 meet per month; have a desire to qualify for championship meets.
- *Equipment:* Competitive suit, goggles, cap (if hair covers the eyes), training fins
- *Group emphasis:* Refining stroke technique and swimming skills; introduction of training sets and work ethic; goal setting; race strategy

## Blue 2

- *Description:* Blue 2 offers swimmers the opportunity to advance in the sport of competitive swimming by continuing to improve technique and skills, competing in individual medley and distance events, and practicing at a more advanced level than the White group.
- *General age range:* Ages 11-13
- *Skill requirements:* Swimmers must understand interval training and know all four strokes, starts, and turns in addition to demonstrating the White 2 training goals in practice or at tryouts.
- *Expectations:* High attendance each week and meet participation is highly encouraged
- *Equipment:* Competitive suit, goggles, cap (if hair covers the eyes), training fins, snorkel
- *Group emphasis:* Refining stroke technique and swimming skills; introduction of training sets and work ethic; goal setting; race strategy

## Blue 1

- *Description:* Blue 1 offers swimmers the opportunity to refine stroke technique and swimming skills while improving aerobic capacity and developing race strategy at an advance level.
- *General age range:* Ages 9-12
- *Skill requirements:* Swimmers must swim all 4 strokes legally at a meet or tryouts to be considered for this group.
- *Requirements:* Attend 3 practices per week; attend all meets possible; strong work ethic and desire to reach fullest potential
- *Equipment:* Competitive suit, goggles, cap (if hair covers the eyes), training fins, snorkel
- *Group emphasis:* Advanced stroke technique and race strategy; tracking performance at practice and at meets; goal setting including process-oriented goals

## Green 2

- *Description:* Green 2 swimmers will train at a high level while refining advanced swimming techniques, race strategies, and skills.
- *General age range:* Sixth to eighth graders
- *Skill requirements:* Swimmers must understand interval training and demonstrate the Blue 2 training goals in practice or tryouts.
- *Expectations:* High attendance each week and meet participation is highly encouraged
- *Equipment:* Competitive suit, goggles, cap (if hair covers the eyes), training fins, snorkel, hand paddles
- *Group emphasis:* Refining stroke technique and swimming skills; introduction of training sets and work ethic; goal setting; race strategy

## Green 1

- *Description:* Green 1 swimmers will train at a high level while refining advanced swimming techniques, race strategies, and skills.
- *General age range:* Sixth to eighth graders
- *Skill requirements:* Swimmers must understand interval training and demonstrate the Blue 1 training goals in practice or tryouts.
- *Requirements:* Attend 4 practices each week; attend all meets possible; strong work ethic and desire to reach fullest potential
- *Equipment:* Competitive suit, goggles, cap (if hair covers the eyes), training fins, snorkel, hand paddles
- *Group emphasis:* Advanced stroke technique and race strategy; tracking performance at practice and at meets; goal setting including process-oriented goals toward the next level of competitive swimming

## Senior 2

- *Description:* Senior 2 offers the opportunity for swimmers to either stay in shape or continue their swimming development
- *General age range:* High school and college aged student athletes
- *Skill requirements:* Swimmers should have competitive swimming experience and demonstrate proper practice etiquette.
- *Expectations:* High attendance each week and meet participation is highly encouraged
- *Equipment:* Competitive suit, goggles, cap (if hair covers the eyes), training fins, snorkel, paddles, pull buoy, Power bags-light or medium
- *Group emphasis:* Refining stroke technique and swimming skills; introduction of training sets and work ethic; goal setting; race strategy.



## Senior 1

- *Description:* Blue 1 offers swimmers the opportunity to refine stroke technique and swimming skills while improving aerobic capacity and developing race strategy at an advance level.
- *General age range:* High school and college aged student athletes
- *Skill requirements:* State championship qualifying times.
- *Expectations:* Attend 100% of practices; attend all meets; strong work ethic and desire to reach fullest potential
- *Equipment:* Competitive suit, goggles, cap (if hair covers the eyes), training fins, snorkel, paddles, pull buoy, Power bags- light or medium
- *Group emphasis:* Advanced stroke technique and race strategy; tracking performance at practice and at meets; goal setting including process-oriented goals toward the highest levels of competitive swimming

## PRACTICE 101

Practice schedules are posted on TeamUnify under Practice calendars all groups. You will also be notified via email once its posted. Schedules do not change much from month to month but there is big change in the long course season when we move to swimming outside during the summer (no school).

### 1<sup>st</sup> Day of practice

1. Double check the schedule and the notes for that month's schedule. Know which pool you are going to. PHS entrance is clearly marked, Harper pool parking is in LOT 1 then enter Building M, FHS parking is behind the school (please don't use the front entrance).
2. Swimmers should have their bags packed with a towel, suit, goggles, and their equipment.
3. Leave early! Coaches expect swimmers to arrive on the pool deck ready for practice 5-10 minutes before the start of practice.
4. Once you arrive at the pool, make sure a coach is present before walking onto the pool deck.
5. Parents are welcome to help their swimmers to the deck and say "Hi" to the coaches. As practice starts, parents are welcome to stick around but must sit in the stands.

### Swim Team Store

All team apparel and swimsuits can be purchased through our custom team site with The Swim Team store using the information below. If you have any questions, please email [vicepresident@ppdswim.org](mailto:vicepresident@ppdswim.org). All equipment and team gear are available at the Swim Team Store.

### How to order

Orders can be taken by phone (1-800-846-7052) or they can be placed online at: [www.theswimteamstore.com](http://www.theswimteamstore.com)

Go to Customized Swim Team Store: **User Name- Palatine**      **Password- sharks**

The Swim Team Store is now also located at: 830 Seton Ct. #9, Wheeling, IL 60090, 1-224-676-0344

### PPD Team Caps

Team caps are required for all practices and competitions if your hair covers your eyes. It is highly recommended that every swimmer purchases a few spare team swim caps to keep in their swim bag. **Each cap costs \$4.00 (latex), \$12.00 (silicone), and \$25.00 (dome)**. Coaches will have a supply of swim caps with them on deck at practices and competitions. In the case of an emergency, a swimmer will be supplied with a team swim cap by their coach and the swimmer's escrow account will be charged for the purchase of the cap. Championship swim caps can also be purchased for those who qualify from their coaches. Once a season, we have the option to order caps with your swimmer's name on them. There is a 2-order minimum, and the orders will be shipped in bulk to the team representative and handed out to the families.

## **IMPORTANT RESOURCES**

- The PPD Tiger Sharks Swim Team website <https://www.teamunify.com/team/ilpst/page/home> offers team schedules, meet announcements, billing information, account management, and resources for parents and swimmers. It also posts our team records and time standards when using the [OnDeck app](#).
- [www.USAswimming.org](http://www.USAswimming.org) is a terrific website that contains a lot of resources for both parents and swimmers to explore.
- <https://www.teamunify.com/team/ilslsc/page/home> is the home of Illinois Swimming, and a good resource for the Regional and State Championship swimming qualifications, seasonal meet locations, and time standards.
- Meet Mobile is a mobile device app that most swimming clubs use to post real time meet results. Meet Mobile is available for iOS and Android.

## **Important Apps to download**

- Meet Mobile - mobile device app that most swimming clubs use to post real time meet results.
- OnDeck - is an app for our website. It is available for iOS and Android. The login and password for it are the same as our website

## **SWIM MEET INFORMATION**

Swim meet participation is highly encouraged for groups. Our meet schedule is posted on our website under Meet Info, Meet Schedule before the start of each season to allow families time to plan. Below are some items related to meets.

### **Meet Fees**

All meets have a meet packet which outlines the fees for all events. It will have a fee for individual events, relay events, facility surcharge and admissions surcharge. All fees for the meet will be deducted from the escrow of that athlete (family).

### **Schedule**

Meet schedule for each season will be posted as soon as it is approved by the coaching staff. When we get the information from the host team, we will notify our families that registration is open. Once open, you can select which session/events your swimmer would like to participate. Once approved, it will be listed as approved by the coach on the website. More info about registering for meets coming later in this packet.

### **Communication**

All communication regarding meets and deadlines will be done via email. The contact emails entered into TeamUnify will be the email that is used. Multiple email addresses can be entered for a single swimmer.

### **Meet Entries**

All entries are done thru TeamUnify by the individual swimmer/member. Families may choose which day of the meet they wish to enter. Coaches will choose events. There is a notes section for requests.

## **SWIM MEET 101**

### **Meets**

USA swimming meets are divided by age and gender. Occasionally there will be “mixed” relay or a host team may decide to combine heats due to the number of swimmers registered to participate.

Common Age Groups: • 8&under • 10&under • 9-10 • 11-12 • 13-14 • 15&over • Open (any age)

Short Course (SCY) - Pools are 25 yards - season runs September through February/March.

Long Course (LCM) - Pools are usually 50 meters - season runs April through August

### **Types of Meets**

- **Dual Meets** – PPD and one (1) other team. Usually take place as a one (1) day single or multi session format.
- **USA Swim Meets** - These are large meets with many team participating and are open to all swimmers that are registered as USA swimmers. This is a majority of our meets.
- **Timed Final Meets** - Competition in which only heats are swum and final placings are determined by those times.
- **Prelim / Final Meets** -Type of meet with two sessions. The preliminary heats are usually held in the morning session for older swimmers. The fastest six (6), eight (8) or ten (10) depends on the meet.

### **TIME STANDARDS**

[Illinois Swimming Championship Time Standards](#), [USA Swimming Time Standards](#), and [National Age Group Motivational Times](#) are posted on TeamUnify under **Team Information – Time Standards**

### **MEET TERMINOLOGY**

- **Session** – Meets are divided into sessions. Usually Friday, Saturday AM, Saturday PM, Sunday AM, Sunday PM. You are required to attend 6 sessions for SCY season and 4 sessions for LCM.
- **Event** – A specific Gender, Distance and Stroke. For example: Men’s 200 Freestyle
- **Heat** – each event is divided into heats based on the number of lanes used, the number of swimmers and based on entry time of the individual swimmer. Usually from slowest to fastest.
- **Lane** – the lane a swimmer is competing in.
- **Seed Time / Entry Time** - The team entry is sent in with each swimmer’s best time (up to the date that the entry was submitted) in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no-time" swimmer will most likely swim in one of the first heats of the event.
- **Psych sheet** – this is usually sent out before the meet and is posted on our website. It lists all swimmers from all teams in each event in order of "seed time" or entry time.
- **Timeline** - this is occasionally provided by the host them and sent out before the meet. It is the estimated times that events will start as well as the estimated time a session will finish. Your swimmer needs to be there at the arrival time, not when they are scheduled to swim.
- **Heat Sheet** - A heat sheet is the printed listing displayed before and during a meet that tells swimmers what events they will compete in. It also defines the swimmer’s lane assignment per event. Lanes are typically assigned based on seed times, with the fastest swimmers in the center of the pool. Events are listed in order, usually alternating girls (odd events) and boys (even events).
- **Bull Pen** – area for younger swimmers to report for their events. Swimmers will be walked from the bull pen to the blocks by meet workers.
- **Relays** – an event swam by 4 swimmers. Each swimmer swims a part or a stroke. Some relays are freestyle only some are Medley relays and have all 4 strokes.

## MEET PROCEDURE

1. The Meet schedule is typically announced at the beginning of the season.
2. Individual Meets will be opened for registration and deadlines emailed when we receive all the information from the host team. You will receive an email announcing each meet. You can also check on our team's site periodically.
3. Register for the meet before the meet deadline. If you miss the deadline, we will not be able to enter you as host teams have dates they need to set up the meet. You will have an option to choose which sessions to attend for each day. There is also an additional section to add notes to the coaches.

## MEET DAY

### **Before The Meet Starts**

1. Arrive at the pool will be communicated to parents prior to the meet via email and can be viewed on the website under the event.
2. Upon arrival, swimmers find and sit with their team. The team usually sits in one place together, so look for some familiar faces.
3. Positive Check-In. This lets the host team know your swimmer is there.
  - a. Most meets require a check-in. This may be with your coach or on a piece of paper you have to highlight your name. Parents are not allowed on deck.
  - b. Positive Check-in will close at a specific time. If you are running late, you need call a coach so that your swimmer can be checked in. If they are not checked in, they will be scratched from the day and may not be able to swim the rest of the meet.
4. Report to the deck dressed and ready for warm up. After warm up, heats and lanes should be written on arms in a sharpie in preparation for the start of the meet. Heat and lane information for swimmers can be found on Meet Mobile prior to the start of the meet. This is the responsibility of the swimmer to have this information.

### **Parent Expectations During a Meet**

- **According to USA Swimming rules (because of insurance purposes), parents are not allowed on deck unless they are serving in an official capacity (i.e. officiating, timing, etc.)**
- All questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to a coach. He or she in turn, will pursue the matter through the proper channels.
- Cheer for your swimmer and our team!
- Treat all competitors, parents, meet officials and volunteers with respect.

### **During The Meet**

1. Swimmers need to pay attention to the event numbers, so they don't miss their events! Coaches do not notify the swimmers of their races. It is their responsibility. Event and heat numbers are on the board of the facility. 8 and under participants may have a bullpen that will help them.
2. It is important for any swimmer to know what event numbers he/she is swimming (again, why they should have the numbers on their hand/arm). He/she may swim right away after warm-up or they may have to wait awhile.
4. Swimmers must report to their lane with their cap and goggles.
5. The swimmer swims their race.

6. Swimmers after each swim should go immediately to his or her coach. The coach will discuss the swim with each swimmer.
8. The swimmer now waits until his next event is called and starts the procedure again.
9. When a swimmer has completed all their events, you can go home. Make sure, your swimmer checks with the coach before leaving in case your swimmer is in a relay (sometimes the last event of the meet).
10. Results are usually posted somewhere in the facility during the meet. Most swim clubs are also posting events and results on the app "[Meet Mobile](#)".
11. Awards are gathered for a team and given to the coach at the end of the meet.
  - a. Occasionally a meet will have High Points awards for swimmers who score the most points in their age group. The coach will let you know if your swimmer should stay for that award.
  - b. Awards (ribbons or medals) are placed in the family folders in the boxes at Harper College.

### **What to Bring (Swimmers)**

- Team swimsuit
- Extra swimsuit (in case of emergency)
- Team swim caps
- Goggles plus a spare (in case of emergency)
- Water bottle / Gatorade etc.
- 2 towels (some swimmers like a towel for each event)
- Light healthy snacks
- Warm-up clothes to wear over your suit between events
- Dry clothes to wear home
- Something to do between events (book, game, toy, etc.)
- Sharpie – to write event/heat/lane on your arm

### **Parents/Families**

- Chairs: Some venues have bleachers or folding chairs, but they fill up quickly (and they are not always comfortable!).
- Wear Layers. It is usually warm, if not HOT, inside. Dress for it.
- Water & Snacks. There is always food to be found during meets. Purchasing snacks generally helps support the team that is hosting. That said, you should always feel free to bring your own snacks and drinks.
- Bring something to do. Book / magazine /knitting / Sudoku / crosswords. All meets have downtime – even short ones.
- Something for the siblings to do. Very few venues have room or space for children to be active. Bring something to keep them occupied.
- Money, pen, highlighter, Sharpie. Heat sheets may be available for purchase (anywhere for \$2 - \$10) or on the host team's website and it's helpful to highlight your swimmers' events. Sharpies are useful to write event/heat/lane information on your swimmers' hand or arm.

## ESCROW

Escrow is used to pay for your swimmer's entry fees as well as swim caps purchased from the coaches on deck. All escrow accounts should start the season with \$300 per child in your account, (Novice is \$250 per child). Escrow accounts are updated monthly. Make note to check on your account once a month. Should you have any questions about your account, please email [escrow@ppdswim.org](mailto:escrow@ppdswim.org).

## USA SWIMMING REGISTRATION

- Registration is required for all swimmers on our team.
- New swimmers must now complete this process on their own whereas in the past the team has done it for you.
- Returning swimmers will be renewed automatically by the team.
- The deadline for **new swimmers** to register is **September 30th**. After that date, your swimmer will not be allowed to practice or compete.
- New swimmer will need to pay the registration fee directly to USA Swimming at the end of the process. Returning swimmers will have their escrow charged.

### **New swimmers**

Step 1: Create a log in for USA Swimming

To help you here is a recently updated video on the SWIMS Resource Hub.

- Creating an Account for Parents - <https://www.youtube.com/watch?v=oR9RDM-ShhY>
- As you are watching the video, you may want to work through the process as well. The first page can be found here: [USA Swimming](#). You must create a Log In before moving to step 2.

Step 2: Register your swimmer

- Click the link that was provided via email by our team. This link is year and team specific so you need that specific link.
- Fill in the information asked for.
- If you have any questions, please email Coach Dustin at [ddt1326@yahoo.com](mailto:ddt1326@yahoo.com)

# PALATINE SWIM TEAM SWIMMERS CODE OF CONDUCT

In accepting to be a part of the Palatine Swim Team, I agree to:

## General Behavior

1. Commit to team goals, program requirements and procedures.
2. Display proper respect, honesty, and sportsmanship toward teammates, coaches, officials, parents, and fellow competitors.
3. Refrain from any immoral, inappropriate, or unacceptable behavior such as:
  - a. Use of tobacco products
  - b. Consumption of alcoholic beverages
  - c. Use of any drugs (unless medically prescribed)
  - d. Any illegal activity
  - e. Bullying, which includes unwanted purposeful written, verbal, nonverbal, or physical behavior that has the potential to create an intimidating, hostile, or offensive environment or cause long term damage, discomfort, or humiliation.
4. Report to the group coach any inappropriate behavior, either observed or subjected to, by anyone associated with the team; if inadequately addressed, report to Head Coach or Parent Board President
5. Represent the Palatine Swim Team with the honor, pride, and dignity that is always expected as a Palatine Swim Team member.

## Practice Behavior

1. Support teammates at practice as well as in competition. Work together as a team to benefit all individuals in the group.
2. Always follow the instructions of the coaching staff.
3. Disrespectful, indiscreet, or destructive behavior will not be tolerated. It is the responsibility of each swimmer to make every effort to avoid guilt by association with such activities at any time during the year.
  - a. Examples of such behavior include:
    - i. Abusive language
    - ii. Lying
    - iii. Stealing
    - iv. Vandalism
4. Locker room etiquette is expected at all times. Respect our host locations and clean up after yourselves. Behavior rules should follow in the locker rooms as well.
5. Swimmers may leave practice only with the coaches' permission.
6. The Palatine Swim Team rents the pools we train in. All activities are limited to the pool area.

**Non-compliance with the above-listed policies may result in suspension or termination.**

Swimmer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Swimmer Name (Please Print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print) \_\_\_\_\_