



## COACHES PACKET – AGE GROUP

### TEAM GROUP CRITERIA

#### BRONZE (Fundamentals)

- Swimmers must be able to do two lengths (any stroke) without stopping or holding onto the side of the pool. This will need to be done in an amount of time based on the coach.
- Swimmers must demonstrate a desire to improve skills to return the following season.
- Swimmers who turn 11 years old by end of the season will automatically be moved up to the next group of MSC.
- Swimmers must be at least 5 years of age to join the Munster Swim Club and be able to understand instructions given by the coaches.
- There is NO PERFORMANCE CRITERIA to become a Bronze Swimmer, but the swimmer must understand the basic motions of swimming. The athlete's own desire to learn the sport of swimming is also necessary.

#### SILVER (Skills)

- Attempt to Dive from the blocks.
- Bilaterally breathe on Freestyle.
- Show proper finishes and proper streamlines off starts and turns.
- Perform attempts at pullouts on Breaststroke or streamline kick to the flags on Freestyle, Backstroke or Butterfly.
- Must show proper head & hip position on Freestyle and Backstroke and proper stroke timing and coordination on Butterfly and Breaststroke.
- The GOAL of the SILVER Group is also to achieve the highest performance standard possible, most notably Divisional ("B") and Age Group State ("A"), but also including Zones (AAA) and above.

#### GOLD (Training)

- Coaching Staff's Discretion based on several factors.
- Swimmers must maintain a minimum of 75% attendance, with excused absences.
- It is the responsibility of the swimmers to remember to bring in a note to explain an absence or have their parents email the Head Coach as to the reasoning for missing the practice.
- Excused absences:
  - Illness
  - Death in family
  - Excessive homework
  - Family scheduled vacation



- o Participating in another sport, school related function, or life enriching activity (For example: school play, science fair, CCD, music lessons, ethnic school, etc..., NOT a school dance or just watching another sporting event.)
- o Anything else will be at the discretion of the Head Coach
- Swimmers not maintaining the 75% attendance or performing at the expectations of the Head Coach will be moved to the SILVER group or a less intense GOLD sendoff until the desire to work can be re-established or the attendance percentage is brought back up (this will be for a minimum of one week).
- This will also include TEST SETS and performance in practices throughout the season that will be announced ahead of time.
- Swimmers will be considered for a move to GOLD no earlier than the summer before 6th grade.
- The GOLD group strives to achieve Time Standards above those of Age Group State ("A"). The GOLD group will continue to work towards Zone cuts, USS Sectional, Junior, and Senior National Time Standards.

#### TESTING for Group Placement

- Swimmers will be moved accordingly by the coaching staff based on coach's recommendations BUT MAY BE MOVED mid-season.

#### TEAM GROUP WORKOUT CONTENTS

##### BRONZE

- Teach swimmers to perform all four strokes legally through the constant teaching of drills body balance.
- LONG-AXIS strokes will be the focus of the BRONZE group (Freestyle and Backstroke), as well as kicking and breathing. Teach swimmers how to dive.
- Teach swimmers how to have FUN in a social environment that is rewarding.

##### SILVER

- Maintain/reinforce legal/correct strokes and begin endurance training on all four strokes along with the consistent use of drill progression.
- Swimmers will learn how to race in this group and all swimmers should be able to compete in all four strokes by mid- season.
- Diving and flip-turns will be taught and reinforced.
- First 10-30 minutes MAY be stretching and/or dryland based on the practice schedule.
- Maintain/reinforce legal/correct strokes, with higher endurance training and more intense sprint training at times for all four strokes.
- The use of drills will continue to be a part of the workout structure and must be taken seriously.
- All swimmers should be able to compete in every stroke and every event.
- Goals will be introduced and monitored in this group by the coaching staff.

##### GOLD



- Same workout as SILVER, except both the yardage and intensity of practices is increased at the discretion of the Head Coach.
- Dryland will also be a part of the weekly practice routine and should be expected on a daily basis or as planned by the Coach.
- All GOLD swimmers need to come prepared with the proper equipment noted by the Head Coach.
- If equipment is not with the swimmer, the swimmer will be asked to call a parent in order to bring their mesh-bag and will not be allowed to participate until they have required items.

## COACH RESPONSIBILITIES

### Head Coach

- Attend all team meets (sessions TBD by coaching staff availability), unless other arrangements are made with Board/Coaching Staff.
- Seasonally plan, write, and oversee practices at discretion, plus oversee coordination of other group practices and all other assistant coaches' duties and position within the club and during practice periods.
- Correcting, refining, and perfecting strokes while maintaining discipline at practices and meets, and addressing any discipline issues to parents and/or the Board.
- Coordinating/delegating responsibility of all meet entries and all administrative duties, dual meets, working with Swim Committee to schedule invites; maintaining and updating all computer records for team following meets.
- Report to the Board of Directors any serious issues or concern of the wellbeing of all athletes of MSC.
- Anything else deemed necessary by the Board.

### Assistant Coaches

- Correcting strokes and teaching all drills properly at all practices or as deemed by the written practice that evening. This includes pulling kids out of the water and understanding what needs to be corrected within a deficient stroke.
- Assisting with split taking at all meets; assisting any new swimmers at meets to make sure they know where they should be; observing and correcting the races of swimmers at meets and giving appropriate feedback to the swimmers/parents when necessary.
- Making any suggestions of changes that may be necessary to the Head Coach.
- Report to the Head Coach any serious issues of wellbeing of the swimmers
- NOT engaging in cross-talk with parents at any time while practice is in session and keeping cross-talk with other asst. coaches to a minimum unless practice related.
- Always paying attention to whatever group you may be working with during that practice.
- Anything else deemed necessary by the Board or Head Coach.

## SWIMMER / PARENT RESPONSIBILITIES

### Swimmers



- Everyone must enter the high school practices through the glass doors to the north of the pool doors, door "I", or the "H" door (east side if available). The pool doors will be allowed for emergency exit purposes ONLY!
- NO one should be on the pool deck until a coach has arrived. Even if the pool doors are open, please wait in the hallways or up in the stands until one of the coaches arrives. This is for liability reasons and will be strictly adhered to.
- All swimmers must be aware that no one will be allowed to roam around in the hallways while practice is going on, and running and playing in the hallways are ABSOLUTELY OFF LIMITS. School administrators have made it clear that if we do not follow this rule we will lose pool privileges. Going out to get drinks is OK, but you must return to the pool immediately!
- Swimmers MUST wear a Munster Swim Club cap at all at swim meets. It is also requested that swimmers wear a designated team suit so that they all represent the Munster Swim Club as a whole.
- Swimmers are required to come see a coach immediately following a race to get post-race comments about the swim and their splits. These coaches will be designated at each meet and the swimmers will be made aware of which coach to see after their races
- No swimmer will be allowed to swim during a group time that is not their own.
- Swimmers are not required to come to all practices, and if there is an excused absence, there will not be any problems with missing a day.
- Swimmers must try to the best of the swimmer's/parent's ability to be on time to practice because stretching not only is very vital to a productive and safe practice, but it is in conjunction to team unity. This means being on deck in suit and ready to begin 10 minutes BEFORE PRACTICE IS SCHEDULED TO BEGIN.
- Attendance will be taken, monitored, and sent out to reinforce this area.
- EXCEPTIONS WILL ONLY BE MADE BY THE HEAD COACH.

#### Parents

- It is the parents' responsibility to check the website and their email for any changes to practice schedule, practice cancellations, meet cancellations or changes, meeting announcements, or any other important information that the Board or Coaching Staff may need to get out.
- THE WEBSITE IS NOW THE MAIN FORM OF COMMUNICATION TO MSC, including ALL Meet information.
- Everyone must enter the high school practices through the glass doors to the north of the pool doors (and possibly the "I" doors). The pool doors will be allowed for emergency exit purposes ONLY!!!!
- NO one should be on the pool deck until a coach has arrived. Even if the pool doors are open, please wait in the hallway or up in the stands until one of the coaches arrives. This is for liability reasons and will be strictly adhered to.
- NO parents will be allowed on deck during practice and especially during meets, for any reason, unless they are volunteering! Parents can request time to talk with a coach before or after their child's practice time through email. These times will be able to be arranged prior to



meeting. The more time parents interrupt the coaches during practice the less time the coaches will be teaching your children.

- At a meet, any parent (NO exceptions!) on deck (who is not currently working the meet on deck) will be asked to leave the deck. If the parents remain on deck thereafter, the coach will ask the head official to ask the parent to leave the deck.
- Parents need to let coaches do the coaching. That is what the coaches are paid for. Parental coaching can be detrimental to the success of the child and the coach/swimmer relationship.
- The coaching staff asks that all parents please refrain from coaching in and from the stands and limit your role to the role parents should play - a cheerleader and supplier of positive reinforcement and comment.
- It is the parents' responsibility to make sure that while you may have swimmers in the water at practice, you make sure that any of your other children remain in the pool area for the remainder of practices. NO swimmers or other children will be allowed to roam or play in the school hallways. School administration has made it clear that if we do not follow this rule we will lose pool privileges.
- Parents need to sit in the stands and NOT be on the railing during practice hours as it does create a distraction for the coaching staff AND the swimmers.

#### PARENT RESPONSIBILITIES FOR DROP OFF AND LOCKER ROOM USE

- Supervision
  - Coaches or representatives of the club are not responsible for our children while they are not in the pool following the coach's supervised practice. The club is not responsible for swimmer safety or behavior beyond scheduled practice time or outside of the pool (defined as pool proper, or visible deck area when in use for dry land). As parents, it is our responsibility to ensure our children are always supervised while on high school property, before and after scheduled practice times.
- Drop Off
  - Parents shall be responsible for seeing their swimmer(s) into the natatorium to make sure that coaches are present, and practice is in session. It is not acceptable for children to be at the pool outside of their scheduled practice times without a supervising adult.
- Locker Room
  - Parents are responsible for their swimmer's behavior in the locker rooms. Locker room use is a revocable privilege if MSC swimmers demonstrate inappropriate behavior while using the locker rooms. The locker rooms are not private to the club and not exclusive to Age Group swimmers. Locker room policies are in effect for use by club members to provide guidelines for use only. Parents shall assume all risk for all use of the locker room including, but not limited to, scheduled practices, private lessons, and meets.

\*Parents may refer to the Locker Room Policy of the MUNSTER SWIM CLUB for more information.

#### CODE OF CONDUCT

- Swimmers will be required to sign the following Code of Conduct.



- Whether arriving in a carpool or individually, swimmers should arrive on time.
- Remember to allow time to do your stretching before practice begins.
- If for any reason a swimmer must miss a practice or a meet, the swimmer or a parent should do their best to let the coaching staff know in advance. This is a sign of respect and responsibility.
- We are guests of the Munster school system. Please conduct yourself as such in the hallways and locker rooms, both before and after practice. Any foul play on grounds will be handled accordingly by the Head Coach and BOD.
- When you arrive for practice, you must remain seated on the bench or in the stands until your group is called on.
- During practices, swimmers are to follow the workout instructions of the coaches and refrain from any disruptive behavior.
- The GOLD and SILVER groups will have a coach/swimmer signed agreement that will be enforced by the coaching staff.
- Restroom use should be restricted to before and after practices or to emergencies. The use of restrooms during practice is disruptive and results in the loss of valuable practice time and will only be allowed by a coach on deck.
- The coaches are the best source for answers and/or solutions. Parents should direct any questions or problems to coaches at a scheduled time other than during practices or meets. Parents are not to be on deck during practices or meets.
- Unsportsmanlike behavior, indiscreet or disruptive behavior, or the use of profanity will not be tolerated from anyone and will call for immediate discipline by a coach on deck
- Every effort should be made to avoid "guilt by association".
- Any Munster swimmer present when a rule of conduct is broken should immediately leave the area or be assumed to have participated in the infraction.
- Parents may see the Gold/Silver code of conduct for further info.

## DISCIPLINE

- Routine disciplinary issues relating to swimmers will be handled directly by the coaching staff. Repeated or more serious infractions by swimmers, as well as disciplinary issues relating to parents, will be resolved by the Board of Directors.
- Disciplinary Procedure for General Misbehavior at Practices.
  - Initially, the swimmer will be warned by the coach as to what he/she is doing wrong and be requested to stop.
  - If after being warned the swimmer continues to misbehave, he/she will be removed from the pool for a period of 15 minutes.
  - If the misbehavior continues, the swimmer will be dismissed from that practice and escorted to a telephone to call home. The swimmer must then wait poolside until his/her ride home arrives.



- o Dismissal from a second practice will result in the swimmer being suspended for a period of one week, during which time the swimmer and parents must meet with the coaches and Board to discuss ways to rectify the problem.
  - o If after suspension a swimmer is excused from another practice, the matter will be brought to the Board's attention for a decision regarding a longer suspension or expulsion from the team.
  - o Any swimmer who does not immediately comply with a coach's enforcement of the above steps will be subject to the next level of discipline (e.g., a swimmer who refuses to leave pool when directed will be immediately dismissed from practice; a swimmer who refuses to leave practice and call home when directed will be suspended from practice for one week).
- Notes on Disciplinary Procedures:
    - o The discipline policy is aimed primarily at the upper level training groups, and is not intended to punish young children acting like young children.
    - o All of our children have bad days, and it is possible that your swimmer will be sent home. You are encouraged to discuss the incident first with the coaches, and then with the Board if necessary.

#### TEAM TIME TRIALS

- Eligibility
  - o Whether it is during the winter or summer season, time trials are reserved only for those swimmers wishing to attain the state cuts designated for those particular trials.
  - o A swimmer that already has a state cut in an event may not swim it at a time trial in order to better either their state seeding or year-end trophy status. The only exception applies to our senior swimmers, who may swim any event at a time trial.
  - o Time trials are not used for relay positioning or improvements, only to qualify a relay that has not already done so.
  - o Swimmers may only swim events that are applicable to their age groups (for example, no 13-14 swimmer may swim a 50 of back, breast, or fly at the time trials because it is not a state meet event for their age group).

#### RELAY POLICIES

- Invites
  - o All relays are chosen based on individual times.
  - o The four fastest swimmers will make up the "A" relay, the next four will make up the "B" relay, etc.
  - o It is at the discretion of the coaching staff, however, that if a particular swimmer has not been working hard and putting any effort into practice, or has shown the coaching staff disrespect at said competition, they will be replaced by the next fastest in line for the relay team and bumped to a lower relay if the time differential is minimal. (This includes attendance % from a swimmer).



- o Except for the notification of swimmer's intent, the Scratch Policy is the same as below in "Championship Relay Scratches".
- Championship Relays
  - o All 12 & Under Championship Relays will be determined by the last non- championship meet prior to the championship meet being affected.
  - o All 13 & Over Championship Relays will be determined by the coaching staff in announcing those swimmers swimming the relays, but not necessarily which ORDER they may be in until the championship meet itself.
  - o Regular season times will be a majority factor in setting the relays, as well as differences in taper/rest periods for swimmers at different competitions. This is done for the betterment of the TEAM standing/placing and not the individuals themselves, which is why relays are swum in the first place!
  - o Championship meets are: Divisional Championships, Age Group State Championships, Senior State Championships, Sectionals, and Nationals.
  - o Relay spots will be largely based on individual times; however, will also be at the discretion of the Head Coach based on training, attendance, attitude, and overall sportsmanship with the Munster Swim Club.
  - o In order to remain eligible to stay on the state championship relay, ALL swimmers swimming on relays must attend ALL taper time practices to stay on the relays or will be bumped off in favor of the next available alternate. The only exception to this will be a brief illness, doctor's appointment, parental work conflicts, or death in the family. PLEASE DO NOT PLAN FAMILY VACATIONS OR CAMP VISITS AROUND STATE CHAMPIONSHIP TIMES OR YOUR SWIMMER WILL NOT BE ABLE TO COMPETE ON RELAYS!
  - o It will be up to the Head Coach to make any minor adjustments on late state relay notifications to families
  - o Summer championships will be determined by fastest meter times (first and yard times second).
  - o Winter championships are determined by yard times.
- Championship Relay Scratches/Individual Scratches at Prelim/Final Meets.
  - o ANY relay swimmer not intending to compete on a relay team after they have been told they have qualified must notify the Head Coach the day after the last qualifying opportunity.
  - o Failure to do so will result in automatically being scratched from the next championship relays. This will carry over to the next season's championships, if no more relays are being swum in the current season's championships.
  - o IT IS THE RESPONSIBILITY OF THE SWIMMER TO NOTIFY THE COACHES OF THEIR INTENT WHEN REQUIRED TO.





- o Any swimmer/parent who has notified the Head Coach of their intent to swim the relays and then backs out after such notification will be REQUIRED to pay the missed cut fine for that championship so that all relay swimmers may still swim.
- o ALL swimmers attending a meet must check-in with the Head Coach prior to the start of warm-ups.
- o ALL swimmers are expected to be on deck ready to begin stretching as a team 15 minutes prior to the start of warm-ups. ANY swimmer that hasn't checked in with the Head Coach by the time warm-ups are over may be scratched from the relay(s), for that day. The lone EXCEPTIONS would be a car accident or family illness/injury (accompanied by a doctor's note).
- o Also, for team continuity and sportsmanship, any swimmer listed on 2 championship relays that choose not to swim one of them, for reasons other than financial, health, or emergency, will automatically be scratched from the other.
- o No Swimmer will be allowed to scratch any "Finals" sessions of in-season meets unless pre-arranged with the Head Coach.

#### MISCELLANEOUS ITEMS

- Practice Policy
  - o It is the policy of the Munster Swim Club that all practice sessions are open, unless otherwise set up as "CLOSED" BY THE HEAD COACH. This means that the parents will be allowed to sit and observe practices during the normal course of the practice week.
  - o However, the parents must abide by the Parent Code of Conduct that they were asked to sign at the time they signed up or they will be asked to leave the practice immediately.
  - o This policy was put in place by the Board of Directors as were the punishments applicable to those parents that do not follow the policy.
  - o This is not intended to restrict the parents but is intended to allow the coaches to do the job they've been hired to do without any interference from the parents.
  - o The coaching staff may see fit to close practices around or during the taper part of the season. This is not to shut anyone out, rather to have the full attention of the athletes during these important practices.
  - o Game days may be held monthly for those swimmers in the Bronze group.
  - o Game days will be announced in advance through email by the Head Coach as well as be posted on the website.
- Swimsuit Policy
  - o MSC Swimmers are required to wear either a plain black suit, MSC Team suit (made of lycra fabric), OR a general practice suit throughout the season and in "in-season" dual meets, time trials, and Invitationals.
  - o This list does NOT include any speed suits, which include KNEE-LENGTH suits for girls, or any suit made of thinner fabric generally used for end of season meets, as well as the same for boys.
  - o Technical suits have an exclusively quick dry and compressive fabric.



- o They have more durable water repellency and a full body compression (of what the suit covers up).
- o It contours the body into an efficient hydrodynamic shape.
- o The suit has bonded seams and the fabric Content usually consists of roughly 55%-65% Nylon & 35%-45% LYCRA Spandex.
- o The MAKE-UP of these suits creates the lowest possible profile, to reduce drag and maximize performance and buoyancy.
- o MSC Swimmers WILL be allowed to wear speed suits ONLY if the head coach makes an exception for a certain in-season meet, OR at the swimmer's final end-of-season meet (or meet which swimmer is going for new cuts).
- o This all is decided by the coaching staff. RELAY times and makeup will not count with speed suit swims from any in-season meet.

#### TEAM MEETINGS

- There may be TEAM meetings called at the discretion of the coaching staff for whatever reason may be necessary. It will be put on voice mail and/or an e-mail will be sent out.
- An email will be sent out to all new and returning families by the Head Coach explaining his philosophy and vision of swimming and MSC. This email will also contain important contact information and office hour periods.
- Coaches' meetings will be held at the discretion of the Head Coach and as needed.

#### MEET ENTRIES

- The coaching staff handles all meet entries listed on our meet schedule, including the championship meets, with the exception of Mid-States Quadrangular and Central Zones Championship.
  - o Both of those meets need to be entered by the parents via Indiana Swimming's entry procedure for those meets.
  - o Both of those meets have qualifying time standards as does our State Championship Series.
- In order to be included in a meet a parent/swimmer must either sign up ONLINE BY USING THE "ATTEND THIS EVENT" TAB UNDER THE EVENTS LINK.
- The Head Coach will then do entries according to which swimmers are signed up to swim (and per the days of the weekend instruction given by the parents)
- NO ENTRIES WILL BE ACCEPTED ONLINE PAST THE DEADLINE OF ADD/DELETE.
- We are now automated and if you miss the deadline, you will not be entered by a COACH for that competition.
- Any parent/swimmer that enters a team meet on their own will not be considered for team relays.
- No swimmer will be allowed to just scratch an event (unless arranged with the Head Coach); they must scratch the whole day's events prior to the meet entry deadline while in communication with the HEAD COACH.



- If a swimmer has an injury and needs to scratch an event that the coaching staff enters them in, they must request to be scratched prior to that day's session starting. No swimmer will be allowed to scratch without the consent of the Head Coach or the Assistant Head Coach.
- All fees for that scratched event will be non-refundable. If a swimmer scratches on their own, the coaching staff will reinstate them into the event prior to the meet starting and, if the Indiana Swimming scratch rule is in effect, then the swimmer will be barred from their very next event.
- Illness will not be an excuse to scratch one event and swimmers must scratch the whole day.
- Swimmers will not be allowed to scratch an event for extra rest unless pre-arranged by the Head Coach.
- Families are able to withdraw from a meet prior to the Munster provided deadline. All dates are listed under events, and have a provided deadline. If you withdraw after that deadline, the meet fees are non-refundable. There are no exceptions. All event meet fees will be billed within a week of the invite that had been swam.

#### MEET ENTRY TIMES

- It is the policy of the Munster Swim Club coaching staff that times submitted for swim meets will not be made up when entering meets in either the Long Course or Short Course seasons.
- There will be only one exception made to this. If an event is limited, then the staff will either estimate a time for that swimmer or convert from the prior season if they have not swum the event in the current season.
- For all other events not limited, a "No Time" will be submitted whether they swam the event the season prior.

#### NON-TEAM DESIGNATED MEETS

- All Non-Team designated meets need to be arranged and approved by the Head Coach.
- If there is enough interest in a certain non-team meet, an Assistant Coach may be assigned to that meet.

updated spring/summer 2024