



FLINT YMCA FALCONS SWIM TEAM HANDBOOK

FLINT FALCONS MISSION

The Flint YMCA Falcons aim to create a positive environment in which kids can learn the sport of competitive swimming, and compete at a high level, all the while shaping their growth as people, athletes, and teammates and helping them strive to reach their full potential.

We incorporate the YMCA Vision in our mission: We build strong kids, strong families, strong communities.

INTRODUCTION

The purpose of this handbook is two-fold: to explain to just what the Flint YMCA Falcons Swim Team is and to explain our processes, policies and procedures. Please read this handbook with your swimmer. Once finished, please sign the electronic acknowledgements in the registration system.

FLINT YMCA FALCON HISTORY

The Flint YMCA Falcons Swim Team was founded in the late 1960's under the name of "Flint YMCA Aquajets". The team was later renamed "The Flint YMCA Falcons". Flint Falcons has a history of success not only within Michigan YMCA Swimming, where recently they were the 2022, 2023, and 2024 Michigan YMCA State Runner Up in both 8 & Under and 9 and Over, but also in the 5-State Great Lakes Zone, where the Falcons finished 3rd in 2021, 1st in 2013, and have had numerous other top 5 finishes as a team. Flint Falcons has also made themselves a regular presence at the YMCA National Championship and have sent swimmers to the US Olympic Trials in 2016 and 2012. Flint Falcon swimmers have made an impact locally on their middle and high school teams, with many moving on to college swimming.

YMCA SWIMMING - USA SWIMMING - MICHIGAN SWIMMING

Flint Falcons is a YMCA and USA Swimming affiliated club.

YMCA affiliation allows the swimmers to participate in closed YMCA dual meets, YMCA invitationals, and the series of YMCA Championship meets. YMCA competitive aquatics has operated for over 100 years, with over 60,000 athletes, 2100 registered coaches, and 5100 trained officials.

The YMCA believes that character development, focusing on the values of caring, honesty, respect, and responsibility, is an essential element of its sports program.

- Caring: To love others and be sensitive to the well-being of others involved in the sports program
- Honesty: To have integrity, making sure that one's actions match one's values through participation in sports
- Respect: To value the worth of every person, including oneself, one's teammates, opponents, and officials
- Responsibility: To be accountable for one's behavior and obligations

USA Swimming is the National Governing Body for the sport of swimming in the United States. USA Swimming is responsible for selecting and training teams for international competitions, including the Olympic Games, and administering competitive swimming in accordance with the Ted Stevens Olympic & Amateur Sports Act. Membership is comprised of swimmers of every age and ability, all the way up to the Olympic Team, as well as coaches, officials and volunteers.

Michigan Swimming (MS) is one of 59 geographically defined Local Swim Committees (LSCs) within USA Swimming. MS administers and promotes USA Swimming programs at the local level. MS has jurisdiction over USA Swimming programs in the State of Michigan. The principal activities of MS are developing swim meet schedules, setting standards for and sanctioning swim meets.

Swimmers must hold an individual USA membership to participate in Michigan Swimming or USA Swimming sanctioned meets. YMCA meets only require an active YMCA membership. **Flint Falcon swimmers that are 11 and over will hold USA Swimming Memberships. It is optional for 10 and Under swimmers.** The Flint Falcons prioritize YMCA Championship meets over USA Swimming Championship meets when there is a conflict.

AREAS OF FOCUS

Character Development- We focus on building not just strong athletes, but well-rounded individuals. We emphasize the importance of sportsmanship, respect, dedication, integrity, and compassion.

Competition- We strive to push our athletes to be the best they can be and reach their full competitive potential by offering challenging practices and many opportunities to race.

Fun- A happy swimmer is a fast swimmer! We include fun components during the season both in and out of the pool, especially for our younger swimmers, to help grow their love of the sport.

COACHING STAFF

Head Coach – Abbie Walker-Hackett

Coach Abbie began her coaching career with Flint Falcons in 2021. She has also coached for Warwick Hills Country Club, Atlas Valley Golf Club, Davison Middle School, and for the Davison High School girls' team. She started swimming with the Falcons in 2010 and attended multiple state championships. She continued with the team until her graduation from Fenton High School in 2021. She swam all four years for Fenton High, one year for AGS Middle School, and briefly for the Davison Athletic Club. She is currently working towards a degree in kinesiology/exercise science with a minor in nutrition from the University of Michigan- Flint.

Assistant Coaches:

Joe Mier- Joe graduated from Kearsley High School in 2014 where he swam all four years. He then went on to attend Mott Community College and UM-Flint where he studied music with a focus in vocal performance. He coached both the Davison and Kearsley high school teams from 2014-2018 and has taught private swim lessons ever since. He also teaches private music lessons at Grand Blanc Music. As well as performing with the U of M- Flint music department, Kearsley Street Big Band, and with the First Presbyterian Church of Flint.

Ryleigh Rose- Ryleigh swam for 6 years at both Holly middle and high schools, where she went on to coach for four and two years respectively (and counting!). Ryleigh is currently attending UM-Flint where she is studying psychology and communications.

Calvin Spiewak- Calvin swam for the Falcons for 10 years, as well as for Atlas Valley, the Davison Athletic Club and for Davison High School. He was primarily a freestyler and backstroker competing all the way up to the national level. He has been coaching with the Falcons for 3 years. He received his private pilot's license in September of 2023 and is currently working towards his professional pilot's license.

WHO TO CONTACT

For general swim team questions- please contact Coach Abbie:

Abbie@flintymca.org

For questions regarding registration and payments- please contact Amy Janos:

Falconsadmin@flintymca.org

For general YMCA related questions- please contact John Rice:

Jrice@flintymca.org

RESPONSIBILITIES

COACHES:

All Flint YMCA Falcon Coaches are employees of the YMCA of Greater Flint and follow established guidelines for YMCA employees and YMCA Competitive Swim Coaches, as well as those instituted by USA Swimming.

SWIMMERS:

- Attend practice regularly and be on time
- Communicate effectively and be respectful to the coaching staff
- Be respectful to all volunteers, other coaches, and officials at swim meets
- Demonstrate good sportsmanship to all swimmers and support his/her teammates
- Show respect for all facilities Falcons use for practice and meets, including the YMCA, by leaving the pool deck, locker rooms, and other facilities in the same or better condition than arrival
- Appreciate his/her parents
- Attend all meets in which he/she has been entered including 3 YMCA sessions
- Wear a Flint Falcons team suit and cap at meets and only wear "tech" suits when coach approved
- Attend the championship meets, including the highest level for which he/she qualifies
- Participate in fundraisers and team functions
- Remember to HAVE FUN with the entire swimming experience
- See Appendix 1 for a complete Code of Conduct

PARENTS:

- Provide transportation to swimmers to and from practice at the correct time
- Support the team through volunteer time. This is ESSENTIAL to the health of the program
- View the Flint Falcons website and emails regularly to keep up to date with practice and meet schedules

- Sign your swimmer up for swim meets before deadlines, including 3 YMCA sessions and choose appropriate events
- Fulfill all financial obligations related to the team and YMCA in a timely manner
- Allow the coaching staff do the coaching
- Communicate with coaches in appropriate ways (email preferred) and at appropriate times (not during meets or practice)
- Follow the 24-hour rule for any complaints (wait 24 hours for a cooler head and more effective criticism)
- Follow any rules regarding health and safety at practice and meet facilities. This includes the USA Swimming ban on cell phone use behind starting blocks.
- Be supportive towards your swimmer(s) and encourage them to do their best while having fun. Be their biggest fan! Acknowledge their effort and their support of teammates.
- Model good sportsmanship during practices and meets
- Encourage your swimmer(s) to communicate directly with the coach instead of you

FINANCIAL OBLIGATIONS

The following are the components of fee associated with the Flint Falcons:

- Registration Fee
- YMCA Membership
- Training Fees
- USA Swimming Membership
- Meet Fees

YMCA swimmers must have a current, full-season YMCA membership. The Flint YMCA Falcons has incorporated the YMCA membership into the total fees. There may be situations in which a family membership is a better choice than billing each swimmer separately in a family. There are also opportunities to apply for income-based financial assistance through the YMCA. Please contact the YMCA to discuss those options. Payment for the registration fee and YMCA membership is done at registration. USA Memberships will be paid in bulk for the team at the time of registration. Training fees may be paid either in a lump sum payment at registration (5% discount) or spread over 4 months (Sept, Oct, Nov, Dec). Training fees are based on number of hours each group practices and cover pool rental, coaches' salaries, and other administrative expenses. This is calculated using day 1 as the 1st day of practice in September and the last day being the YMCA State Meet. **Any swimmer qualifying for meets past the YMCA State Meets will pay a prorated fee for training in March (approximately 2 weeks for Zones and 4 weeks for Nationals.** Meet fees are charged separately from all other charges. Swimmers pay a per-event fee for meets they register for, typically \$4-\$7 per event. There may be additional facility fees from the host team. Meet fees are paid to the host upon sending meet entries. Once a swimmer registers for a meet, those fees are not refundable.

To offset expenses not covered by training fees, Flint Falcons also host meets. Parent participation in running Falcon meets is vital to their success.

PRACTICE AND GROUP PLACEMENT

The Flint Falcons coaches have the final say on group placement, but training groups are primarily determined by technical development, ability and age to facilitate proper training and to maximize coaching and pool space. Within each age group, swimmers will train according to ability. The time commitment and type of training is developmentally appropriate for each group.

Technical Development: Practices are scheduled approximately 4 days per week for 1 hour, with the expectation that swimmers attend a minimum of 2-3 per week. The focus for this group is learning proper technique and developing endurance. Swimmers will learn to enjoy practice and learn respect for teammates and coaches. Skills developed include learning the four competitive strokes, underwater skills, diving and flip turns. Dryland activities will be introduced at the beginning of practice and include stretching, balance, agility and strength exercises. Other activities outside of swim, such as gymnastics, dance and ball sports, are encouraged to develop a well-rounded athlete. Members of this group will compete in YMCA closed competitions. New swimmers are asked to attend at least 3 sessions of meets so they are eligible to participate in the Michigan YMCA championship meets, where they compete against swimmers their own age.

Age Groupers: Practices are scheduled approximately 6 days per week for 1.5-2 hours, with the expectation that swimmers attend a minimum of 4 practices per week. This group will continue working on swimming endurance along with learning about speed change and tempo. As they become adept at

all four strokes, the technical work and training increases. This group will also work on relay starts, correct competition starts and finishes, learning how to read a pace clock, and goal setting. Stroke drills, speed work, aerobic training and more complicated training sets are introduced. Athletes will also learn to plan their training and competition schedules in order to meet their goals. The meet expectations for this group are 1 meet per month, more if appropriate. A minimum of 3 YMCA closed sessions is required for the season. The goal is to achieve qualifying times for the highest-level meet that is reasonable for each individual swimmer's ability. For swimmers that are qualified and ready, there are opportunities for higher level competitions.

Senior: Practices are scheduled 6 days a week for 2 hours, with the expectation that they attend a minimum of 5 practices per week. Swimmers are encouraged to participate on their school swim teams in conjunction with the YMCA team. Training for these athletes begins to focus on each swimmer's primary strokes and distance. Endurance, strength and anaerobic training, along with fine-tuning smaller details are covered. Dryland will focus on core body strength, flexibility and agility. Weight-training will also be introduced. These swimmers are expected to work on self-motivation and race readiness. A minimum of 3 YMCA closed sessions is required. Both USA Swimming competitions and YMCA competitions will be on the schedule. This group will be competing in the Michigan YMCA Championship meets, including the 9 and over State meet. Many swimmers will also achieve Great Lakes Zone qualifying times and some will achieve YMCA National qualifying times. If a swimmer qualifies for USA Futures, Junior Nationals, or a higher-level meet, they are encouraged to participate. The expectation is to attend the highest meet for which they qualify. Please see Appendix 2 for special information on high school swimmers.

TRAINING SEASONS

The Flint Falcons operate two seasons: Short Course and Long Course. Short course season refers to meets held in 25-yard pools and runs from September through February/March. Registration for short course season begins in July. The season ends after the last meet for which the individual qualifies. Long course season refers to meets held in 50-meter pools. Long course season runs from April-July. Long course registration gives several options for commitment: spring only, summer only, or both. YMCA Swimming has a December 1st cutoff to determine an athlete's age for competition. Whatever age your swimmer is on December 1st is the age he/she will swim for all YMCA short course meets that season. USA Swimming does not have an age cutoff. Whatever age your swimmer is on the first day of a USA meet is the age they will swim for that meet.

EQUIPMENT, SPIRIT WEAR, TEAM SUITS & CAPS

Equipment lists for each group are listed on our website by training group. All items can be purchased through the Varsity Shop (our suit vendor). Spirit wear is sold in the fall and again before the holidays and is not required. Each swimmer will receive a team cap in fall and a championship team cap in February (included in the team fee). Additional caps can be purchased if needed. Swimmers will receive a team shirt in fall and a championship shirt in February.

12 and under swimmers are expected to purchase and wear a team suit at our meets. 13 and over swimmers are highly encouraged to wear the team suit. Tech suits are not mandatory and are only allowed at meets in which the coaches have approved their use. Younger swimmers should not feel pressured to purchase one.

SWIM MEETS

As mentioned previously, the expectation for meet participation is a minimum of 3 YMCA sessions. All Falcon swimmers are expected to participate in Falcon hosted meets and championship meets for which they qualify. Swimmers are also encouraged to participate in YMCA meets hosted by other teams, as our participation in their meets encourages other teams to come to our meets. As swimmers advance in skill and age, more meet attendance is encouraged. Racing gives coaches and swimmers an opportunity to measure progress and determine strengths and weaknesses of each individual swimmer.

Meet basics for new families:

Meet information and packets are posted on the Falcons webpage under “Events”. There is a time frame for registering for meets, both when they open and close for entries. Expect meets to last approximately 4 hours per session. A typical invitational will have some age groups swim in a morning session and some age groups swim an afternoon session. There may be an additional session Friday night for distance swimming. When registering for meets, parents and swimmers choose which sessions they will attend and typically which events they prefer to swim. Swimmers can choose to only swim one session at a weekend meet (e.g., only Saturday or only Sunday). Parents of younger swimmers should write their swimmer’s events on their hands prior to the start of the meet. Always arrive at meets 15 minutes before the warm-up begins unless a coach instructs otherwise. Swimmers can typically leave after their last event but must talk to a coach first. Meets often end with relays that are not listed in the meet sign-up, so make sure your swimmer is not needed and is okay to leave. Swimmers are expected to swim their race and go directly to the coach observing for a post-race conversation. Meet registration instructions are covered more completely in Appendix 3.

The meet schedule is published as soon as possible, with fall meets being confirmed in August or September. It’s important for parents to follow the team webpage and open emails from Falcons to see when registration opens and closes for swim meets. Meets start in October and run through February for all swimmers and March for higher qualifiers.

YMCA Championship Meets:

- YMCA Eastern Cluster: Held in mid-February. No qualifying times. All swimmers participate.
- YMCA 8 and Under State Meet: Held in late February. No qualifying times. 8 and Unders compete against their own age (5, 6, 7, or 8). This is a highlight of the season and all 8 and Unders should attend
- YMCA District: Held the same weekend as 8 and Under State. This is a 9 & Over meet for non-state qualifiers to swim one last meet to attempt to qualify for State. *Please note this meet may not be held in 2024.
- Michigan YMCA 9 & Over State Meet: There are qualifying times for this meet that can be found on the Falcon webpage. These qualifying standards are achievable and a great guide for goal setting.
- YMCA Great Lakes Zone Meet: The zone meet includes 9 and over swimmers from a 5-state region (Michigan, Ohio, Indiana, Kentucky and West Virginia). This meet is held in mid-March at a different location each year. It is one step above the YMCA State meet with faster qualifying times. Swimmers may be asked to swim on a relay at the zone meet even if they have not qualified individually.

- YMCA Short Course Nationals: This is the highest-level YMCA meet in the country held in Greensboro, NC. Swimmers must be 12 years old by April 1st to compete and have qualifying times.

USA Meets:

USA Swimming invitationals: USA Swimming invitationals will be interspersed within the YMCA meets during the short course season and are the only meets offered during long course season. They may be larger meets and may be set up as prelims/finals (meaning top qualifiers from the morning session compete again in the evening). These meets offer the opportunity to swim against more teams and competitors than closed YMCA invitationals.

- Michigan Swimming State Championships: For short course season and long course season, there is a 14 and Under Michigan Swimming State Meet (MAGS) and the Michigan Ultra State Meet (open to any aged swimmer with a qualifying time). These are USA Swimming sanctioned events that require USA Swimming membership. If these meets do not conflict with a YMCA championship meet and if qualifying standards are met, Falcons may participate in the Michigan Swimming State Championships. Short course state meets are held in March. Long course state meets are held in late July. Qualifying times can be found on the Falcons webpage.
- USA Zones: USA Zone meets are for 14 and Under swimmers. Typically swimmers apply through Michigan Swimming to attend the winter meet and must meet qualifying standards.
- Sectionals, Futures, Junior Nationals and Nationals: These higher-level USA Swimming competitions have qualifying time standards. Time standards can be found on the USA Swimming webpage or Deck Pass app. The coaches will discuss swimming these meets with anyone who qualifies and wishes to attend.

APPENDIX I: ATHLETE CODE OF CONDUCT

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. By signing this code of conduct, I agree to the following statements:

☐ 3 Foundational Rules

☐ Swimmers should respect each other's and coaches boundaries, personal items, and space. They should also show courtesy, treat others with kindness, and invite them to join activities

☐ Swimmers should understand the three agreements to be part of the team, which are to respect others and yourself, support the team, and work through conflict.

☐ Swimmers should trust each other, ask for what they need, and not talk over one another.

☐ I will demonstrate good sportsmanship at all practices and meets.

☐ I will set a good example of behavior and work ethic for my younger teammates.

☐ I will be respectful of my teammates' feelings and personal space.

Note: Behaviors that exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be addressed sternly up to and including removal from the team.

☐ I will attend all team meetings and training sessions, unless I am excused by my coach.

☐ I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.

☐ I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.

☐ If I disagree with an official's call, I will talk with my coach and not approach the official directly.

☒ I will obey all of YMCA Swimming, USA Swimming, and YMCA of Greater Flint rules and codes of conduct.

Violations at practices or meets will result in a warning, and/or asking the swimmer to sit out of practice temporarily.

Should the behavior warrant it, and a coach need to ask the swimmer to leave a practice/competition or a temporarily suspension from team activities, a parent/guardian meeting will be arranged.

Egregious violations of the team code of conduct could result in dismissal from the team. A meeting with the swimmer and parent/guardian and head coach will be scheduled upon the dismissal. Examples of situations that could result in dismissal include elevated incidents of physical altercations, inappropriate touch, threats, repeated bullying, theft, and major destruction of property.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's board of directors.

Swimmer's signature

Date

Parent's signature

Date

YMCA OF GREATER FLINT

YOUTH PROGRAM DISCIPLINARY GUIDELINES

Level 1: Disruptive Behaviors, repeatedly not following direction, repeatedly not following program/game rules, excessive horseplay, disrespect towards counselors/volunteers, or disrespectful towards other campers.

Level 2: Pushing, tripping, hitting, kicking, spitting, threatening comments or gestures, uncontrollable behaviors, inappropriate language, aggressive behavior towards other campers/counselors/volunteers, teasing or embarrassing others, willful destruction of the program property.

Level 3: Fighting, leaving assigned area without permission, biting, harassment, intimidation, bullying.

	Strike One	Strike Two	Strike Three
Level 1	Verbal Notice to the parent/ guardian describing the behavioral concern Behavioral Plan Created and given to parents on next steps	Parent/Guardian Conference and review behavior plan 1-3 Days out of program suspension (No refund given)	Expulsion from the program without reimbursement from the program
Level 2	Verbal Notice to the parent/guardian describing the behavioral concern Behavioral Plan Created and given to parents on next steps	Parent/Guardian Conference and review behavior plan 1-3 Days out of program suspension (No refund given)	Expulsion from the program without reimbursement from the program
Level 3	1-3 Days out of program suspension or immediate expulsion (No refund given)		

APPENDIX 2

HIGH SCHOOL GIRLS AND BOYS

All high school students swimming with their school team are charged according to expected practice and competition time with the Falcons. If your swimmer does not compete with their school team or chooses to practice primarily with Falcons, the full senior-group rate applies. Due to the timing of the seasons, high school girls practice and compete more weeks for Falcons than high school boys; this is reflected in the rate difference. Swimmers must maintain their Y membership throughout the season, per the national YMCA rules.

Registered swimmers paying the High School rate may swim with Falcons on school breaks, Saturdays, and any days their team does not have scheduled practice. Check with Coach Jim if there are any other Falcon practices the swimmer wishes to attend. Swimmers may also compete in limited meets with Falcons during the high school season per MHSAA rules.

High school girls competing with their school may begin practicing full time with Falcons in November, following their league meet. There is no discount for waiting to register until after the high school season ends, the rate already accounts for limited fall participation. In order to plan for pool space and coaching staff, the Falcons appreciate high school girls registering in August with the rest of the team even if they do not intend on attending any Falcon practices or meets until high school season is complete.

High school boys competing with their school may practice full time with Falcons until their school practices begin in December and again after the completion of their league meet in February.

MHSAA RULES REGARDING COMPETITION FOR NON-SCHOOL TEAMS

- Swimmers may compete in unlimited meets with Falcons until the STUDENT'S first school competition
- After the swimmer's first school competition, swimmers may compete in two meets with Falcons. One "meet" is considered an entire 1-, 2-, or 3-day meet, therefore swimmers may compete in as many sessions as they are eligible for over one weekend, and it is considered "one meet"

YMCA REQUIREMENTS FOR CHAMPIONSHIP MEETS

All swimmers must compete in 3 sessions of closed YMCA competitions ("closed" = YMCA only) to be eligible for YMCA Clusters, YMCA Districts, 8U YMCA State, 9 & Over YMCA State, Great Lakes Zones, or YMCA Nationals. A session is one morning, afternoon, or evening - not the entire meet (e.g., 2-day meet = 2 sessions if swimming both days).

It is important, **especially for high school boys**, to plan and enter YMCA meets early so the 3-session requirement is met and they are eligible for Y championship meets. Once the meet schedule is finalized, please prioritize these meets for your high school swimmers.

TIMES EARNED AT HIGH SCHOOL MEETS

Times earned at sanctioned championship meets that appear in the SWIMS database can be used for all future meet entries. MHSAA State Championship meets and MISCA meets are typically sanctioned. Most other school meets and invitationals are not sanctioned. If you achieve a new time at a school meet and wish to use it as an "official" time, please submit the form for a "new best time" under the "Top Times and Qualifiers" tab at the top of our webpage. YMCA Championship meets typically accept these. Higher level USA Swimming competitions may not or may require a copy of the meet results.

MIDDLE SCHOOL SWIMMERS

Due to the short season for middle school, there is not a price adjustment for those swimming with their school team. All other guidelines for high school swimmers apply to middle schoolers.

APPENDIX 3

MEET REGISTRATION INSTRUCTIONS

Parents: Sign up athlete for meet / Commit to events on the website

Note: See below if you are using the OnDeck app. You may commit to meets on the app or the website

- Sign into your team's TeamUnify website.
- Go to your Events page. In the side menu click **Events & Competition > Team Events**.
- Click your desired event's **Attend/Decline** (or **Edit Commitment**) button.
- Click the name of your athlete whom you want to attend.
- Click the *Declaration* dropdown and click **Yes, please sign [Name] up for this event** (or **No, thanks, [Name] will NOT attend this event**, enter any *Notes*, and then click **Save Changes**).

Pumpkin Invitational (Oct 20, 2017 - Oct 22, 2017)

Member Athlete:
Emily Black

*Declaration
Yes, please sign [Emily] up for this event

Notes:
Emily cannot attend on Sunday.

- Enter any *Notes* you want the coach to see.
- Falcons allows parents/swimmers to select their own events at most meets. Check the boxes of the events you want your athlete to enter.

Day 1 Session 1									
Max Entries this Session IE = 0 Rel = 0 Comb = 0									
	Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time
<input type="checkbox"/>	NT	Not Qualified	<input type="checkbox"/>	<input type="checkbox"/>		1	G	Open 1000 Free	<=14:59.99Y <=12:59.99L
<input checked="" type="checkbox"/>	22:12.42L	22:12.42L	<input type="checkbox"/>	<input type="checkbox"/>		3	G	Open 1650 Free	<=25:59.99Y <=23:59.99L
Day 2 Session 3									
Max Entries this Session IE = 5 Rel = 1 Comb = 6									
	Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time
<input type="checkbox"/>	NT	Not Qualified	<input type="checkbox"/>	<input type="checkbox"/>		45	G	Open 400 Medley	<=6:27.99Y <=6:59.99L
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		47	G	Open 50 Free	
<input checked="" type="checkbox"/>	1:19.89L	1:19.89L	<input type="checkbox"/>	<input type="checkbox"/>		49	G	Open 100 Back	

Red times indicate your athlete is not qualified to enter those events. NT means there has not been a time recorded in that event for your swimmer.

- Occasionally Falcons coaches will pick events. Just choose the days/sessions your athlete will attend.

Please select the Days/Sessions that this Athlete would like to attend below:

Ev#	Best Time	Gen	Event	Qualifying Time
1	NT	G	Open 1000 Free	<=14:59.99Y <=12:59.99L
3	22:12.42L	G	Open 1650 Free	<=25:59.99Y <=23:59.99L

☒ Day 1/Session 1
☒ Day 2/Session 3
☐ Day 3/Session 5

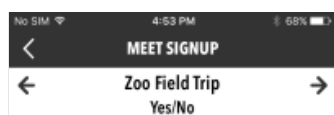
You may click a day/session button to see what events are scheduled.

- When finished, click **Save Changes**. Repeat for all other athletes you may have.

OnDeck: Declare/commit/sign up for upcoming meets on your phone through the app

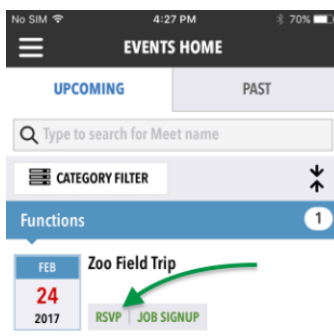
OnDeck allows you to sign up your athletes for upcoming meets and events. There are three kinds of events and the process is almost identical for each—select an athlete, select Yes or No if they will attend, enter any notes, and possibly select days/sessions or events in the meet.

To access any of these, tap **Menu > Events > Events & Meet Entries**. Once you tap **RSVP** or **DECLARE/EDIT COMMITMENT** for a meet, you can tell what kind of meet it is at the top:



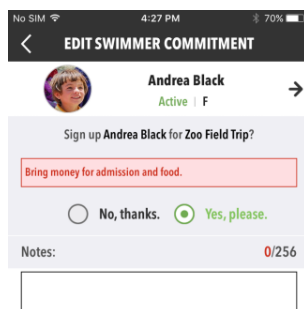
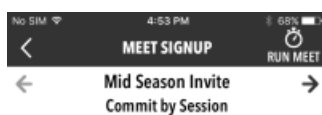
Yes/No Events

-Tap RSVP by event.



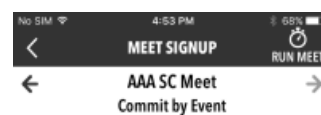
-Tap an athlete's name

-Select **No, thanks** or **Yes, please** if they will attend.



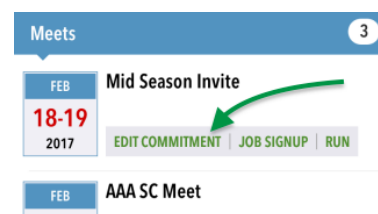
-Optionally enter any *Notes*.

-Tap **SAVE CHANGES** and then **OK**.



Commit by Session Meets

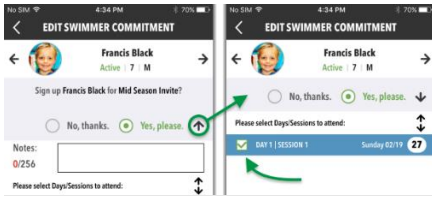
-Tap **DECLARE** or **EDIT COMMITMENT** by meet (it will say **VIEW COMMITMENT** if the registration deadline has passed, in which case you can view but not edit your commitments).



-Tap an athlete's name.

-Select **No, thanks** or **Yes, please** if they will attend. Optionally enter any *Notes*.

-You may tap the **up arrow** by the Yes/No radio buttons to hide notes and make more room for days/sessions.



-Select Days/Sessions to attend.

-Tap a Day/Session blue bar to see all events for that session.

-Tap **SAVE CHANGES** and then **OK**.

Commit by Event Meets

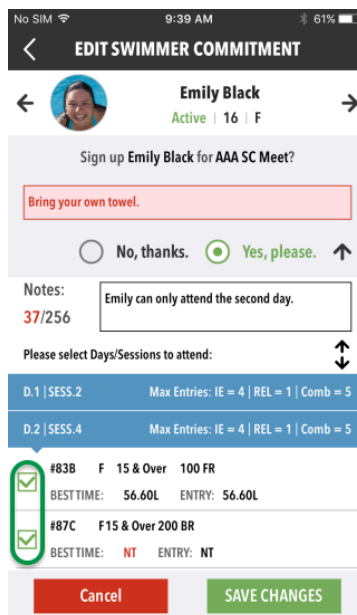
-Tap **EDIT COMMITMENT** by meet.

-Tap an athlete's name.

-Select **No, thanks** or **Yes, please** if they will attend. Optionally enter any *Notes*.

-You may tap the **up arrow** by the **Yes/No** radio buttons to hide notes and make more room for days/sessions.

-Tap a Day/Session blue bar to see all events for that session.



-Check the boxes by events you want them to attend. A coach will need to approve them.

-Tap **SAVE CHANGES** and **OK**

APPENDIX 4

HELPFUL TIPS

YMCA webpage: www.flintymca.org This site has previously been used for paying registration and meet fees. We are migrating ALL payments to our team page.

Falcons webpage: <http://www.flint-falcons.org> This is our main team page. Register for meets, find meet and practice schedules, time standards, spirit wear, records, and other important information. This site is hosted by Team Unify and has an app associated with it called "OnDeck" or "Sports Engine Motion". You can register for meets through the On Deck app, but not all information from our webpage is available in the app.

USA Swimming Webpage: National time standards and age group goals can be found here, as well as records of any USA swimming sanctioned meets. A plethora of other information is also available through their site <https://www.usaswimming.org> or the app "Deck Pass"

Michigan Swimming: The webpage for Michigan Swimming has information about USA sanctioned meets in Michigan, time standards for the Michigan Swimming State Meets and links to Team Michigan and the Central Zone (USA Swimming zone for our region)
<https://www.teamunify.com/Home.jsp?team=milsc>

Meet Mobile: Meet Mobile is an app used at the vast majority of swim meets for instant results, meet lineups, heat sheets, etc. There is a \$5 yearly subscription fee that most families find well worth the price.

Remind: Join the current Remind group for Falcons to receive last minute changes to practices or meets, quick announcements, and relay lineups. Due to the team size, we have 2 separate remind groups. Please join the appropriate group. If you have swimmers in both age groups, join both.

Remind code for High School / Senior Group: @fly13over

Remind code for Age Groupers and Technical/Development: @fly12u

Child Abuse Prevention Resources for Parents/Guardians

Safety is always our number one priority. We don't just strive for children to be safe while at the YMCA, but outside in the real world. That is why all of our staff are not only nationally background checked, but all staff that work with children are mandatory reporters and are trained on appropriate boundaries with children. Every policy and rule we have is made to create and teach about healthy and safe relationships. It's up to all of us adults to prevent abuse and create a safe environment.

As a caregiver and a safe adult for your children and/or campers, here are some helpful tools for you to use year-round to help teach children how to stay safe.

Teach your child about their body, with proper body part names. This will allow them to correct words when they need to tell someone anything about an injury or rash or other problems.

Teach about appropriate physical touch. Children understand when rules are about safety, such as no hitting or wearing your seatbelt. Add rules about physical contact to include "never let other people touch your private parts."

Teach your child consent. Their body is their own and they have the right to say no to any contact, even something simple like a high five or a hug.

Teach your child what to do if someone breaks the rules about touching them. They should know what to say to that person, to move away, and to tell a safe adult.

Teach your child to tell you or another safe adult if someone breaks a rule about touching them. Tell them to keep telling someone until someone responds and does something about it.

If you sense something is wrong - you see a sudden change in behavior or hear unusual comments - here are ways you can talk to any child in your life. Find a relaxed time to talk one-on-one. If they tell you about something inappropriate, ask for an example or for more details without leading questions. If the actions were inappropriate, but not actual abuse, make sure to talk to the teacher or adult in charge to ensure corrections are made.

If a child discloses abuse, how you respond plays a big role. Follow these steps to help.

Listen. Stay calm and let them talk. Ask minimal questions that will allow you to understand what happened without leading.

Reassure. They may be confused, angry, and scared. Use a few simple comments like "I know this is hard to talk about, you are very brave for bringing this up." "You are doing the right thing by letting someone know." "This isn't your fault." "I'm very sorry this happened to you."

Protect. Make sure they're safe and do not let the accused person have any further contact with them. Report. Write down everything they shared, in as much detail as possible using their actual words, not your own interpretation. Report concerns or abuse to your local police department.

As mentioned before, the safety of the children at the YMCA of Greater Flint is our number one priority. In the event that a staff member believes a form of abuse has happened, they will communicate it directly to their

supervisor. The situation will be reported as required by mandatory reporters and the CEO will be the lead staff member in charge.

[Program Quality & Community Safety Report Form](#)

As swim team families may be asked to volunteer at times, our general Code of Conduct is included to outline the conduct we ask of volunteers in YMCA programs.

Code of Conduct for Employees and Volunteers

- Our employees and volunteers will exhibit the highest ethical best practices and personal integrity.
- Our employees and volunteers will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- Our employees and volunteers will not physically, sexually, or emotionally abuse or neglect a Consumer or adult.
- Our employees and volunteers will share concerns about suspicious or inappropriate behavior with their supervisor or administrator.
- Our employees and volunteers will report any suspected abuse or neglect of a Consumer to the state authorities.
- Our employees and volunteers will accept their personal responsibility to protect Consumers and adults from all forms of abuse.

Code of Conduct

The following policies are intended to assist employees and volunteers in making decisions about interactions with consumers. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor.

The organization provides our consumers with the highest quality services available. We are committed to creating an environment for consumers that is safe, nurturing, empowering, and that promotes growth and success.

Abuse of any kind will not be tolerated, and confirmed abuse will result in immediate dismissal from this organization. The organization will fully cooperate with authorities if allegations of abuse are made that require an investigation.

The Conduct with Consumers outlines specific expectations of employees and volunteers as we strive to accomplish our mission together.

1. Consumers will be treated with respect at all times.
2. Consumers will be treated fairly regardless of race, sex, sexual orientation gender identity, gender expression, age, gender, or religious preference.
3. Employees and volunteers will adhere to uniform best practices of displaying affection as outlined by the organization. Employees and volunteers will refrain from intimate displays of affection toward others in the presence of youth participants.
4. Employees and volunteers will avoid affection with consumers that cannot be observed by others.
5. Employees and volunteers will adhere to uniform best practices of appropriate and inappropriate verbal interactions as outlined by our organization. Employees and volunteers are prohibited from speaking to consumers in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
6. Employees and volunteers must not initiate sexually-oriented conversations with consumers. Employees and volunteers are not permitted to discuss their own sexual activities with consumers.

Our organization's policies for appropriate and inappropriate verbal interactions include but are not limited to:

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
Positive reinforcement	Name-calling
Appropriate jokes	Discussing sexual encounters or in any way involving consumers in the personal problems or issues of employees and volunteers
Encouragement	Secrets, Cursing, Off-color or sexual jokes
Praise	Shaming, belittling, Oversharing personal history
Strength-based conversations	Derogatory remarks
Self-disclosure as a supervised therapeutic tool by licensed clinicians, medical professionals, and pastoral counseling	Harsh language that may frighten, threaten or humiliate consumers
	Derogatory remarks about the consumer or his/her family
	Compliments relating to physique or body development

7. Employees and volunteers will not stare at or comment on consumers' bodies.
8. Employees and volunteers will not date or become romantically involved with consumers.
9. Employees and volunteers will portray a positive role model by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
10. Employees and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of consumers. Smoking, vaping, or the use of tobacco products in the presence of consumers during working hours is prohibited.
11. Employees and volunteers will not have sexually oriented materials, including printed or online pornography, on our organization's property.
12. Employees and volunteers will not have secrets with youth participants and will not give or receive gifts from youth participants. Monetary gifts or "tips" are not allowed from any consumer or participant.
13. Employees and volunteers will comply with our organization's policies regarding interactions with consumers outside of our programs.
14. Employees and volunteers will adhere to organizational policies regarding electronic communication and social media with consumers.
15. Employees and volunteers will adhere to organizational policies regarding working one-on-one with consumers in a private setting.
16. At no time during a YMCA program may an employee or volunteer be alone with a single child where they cannot be observed by others. As employees or volunteers supervise children, they should space themselves in a way that other employees or volunteers can see them.
17. At no time shall employees or volunteers leave a youth without supervision.
18. Employees and volunteers are not to transport children in their own vehicles. Any exceptions require a written explanation before the fact and are subject to approval.

19. Restroom supervision: Employees and volunteers will make sure suspicious or unknown individuals do not occupy the restroom before allowing youth to use the facilities. Employees/Volunteers will stand by the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). No child regardless of age should ever enter a bathroom alone on a field trip. Children should not be sent in pairs to the restroom, a staff member should always be present.
20. Employees and volunteers must use positive techniques for guidance including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Employees and volunteers will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the individual or others from harm) and is only administered by Crisis Prevention Institute certified staff members and must be documented in writing.
21. Employees and volunteers will not abuse consumers in any way including (but not limited to) the following:
- *Physical abuse*: hitting, spanking, shaking, slapping, unnecessary restraints
 - *Verbal abuse*: degrading, threatening, cursing
 - *Sexual abuse*: inappropriate touch, exposing oneself, sexually oriented conversations
 - *Mental abuse*: shaming, humiliation, cruelty
 - *Neglect*: withholding food, water, shelter
22. The organization will not tolerate the mistreatment or abuse of one consumer by another consumer. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior. Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all consumers, employees, and volunteers. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:
- *Physical bullying*: when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
 - *Verbal bullying*: when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
 - *Nonverbal or relational bullying*: when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
 - *Cyberbullying*: the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs).
 - Cyberbullying can involve:
 - Sending mean, vulgar, or threatening messages or images;
 - Posting sensitive, private information about another person;
 - Pretending to be someone else in order to make that person look bad;
 - Intentionally excluding someone from an online group.
 - *Hazing*: an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
 - *Sexualized bullying*: when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposure of private body parts, and verbal bullying involving sexualized language or innuendos.
23. Our organization encourages appropriate physical contact with consumers and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by employees or

volunteers towards consumers in the organization's programs will result in disciplinary action, up to and including termination of employment.

The organization's policies for appropriate and inappropriate physical interactions include but are not limited to:

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
Contact initiated by the consumer such as: Side hugs Shoulder-to-shoulder or "temple" hugs Pats on the shoulder or back Handshakes High-fives and hand slapping Pats on the head when culturally appropriate Touching hands, shoulders, and arms Arms around shoulders Holding hands (with young children in escorting situations)	Full-frontal hugs Kisses Showing affection in isolated areas or while one-on-one Lap sitting Wrestling Piggyback rides Tickling Allowing a consumer to cling to an employee's or volunteer's leg Allowing consumers, older than kindergarten, to sit on an employee or volunteer's lap Any type of massage given by or to a consumer outside of accepted and documented medical treatment Any form of affection that is unwanted by the consumer or the employee or volunteer Touching bottom, chest, or genital areas that is outside authorized and documented personal care assistance

24. Employees and volunteers will report concerns or complaints about other employees and volunteers, other adults, or Consumers to a supervisor or anonymously through the Paycom "Ask Here" function.
25. Employees and volunteers have a legal and ethical duty to report suspected mistreatment or abuse. Employees and volunteers can report allegations or incidents of abuse to the proper state authority by calling 855-444-3911.
26. Employees and volunteers may not have engaged in or been accused or convicted of Consumers abuse, indecency with a consumer, or injury to a consumer.
27. Employees and volunteers shall cooperate with any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Cooperation with investigations includes, but is not limited to:
 - Promptly acknowledging and responding to requests for information;

- Making oneself available for meetings with investigating officials;
- Providing full, accurate, and truthful information;
- Keeping confidential information learned or transmitted during the investigation, unless directed by legal authorities, and
- Preserving relevant information and documents.
- An employee or volunteer's failure to cooperate with an investigation will result in disciplinary action up to and including termination of employment or dismissal from the organization.

28. Employees and high-access volunteers must notify their supervisor (within 5 days of the event) if they are arrested or convicted of a crime while they are employed or volunteering. This arrest or conviction may result in disciplinary action, up to and including discharge of employment.

Acknowledgment

I will attend an orientation that describes and explains the organizational policies for the protection of minors adopted by the organization. I understand and voluntarily agree to abide by these policies.

Please Print

Date	_____
Name	_____
Signature	_____