



# **Parents Handbook**

**[www.swimcolumbus.org](http://www.swimcolumbus.org)**

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*\*To be filled out, signed & turned in to SCSO.  
Mississippi Swimming Registration form  
Swim Columbus form for joining*

*All forms are found our web site under the tab "Join SCSO"  
Click on there and print forms out*



## Swim Columbus Swim Team

### Registration Process

All forms & registration fees due by seasonal due date.

1. You **MUST** be a member of the downtown YMCA to join Swim Columbus. Please ask for the discounted swim membership rate.
2. Complete the SCSO Registration Form.
3. Complete the MS Swimming Registration Form.
4. Place the following in an envelope:
  - a. SCSO Registration Form
  - b. Your SCSO dues
5. Seal the envelope and place it in the Swim Columbus lockbox located near the pool. If lockbox is not available, you may drop it off with the Coach or Board Member present at practice.
6. MS Swimming Registration (Online)
  - a. MS Swimming Registration Form
  - b. MS Swimming Registration Dues

Fundraising: Swimmers/swim families shall be responsible for fund raising projects throughout the season. Each swimmer is responsible for generating \$100.00 (but no more than \$200.00 per family). If a swimmer does not participate in a fundraiser, he/she shall be assessed the \$100.00 fundraising fee.



## Practice Times

All swimmers are to bring tennis shoes, shorts and T-shirts to each practice for drylands and/or fun and game time. Pool practice shall be divided in the following manner:

### **SWIM TEAM LEVELS**

\*Note: Each new swimmer will be placed in Level 1. Swim levels are determined by the Coach at the beginning of each season. Levels can be changed throughout the season according to each individual swimmer's development.

#### **DUCKLINGS (GROUP #1)**

Beginner: Swimmer is learning all 4 strokes, has to build endurance, must learn to flip turn and dive

#### **DUCK (GROUP #2)**

Intermediate: Swimmer can legally perform all 4 strokes; flip turns and a dive – has participated in at least one swim meet

#### **SWAN (GROUP #3)**

Advanced: Swimmer can legally perform all 4 strokes, perform flip turns/dives, participates in multiple meets per season and has at least one qualifying state cut time (BB) in the last season

### **Practice Schedule:**

DUCKLINGS: 3:45-4:30 PM (M/W/F)

DUCKS: 3:45-4:45 PM (M/W/F)

SWANS: 4:15-6:15 PM (M/W) 4:15-5:45 PM (T/TH)

\*After Memorial Day: 9:30-11:00 AM (T/TH)

Saturday Practice: Group 1: 9:00-9:45/ Group 2: 9:00-10:00/ Group 3: 9:00-10:15 AM

- These practices times are available to each swimmer according to their level.
- Swimmers may come as often as they would like during their designated time.
- Practice times are not interchangeable. You must come to YOUR ASSIGNED TIME.
- PRACTICE is not mandatory, but it is STRONGLY encouraged in order to maximize each swimmer's potential.

All practices will be at the downtown YMCA in Columbus, MS unless otherwise specified.

**Please note: Practice times can be subject to change due to scheduling so please check the website regularly to keep informed of any changes.**

**In the case of inclement weather, Swim Columbus will follow the YMCA guidelines for safety. Swimmers will stay inside the building until picked up by a parent or it's safe to return to the pool area.**

## Frequently Asked Questions

1. What is a Time Standard?

Time standards serve many purposes for competitive swimmers. They serve as intermediate motivational goals for swimmers to work towards. Once a swimmer has achieved a time goal, they feel a sense of accomplishment: a job well done. They also set out the next goal-level once a time is achieved. Time standards also govern which meets your swimmer can enter.

The time standards, in progressing in difficulty, are B, BB, A, AA, AAA and AAAA. (Please refer to the Qualifying Time Standards Tab located on the SCSO website home page.)

Currently, to qualify for the Mississippi Short or Long Course State Championships, a swimmer must have at a minimum a "B" time distance events 100yds or 100 meters or shorter. In events 200 yds or 200 meters or more in length, a swimmer can only qualify with a "BB" time.

2. How do I enter my child for a meet?

Upcoming meets will be posted on the SCSO website & the bulletin board by the pool at the Y. Deadlines for signing your child up for the meet will also be posted. The next step is to decide which events to swim. If you are new to the team, please ask the coach to help with these decisions. Submit your entries via the website under the tab "Events/Meet". Click on to the "Attend this event" link and following the directions. Further questions can be directed to Coach Stephanie. You will receive an invoice via email after the meet for the cost of the events. It is important to pay these fees promptly as Swim Columbus is required to pay upon arriving at the meet. You may place your check in a sealed envelope in the Swim Columbus payment box located on the trophy case before the entrance to the pool. Do not enter any relay events: the coach will handle those entries.

3. What is a short course vs. a long course?

In short course, the races are measured in yards as opposed to long course, which is measured in meters. A meter is almost 10% longer than a yard. The pool located at YMCA is 25 yards in distance. Short course meets are 25 yards and long course meets are 50 meters.

4. I need to buy my swimmer a new set of fins. What is the best place to do that?

Locally, Sports Specialty sells fins and goggles. In addition, equipment, as well as suits are available through various online outlets, such as All American Swim Supply and Swim Outlet.

5. Does my child have to participate in every practice? The short answer is no; however, your child should practice as often as possible.

6. Is participation in swim meets mandatory? While some meets this year will be mandatory, it is not required to attend all meets on the schedule. However, all swimmers are encouraged to participate to fully experience the "team" concept and to experience competition as well as the end result of hard work in the practice pool.



## Coaches

**Stephanie Gonzalez**

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## Board of Directors

Beth Clark, President

Hailey O'Brien, Registrar

Christy Shivers, Treasurer

Heather Clardy, Treasurer

Kirsti Wright, Secretary

Lannie Wallace, At Large Member

# SWIM COLUMBUS SWIM ORGANIZATION

## CODE OF CONDUCT AND PROCEDURES

### INTRODUCTION

#### A. Philosophy of the Code

The philosophy of Swim Columbus Swim Organization (Swim Columbus) is based on the fundamental belief that it is the responsibility of the membership, management, and the Board of Directors to maintain a safe and healthy environment. Further, parents are responsible for the actions of their dependent children and guests at all times.

#### B. Goals of the Code: *Swim Columbus swim team's primary goal is to promote good citizenship and team spirit through athletics.*

1. To guarantee the rights of all members by providing a code of conduct that establishes rules and regulations prohibiting speech or action that is disruptive to other members.
2. To guarantee the right of each individual through fair and reasonable treatment of violators of the code.
3. To respect the rights and personal dignity of all members and staff by providing a code of conduct that will ensure a safe swim club environment.
4. To protect and maintain club and YMCA property.

#### C. Purpose of the Code

In order to promote the achievement of these goals, the Board of Directors believes that certain rules, regulations, and procedures must be established to develop and maintain the desired environment.

#### D. Responsibility of Swim Columbus Members

1. Abide by Safe Sport Guidelines and Policies
2. Be aware of all rules and regulations and conduct themselves in accordance with them.
3. Assist the pool staff in maintaining a safe club for all members.

## Swim Columbus CODE OF CONDUCT: ATHLETES

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:

- ☐ I will respect and show courtesy to my teammates and coaches at all times.
- ☐ 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. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- ☐ 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 USA Swimming's rules and codes of conduct.

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



## Swim Columbus CODE OF CONDUCT: PARENTS

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. I agree with the following statements:

- ☐ I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- ☐ I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- ☐ I will refrain from coaching my child from the stands during practices or meets.
- ☐ I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- ☐ I will respect the integrity of the officials.
- ☐ I will direct my concerns to first to the coach; then, if not satisfied, to the appropriate supervisor.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date



**SWIM COLUMBUS SWIM TEAM PROTOCOL AND SOCIAL CODE**  
**Citizenship/Safety/Responsibility**

**SWIMMERS**

1. I will maintain control of my emotions, avoiding use of abusive and profane language, humiliating remarks and/or gestures, and threats or use of physical violence. I fully understand that such behavior will not be tolerated and can result in permanent loss of participation privileges with the Swim Columbus Swim Organization.
2. I will respect the coaches and swimmers on the Swim Columbus Swim Team and opposing teams, demonstrating appropriate gestures of good sportsmanship throughout practices/meets.
3. I will not engage in behavior that is disruptive to Swim Columbus swim team including the following:
  - \*Pushing others into the pool.
  - \*Running on deck
  - \*Towel snapping
  - \*Diving (unless directed by a coach)
  - \*Excessive splashing
  - \*Dunking or holding someone under water
  - \*Pulling on a swimmer's foot during swim practice
  - \*Refusing to allow a swimmer to pass during circle swim practice
  - \*Talking back or refusing to obey the coaches
4. DISRUPTIVE BEHAVIOR DURING PRACTICE SESSIONS:
  - a. Disruptive behavior during practices will not be tolerated. The intent of practice is to improve technique and endurance.
  - b. The coach will handle disruptive behavior during practices. If necessary, the coach reserves the right to dismiss and/or suspend the swimmer from practice.
  - c. If the swimmer has been dismissed from practice, they may NOT leave the pool deck area until the practice session is over; and the coach personally speaks with and dismisses the swimmer. Should the disciplined swimmer wish to call his/her parents for immediate pick-up, he/she may do so with permission from the coach. The swimmer must then remain on pool deck until the parent arrives and the coach is notified that the swimmer is now under parental supervision. The discussion of the incident must be postponed until a time is convenient for the coach.
  - d. Under no circumstance will the coach, while coaching on deck, engage in a conversation with a parent concerning an individual disciplined during a practice session.
  - e. It is the coach's responsibility to inform the parent(s) following a reprimand that dismisses the swimmer from practice. This may be done verbally (in a private location) or in writing. The coach will maintain records of each incident; including date, incident description, and swimmer's signature. The record will be forwarded to the Board of Directors.
  - f. Expulsion from the Swim Columbus swim team is possible upon recommendation of the Head Coach and approval by the Board of Directors. If expelled, no refunds of dues will be granted.
5. I will respect the swimming officials and refrain from addressing them during meets unless directed to by the coach, and then I will address them courteously. I understand that officials can make mistakes, but I will refrain from criticizing them or blaming them if I am disqualified from an

event.

a. Disruptive behavior can result in an individual's expulsion from the meet and is usually handled by the Meet Director or Meet Referee. If serious enough, the entire club could lose their opportunity to compete. The swimmer represents Swim Columbus. Poor manners, poor sportsmanship, and poor behavior reflect negatively upon ALL Swim Columbus swimmers and could jeopardize our invitation to future meets. Infractions should be brought to the attention of the Meet Director for possible disciplinary actions.

b. Expulsion from any meet requires the swimmer to attend a meeting held by the Swim Columbus Board of Directors to review the incident. A parent must accompany the swimmer to this meeting.

6. I will respect the property of others in the pool area, including the property of the YMCA. No swimmer shall tamper with or cause damage to any such facility.

7. Following practice, I will collect all my belongings and leave the pool area promptly. Swimmers who are waiting for transportation should wait inside near the exit door at YMCA.

8. By signing the code of conduct, I agree to all its provisions. (See separate signature page.)

## SWIM COLUMBUS SWIM TEAM PROTOCOL AND SOCIAL CODE

### PARENTS/GUARDIANS

1. I will maintain control of my emotions, avoiding use of abusive and profane language, humiliating remarks and/or gestures, and threats or use of physical violence. I fully understand that such behavior will not be tolerated and can result in permanent loss of participation privileges for me and possibly my child with the Swim Columbus swim team.
2. I will cheer for my team and offer only positive encouragement. I will never criticize the opposing team or its coaches.
3. I will trust that the coaches know the rules and not question their judgment. I will respect the coaches, and refrain from addressing them during practice/meets. I fully understand that abuse of the coaches at any time can result in my loss of participation privileges and possibly my child, with the Swim Columbus swim team.
4. I will respect the swimming officials, and refrain from addressing them during meets. I understand that the officials can make mistakes, but I will refrain from criticizing them or blaming them if my child is disqualified from an event.
5. At swim meets, I will abide by the rules established by the hosting team including not standing behind the blocks during competition.
6. I will maintain control of children whom I bring to the pool area, and not allow them to be beyond my direct supervision.
7. **Only USA Swimming registered swimmers, coaches and other authorized personnel shall be permitted on the pool deck during scheduled practices.**
8. I will be responsible for other guest I bring with me and be sure that they understand and abide by this code of conduct.
9. By signing the code of conduct, I agree to all its provisions. (See separate signature page.)



## Website Information

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

Once you have completed the registration process (completed Swim Columbus registration form and MS Swimming athlete registration online as well as paid all fees), a password will be emailed to the parent's address provided on the Swim Columbus registration form.

To sign-in on the website, you will use your email address as provided as well as the password emailed to you. After signing in, you may change your password.

You must sign-in in order to check your account balance, sign your child up for swim meets, as well as view your child's individual results from past swim meets. You may also view all of your swimmer's times at [www.usaswimming.org](http://www.usaswimming.org). Click on Times & Teams and from the pull-down menu, select Times Search. From that page, choose Individual Times Search from the left side menu and search by entering your child's name

In addition, the website posts upcoming events such as swim meets, practice cancellations and changes and other important information.

Swim Columbus strongly urges all parents, and swimmers as well, to check their email regularly for important reminders and notices. Swim Columbus also urges all parents and swimmers to regularly view the USA Swimming website for important stroke technique, training and nutritional information that will enhance each swimmer's experience.

Please remember, all official communication will be via email and the website. This is the best way Swim Columbus can ensure all swim families get accurate information quickly.

# How to Attend a Swim Meet

After joining the swim team, your coach will let you know when you are ready for a swim meet. Swim meets are fun and help you and your coach see the progress you have made while at practice.

Competitive swimming has two seasons: Short Course (September-February) in a 25-yard length pool and Long Course (March-July) in a 50 meter length pool.

Once you and your coach have determined that you are ready for a meet, follow these easy steps to successfully attend the meet of your choice.

## **Step 1**

Go to the website [www.swimcolumbus.org](http://www.swimcolumbus.org) and click on the meets/events link and choose the meet you want to attend. Follow the instructions to commit to that event. Make sure you comment in the comment box on what days of the meet you will attend.

Most meets are on Saturday and Sunday with some having events on Friday afternoon. You will need to know which days you will attend. Most swimmers swim on both days of the meet unless there is a prior family commitment that prevents you from competing on that day. When there are Friday events, check with your coach to see if you will have events on that day. The Friday events are usually longer yard or meter races and your coach will let you know when you are ready to compete at that level.

## **Step 2**

Once you have committed to the meet you may have to make hotel reservations. If the team has blocked rooms at a hotel, the webmaster will post the information with the event information on the website or send the information via email. If not, find a hotel in the region of the meet and book your reservation.

## **Step 3**

Committing to a meet is just that: a commitment!

There are fees that must be paid for each swimmer for each event that they swim. A \$25.00 meet fee will be assessed to each family if participating in a swim meet. This is per family, not per swimmer. It is assessed whether the swimmer(s) participate one day or all 3 days. The average cost to swim at a meet is between \$60-\$100 depending on how many days and events the coach has entered you. (If a situation comes up and you cannot attend, call the coach ASAP!) Once the coach has entered the information to the meet manager a few days before the meet, you are responsible for all meet fees regardless of whether you attend or not. Contact the coach as soon as you know so the coach will be able to replace you in the relays.

## **Step 4**

Before the meet you will receive an email from the webmaster informing you of directions to the pool and warm-up times. It is important to you and your team for you to be there on time!

**Step 5** - The most important step! Have fun and enjoy racing and seeing the progress you have made while doing your best!



## Helpful Hints for your 1<sup>st</sup> Swim Meet

- You will receive e-mail reminders about upcoming swim meets from Team Unify.
- Be sure to visit [www.swimcolumbus.org](http://www.swimcolumbus.org) for meet dates, registration deadlines & to sign up for swim meets.
- You can find out more information about the meet location, warm-ups, & competition times by either following the link from our web-site or through the host team's web-site. It will also be posted at the Y pool.
- The head coach will decide what races your child will swim. The coach knows what they are capable of swimming so don't panic!
- Check with other swim team members about carpooling & hotel stays.
- When you arrive at the pool, you will need to purchase a heat sheet (usually at the concession stand for @ \$5-\$10) to know what races your child will be swimming.
- You are responsible for making sure your child is on the block for their race. Ask veteran parents for help to know when to report for their heat & how to keep up with the races!
- Be prepared to help time. Each team competing is responsible for providing timers. The more parents who volunteer, the shorter everyone's shift will be. Don't worry about skill or swimming knowledge...if you can press a button & read numbers, you can time.
- Encourage & cheer for your swimmers and their teammates but remember parents are not allowed behind the starting blocks. You can stand on the side of the pool or the opposite end of the start.
- Here's a list of items you may want to bring to swim meets:
  - The obvious...suit, goggles, cap, 2 towels, dry clothes
  - Highlighter – to highlight your race on the heat sheet
  - Sharpie – some parents write race info on the swimmers' arms
  - Chairs
  - Cooler with water, Gatorade, healthy snacks
  - Money for concession stand
  - Entertainment for your swimmer in between races
- All American Swim Supply usually has a store at the larger meets. If you need swim suits or equipment, this is a great time to buy since they will let you try on items.

# Parent's Guide to Surviving a Swim Meet

## **Step 1**

Pack all supplies needed for the swimmers that will be competing the night before. These include swimsuits, swim caps, goggles, towel, t-shirts, sandals, sunscreen and hats.

## **Step 2**

Pack a cooler with sandwiches and healthy snacks such as fruit, granola bars, pretzels and other favorites. Throw in plenty of bottled water, Gatorade or juice to hydrate the body. Don't forget some gum and hard candy. If you don't want to bring this, bring money, concessions stands are usually available.

## **Step 3**

Bring reading material, hand games or a small pack of cards to keep your swimmer occupied while waiting their turn to compete. Pack something for yourself as well such as a novel, newspapers or something you need to work on. There will be plenty of down time.

## **Step 4**

Take comfortable portable chairs along or bleacher cushions. Sitting on the hard bleachers for hours can be hard on your back. Besides, there may not be seats available.

## **Step 5**

Volunteer to help at the meet if you are able. (Timers are always needed.) This will help pass the time and you can learn more about how a swim meet is run.

## **Step 6**

Bring writing material so you can record the results. Cheer for your swimmer's teammates as well instead of only for your swimmer. Take it easy, be patient, cheer your swimmer on and have fun.