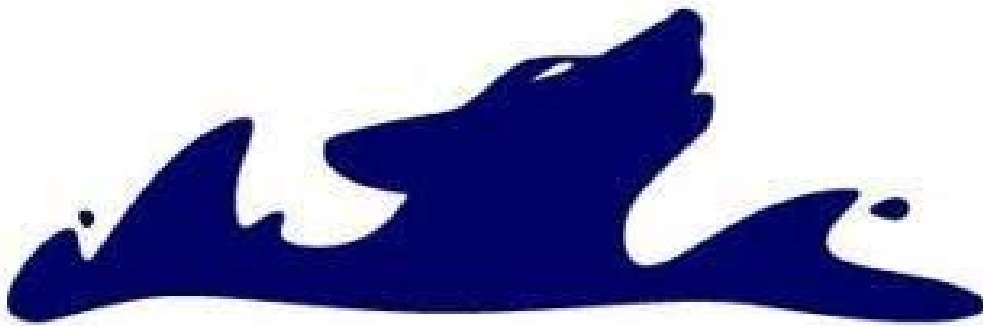




YMCA FAIRFAX COUNTY RESTON

WATER WOLVES HANDBOOK 2019-2020



CONTACT INFORMATION

12196 Sunset Hills Rd.

Reston, VA 20190

703-375-7031

water.wolves@ymcadc.org

<https://www.teamunify.com/Home.jsp?tabid=0&team=vayfcrww>

TABLE OF CONTENTS

1.0 Introduction

- YMCA-DC Mission
- Water Wolves Welcome
- Chesapeake and Potomac Swim League
- USA Swimming

2.0 Swim Team Rules and Requirements

- Meets
- Meet Season
- Volunteers
- Apparel/Equipment
- Behavior
- SAFE SPORT
- Assessments

3.0 Practice Guidelines

- Swimmer Essentials
- Locker Room Essentials
- Warm Up Essentials
- Attendance Essentials

4.0 Swim Meet Guidelines

- Meet Types
- Meet Essentials
- Volunteer Essentials

5.0 Parent Guidelines

6.0 Swim Team Leadership and Parent-Volunteer Roles

7.0 Frequently Asked Questions

Rule Agreement Form

1.0 INTRODUCTION

This handbook is designed to give guidance to swim team participants and their families as we welcome them to our family of Water Wolves. We hope you will find this handbook resourceful and hope you will enjoy being a part of the Water Wolves family, as we have for the past decade. At the YMCA we emphasize 4 pillars: Character, Honesty, Responsibility and Respect through all aspects of our team.

YMCA-DC MISSION

“The YMCA of Metropolitan Washington fosters the spiritual, mental and physical development of individuals, families and communities according to the ideals of inclusiveness, equality and mutual respect for all.”

-YMCA of Metropolitan Washington

WATER WOLVES WELCOME

The team welcomes you and your family to a wonderful swimming experience! We’ve been growing more than 14 years at the Reston YMCA. As with all YMCA programs and activities, it is our goal to foster the spiritual, mental, and physical development of our athletes through all aspects of our team, not only as swimmers, but as people. While we enjoy competing against each other, as well as, other teams, we aim to teach our swimmers that the measure of success is greater than where you place in a race.

The Water Wolves practices at our home facility, YMCA Fairfax County Reston. We offer a wide range of programs suiting the differing needs of 250+ athletes from 5-18 years old and a Masters Swim Group.

Along with our coaches, our team is run by Aquatic’s Directors, Parent Volunteers and Aquatics Coordinators. At the beginning of every season we ask parents to contribute their time to assist the team with operations throughout the year.

Our YMCA meet season commences during the month of September and concludes the weekend of Memorial Day. (Summer Swim Season - after Memorial Day to end of July) Our season consists of dual meets, invitational meets, qualifiers, and championship meets along the way. We also try to get out of the pool and enjoy various team-building events. We look forward to another exciting and successful season! Thanks again for joining and have a great swim year. GO WATER WOLVES!!!

-YMCA Aquatics Coaches and Staff

CHESAPEAKE AND POTOMAC SWIM LEAGUE (CPSL)

The Water Wolves Swim Team competes in the local CPSL league, part of YMCA Swimming. The CPSL consists of YMCA teams in Maryland, Virginia, and Delaware. Reston is part of the League’s Western Division. The others are Frederick (FCY), Hagerstown (HAGY), Carroll County (CCY), and Cumberland (CUY). All practice groups will be registered for and participate in CPSL meets. Swimmers compete based on their age as of 12/1/2019. Information, including rules, administrative persons, and meet calendars can be found at the website which you will find here: <http://cpsl.info>

USA SWIMMING

The Water Wolves Swim Team is an active member of USA Swimming. We compete within the Potomac Valley Swimming (PVS) Local Swimming Committee (LSC). PVS is one of 59 LSCs across the country. It's one of the largest, fastest growing and fiercely competitive LSCs. Both Olympians and current World Record holders participate in PVS. Our team designation is RY-PV. The Water Wolves coaching staff will select a number of PVS meets in the local metropolitan Washington area to attend during the season.

PVS/USA Swimming Athlete registration is required for some practice groups and optional for others (See Registration Form). Swimmers compete based on their age the first day of the meet. If you are a registered USA Swimming Athlete transferring to or from Water Wolves, you must complete a Transfer Request Form to the PVS Registrar. The form can be found online at <http://www.pvswim.org/register.htm>

2.0 SWIM TEAM RULES AND REQUIREMENTS

All swimmers and parents are required to sign a Rule Book Agreement Form, found at the last page of this handbook, acknowledging that they have read and understand the Water Wolves rules and requirements, including the practice and meet guidelines.

MEET REQUIREMENTS

- All swim groups are expected to attend both YMCA and approved PVS meets.
- Swimmers who qualify for league qualifying-meets (e.g. Winterfest, East Field South District Championships, YMCA Nationals) are expected to attend.
 - These meets often have a required minimum number of participation in league meets during the current season (there are many to choose from).
- All swimmers are strongly encouraged to represent Water Wolves in other scored end-of-season Championship meets including 8&Under Championships and C&P Sub-District Championships.
- Meet participation is incorporated into end-of-year swimmer assessments and a factor in recommended practice group(s) for the following season

MEET SEASON

- The regular season runs from September through the end of May. All scheduled meets are run in Short Course Yards. All practices are held at YMCA Fairfax County Reston.
- The summer season (optional, but recommended) runs from June to the end of July. All scheduled meets are run in Long Course Meters. Practices are held in a combination of outside Reston-area pools and at the YMCA Fairfax County Reston.
- High School Varsity swimmers will receive communication from the coaches, based on their assigned practice group, regarding expectations for balancing their attendance at WW and HS practices during the High School season.

VOLUNTEER REQUIREMENTS

- All families are required to volunteer for a minimum of ten (10) hours during the regular season (September through May). If this requirement is met, **a fee in the amount of \$500** will be waived upon the completion of the season or cancellation of team membership. There are many opportunities offered over the course of the season, at meets, team events, and donations.
 - Families are sometimes called upon to continue volunteering as the season ends

- All volunteers are required to comply with Safe Sport laws and regulations Y-USA Swimming and USA Swimming guidelines, including on-line Athlete Protection Training (APT) and Background Screening.
- Volunteers are required to sign a Meet Code of Conduct, if required by host teams.

APPAREL / EQUIPMENT REQUIREMENTS - Swimmer Registration will include a latex team cap and t-shirt, and will help cover team and coach YMCA, CPSL, and USA registration requirements. All swimmers are required to purchase a team suit at the beginning of the season. This may be waived if the swimmer has a suit from the previous season in good condition as determined by the coaches. Additional equipment requirements are listed on our team website.

- Our current suit sponsor is **Speedo**.
- Our current apparel/equipment provider is **Cassel's Sports and Awards**.
- An on-line store for optional Water Wolves apparel (including silicone caps) will be available from August 1 through September 15
- Team Suit and Equipment must be purchased in the store
- On-line store availability later in the season will be based on demand (minimum orders are required for some items).

BEHAVIOR REQUIREMENTS - All parents and swimmers must treat their fellow swimmers and coaches with honor and respect and to demonstrate sportsmanship in competition (win or lose). **Conduct unbecoming or detrimental to the team will result in immediate removal from practice/meet.** All discipline issues must be addressed in a meeting within 48 hours with parents, swimmers, coaches involved, Coach Adam, and Aquatics Director. In addition, the team follows YMCA "4-Strikes" Rule

- **Four Strikes rule:**
 - o 1st Strike. Verbal Warning. Meeting with swimmer and email to swimmer's parents
 - o 2nd Strike. Meeting with parent(s), Coaches, Coach Adam, Aquatics Director and swimmer. 2nd Strike includes written email to swimmer's parents documenting the meeting.
 - o 3rd Strike. Swimmer suspension including practice, meets or any other team events for five days.
 - o 4th Strike. Expulsion from team.
- Bullying is unacceptable and will not be tolerated.
- Safety of our swimmers is the utmost priority. Behavior that is deemed dangerous (or inappropriate) to themselves or others at practice, at meets, or anywhere in the YMCA (including the gym, locker room, dryland, and upstairs) will be taken seriously with the Four Strikes Rule applied.
- It is the responsibility of parents AND swimmers to be aware of meet dates, meet entry due dates, team events, practice schedules (including days off), warm-up times, and all other times and schedules relative to their swimmer. Requests for meet entry past the team entry due date will not be accepted.
- It is the responsibility of the parent to provide their swimmers with appropriate healthy food and drinks during team events including swim meets.
 - o **Energy enhancing food and drinks** including but not limited to Red Bull, Monster, 5-Hour Energy Drinks, Energy Beans, and similar products **are strictly prohibited**.
 - o Alcoholic beverages and drugs **are strictly prohibited**.

Locker Rooms – All Swimmers need to make sure that they behave in the locker rooms. Locker rooms are used by all members of the YMCA, so we need to share the space and be considerate of other people using the locker rooms. Please make sure to pick up all towels used and return them to the dirty towel bins when exiting.

SAFE SPORT Policies and Guidelines - All coaches, swimmers, and parent volunteers are expected to comply with the Safe Sport legislation to ensure athletes experience an environment that is safe, positive, and free of abuse. Information resources regarding these policies can be found at the

- Water Wolves Team Unify web site “SAFE SPORT”
 - o <https://www.teamunify.com/TabGeneric.jsp? tabid =218617&team=vayfcrww>
- Potomac Valley Swimming web site “SAFE SPORT”
 - o <http://www.pvswim.org/safesport.html>
- USA Swimming “Safe Sport”
 - o <https://www.usaswimming.org/Home/safe-sport>
- YMCA Swimming Child Abuse Prevention
 - o <http://ymca.ymcaswimminganddiving.org/nats/2019SC/ChildAbusePreventionPoliciesbranded.pdf>

ASSESSMENTS - All swimmers are assigned to their eligible practice group(s) based on upon a number of assessment criteria by the coach(es). This criteria includes many factors including, but not limited to, age, ability, speed, endurance, attendance at practices/meets, as well as swimmer identified goals. The coaches always have the best interest in their swimmers’ development in mind.

- At the end of season, each existing swimmer will receive a written evaluation summarizing their progress at meets, attendance, etc with a recommendation for the following season practice group(s). Some swimmers will be eligible for one group and others may have multiple.
- New swimmers joining the team will also be assessed and offered spots based on lane space within practice groups.
- The practice groups are designed to offer multiple progression paths for swimmers as they improve.

3.0 PRACTICE GUIDELINES

SWIMMER ESSENTIALS - Swimmers should come prepared to practice both mentally and physically. Please label EVERYTHING with permanent marker. A mesh equipment bag to hold all equipment is required. If a swimmer requires an inhaler, it should be immediately accessible (not in the locker room). Any lost equipment *may* be found at the lost and found in the lifeguard room, Aquatics Office, or in the main lobby.

All swimmers should come to practice prepared with:

- **2 pairs of properly fitted goggles, kept with equipment bag on deck.**
- 2 caps.
- Water bottle (plastic, no glass)
- Fins and other required equipment as per practice group.
- Sharing of equipment between siblings is not allowed.
- Swimmers should **NOT** wear their team suit for the current season at practice.
- Boys must wear jammers or briefs “Speedos”

- Girls must wear one-piece suits
- Girls please bring necessary hair ties and headbands
- It is expected that swimmers dress appropriately for weather conditions. For example, leaving in swimsuits, wet hair, and flip-flops in the snow is not recommended.

LOCKER ROOM ESSENTIALS – All Swimmers need to make sure that they behave in the locker rooms. Locker rooms are used by all members of the YMCA, so we need to share the space and be considerate of other people using the locker rooms. Violations of these rules will be subject to the 4 Strike Policy.

- Please make sure pick up all towels used and return them to the dirty towel bins when exiting.
- Swimmers should treat their fellow teammates and members with respect by acting politely in locker rooms and public areas.
- Appropriate language should always be employed.
- Profanity will not be tolerated.
- Absolutely NO video recording or pictures are to be taken in the locker room.

WARM UP ESSENTIALS - Warm ups are important for the swimmer's health and safety, and are taken very seriously by Water Wolves coaches. We understand traffic in the metropolitan area presents occasional commuting challenges beyond a swimmer/parent's control, however habitual tardiness will be politely and firmly addressed.

- Swimmers **should shower before entering the deck area to rinse off sweat, deodorants, and perfumes to help manage air and water quality issues.**
- Please arrive on deck no later than 5 minutes BEFORE practice to allow adequate time for stretching.
- To avoid disruptions and injuries, **if a swimmer is more than 10-15 minutes late to practice he/she will not be allowed to attend practice, as per coach discretion. Coaches will often use a variety of things to warm up a swimmer if late to practice to get them ready to join the swim group which includes some dryland activities.**

ATTENDANCE ESSENTIALS - If a swimmer is to be late or absent from practice, notice should be given to the swimmer's swim coach. Please remember that the coaches are often busy the hour before practice so substantial notice should be given. **Do NOT approach coaches on deck during practice. You can schedule a meeting with the coaches via email at a time that is convenient for both you and the coach.**

- Each swimmer is required to present their YMCA key tag at the front desk kiosk prior to proceeding to the locker room or pool area. Many swimmers attach to their swim bag to ensure it is easily accessible.
- Please come to practices/swim meets hydrated and adequately fed. However, please do not allow swimmer to consume a full meal less than 30 minutes before practices/meets.

The swim team follows the YMCA's inclement weather policy for closures and cancellations. The form can be found on our Team Website. We will provide updates on our web site/e-mail. You may also check the branch website at <http://www.ymcadc.org/> or call (703) 375-7021.

DRYLAND: Dryland is an important component to supplement/complement swimmers time in the pool, especially as swimmers get older. The primary benefits include overall mental and physical fitness, core strength, balance, flexibility, endurance, and coordination.

- All behavior rules expected in the pool apply to dryland.
- Stroke Development, Age Group Elite, Senior Prep, Senior AM, Senior PM, and Senior Elite swimmers are eligible to participate in our dryland program.
- Swimmers should arrive 5-10 minutes early in appropriate workout attire (which may include outdoor), footwear, hair ties, and water bottle.

4.0 SWIM MEET GUIDELINES

We encourage all swimmers to participate in competition to represent our team and learn how to support one another in competition. It is also the best way to measure development, gain experience in different pool environments, and build confidence.

All swim meet entries will be communicated through, and handled by, our [TeamUnify Website platform](#). Please check the team events for dates and descriptions.

- Meet dates and deadlines will be announced at the beginning of the season, or as soon as meet announcement details are available.
https://www.teamunify.com/TabGeneric.jsp?_tabid_=160686&team=vayfcrww
- It is the responsibility of each family to be aware of the deadlines and follow meet announcement changes.
- Parents/Swimmers are expected to **edit their commitment to positively confirm if they can or cannot attend each meet.**
- **If there are any suggestions, comments, time constraints for your child please use the notes box in TeamUnify**
- A parent/coach packet will be provided a day or two before the meet, including any details specific to that meet.
- Results will be imported in TeamUnify and forwarded to participants after received by the host.
- **No registrations will be accepted past the meet entry deadline.**
- **All swimmers that sign up for a swim meet, should attend the swim meet. Any associated meet fees which have already been paid cannot be reimbursed.**
- **Swimmers that make team relays need to be prepared to participate in them. Skipping a relay may lead to not being considered for future Water Wolves relays.**

MEET TYPES: Our team competes in four types of meets. They are as follows:

1. **DUAL MEET or TRI MEET** – These meets involve swimming against one other team (or two other teams for a tri-meet) most often at either our home pool or another YMCA. The majority of our Dual meets are CPSL meets within our division (FCY, CCY, HAGY, and CUY). Meets are often five hours long excluding warm ups. **These are scored meets and the events, including relays, are determined by the coaches.** Typically every swimmer swims three events and up to 1 relay. There are no meet entry fees associated with CPSL DUAL/TRI meets.

2. **INVITATIONAL** – These CPSL or PVS multi-team format with large attendance over one to three days. Invitational meets are accompanied by a meet notice with information for the meet including entry fees, rules, times, and due dates. Swimmers will select which events they would like to compete, in consultation with their coach(es). If attending, swimmers may also be entered in relay(s) as determined by the coach(es). Participating swimmers will be charged fees calculated based upon their entries, and Water Wolves will submit a single check to the meet host.

3. **QUALIFYING MEET** – These meets have time standards that a swimmer must achieve at a sanctioned event prior to the qualifying meet. Like Invitationals, these are multi-team meets and can get quite large. Qualifiers also include nominal costs as previously mentioned. Some qualifiers have a minimum meet participation requirement in league dual and/or invitational meets during the current season.

4. **CHAMPIONSHIPS** – All swimmers on our team should attend at least one of the end-of-season championship meets taking place at the end of February to mid-March. There is the C&P Mini Meet Championships, C&P Championships, East South District Championships, and finally YMCA Nationals. Both Districts and YMCA Nationals have qualifying cuts. C&P entries must be “slower than” District cuts.

MEET WARM UP ESSENTIALS - Swimmers should arrive at the meet location 15-minutes prior to the beginning of warm-ups for away meets and 30 minutes prior to warm-ups for home meets. Transportation to and from swim meets is the responsibility of the parents.

- Swimmers should positively check in with a coach upon arrival and are required to sit in the “team” area.
- If your child misses some or part of the warm ups they will not be allowed to participate in the meet as per coach's discretion. Coaches will often use a variety of things to warm up a swimmer if late to get them ready which includes some dryland activities.
- **Swimmers must have an empty event/heat/lane grid marked on their arm with permanent marker.** Please DO NOT fill in with psych sheet information as seeding may change the day of the meet. It is the swimmers and / or parents responsibility to ensure the grid is filled in after arrival but before warm ups.
- If there is an emergency or illness on the day of the meet, Please text Coach Adam at 571-245-4918. Coaches typically don't check email at the meet and many pools have limited network access.

MEET ESSENTIALS - Swimmers should bring their:

- Team suit. (technical suits allowed at all USA, Invitational and Championship meets only)
- Team cap.
- 2 pairs of properly fitted goggles.
- Water bottle.
- Towel, team t-shirt, sweatshirt and other clothes to keep warm.
- Healthy snacks (fruit, protein, etc).
- Concessions are sometimes provided but are not always available.
- A portable chair is recommended. Team areas are either ‘not’ in the pool area -or- on busy/crowded/loud decks. At some meets space is very limited.
- Swimmers should stay alert to what event(s) are being called to Clerk of Course and use their arm grid to avoid the disappointment of missing a start.
- Pick up trash before leaving team area.
- **Positively check in with a coach when arriving and check out before leaving the meet.** This is to ensure they do not miss a relay. Failure to show up for a relay event will lead to the removal of the swimmer from the next available meet relay, as this impacts the other relay participants.

VOLUNTEER ESSENTIALS - All swim meets require a significant number of parent-volunteers for various duties. Tasks such as Officiating and Electronic Timing will require training before the meet – usually in September/October.

- A volunteer sign-up will be available on Teamunify for each meet
- Some hosts use a Sign-Up Genius link, which will be translated into TeamUnify.
- A volunteer check-in is expected at the meet so the hours can be verified.
- Home meets require the most intensive volunteer efforts.
- Invitationals and Championship level meets, which run over multiple sessions, the team is typically required to provide a number of timers and officials based upon the number of swimmers events per session.

5.0 PARENT GUIDELINES

1. Have your swimmers discuss with their coaches which meets they feel would be most beneficial to them. Smaller meets might be more beneficial to beginning swimmers as the meets exhibit characteristics of Summer Meets. Larger, multi-team meets might be more beneficial to higher-level swimmers as the atmosphere is more appropriate to higher-level competition.
2. Get Involved! Every meet requires many volunteers to cover many duties. Volunteering at a meet is not only required by our team, but it allows volunteers to EXPERIENCE the meet, rather than just attend. For some meets, parents are not allowed on the pool deck for safety reasons. Only meet volunteers, swimmers, and coaches may be on the deck. So, Volunteer!
3. Make sure your child seeks out and speaks to a coach on deck before and after each race. Relays should report to the coach as a team before and after each relay.
4. Cheer like mad! Be encouraging. Cheer them on even if they don't perform their best; positive reinforcement is more effective than negative. Celebrate personal bests and focus on good sportsmanship.
5. Do NOT approach the HY-TEK Table to question results or disqualifications during a meet. Talk to a coach if you have a concern.
6. Check the meet results. If you find any errors in the results - notify a coach after the meet. There is a post-meet period to get these errors corrected. After every meet the results and awards are available to swimmers and parents. Track progress, and get excited for the next meet!
7. Thank your coaches. Our coaches work hard to write practices, correct their swimmers strokes, track their progress, and see to it that their athletes are being the best they can be.

6.0 SWIM TEAM LEADERSHIP AND VOLUNTEER ROLES

Aquatics Director

The AQUATICS DIRECTOR oversee all departmental operations, including swim team, group lessons, private lessons, lifeguarding, and birthday parties, for YMCA Fairfax County Reston. While it is the responsibility of coaches and staff to execute swim team operations, the director will assist in any way they can.

Swim Coach

The SWIM COACHES are responsible for facilitating the success of their swimmers. The coaches are expected to coach their practices, attend meets regularly, assist with meet entries, and communicate with their swimmers about team events, meets, etc.

Team Representative

The TEAM REPRESENTATIVE is tasked with supporting the team and its coaches by having a thorough knowledge of team operations and contacts. This person will ensure that swim team operations run smoothly by monitoring team and league communications, meet and event deadlines, and keep in contact with outside team representatives and coaches when necessary.

Team Volunteer Coordinators

The TEAM VOLUNTEER COORDINATORS are responsible for gathering volunteers and monitoring all volunteer activity for the swim team including swim meet and team events through the Team Unify website platform and any other preferred means. The TEAM VOLUNTEER COORDINATORS may work with the EVENT COORDINATORS, TEAM REPRESENTATIVE, and AQUATIC'S STAFF to gather volunteers for team events.

Head Official

The HEAD OFFICIAL is a team parent responsible for coordinating all Meet Officials for swim meets including home meets, away meets, invitationals, and championships. This person is also responsible for scheduling Official's trainings, maintaining a team Official's roster, and communicating with host team officials. Due to the nature of this position, any Head Official must be an experienced YMCA Level 2 Certified Official.

Referee, Starter, Stroke and Turn, Relay Start Officials

The Starter/Referee/S&T/Relay Start Officials are team parents who are certified and volunteer at meets under the Supervision of the Head Official. A mix of Level 1 and Level 2 certifications are required, and sufficient numbers of volunteers are desired to avoid making every official work every meet. With the re-balancing of our team participating in PVS meets, we will need several of our officials to become USA-certified.

Administrative Official

The ADMINISTRATIVE OFFICIAL is a Level 2 Certified Official who responsible for the 'dry side' of officiating: entry/registration process, clerk of course, timing equipment operation, scoring. This person acts as referee for accurate processing of meet day entries/scratches, determination of official times and results. This is to ensure all times achieved qualify for higher level meets.

MARSHALL

There are two types of MARSHALLS. The first type are on the deck. They are responsible for insuring the only people to progress behind the blocks are Officials, Coaches, Timers, Hy-Tek operators, YMCA Staff (e.g. Lifeguards, Aquatics Director), and Swimmers. They are also responsible for keeping the pool entrance clear for swimmers to pass and emergency exit. The second type are in the Team Area. They are

responsible for maintaining basic order and safety of swimmer behavior (e.g. disruptive verbal or physical interactions) and keeping walking aisles clear.

Chief HyTek Operator

The CHIEF HYTEK OPERATOR is responsible for coordinating all HyTek Operators for home meets and any other meets where required. This person is also responsible for scheduling trainings, answering any questions regarding HyTek, and must possess a thorough knowledge of our team's electronic timing system. Due to the sensitive nature of electronic timing this person must also be a YMCA Level 1 Certified Official. USA Certification is preferable but not required.

Timing/Scoring Table HyTek Operators

The TIMING/SCORING TABLE Operators are responsible for managing the electronic score board and touchpad system, and entering manual times. Operators also record disqualifications as submitted by the Referee, print meet results, and ribbon stickers. Representatives from both teams at dual meets typically work at the table, and are sometimes required at the bigger meets.

Chief Timers

The CHIEF TIMERS are responsible for instructing all timers (from both teams) at home meets as well as ensuring all timing positions are filled as needed during competition. The CHIEF TIMER/S will also work with the VOLUNTEER COORDINATOR to ensure that a CHIEF TIMER will always be present during home meet competition. Due to the nature of this position, previous timing experience is required/desired.

Timers

The TIMERS are responsible for operating stopwatches and/or plungers for each lane. One timer per lane records the stopwatch times. This timer should confirm the swimmer's name prior to the start matches the sheet. Timers must pay attention to the starter/referee and strobe light at the start of each race, and focus on the swimmer's touch on the wall at the finish. If a Timer misses starting their stopwatch, or the stopwatch malfunctions, they signal to the CHIEF TIMER to obtain a new stopwatch.

Concessions Coordinator

The CONCESSIONS COORDINATOR is responsible for coordinating all efforts for concessions for home meets. This person will work with AQUATIC'S STAFF to ensure that all items sold at meets are agreeable by the department and Vending Machine contracts. Additionally, the CONCESSIONS COORDINATOR may collaborate with the EVENT PLANNERS for swim meet and swim team event ideas, such as Chili Howl.

Head Clerk of Course and Clerks

The HEAD CLERK(S) OF COURSE is responsible for lining up swimmers in the correct heat and lane orders. CLERKS then escort heat(s) of swimmers from the Clerk Area into the Pool Area. They then go back to the Clerk area to get another heat of swimmers. Due to the nature of Head Clerk of Course position, previous clerking experience is required.

Runners

The RUNNERS collect time sheets from each lane and bring to the Hy-Tek Table. One runner will be designated to assist with copying/posting results on the wall and distributing to coaches.

7.0 FREQUENTLY ASKED QUESTIONS

What means are used to relay information to the swim team families?

Our swim team uses the Team Unify website platform for all team related planning and communication. A team bulletin board located in the Aquatic's lobby is also to relay information as well as post meet results. Emails are sent on a regular basis. Swim Meet opportunities are posted on Team Unify as soon as information is available. Sometimes, we do not have the meet announcement or file until after the season starts, so reminders are sent out when deadlines approach. Volunteer opportunities are generally handled through Team Unify, and occasionally with Sign-Up Genius links (which are then translated to Team Unify).

What are the age groups?

For the YMCA meets a swimmer's age group is determined by their age on December 1, regardless of the year. 8&Under, 9-10, 11-12, 13-14, and 15-18 are the universally accepted age-groups in swimming and are used during the regular season. For USA meets a swimmer's age is determined on the first day of the meet.

Are parents expected to be at the YMCA during practices?

"Children that are 12 years old or younger must be in the care of Y Child Watch or participating in a Y sanctioned program/activity when they are on YMCA of Metropolitan Washington property. If children 12 years old or younger are participating in a Y sanctioned program/activity, the parent, guardian or adult member must bring the child to the program/activity area and pick up the child at the conclusion of the program/activity."

-YMCA of Metropolitan Washington Membership Handbook

How may I get in touch with my swimmer's coach?

Our coaches and swim team staff prefer communicating through email. All email addresses can be found on the Coaches/Staff page on the [team website](#). Texts and calls, instant messaging or other such forms of communications to coaches are discouraged as our coaches are part-time staff. Please do not interrupt a coach while they are on deck conducting practice, coaching at a meet or giving a private lesson as they must be focused on the swimmer(s) in the water.

When does the Water Wolves Season begin and end?

Our regular Short Course (SC) practice season runs September through May with meets held September/October to May. In addition to regular season, our team offers a summer program that continues training June and July on a modified practice schedule with Long Course (LC) meets.

How is the Swim Team integrated in the YMCA?

The Water Wolves Swim team is a competitive swimming program of the YMCA Fairfax County Reston. It is not independently owned. All swim team registrations and payments are handled through the YMCA Aquatics and Membership staff. All coaches and swim team staff are employees and volunteers of the YMCA Metropolitan Washington Association.

Who decides what events my swimmer will swim in a meet?

For most dual meets, qualifiers, and championships, the coaches will decide what events the swimmers will compete in, including relays. Please use the comment box for any availability, departure/arrival time issues, or requests for the coach to consider. For most multi-team invitational competitions the parents will speak with their swimmers about what events their swimmer are interested in swimming. If unsure about what events to swim, the swimmer's practice group coach can provide assistance in choosing events. These principles are also reflected when registering for swim meets in TeamUnify.

Why is a YMCA membership required for swim team participation?

YMCA Membership for competitive sports is mandated by YMCA of USA, not an individual branch or association. This is primarily for insurance reasons to cover the participants during any swim team or YMCA activity both on and off-site.

Why do some coaches coach from the deck and some in the water?

Frequently with the higher levels, coaches need to be on deck to properly observe the swimmers' strokes and to safely be able to watch the group as a whole. If a swimmer needs demonstration, the coach will enter the water. With the lower levels (younger groups) coaches will be in the water more frequently to demonstrate and position the swimmer's body as needed.

Who do I speak with about swim team related matters?

We have a simple rule. We call it the "Wet/Dry Rule" If your question deals with practice or in-water, it qualifies as "wet" and should be addressed with your child's swim coach. If it is a business or administrative question, it is a "dry" question and it would be prudent to ask Coach Adam or Team Rep, Patty.

Who decides whether the team will participate in a PVS meet?

The Head Coach. We are a standing member of the CPSL swim league. If there is any conflict, YMCA meets are a priority. We do attend a number of USA meets and encourage the team to attend depending on coaches / volunteer availability and number of swimmers attending / qualified for the meet.

Refund Policy

No Refunds for Season Fee Swimmers.

Monthly Fee swimmers will be charged the month that they request to stop swimming. For example, if a swimmer requests to quit the swim team on April 20 by email. The swim team family would be required to pay the monthly fee for April followed by not having any more swim team payments.

Team Handbook and Parent(s) Volunteer Agreement:

Families are required to review the Team Handbook with each swimmer. As YMCA and USA/PVS Swimming increase participation in SafeSport Guidelines each Water Wolves Parent will be required to complete online Safety Trainings so the Water Wolves continues to create a safe environment for our Water Wolves Community. Additional requirements towards Safe Sport Compliance will include Volunteer Background Checks for all Water Wolves Parent(s) as more information is provided to the Water Wolves Staff, we will provide it to you. We appreciate your flexibility as we get ready for a Fantastic 2019-2020 Swim Team Season!

Water Wolves Swimmer(s) - In signing this form, I have read and agree to abide by all of the rules stated in the Water Wolves Swim Team Handbook. I agree to be a supportive and respectful swimmer who actively demonstrates the four core values of the YMCA (Character, Honesty, Responsibility and Respect). I acknowledge that violation of the rules stated in the Team Handbook can result in my removal from the swim team according the "Four Strike Rule." All matters will be addressed through a scheduled meeting in a timely manner with the Aquatics Director, Head Coach, Coach, Team Rep, Swimmer, and Parent(s).

Swimmer's signature

Swimmer's Printed Name

Swimmer's signature

Swimmer's Printed Name

Swimmer's signature

Swimmer's Printed Name

Water Wolves Parent(s) - In signing this form I acknowledge that I and my swimmer(s) have read and agree to abide by all of the rules stated in the Water Wolves Team Handbook. I agree to be a supportive and respectful parent. I agree to volunteer a *minimum* of 10 hours (per family) during the Swim Season (September through May). If this requirement is not met a fee in the amount of \$500 will be expected before the completion of the season or cancellation of team membership.

Parent's Signature

Date

Parent's Signature

Date

**Water Wolves Families interested in becoming an Official or Hy-Tek Operator:
Circle Yes or No**