

Greater Green Bay YMCA, Inc.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GBY HANDBOOK



TABLE OF CONTENTS

	Page(s)
SwimTeamand YMCA Philosophy	3
HistoryofSwim Team	4
CoachesBiography	5
TeamExpectations PracticeGroups	6-10
Competition	10-11
Coaches'Responsibilities	11-12
TeamExpenses	13
TravelGuidelines	14-16
AwardsNight	16
	17
	17-19
	20-28
 CodeofConduct	
ParentsRole/Parents Club/Parents GroupCommittee	

SWIM TEAM AND YMCA PHILOSOPHY

The primary purpose of the Green Bay YMCA is to promote the spiritual, mental and physical well-being of all persons.

The purpose of the Green Bay YMCA sports program is to use competition as a tool for learning the life-long values of goal-setting and hard work for reward. Participants should learn to accept winning with humility and defeat with dignity and strive to try harder.

Coaches, officials, administrators, and parents must create an environment in which competitors achieve this ultimate objective: Developing into true Christian athletes.

The Green Bay YMCA competitive swimming team exists to benefit **ALL** children who show an interest in training and competing. The objectives of the program are to help these young athletes develop to their full potential, while clarifying their personal values.

The team is a tool to reach and teach youth important life values and decision-making skills. The program stresses self-improvement. Winning is a secondary goal. Positive support from coaches and parents help to accomplish the program goals:

- Development of self-esteem
- Development of lasting friendships
- Development of a lifestyle of health and fitness
- Development of discipline, cooperation, sportsmanship, dedication and confidence
- Development of Christian values such as Caring, Respect, Honesty and Responsibility

HISTORY OF THE GREEN BAY YMCA AND THE SWIM TEAM

In 1870, the Green Bay YMCA opened its doors on the west side of the river. The building, which was later used as a library, has been moved to Heritage Hill State Park. The next site was located on the corner of Monroe and Walnut Streets. Construction of the present facility, on the corner of Pine and Jefferson Streets, began in 1924. It was completed in 1925.

In 1925, the 20' X 60' swimming pool was located in the area of the present training pool and women's adult locker room. With an extensive construction project in 1967, the building was expanded to create the current pool and spectator viewing area.

In 1927, the first swim team (male only) was formed. During World War II, the team continued to operate, but due to gas rationing, they did not travel. In the late 1940's, girls were included in the program; however, boys and girls trained separately until the early 1950's.

In 1985, the team practice schedule was expanded to include facilities at the Broadview YMCA in addition to the Downtown YMCA. Pool time at local public school facilities and outdoor pools is also utilized when necessary.

Past coaches include Dick Kellogg, Doug Scott, Marilyn Jorgenson, Shirley Schwaller, Charles Beyers, Larry Clowery, Bob McMurray, and Clyde Truttmann. In 1972, Sandy Schmieder was hired as the diving coach. Prior to this time, the swimmers and divers were coached by the same person. The Diving program was dropped in 1995 due to low member participation.

Both swimming and diving teams have produced state and national competitors.

In the fall of 1991, Dave Korst became the Director of Competitive Swimming. Dave continued the fine tradition of the Green Bay YMCA Swimming program. The program continued to produce State & National level swimmers. But, more importantly, it stressed the personal development of all participants.

In 2023 the team was taken over by Kayla Wiltzius. Her background in high school competitive swimming and love and passion for the sport continues to drive the team forward to success, producing state and national level swimmers.

TEAM EXPECTATIONS

INFORMATION FOR SWIMMERS You are representing our team and the YMCA at all times. Conduct yourselves wisely. Please show proper respect for yourselves and for others with your actions and words.

Come to practices dressed for the weather. Be dry and dressed warmly before leaving the YMCA. Remember, your success is dependent on your health.

Always be on time for practice and meets. If you must miss a practice, please call and inform the coach.

All GBY swimmers ages 8&over must scan their membership cards when entering any of the Green Bay Y's.

Use of restrooms during workouts results in loss of practice time. Restrooms should be used before and after practices.

Always use a lock on your locker to keep your belongings safe. Wear shoes or aqua socks at all times to prevent injury. Swimmers may also bring their belongings in swim bag or knapsack on the pool deck at all practices. Please put backpacks in balcony bleachers at Ferguson Family Y.

If you have any questions or difficulties, always consult with your coach.

TEAM UNIFY WEBSITE (<http://www.teamunify.com/wigbymca>)

The Green Bay Y swim team is ran almost entirely through our website. Meet entries, event sign-ups, escrow accounts, [home meet worker sign-ups](#), [sub-committee sign-up](#), communications such as newsletter and alerts are all done through the website. All families with a registered GBY swimmer will have access to the full website.

Initial access is done by an e-mail invite from Head Coach. You will receive a link that will ask you to enter an e-mail address and then create a password. You will need this e-mail address and password to get access to many parts of the website. A family may add additional e-mail addresses to their account page to receive team communications at multiple e-mail addresses. From your account page you can also access your escrow statements and your swimmers meet results.

This website will be mentioned frequently throughout the handbook.

SNOW POLICY/Practice or Event cancellations

The Green Bay YMCA will rarely close or cancel programs because of Bad Weather. If the YMCA remains open, swim practices will be held. It is always the parent(s) who makes the decision as to whether or not they feel it is safe to drive to practices. If a practice or event is cancelled the team will be notified through the Team Unify website. If there is not notification then practice will be held.

DISCIPLINE

Discipline on the team shall be such that the safety and well-being of the individuals and the team are not jeopardized. Discipline problems will be handled between the athlete, the coach, the parents or guardians, and the YMCA administrator if deemed necessary.

Please see the Code of Conduct for more specific detail.

TEAM UNIFORMS

Team swim suits are available for purchase. Team swim caps may be purchased from the front desk at the Ferguson Family YMCA. (Latex \$4.00 & Silicon \$13.00) While competing, a team suit and cap presents a unified team spirit. A Team Suit is recommended but a technical suit may be worn. A GBY Team Cap is required at all meets when representing the GBY swim team. Financial assistance is available. Contact a parent group committee member.

Other team apparel such as warm-ups, shirts, etc. are sold through the Parent Group Committee. Watch for announcements regarding apparel sales in the weekly newsletter. Elsmore is our Suit Vendor. They will do a suit fitting at the Ferguson Family Y during September.

ATTENDANCE Team members are expected to attend practice regularly and compete in as many meets as possible. Athletes improve their skills and endurance by practicing and competing.

In Order to attend Y states on a relay we ask that Gold swimmers attend 3/5 practices offered per week. Silver 1 is also expected to attend 3/5 practices offered per week. Silver 2 is expected to attend 2/4 practice offered per week.

ABSENCES

If a swimmer misses a workout for any reason, call or e-mail the coach or let a coach know at a prior practice. This is a sign of respect and responsibility. Gold level swimmers should attend ALL practices if possible. For the attendance policy if they miss more than the 2 practices allowed each week and email of call MUST be sent.

RELAY POLICIES

Relays for all meets are determined by the Head Coach and coaching staff. There is no — established rule for setting up relays. Many times relays are created to give all team members the chance to participate in a relay or relays. At Elite, State and National meets, relays are determined by the Head Coach. The "A" Relay will be the fastest four swimmers, as determined by the Head Coach. Relays are not necessarily the four fastest swimmers by time but those that the Coach determines are the best four to swim that relay. There are other circumstances which may determine relays also. (Sickness, unavailability, performance or swimmer's choice, etc). Attendance will directly affect state relays.

MEET ENTRIES

Entering swim meets is the responsibility of the swimmer and parents. All meet entries are done through the Team Unify website. Go to Team Events/meet, edit commitment, and commit to

swim and sign-up for the events. The swimmer is responsible for choosing the events he/she would like to swim by the entry deadline. Those who do not enter by the deadline risk the chance of not getting entered into a swim meet. All swimmers who enter a swim meet will be considered for relays and expected to participate in relays if assigned by the coaching staff. There is a note section on the entry if unable to participate in a relay. All completed entries are posted under the meet on the Team Unify website. It is the responsibility of the swimmer or family to check each entry to make sure that your swimmer was entered and entered correctly into a swim meet. Once a swimmer is entered in a swim meet the entry fees are non-refundable. If a swimmer does not attend a meet they will be responsible to pay for all their entry fees and any fees for relays that may be scratched because of their absence or choice not to participate in the relay. A swimmer will not be able to enter in a swim meet if they have a negative balance in their escrow account.

During the season, the parents may contact a coach if they have any questions regarding meet entries. There are also instructions for meet entries under documents tab/odds & ends on the website.

STATE "Y" MEET QUALIFICATION

Our main Team Championship meet of the fall/winter season is the YMCA State Championships, usually held around the third weekend of March. To qualify for this meet, a swimmer must have swum in two meets representing GBY prior to the YMCA State Meet after September 1. A swimmer may qualify for the Y State by making qualifying times at any meet during the qualifying period.

A swimmer may participate in the Y State Meet if he/she has made the qualifying time since the previous Y State Meet. Relays will also be qualified by making the qualifying time during the qualifying period. (Intact or composite). To be apart of state relays a swimmer must make the practice requirements as well as the meet requirements list below:

Gold: 2 home meets and 2 away meets (high school swimmers will not have to attend meets offered during their season. Silver 1: 2 home meets 2 away meets. Silver 2: 2 home meets 1 away meet.

Entry into the Y State Meet will be treated like an entry for any other team meet. The entry deadline for the Y State Meet will be the Sunday night before the meet. There will be a small window after the entry is posted by the Y State host to make corrections. The Head Coach will determine all relays for the State Meet. Bonus swims have been added to the Y State Meet. Relay only swimmers may also enter 2 individual events beginning in 2018.

decide not to attend the National meet. Gold I swimmers will be encouraged to attend certain meets on the meet schedule. There is a separate tuition fee for Gold I swimmers. To participate inYMCA Nationals a swimmer must have competed in 3 YMCA inter-association meets plus a YMCA sanctioned meet (Y State only).

REQUIRED MEETS

All team members, who qualify, should compete in the Wisconsin "YMCA" State Championship meet. Swimming Y Nationals is required for members if they qualify to make that Y National Meet; whether individually or as a member of a relay. Swimmers qualify for Y State by making the qualifying time. National meet swimmers must achieve National qualifying times or be chosen for a relay team. All GBY swimmers should participate in all GBY Home Meets.

USA SWIMMING

Besides YMCA swimming, there is also USA Swimming (United States Swimming). The Green Bay YMCA participates in a few USA Swimming meets. To participate, you must register to be a USA swimmer. Registrations are done by early December for the upcoming year. Presently it is \$85 a year to register for USA. The GBY swim team only participates in a handful of USA swimming meets a year. We will always try to participate in the Wisconsin USA State Championships. USA swimming registration is not required for GBY team members. USA swimming is recommended for swimmers who can qualify for the USA State Meets. Due to the large amount of non-USA registered swimmers on the team very few USA Sanctioned meets are on our meet schedule.

USA SWIMMING STATE MEET QUALIFYING

To participate in a USA State Meet a swimmer must be USA registered and make the qualifying times. Qualifying times for USA State Meets can be made only in USA Sanctioned or Approved meets or in Closed YMCA Meets. Both our Sprint Meet and Titledown Freeze are closed YMCA Meets because only YMCA Teams can participate. Times from meets such as our Friday Night 50's cannot be used for proof for USA State Meets because they have both YMCA teams and USA teams participating and neither meet is Approved or Sanctioned. Both of these meets and all USA Sanctioned or Approved meets and YMCA closed meets can be used to make both YMCA State and YMCA National Qualifying Times.

ANNUAL CAMPAIGN & SWIM-A-LONG The Green Bay YMCA has a yearly fund raising campaign called The Annual Campaign (formerly Strong Kids). Monies raised through the Annual Campaign are used to help families and children with Membership and Program costs. The GBY Swim Team has a very active roll with the Annual Campaign. Swim Team parents and older swimmers are used to help make phone calls at the

Community calling night. (Held in early February). All GBY parents are encouraged to help with the Community calling night.

PRACTICEGROUPS

The GBY Swim Team is divided into four practice groups.

Invitations to the Silver and Gold

Groups are made only by the Head Coach and are based on the ability of the individual swimmer. Through summer practices swimmers will know if they are invited to either the Gold or Silver Practice groups.

BRONZE GROUP (Ages6-14)

BRONZE is the practice group of the Swim Team for all swimmers who are new to competitive swimming. All swimmers ages 8 & under and those who can not meet the requirement for SILVER group are BRONZE swimmers. A BRONZE Group swimmer must be able to swim 50 yards of a front crawl demonstrating that they know how to rotary breathe. A BRONZE swimmer must also be able to handle a one hour practice session, 2-3 times a week. Within the BRONZE group, practice time is devoted to the teaching of the four competitive strokes–Freestyle, Backstroke, Breaststroke & Butterfly–and fundamental swimming skills such as starts and turns. Swimmers will also be introduced to endurance training. Three practice sessions are offered every week. BRONZE swimmers should regularly attend two a week. BRONZE swimmers are full members of the Green Bay YMCA Swim Team. They are welcome to participate in Swim Meets, but swim meet participation is not required. As BRONZE group members progress, coaches will recommend that they move on the SILVER group.

SILVER 1 & 2 GROUP (Ages 9 - 15) – by invitation of the Coaching staff

SILVER Group is the practice group of swimmers who are ages 8-15 and have competitive swimming experience. A SILVER Group swimmer should be able to swim (16 x 50 free on 1:20-1:30 –holding a time within 15 seconds of their best 50 Free time). A SILVER Group swimmer also be able to handle one and a half hour practices 3-5 times a week. Within the SILVER Group, practice time will be devoted to endurance training, continual teaching of the four competitive strokes–Freestyle, Backstroke, Breaststroke & Butterfly–and fundamental skills such as starts and turns. SILVER Group swimmers will also learn strategies of racing. Four practice sessions are offered every week. SILVER Group swimmers should regularly attend two-three each week.

SILVER Group swimmers are full members of the Green Bay YMCA Swim Team.

Swim meet participation is recommended, but not required. As a swimmer of any age may be placed in this group but a minimum age of 9 is recommended.

GOLD (Ages 11 & Over)—by invitation of the Head Coach only

GOLD Group is the practice group for ages 11 & over, who have competitive swimming experience. A GOLD swimmer should be able to swim (20x200 free on 3:45—holding a time within 30-35 seconds of best 200 Free time). Within the GOLD Group, practice time will be devoted to endurance training, continual teaching of the four competitive strokes—Freestyle, Backstroke, Breaststroke, & Butterfly—and fundamental swimming skills such as starts and turns. GOLD swimmers will also continue to learn and master racing strategies. Five practice sessions are offered every week. During the season Saturday and weekday morning practices may also be offered for Gold I & invited Gold II swimmers.

GOLD swimmers should regularly attend 3-5 practice sessions per week. Swim meet participation is highly recommended. Those swimmers participating in a Y National Meet must be part of the GOLD I practice group. You must be registered as a Gold I swimmer to attend Spring or Summer Y Nationals. Gold I swimmers should attend all workouts including mornings. Gold I swimmers will also have the option for additional workouts in the summer during afternoon practice time

COMPETITION

Swimming meets are the reward for all the hours of training. Competition is offered to all team members according to their ability and age group. In most cases, meets are selected to include a maximum number of our team members. We will offer a handful of more elite type meets during the swimming but these will many times have qualifying times to participate in the meet.

SWIM MEET FACTS:

Age Groups for Competition

Swimmers are divided into different age groups for competitive purposes. Age grouping combinations may differ at various meets. During the fall/winter season, the age of the swimmer is determined by how old he or she is by December 1 for the YMCA State Meet only. In the most YMCA meets and in all United States Swimming (USA), swimmers are grouped by their actual age on the first day of the meet.

Events (race distance based on Short course yards but also same in Long Course Meters)

Freestyle: [OBJ] In the freestyle, the competitor may swim any stroke he/she wishes. The

usual stroke is the Front Crawl. The distances are 25 yards, 50 yards, 100 yards, 200 yards, 500 yards, 1000 yards and 1650 yards.

Backstroke: [OBJ] In the backstroke, the swimmer is on his/her back. The distances are: 25 yards, 50 yards, 100 yards, 200 yards.

Breaststroke: The breaststroke requires simultaneous movements of the arms on the

same horizontal plane. The kick is simultaneous thrust of the legs called a "whip" kick. No flutter kick is allowed. On the turns and finish the swimmer must touch with both hands at the same time in the horizontal plane. The distances are: 25 yards, 50 yards, 100 yards, and 200 yards.

Butterfly: OBJ The butterfly stroke features the simultaneous overhead stroke of the arms combined with the "dolphin" kick. In the dolphin kick the swimmer must kick both legs together and may not flutter kick as in freestyle. On the turns and finish the swimmer must touch with both hands at the same time. The distances are: 25 yards, 50 yards, 100 yards and 200 yards.

Individual Medley: The individual medley – or IM – features all four strokes. In the IM, the swimmer begins with the butterfly, changes after $\frac{1}{4}$ of the race to backstroke, changes again after another $\frac{1}{4}$ to breast stroke and finishes the final $\frac{1}{4}$ in freestyle (any stroke but the previous three). The distances are: 100 yards, 200 yards, and 400 yards.

Medley Relay: OBJ In the medley relay, all four strokes are swum by four different individuals. The order of the medley relay is: backstroke, breast stroke, butterfly, and freestyle. The distances are: 100 yards, 200 yards, and 400 yards.

Freestyle Relay: In this relay, four swimmers swim freestyle for the entire relay. The distances are: 100 yards, 200 yards, 400 and 800 yards.

COACHES' RESPONSIBILITIES

COACHING COVERAGE

At least one GBY coach will be present at all scheduled practices and scheduled meets. Exception to this at meets may be because of low participation. (Less than 8 swimmers). Because of the amount of meets and practices, the Head Coach will not attend all meets or practices.

The meet schedule for the Fall/Winter season will be issued in the summer. The summer meet schedule will be issued in the Spring.

The only championship meets the Head Coach and Coaching Staff will attend are YMCA State and the YMCA Short Course National Championship. We will try to participate in the Wisconsin USA State Championships. If enough swimmers compete in the USA State Meets the team will have a coach attend the meet. (Minimum of eight swimmers) The Y will do their best to have a coach attend Championship meets but with less than eight swimmers the Y may not send a coach but arrange to have another team's coach take care of our team members.

NEWSLETTER/Alerts

During the swim season, a newsletter will be posted on the Team Unify Website and e-mailed out on a regular basis (usually weekly and usually on Wednesday). This newsletter is our communication network for our team. All pertinent information regarding the swim team will be included in the newsletter. Other news items or alerts will also go out through the Team Unify Website. Last minute practice cancellations, etc. would go out as an alert.

E-MAIL (gbyswim@greenbayymca.org)

The Green Bay YMCA swim team has an e-mail address. E-mail will be used to communicate the weekly newsletter and other swim team information. All information that is e-mailed will also be posted on the Team Unify website. Anyone may contact the Head Coach by using the contact tab on the Team Unify website or this e-mail address.

GREEN BAY YMCA WEBSITE/Swim Team Registration (www.greenbayymca.org)

The Green Bay YMCA website has an extensive amount of general information regarding the Green Bay YMCA facilities and programs are on this page. Swim Team registration will be done on this website usually beginning in early June. All participants must register by the 1st of each month. Online registration is also available for all Pre Team classes. All Escrow balances must be paid off prior to registration. Families should always keep enough monies in their escrow account to cover all pending meet expenses, or team expenses. Families will not be able to enter swim meets with a negative balance in their escrow accounts. Instructions for swim team are on our Team Unify website but you are registering through the Green Bay Y website.

TEAM EXPENSE

MEMBERSHIP OF YMCA

All Green Bay YMCA Swim Team members must be current members of the Green Bay YMCA. Membership cards are required to enter all Green Bay YMCA centers. Please keep membership current at all times. If a replacement membership card is needed you may get one at any YMCA front desk. You should also upload the Green Bay Y Application (App) on your phone and can have your barcode on your phone for check-in.

The diversity of programs available makes family memberships very popular. For more information, contact the Member Well Being staff at any center.

Scholarship

The Green Bay YMCA Swim Team have scholarships available for those swimmers in need. (Need based on family income.) If a family is interested, they should contact Coach Dave. Scholarships have a 25% maximum for Y programs and teams (Example – If your fee is \$400 the maximum Scholarship you would receive would be \$100 – making your fee \$300). No one will be turned away because of inability to pay. Contact the Coach Kayla for more information. All Scholarship or other discounts will be adjusted after you have registered for the team.

TEAM TUITION The tuition charge to register for the GBY Swim Team varies with the level of the participation, age and ability of the swimmer. There are also discounts for additional family swimmers. A 10% 2nd swimmer discount is given to the lower level swimmer. **Fees are non-refundable.**

Bronze	\$85/month
Silver II	\$95 /month
Silver 1	\$110/month
Gold I	\$145/month

CONCUSSION LAW Wisconsin State Statue 172: At the beginning of the season (Fall) all GBY swim team members will be required to read over all information regarding concussions. All swimmers and their parents will need to agree that they have read and understand these laws related to concussions in youth sports. These concussion documents, including the statue are on the Team Unify web site. All families, swimmers & coaches must read and understand information regarding concussions posted on the website (under documents tab). Each parent, swimmer and coach will sign-off on understanding the concussion information and what would happen if a GBY swimmer suffered a concussion. Families will agree to this on the swim team registration.

NATIONAL SWIMMERS

To attend nationals a swimmer must make the nationals cut. Nationals will be paid for by the swimmer if they choose to attend. ONLY qualified swimmers will attend nationals.

ESCROW ACCOUNTS

The Green Bay YMCA maintains an escrow account for each swim team family's expenses. An escrow account is made up of money, paid in advance, to cover expenses such as entry fees, stroke clinics, apparel orders, banquet fees, USA registration, and other expenses for the swimmer while on Swim Team. It is expected that enough money will be in each family's escrow account when the expense is paid by the YMCA on their behalf.

When any swimmer has been entered in a meet, or has agreed to participate in a team event, or is paying for something purchased through the team, his/her expenses will be charged to his/her family escrow account the day that the charge is paid. Usually Monday for all meet charges and the day after for most other charges.

It is requested that all families deposit \$200.00 per swimmer into their escrow account at the beginning of the fall/winter season. This amount is due by the first entry deadline. Also, throughout the season parents should closely watch their escrow account balance (Team Unify web site account page) and continue to make escrow payments/deposits when needed, based on upcoming meets and other known expenses. Escrow deposits/payments should be made at the **Ferguson Family YMCA** or by emailing gbyescrow@greenbayymca.org. A front desk associate will help you put money into your account. Get a receipt for all escrow payments. Escrow balances will be carried over to the next season.

All National Meet costs and escrow balances must be paid prior to the swimmer attending the National meet.

All escrow account debits and credits will be itemized on your account page on the Team Unify web site. Positive balances appear as negative and balances that you owe appear as positive on the Team Unify website. Keep a close watch on the balance in this account, as it is vital to paying the swimmers incurred expenses.

GBY swimmers will not be allowed to enter into swimming meets with an escrow balance owed the Y. Please monitor your accounts on a regular basis to ensure that you have money to cover all expenses prior to that charge appearing on your account page.

Email gbyescrow@greenbayymca.org to upload money onto your escrow account. Payments may take a couple days to show up on your account.

Escrow balances will be refunded when a swimmer leaves the program if a written request is submitted to the Ferguson Family YMCA.

The Parent Group Committee may, from time to time, allocate money from the Parent Club fund-raising efforts to offset some swimmer expenses.

TRAVEL GUIDELINES

TRANSPORTATION

Transportation to all swim team meets, practices and events are the family's responsibility.

Bad weather is a concern to parents. It is the family's decision on whether to travel to swim meets, practices and events.

Be on time to meet warm-ups and team events. The swimmers must be on site and ready for warm-up time (behind the blocks at least 5 minutes prior to the posted start time for warm-ups. The warm-up before a meet is **VERY IMPORTANT** to the swimmers and the team. This is where the team meeting is held and relays are confirmed.

MESSAGES/ALERTS

Important updates, announcements, cancellations will be posted on the Team Unify web site and e-mailed to all e-mail addresses listed in our families account pages on the Team Unify web site.

Parents should contact Coach Kayla at her work phone 920-436-9624 for meets if their child will not attend a meet due to illness, etc. Otherwise contact the Head Coach by phone or e-mail at the Ferguson Family Y. kayla.wiltziues@greenbayymca.org or gbyswim@greenbayymca.org

WHAT TO TAKE TO A SWIM MEET:

Money for food, if needed, or sack lunch

Inexpensive sleeping bag for rest area (optional)

Team suit, team cap, goggles

Towels and warm-ups or shorts and shirt for cover-up

Footwear for deck and rest area

Deck of cards and/or quiet games for between events or overnights

AWARDS NIGHT

After the conclusion of our Fall/Winter Season, the Parents Group host an Awards Night celebration (usually held in later April or early May).

All GBY Swimmers are recognized for their participation on the team.

Also three special memorial awards are presented to GBY swimmers:

Lowell Jorgenson Award

Debbie Tillman Award

Melissa Kapalin Award

Green Bay YMCA Athlete Code of Conduct

The GreaterGreenBay YMCA expects all athletes, coaches, and chaperones involved in athletic competition and events who are representing the YMCA to present themselves in a positive fashion at all times.

CATEGORY I

In order to maintain a positive image of the team and support its performance objectives, the YMCA strictly prohibits:

- A. The use or possession of tobacco in any form, including chewing and snuff.
- B. The purchase, possession or consumption of alcoholic beverages.
- C. The purchase, possession, use, sale, or delivering of controlled substances.
- D. Insubordination, illegal acts, vandalism, promiscuity or conduct in direct violation of YMCA rules and/or the philosophy and goals of the YMCA.

CONSEQUENCES

Failure to comply with the Code of Conduct as established in Category I may result in payment of any incurred damages, if necessary, and being sent home at his/her expense, as well as the following actions:

- A. First offense will result in a one-month suspension from all team activities.
- B. Second offense will result in suspension from the team for the remainder of the season.
- C. Third offense will result in permanent suspension from team activities.

CATEGORY II

It is further expected that the athletes will follow the instruction of coaches, chaperones, and officials at events to insure that the athlete:

- A. Conducts him/herself in a proper manner for the safety of him/herself and others.
- B. Remains in designated areas at all times.
- C. Treats all facilities with respect.
- D. Abides by all curfews and wake-up calls.
- E. Remains in own room unless permission is given to leave.

CONSEQUENCES

Failure to comply with the Code of Conduct as established in Category II may result in the following actions:

- A. First Offense will result in any of the following actions:
 - 1. Athlete must travel and/or room with parent only.
 - 2. Athlete will have meet privileges revoked.
 - 3. Athlete will be sent home at parents' expense.
 - 4. Athlete will pay for incurred damages.
 - 5. Athlete will perform services for the YMCA or team.
 - 6. Athlete will be suspended from YMCA team activities for up to one month.

- B. Second offense will result in suspension from the team for the remainder of the season.
- C. Third Offense will result in permanent suspension from team activities.

CATEGORY III

Also in order to take full advantage of this team's resources, the athlete is expected to:

- A. Attend and apply him/herself to all scheduled workouts, meets, and meetings unless excused by the coach.
- B. Display proper respect, honesty, and sportsmanship toward coaches, officials, administrators, chaperones, parents, and fellow competitors.
- C. Maintain a lifestyle that will allow proper rest and nutrition for maximum performance.
- D. Display a positive and supportive attitude toward the YMCA program, coaches and team mates.

CONSEQUENCES

Failure to comply with the Code of Conduct as established in Category III may result in the following actions:

- A. First offense will result in a written reprimand.
- B. Second offense will result in any of the following actions:
 - 1. Athlete must travel and/or room with parent only.
 - 2. Athlete will have meet privileges revoked.
 - 3. Athlete will be sent home at parents' expense.
 - 4. Athlete will pay for incurred damages.
 - 5. Athlete will perform services for the YMCA or Team.
 - 6. Athlete will be suspended from YMCA team activities for up to one month.
- C. Third offense will result in suspension from the team for the remainder of the season.

PROCESS FOR DETERMINING VIOLATIONS

Coaches, officials, chaperones, YMCA personnel, athletes and parents should inform the coaches or YMCA officials of any violations.

In the event of a violation, the coach or his/her representatives shall have the responsibility of exercising the consequences listed by category as soon as he/she has been notified of a violation. It shall be the coach's prerogative to exercise less than, but not more than the stated consequences if he/she feels it is in the best interest of the athlete. The coach shall notify the parents or guardian of the athlete of the violation as soon as it is practical. Thereafter, the coach shall arrange a meeting with the athlete and parents or guardian. The YMCA administration shall act as an arbitrator if an athlete or the athlete's parent or guardian feels they have been treated unfairly. The athlete and parent will be given written notice of the violation and consequences.

I agree to abide by the terms of this code of conduct.

sample Only

Name of Athlete

(print)_____

Signature_____

Date_____

I support my son's/daughter's adherence to this code of conduct.

Signature of Parent/Guardian_____ Date_____

PARENTROLE

Parents workingtogetherwithcoaches,officialsandadministrators, have a unique opportunity to influence thelivesofyoungathletes.Positivesupportwillhelp swimmers develop to their full potential whileclarifyingtheirpersonalvalues.

There are manywaystoshowthispositivesupport.Theseinclude:

- Have swimmers at practice regularly and on time.
- Encourage children to get proper rest and develop good nutritional habits.
- Encourage participation at team social events.
- Attend swim meet competitions regularly.
- Be informed by reading the handbook, news letters and notes sent out to team families through the website.
- Praise your swimmer and other team members.

Parents are the backbone of the Swim Team Parent Group. Parent involvement is vital for a strong and effective team.

- Help support fund-raisers.
- Be available to work at home meets. A \$50 fee will be charged to escrow for no shows
- Help chaperon eat all away meets.
- Attend the annual Parent Group meeting held each Fall and Spring (if needed).
- Be willing to participate on the team Parent Group Committee.
- All families must serve on one of the eight Parent Group sub-committees – 1. Meet, 2. MeetFoodService,3.Financial/Fundraising,4.Senior/National Team, 5. Marketing/TeamRecruitment6.Recognition/Awards Night, 7. Social/Travel, 8. Equipment.

- Enjoy the swim team season.

All families are required to provide at least one parent to work at all home swim meets.

A parent is required to volunteer at home meets that their swimmer(s) are scheduled to swim. A family will be charged \$50 through escrow by the Parent Group Committee for every meet that they do not work. The meet schedule is made available far in advance of the meet date(s). In addition all GBY families will pay home meet entry fees.

The Parent Group receives all monies raised at swim meets for their food stands and any additional fund raising activities such as selling meet shirts or sponsoring raffles.

The Parent Club also receives half of the net from the swim meet with the YMCA taking the other half. The net includes all entry fees and admission fees minus the meet expenses. Meet income is also generated from fees paid by the suit vendor and meet photographer, etc.

YMCA SWIM TEAM PARENTS GROUP

I. Membership:

When a swimmer becomes a member of the team, his or her parents become members of the Parent Group. **All swim team parents are required to work on one of the eight Parent Group sub-committees.** Parent Group sub-committee sign-ups must be done before the swim team registration deadline. (Columbus Day). New Families should sign-up right after they receive their Team Unify invite from the Head Coach.

II. Purpose:

The primary purpose of the Parent Group is to support our swimmers, the coaches, and the YMCA professional staff and the program.

III. Meetings:

A general members' meeting is held once or twice a year in the Fall or Spring for the purpose of information sharing and for the announcement of new Parent Group Committee members. All new positions will become active in September.

Parent Group Committee meetings are when needed and are open to Parent Group members. Open forum time (15 minutes allotted) at the beginning of each monthly Parent Group Committee meeting is for parents or swimmers to discuss items of interest. **Parent Group Committee will meet on 1 Monday of the Month from September thru August as needed. Please see calendar for Parent Group Committee Meetings.**

Meetings for each of our eight Parent Group sub-committees will be held.

Meeting announcements will be posted in the weekly newsletter. Most committee work and announcements can be done through e-mail. Sub-committees will meet as a group in October & November and then schedule their future meetings for the season as needed to insure all their assigned tasks are taken care of.

IV. Funds:

All Swim Team and Parent Group income and expenses will be processed through the YMCA accounting office.

Swim Team program fees will be determined by the Ferguson Family YMCA Executive Director and the Program Director/Head Swim Team Coach.

V. Committee Organization:

The Parent Group is run by a nine member Parent Group Committee which meets as scheduled (September – August) on the first Monday of the month from 5:30-7:00pm at the Ferguson Family YMCA in the Founder's room. The Committee shall consist of 8 sub-committee chairs, and one at large member to act as facilitator of the monthly Parent Group meeting. Parent Sub-committees must meet in October or November and then as needed.

The Committee shall try to maintain equal representation of men and women and have parents who represent a variety of swimming age groups (8&under, 9&10, 11&12, 13&over)

Parliamentary procedure shall be followed at all Parent Group Committee meetings. And house rules for the meetings will be followed.

YMCA SWIM TEAM PARENT GROUP COMMITTEE

The purpose of the YMCA Swim Team Parent Group Committee is to organize the Parent Group, oversee all Parent sub-committees, and to provide the necessary support for the swim team and to serve as liaison between the Parent Group, the coaching staff and YMCA administration.

NUMBER AND TERM OF OFFICE: The business and operation of the parent group shall be managed and controlled by a Committee of nine representatives. Also included in these Committee meetings, but with no voting power, are swim team coaches, a representative of the YMCA (presently the Director of Competitive Swimming). Selection shall take place prior to the Fall All-Parent meeting by the Parent Group committee and Head Coach. Three new members shall be selected each year for a three year term. Currently Parent Group Committee members may serve a one or two year term also.

The Parent Group Committee plus the head coach at least one month prior to the fall general meeting will ask for volunteers to serve on the committee. The Parent Group committee shall select candidates to replace those Committee members whose terms have expired. All Parent club members are welcome to volunteer to serve on the Parent Group committee.

New Committee representatives shall assume their office at the September Committee meeting.

No Committee members should serve more than two consecutive three year terms.

In case of any vacancy on the Parent Group Committee, a successor to hold office for the unexpired term shall be selected by the Committee at a monthly meeting. Over a year remaining counts as one of the two possible terms.

The Parent Group Committee shall choose a facilitator and sub-committee chairs at the first meeting in September. They shall serve in this capacity for one year. The facilitator should be a Committee member for one year before becoming facilitator.

OFFICERS: The officers of the club shall be as follows:

FACILIT AT OR:

- Shall call and facilitate all meetings of the Parent Group Committee.
- Shall set the agenda for meetings and take meeting minutes (or appoint a secretary).
- Shall personally represent the club or appoint a delegate where representation is deemed advisable.
- Shall effect compliance with the house rules, regulations and policies of the YMCA.
- Shall execute the mandates of the Parent Group Committee.

VICE FACILITATOR:

- Shall have such powers and perform such duties as may be delegated by the facilitator.
- In the absence of the facilitator, shall perform the duties and exercise the powers of the facilitator. Vice Facilitator should be determined by the Parent Group Committee.

SECRETARY:

- Shall keep the minutes of all general meetings of all meetings of the Parent Group Committee and distribute same to members.
- Shall keep Committee records in a club file.
- Shall oversee all correspondence of the Committee.
- Shall send thank you notes when applicable.

TREASURER:

- Shall keep the financial records of the Parent Club.
- Shall report the financial statement of the Parent Club at the general meeting and at each Committee meeting.
- Shall prepare a Budget with the Head coach in October for the upcoming year.
- Shall chair the Financial/Fundraising sub-committee

SUB-COMMITTEECHAIRS:

- Shall be chairpersons and responsible for directing and supervising committees for the following duties:

MARKETING/NEW PARENT: (10 members) Responsible for all publicity both within and outside of the YMCA. To include maintaining all swim team bulletin boards. Creating flyers and posters to promote the swim team and to gain new members. Responsible for the assistance and leadership to all new families joining the team after the season has began. Help organize the new parents meetings and the October Virtual Meet for new families. Be available at all team functions to assist new families. Organize team pictures. Ongoing – Maintain Swim Team Bulletin Boards; Welcome and help for all new families joining the team. Send results into newspaper. September – Prepare for upcoming seasons; bulletin boards, new parent meeting, Virtual Meet, team suit sale October - Prepare for upcoming seasons; bulletin boards, new parent meeting, Virtual Meet, team suit sale November - Update bulletin boards; team suit sale (November 1); December – Update bulletin boards; prepare for team pictures (set dates – traditionally before Holiday Relays) January – February - Update bulletin boards March - Update bulletin boards; Team picture dispersal through Awards Banquet Packet April – July - Update Bulletin Boards August – Prepare for upcoming season

RECOGNITION/AWARDS BANQUET: (15 members)

Responsible for all swimmer awards. Organizing and implementing the annual swim team awards night. Keeping track of team records and keeping updated records on display boards. Responsible to arrange a schedule of GBY families to pick up awards at all away meets. Award distribution to the team.

Ongoing – Keep team record file updated; keep list of new team records; plan, organize and put-on our annual team awards banquet. Keep up our awards pick-up and distribution system. Fill key positions.

September – plan, organize and put-on our annual team awards banquet. Fill key positions.

October – plan, organize and put-on our annual team awards banquet. Fill key positions. Secure date and site for Banquet. Plan menu.

November – plan, organize and put-on our annual team awards banquet. Fill key positions. Secure date and site for Banquet. Plan menu.

December – plan, organize and put-on our annual team awards banquet. Fill key positions.

January – plan, organize and put-on our annual team awards banquet. Fill key positions.
Inventory all awards for banquet (stars, bars, swimmers, letters, certificates)
February – plan, organize and put-on our annual team awards banquet. Order Team Gift & Team award for banquet.
March – plan, organize and put-on our annual team awards banquet
April – plan, organize and put-on our annual team awards banquet; update team record boards
May – plan, organize and put-on our annual team awards banquet; update team record boards
June – August -ongoing

MEET: (25 members)

Responsible for organizing all workers for our home meets. Responsible for preparing facility for swim meets. Signage, etc. Put together the job sign-up for each meet and insuring that leadership is provided for many of the key worker areas at swim meets. (meet director, head timer, clerk of course, awards, meet marshals, runners, etc). Set up and tear down for all swim meets is the responsibility **of all** swim team parents but directed by the meet committee. Meet committee will be responsible for maintaining and inventory of all meet awards. Computer and timing system operation will be handled by the equipment committee but coordinated through the meet director.

September – Meet directors and key positions in place. Prepare for October, December & January meets.

October – Put Meet director and key positions in place. Prepare for upcoming meets. Inventory awards for both December & January Meet. Inventory all other meet equipment and create a list of items needed.

November – Put Meet director and key positions in place. Prepare for December meet & January meet.

December – Put on Mock Meet and December meet. Prepare for January meet. January – Put on January meet

February – Prepare for June meet.

March – Prepare for June meet.

April – Prepare for June meet. Inventory Friday Night 50's awards. Make sure that all key positions are filled for FN 50's.

May – Prepare for June meet.

June – Put on Super Summer Splash meet.

July – Put on GBY Summer Team Championships

August – ongoing

SOCIAL/TRAVEL: (10 members)

Responsible for planning and implementing social activities for the team. Organize team functions while traveling. Hotel blocks as needed for travel meets.

September - Secure Bowling alley for team party in December.

November–Prepare for upcoming team social activities. Prepare for Holiday Relays social activity.

December–Anyother social functions for fall winter season?

January–ongoing

February–Prepare for social function at Y State Meet.

March–Socialfunction at Y State Meet

April–Planforsummer activities.

May–August–Ongoing

FINANCIAL/FUNDRAISING: (4 members)

Responsible for creating annual Parents' Committee budget. Responsible for all swim team fundraisers connected with our swim meets (raffles, t-shirt sales, etc). Responsible for all team purchasing – including team suits, and team caps. Also will coordinate with apparel vendor for family GBY clothing.

September – Prepare yearly Parent Group Budget. Prepare for team apparel sale. Order team caps for season.

October – Prepare and submit yearly Parent Group Budget. Prepare for team apparel sale. Order team caps for season or when needed.

November – Team Suit Sale. Final Budget approved. Prepare for December, January meet fundraisers.

December – December meet fund-raiser.

January – January meet fundraiser. Purchase Swim-A-Long Caps. Assist with Coach Dave with Swim-A-Long preparations.

February – Prepare for Summer Meet fundraiser. Assist with Coach Dave with Swim-A-Long preparations.

March – Prepare for Summer Meet fundraiser. Order Swim-A-Long awards.

April – Prepare for Summer Meet fundraiser.

May - Prepare for Summer Meet fundraiser.

June – Summer Meet fundraiser.

July - ongoing

August - ongoing

FOOD SERVICE: (20 members)

Responsible for food service for all team meets and where needed. Includes setting up the food service area, creating a menu, the coordination of and preparation of all food items, and arranging to have all supplies needed for the activities food stand. Friday Night 50's Food stand is handled by the Senior/National Team. Food Service committee should assist Senior/National Team food stands if needed.

Ongoing – Prepare for December & January swim meet food services. Coordinate with Senior/National Team on all upcoming Home Meet Food Stand responsibilities

September – Prepare for December & January swim meet food services. Fill Key Positions

October – Prepare for December & January swim meet food services. Fill key positions. October Virtual Meet foodstand.

November – Prepare for both December & January swim meet food services. Fill key positions. Get food service menu for December meet out week prior to meet.

December – December swim meet food service.

January – January swim meet food service. Get food service menu for January meet out week prior to meet.

February – Prepare for December & January swim meet food services.

March thru August – Prepare for October, December & January swim meet food services.

The GBY National/Gold Team will be responsible for Food Service at our October and June meets.

EQUIPMENT: (20 members)

Responsible for all computer and timing system equipment relating to our swim meets. This committee will test all equipment prior to swim meets and report to parent's group committee if new or replacement equipment is needed. This committee will train all workers on the area of the timing system and the running of the computer for meets. This committee will set up and tear down both the timing system and computer for meets and trainings and tests prior to the meets.

Ongoing – Keep all equipment tested and running smoothly for all swim meets. Run training sessions to get new parents involved with the timing system and computer.

September - ongoing

October – October Virtual Meet

November – Test all equipment. Run training session to get new parents involved and trained with the timing system and computer.

December – December Meet

January – Test all equipment prior to meet. Run training session to get new parents involved and trained with the timing system and computer. January meet will be held at Ashwaubenon Community Pool in 2018.

February - ongoing

March - ongoing

April - ongoing

May - Test all equipment. Run training sessions to get new parents involved and trained with the timing system and computer.

June – June Friday Night 50's

July – July GBY Team Championship Meet

August - ongoing

All sub-committee chairpersons shall prepare a report to be presented at all parent group meetings. An annual report will be presented to all parent group members at the fall meeting. Additional reports may be requested from the Director of Competitive Swimming.

Each committee chairperson shall keep a detailed file of its actions. This file is to be retained by the chairperson and to be passed on to each succeeding chairperson for committee use. If a committee is not to continue, the committee file shall be kept with the Group records by the secretary.

The Parent Group generates funds by their participation in hosting swim meets. The Parent Group and Y split the net meet income 50/50. Net meet income is generated by entry fees, admission fees and fees paid to the Y for vending at our meets. (Walter's Swim Supplies, Meet Photographer, etc). All other funds generated at a swim meet by the work of the Parent Group go to the parent group 100%. These funds are raised by sponsoring a food stand, holding raffles and selling items such as t-shirts. All funds generated by the Parent Group are under the direction of the Parent Group Committee. All parent group members may recommend uses of the Parent Group Funds. A budget is prepared and approved yearly by the Parent Group Committee in the fall and will be published for the Parent Group. All Parent Group sub-committee funds are budgeted from year to year. Any additional funds needed by a Sub-committee will need approval of the Parent Group Committee.