



Sea Snakes Summer Swim Team

PARENT INFORMATION PACKET 2023
SHEPHERD UNIVERSITY WELLNESS CENTER



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About The Sea Snakes Summer Swim Team

Mission

The Shepherd University Wellness Center Sea Snakes Swim Team is committed to developing the character and self-discipline of young athletes through the sport of swimming. We provide the youth of our community with a safe and fun competitive swimming experience with year-round practices and swim meets. Our coaches encourage technique-based performance to develop swimmers to their highest potential. We are committed to the athletes' success not only in swimming, but in life away from the pool. We strive to build a family atmosphere, where athletes can learn to be themselves while working toward their own personal goals.

Pool Location & Information

All practices and home meets are held at the Shepherd University Wellness Center. Away meets will be in various locations in West Virginia, Pennsylvania, and Maryland. Pool locations and directions will be provided once the MASSL finalizes the season schedule and will be available on the Team Unify website and sent via email.

Shepherd University Wellness Center – 164 University Dr., Shepherdstown, WV 25443

Pool – 25-yards, by 8 lanes

Contact Information

Shepherd University Wellness Center 164 University Drive P.O. Box 5000 Shepherdstown, WV 2544 304-876-5300 www.shepherdwellness.com	Andria Leach Aquatics Coordinator Sea Snakes Swim Team Team Administrator aleach@shepherd.edu 304-876-5440	Erica Wheatley Sea Snakes Swim Team Head Coach ewheatle@shepherd.edu
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Bradi Schriever – Assistant Head Coach

Brandi Bennett – Assistant Coach

Nick Wallace – Assistant Coach

Jonah Plaza – Assistant Coach

All communications outside of practice and swim meets should be between the adult/guardian and the head coach. The content and intent of all communications must adhere to the USA Swimming Code of Conduct. (Link: <https://www.usaswimming.org/docs/default-source/safe-sportdocuments/safe-sport-basics/2018-code-of-conduct.pdf>)



Practice Groups & Minimal Requirements

Competitive Team Practices

The competitive groups (Gold – Anaconda, Silver – Python, Bronze – Water Moccasin) will practice Monday – Friday mornings between 6:00AM – 9:15AM. The summer practices will begin Tuesday, May 30, 2023 and will conclude with championships at the end of July. Swimmers are divided into practice groups based on age and swimming ability. Coaches will provide drills that are developmentally appropriate for each practice group.

Gold - Anacondas	13+	M-F 6am-7:45am	100 free, 100 back no stopping
Silver - Pythons	11-12	M-F 7am-8:30am	50 Free, 50 back no stopping
Bronze - Water Moccasins	10U	M-F 8am-9:15am	50 Free, 50 back no stopping

Pre-Competitive Team Practices

The pre-competitive (Copper – Fire Salamander) team will practice Tuesday and Thursday morning from 8:45AM – 10:00AM, with practices beginning Tuesday, May 30, 2023. Swimmers will primarily be working on stroke technique with the goal of moving up to the regular swim team practices, in the future. Coaches will provide drills that are developmentally appropriate for the practice group.

Copper - Fire Salamanders (Pre-Competitive)	12U	T/Th 8:45am-10am	25 Yards with no stopping, face in water
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Please note that it is at the discretion of the coaching staff whether the athlete meets these minimal requirements. The coaches reserve the right to advise alternative swimming programs (i.e. swim lessons) until the athlete is able to complete the requirements. All practice groups will have a 25-swimmer limit and will use half (4-lanes) of the pool. Any missed practice is a forfeit of instruction for that practice.



Inclement Weather/Pool Closures

The Shepherd University Wellness Center Pool closes if lightning strikes within 8-miles of the facility (determined using WeatherBug) and remains closed for 30-minutes after the last strike in that area. In the event of a pool closure, the team will have dryland training in the facility arena (closed-toed sneakers required). Any facility updates will be shared via the Team Unify website and via email. The Wellness Center also sends out any closure updates via text message. Follow the link (<https://shepherdwellness.com/text-alerts/>) or see the front desk staff to sign up.



Sea Snakes Team Policies & Procedures

Practice Procedures

Practice Policies

Practices are held at the Wellness Center pool at each group's assigned times. All parents, other family members, and swimmers must follow the below procedures and all other Wellness Center policies and procedures when in the facility.

- Parents may watch practices and swim meets from the observation deck. Parents must sign a waiver and stay in observation area.
- Outdoor areas around the Wellness Center throughout campus are available for families to relax during practice times. There is no designated outdoor seating provided – bring a blanket, towel, chair, etc.
- Parents and swimmers are not permitted to be on courts or upstairs track/gym without a valid membership or guest pass.
- Parents may drop swimmers off and return after practice for pick-up. If swimmers are routinely not following Wellness Center policies, this will no longer be permitted.
- Parents are not permitted to be on the deck without authorization from the coaching staff.
- Swimmers should arrive 15-minutes early for practices for set-up and stretching.
- Swimmers are not permitted to be in the water before their scheduled practice time and without the supervision of a Sea Snakes coach.
- Attendance is taken at all practices. Swimmers are encouraged to attend all scheduled group practices in order to progress. Missing a practice or swim meet is a forfeit of instruction for that event.
- Swimmers are responsible for their swim equipment during practices and swim meets.
- Swimmers are not permitted to leave personal items in Wellness Center locker rooms, unless stored in a locked locker. Any items left in the locker rooms will be removed and taken to the front desk lost-and-found.
- Practice schedules are subject to change. Schedule changes are communicated via email and posted on the Sea Snakes Team Unify website.

All other Wellness Center policies and procedures may be found in the Membership Handbook (<https://shepherdwellness.com/wp-content/uploads/2023/01/membership-handbook-12162022.pdf>)



Suggested Equipment Listing & Care

Practice Swim Suit (REQUIRED)	<ul style="list-style-type: none">• Suggested to be different than competition suit• Boys should wear jammers or briefs• Girls should wear a one-piece training suit
Goggles (REQUIRED)	<ul style="list-style-type: none">• Should have two straps and not cover the nose• Back-up pair recommended• Available for purchase at front desk – swimmers will be required to purchase goggles if they do not have them or if they break at practice
Practice Cap (REQUIRED)	<ul style="list-style-type: none">• Should be able to cover all hair on the head• Back-up cap is recommended• If the hair is longer than eyebrows, a cap is required for practice• Available for purchase at the front desk – swimmers will be required to purchase a cap if their hair is too long or if it breaks at practice
Sneakers (REQUIRED)	<ul style="list-style-type: none">• Mandatory at every practice for dryland workouts in other areas of the facility
Towel	<ul style="list-style-type: none">• May be desired for dryland workouts and to dry off after practice• Available for use from the front desk – must be returned to laundry baskets after use
Competition Suit (optional)	<ul style="list-style-type: none">• A higher quality suit worn only for swim meets• Ask coaches for recommendations if desired
Competition Cap (optional)	<ul style="list-style-type: none">• A cap that is only worn for swim meets to prolong life of cap



Code of Conduct

Parent Code of Conduct

Parents should:

- Complete the Safe Sport Training for non-athletes (<https://www.usaswimming.org/resource-center/athlete-protection-training>)
- Each swimming family is required to participate in one **Sea Snakes Volunteer Committee** (See Page 10).
- Practice teamwork with all parents, swimmers and coaches by supporting the values of discipline, loyalty, commitment and hard work.
- Not coach or instruct the team or any swimmer at practice/meets (from the stands or any other area). Coaching is not permitted during open swim times. We do not allow outside people (including family members) to coach in our facility.
- Not interfere with coaches on the pool deck. Any communication with the coaching staff will occur either at least 15-minutes prior to the start of a coach's shift or after the conclusion of his/her coaching day.
- Remain on observation deck during all meets/practices (unless they are volunteering) and refrain from accessing the facility without a membership.
- Sign a waiver to enter the facility.
- Not permitted to watch meets/practices from upstairs window on track.
- Demonstrate good sportsmanship in a manner that earns the respect of other swimmers, parents, officials and the coaches at meets and practices.
- Maintain self-control at all time. Swimmers swim, coaches coach, officials officiate, and parents parent.
- Provide appropriate transportation to and from practices and swim meets. Shepherd University will not be providing any form of transportation.
- Ensure that their child upholds their commitment to participate in practice and in meets.
- Ensure that their child is picked up on time after all practices and meets.
- Ensure that all property and equipment is properly maintained and returned.
- Fulfill all team registration fees, participation and fundraising commitments by their deadlines.
- Ensure all contact information (e-mail and phone number) are accurate in the Wellness Center system and on Team Unify for updates on team news, meet/practice cancelation, etc.
- Enjoy involvement with the Sea Snakes Swim Team by supporting the swimmers, coaches and other parents with positive communications and actions.
- During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff only.
- Understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.



- Follow all Shepherd University Wellness Center rules and policies. See Membership Handbook.

Athlete Code of Conduct

Athletes should:

- Check in at the front desk for entry into practice and with their coach on the pool deck.
- Conduct themselves with dignity and respect for others and for the property of others.
- Be on time for practice, training sessions, and meets. Swimmers should arrive 15-minutes before the scheduled practice time and meet their coaches behind the blocks, on the 10-ft side of the pool. All belonging should be left on the chairs on the pool or in a locked locker.
- Have the right gear: well-fitting suit, effective goggles, and a ponytail and cap for those with hair past their eyebrows. If your faulty gear is getting in the way of your workout, make sure you correct it before the next practice. If you need recommendations, please check with your coaches. Bring a water bottle to keep next to your lane.
- Use the bathroom before or after practice. Permission to use the restroom will only be granted in emergencies.
- As a matter of team pride and courtesy to meet hosts, swimmers will leave the team area in a neat and clean condition at the conclusion of each practice session and/or swim meet. I understand this also applies to pool locker/rest rooms, bleacher areas, pool decks, etc.
- Practice and teach good sportsmanship and promote positive team spirit and morale.
- Offer congratulations and encouragement to their opponents.
- Support their teammates at practice and at competition.
- Follow verbal directions of the coaching staff. At no time will the disrespectful attitudes by any swimmer be permitted. Failure to follow directions may result in removal from a set or removal from practice if poor behavior continues.
- Follow all Shepherd University Wellness Center rules and policies. See Membership Handbook.
- DO YOUR BEST! Learning how to swim each stroke correctly is the goal.

Wellness Center Policies and Procedures

All other Wellness Center policies and procedures may be found in the Membership Handbook (<https://shepherdwellness.com/memberships/>)



Parent/Family Volunteerism

Our swimmers enjoy their sport and being a part of a team - we hope to foster this passion through activities, spirit wear, and community outreach. Each family is responsible to sign up and participate on a team volunteer committee. Committees are comprised of 3-4 members who are expected to set their own goals, check in with the coaches and facility directors, make assignments as needed, and follow through with those goals. You may email us your preferences or sign up before the first week of practice. You will also need to share your preferred contact method for fellow committee members to reach you.

Volunteer Committee Examples:

1. **Social Events.** All teams benefit from social interaction among swimmers and among parents. We would like at least one social event each session. Some ideas are: popsicles before practice, bowling at Shepherd, potluck at the park, etc.
2. **Time Trials/Mock Meets.** Help assign timers to lanes with stopwatches, pens and clipboards, collect time sheets, and label/distribute ribbons when applicable.
3. **Record Keeping.** All those time-trials are going to need to be recorded and made accessible to swimmers and coaches! This could be on a Google Doc or hopefully on the Team Unify website.
4. **Fundraising.** Sea Snakes would love to raise money for any of our activities, but also for team swim fins, caps and t-shirts. We are open to ideas of opportunities such as Chipotle fundraisers and participating in the USA Swim-A-Thon.
5. **Communication.** Parents can handle communication such as phone trees, publishing and distributing newsletters (with information provided by the coach), maintaining the website and updating bulletin boards (with information provided by the coach.)
6. **Spirit Wear.** Setting up, ordering and disbursing team attire.
7. **Community Outreach.** Help our swimmers get involved in giving back - many of these can be in conjunction with Shepherd University's efforts
8. **Open for Suggestions.** See another need? Let us know and start up a committee!

This list will be updated as committees become finalized before the first week of practice.

Meet Volunteer Job Requirements

Each swimmer is required to have one family member, or other appointed individual over 13, to fulfill a role at each swim meet. Examples of these roles are timing, concessions, set-up and tear-down, running the computer, etc.



Mid-Atlantic Summer Swim League (MASSL)

League Teams & Away Meet Locations

Frederick Area Swim Team (FAST)

Middletown High School
200 Schoolhouse Dr.
Middletown, MD 21769

HAGY Gators

Hagerstown YMCA
1100 Eastern Blvd. N.
Hagerstown, MD 21742

Jefferson Park Dolphins

Jefferson Memorial Park
400 Forrest Ave.
Charles Town, WV 25414

Martinsburg Marlins

Lambert Park Pool
273 Woodbury Ave.
Martinsburg, WV 25404

Mercersburg Area Swim Club (MASC Gators)

James Buchanan High School
4773 Fort Loudon Rd.
Mercersburg, PA 17236

MSSC Stingrays

Moss Springs Swim Club
475 N. Allison St.
Greencastle, PA 17225

Northwood Suns

Northwood Swim Club
13116 Pennsylvania Ave.
Hagerstown, MD 21742



Swim Meets

Swim meets will be held once or twice a week on weeknights and/or Saturdays. All scheduled home meets will be held at the Wellness Center on Saturdays beginning at 4pm. The championship swim meet will be held at the end of July. The meet schedule will be sent via email and posted on the Team Unify page once it is finalized by the MASSL teams. Parents are responsible for organizing transportation to and from all swim meets. Children under 13 must have parent/guardian supervision at all swim meets.

More information on meets will be provided as the season progresses.



Enrollment Terms & Other Policies

Terms of Enrollment

Payments

Swimmers may register online (<https://shepherdwellness.com/aquatics/sea-snakes-swim-team/>) or by visiting or calling the front desk of the Wellness Center at any time during the enrollment period (April 1 – May 30, 2023). All group pricing is based on a per practice rate of \$5.50 for all participants. All families will also be assessed a \$50 registration fee. Session payment and family registration fee must be paid in full prior to the first day of practice and will be verified by the Team Administrator and Head Coach before swimmers may participate.

Gold - Anacondas	13+	38 practices	1.25hr	\$261.25
Silver - Pythons	11-12	38 practices	1hr	\$209.00
Bronze - Water Moccasins	10U	38 practices	0.75hr	\$156.75
Copper - Fire Salamanders (Pre-Competitive)	12U	15 practices	1hr	\$82.50

Registration and Enrollment Fee Breakdown

The group enrollment fee (listed above for each group) covers costs such as paying coaches and lifeguards, pool usage, equipment maintenance, etc. The family registration fee covers costs that are unique to the summer program, such as the MASSL league fee, swim meet fees, concession fees, etc.

Enrollment Agreement

Enrolling in the summer swim program implies participants and parents/guardians/family members agree to abide by all rules and regulations established by the Shepherd University Wellness Center for the duration of the enrollment period. Enrollment sales are final.

Photography

Shepherd University Wellness Center reserves the right to take photographs or videos of swimmers and program attendees present for promotional purposes. The parent/guardian/swimmer authorizes such use without compensation or notification.



Electronic Communication Policy

The Sea Snakes Swim Team recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. All electronic communications should be between the parent/guardian and Coach Erica (ewheatle@shepherd.edu) and Andria (aleach@shepherd.edu). The communication should be professional in nature and for the purpose of communicating information about team activities only. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct.

Social Media

Coaches and swimmers are not permitted to have each other join their personal page(s) as a "friend." Coaches and swimmers are also not permitted to communicate through social media or any other forms of instant message chatting. All coaches are encouraged to set their pages to "private" to prevent others from accessing their personal information.

Team Travel Policy

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles, and hotel rooms – is less structured and less familiar.

- All participants are required to provide their own transportation and accommodations for any away events. Any time spent traveling is not considered a part of the program.
- Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior written parental permission is obtained.
- When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.

Anti-Bullying Policy

Bullying of any kind is unacceptable and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. Our Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is encouraged to report the incident to a coach as soon as possible. More information may be obtained at the [USA Swimming Safe Sport website](#).



Reporting Misconduct

The University reserves the right to terminate the membership or enrollment of any employee, member or community member for the welfare of all patrons of the Wellness Center. Cause for termination of membership and suspension from campus activity privileges may include, but are not limited to, willful harassment, abuse, or intimidation of other patrons or employees, theft, disorderly conduct, or any other conduct that is unreasonably disruptive or dangerous to other patrons.

If you have any questions or concerns to report, you are encouraged to contact any of the following (in writing is best):

Jennifer Flora Wellness Center Director JFlora@shepherd.edu 304-876-5295	Andria Leach Sea Snakes Team Administrator ALeach@shepherd.edu 304-876-5440	Shepherd University Police Chief Lori Maraugh LMaraugh@shepherd.edu 304-876-5374
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