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Hampshire Regional YMCA

Dolphins Swim Team Parent Handbook

Summer 2023 Season

Parent Information Packet

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HRY Dolphin Swim Team Philosophy

The goal of the Hampshire Regional YMCA Dolphins Swim Team is to promote the healthy development of spirit, mind, and body. We teach fundamental skills, encourage lifetime involvement in physical activity, and strengthen values. The YMCA Core Values of caring, honesty, respect and responsibility are the foundation of all we do.

- All swimmers new to the program must be evaluated by a member of the coaching staff prior to enrollment to determine practice group placement.

	Stroke Ability	Meet Expectations
Dolphins Club Division	Swimmers have a basic understanding of all four strokes. Can swim at least 2 lengths of the pool of each stroke.	All local YMCA meets are optional but not required
Age Group Division	Advanced understanding of all four strokes. Adept understanding of all swim meet standards.	Required to attend all local YMCA dual meets & USA Swimming Meets if certified. *State & Regional Championships and Age Groups if qualified
Seniors Division	Advanced understanding of all four strokes. Advanced understanding of all swim meet standards.	Required to attend all YMCA dual meets & all USA Swimming Meets with USA membership required. *State & Regional Championships and Age Groups if qualified

Group Descriptions:

- **Dolphins Club Division:** A club team comprised of swimmers who are entry level to high school level. This group will focus on offering an option to those interested in continuing their swimming careers beyond swim lessons with an emphasis on fun. Participants in the group can vary in age from 6 years old to 18 years old. Participants are required to be able to swim one length of freestyle and backstroke during a swim evaluation held by one of the coaches. Participants are expected to participate in 2 practices a week.
- **Age Group Division:** The age group team focuses on proper stroke technique while also building an aerobic base for all participants. The goal of this group is to develop swimmers to have proper endurance, speed, and skills needed to compete in USA and YMCA meets and to transition into the Senior team. Participants are required to perform all 4 competitive strokes legally with good form and the endurance to participate during all of practice. USA registration is encouraged but not required. Participants in this group can vary in age between 6 years old and 18 years old depending on ability. Participants are required to attend three practices a week, although 4 practices are encouraged.
- **High School Division:** The High School division was created to give all new and returning high school swimmers the ability to participate in our Senior division while also participating in high school swimming. The High School division schedule would follow the normal Senior division practice schedule up until the start of high school swimming at which point it would change into 6 hours of practice offered a week instead of the 12.5 hours offered by the Seniors division. After the high school swimming season ends the High School division would return to the normal Senior divisions practice

schedule. This would allow all high school level swimmers who are interested in participating in high school swimming a chance to represent their respective schools while also maintaining their trainings outside of the high school season.

- **Senior Division:** The Senior team is designed for swimmers who are looking to achieve success at high level USA meets and in High School swimming. The expectations of this group are to build skills that would allow swimmers to continue swimming at the collegiate level and compete in high level USA and YMCA meets. USA registration is mandatory. Participants age in this group can vary depending on ability. Participants should attend a minimum of five practices per week, although full participation is strongly encouraged.

Season Overview

The Fall/Winter swim season will have meets over the course of the season. These meets will consist of both YMCA and USA swim meets. Most meets will be located around the Western Massachusetts area but some USA will require travel. All meets are subject to change depending on updated state rules and regulations due to Covid-19.

Season Dates: Summer 14 Weeks

First Practice: Monday, May 1st

Last Practice: Friday, August 4th

Summer Practice Schedule:

Group	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Seniors Division	8:30-11:00am	7-9pm	6:00-8:00pm	6:00-8:00pm	7-9pm	6:00-8:00pm
High School Division	N/A	N/A	N/A	N/A	N/A	N/A
Age Group Division	11:00am-12:30pm	4:30-6:00pm		4:30-6:00pm		4:30-6:00pm
Dolphins Club Division	12:30-1:30pm		4:30-5:30pm		4:30-5:30pm	

- A meet schedule will be added to the team unify page once it has been finalized. Please see about group descriptions to see what meets are required by each group.

Program Fee Information

YMCA Membership Fee:

Each swimmer must be an active member of the Hampshire Regional YMCA. Swimmers can register as a single member or be included in a household membership. The membership fee is due upon registration and may be paid monthly or annually.

Membership Type	Monthly Fee	Joiner's fee
Y-team (team member ages 6-9) / Youth membership	\$23	\$10
One adult household membership w/ children	\$79	\$25
Two adult household membership w/ children	\$101	\$25

Team Program Fees:

The program fees owed are based on the assigned practice group. If a child moves from one practice group to another, a pro-rated amount will be applied.

Annual program fees can be either: paid in full upon registration, or by a monthly draft. For the monthly draft, the first installment is due at registration and the subsequent monthly payments are billed on the 12th of every month.

There will be a late fee for overdue payments. After the payment deadline has passed, a \$20 fee will be added to any meet fees that are due.

Summer Season Fee

Group	Swim Team Program Fee (Household Member)	Swim Team Program Fee (Team Only Member)
Dolphins Club Division	\$294	\$351
Age Group Division	\$435	\$525
High School Division	\$N/A	\$N/A
Seniors Division	\$699	\$840

USA Registration Annual Membership Fee = \$87 (Junior and above for new Participants) *Additional Meet Fees*

***Please note: All USA-S and some larger YMCA meets will charge additional fees which may include a travel fee, participation fee, and a fee for each event entered by your swimmer. This fee will be added to your registration fees for these meets. ***

Please note: The YMCA will make meet attendance decisions based on a variety of factors and does not guarantee that our team or team individuals will attend every meet offered. If a swimmer or group of swimmers, qualify for a regional or national meet and the YMCA chooses to participate in such meets, the swimmer(s) will be responsible for their own travel, meet, and coach's fees.

Please note: All payments, full and monthly draft, must be submitted on time in order for a swimmer to participate in practice. If a payment is missing, parents will need to come and pick up their swimmer. If you are unable to do so then the swimmer will be asked to wait on the pool deck until practice is over. Payments and registrations are due by **May 1st @ 2:00pm.**

Payment Schedule:

Swim Team Summer 2023 Bank Draft			Draft day is the 12th of each month		
Household	Program Fee	Total Cost	May Deposit	Balance Due	Bank Draft 2 months
Dolphins Club	\$294	\$294	\$98	\$196	\$98
Age Group	\$435	\$435	\$145	\$290	\$145
Seniors	\$699	\$699	\$233	\$466	\$233
Y-Team / Youth	Program Fee	Total Cost	May Deposit	Balance Due	Bank Draft 2 months
Dolphins Club	\$351	\$351	\$117	\$234	\$117
Age Group	\$525	\$525	\$175	\$350	\$175
Seniors	\$840	\$840	\$280	\$560	\$280

If choosing the bank draft option, please complete a bank draft authorization form for the team draft even if you have membership draft. Thank you.

****Only applicable if you are not yet USA certified for the year and are interested in swimming USA meets. Additional rate may apply**

- Scholarship Assistance:** At the YMCA, you're not just a member of a facility; you're part of a cause. As part of a charitable non-profit organization, your membership will not just bring meaningful change in yourself, but also in your community. We believe that you should not be denied the opportunity to have a healthy lifestyle because of an inability to pay. Financial assistance is available for membership and team registration fee for those who qualify, please contact our member engagement lead at Katherine.kain@hrymca.org for more information.
- Refund Policy:** Only team and membership fees are eligible for refunds with a 30-day cancellation notice in writing. If your team fee is paid through automatic bank draft, your draft will be cancelled 30 days after receiving written notification. You will be responsible for the next month's dues. If your team tuition has been paid in full, a refund will be given for any unused portion of your team fee after the 30-day written notice period. Additional fees are non-refundable: meets, uniforms, and travel fees. If you wish to cancel your membership please see Welcome Center staff for additional cancellation policies.

Practice Information, Policies, and Expectations:

- **Practice groups:** Please arrive to your assigned practice time 5-10 minutes early as we start promptly at designated practice times.
- **Shared Facility:** The YMCA is a shared facility with members and program participants. The swim team will always have lanes reserved for their use only during designated practice hours.
- **Sick Policy:**
 - If you are experiencing any Cold / Flu like symptoms please make sure to stay home.
 - If you have tested positive for Covid-19 please follow CDC guidelines. You must self-quarantine for 5 days before being allowed to return to team functions.
 - If you have any questions about sick policies or if you are unsure that you are currently sick please reach out to coaches before coming to team functions.
- **Check-In Policy:** Swimmers and parents will arrive at the YMCA and enter through the main front entrance of the building. All swimmers must check in at the welcome center and swipe their card before being allowed to the pool area. If you do not have a YMCA card please see the front desk and they can issue one to you or your swimmer. Swimmers should arrive wearing their suit and ready to swim to keep time in the locker room as minimal as possible.
- **Attendance:** Attendance will be taken at the start of every practice during stretching / warm up.
 - If a swimmer cannot make it to practice the parents must contact Colin or the front desk, informing us about the nature of their absence. This can be done by either phone call or email.
 - If the swimmer is not at practice and the parent does contact Colin or the front desk they will be contacted after practice has concluded.
 - Arrive at the pool 5-10 minutes early to the start of practice with the proper equipment.
 - Plan to stay for the entire practice session. Some of the swimmer's best efforts occur at the end of practice.
 - If there is a change in your schedule and you must arrive late or leave early, please let the coach know by calling the HRYMCA at 413-584-7086 Ex. 113 or by emailing Dolphins.SwimTeam@hrymca.org. No swimmer will be allowed to exit the water before practice is over unless prior notice is given.
- **Equipment:** Your child will need the below equipment. Please mark your equipment with your name. If there is a financial consideration and assistance is needed, please speak with your head coach.
 - All divisions will need: swimsuit, swim cap, goggles, water bottle, fins, kickboard, and a towel.
 - Age Group and Seniors divisions: racing snorkel is highly suggested
 - Team suits and caps are encouraged for all team competitions.

- **Conduct:** All swimmers and families are expected to show respect and courtesy to the coaches and others. Please help us to best serve your child by sharing any important information regarding special needs, behavioral issues, educational needs, etc. with your head coach. ***Each coach, swimmer, and parent will be asked to read and sign the YMCA's Code of Conduct which highlights the four core values and acts as a guide for the team to ensure an atmosphere of safety and belonging for all.***

Other expectations are below:

- Swimmers are expected to follow sets and instructions as they are given to maintain safety.
- Swimmers are expected to use all equipment properly.
- Swimmers are expected to treat their teammates with respect and cooperation.
- Abusive language, lying, stealing, or willful destruction of property will not be tolerated.
- Swimmers are expected to follow the YMCA's membership policies, including locker room rules.

Meet Information:

The Hampshire Regional Dolphins are both a YMCA team and a USA Swimming team. The following principles apply to all competitions: consideration for fellow teammates, opponents, officials, and parents are just as important as how a swimmer swims.

- **USA Swimming Annual Membership:** The USA Swimming Annual membership is the same membership that we have had in the past. This membership option was chosen because it gives our team and the swimmers the registration status of active members going into the all seasons and lasts for 1 year before needing to be renewed.
- **Meet Registration:**
 - **Team Unify:** Team Unify is a web-based team management system that allows families to sign up for meets, volunteer for jobs, and view race results. There is a free downloadable app ("OnDeck") for smartphones. Your swimmer will be entered into the database within 3-5 days after registering for our team. Parents will be sent a link to activate their account by the head coach.
 - **Our Dolphins Web Address for Team Unify is: teamunify.com/ymca-2833**
 - Please be sure to utilize this website for pertinent swim team information. Events, calendars, documents and communication will all be conducted through the Team Unify website and email service. You may use the dolphins.swimteam@hrymca.org email for communications to the head coach, however most communication from the coach will come from the Team Unify service.
 - It is very important that each parent indicates whether or not the swimmer intends to compete in the posted meet by the deadline. If for any reason the swimmer does not attend the meet you have already committed to, the meet entry payment will not be reimbursed.

Parent Involvement Information:

Throughout the YMCA's countless years of implementing parent-child family programs, it has been proven that shared experiences build a foundation for positive relationships and communication. For the Dolphins to be viable, parents are expected to either volunteer at our swim meets and/or fundraising activities.

Parental Expectations:

- Support your swimmer's goals and be an active HRYMCA Dolphins swim team supporter.
- Complete all financial obligations to the team and to the YMCA on time and in full.
- Attend parents' functions.
- Assist your swimmer in getting to and from practice and meets on time.
- Volunteer your time in our team events.
- Support your child's efforts in fundraising. Fundraising is a team effort, and everyone is expected to participate.
- Encourage your swimmer to participate in all meets they are eligible for – we're a team.

Communication:

It is the head coach's responsibility to relay all team information to the parents and swimmers. The coach will communicate via **Team Unify**. Parents may contact the coaches via phone or email. The coach has a voice mail which will be checked prior to each practice. Parents can expect a return call within 1 business day. Coach may be reached during off hours in an emergency by email. It is the responsibility of the swimmer's parent/guardian to notify the coach of any planned absence from practice or participation in a meet. **YMCA phone number: (413)-584-7086 ext. 113.**

- **Coach availability during practice:** Practice times are reserved for the coach to work with and support the swimmers. If interested in meeting with a coach, please email to set up a time to meet. Before and after practices, coaches are available for quick check-ins. During meets, the primary responsibility of the coaching staff is to engage with and support the swimmers. There are mandatory parent/guardian meeting before each season, please be sure to attend the meeting in order to get the latest information and ask the coaches questions.
- **Parent Meetings:** Parent meetings will be held at least once a season. If parents are interested in additional meetings in a group or as individuals, please connect with the coach to arrange.
- **Cell Phone Policy:** Staff personal cell phone numbers may not be shared with team members and parents. Any text communications with swimmers must include a parent as well.

Safe Sport - Minor Athlete Abuse Prevention Policy:

THIS POLICY APPLIES TO:

In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions and/or summits.

Adult Participants: Any adult 18 years of age or older who is a:

- USA Swimming member or YMCA member either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees (“LSCs”) or member clubs to have regular contact with (e.g., ongoing interactions during a 12- month period wherein the individual is in a role of active engagement) or authority over Minor Athletes; and/or
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

GENERAL REQUIREMENT

USA Swimming Zones, LSCs and member clubs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents/legal guardians, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club or LSC, as applicable.

DEFINITIONS

- **Athlete:** A USA Swimming or YMCA Swimming athlete member.
- **Authority:** When one person’s position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).
- **Dual Relationship:** When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals and family friends.
- **Emergency Circumstances:** A serious, unexpected and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete’s suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.

- **Electronic Communication:** Includes, but not limited to, phone calls, emails, video conferencing, video coaching, text-messaging and social media.
- **Event or Facility Under Partial or Full Jurisdiction:** Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training or competition.
- **In-Program:** Activities related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
- **In-Program Contact:** Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to contact occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
- **In-Program Massage:** Any Massage involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
- **In-Program Travel:** Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by USA Swimming. Examples include, but are not limited to transportation or travel to or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.
- **Massage:** Any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).
- **Minor Athlete:** An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months.

EXCEPTIONS

[Note: Exceptions apply only where specified]

Close-In-Age Exception: In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:

1. The Adult Participant has no authority over the Minor Athlete; and
2. The Adult Participant is not more than four years older than the Minor Athlete.

Dual Relationship Exception: An Adult Participant has a dual role or relationship with a Minor Athlete. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually

ONE-ON-ONE INTERACTIONS

Observable and Interruptible: All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:

1. In emergency circumstances;
2. When a Dual Relationship exists; and/or
3. When the Close-In-Age Exception applies

MEETINGS AND INDIVIDUAL TRAINING SESSIONS

Meetings

1. Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.
2. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
3. Meetings must not be conducted in an Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.

Meetings with Licensed Mental Health Care Professionals and/or Health Care Providers: If a licensed mental health care professional and/or health care provider meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of USA Swimming in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:

1. The door remains unlocked;
2. Another adult is present at the facility;
3. The other adult is advised that a closed-door meeting is occurring although the Minor Athlete's identity does not need to be disclosed;
4. USA Swimming is notified that the licensed mental health care professional and or health care provider will be meeting with a Minor Athlete; and
5. The licensed mental health care professional and/or health care provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

Individual Training Sessions

1. In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:
 - a. When a Dual Relationship exists; and/or
 - b. When the Close-In-Age Exception applies.
2. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to the USA Swimming, which can be withdrawn at any time.
3. Parents/legal guardians must be allowed to observe the individual training session.

ELECTRONIC COMMUNICATIONS

Content

All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.

Open and Transparent

1. If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete's parent/legal guardian must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete's parent/legal guardian on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.
2. The following exceptions apply:
 - a. In emergency circumstances;
 - b. When a Dual Relationship exists; and/or
 - c. When the Close-In-Age Exception applies.
3. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.

Requests to Discontinue: Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by Hampshire Regional YMCA or by an Adult Participant subject to this Policy. Hampshire Regional YMCA must abide by any such request that the Minor Athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

Hours: Electronic communications must only be sent between the hours of 5:00 a.m. and 9:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.

Prohibited Electronic Communication

1. Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with Minor Athletes must be discontinued. Minor Athletes may “friend”, “like” or “follow” USA Swimming’s official page.
2. Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.
3. The following exceptions apply:
 - a. When a Dual Relationship exists; and/or
 - b. When the Close-In-Age Exception applies.

IN-PROGRAM TRAVEL AND LODGING

Transportation

1. During In-Program Travel, observable and interruptible environments must be maintained.
2. An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes or another Adult Participant except:
 - a. In emergency circumstances;
 - b. When a Dual Relationship exists;
 - c. When the Close-In-Age Exception applies; and/or
 - d. The Minor Athlete’s parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.
3. Adult Participants, including team managers and chaperones, who travel with USA Swimming must be USA Swimming non-athlete members of USA Swimming.

Lodging

1. An Adult Participant must not share a hotel room, sleeping arrangement or overnight lodging location with an Athlete.
2. During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.
3. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
4. The following exceptions apply:
 - a. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete’s parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
 - b. When the Close-In-Age Exception applies and the Minor Athlete’s parent/legal guardian has provided advance, written consent for the lodging arrangement.

5. Minor Athletes should be paired to share a hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.

Written Consent: A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all In Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.

Meetings

1. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
2. Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

LOCKER ROOMS AND CHANGING AREAS

Requirement to Use Locker Room or Changing Area: The designated locker room or changing area must be used when an athlete or Adult Participant changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

Observable and Interruptible: All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except:

- a. In emergency circumstances;
- b. A Dual Relationship exists; and/or
- c. The Close-In-Age exception applies.

Private or Semi-Private Space for Minor Athletes: Hampshire Regional YMCA must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of USA Swimming.

Use of Recording Devices: Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a Minor Athlete or an Adult Participant is prohibited.

Undress: Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.

Showers

1. Adult Participants must not shower with Minor Athletes unless:
 - a. The Adult Participant meets the Close-in-Age Exception; and/or
 - b. The shower is part of a pre- or post-activity rinse while wearing swimwear.

2. Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. Hampshire Regional YMCA must abide by such a request.

Monitoring: Hampshire Regional YMCA must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a Minor Athlete goes to the locker room or changing area during practice and competition, and, if the Minor Athlete does not return in a timely fashion, to check on the Minor Athlete's whereabouts.

Parents/legal guardians in Locker Rooms or Changing Areas: If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.

MASSAGES, RUBDOWNS AND ATHLETIC TRAINING MODALITIES

General Requirement: Any In-Program Massage performed on an athlete must be conducted in an observable and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

Additional Minor Athlete Requirements

1. Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.
2. Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
3. Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.
4. Any Massage of a Minor Athlete must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
5. Any Massage of a Minor Athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.

Other Helpful Information:

- **Health & Diet:** Swimming demands a high amount of energy and can be strenuous on the body. Maintaining proper nutrition and caring for your body will make the difference between a successful season and a potential injury. As a swimmer refines their skills, it's important to note that the body begins to require additional fuel to keep them going.
 - The YMCA has a physical therapist, personal trainers, registered dieticians and other health professionals available, please see your head coach for more information.
 - Recommended fluid intake is 6-8 glasses of water per day: Don't forget that you're sweating heavily in the water, but you may not realize it. Make sure that on top of the 6-8 glasses per day, you are also replenishing lost fluids from exercise.
 - Keep a fluid bottle by the side of the pool.
- **Swimmer's Ear:** Swimmer's ear is among the few occupational hazards that our athletes face. Swimmer's Ear is an infection of the external ear canal. Constant moisture and trapped water create an ideal environment for bacteria to cause an infection. The most noteworthy symptom is general pain, exacerbated by touch. While professional medical care is needed to treat the infection, prevention is easy and can be done any time. Over-the-counter drops exist and can be purchased at CVS or similar stores. Please see your physician for more information
- **Hair Care Tips:** Chlorine can be damaging to hair. Showering before entering the pool is a state-mandated requirement – however – wetting the hair prior to entering the pool can provide an extra layer of protection from chemicals. Ultra-Swim also helps to care for chlorine-damaged hair.
- **Deck Shoes:** Pool decks understandably have a high potential for slips and falls. A dedicated pair of flip-flops is highly recommended to minimize injuries and to provide a layer of protection between our athletes and the germs on the floor.
- **Injury Policy:** If your swimmer is injured and seeks medical advice a doctor must write a note granting medical clearance to participate. Many injuries may allow for the swimmer to continue training during the rehabilitation period. If you have any questions about whether your child should participate, please contact your physician and coach for guidance. Coaches will write an individualized athlete re-entry plan with training modifications for that time. This plan will follow medical recommendations and comfort level of the athlete.

The Language of Swimming:

- **Administrative Official** – This person works the computer during meets, does all of the checking in of team rosters, and handles any changes to any event entries.
- **Age Group Swim Meet** – USA Swimming Meet held during the short course season with the fastest qualifying cut times.
- **Bullpen** – A waiting area for swimmers to line up before their race. The swimmers will be organized into their heats and lanes. The bullpen is often a room that is away from the pool deck.
- **Championship Meets** – Championship meets have qualifying times and are scored so there is an overall team and individual winners.
- **Circle Seeding/Pyramid Seeding** – A method of seeding preliminary heats in which the fastest swimmers race in the middle of the pool and in separate heats. The swimmers in the top 3 heats are intermingled so the fastest three swimmers are in the middle lanes of the last 3 heats, the next 3 in the lane next to that in each of those heats and so forth.
- **Consolation Heat** – This is an extra heat during the finals season of a prelims/finals meet, usually for the swimmers who are next fastest after the top swimmers (who race in the finals heat).
- **Cut** – a qualifying time for a championship meet
- **Deck Seeding** – Swimmers will be given lane assignments just prior to swimming. A check-in will be held early in the meet to determine who is present, so that full heats will be swum. Usually at “A” and above meets, but also some “B-C” meets.
- **Disqualified (DQ)** – A race that is “not counted” and the swimmer will not receive a time. For example, if a swimmer finishes breaststroke race by touching the wall with other one hand, instead of two. Disqualifications are indicated on the meet results as “DQ” in place for the swimmers time. During the race, meet officials will indicate a disqualification by raising one arm with an open hand above their head.
- **Distance** – How far a swimmer swims in an event. Distances for short course are: 25 yards/meters (1 length), 50 yards/meters (2 lengths), 100 yards/meters (4 lengths), 200 yards/meters (8 lengths), 400 meters (16 lengths), 500 yards (20 lengths), 800 meters (32 lengths), 1000 yards (40 lengths), 1500 meters (60 lengths), and 1650 yards (66 lengths). Distances for long course are: 50 meters (1 length), 100 meters (2 lengths), 200 meters (4 lengths), 400 meters (8 lengths), 800 meters (16 lengths), and 1500 meters (30 lengths).
- **Dry Land** – The program of exercises and various strength training regimens swimmers do out of the water.
- **Dual Meet** – a swim meet between two teams.
- **False start** – When a swimmer is in motion or leaves the starting block before the starting signal is given, resulting in a disqualification.
- **Finals** – The session of a meet where qualifying rounds were previously held to determine the finalists. The finalists compete to determine the winner.
- **Heat** – One race of an event.
- **Heat Sheet** – A listing of all swimmers in a meet, listed by event, heat, and lane assignments.

- **Individual Medley (IM)** – Swimmers race butterfly, backstroke, breaststroke, and freestyle in that specific order.
- **Lap** – 2 lengths of the pool.
- **Length** – From one end of the pool to the other.
- **Local Swimming Committee (LSC)** – One of the 59 administrative divisions of USA Swimming with supervisory responsibilities within certain geographical boundaries designated by USA Swimming. The Hampshire Regional YMCA Dolphins are in the New England Swimming (NES) LSC.
- **Long Course** – A type of competitive pool which measures 50 meters in length. This is the standard course for International, Senior National, and Olympic competition.
- **Long Course Meters (LCM)** – An Olympic sized swimming pool.
- **Long Course Nationals** – A USA Swimming Championship meet held during the long course season in which swimmers qualify based on cut times.
- **Medley Relay** – A relay comprising of four members, each member swims on leg of the relay, each leg is a different stroke in the order of backstroke, breaststroke, butterfly, and freestyle.
- **New England's** – A YMCA National Championship meet held during the short course season in which swimmers qualify based on cut times.
- **No Time (NT)** – NT appears in place of a time on the heat sheet to indicate that a swimmer has not race the event before.
- **Overhead Starts/ Flyover Starts / Hot Starts** – Start procedures at a meet in which swimmers of the previous heat remain in the water, close to the wall, during the start of the next heat.
- **Prelims** – In certain meets, especially championship meets, the qualifying rounds used to determine the finalists.
- **Proof of Time** – Evidence of the time swam and the meet that the event occurred.
- **Psych Sheets** – A printed order of events by session with swimmers listed in order, usually fastest to slowest according to time entries. It does not show heats. After scratches are turned in, the session is seeded and heat sheets are printed.
- **Qualifying Time (QT)** – The time a swimmer must have achieved previously in an event in order to enter a meet.
- **Regionals** – A USA Swimming Championship meet held during the short course season that swimmers qualify for based on cut times.
- **Scratch** – To withdraw from an event after having declared an intention to participate. In a Prelims and Finals (championship) format, swimmers who qualify for finals usually have 30 minutes to withdraw if they don't wish to participate. Failure to participate in finals without scratching normally results in disqualification from the rest of the meet. In a timed finals format, there's no penalty for missing an event without scratching.
- **Seeding** – The ranking system during a meet that shows, in order, the fastest to slowest swim times.
- **Seed Times** – The time a swimmer uses to enter competitions, usually the swimmers best time.
- **Senior Meet** – Season-ending championship meets, one in each course, for senior swimmers (usually aged 15+) who meet the qualifying times.
- **Short Course** – A type of competitive pool measuring 25 yards.

- **Short Course Meters (SCM)** – A 25-meter swimming pool.
- **Silvers** – A USA Swimming Championship meet held during the short course season that swimmers qualify based on cut times.
- **Split** – A per lap time that coaches use to determine pace for each swim.
- **Swim Off** – A tie-breaker race. Used at prelims/finals formatted meets to determine which swimmer gets to race in finals, or if there is a tie for alternate spots.
- **Taper** – The final recovery phase of a training plan before an end of season championship meet. During taper, the swimmer reduces the intensity and length of workouts in the weeks or days leading to an important race. This allows the body to fully recover, or repair itself, from the training of the previous weeks and months.
- **Timed Final** – A meet format in which swimmers' times from the heats are their final times in the event. The swimmers with the fastest times are the event winners.
- **Time Standards/Qualifying Times** – A set of times by course, event, age group, and classification established by USA Swimming for classifying swimmers for entry into meets. Time standards are updated every four years and are based on the top 16 times for each event/age group. For example, a 10-year-old girl who's best time in the 50 yard freestyle is 32.05 seconds is classified as an "A" swimmer and can't compete in a BB/B/C/Mini meet in that event.
- **Touch Pad** – The part of the electronic timing system that rests against the wall at the finishing end of each lane. Swimmers times are electronically recorded when the pad is touched.
- **Unattached (UN or UNAT)** – The status a swimmer receives when they change from one USA Swimming club to another. Swimmers must be unattached for 120 days from their last competition with one club before they can compete with a new club. During this time they may swim for a club in individual events, but may not score or swim on relays.
- **USA Swimming** - The governing body for all amateur swimming in the United States.

Resources:

Team Website: www.teamunify.com/ymca-2833

Online Swim Retail: www.swimoutlet.com

New England Swimming: www.neswim.com

USA Swimming: www.usaswimming.org

YMCA Swimming Website: www.ymcaswimminganddiving.org

YMCA National Website: www.ymcacompetitiveswim.org