

**HANDBOOK
FOR
SNOWFOX SWIMMERS
AND
PARENTS**

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PURPOSE

The Snowfox Swim Team is organized to provide a competitive swimming program for children ages 5-18 in Sioux Falls and the surrounding area. Snowfox is dedicated to accomplishing the following:

- 1) Help each athlete develop, understand and appreciate his or her own physiological and psychological capabilities, and those of others;
- 2) Promote and encourage physical and mental fitness as positive ways of achieving realistic goals, both in swimming and other pursuits;
- 3) Provide opportunities for realizing individual goals as well as competition with other athletes as a means of stimulating and motivating all participants to fully develop their potential as athletes and as sportsmanlike competitors in all aspects of life.

ORGANIZATION

Sioux Falls Swim Team, Inc, the official name of the Snowfox Swim Team, is a nonprofit corporation and is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The team's fiscal year runs from September 1 to August 31.

Snowfox Swim Team is a registered member club of USA Swimming, Inc., and is under the jurisdiction of our Local Swim Committee (LSC), South Dakota Swimming Inc, which is the governing body of amateur competitive swimming for the State of South Dakota.

Snowfox operates on a year-round basis that includes a winter season (short course) and a summer season (long course). The short course competitions are held in pools 25 yards or meters in length. The season runs September through April. The long course competitions are held in pools 50 meters in length. The season runs May through August.

The Snowfox Annual Meeting of the membership is held in September for the purpose of electing the Board of Directors and the transaction of business. Special meetings of the membership shall be called by the President upon written request of ten members. Each Snowfox parent is entitled to one vote at an annual or special membership meeting.

The administrative functions of the team are overseen by the Board of Directors. The Board consists of nine parents elected for three-year terms. Three members are elected each year. The officers of the Board are elected by the Board annually at the October board meeting. The head coach is a non-voting member of the Board. The Board is responsible for developing, administering, and promoting a financially sound, competitive swimming program. Regular board meetings are held the second Tuesday of each month and at other times as deemed necessary. All parents are encouraged to attend board meetings and provide input.

COACHING STAFF

The Snowfox staff consists of professionally trained coaches who are certified through the American Swimming Coaches Association (ASCA). Snowfox coaches possess training and experience in the physiology and psychology of adolescent development.

Head Coach: Chad Thomsen 605-988-4170

Assistant Coaches: Paula Gordon

Jason Aldren

RESPONSIBILITIES OF HEAD COACH

The head coach is responsible for:

- ❖ Placing swimmers in training groups, based on the ability of each swimmer.
- ❖ Providing stroke instruction and developing the training regiment.
- ❖ Making the final decision regarding which events a swimmer is entered in at a meet, including the relay entries.
- ❖ Conducting and supervising warm-up procedures for the team. After each race, the head coach and assistant coaches will offer constructive feedback regarding the swimmer's performance.

COMMUNICATION

CLUB COMMUNICATION

- ❖ Our primary source of communication is our web-site: www.snowfoxswim.com
- ❖ Information meetings are held throughout the year at the pools.
- ❖ Additional information on swimming can be found at the following websites:
 - South Dakota Swimming website (www.sdswimming.org)
 - USA Swimming website (www.usaswimming.org)

COMMUNICATION WITH COACHES

- ❖ All communication from parents to the coaching staff should be done through the head coach. Parents are welcome to attend practices, but a coach should not be approached while working on deck. General questions may be directed to the head coach via email.

SNOWFOX REGISTRATION

Snowfox Swim Team utilizes the Team Unify website for team registration, event sign up, to track volunteer hours, and for the billing of session fees, meet entry fees, travel fees and other expenses. Therefore, it is required that each family register for Snowfox through the Team Unify website.

To register for the Snowfox Swim Team please follow the following steps: email the Snowfox Board of Directors by clicking on the blue "**contact us**" found above the online registration forms and a password will be emailed to you. Once you have your password you may fill out the registration forms, once all filled out you can sign the online registration.

FINANCIAL MATTERS

Session fees are based on the level of the swimmer and relate to the amount of practice time outlined under Snowfox Training Groups. There are a total of three sessions in a calendar year (fall, winter, summer). Fees for each session are billed over a three month billing cycle through the Team Unify website. A swimmer enrolled in any session (fall, winter, or summer) understands that the session fee, in its entirety, is

due and payable to Snowfox Swim Team. **Therefore, the entire session fee will be billed, even if the swimmer quits part way through the session.**

Current fees for each session are:

| | |
|------------------|-------|
| Developmental I | \$250 |
| Developmental II | \$275 |
| Bronze | \$300 |
| Silver | \$325 |
| Gold | \$350 |
| Platinum | \$350 |

Multiple Swimmer Family Discounts: Families with multiple swimmers will receive a discount of 50%, for the third swimmer and each additional swimmer thereafter. The discount will apply to the lowest session fees charged to the family.

Scholarships are available to assist families with session fees. (*Click here for additional information.*)

Meet fees consist of splash fees for each event the swimmer is entered in (\$3.00 - \$4.00 per event) and a surcharge for each swimmer participating in the meet (\$5.00 - \$10.00). For swimmers attending out-of-town meets, a \$5.00 charge is incurred to cover the travel expenses for coaches.

USA Swimming fees are required for all swimmers. These fees are billed annually the first month of the fall session. All new members will be billed this fee the first month of their billing cycle. The USA Swimming Fee for 2010 is \$51; price is set by USA Swimming and subject to change.

Parent Volunteer Commitment: Providing a successful swimming program includes hosting swim meets and organizing other club activities. This requires every family's participation! A \$20 per volunteer hour for locally hosted swim meets will be assessed to members that do not work their allotted shifts. Shifts will be determined for each meet and will be posted on the club web site.

FINANCE PROCEDURES

MEMBER'S ACCOUNTS

1. Account Access: Members are able to access their accounts online, via a secure sign-in, through Team Unify at www.snowfoxswim.com.
2. Session Fees: Session fees are billed in three equal installments and due as follows:

| | BILLED ON: | DUE ON: |
|----------------|----------------------------|---------------------------|
| FALL SESSION | September 21 st | October 15 th |
| | October 21 st | November 15 th |
| | November 21 st | December 15 th |
| WINTER SESSION | December 21 st | January 15 th |
| | January 21 st | February 15 th |
| | February 21 st | March 15 th |
| SUMMER SESSION | April 21 st | May 15 th |
| | May 21 st | June 15 th |

| | | |
|--|-----------------------|-----------------------|
| | June 21 st | July 15 th |
|--|-----------------------|-----------------------|

3. USA Swimming Fees: USA Swimming fees will be billed the first month of the fall cycle, or the first month of a new member's billing cycle.
4. Additional Monthly Charges: All Meet Entry Fees, travel fees and other expenses will be posted to the member's account by the 21st of each month and will be due on the 15th of the following month. Snowfox Swim Team reserves the right to bill for meet fees for meets members have registered for but have not yet attended.
5. An invoice will be sent, via email, on the 21st of each month detailing the amount due. All invoices are expected to be paid in full by the 15th of the month following the date of invoice. A late fee of \$15 will be assessed to all accounts if payment is not received as stated.
6. Payments: Please make all payments online via the club website. Payment options are available through your member account on the Team Unify website. Payment options include automatic withdrawal, credit card or debit card.

LATE PAYMENTS

Late Payment Assessment: The billing system will automatically add a late payment assessment of \$15.00 to accounts not paid in full by the due date.

ADDITIONAL LATE PAYMENT PENALTIES / PROCEDURES

1. 60 days past due: The member's swimmer(s) will not be entered into meets. In addition, should a member account become 60 days past due a letter will be sent requesting payment.
2. 90 days past due: The member's swimmer(s) will be removed from the pool. In addition, should a member account become 90 days past due the account will be sent to a collection agency.

BILLING CONTACT

The Snowfox Treasurer's name, phone number and email address will be on each invoice. Please contact the Snowfox Treasurer directly with any questions regarding an invoice.

DISCRETION OF THE BOARD OF DIRECTORS

The Board of Directors of the Snowfox Swim Team is authorized to review individual cases and total club situations, and make necessary adjustments and changes to the above fees and commitments. If you are unable to meet your financial obligations due to extenuating circumstances contact the President.

IF YOUR SWIMMER'S TRAINING LEVEL CHANGES

When your swimmer moves to the next level, the session fee will be adjusted accordingly.

IF YOUR SWIMMER JOINS PART WAY THROUGH A SESSION

If you join Snowfox Swim Team after a session has started, the financial commitments will be as follows:

1. USA Swimming Fees: must be paid in full when your swimmer registers.
2. Session Fees: due prorated based on the number of months remaining in the session.

SNOWFOX TRAINING GROUPS

****The head coach has final say on placement for all swimmers****

DEVELOPMENTAL 1 (D1): D1, or first year swimmers, begin learning and developing the four basic strokes, racing starts, turns and swimming terminology used in practice. The D1 swimmers should strive to attend 2-3 practices a week and attend all home swim meets.

Requirements for *D1*

Swimmers will swim 200-500 yards (8-20 lengths of the pool) per practice unassisted.

Swimmers must have:

- ❖ Completed Swim America level 7 or Red Cross level 5.

DEVELOPMENTAL 2 (D2): D2 swimmers should have proficiency in each stroke, racing starts, turns and be confident to compete at meets. They are able to incorporate moderate cardiovascular fitness while developing greater stroke proficiency. The D2 swimmers should strive to attend 2-3 practices a week and all home swim meets.

Requirements for *D2*

Swimmers will swim 500-1000 yards (20-40 lengths of the pool) per practice.

Swimmers must be able to:

- ❖ Successfully complete a 100 IM at a swim meet or practice with no disqualifications.
- ❖ Perform all legal turns during all swim practices.
- ❖ Successfully complete a racing start off the blocks at practice and at meets.

BRONZE: Bronze swimmers have refined stroke proficiency and are experienced competition swimmers. They are able to develop a level of cardiovascular ability and speed necessary to achieve “A” times or better for their age group/gender.

Requirements for *Bronze*

Bronze swimmers are required to attend 4-5 practices per week, all home swim meets and at least 1 away swim meet.

Swimmers will swim 1000-2000 yards (40-80 lengths of the pool) per practice.

Swimmers must exhibit a mature and positive attitude while at practice and at swim meets.

Swimmers must be able to:

- ❖ Complete a 200 IM successfully at a swim meet or practice with no disqualifications.
- ❖ Read and understand the pace clock during practice.
- ❖ Complete the 10x100 freestyles on 2:00 swim set and the 6x100 IM's on 2:15 swim set.

SILVER: Silver swimmers have had a few years of competitive swimming experience. The objective for this group is to develop endurance, speed, further improve and refine stroke techniques, practice goal-setting techniques, develop and employ leadership traits conducive to team success and have fun. Stroke improvement and development remains the priority of this group with an increased emphasis on training.

Requirements for *Silver*

Swimmers must attend 5 night practices a week during the short course season or 4 AM with one PM practice during the long course season as well as all home meets and at least two travel meets.

Swimmers will swim 2000-4000 yards (80-160 lengths of the pool) per practice. Swimmers will learn how to check and report their heart rate during training.

Swimmers must exhibit a role-model attitude while at practice and swim meets.

Swimmers must be able to:

- ❖ Complete a 400 IM successfully at a swim meet or practice without disqualifications.
- ❖ Complete the 15x100 freestyles on 1:30 swim set.
- ❖ Complete the 10x100 IM's on 2:00 swim set.
- ❖ Complete the 8x100 kick on 2:15 kick set.

GOLD: Gold swimmers are our older athletes and have made a strong commitment to swimming. This commitment includes evening and early morning practices. Swimmers must make the commitment to train consistently enough to compete at state, zone and national levels. Gold swimmers are subject to attendance requirements, including all home meets and participation in at least two travel meets. This group will continue stroke refinement, as well as advanced aerobic and dry land training in preparation for maximum performance at state, zone and national level meets. Their objective is to aggressively pursue their swimming potential. They will use goal setting, develop and demonstrate leadership skills and continue to enjoy the sport of swimming.

Requirements for *Gold*

Swimmers are required to attend 5 night practices and 1 morning practice specified by the head coach during the short course season or four AM and two PM practices during the long course season.

Swimmers will swim 4000-6000 yards (160-240 lengths of the pool) per practice.

Swimmers must exhibit a role-model attitude while at practice and swim meets.

Swimmers must be able to:

- ❖ Compete in all available events (including the 1650, 1000, 500 and 400 IM) at least once each season.
- ❖ Complete the 15x100 freestyles on 1:20 swim set.
- ❖ Complete the 10x100 IM's on 1:45 swim set.
- ❖ Complete the 10x100 kick on 2:00 kick set.

PLATINUM: This training group will dedicate themselves to the highest level of commitment for training. This group of swimmers is striving for competitions at the national levels (i.e. Jr. Nationals, Sr. Nationals, U.S Open, Grand Prix's and Olympic Trials). Swimmers are subject to strict attendance and attitude evaluations. This group will continue stroke refinement, as well as an advanced aerobic and dry land training program. The objective of these swimmers is to reach their maximum swimming potential through goal setting, advanced physical training, development and demonstration of leadership skills and competition at the national level.

Requirements for *Platinum*

- ❖ They are expected to attend five evening practices and three morning practices a week.
- ❖ Swimmers will swim 5000-7000 yards (200-280 lengths of the pool) per practice.

- ❖ Swimmers will attend all scheduled evening and morning swim practices each week (8 practices a week) as well as all scheduled dry land practices per week. . Failure to comply will result in removal from the training group.
- ❖ Must conduct themselves at the highest level of respect and maturity at all times establishing a roll model position on the team.
- ❖ Will attend specified travel meets when able.

ATTENDANCE AT PRACTICES ****Failure to comply with specific training group attendance requirements is grounds for a swimmer evaluation and possibly resulting in a move to another training group****

Please refer to the specific Snowfox training group for attendance requirements. Swimmers should arrive at practice no more than 15 minutes early and should leave within 15 minutes of the end of the practice. If a swimmer is late or must leave early, a note to the coach from the parent is expected. A swimmer may only attend the practice of their specified group (no substitutions allowed unless approved by the head coach). If a swimmer will miss practice for more than 2-3 days, please notify the coach. Attendance will be taken at all practices and is available for review on the Snowfox website. Swimming is different than all other sports in that missing practice for more than 2-3 days will result in a drop in aerobic ability and overall performance.

SWIM MEETS

Bi-annually at the South Dakota LSC meeting, the slate of meets for South Dakota is determined. Following this meeting, the head coach determines and then posts on the Snowfox website, the meets that Snowfox will attend. To view information regarding those meets, click on the name of the meet. All information that has been made available to Snowfox will be listed, including location, order of events, etc. Snowfox swimmers are strongly encouraged to attend all home meets. Parents can register a swimmer for a given meet by clicking on “attend,” located next to each meet listing. Deadline reminders will be sent out for all posted meets, and swimmers must be registered prior to the deadline. Parents can make changes for each meet up until the deadline. Once the deadline for the meet has passed, fees will be incurred even if a swimmer must withdraw from the meet.

Meet entries are generally prepared and submitted two weeks prior to the date of the meet. In the case of some out-of state meets, entries are prepared much earlier. Parents/swimmers are able to indicate preferred events for a meet on the website. The head coach, however, has the final say as to what events a swimmer will swim at each meet. The goal of Snowfox is to develop sound fundamentals for successful competition in each stroke. When team scoring is a factor (such as the State Swim Meet), swimmers may be put in a position where they help the team, even if they have to make some individual sacrifice. Swimmers will not be entered in a particular stroke until the coach determines the swimmer is capable of performing the stroke. Once the coaching staff has assigned events for a specific meet, parents/swimmers are able to view the events by clicking on “attend,” located next to a meet listing.

Warm-ups are an important component of each meet. Swimmers should arrive 15 minutes prior to the scheduled start of the Snowfox warm-up session. Attendance at warm-ups is often necessary for the preparation of relays by the coaching staff.

Disqualification occurs when a stroke or turn is performed incorrectly. Parent volunteers with specific training serve as stroke and turn judges. Despite coaching, a swimmer occasionally gets disqualified (DQ). When this happens, please realize that the swimmer has learned a lesson and the coach will work with the

swimmer to prevent future DQ's. Concerns or questions regarding a disqualification should be discussed with the coach, either by the swimmer or parent. The coach may address the referee if he/she believes an error has been made.

Age group swimming is a *developmental program* where swimmers compete in age groups, such as 8 & under, 9-10, 11-12, 13-14, 15-16, and 17-18. Time standards for each group are used to motivate the athletes. In a meet, a swimmer will be *seeded* according to their previous best time and placed in a *heat* (race) with other swimmers of similar ability. This serves to keep the swimmer motivated and encourages competition against the previous best time.

Changing age groups (aging up) can occur mid-season, based on a swimmer's birth date. The age group the swimmer qualifies for is determined by the age of the swimmer on the first day of the meet. It can be challenging for a swimmer to age-up and have to meet tougher qualifying times mid-season. Changing age groups can also affect the races the swimmer is eligible to swim. For example, a swimmer comfortable swimming a 100 fly may be entered in the 200 fly at the next meet.

Inclement weather may prevent travel to a meet. (*Click here for information on this policy.*) If bad weather is affecting travel to a meet, information will be posted on the home page of the Snowfox website. Weather may also affect outdoor practices. Changes affecting practice will be posted by the head coach one hour before practice.

Transportation, lodging and food are the responsibility of the parents. Swim meets are generally two-day events (Saturday and Sunday). Some meets such as the State Swim Meet cover three days (Friday, Saturday, and Sunday). *When hosting a meet, many teams list hotels on their meet invite. These hotels may give a discount if the event is mentioned.*

QUALIFYING TIMES

The South Dakota LSC establishes short course and long course Qualifying Time Standards for the State of South Dakota. Snowfox swimmers who meet these time standards are expected to participate in the South Dakota Championship Meet. Qualifying times must have been swum within 365 days prior to the starting date of the meet. South Dakota State Qualifying times may be found on the South Dakota Swimming web site as well as in the front of many meet programs.

USA Swimming has separate competition by age, sex and ability. For each age group, it has also established standard times to help promote competition among swimmers with similar abilities. These standards are known as A/B/C times. Out-of-state swim meets and special meets may require swimmers to meet a specified minimum time standard to be entered. These requirements will be specified on the meet "schedule/attendance" sheet. Questions about qualifying times for a specific meet should be directed to the coaching staff.

PARENT VOLUNTEER

Much of Snowfox business is planned, organized and conducted through the work of parent volunteers. Active involvement of each parent is essential to ensuring the success of Snowfox. Parents are encouraged to serve on the Board of Directors and participate in committees, fundraising events and other Snowfox activities.

The Snowfox swim team hosts several swim meets each year. These meets help to ensure the financial stability of the team and require a large number of volunteer hours to run smoothly. The Snowfox Board of Directors requires participation from each Snowfox family during home meets; each family is assessed 9 hours of

volunteer work per meet, 4.5 hours per meet for a single parent. Hours are completed by working at one or more of the following: meet set up and take down, timing, concessions, awards, officiating, or running the timing system. Some volunteer jobs require special training. Please let the volunteer coordinator know if you are interested in becoming a stroke and turn judge, head timer, meet director or other meet official. Training is provided at various times throughout the year. *(Click here to read more about volunteer jobs)*

Between 2-4 weeks prior to a home meet, the volunteer coordinator will email to all members the opening of jobs slots for the meet. Parents click on “job sign up” under the meet name and sign up for their job of choice. All job sign up is on a “first come first serve” basis. ***Parents need to be aware changes will be made to job times for a morning or afternoon session, to accommodate the number of swimmers entered into each session. Please check the website for any changes the week of the meet.***

Families need to contact the volunteer coordinator if they have special circumstances which prevent them from fulfilling their volunteer hours.