



Updated 032011

WELCOME TO THE PALATINE SWIM TEAM

Welcome to the Palatine Swim Team, a USA Swimming, Inc. and Illinois Swimming, Inc. chartered club. We're excited you've chosen to become a Tiger Shark. You are now a member of one of the top teams not only in Illinois, but in the USA Swimming Central Zone as well. This handbook should prepare parents and swimmers of the Palatine Swim Team for the exciting world of competitive swimming. All parents and swimmers should be aware of its contents and refer to this handbook when questions arise.

HISTORY OF THE PALATINE SWIM TEAM

The Palatine Park District, having recognized a need to provide interested residents with an enjoyable, affordable and rewarding competitive swimming experience, formed the Palatine Swim Team in the 1960's. In the late 1970's, public response led to the development of the United States Swimming sanctioned year-round program we have today. The Palatine Swim Team has achieved much success over the years, in terms of the number of student-athletes and in competitive and academic excellence.

PURPOSE STATEMENT

The Palatine Swim Team's purpose is to enable and encourage individuals who indicate an interest in competitive swimming to achieve self-determined levels of skill and competency. The Palatine Swim Team also provides enjoyment and a sense of accomplishment to athletes, while nurturing positive peer support, personal growth and character development.

PRIMARY GOALS OF PALATINE SWIM TEAM

1. To assist every swimmer, of all ages and abilities, develop skills, confidence, and commitment needed to successfully reach their goals.
2. To create the Team concept within our organization and outside our own team.
3. To maintain World-Class sportsmanship at all times.
4. Sustain a highly motivated and trained coaching staff.
5. To provide hardship scholarships to qualified athletes in our program.

FINANCIAL OPERATING PHILOSOPHY

The Palatine Park District supports the Palatine Swim Team within resource limitations and operating guidelines as determined by the Palatine Park Board of Commissioners and implemented by the Palatine Park District Staff.

The Palatine Swim Team, as is the case with other Palatine Park District sponsored and affiliated youth sports organizations, operates on a self-supporting basis. Athlete fees and Parent Board administered fundraising dollars cover direct costs associated with the program's operation. The Palatine Park District provides administrative support to the program in the form of registration, financial management and public information assistance.

Palatine Swim Team staff and parent volunteers are covered by the Palatine Park District's liability insurance. Pool time is procured by the staff with certificates of insurance provided to the host agencies.

ADMINISTRATIVE STRUCTURE

Palatine Swim Team matters are managed by the Recreation Department, within the overall administrative structure of the Palatine Park District. The Assistant Superintendent of Recreation, through the Recreation Coordinator, hires and supervises the Palatine Swim Team Head Coach. The Head Coach is directly responsible for the operation of the Palatine Swim Team. Parent volunteer assistance is vital in assisting the Head Coach with specific administrative tasks.

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| Palatine Park District Main Office | 847-991-0333 |
| Swim Team Office | 847-202-3240 |
| Team Website | www.ppdswim.org |

CLUB SWIMMING AFFILIATIONS

USA SWIMMING, INC.

The Palatine Swim Team, its swimmers and coaching staff are members of USA Swimming. The organization directs America's largest age group swimming program of guided fitness activity for children. The staff of USA Swimming works with 59 LSC's (local swimming committees), athletes, coaches and volunteers at all levels to provide a variety of services to approximately 220,000 registered athletes, 20,000 non-athletes and 2,800 swim clubs. The National headquarters of USA Swimming is located at One Olympic Plaza, Colorado Springs, CO 80909-5770. You can visit the website at <http://www.usaswimming.org>

ILLINOIS SWIMMING, INC. (ISI)

ISI is the statewide organization that is part of USA Swimming. This organization of volunteers organizes meets, adjudicates rule disputes, and maintains swimming records. Their office is located in Des Plaines, IL. You can visit the website at <http://www.ilswim.org>

COACHING STAFF RESPONSIBILITIES

The coaches' job is to supervise the entire competitive swim team. The Palatine Swim Team coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself – "to be the best that you can be." Therefore, the coaches must be in total control in matters affecting training and competition.

1. Sole responsibility for stroke instruction and the training regimen rests with the Palatine Swim Team coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
2. The coaching staff will make the final decision concerning which meets Palatine Swim Team swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer is entered into.
3. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive feedback regarding the swimmers performance.
4. The building of a relay team is the sole responsibility of the coaching staff.

PARENT ADVISORY BOARD

The Palatine Swim Team Parent Advisory Board serves a vital role in contributing to the success of the program. The Board operates with its own by-laws and budget, within established Palatine Park District Affiliate Guidelines to support Palatine Swim Team endeavors.

The primary purpose of the Parent Advisory Board is to support the program through the generation of fundraising dollars. These monies are used to supplement program fees and to maintain the self-supporting nature of the program. In addition, the Parent Advisory Board provides important volunteer assistance in hosting meets, conducting social activities and assisting the Palatine Swim Team Head Coach with administrative tasks that he/she deems appropriate.

The Parent Advisory Board serves in an advisory role to the Palatine Park District relative to the conduct of the program. The Palatine Park District assigns a liaison to work with the Board in soliciting, receiving and responding to suggestions and input.

The Palatine Park District retains sole administrative control of the program. This administrative authority includes, but is not limited to, establishment of policies and procedures, financial management, and staff recruitment, selection, training, and supervision.

A MESSAGE FROM THE PARENT ADVISORY BOARD

The Parent Advisory Board extends its greetings and best wishes to all members of the Palatine Swim Team. You have good reason to be excited about your membership in this program. This is an exciting team! Our team has a long and prosperous existence, and this Board intends to continue its support of this perennial excellence in the future, thus ensuring appropriate growth and continued quality of the swim program.

The Parent Advisory Board's role is one of advisory and other support to the team and the coaching staff. Its main concerns are finances, fund raising, meet management, communications and social functions. It also performs various duties in conjunction with the Palatine Swim Team Head Coach. The Board cannot meet all obligations of a team as large as ours without continued dedication and support of the ENTIRE team membership. The Board's commitment of support, whether financial or otherwise, requires involvement by every parent and swimmer on the team. Anyone neglecting to complete his or her commitment to the team effort forces the burden to be carried by someone else.

The Parent Advisory Board is comprised of a President, Vice-President, Secretary, Treasurer, Escrow Director, Fundraising Director, Corporate Sponsorship Director, Meet Director and, Communications Director. Non-voting members of the Parent Board include Officials Coordinator, Volunteer Coordinator, Awards Coordinator and Group Parents. Contact information and further information can be found on the Parents Page of the Team Website: www.ppdswim.org.

The Parent Advisory Board welcomes all current and new members to a new season. You have come to the right place. We hope your experience with the Palatine Swim Team is fun and exciting!

FUNDRAISING

Swim team fees are assessed to each family since the park district registration fees do not cover all of the operating expenses of the Palatine Swim Team. Swim team fees help to meet budgetary expenses, such as coaches' salaries and professional development, pool and facility rental, local, regional and national meet expenses for the coaching staff, awards, equipment and other expenses.

Swim team fees will be paid at the time of registration, for each swimming season. A committee appointed by the President of the Palatine Swim Advisory Board and the Palatine Swim Team Head Coach will determine the amount of this fee per swimmer. Swim team fees can be reduced in subsequent seasons through in season fundraising activities such as Manna card purchases. Periodic fundraising activities, such as selling candy, Yankee candles and Entertainment Books, etc., are provided each season. In addition, the Palatine Swim Team hosts two to four swim meets yearly (including the Summer & Winter Splash meets) in which a swimmer may procure ads for the meet program.

Swim team fee accounts will be settled prior to registration for the following season. Any excess fundraising beyond the stated commitment can be carried forward for one season. After one season, the balance will be placed in the Palatine Swim Team Operating Budget.

Special financial concerns can be discussed and arranged through the Head Coach and parent board representatives.

COMMUNICATION

Coaches

The best way to speak with coaches is to meet them after practice. They usually make themselves available for ten minutes to answer questions, provide information, etc. Sending an e-mail to the coach is a good way to get information to them or ask questions.

Twitter

The team maintains a twitter account (ppd_swim) that families can follow. This will provide timely updates should there be weather or facility related practice changes.

SMS messaging

The team website and membership tool has the ability for the coaches to SMS swimmers and families in the event of extenuating circumstances. Please visit the website and validate your e-mail and SMS addresses.

Website

The team maintains a website (<http://www.ppdswim.org>) that is updated frequently and contains information about the team, including schedules, activities, meets, newsletters, etc. It is the best way to stay in touch with the progress of the team and your swimmer.

E-mail

The Palatine Swim Team Head Coach and board members can be reached by e-mail. For those members who have e-mail access, this is the best way to communicate or make appointments to speak with them.

Newsletter

The team publishes the Sharkbeat newsletter periodically. The newsletter is very informative with upcoming important dates and team announcements from the coaches and board of directors. Make sure you and your swimmer read the contents of this when it is emailed to you and posted on our website to keep current concerning team information.

Communications Director

It is the function of the Communications Director to send informative e-mails to team families. Additionally, the Director may send press releases to the local newspapers about the success of our swimmers and

team at meets. The main goal is to maximize the positive exposure and recognition of the team, not to promote one swimmer over another.

PROBLEM SOLVING

Should a problem arise, please communicate directly with the coach involved. If that fails, contact the Head Coach. If that fails, contact the Assistant Superintendent of Recreation.

A communication gap is created when a parent makes the unfortunate decision to discuss their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only are problems never resolved this way; this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues.

1. Try to keep foremost in your mind that you and the coach both have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy a good rapport and a constructive dialogue. Most of the time, the coach can alleviate any concern with a simple explanation.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short-term inconvenience.
3. Discuss the matter first with the coach following the same guidelines and preconceptions noted above. If the coach cannot satisfactorily resolve your concern, then ask that the Assistant Superintendent of Recreation join the dialogue as a third party and/or involve a board member.
4. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is ultimately the one who can resolve the problem.

EXPECTATIONS OF PARENTS

All swim team parents are encouraged to volunteer their time either on a committee or subcommittee or as a member of the Parent Advisory Board. All swim team parents are required to volunteer their time at all Palatine Swim Team hosted meets. Volunteer sign up is required for each meet. Since parent involvement is so important, those parents that do not step up and assist in these duties will be surcharged \$25 per hour of forfeited time.

"Parents... Your Athlete Needs You"

The coach is the Coach! We want your swimmer to relate to his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and oftentimes insurmountable, confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint, please contact the coach.

Best kind of parent: The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply the love, recognition, and encouragement necessary to make the swimmer work harder in practice, which in turn gives him/her the confidence to perform well in competition.

Ten and under swimmers: Ten and under swimmers are the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmer alike! Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins the Palatine Swim Team, there may be a brief period in which he/she appears to slow down. This is a result of the added concentration on stroke technique, but this will soon lead to much faster swims for the individual.

Not every time: Even the very best swimmer will have meets where they do not do their best times. These "plateaus" are a normal part of swimming. Over the course of a season, times should improve. Please be

supportive of these “poor” meets. The older swimmers may have only two or three meets a year for which they will be rested and tapered.

TEAM STRUCTURE

The Palatine Tiger Shark Swim Team Training Groups offer swimmers of all levels and abilities the opportunity to train under a highly qualified and experienced coaching staff. Training groups offer an environment where each swimmer may participate at a level appropriate for their age and ability.

All swimmers will learn and improve a life long competitive skill, build confidence and self-esteem, and develop friendships within a team atmosphere. Our team ranks amongst the top clubs in USA Swimming, holding the distinct honor and title as a USA Swimming Level 3 Swim Club, a 2006 & 2005 Silver Medal Club, and a 2010, 2004 & 2003 Bronze Medal Club. Proper stroke technique is emphasized at all levels in an enjoyable and positive learning environment.

The team is basically structured for training and competition based on the USA Swimming seasons. Short Course Season is from September to March and Long Course Season is from April until August. Separate registrations will be taken for each season. The Tiger Shark Training Series, pre-season stroke refinement clinics, are held prior to the long course season.

TEAM LEVELS

The Palatine Swim Team uses a “progressive” age group program designed to develop the swimmer physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer’s physiological prime. The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced to the training program. In this respect, “too much too soon” is more often the cause of failure to achieve maximum potential in senior swimming than in the reverse situation.

In addition to emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers who are compatible in respect to abilities, commitment levels and goals. Unfortunately, this is not always the most convenient approach to take, but is the most productive.

At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long-term goal of total excellence is always in mind, since each swimmer is different; he or she will progress at his or her own rate. The coaching staff recognizes this fact by making team assignments based on a swimmer’s physical, mental and emotional level of development.

TRAINING SESSIONS

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the classes of swimmers. Training schedules are designed to provide only slightly more time than is required for a swimmer to accomplish this. Therefore it is important that each swimmer attends as many practices as possible in order to derive the full benefits of the program. Pool availability can be our most limiting factor. Don’t waste it.

TRAINING GROUPS

Pre-Competitive

Beginning Swimming Group • A great way to introduce your swimmer to competitive swimming. This group is targeted for new swimmers. It is designed to bridge the gap between swimming lessons and competitive swimming. Swimmers must be able to complete 25 yards without stopping or holding onto the walls or lane lines. Competition will be held intra-squad during regular practice times. Practice is offered 3 times a week. Practices will be 45 minutes to one hour in length. The coaching staff suggests attending all practices to get the most benefit of this group. Generally, for ages 6 & older.

Novice

Novice Swimming Group • Novice offers swimmers the opportunity to progress from pre-competitive to competitive strokes. Swimmers must complete a 25 yard freestyle swim with their face in the water, a 25 yards backstroke swim and demonstrate the basics of the breaststroke. The goal of the novice program is to learn legal strokes, starts and turns while improving their stroke technique. Practice is offered 3-4 times a week. Practices will be one hour in length. The coaching staff recommends attending three practices to get the most benefit of this group. Generally for ages 6 & older.

Required equipment: Team Suit, goggles and team cap if the swimmer's hair covers their eyes.

Developmental

Developmental Swimming Group • Developmental offers swimmers the chance to learn the training basics of competitive swimming including: introduction to interval training, goal setting, dryland basics, and distance swimming. Swimmers should have legally completed an event of each stroke, 100 IM and 100 Freestyle in a USA Swimming (or equivalent) sanctioned event. Practice offered 4-5 times a week. Practices will usually be one hour in length. The staff recommends attending four practices and dryland to get the most benefit of this group. Generally for ages 8 & older.

Required equipment: Team Suite, training fins, goggles and team cap if the swimmer's hair covers their eyes.

Top Age Group Team (TAG TEAM)

Advanced Age Group Training Team • TAG TEAM swimmers are expected to understand interval training, basics of dryland training and goal setting. This group must demonstrate maturity to goal set, work on mental imagery and a commitment to train at this level. Additionally, swimmers must have legally completed 100 yards of each stroke, 200 IM and 200 Free within the time standards set forth by the coaching staff. Swimmers will be introduced to "double" workouts and considerable dryland training. Training focus will be toward state and regional USA Swimming competition. The swimmer must supply additional training equipment (fins, pull buoy, team training suit and mesh bag). Swimmers assigned to the TAG TEAM will have the option of registering for either TAG 1 or TAG 2.

TAG 2

Practices will be 1 or more hours in length.

Minimum 60% practice and meet attendance.

Five to six training sessions a week are offered (more in summer).

Generally for ages 9 & older with considerable swimming experience.

Required Equipment – Fins, Pull Buoy, Mesh Bag, PPD Training Drag Suit, snorkel, and old gym shoes for drag water use.

TAG 1

Practices will be 1 ½ to 2 hours in length. Minimum 80% practice and meet attendance. Five to six training sessions a week are offered (more in the summer). Generally for ages with considerable swimming experience. Swimmers not maintaining the 80% attendance or performing at the expectations of the coaches will be moved to Tag 2 until the desired workload can re-established or the attendance percentage is brought back to standard.

Required Equipment – Fins, Pull Buoy, Mesh Bag, PPD Training Drag Suit, paddles, old gym shoes for drag water use.

Senior Team

These swimmers must demonstrate maturity and commitment to train at this level. Minimum 60% practice attendance is required. Ages 13-19. Swimmers will be entered in any meet that Palatine Park District hosts. Practices will be 2 hours in length, 5-6 times a week in winter, 6-10 times in summer.

This group is offered September– March, and April – August.

Required Equipment – Fins, Pull Buoy, Paddles, Mesh Bag, PPD Training Drag Suit, snorkel

Senior Elite

Senior Elite is for upper level athletes. This training group is geared toward local, regional and national competition. Swimmers must have coach's approval and be willing to travel and compete in national level meets. Swimmers will be entered in any meet that Palatine Park District hosts and any championship meet in which they qualify. This group will have 6 to 10 training sessions a week. Practices will be 1 to 2.5 hours in length. Generally for ages 14 & older. Swimmers must have at least one state or above championship cut. If not, a test practice must be completed before the swimmers acceptance into the elite group.

This group is offered September – March and April – August.

Required Equipment – Fins, Pull Buoy, Paddles, Mesh Bag, PPD Training Drag Suit

Tiger Shark Training Series Programs

(Offered prior to the long course season in April)

Developmental Stroke Clinic

This clinic is geared towards the beginner and requires the ability to swim the length of the pool (25 yards). Concentration is on stroke technique and the mechanics of competitive swimming. Competitive starts and turns will be covered. Each day will focus on one stroke and its corresponding starts and turns.

Advanced Stroke Clinic

This clinic is highly recommended for current swim team members and those interested in swimming competitively. The focus will be on preparation for the upcoming competitive season. Concentration will be on stroke and swimming technique using drills. Each day will focus on one stroke and its corresponding starts and turns.

Maintenance Clinic

These clinics are offered following the regular long course season for swimmers wishing to maintain their skills going into the upcoming competitive season. Maintenance training will be more technique focused while still maintaining the aerobic base built over the full summer of training. Attending these practices will allow swimmers to start the short course season off close to where they left off rather than spending the first month of the short course season building back up.

TRAINING GROUP ASSIGNMENTS

The coaching staff will evaluate each swimmer either at group try-outs for new swimmers (usually in August and March) or by appointment at a practice any time during the year. The swimmer will be assigned a practice group based on age and ability. The final decision rests with the Palatine Swim Team Head Coach.

Swimmers from previous seasons will be assigned to groups by the coaching staff and a list will be available at registration and on the website. Swimmers will be promoted to the next level practice group when their coaches determine they can be successful at the next level. Any swimmer that feels they should be in another level should consult the coaching staff.

The staff reserves the right to temporarily move a swimmer within levels. If a swimmer's group is reassigned, that swimmer will either receive a refund or be asked to pay additional fees, whichever is applicable; so as to be paying the fees for the group the swimmer is actually practicing with. If the groups change, the fee structure also changes.

SWIMMER'S TRAINING RESPONSIBILITIES

As a swimmer's level of ability increases, so does his/her responsibility. As swimmers improve this is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to himself/herself. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

Swimmers may be required to bring specified training equipment to practice. It is the swimmer's responsibility to come prepared. Equipment adjustment and repair will not be accepted as an excuse to miss part of a practice.

Swimmers are strongly discouraged from participating on swim teams other than Palatine Park District and their high school/college swim team. This would take away from the effectiveness of their training and the full experience offered by this multi-faceted program. Swimmers should attend as many meets as possible and meet required practice criteria in order to participate on relays at USA Championship meets. Having the fastest time does not guarantee the order a swimmer will swim in a relay, which relay the swimmer will be in, or if the swimmer will swim on a relay at all. It is up to the coach to decide what is best for the team in all competitive situations. Swimmers who refuse the relay position during regular season may be denied participation during Championship meets.

Always behave in a polite and appropriate manner. Remember, you are representing Palatine Swim Team and Palatine Park District. Your actions reflect on the team's image. Be enthusiastic and positive. Your attitude affects everyone around you. Be a leader and lead by doing! Be the first one to be ultra-positive and bring the team up.

Challenge yourself on a daily basis. Don't be afraid of the competition in practice and meets. Try to become the lane leader and motivate everyone in it. Practice consistency. Observe proper training habits. This includes proper diet, rest and study habits.

Your personal commitment to swimming and the team is important, but remember, you are a student-athlete first. Understand that your team comes before individual accomplishment. Best times are one of our major goals on the individual level, but when we get to a team meet where a team score is important, the team comes first. Exhibit team spirit and team pride. Show your support of others by cheering on your teammates.

PRACTICE

Practice Facilities

The Palatine Swim Team practices at several pools, primarily located at the local high schools and colleges. Practices are also held at various Palatine Park District pools during the summer.

Practice and Attendance Policies

1. Swimmers should arrive at least 15 minutes before practice so as to be on deck and ready 10 minutes before practice starts. This is the time to stretch and spend some social time with teammates. Also, so that we can start on time and make efficient use of the allocated time.
2. Swimmers should be picked up at scheduled ending time of practice. No later!
3. For the swimmer's protection, parents should make sure a coach is at practice and that there is practice, before leaving their child at the pool.
4. If a swimmer is late for practice, it is our hope that the parent will send a note with the swimmer, explaining the reason for tardiness. If your swimmer must leave early from practice, a parent's note is required.
5. The swimmer should plan to stay the entire practice. The last part of practice is often the most important. Also, announcements are usually made at the end of practice.
6. **Parents are not allowed on the pool deck during practice** because of insurance considerations. Parents may observe practice from the stands at our indoor facilities and from outside the pool area at our outdoor facilities. As a courtesy to the coaching staff, please refrain from communicating with your swimmer during practice.
7. Swimmers are to enter the schools at the entrance closest to the pool and go directly to the locker room to change and proceed directly to the pool. Once changed, the swimmer should remain on deck until the practice is over. A swimmer found in any other part of the building could damage the Swim Team's relationship with the school and jeopardize future pool use.
8. While at practice, the swimmer is the responsibility of the coaching staff. During practice sessions, swimmers are never to leave the pool area without a coach's permission.
9. Swimmers and parents are guests while in the schools and need to respect this privilege. Any damage to school property may result in financial liability to the swimmer's parents. Any damage may also result in the swimmer being asked to leave the team permanently.
10. Each training group has specific attendance requirements appropriate for the objectives of that level. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The Palatine Swim Team encourages younger swimmers to participate in activities in addition to swimming. The coaches' expectation level to attend practices increases as swimmers move to higher levels.
11. Practice schedules are posted on the website (www.ppdswim.org).
12. It is required that **all** swimmers be escorted into and out of practices. This eliminates the surprise element if a practice has been moved or cancelled.

Practice Behavior

1. Swimmers are expected to support their teammates at practice as well as in competition. Working together as a team benefits all individuals in the group.
2. Swimmers are expected at all times to follow the instructions of the coaching staff.
3. Abusive language, lying, stealing, and/or vandalism will not be tolerated.
4. Locker room etiquette is expected at all times. Respect our host locations and clean up after yourselves. Language rules should follow into the locker rooms as well.
5. Swimmers may leave practice only with the coaches' permission.
6. Palatine Swim Team rents the pools we train in. All activities are limited to the pool area.
7. During workouts, the pool deck is for coaches only. If you need to speak with the coaches, please do so before or after workout.
8. Parents are responsible for a swimmer's behavior before and after workouts.
9. Any individual not registered with USA Swimming, Inc. through Palatine Swim Team is not allowed in the pool at any time.
 - a. Non-compliance with the above listed policies may result in suspension or termination.

REQUIREMENTS OF ALL SWIMMERS

USA Swimming Membership

The Palatine Swim Team requires all swimmers to be members of USA Swimming. Illinois Swimming, Inc. is a local swimming committee of USA Swimming. Through affiliation with USA Swimming, the Palatine Swim Team receives insurance coverage and may participate in USA Swimming sanctioned events. The yearly membership fee is payable at the time of registration (included in escrow fee). Membership runs from January 1 through December 31.

Uniform/Equipment

All swimmers are required to purchase and wear the Palatine Swim Team swimsuits and swim caps at all meets. Swimmers should have team equipment (i.e. suit, goggles, cap) with them on a daily basis. Additional team apparel is available and swimmers are encouraged to purchase and wear for team identity and pride. The athlete's coach may mandate training equipment for practice. **PUT YOUR NAME ON ALL EQUIPMENT.** The team is not responsible for lost or stolen equipment.

*Due to contractual obligations, find out the name of the current supplier (i.e. TYR, Speedo, etc.) providing swimsuits to the team prior to placing any orders.

Refund Policy

The published Palatine Park District Refund Policy governs all refunds. This refund policy is 100% up to 10 days before the first practice is held and 50% up to 24 hours after the 2nd practice. If a swimmer changes from one practice group to another during the season, that swimmer will either receive a refund or be asked to pay additional fees, whichever is applicable. All refunds will be charged a \$5 processing fee. Some programs are non-refundable. Medical refunds are subject to review. No net refunds under \$5 will be issued. Refunds are not given if there is a change of instructor, for one-day programs, special events, or classes, which are contracted or require ticket purchases. Refund requests or class change requests must be completed in person. Refunds for anything paid by VISA or MASTERCARD will be processed through your charge account. Does not apply to non-refundable deposits. There is no refund for ISI/USA Swimming Membership. The Swim Team Parent Board has refined the refund policy specific only to the Swim Team Program as follows: the refund policy is 100% up to the first day of published swim team practices and 50% up to two weeks after the start of published swim team practices.

Illness and Injury

In case of illness or injury, it is the swimmer's responsibility to contact the coaching staff as soon as possible.

SWIM TEAM RULES

Swimmers and parents are responsible for adhering to all of the following rules. Individual coaches may set specific rules for specific groups or locations.

1. Swimmers must be registered at the Palatine Park District and have all fees paid, prior to the start of the season to practice. Swimmers not registered will not be allowed to participate.
2. Locker rooms are for dressing only! Swimmers are allowed 8 minutes to get dressed and showered and then must report on deck. At the conclusion of practice, swimmers are allowed 10 minutes to shower and get ready to leave. **It is required** that swimmers bring a lock and lock up all personal belongings, or bring all belongings on deck. Swimmers are also encouraged to bring only swimming related equipment to practice (no balls, etc...these will be taken away).
3. Health Department regulations require that athletes take a shower before entering the pool. This is enforced at Palatine Park District pools and rental facilities.
4. Swimmers and siblings may not be left unsupervised before, during or after the practice session in any areas of the rental facilities. This could result in the Palatine Swim Team losing valuable pool time. Parents will be held responsible for the actions of their children in unauthorized areas of the building.
5. Swimmers are strongly encouraged to attend 80% of all practices. Individual practice groups may have specific attendance requirements that must be met. If you attend less than that, you may be

- moved to a lower level training lane or group. Schedule and organize your time in order to make practices around your schoolwork and social activities.
6. Student-athletes and parents should demonstrate self-control and respect to all parents, athletes, officials and coaches in the program. It is important that the coaches conduct practices without distractions from anyone. The coaches must have the athletes' undivided attention at all times. All athletes are expected at all times to follow the oral and written directions and instructions of any coach on the staff. Use of profanity or verbal abuse will not be tolerated. Misconduct and interference with the rights of others will subject the athlete to suspension from the program.
 7. No one other than coaching staff and swimmers are allowed on the pool deck during practice or meets. Parents should observe practice from the upper rows of the bleachers (this is a USA Swimming rule). The team's insurance is null and void if anyone steps out on deck that is not a certified coach or a team member.

SWIM MEET INFORMATION

Meet Schedule and Entry Procedure

The meet schedule is made available on the team website and at registration. Swimmers are strongly encouraged to enter all meets. **Swimmers will be automatically entered in any competition Palatine Park District hosts and any Championship meet for which they qualify** (this excludes Pre-Competitive).

Each family is responsible for completing the online meet entry sign up form to indicate which meets their swimmer will attend. The coaches use this list to enter swimmers in meets and events. All swimmers are entered into every Palatine Swim Team hosted meet. If a family chooses not to participate, they must contact their coach to opt out. Failure to do so will result in your escrow being charged for the events you were entered in but did not swim. A detailed tutorial can be found on our website under Resources -> Parent Education. Once entries are submitted to the hosting club, changes are not permitted.

The coaching staff reserves the right to make the final decision concerning which meets a swimmer will attend and which events they will be entered in. The meets and events swimmers are entered in are determined by what is in the best interest of the swimmer.

Swimmers may not scratch events or leave a swim meet without prior approval from the coach. Failure to comply will result in loss of consideration for membership on relay teams. Any swimmer with special circumstances causing the need to scratch must do so through the head coach.

Entries for all USA meets must be submitted over 7 weeks in advance of the official deadline for entry. Meets close very quickly. The host team may not accept additional entries or changes after the initial entry. Removal of a swimmer from an entered meet, event or designated relay does not necessarily remove the responsibility for payment from the escrow account.

Please feel free to contact your swimmer's coach with questions or concerns about meets or meet entries.

Meet Escrow Account

A meet entry escrow account is established for each swimmer at the time of registration. Meet entry fees are deducted from this account throughout the season. Meet entry fees are posted on the team website along with other meet information. You will be asked to replenish your escrow account in order to maintain a positive escrow account balance.

If an escrow account drops below \$25 and is not replenished according the requests of the Escrow Director, the Head Coach and the Parent Board President may decline participation in future meets to the swimmer(s).

If an escrow account has a negative balance from a prior swim season at the time of registration for an upcoming season, the Swim Team may require that all fees, including a full replenishment of the swimmer's escrow account, for the coming season be paid in cash, up front.

Meet entry fees are not refundable when an athlete requests to be entered in a meet but does not swim.

Additional fees are incurred for those participating in specialty meets, such as Prelim/Finals Meets, Sectionals and Junior/Senior Nationals. All swimmers entered in a meet are expected to swim relays, if qualified, and are responsible for the associated relay entry fees. A swimmer who scratches a relay for any reason, other than illness, will pay the entire cost of the relay unless a suitable substitute can be found.

CLASSIFICATION AND TYPES OF MEETS

There are 7 age groups in USA Swimming: 8 & Under, 10 & Under (sometimes 9 & 10), 11 & 12, 13 & 14, 15 & 16, 17 & 18 (sometimes grouped as 15-18), and Senior/Open. The Senior/Open age group includes any USA Swimming, Inc. registered swimmer who has achieved the prescribed qualifying time for the event. Age on the first day of the meet will govern the swimmer's age for the entire meet.

Dual Meets – Occasionally, the Palatine Swim will compete with another team in a dual meet. These meets help promote team unity. Swimmers find these meets to be fun and a great introduction to competing.

USA Swimming Meets – There are many levels of competition in USA Swimming meets. You should consult your coach to determine the meets you should participate in. The swimmer will compete in three to five events and perhaps a relay each day. Every event has a number of heats, typically seeded from slowest to fastest. This allows swimmers to compete against others of comparable ability. Although awards are given for top finishers, the emphasis of USA Swimming meets is on improving times, not on awards.

ISI Regional competitions – These meets are held two times per year. In March are the Short Course Regionals, and in July/August are the Long Course Regionals. There are certain time standards that must be achieved to be able to compete at this level. This is the Regional meet for 10 and under, 11-12 and 13-14 year old swimmers.

Illinois Age Group Championships – These meets are held two times per year. In March are the Short Course Championships, and in July/August are the Long Course Championships. There are certain time standards that must be achieved to be able to compete at this level. This is the Championship meet for 10 and under, 11-12 and 13-14 year old swimmers.

Illinois Senior Championships – These meets are held two times per year. The Short Course Championships are held in March, and the Long Course Championships are in July. There are certain time standards that must be achieved to be able to compete at this level. This is the Championship meet for 15 and over, but any age with qualifying times may attend.

Zone Championships – After the state championships are held in the summer, a swimmer may qualify to participate in the Zone Championships by swimming a national "AAA" time. This is an all-star meet where swimmers compete as a member of Team Illinois against other states from the Central Zone.

Speedo/USA Swimming Sectionals – One of the highest levels of achievement Palatine Swim Team swimmers strive for is the participation in the Sectional meet. Swimmers meeting qualifying time standards for this meet travel to different locations throughout the Midwest to compete against some of the best swimmers in the nation.

Junior Nationals – This meet is held once a year after long course season for athletes that have achieved the highest level time standards. It is a distance travel meet held in Florida or California.

Championship Meet Philosophy

One of our team goals is to qualify as many swimmers as possible for the Championship meet(s). Whether attendance is REQUIRED or OPTIONAL, the Championship meet is a special experience and extremely important in the athlete's development.

As an Age Group swimmer, our swimmers learn they swim faster at the Championship meets than at any other time during the season. They are prepared for this; they are taught this; we practice this. If a young swimmer goes to the Championship meet and is not properly prepared, the experience is negative and can affect other championships later in his/her swimming career.

The coaching staff believes that the honor of competing in a Championship meet is earned through consistent practice habits and competitive experience at USA Swimming swim meets. There's a big difference between "wanting" to go to the championships and "deserving" to be at the championships. Talent plays a supporting role to commitment.

Championship Meet Policy

To ensure that all swimmers are properly prepared for their championships:

1. Meet attendance and participation throughout the entire season is important. USA Swimming meets offer the experience necessary for the championships.
2. Practice habits must be within our recommendations for the group the swimmer trains with. "Consistency" is the key word.

The State Championships is not the ultimate goal. It is a seasonal goal that could lead to Zones, Sectionals, Senior Nationals, and beyond. Making the "cut off time" is simply a requirement to attend the meet. The goal is to be as prepared as possible and perform to the best of one's ability at the meet.

Swimmers are special people and deserve to have positive experiences as rewards for their dedication and commitment. Let's make sure that parents, swimmers, and coaches are laying the foundation for the best possible experience at the Championship meet.

Championship Meet Athlete Assistance & Travel Costs

Illinois Swimming Athlete Assistance program reimburses athletes for their travel expenses to championship meets. Each swimmer is responsible for their own reimbursement. The Palatine Head Coach will gladly answer any questions and help guide families with the procedures. Requirements, dates, deadlines, forms and procedures can be found on the website at www.ilswim.org. When the ISI payment is received, the Palatine Swim Team Treasurer will refund your portion to you.

For out of state championship meet travel, the swim team will pay 20% of the coach's travel costs. The remaining 80% will be split equitably among the swimmer families for those swimmers attending. Each swimmer is considered a unit of the equation, e.g., a family with two swimmers and a family with one swimmer will split the coaching costs three ways.

VERY BASIC SWIMMING RULES

1. Starts – The swimmers are not allowed a false start. If they jump the start and the starter and deck referee think they are trying to get an advantage (whether intentional or not – it does not matter), they will be disqualified at the end of the race.
2. Turns and finishes
 - a. Freestyle – You must touch the wall at the turn and finish with any part of your body.
 - b. Backstroke
 - i. The swimmer's feet, including toes, must be underneath the water surface at the start.

- ii. During the turn, the swimmer may turn over on their front and take only one continuous single arm pull to execute the turn – no coasting or kicking into the wall without continuous arm motion is allowed.
 - iii. The swimmer must return to a position on their back upon leaving the turn wall, and must finish while on his/her back.
3. Breaststroke and Butterfly
- a. Swimmers have to touch the wall with both hands at the same time at the turn and finish.
 - b. A swimmer may not flutter or scissor kick off the wall in either breaststroke or butterfly.
 - c. When swimming butterfly, both arms must be brought forward over the water and pulled back together simultaneously.

PHILOSOPHY OF COMPETITION

The Palatine Swim Team engages in a multi-level competition program with USA Swimming, Inc. Our training programs attempt to provide challenging yet success-oriented competitive situations for swimmers of all ages and abilities. The following policies outline our philosophy:

1. We emphasize competition with oneself. Winning ribbons, medals or trophies is not our main goal. Even if the swimmer finishes first, but has swum poorly in comparison to his/her past performances, he/she is encouraged to do better. The individual's improvement is our primary objective.
2. Sportsmanlike behavior is of equal importance with improved performance. All the coaches teach swimmers how to behave like a champion when the swimmers have both "good" and "bad" swims. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the Palatine Swim Team coaching staff.
3. A swimmer is praised for improving his/her stroke or time. It is the coach' job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way.
4. Swimmers are taught to set realistic, yet challenging goals for meets and to relate those goals to practice; directing their training efforts.
5. Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his/her potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmer's "best" stroke changes as they mature and his/her body goes through physical changes.

Frequently Asked Questions About Swim Meets

Q: What is "positive check- in"?

A: Upon arriving at a meet, it is imperative that each swimmer confirms his/her attendance. This is what's referred to as "positive check-in". Typically near the swim meet entrance is a list of all registered swimmers. Swimmers should immediately go to this list and check their name off (usually by highlighting their name on the positive check-in sheet with a highlighter including all of your event numbers). Parents may want to assist younger swimmers in order to ensure that this is accomplished; otherwise the swimmer will be "scratched" or unable to participate in the actual swim meet.

Q: Can my child visit me after his/her race in the stands, how can I congratulate him/her?

A: Each swim meet has different rules regarding swimmers being allowed up in the stands. Your congratulations and support of your swimmers' effort is most important but, remember that this should only be done after the swimmer has checked in and spoken to his/her coach(es) after each race. Only then can the swimmers then go up into the stands (subject to on deck/in the stands guidelines set by their coaches and/or the meet hosts).

Q: How do I know what events my child is swimming?

A: The Palatine website has meet information including events for each swimmer. When you arrive at a meet, you are able to purchase a "psych or heat sheet" which lists the events (by number) along with the names of the swimmers entered in the meet. The actual heats are not determined until after positive check-in is completed. In addition, swimmers participating in relays aren't decided until after

warm-ups are completed. We therefore suggest that parents meet their swimmers between events or before the meet starts to find out/confirm events, heat numbers, and relay participation. This will help ensure that you know exactly when your swimmer is swimming.

Q: How can I be sure that my child won't miss his/her event?

A: There are many processes in place to help ensure that no swimmer misses his/her event. Often, there is a bull pen for 8 and under swimmers - where the swimmers are informed of events and told when to go on deck; there is a scoreboard which indicates the current event in the pool; there are announcements made over the loud speaker system informing everyone of events and announcing heats; and coaches are on deck. Even so, with all of these processes, unfortunately, swimmers will miss an event. Therefore, it is important for swimmers to understand the importance of paying attention to announcements and knowing what event is in the water at all times.

Q: When my child is finished swimming his/her events, are we free to leave or do we need to stay until the very end of the meet?

A: While it is always nice to have swimmers on hand to help cheer their teammates along, swimmers are free to leave when they have completed their events and any relays. All swimmers must notify their coach before leaving the meet.

**Everything You Always Wanted to Know about Swim Meets
But Were Afraid to Ask (Or Didn't Know to Ask)**

Swim meets are a great family experience. They are a place where the whole family can spend time together. Listed below are some in-depth guidelines geared to help you through your first couple of swim meets.

What to Bring to a Swim Meet

1. Most important: Palatine Swim Team Suit, Palatine Swim Team Cap(s) and two pair of goggles.
2. Baby or talcum powder to dust the inside of swim cap. This helps preserve the cap and makes it easier to put on.
3. Towels: at least two
4. Something to sit on (e.g. sleeping bag, old blanket or anything that will be comfortable on the floor). The swimmer will be spending a lot of time on it.
5. Sweat Suit and/or flannel pants
6. Team T-Shirt
7. Homework, games, travel games, cards, coloring books, anything to pass the time.
8. Food: bring your own. Each swimmer is usually allowed to bring a small cooler. There is often a concession stand at the meet, but the lines can be long and they sell mostly junk food.
Suggestions for items to bring: Hi-C, fruit juice, Gatorade (all in plastic bottles for obvious reasons), granola bars, fruit, yogurt, cereal, sandwiches.
9. Outdoor meets: sunscreen, sunglasses, hat, folding chair.
10. Cell phones are discouraged.

Special Note to Parents: The pool area at indoor meets is usually very warm, so dress appropriately. Nothing is worse than being hot at a swim meet.

Before the Meet Starts

1. Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. This time will be listed in the meet information handed out to all Palatine Swim Team swimmers and listed on the website.
2. Upon arrival, your swimmer should find where the Team is located on the pool deck. The team will sit in one place together, so look for some familiar faces.
3. Find positive check-in. Most meets require the swimmer check in. There is usually a table set up near the entrance. Check for instructions. Usually, you will be asked to highlight the swimmer's name and events. A swimmer who misses check-in will not be allowed to participate in the meet. Check in usually closes 20 minutes after warm-ups begin.
4. After your swimmer has checked in, write each event number, distance and stroke (example #22 50 Free) on your swimmer's hand in ink. This helps the swimmer remember what events he/she is swimming and what event numbers to listen for.

5. Your swimmer should then get his/her cap and goggles and report to the pool for warm-up instructions from the coach. It is very important for all swimmers to warm-up with the team. Swimmer's bodies are just like cars on a cold day – they need to get the engine going and warmed up before swimming all out.
6. After warm-up, your swimmer will get his/her towel and wait until their next event is called. This is a good time to make sure he/she goes to the bathroom, if necessary, gets a drink or just gets settled in.
7. Heat sheets will be posted in various locations around the pool prior to the start of the meet. Swimmers should write the heat and lane assignments on their hands for the events they will be swimming.
8. The meet will usually start 10-15 minutes after warm-ups end.
9. According to USA Swimming rules (because of insurance purposes), parents are not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.
10. At outdoor meets the deck is open, however, parents are not allowed to enter the roped off areas or to approach the starting blocks.
11. Heat Sheets: A heat sheet is usually available for sale in the lobby or concession area of the pool. A heat sheet lists all swimmers in each event in order of "seed time". When the team entry is sent in, each swimmer and his/her previous best time in that event is listed as "no time" or "NT". A "no time" swimmer will most likely swim in one of the first heats of the event.

Meet Starts

1. It is important for any swimmer to know what event number he/she is swimming (again, that is why they should have the event numbers on their hand). He/she may swim right away after warm-up or have to wait awhile.
2. It is the swimmer's responsibility to report for their race prior to the start of their event. Swimmers are to report to either the starting blocks or "bullpen", which is a staging area usually provided for younger swimmers only. Swimmers should report with swim cap and goggles. Generally, event numbers for girls are odd numbers and event numbers for boys are even numbers. Example: "Event 25, 10 and Under Boys 50 freestyle, report to the bullpen".
3. All meets are run differently. If a bullpen is provided, it may only be for 8 and under swimmers. The bullpen volunteers line up the swimmers and take them to the pool area in the correct order.
3. The swimmer swims the race.
4. After each swim:
 - ❖ The swimmer should ask the timer for their time and then go immediately to their coach. The coach will ask him/her their time and discuss the swim with the swimmer.
 - ❖ Generally, the coach follows these guidelines when discussing swims:
 - Positive comments or praise
 - Suggestions for improvement
 - Positive comments
5. Things you can do as a parent after each swim: Tell your swimmer how great they did! The coaching staff will be sure to discuss stroke technique with them. You need to tell him/her how proud you are of them. This is another good time for your swimmer to check out the bathrooms, get a drink or something light to eat or cheer on other Palatine Park District swimmers. The swimmer then waits for his/her next event. All swimmers should stay with their coaches and teammates as a group during the course of the meet.
6. When a swimmer has completed all his/her events, there is one more thing to be done before the swimmer can go home. Check with the coach to see if your swimmer is in a relay. It is not fair to other swimmers who have stayed for a relay, if your swimmer is not there and the relay team cannot swim.

Meet Experiences

Once you have attended one or two meets, this will all become very routine. Please do not hesitate to ask any coach or other Palatine Swim Team parent for help or information. These meets are a lot of fun for swimmers! They get to visit with friends and meet swimmers from other teams. They also get to race and see how much they have improved from all the hard work at practice.

Receiving Awards in Public

Whenever there is a system of presenting awards at a meet, it is customary for swimmers to be prompt and to cooperate fully with dignity and respect at the presentations.

- ❖ The swimmer should wear a full team uniform when accepting his/her award
- ❖ Swimmers are expected to be polite and modestly thankful for any awards they receive. It is appropriate to congratulate other swimmers and to receive like congratulations with poise and a "thank you".
- ❖ If photos are being taken, we ask that swimmers remain until the shooting is complete, being sure to cooperate with the photographer. Don't ham it up! The pictures may be very special to someone else.

DISCIPLINE POLICY

It is the goal of the Palatine Park District to provide its constituents and patrons the highest quality of recreational opportunities possible. Any parent or student-athlete whose behavior disrupts a program or in any way endangers him/herself or other student-athletes may be suspended or dropped from the program in accordance with the following considerations:

The Palatine Swim Team Head Coach shall have authority to restrict and/or prohibit participation for a period not to exceed one week. Discipline related suspensions, of longer than one week, must be approved by the Assistant Superintendent of Recreation. The student-athlete (parent, if a child is involved) shall be notified in writing and given a reason(s) for the suspension. The procedure for handling discipline problems shall be as follows:

First Occurrence

The swim coach will attempt to control the parent or the student-athlete and warn him/her of the potential consequences. The coach will inform the parent(s) of the disciplining of their child after the first occurrence.

Second Occurrence

The swim coach will report the disruptive behavior to the Head Coach. The Head Coach will then warn the student-athlete and parent(s) in writing with return acknowledgement required.

Third Occurrence

The student-athlete and parent will be notified in writing (from the Superintendent of Recreation) that the Palatine Park District can no longer be responsible for the actions of the parent or student-athlete and must therefore drop the student-athlete from the program.

Types of behavior that would warrant disciplinary action include, but are not limited to the following: a parent or student-athlete involved in fighting, verbal abuse of another parent, student-athlete or coach, swearing, refusal or intentional failure to follow instructions, failure to remain on the premises, misuse of park property/equipment, misuse of team or rental property/equipment, theft, possession of alcoholic beverages or drugs and failure to comply with established Palatine Swim Team policies, rules and Honor Code.

Any authorized representative of the Palatine Park District has the authority to dismiss a parent or a student-athlete from Palatine Park District property (owned or rented) if the parent's or the student-athlete's behavior is reasonably deemed to be disruptive of Palatine Park District programs or activities, likely to cause or does cause injury to Palatine Park District property or persons using said property, or in violation of Palatine Park District regulations. An authorized representative shall be considered any individual(s) duly appointed by the Palatine Park District Board of Commissioners. The Palatine Police Department should be contacted in situations where compliance with an

authorized representative's request is not forthcoming and/or when the safety of the representative and/or others is in jeopardy.

TRAVEL MEET POLICY

The Head Coach may appoint a travel agent to secure necessary hotel and transportation. Realize that travel fees change continuously and every effort will be made to secure the best rate available that coincides with the coach's request. Cooperation by team members will minimize confusion and errors.

Our main objective is to travel as a team. Under extraordinary circumstances, any variances must be discussed with the coach and agreed upon in advance. The coaching staff concentrates on keeping the student-athletes safe and preparing them for peak performance.

Well in advance of the meet, swimmers will be asked by the coach to indicate their interest in attendance.

Reservations may be made by the travel agent on your behalf and placed on courtesy hold. The travel agent regarding the arrangements will contact all interested traveling team members. It is the swimmer family's responsibility to guarantee and pay for their own reservations within the courtesy hold period.

For older swimmers, the team may secure hotel reservations and pay the required deposit in advance, as well as submit room assignments for swim athletes. Swimmers will be asked to pay an estimated travel budget amount upfront, prior to the travel meet. As soon as travel is completed, you will be informed of the total cost incurred by the team for each traveling swimmer and any deficiency or overage in the estimated amounts paid up front will be settled within the swimmers' escrow account.

If a swimmer qualifies for a meet after group arrangements have been made, the travel agent will attempt to find travel arrangements for the swimmer at the swimmer's request. The coaching staff will do their best to accommodate these arrangements, but remember, they must be discussed and agreed to in advance or you are on your own.

PALATINE SWIM TEAM TRAVEL CODE OF CONDUCT

(must be read and signed by each athlete prior to departing for a trip)

In accepting to be a part of the Palatine Swim Team, I agree to:

1. Commit to team goals, program requirements and procedures.
2. Display proper respect, honesty, and sportsmanship toward teammates, coaches, officials, parents, and fellow competitors.
3. Refrain from any immoral, inappropriate or unacceptable behavior such as:
 - a. Use of tobacco products
 - b. Consumption of alcoholic beverages
 - c. Use of any drugs (unless medically prescribed)
 - d. Any illegal activity
 - e. Abusive or inappropriate action toward another person
4. Follow and obey team restrictions such as curfews, lights out policies, and any other guidelines placed by a team coach, team chaperone, or any other authority figure.
 - a. Curfew – in own room by 10 p.m. (unless changed by staff)
 - b. Lights out – 10:30 p.m.
 - c. No female athletes in male athlete's rooms. No male athletes in female athlete's rooms.
Unless parent or coach is in the room and/or gives consent.
5. **ALL SWIMMERS MUST RETURN FOR FINALS (this includes 9-10/11-12's)**
6. Represent the Palatine Swim Team with the honor, pride and dignity that is expected as a Palatine Swim Team member at all times.

Failure to abide by team rules and team expectations will result in the immediate return home of the athlete at the athlete's expense. Further disciplinary action may also be enforced upon the team's return.

By signing this Code of Conduct, the athlete takes on full responsibility for their actions traveling with the Palatine Swim Team.

(Athlete Print Name)

(Athlete's Signature)

(Date)

(Parent Printed Name)

(Parent Signature)

(Date)

From Handbook: "Our main objective is to travel as a team. Under extraordinary circumstances, any variances must be discussed with the coach and agreed upon in advance. The coaching staff concentrates on keeping the participants safe and preparing them for peak performance."

Violation of Code of Conduct

At the discretion of the Head Coach any or all of the following penalties will be applied.

1. Swimmer may be scratched from any remaining events that day or from the entire meet.
2. Swimmer may be sent home immediately from the meet at his/her own expense and if there is an extra expense it will be the swimmer's responsibility.
3. Swimmer may be suspended from the team until the swimmer and parents have had a conference with the Head Coach and the appropriate disciplinary actions have been implemented.
4. Violation of the code of conduct will result in the swimmer being suspended from ALL team trips for the remainder of the swim season and/or specified period determined by the Head Coach.

Honor Code

The following code is in effect throughout the year. Some of the items refer specifically to team travel. Additionally, anyone who, in the opinion of the coach or coaches, acts in a manner that would interfere with the travel objectives listed below will be subject to immediate return home at the expense of the parents and/or swimmer. Also, other punishments may be applied, including barring from future travel meets or other competition or dismissal from the team.

The Palatine Swim Team will seek out of town swimming competition for the following reasons:

- o Different individual competitions
 - o A higher quality of competition
 - o Experience in trial/finals competition
 - o Conditions conducive to exceptional performances
 - o Representation at National and International Meets
1. The Palatine Swim Team may travel as a team to these meets and everyone is expected to behave in an exemplary matter. The reputation of the Palatine Swim Team, as well as other athletes with you, is dependent on your behavior.
 2. The coaching staff holds the final word on any rules, regulations or disciplinary action.
 3. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, fellow competitors and the public.
 4. The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or substance of any kind will not be allowed. Any team member found, or suspected to be in the presence of others partaking in any of the above activities (regardless of team affiliation) will be subject to the same punishments and probable expulsions from the Palatine Swim Team. Any swimmer suspected of such activity will appear before a review committee composed of the Palatine Head Coach, one other coach, the Palatine Parent Advisory Board President, and two other Palatine Parent Advisory Board members.
 5. Palatine Swim Team athletes are not allowed to be in the same room with members of the opposite sex unless the doors are left open.
 6. No team meetings may be missed. Be punctual to all meetings and warm-up times.
 7. No team member may be out of his or her room after the assigned bedtime. Permission must be obtained from the coach to leave the room past this time.
 8. Any damages or thievery incurred at a motel will be at the expense of the swimmers assigned to that room and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas, and such behavior should be kept to a minimum in your rooms. Do not charge long distance calls to your room.
 9. All team members will be polite in restaurants. Leave a 15% tip. If there has been a problem with the service, see the coach.
 10. Agree to follow the rules about practice and meet behavior in the team handbook.