



***Parent/Swimmer Handbook
2011-2012***

Welcome to the City of Olathe Lightning Swim Team!

We are excited you have chosen COOL as your new swim team and look forward to getting to know you and your family! We have a wonderful group of coaches, swimmers, and parents who enthusiastically support each other in and out of the pool. New friendships, rewarding experiences, and fun activities are just a few of the exciting possibilities that await your family as you enter the world of competitive swimming.

As with any program, the more familiar you are with the “standard operating procedures,” the easier it will be to relax and enjoy the ride. On the following pages you will find general team information and policies. The COOL website offers additional information for parents and swimmers. If you don't find the answers to your questions on the website, please feel free to contact a COOL board member or coach at any time.

Thank you for joining COOL! We are happy you are here!

Sincerely,

The COOL Board of Directors

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Introduction:

Welcome to the City of Olathe Lightning (COOL) Swim Team. By joining United States swimming and COOL you are becoming a member of the country's largest organized youth sport. Your child is getting involved in what can truly be a "lifetime sport," and hopefully, will make lifetime friends.

COOL is a member of Missouri Valley Swimming, our LSC (local swimming committee) in USA Swimming, and the national governing body for swimming in the United States. Missouri Valley includes teams from the entire state of Kansas, teams west of Columbia, Missouri; Texas County, Oklahoma; Hansford County, Texas; and Kit Carson County, Colorado.

A board of parent volunteers runs the team. Board members are selected in April or May for the following swim year. Board meeting notices will be posted on the website and parents are welcome to attend the parent forum, which is the first portion of each meeting.

The purpose of this handbook is two-fold: to explain to new members the COOL and to outline various policies that affects all swimmers. All families should read it so that they become familiar with important facts and rules of the team.

COOL's Mission:

The City of Olathe Lightning Swim Team is a competitive swim team emphasizing both individual and club excellence in a positive, family oriented atmosphere with the goal of producing lifelong swimmers.

Privacy Statement:

COOL respects the privacy of its members. All forms are shredded after each season. No information is shared with the general public. Email addresses are used only for weekly newsletters and team communication. Our email list is never sold or given to any other organization. Any family may also opt out of an online team directory, which may contain address and phone information.

Team Structure:

The COOL program is separated into practice groups providing individual training for competitive swimmers five years of age and older. Placement into groups is by recommendation of the coach during a try-out and subsequent trial week. Each group is designed to benefit swimmers who are grouped together by age and ability. The frequency, duration, and training intensity of practices define each group.

COOL's Competitive Training Groups:

The team offers a multi-level swim program with our children progressing through the varied levels of swimming. The levels are as follows:

SWIM SCHOOL – swimmers ages 4-12

- Levels 1-4 – beginners through advanced intermediate swimmers
- Level 5 – precompetitive swimmers ages 5-12

AGE GROUP – swimmers ages 5-13

BRONZE

For swimmers who are ready to develop into competitive swimmers, both mentally and physically. This group is subdivided into two levels by ability and skill, allowing swimmers to progress and excel at their own pace.

- **Age:** 6 and up
- **Attendance:** 5-6 practices offered per week. Swimmers are recommended to attend 2-3 practices/week to achieve maximum benefits from training.
- **Personal:** Increased commitment and focus, introduction to personal goal setting, increased effort to improve technique of all strokes, starts, and turns.
- **Competition expectations:** Expected to participate in COOL-hosted meets when swimmer and coach feel the swimmer is ready. Participation in other meets is optional.
- **Equipment:** Swimsuit, goggles, swim cap, water bottle
- **Requirements:** Swimmers should be able to swim a length of two different strokes, but it is not a necessary requirement. Swimmers must attend a try-out with the Head Coach.

SILVER

For swimmers who are older than 11 and not in high school. This group focuses on an introduction dry land training, stroke refinement, and endurance building.

- **Age:** 11-13
- **Attendance:** 5-6 practices offered per week. Swimmers are recommended to attend at least 3 practices per week.
- **Personal:** Increased commitment and focus, willingness to work on strengthening the core through a dry land routine, and knowledge of personal goals.
- **Competition expectations:** Expected to participate in COOL-hosted meets. Participation in other meets is optional.
- **Equipment:** Swimsuit, swim cap, goggles, water bottle, Speedo Optimus fins, running shoes.
- **Requirements:** Swimmers should be able to swim all four strokes.

GOLD

This group is geared towards older swimmers of various backgrounds and abilities who wish to develop and improve their swimming skills in an organized practice setting. The group may consist of swimmers prepping for high school swimming or summer league swimming, swimmers wanting to condition for other seasonal sports, older novice swimmers wishing to learn the competitive strokes, and swimmers wishing to swim for fitness.

- **Age:** 13 and up
- **Attendance:** 5-6 practices offered per week. No attendance requirements. Although swimmers are encouraged to attend 2-3 times a week to achieve maximum benefits from training.
- **Personal:** Motivation and willingness to improve, knowledge of personal goals.
- **Competition expectations:** Gold swimmers are encouraged to participate in meets if they wish.
- **Equipment:** Swimsuit, goggles, swim cap, water bottle
- **Requirements:** Swimmers should be able to swim a length of two different strokes, but it is not a necessary requirement. Swimmers must attend a try-out with the Head Coach.

PLATINUM

For older swimmers who would like to continue growing and improving as competitive swimmers. This program encourages swimmers to realize their potential through dedication, perseverance, and personal goal achievement.

- **Age:** 13 and up
- **Attendance:** 5-6 practices offered per week. Commit to maintain 80% practice attendance.
- **Personal:** Motivation to succeed, willingness to learn and improve, knowledge of personal best times and of personal goals.
- **Competition expectations:** Participate in as many meets as possible including COOL-hosted meets, championship meets, and specific coach designated meets upon qualification.
- **Equipment:** Swimsuit, goggles, swim cap, Speedo Optimus fins, equipment bag, water bottle, running shoes.
- **Requirements:** Swimmers should be able to swim all four strokes.

MOVING BETWEEN ABILITY LEVELS:

When swimmers join COOL, or when current swimmers are looking to advance to a higher practice level, the coaching staff will use the following guidelines as a means of determining what level each swimmer should be in. In addition, consideration will be given to the swimmer's maturity level as well as his/her ability to be successful in a particular group. The coaching staff strives to place swimmers into groups that will best facilitate growth and success for each individual swimmer.

Bronze

Swimmers entering the Bronze Group must be able to:

- Demonstrate the ability to swim Freestyle and Backstroke proficiently
- Demonstrate the introductory techniques of Breaststroke and Butterfly

Silver

Swimmers entering the Silver Group must be able to:

- Perform all four strokes & turns legally
- Dive
- Bilateral breathe on Freestyle
- Show proper finishes and proper streamlines off starts and turns.
- Swimmers must be able to perform 10 X 50 Freestyle Swim on 1:10
- Swimmers must be able to perform 4 X 100 I.M. Swim on 2:20

Gold

Swimmers entering the Gold Group must be able to:

- Demonstrate the ability to swim two strokes

Platinum

Swimmers entering the Platinum Group must be able to:

- Show the commitment and responsibility to their individual and team performances before moving into this group. This will be evaluated by the Head Coach.
- Swimmers must be able to perform 5 X 100 Freestyle Swim on 1:40
- Swimmers must be able to perform 5 X 100 I.M. Swim on 1:50
- Swimmers must be able to perform 6 X 200 Freestyle on 3:30
- Swimmers must be able to perform 3 X 200 (Fly, Back , or Breast) on 4:00

Practices:

The COOL Swim Team offers a year-round swim program. Our fall/winter season begins in early September and runs through May. Our summer program begins in June and runs through the end of July.

During the school year, the team practices in Olathe junior high pools and during the summer at Black Bob public pool. The team is not affiliated with the Olathe School District or the Olathe Parks and Recreation Department and does not receive any funds from them. The team must pay rent and monitoring fees each time we use a pool, and depends on dues to pay for the team's monthly expenses.

Posted practice times may be adjusted based on the number of swimmers in each group. In addition, since the pool is shared with high school swim teams, practice times are subject to change based on pool availability. Also, the school district has the ability and right to cancel our practices for a school function at anytime. Alternate practice locations may be required at times and will be announced on the team website. No adjustments in monthly fees are made for the loss of pool time when that loss is outside the control of COOL.

Practice Changes/Cancellations:

In the event of inclement weather during the school year, practice changes or cancellations will be posted on the website homepage as soon as possible. When school is cancelled due to a snow day, please check the website for practice cancellation announcements.

Summer Weather Policy for Outdoor Practices:

Weather Hotline: 1-615-413-4301

We will always strive to hold practices. Just a light rain, we will swim. Hard rain with no lightning, we will swim. If lightning is sighted, the pool and deck will be cleared for 30 minutes. If the pool is cleared due to lightning and there are 30 minutes or less of practice remaining, practice will be over. If there are more than 30 minutes remaining, we will wait it out in most cases. If storms move in before practice starts and it looks like they are going to remain over the area for the morning, we will make every effort to cancel practice as early as possible and update the weather hotline. If possible, the home page of the website will also be updated.

Registration:

COOL's swim year is broken into 4 quarters: Fall (Sept. – Nov), Winter (Dec.-Feb.), Spring (March-May), and Summer (June – July). All swimmers, regardless of their original start date, must re-register at the beginning of the Fall Quarter prior to COOL's first day of practice. Several registration nights and locations are available for families to talk with coaches and Board members and to turn in their packets and fees. After initial registration, swimmers returning for the following quarter will be able to notify the team treasurer through email that they intend to return.

You are financially responsible for the quarter your swimmer is registered for whether your swimmer attends practices or not. Be sure to talk to the coach about scheduling conflicts as occasionally it is possible to have alternate practice times.

Swimmers new to the COOL program may enroll at anytime during a quarter. At the conclusion of a free trial week with the team, registration packets and fees must be turned in to the team treasurer before a swimmer is allowed to continue practicing with the team.

Entering Meets:

The meet schedule is determined by the coaching staff and posted on the team website at the beginning of each season. Families who are not sure which meets are appropriate for their swimmers are encouraged to contact the head coach. Meet information and entry deadlines are posted as early as possible on the team website.

COOL swimmers enter meets through the team website. After logging in, a swimmer will be able to declare if he is going to attend a certain meet and what days he plans to be there. Coaches will then enter the swimmers in their events and send the team's entries to the host team. Meet entries fees will be posted to accounts on the next billing cycle.

Communication:

Communication between parents, coaches, and swimmers is a top priority of COOL. There are several important ways to stay current:

- Team website – www.coolswimteam.com will have the most up to date information.
- Team email – a weekly team email blast is sent out every Sunday night. Team emails are occasionally sent out during the week for various reasons.
- Bulletin boards at the pools – be sure to glance at the bulletin boards when you are dropping off/picking up your swimmer. The boards are stocked with upcoming events, news articles, photos, etc.
- Parent Meetings – Parent Meetings are held at least once every season and feature coaches' reports and information from the Board of Directors.
- In addition, parents are always welcome to contact a coach or Board members with questions or concerns. Emails and phone numbers are provided in several spots on the website.

COOL strives to provide its members with the most up-to-date information in a timely manner. Parents and swimmers are encouraged to do their part by checking email and the team website frequently, and by attending all available meetings.

Board Members and Coaches:

You may contact any board member or coach via email through our website.

Board members for the 2010 swim year are:

President: Alan Mercer / Jenny Downey

Vice-President: Amy Bryant

Secretary: Amy Hoherz/Linda King

Treasurer: Tim Jogan/Jim Erickson

Meet Director/Entry Chair: Colleen Jogan

Members at Large: Kristi Lam

Coaches:

Head Coach: Laurie Reaburn

Pioneer Trail Site Coach: Tyler Henn

The parent board and coaches want swimming to be fun, exciting, challenging and memorable. We want all swimmers to swim to the best of their ability and to feel good about what they are accomplishing. Please feel free to contact any of us with comments, questions, or concerns. Our email addresses are listed on the website under the "coaches" tab.

Explanation of Fees:

The City of Olathe Lightning (COOL) Swim Team is a not for-profit organization run solely by parent volunteers and is self-supporting through membership dues and fundraising. Fees and fundraising efforts go directly towards the team's operating expenses including pool rental, coaches' salaries, travel expenses, equipment, and supplies.

PAYMENT OF FEES

- Monthly fees are invoiced the 20th of each month on Team Unify. Parents will be emailed a link that will take them to their account information. Billing will include any monthly fees and any other fees incurred since the last billing statement such as meet fees, team store purchases, late fees, etc.
- Payment is due by the **15th of each month** and can be paid one of two ways:
 1. Automatic bank debit set up through the team website.
 2. Mail check to the team Treasurer. **PAYMENTS WILL NOT BE ALLOWED TO BE DROPPED OFF OR COLLECTED AT THE POOL.**

**Jim Erickson
13622 S. Sycamore
Olathe, KS 66061**

DELINQUENT ACCOUNTS

- Account balances are expected to be paid by the 15th of the month. Fees past due will be charged a late fee of \$15.00 per each month they are unpaid.
- Any families with accounts more than 60 days past due will be placed on Inactive Status (which includes not participating in any COOL activities, meets or practices). The family shall be liable for all court costs and attorney's fees incurred in collection of Delinquent Accounts
- All outstanding accounts must be paid in full before a swimmer can be re-registered with the team each quarter. Outstanding balances are subject to legal action if not paid in full.

ADMINISTRATIVE FEE

- The Administrative Fee is a non-refundable annual fee due at the time of registration. These funds help pay for pool rental, coaches' salaries, computer upgrades, mailings, copies, etc.
- Swimmers joining between September 1st – February 29th = \$60
- Swimmers joining between March 1st - May 31st = \$40
- Swimmers joining between June 1st – July 31st = \$20.
- There is a family cap of \$120.

MONTHLY DUES

- A family is responsible for monthly dues throughout the entire quarter when joining at the beginning of the quarter. A family joining after the beginning of the quarter is responsible for monthly dues for the remainder of the quarter.
- The only exceptions to this policy are swimmers who will be participating in high school swimming and swimmers enrolled in the Summer Quarter, which is the only quarter (due to vacations) where swimmers can designate individual months of when they want to swim.
- Monthly dues for each swim group are as follows. Check with the Head Coach if you are unsure which group your swimmer should be enrolled in.

Platinum = Competitive swimmers age 13 and up.

\$85 a month

Gold = Novice swimmers 13 years and up.	\$80 a month
Silver = Advanced competitive swimmers 11-13 years old.	\$75 a month
Bronze = Competitive swimmers 6-12 years old.	\$70 a month
College Swimmers (Administrative Fee waived)	\$50 a month

SWIM SCHOOL FEES

Level 1 = Beginners	\$45/session
Level 2 = Advanced Beginners	\$60/session
Level 3 = Intermediates	\$60/session
Level 4 = Advanced Intermediates	\$60/session
Level 5 (Precompetitive) = Advanced	\$65/month

HIGH SCHOOL SWIMMERS

- Swimmers participating in the high school-sponsored swim season may request seasonal status during the current quarter.
- Requests for seasonal status must be received at the time of registration on either the registration form or by notifying the Treasurer via email.
- Monthly fees will not be charged while a swimmer is inactive. However, invoices will still be sent if account does not have a \$0 balance.
- No refunds or waived fees will be given, even if a swimmer has not attended practice within a particular month, unless the Treasurer is notified as stated above.
- Swimmers may not enter the pool or participate in meets during the month(s) they are inactive.

USA SWIMMING REGISTRATION FEE

- This non-refundable fee establishes the swimmer's amateur status as a competitive swimmer and provides insurance coverage during swim practice sessions and meets.
- Swimmers joining September 1 – March 31: \$51 for the calendar swim year.
- Swimmers joining April 1 – August 31: \$29 for the summer season.
- All swimmers, new and returning, must register or reregister with USA Swimming for the upcoming calendar year at Fall registration.

USA SWIMMING TRANSFER FEE

- The USA mandatory transfer fee of \$6 covers the cost of transferring a membership to COOL from another team. When a swimmer transfers to COOL in the middle of the year, this fee takes the place of the annual \$51 USA registration fee.
- This only applies to swimmers with a current USA swimming membership transferring from another USA-S team.

DISCOUNTS

- If a new swimmer joins the team after the 15th day of the month, the first month's fees will be prorated by 50%.
- There is a multi-swimmer discount for families with more than one swimmer. Additional swimmers in each family will receive a \$5 per month reduction in fees.
- Those families that pay for the entire quarter up front at the beginning of the quarter (September, December, March, or June) in one payment will receive a \$5 month (\$15/quarter) discount per swimmer.

TRIAL WEEK

- A swimmer may practice with COOL for one week, coordinated with the coach, before deciding whether he/she would like to join. If a swimmer chooses to join, all completed paperwork and dues should be sent in after the trial week to the team treasurer at :

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FUNDRAISING & VOLUNTEERING OBLIGATIONS

- Each fall the COOL Swim Team holds a fundraising event in the form of a “Swim A Thon”. COOL swimmers will have a \$50 Swim A Thon fundraising obligation with a family cap of \$100. If a swimmer does not raise the minimum amount, the family’s account will be billed for the difference. Every COOL Swimmer in an active status during the month of the Swim A Thon event will be responsible for the \$50 minimum/\$100 family cap.
- COOL hosts 2 meets a year. Because these meets are major fundraisers, all COOL team swimmers are entered to swim in these meets and are expected to participate. If a swimmer cannot attend the meet, the family is still charged meet fees for the weekend.
- All COOL families are expected to volunteer to help run the COOL-hosted meets. Families who choose not to volunteer at a meet will be charged a \$50 fundraising fee.

REFERRALS

- A family will earn a \$25 credit towards their account for every family they refer to the team. When a new family joins the team, they must write down the referring family’s name on the registration form in order for you to receive the credit. This does not apply to Swim School referrals.

SCHOLARSHIPS

- COOL and Missouri Valley Swimming offer a scholarship programs for families encountering financial hardship. Any family interested in the scholarship program may submit a request to the Board in writing or via email, detailing their situation.
- The Board of Directors reserves the right to accept or deny any scholarship request.

MEET FEES

- The Missouri Valley meet entry fee is \$3.50 per individual event. COOL also includes a \$5.00 surcharge per swimmer per meet to cover relay entry fees and coaches’ travelling expenses.
- COOL pays the meet entry fees to the hosting team when meet entries are sent prior to the meet. Therefore accounts will be billed whether a swimmer attends the meet or not. Meet entry fees cannot be refunded due to illness or change of plans.
- There is a \$10.00 concession/hospitality fee for each family for all COOL-hosted meets. These funds provide the concession/hospitality committee the flexibility and monies to facilitate its operations. This saves families the burden of preparing and donating food to provide for concessions/hospitality rooms.

LEAVING THE TEAM

- Fees will not be refunded when a swimmer leaves the team. The exceptions to this policy are based on either of the following conditions:

1. *Medical problem* - Families requesting a refund because of a medical condition must demonstrate that a swimmer is unable to participate in swimming activities as a result of a diagnosed medical condition. The request must include medical documents that clearly identify that a swimmer is unable to swim or that a certified medical professional recommends the child not swim.
2. *Family relocation* - Families requesting a refund because of relocation must identify when they expect to leave the area, with area being defined as beyond 30 miles from COOL's practice location.

Equipment:

We have various items for sale including: caps, goggles, team suits, team sweatshirts, and team T-shirts. Team caps are required to help identify our swimmers at a meet. Team suits are encouraged but are not required. See your swimmer's specific group description for a list of recommended practice equipment.

Swim Meets:

Many USA swim meets are offered throughout the year for all levels of ability. We like to see as many of our swimmers as possible at these meets. A tentative meet schedule is posted on the website.

Meet sign-ups will be conducted through the team website, www.coolswimteam.com. **Swimmers cannot be entered after the deadline.** The sign-up will consist of the athlete's name, days he/she plans to swim and the number of events to swim. You are welcome to request more specifically what events your swimmer participates in by filling in the text box on the registration page. Average meets are 3 days (Friday thru Sunday) - you do not have to participate all three days, just indicate which days you will be attending. **Once the swimmer has been entered in a meet, the family is responsible for the meet fees even if the swimmer does not participate in meet. The team must pay for the fees when the entries are mailed.**

Unless noted on the registration form, the coaches will be choosing events for the swimmers. They know what each child likes to swim and their abilities. They will not be likely to pick events the athlete is not ready for. However, they will enter them in events that may challenge them. If you do have specific requests for a certain meet, please communicate that via the meet registration page on the team website. Please realize that it may not be possible to place a swimmer in specific events only to make sure they swim in requested sessions.

There are different nationally recognized levels of achievements based on times for each age group. Swimmers begin as "C" swimmers and as they improve, they advance from "C" to "B" to "A" then to "AA", "AAA", "AAAA". This permits fair yet challenging competition on all levels. In some cases, a swimmer may be a different class in each stroke. An example: "C" breaststroke time, "B" freestyle time and "A" backstroke time. Some swim meets set certain qualifications standards. In order to swim in these meets, a swimmer must have achieved one or more of the qualifying times. These meets will be noted on the sign-up information. Please feel free to ask a coach or board member if you have questions about signing up for these meets.

What To Expect At A Meet:

Most swim meets are two and a half (2 ½) days long – Friday night, Saturday and Sunday. The Friday schedule **usually** begins between 4:00-6:00PM and has events for age groups 10 and under through

Senior. Each meet schedule is different and is determined by the host team. The schedule for Saturday and Sunday has each age group **either** swimming in the morning or the afternoon. Expect a full morning or afternoon spent at the pool. For example, if your child's age group swims the morning session, plan on getting to the pool for warm-ups at approximately 7:00-8:00AM and leaving when the session is over at Noon-1:00PM, depending on the size of the meet.

Swimmers usually spend down time in a "crash area". This is usually a gym or area near the pool. Bring a sleeping bag or blanket to throw down. Most meets have concessions but it is a good idea to bring extra snacks, water or sports drinks. The most important item is **LIQUID** – swimmers need to replace liquids. Do not drink dairy products before swimming – these can cause stomach cramps. Remember to pack games, books or music.

Most meets have "heat sheets" available to purchase. Heat sheets will specify heat and lane assignments your child will be swimming. This information is also available from the coaches. It is a good idea to write the event number and stroke on your child's arm or leg as a reminder. Psyche sheets are another form of a heat sheet that only shows the swimmers in each event, listed by entry time from fastest to slowest. You can estimate the heat assignment and the swimmer will get their lane assignments when checking in with the Clerk of the Course. If heat and lane assignments are available, they should be included on your child's arm or leg.

Remember to dress accordingly – pool areas are usually hot and humid!! Crash areas may be cold for wet swimmers so don't forget a sweatshirt.

Swimmers should be ready to enter the pool at the time designated for warm-up, therefore they should arrive at the pool **NO LATER THAN 30 minutes** before that time – this will give them enough time to find the team in the "crash area". Swimmers need to make sure that they have their suits, goggles, swim cap and towel before they leave home!! It is a good idea to have back-up goggles and swim cap.

It is a swimmer's responsibility to make sure they report to their event in time to swim. Some meets have a reporting area (Clerk of the Course) to put swimmers in event order, however, some meets simply have the swimmers report to their assigned lane/block. Make sure your swimmer is aware of their event. **Experienced swimmers and parents will assist new swim families/swimmers – please do not be afraid to ask for assistance!!**

Each swimmer is to report to the coach as soon as they have completed their event so the coach can give them feedback. If your child comes to you, remind them to see their coach first – THANKS!

Do not leave the meet until you or your swimmer has checked with the coach about whether or not they are on relay. If a member of the relay leaves before the event, the other three team members will not be able to swim. Most relays are not announced or posted until the final phase of the session. Talk to the coach if you have questions.

Remember at meets, swimmers are working not only to win races but also to get new "best times". A child can take 25th place and be thrilled because he/she got a faster time than before. A word of praise and support from family, other teammates and team families is a great way to reward and acknowledge their hard work.

Last but not least, expect to have **FUN** at a meet! It's exciting to be on a relay or to cheer on teammates. Sharing snacks, playing games, and building friendships are all part of the meet experience. Setting and achieving goals, as well as perfecting skills, is rewarding.

More information about what to expect at a meet and other helpful resources can be found on the team's website.

Parent's Role:

The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent. First of all, a parent's role is to supply encouragement, mental and moral support.

Parents are welcome at practice. The coaches' attention needs to be focused on the swimmers during practice. The coaches will be available before and after practice each evening to discuss concerns or suggestions. You may also leave a written question in the coaches' mailbox or speak to a board member.

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 child work harder in practice, which in turn gives him/her the confidence to perform well in competition. Each of our coaches has a different style of coaching. Some coaches are loud and some are quiet. No matter their style, they are seeking to motivate your swimmer to reach for their full potential.

Please make every effort to have your swimmers at practice on time. Realize that your child is working hard and give all the support you can. Encourage good diet and sleeping habits. They will serve your children well.

Your Athlete:

To have a successful program there must be understanding and cooperation among parents, swimmers, and coaches. The progress your child makes depends to a great extent on this triangular relationship.

The following guidelines will help you keep your child's development as an athlete in the proper perspective and help your child reach his/her full potential under the coach's direction.

Ten and Unders: Ten and unders 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, 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.

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.

Sportsmanlike behavior and improved performance are of equal importance. All the coaches teach swimmers how to behave like champions whether the swimmers have a "good" or a "bad" swim. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are examples of great behavior.

A swimmer should be praised for improving his/her stroke or time. It is the coach's 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.

Swimmers are taught to set realistic, yet challenging goals for meets and to relate those goals to practice to direct their training efforts. 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 potential in the wide range of events offered in competitive swimming. Often times, a swimmer's "best" stroke changes as they mature and his/her body goes through physical changes.

COOL Code of Conduct:

As a **swimmer**, I understand that I must follow these rules to stay in good standing:

R - RESPECT – Respect the coaches, the sport, teammates and yourself. I will respect the coaches' direction and authority. I will respect the rules and regulations of the sport. I will respect my teammates. I will show self-respect and not use abusive language.

A – ATTITUDE- I will try to keep a positive attitude. I will think positively and approach even the most difficult tasks with a good and forward thinking attitude.

C – CONDUCT – I will demonstrate good sportsmanship before, during and after practice and swim meets. I will be courteous to any official, coach or swimmer from another team. I will be modest when successful and be gracious in defeat. I will refrain from the use of drugs, tobacco, alcohol and abusive language.

E – ENCOURAGING – I will encourage my teammates and promote good sportsmanship. By displaying encouraging actions, I will be helping myself and my teammates achieve our goal of excellence.

D – DISCIPLINE – I will be responsible for my behavior. In ensuring a positive learning environment at practice and at swim meets, I understand the levels of discipline.

Warning #1: Verbal statement from the coach about discipline.

Warning #2: A time out period from practice (5-10 minutes) where I can reflect upon my behavior and adjust it as required.

Warning #3: Removal from swim practice. If I am asked to leave swim practice I will not leave the premises unless directed by a coach or approved by a parent.

If discipline continues to be an issue, a coach/parent/swimmer conference may occur.

Competitive Strokes:

The four competitive strokes are (1) freestyle, (2) backstroke, (3) breaststroke, and (4) butterfly. Events are held in all of the competitive strokes at varying distance depending on the age group of the swimmer. In addition, there is a combination of the strokes swum by one swimmers call the individual medley. The order of the individual medley is butterfly, backstroke, breaststroke, and freestyle. Other swimming events include relays, which are a group of four swimmers who either all swim freestyle (freestyle relay) or each swims one of the competitive strokes in the order of backstroke, breaststroke, butterfly and freestyle (*medley relay*).

Levels of Achievement:

There are several different age group classifications recognized by United States Swimming (the governing body of the sport): 10 & under, 11-12, 13-14, 15-16, 17-18. Most meets also have events for 8 & unders and combine the 15 and older swimmers into events under the classification of “Senior” or “Open”. All swimmers may participate in open events but only swimmers 15 years old or above may participate in the senior events. There are no “time standards” for 8 & under swimmers but they may swim in 10 & under qualifying events. Not all age group classifications are offered at every swim meet. The swimmer’s age on the first day of a meet will govern the swimmer’s age for the entire meet.

Within each age-group, there are different nationally recognized levels of achievement based on times. All swimmers begin as “C” swimmers. As they improve, they advance from “C” to “B” and so on. The times required for each ability level are published yearly by United States Swimming. This permits fair, yet challenging competition on all levels.

Time standards may be found on either of these websites:

Missouri Valley Swimming website: www.missourivalleyswimming.com
United State Swimming www.usswim.org

Types of Swim Meets:

1. Missouri Valley Multi-team Meets – the COOL Swim Team will compete with a variety of Missouri Valley teams. These meets are fun and help promote team unity. All levels of swimmers can usually compete.
2. Developmental Meets – These are “B” and “C” meets and do not usually have a minimum qualification time standards. Swimmers with an “A” time in a specific stroke cannot swim that event in these meets.
3. Qualification Meets – These meets have some type of qualifying time standards that a swimmer must have achieved in order to enter the meet.
4. Level I and Level II - Missouri Valley Swimming determines the time standards used for these meets based on a fastest/slowest range of time.
5. Division I and Division II Meets – Missouri Valley Swimming sets the qualifying times standards for these championships. Generally, the Division I standards fall around the national “A” level.
6. Zone Championships – USA Swimming is divided into four zones: Eastern, Southern, Central and Western. Missouri Valley is a member of the Central Zone which also includes the followings LSCs: Arkansas, Illinois, Indiana, Iowa, Lake Erie Michigan, Midwestern Minnesota, North Dakota, Ohio, Oklahoma, Ozark, South Dakota and Wisconsin. The Zone Championship meets are held in early August. A swimmer must have achieved a “AAA” time to qualify for this meet, and swims as a member of the LSC team rather than their local swim club.
7. Region Meet – USA Swimming is divided into 14 Regions. Missouri Valley is a member of Region 8, along with Arkansas, Oklahoma and Ozark (eastern Missouri). Region 8 meets are held two times a year (December and July) and require special qualifying times. This is the

first “non age-group” meet: swimmers compete against qualifying swimmers, regardless of age. Qualifying times are approximately “AAAA” times.

8. Phillips 66/USA National Championships (Senior Nationals) – Other than the Olympic Trials and the World Championships Trials, each of which is held every four years, the highest level of competition for senior swimmers is the USA National Championships. Any swimmer meeting the national qualifying time standards travel to various cities throughout the US to compete against America’s best swimmers. Swimmers can qualify for national teams that represent the USA in international competition by their performance at this meet.

QUALIFYING CHAMPIONSHIP MEETS		
	<u>Short Course</u>	<u>Long Course</u>
Level II	December	
Level I	December	
Division II	February	July
Division I	March	July/August
Zone Meet		August
Region 8	December *	July
Short Course – 25 yards (Fall/Winter)		
Long Course – 50 meters (Summer) * prior to Olympic Trials, this meet is LC		

Safe and Positive Environment Policy: Effective August 1, 2010

In order to make sure swimmers and their parents feel good about their involvement with City of Olathe Lightning Swim Team, COOL has a reporting structure in the event there is a concern about coach behavior, including, but not limited to, sexual abuse.

1. All parents have unlimited access to coaches and the Board of Directors. Contact numbers for each Board member and coach can be found on the Team website. COOL takes all parental complaints and concerns seriously. If any parent – or swimmer – has concerns, they should bring

those concerns **immediately** to the Board. This includes concerns over inappropriate behavior of any kind.

2. The Board will investigate all concerns. Depending on the nature of the allegation, the Board may immediately suspend or terminate the coach (or other alleged offending person) and report the incident to the Olathe Police Department for a more thorough investigation. It will also report the incident to Missouri Valley Swimming and USA Swimming for investigation and follow-up. If requested by the parent or swimmer, the Board will keep all identities anonymous.

Reporting Steps

All incidents of alleged misconduct and abuse will be taken seriously and responded to swiftly and appropriately by the COOL Board of Directors. The reporting steps are as follows:

1. Parent or swimmer reports concern to a board member
2. Board member notifies Board President
3. Board President suspends or terminates coach, depending on nature of allegation
4. Board President reports incident to Olathe Police Department for investigation
5. Board President will report incident to Missouri Valley Swimming

Safeguards

In addition, the following safeguards will be taken to ensure a safe and positive environment for COOL swimmers:

- Prior to hire, all coaches and swim instructors will undergo a sexual offender background check by the COOL Board of Directors. As well, all USA Swimming coaches undergo a background screening by USA Swimming prior to certification.
- There are no closed practices for swimmers. Parents are always welcome and encouraged to attend their child's practices.
- Parental permission is required for any filming/videoing of swimmers for stroke analysis. All VHS tapes/DVDs used during video stroke analysis will be erased or destroyed. While not in use, VHS tapes/DVDs will be stored securely.
- COOL is only responsible for the safety and welfare of the children while they are attending practice. Parents/guardians are responsible for the safety and welfare of their swimmers prior to the start of practice and immediately following practice. Please pick up your children after practice in a timely manner.

Our main goal as the Board is to ensure that swimming with Cool is a positive and safe experience for the swimmers and parents. If you have any questions about this policy, please contact a member of the Board of Directors.

All parents should be aware, as well, that COOL expects appropriate behavior from its swimmers towards other swimmers and coaches. Depending on the nature of the conduct, the Board may get involved in investigating inappropriate behavior of swimmers and has the right to discipline the swimmer. Such discipline can include dismissal from the team.