

# WALLINGFORD FAMILY YMCA DOLPHINS



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Wallingford Family YMCA  
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Wallingford CT 06492

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# **WELCOME TO THE DOLPHINS**

The Wallingford Family YMCA Dolphins (WFYD) swim team is a year-round competitive program serving those in the town of Wallingford and its surrounding communities by helping swimmers of all abilities reach his or her highest potential. Organized and operated by the Aquatics Department at the Wallingford Family YMCA, the Dolphins apply the YMCA's mission of youth development, healthy living, and social responsibility to build a strong foundation for a lifetime of healthy fitness habits within each participant. At all swim team events (practices, meets, banquets, etc.) the goal of the coaching staff is to instill commitment, dedication, teamwork, and a love of swimming within each and every member of the team. WFYD participates in YMCA & USA competitions at the local, state, regional, and national level and is a contributing member of the Yankee Cluster Swim League.

The purpose of this handbook is to provide essential team information and to outline the philosophies & policies of the Wallingford Family YMCA Dolphins swim team.

## **MISSION**

The Wallingford YMCA Dolphins swim team is a co-ed swimming program formed to develop an environment that will help our children grow physically, mentally, and morally. For youth ages five to eighteen, the Dolphins commit all team members to demonstrate the YMCA core values of caring, honesty, respect and responsibility. The team is dedicated to giving every swimmer an equal opportunity to participate at a level which meets their individual needs. The WFYD coaching staff maintain a positive environment while at the same time help each swimmer to achieve their individual goals.

## **ORGANIZATION**

The Dolphins Swim Team is managed by the Wallingford Family YMCA and is affiliated with the National YMCA Organizations. The staff includes a Head Coach that oversees the entirety of the program, several assistant coaches, and coaches' aides. Swimmers ages five through eighteen compete at all levels. Practices are currently held at the Wallingford Family YMCA East Side Branch, Sheehan High School (where the Dolphins also host their home swim meets) and at Wesleyan University (during the Summer season), but are subject to change based on location availability, team size and need.

## **COMMUNICATION & INFORMATION**

The primary source of information about the team is the Dolphins website which can be found at <http://www.wallingforddolphins.org>. The Dolphins Swim Team website is intended for swimmers, parent, & potential program participants, so it is updated on a regular basis. Participants are strongly encouraged to visit the website daily to check for possible practice schedule changes, view upcoming swim meet information, check for announcements about Parent Association (P.A.) meetings and become aware of fundraising, volunteering & any other general team information. In an effort to get information out in a streamlined and timely manner, WFYD will utilize email as a means of communication. It is important that parents & guardians help us to

maintain an accurate list of email addresses. Parents may use the “[OnDeck](#)” app on their phone to view much of this information, including getting notifications from Team Feed.

Information regarding team functions is also posted on the team bulletin board located outside the Aquatics office.

## **ABOUT THE TEAM**

The Wallingford Dolphins utilize a seven-stage age group program which is designed to develop the swimmer physically, mentally and emotionally in a systematic fashion. In the early stages of participation on the Dolphins, emphasis is placed on developing technical skills and a love for the sport. The later stages of the program develop a demanding physical and psychological challenge to training. At each level, the goals and objectives are specific and directed towards meeting the needs of the swimmer(s), and because each swimmer is an individual, he or she will progress at his or her own rate. The coaching staff recognizes this fact by making group assignments based on a swimmer's physical, mental and emotional level of development. The base assessment to be a member of the team is to complete a 25 yard swim on the stomach & a 25 yard swim on the back without stopping, and from there the coaching staff places individuals within the following practice groups.

### **PRACTICE GROUPS**

Swimmers are placed into practice groups based on their age and ability. Each practice group has a required set of skills, which are defined on the [www.wallingforddolphins.org](http://www.wallingforddolphins.org) website.

#### **Pups - Age 5-8**

Pups represent the transition from swim lessons into the competitive swim team. The primary goal for this group is to teach stroke technique and to teach swimmers about competitive swimming. The competition focus is on YMCA dual meets and Yankee Clusters.

#### **Age Group 3 - Age 8-11**

The major focus is centered on having fun and learning the sport. Solid practice habits are reinforced, and training sets are introduced, along with stroke technique and development. The competition focus is on YMCA dual meets and Yankee Clusters.

#### **Age Group 2 - Age 8-11**

Swimmers have some competitive experience and are looking towards building upon a solid base of stroke technique. The primary goal for this group is stroke refinement, endurance and conditioning. Competition is centered on YMCA Dual Meets and USA Meets. \*

#### **Age Group 1 - Age 8-11**

Proper stroke technique is still an emphasis along with reinforcement of proper practice habits. There is an increase in emphasis on conditioning after the beginning portion of the season. The

competition focus shifts to achieving USA CT Regional Championships, Age Group Championships Time Standards and possibly Zones qualifying standards. \*

### Junior 2 - Age 11-13

Swimmers have some competitive experience and are looking towards building upon a solid base of stroke technique. The primary goal for this group is stroke refinement, endurance and conditioning. Competition is centered on YMCA Dual Meets and USA Meets. \*

### Junior 1 - Age 11-13

Proper stroke technique is still an emphasis along with reinforcement of proper practice habits. There is an increase in emphasis on conditioning after the beginning portion of the season. The competition focus shifts to achieving USA CT Regional Championships, Age Group Championships Time Standards and possibly Zones qualifying standards. \*

### Senior 2 - Age 13-18

Proper stroke technique is an emphasis along with the addition of preparation for longer events and reinforcement of proper practice habits. The primary goal for this group is stroke refinement, endurance, and conditioning. Competition is centered on YMCA Dual Meets and USA Meets. \*

### Senior 1 - Age 13-18

Swimmers in this group are at the highest level of training and competition. The focus of Senior I is high volume training, energy cycles, sprint work stroke refinement, stroke cycles, and goal setting. Competition is centered on YMCA Dual Meets and USA Meets. \*

\*All Wallingford Family YMCA Dolphins swimmers will compete in YMCA meets. Swimmers interested in USA meets should contact the head coach for consideration. USA swimmers are required to have a current USA Swimming Membership.

## USA SWIMMING

### About USA Swimming

WFYD is a registered USA Swim Team. The Wallingford Dolphins belong to Connecticut Swimming, Inc. ([www.ctswim.org](http://www.ctswim.org)), which is the Local Swim Committee (LSC) for USA Swimming in all of Connecticut. USA Swimming enables swimmer to have additional opportunities to compete with swimmers of similar age and ability. It also offers opportunities to compete in different events. During both the Fall/Winter and Summer seasons, USA meets are normally held on the weekends. USA Swimming does not require attendance at all days of competition but instead allows a swimmer to attend any day & any session of the meet. The USA Swimming experience enables swimmers to compete in long course meter pools, short course meter pools and yard pools, as well as some limited opportunities for open water swimming. Traditionally, long course meets are reserved for the Spring/Summer season,

whereas short course meets are held in the Fall/Winter season. Each of these venues creates a different competitive environment to challenge a wide variety of swimmers.

## USA Registration

All 8 and over swimmers (at the time of championships) looking to join USA swimming must be have either qualified for YMCA New England Championships or be recommended for the program by the Head Coach prior to registering for the program.

USA Swimming is an additional cost and has a separate annual registration fee associated, which is charged in the fall/winter season. All USA swimmers (returning and new) must start their registration at the start of the Fall/Winter season. There is also a program fee to cover the costs of coaches' travel expenses throughout the season, having coaches on deck. These payments will be administered through the YMCA's DAXKO program with the card on file. Each time swimmer participates in a USA swim meet they will be required to pay Splash Fees per event (this amount changes depending on the meet). These fees will also be administered through DAXKO.

## SWIM MEETS

WFYD competes primarily as a YMCA team in the YMCA affiliated Yankee Cluster League. Fall/Winter meets begin in October and continue until the beginning of February. Summer meets begin late April/early May and conclude in the middle of July. The season will be extended for swimmers who qualify for additional championship meets in either the Fall/Winter or Spring/Summer seasons. When meets cannot be held due to inclement weather, every attempt is made to reschedule a missed meet. It is very important that all team members attend the recommended number of swim meets, and vacations should be avoided around championship meet weekends.

Swimmers will compete in the age group they are on the first day of the meet, per USA and YMCA swimming regulations. Final event entry selection is coach's discretion. Once meet entries are submitted and approved, they are not able to be changed, with the exception of relays - relays are not finalized until the event start.

Championship meets have Splash Fees and meet registration fees, which are paid by the family. Families will be charged for all events the swimmer is registered when the payment is sent by the YMCA.

## YMCA YANKEE CLUSTER LEAGUE MEETS

The Yankee Cluster League offers a variety of swim meets for participants from beginners to veteran swimmers in local team competition and travel competitions.

At YMCA meets hosted by other teams, WFYD is required to provide parent/guardian participants to help time and run the meet. The meet host will inform teams of the required

roles and timeslots a few days ahead of the meet. For meets hosted by WFYD, we require the assistance of every family on the team.

Parents/Guardians are expected to represent the YMCA core values while attending a meet. Families who do not conduct themselves in a manner representing the YMCA core values may be asked to leave a meet, potentially pay a fine if one is charged by the officials/host team.

### YMCA Age Groups

Swimmers compete in the following age groups:

Class E –8 years old and younger	Class D –9 and 10 years old
Class C –11 and 12 years old	Class B –13 and 14 years old
* Class A –15 years and older*	*Class A & B are combined at dual meets

### YMCA Dual/Tri Meets

The Yankee Cluster League hosts dual meets and tri-meets for all swimmers. Dual/Tri-meets have two to three teams competing on one designated day. This style meet is open to all Wallingford Dolphins. Swimmers compete in age specific events, being seeded according to their times. There are usually four meets per season. There are no splash fees associated with this style swim meet.

### YMCA Invitational

Invitational meets are open to all Yankee Cluster teams, in a variety of different formats. These meets are open to all Dolphins swimmers. Swimmers compete in a more general grouping of age, being seeded according to their times. Some of these meets may have time standards. Any swimmer entry fees associated with this style swim meet are the responsibility of the swimmer/family (administered through the YMCA's DAXKO program and credit card on file).

### YMCA Championships

All Championship meet event selection for each swimmer will be completed by the coaches. Parents and swimmers may request to swim specific events; however, the coaches will place swimmers in events they are likely to earn the most points for the team.

Championship meets have Splash Fees and meet registration fees, which are paid by the family. Please visit the season "Meet Charge Schedule" for information about when your card will be charged for these meets.

**Yankee Cluster Championships** are open to all Yankee Cluster Teams. The event formats will combine dual and invitational style. This meet is required in the Fall/Winter & strongly recommended in the Spring/Summer. Per Yankee Cluster League regulations, swimmers are eligible to compete in the Yankee Cluster Championships if they:

- Compete in at least two YMCA meets during the Fall/Winter season.
- Compete in one YMCA meet during the Spring/Summer season if the swimmer swam the prior Fall/Winter Yankee Cluster Championships.
- Compete in at least two YMCA meets during the Spring/Summer season if the swimmer did not swim the previous Fall/Winter Yankee Cluster Championships.

These meets are held to conclude the Fall/Winter season and the Spring/Summer season. Dates for these meets are determined prior to the season start, so please consider that when joining the team. **Any YMCA meet or practice after this date will incur additional fees.**

**New England Championships** are open to all New England YMCA Swimmers who have made the qualifying time standards. The event format will follow the New England Championship Meet format.

**National Championships** are open to any YMCA swimmer, in good standing, having met qualifying time standards and who meet the age requirement. These meets are offered once per season.

## USA SWIM MEETS

### USA Registration

USA Swimming offers a variety of swim meets for participants with opportunities to swim at the local, regional, zone and national level swim meets. USA meets have meet entry fees and splash fees which are paid by the swim families. USA swimming requires teams to pre-register participants and then many offer the ability to update registrations ahead of the deadline. If a swimmer is committed to attending a meet, the family is responsible for the fees associated, even if the swimmer does not swim. If the swimmer is committed to attend the meet, but events are not selected, the coaching staff will select the events. It is the families' responsibility to monitor the events which have been selected and communicate any changes to the coaching staff ahead of the deadline.

Meet entry fees and Splash Fees per event (this amount changes depending on the meet) will be charged per the "Meet Charge Schedule", administered through the DAXKO system.

At USA Meets, teams are assigned to have a parent/guardian representative to time the meet or officiate (if a certified USA-Official). Sometimes it is on one day, sometimes two and is often split between teams attending the meet based on the number of participants. WFYD is required to supply parents/guardians to fulfill these positions in order to attend the meet. We expect our parents to step up and volunteer for any position assigned. The more volunteers there are available for a position, the shorter the time slot.

Due to the strict USA Swimming policies and conduct regulations, parents are not permitted on the pool deck unless authorized to be there. This means that parents are not permitted to drop the swimmer off on deck or help the swimmer get setup. In the event that an unauthorized parent is on deck and results in a fine, the family is responsible for paying the fine.

## USA Regular Season Meets

Regular season meets can be known as Age Group Qualifiers, Invitationals and Pentathlons. These meets (usually) have no time standards and all USA swimmers are encouraged to participate. Event formats change depending on the style of meet or the month in which they are being held. Age Group Qualifiers have specific days and events that are set by CT Swimming, Invitational style meet events are set by the host team/meet director. Participation will depend on the YMCA Yankee Cluster League schedule & other factors determined by the Head Coach.

## USA Regional Championship Meets

Championship level meets are known as Regional, Age Group, Senior, and Zone Championships. Swimmers must meet qualifying time standards in order to be eligible for a championship level meet. Participation will depend on the scheduling of Yankee Cluster Championships.

These meets are held to conclude the Fall/Winter season and the Spring/Summer season. Dates for these meets are determined by Connecticut Swimming. **Any USA meet or practice held after this date will incur additional fees.**

## USA Eastern Zone

USA Swimmers have the opportunity to qualify and compete in the Eastern Zone swim meet if they meet the qualifying times and are currently registered with USA Swimming in one of the twelve LSCs in the Eastern Zone. Athletes with seasonal athlete memberships or flex memberships are not eligible. See <http://www.easternzoneswimming.org> for additional information.

## USA National Level Meets

USA Swimmers have the opportunity to qualify and compete in National Level Competitions such as Junior National Championships, Senior Championships and Olympic Trials.

Championship meets event selection for each swimmer will be completed by the coaches. Parents and swimmers may request to swim specific events; however, the coaches will place swimmers in events they are likely to earn the most points for the team.

# WFYD POLICIES & PROCEDURES

## PICK-UP & DROP OFF PROCEDURE

For the swimmer's safety, the Wallingford Family YMCA Dolphins have instituted a pick-up and drop-off policy for all practice and competition sites. The policy is as follows:

- For swimmers 13 and over, parents/guardians/carpool leaders may drop swimmers off at the entrance of the site.

- For swimmers 9 -12, parents/guardians/carpool leaders/siblings 13 and up may drop swimmers off in the lounge/pool area. The same restrictions apply for picking up swimmers at the end of practices or competitions.
- For swimmers 8 and under, the parents/guardians/carpool leaders must remain in the building while the swimmer is practicing
- If the person picking up the swimmer is going to be late, all efforts must be made to contact the YMCA or your swimmer's practice group coach.

The following steps will be taken if a child has not been picked up and we have had no contact from the child's parent(s) or guardian(s). It should be noted that under no circumstances are coaches allowed to drive a swimmer anywhere and YMCA personnel policy prohibits staff from babysitting children enrolled in the Swim Team program.

1. YMCA coaches will attempt to contact the swimmer's parents and/or emergency contact at the numbers provided by the parents upon registration.
2. If the coaches are not able to contact a parent or emergency contacts within 30 minutes following the end of practice, the coaching staff may make the decision to contact Wallingford P.D. for assistance. This assistance may come in the form of aiding the staff to locate the parents.

## “NUT FREE” POLICY

We have several children with severe nut allergies on our team. We understand that many of our swimmers are not old enough to make sound decisions when it comes to what should go into their bodies and are less able to manage their allergies, so we have adopted a "No Nut Policy" on deck at swim meets and practices. Please refrain from packing any snacks with nuts for your swimmers to bring on deck and if your swimmer eats something from a concession stand that contains nuts, please make sure they wash their hands immediately after eating the snack. We appreciate your cooperation with this policy — the sacrifice of not having nuts or nut products on deck at WFYD events is a small one to make compared to the consequences a child with severe allergies could face.

## TEAM AFFILIATION POLICY

During any single season Wallingford Dolphin Swimmers may not practice with or represent in competition any other swim team, (camps and clinics excluded). All swimmers that have previously registered with another USA Swimming team and wish to join the Wallingford Dolphins Swim Team **MUST** complete a transfer of registration form in order to participate in practice and/or competition representing the Wallingford Dolphins in any capacity, per USA Swimming regulations. Any swimmers wishing to participate with another recreation or country club swim team in conjunction with WFYD must have the head coach's approval. High School swimmers may practice with the WFYD during their High School seasons but may not be used in place of a High School practice. High School swimmers may compete at USA sanctioned meets but they must swim unattached (see [CIAC](#) rules and regulations for specific information).

## PAYMENT AND FEE POLICY

All registered swimmers may either (a) pay in full upon registration or (b) monthly amounts will be drafted from the credit card on file with the YMCA, with the option to pay in full at any time. Fees associated with WFYD registration are for the entire season and all payments must be complete by February 1st for the Fall/Winter season and July 1st for the Spring/Summer season, regardless of attendance and participation. In the event of a withdrawal, the full payment is due immediately. Financial assistance is available for those who qualify, and applications may be obtained from the Front Desk. Please refer to the WFYD Dolphins Price List for current program fees.

Other Anticipated Expenses:

- **Team Uniform:** Each Swimmer will need the team uniform, which includes the team suit and team cap. The team suit changes every two years, as competitive **Speedo** suits are only guaranteed to be available for two years. The average team suit is between \$30 - \$60 for boys' jammers and \$65-\$90 for girls but is subject to change based on availability of the team suit. Swimmers must use the team suit in all meets, unless prior approval has been obtained or the meet is listed as a "tech suit" meet. The team cap must be worn at all meets, unless the Head Coach changes the cap for a meet, such as orange caps for the Pumpkin Mini Meet. Please see "[Team Uniform](#)" on our website.

**Failure to wear the team uniform at a meet will result in the swimmer being scratched from the meet** (meet fees are still the responsibility of the swim family).

- **Tech Suits** are not part of the WFYD uniform, but if a tech suit is purchased and worn to an approved meet, it must follow the YMCA/USA guidelines. See Tech Suit Guidelines for additional information.
- **Practice Equipment:** We also require swimmers to purchase swimming equipment (like fins, pull buoys, and paddles) for practices. These will be at an additional fee.
- **Swim Meets:** There are additional expenses for swim meets (see Swim Meets section)
- **Meet Tees:** For select meets, there will be available for sale a meet tee. This is optional.
- **Banquet/Picnic/Team Gift:** In addition to these expenses, the Wallingford Dolphins swimmers may participate in the end of the season banquet or picnic, which has additional fees. However, WFYD has regular fundraisers to help offset the cost of the end of the season banquet/picnic & team gift, equipment purchases, coaches' trainings and any other items deemed necessary for the continued growth of the Wallingford Dolphins Swim Team.

## CHILD ABUSE PREVENTION POLICY

A principle endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of children.

Any suspected or reported child abuse shall be treated in accordance with applicable laws and approved policies. All YMCA staff must read and sign the Child Abuse Prevention Policy prior to employment and in doing such, are mandated reporters.

In conjunction with this, a Child Abuse Parental Feedback Program has been developed and implemented for all youth programs within the YMCA. The parents of the members on our swim team are one of our biggest assets in the fight to prevent abuse and report inappropriate behavior. At the beginning of each season, during the practice group orientations, parents will be given feedback cards. This is an informational tool that is given as a way to get parents more involved with their children in asking questions and being more intentional about what their children are doing. The card includes talking points for parents and their children. Should a problem arise, a parent should contact the Aquatics Director. If they are not comfortable contacting a member of the YMCA, they should use the outside contact information given on the card for reporting purposes.

## **SAFE SPORTS (USA SWIMMING)**

All athletes ages 18 and over participating in or associated with this meet acknowledge that they are subject to provisions of the USA Swimming [Minor Athlete Abuse Prevention Policy \("MAAPP"\)](#) and that they understand that compliance with the MAAPP policy is a precondition of participation in the conduct of this meet.

The following SAFE SPORTS policies are also enforced at YMCA Meets:

**Recording devices (cell phones, cameras, PDAs, etc.) are not permitted behind the starting blocks during the entire meet, and the use of audio or visual recording devices, including cell phones, is not permitted in changing areas, restrooms or locker rooms. Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or designated changing areas is not appropriate and is prohibited.**

## **ETHICAL STANDARDS & CONFLICTS OF INTEREST**

In keeping with the YMCA principles of conducting its affairs by the highest ethical standards, employees and volunteers shall not accept gifts, favors or excessive or unusual entertainment which might unduly influence his/her actions affecting the YMCA and Wallingford Dolphins Swim Team. In addition, employees and volunteers shall avoid any activity or interest which might involve obligations that might conflict with the interests of the YMCA and the Wallingford Dolphins Swim Team. The relationship with YMCA members and participants is exclusive; therefore, employees may not disclose or use YMCA information for personal profit or advantage. Employees and volunteers are prohibited from accepting tips from YMCA members/participants. All decisions made by employees and volunteers should be made keeping in alignment with the YMCA four core values of caring, honesty, respect and responsibility. Questions regarding whether actions may be in conflict must be referred to the Senior Director of Membership and Wellness, or in his/her absence, the Executive Director.

Working with close relatives, close personal friends, or domestic partners in a reporting relationship has the potential to create real or perceived conflicts of interest and problems with decision-making. The perception of favoritism or partiality, which this can create, may undermine morale. The following restrictions have been established to help prevent these issues from occurring.

Close relatives, close personal friends, and domestic partners shall not be hired, transferred or elected under the following conditions. Exemptions to the below may be made by the Executive Director or his/her designate:

- When one close relative or domestic partner would supervise or evaluate the other
- When one close relative or domestic partner would be on the coaching staff and the other would be on the Parents Association Executive Board

If a relationship occurs that results in two employees, or an employee (member of the coaching staff) with a member of the Parents Association Executive Board, becoming close relatives or domestic partners when they are in a position reflecting the above conditions, the individuals must notify the Aquatics Director. The Aquatics Director will attempt to derive an alternative arrangement within the Wallingford Dolphins Swim Team. If such an arrangement cannot be achieved, the matter will be decided by the Executive Director.

The YMCA does not sanction, encourage or endorse the use of YMCA employees or volunteers for non-YMCA childcare activities. Such activities are outside the scope of an employee or volunteer's duties with the YMCA. Employees and volunteers shall not engage in any conduct relating to after hour's childcare. The YMCA does not assume responsibility of off-duty employment including, but not limited to, legal liability that may occur. Under such circumstances, the YMCA is not an individual's employer and does not provide worker's compensation or other coverage for such non-YMCA employment or activity. No staff member is allowed to have any planned outside contact with a child in any YMCA program including, but not limited to, babysitting and social networking.

## **SWIMMER EXPECTATIONS**

### **SWIMMER CODE OF CONDUCT**

It is the desire of the Wallingford Family YMCA to foster positive behavior in all our members as well as to protect their safety and well-being. The following is a list of rules that each swimmer must follow to be a contributing member of the Dolphins Swim Team.

1. It is expected that all swimmers will be respectful of coaches, parents, other swimmers, chaperones, meet officials and volunteers.
2. WFYD swimmers will behave respectfully and responsibly at other venues. We are guests at every pool where we compete or practice.
3. WFYD swimmers are expected to support their teammates at practices and competitions. The team comes before the individual.

4. WFYD swimmers will follow verbal directions given by the coaching staff.
5. All swimmers will honor the YMCA core values of HONESTY, RESPECT, RESPONSIBILITY and CARING, even when not swimming.
6. It is expected that while in the locker rooms, swimmers will remember that locker rooms are public facilities and swimmers must make others comfortable using the facilities by showing HONESTY, RESPECT, RESPONSIBILITY and CARING to all people and property in the locker room. In the event that property is damaged, the swimmer(s) responsible are expected to pay any associated fees.
7. WFYD has adopted a policy concerning the use of alcohol, tobacco, e-cigarettes, and other illegal substances for the benefit of the team and the individual swimmer:
  - a. All WFYD swimmers will refrain from using drugs (this includes but is not limited to; alcohol, tobacco, caffeine at high dosages, e-cigarettes, etc.).
  - b. Swimmers will not attend any function or gathering where drugs are present, except in the presence of their parents or guardians.
  - c. Swimmers who violate this policy will be dropped from the Wallingford Family YMCA Dolphins swim team.
8. Team members will use appropriate language and keep their hands to themselves. Abusive language or violent acts will not be tolerated.
9. WFYD swimmers are expected to dress appropriately at practices, meets, and team functions. At meets, swimmers must follow the "[Team Uniform](#)" policy.
10. All program participants must abide by the practice & meet expectations (outlined below).

Should any of these rules be broken or if a swimmer is found to be in serious violation of any conditions in this handbook, appropriate action will be taken, which may include verbal warning, suspension, or dismissal from the team. If a swimmer is dismissed from the team, the outstanding balance will be due immediately. The Head Coach and/or Senior Director of Membership and Wellness has the final recourse in all disciplinary situations and may waive disciplinary rule for just cause.

## PRACTICE EXPECTATIONS

1. Be on time: 10 minutes early is on time, on time is late! We understand that many times families are going from one activity to the next, but please make coaches aware if your swimmer is going to be late for practice.
2. All Parents/guardians and swimmers must scan their membership card when entering the YMCA. Parents/guardians who are not members of the YMCA will be provided a scan id.
3. Swimmers should attend at least 2/3 of practices offered, on average. Swimmers will get out of the program proportionally what they put into it. The swimmer who consistently attends practice will usually develop faster.

4. Wear a swim suit (not your team uniform, team uniforms are for competition only). One-piece bathing suits are required for all female participants, and jammer style suits are required for boys.
5. Please bring two pairs of goggles. There is no recommended brand of goggles - it is whatever the swimmer is comfortable wearing.
6. Girls need to wear a swim cap throughout practice and at meets they are expected to wear their team cap.  
  
Boys are encouraged to wear a swim cap during practice but are not obligated to do so. However, they are expected to wear their team cap at meets.
7. Every swimmer should bring a water bottle to practice. Staying hydrated is extremely important and coaches will often encourage swimmers to get a drink of water.
8. Different practice groups are asked to purchase their own equipment. If this is something your family is not capable of doing, please don't hesitate to contact the Head Coach regarding loaning equipment for the season.
9. Swimmers will not chew gum during practice.
10. Swimmers will not loiter in locker rooms during practices or cause a ruckus. Damage caused by a swimmer in the locker room will be the responsibility of the families involved. Swimmers must also refrain from taking any pictures in the locker rooms.
11. Your valuables are your responsibility. If you must bring valuables with you, they must be stored in a locker and not on the pool deck.
12. Use of cell phones during practice is prohibited.

## MEET EXPECTATIONS

1. Arrive between 15-20 minutes prior to the start of warm-up (unless otherwise directed). If a swimmer arrives earlier than the window of arrival, they will be asked to remain off deck with a parent/guardian. Swimmers will be scratched if they are not in the pool during warm-up and the coaches have not been notified by a Parent/Guardian that they will be late (family is responsible for any fees charged for scratching, as well as the entry fee).
2. Check in with a coach and begin getting ready for warm up upon arrival.
3. Wear your team uniform. The team suit is expected to be worn upon arrival at the meet. Please bring two pairs of goggles. There is no recommended brand of goggles.
4. Team spirit and good sportsmanship is expected and should be demonstrated toward WFYD teammates as well as the opposing team.
5. Swimmers are not permitted to leave the deck or the meet without the permission of the coach. Coaches should be made aware if swimmers are going to the restrooms. Swimmers are not permitted to go to the concession stand or see parents/guardians during a meet.
6. No junk food or unhealthy items will be permitted until the meet has concluded. Any swimmers seen with an unhealthy snack will be asked to put it away until the meet

concludes. If there is a repeat offense, the item will be removed from the swimmer until the conclusion of the meet. No gum chewing.

7. Drink water! Staying hydrated is a huge part of being ready for competition. Bring water and drink it regularly during meets.
8. Swimmers aged 13 and up may use electronic devices on deck, but only to listen to music before their event. Swimmers should concentrate on the meet and be engaged in conversation or activities with their teammates.
9. All swimmers are expected to remain for the duration of the meet at all YMCA meets (unless otherwise directed by the Head Coach).
10. Meet Requirements: All swimmers are expected to complete in YMCA Yankee Clusters Championship meets. [See YMCA Championships](#) for requirements.
11. All swimmers who qualify for Finals in a Trials & Finals style meet are expected to compete in the Finals, unless otherwise informing the coach on deck prior to the start of the meet.

The Swim Meet Expectations stated above also apply to all USA meets with these exceptions: During USA Meets, swimmers are permitted to leave after the completion of their events, **if and only if there are no WFYD swimmers entered in relays or distance events**, unless previously approved by the coach on deck. Distance events require the participation of swimmers and parents to count laps and relays may be changed up until the start of the event.

## PARENTS/GUARDIANS EXPECTATIONS

Parents and Guardians play an important role in the growth and development of their children as swimmers. Enrolling a child into a competitive swimming program means that a parent or guardian must transform into a cheer leader, a taxi driver, a motivator, and they must also have a shoulder to cry on when things do not necessarily go the swimmer's way. In addition to supporting your own swimmer, there are also many ways to support the team! This portion of the handbook outlines parent or guardian expectations at practices and meets, code of conduct for parents, and the Parents Association By-Laws. Please remember that although you are not a participant in the program, you are nonetheless part of this team and play an integral role in facilitating its continuing success.

### PARENT CODE OF CONDUCT

It is the desire of the Wallingford Family YMCA to foster positive behavior in all of our members as well as to protect their safety and well-being. The following is a list of rules that each **Parent/Guardian** must follow to be a contributing member of the Dolphins Swim Team Family.

1. Conduct at all Dolphins sponsored events should be in adherence to YMCA core values and Parent/Guardian expectations outlined in handbook.
2. All judgment calls made by coaches or officials must be accepted. Any outburst or disrespect towards coaches or volunteers will not be tolerated. Please speak to the coaches after the event or meet if you have questions regarding these calls.

3. Be honest about your swimmer's athletic ability. Help them to create realistic (this does not mean easily attainable) goals for their swimming careers.
4. Leave the coaching to the coaches.
5. Remember that, although swimming can be an individual sport, your swimmers do compete as a team. We are Dolphins first.
6. Remember that coaches exist only to help your swimmer reach their goals. Coaches very often give constructive criticism, and it is by no means an attack on the swimmer as a person. Please contact the Head Coach if you feel there is an issue.
7. Demonstrate good sportsmanship by conducting yourself in a manner that earns the respect of your child, other swimmers, parents, officials & the coaches at meets & practices.
8. Enjoy involvement with the WFYD Swimming program by supporting the swimmers, coaches and other parents with positive communication and actions.

## PRACTIVE & MEET EXPECTATIONS

1. Arrive on time –please refer to swimmer practice & meet expectations for time frames. At meets, swimmers will be scratched if they are not in the pool during warm-up and the coaches have not been notified by a Parent/Guardian. Swimmers who must leave early for any reason must have a written note or email on file from a parent/guardian and the coach on deck must be informed when the child is leaving with the Parent/Guardian.
2. If the Wallingford Schools have been cancelled or if the schools dismiss early due to bad weather, there is a possibility practice (or meet) will also be cancelled. Please check the team website and your emails throughout the day. For unexpected changes, SMS notification may also be used for Parents/Guardians who confirm their mobile number in Team Unify.
3. Feel free to stay for practices in the observation area or in the bleachers at Sheehan. We do not permit parents on deck during practices. Do not attempt to communicate to your swimmer(s) or coach(es) while your swimmer practices.
4. Keep communication to a minimum at swim meets. Parents who are volunteering on deck should not engage with their swimmers during a meet but instead stay focused on their position. Thumbs up, smiles, etc. are appreciated & recommended during meets, but the goal of the coaching staff is to keep our swimmers focused on the meet & their teammates.
5. If your swimmer is ill and cannot attend a meet, please notify the Head Coach as soon as possible by email.
6. Parents/Guardians are required to assist at meets. We have many positions during meets, particularly our home meets, that we need parents to fulfill in order for the meet to run. See [Dolphin Commitment](#) (DC) for more information on requirements.
7. Celebrate accomplishments! Be courteous of other swimmers and their individual accomplishments and don't be afraid to give a high-five for a job well-done!
8. Pre-meet/practice nutrition is important. Please see the "Nutrition page on the website [www.wallingforddolphins.org](http://www.wallingforddolphins.org).

9. Pool spectator stands can be HOT. Dress appropriately.
10. Sit together! Look for other parents from WFYD and get to know other families, exchange information and cheer for our team!
11. Remember—Swimmers swim, coaches coach, officials officiate, and parents parent.

## **DOLPHIN COMMITMENT**

A successful swim season runs on “Parent Power” — without wonderful parents and guardians willing to volunteer, the season would be over before it even had a chance to begin! The Wallingford Family YMCA Dolphins have developed into a very successful team by winning championship meets, improving individual times and running quality events. In achieving such incredible results, a monumental amount of work must be done behind the scenes by volunteers at concession stands, fundraising events, parent meetings, swim meets and more. The Dolphin Commitment Program outlines volunteer opportunities and requirements of the Wallingford YMCA Dolphins Swim Team.

The WFYD Swim Team is all about building a family environment with a strong team unity through parent involvement with their swimmers. We want to spread the responsibilities for volunteering among all families and want to recognize each & every family that works hard to make every season successful.

Each family will make a commitment at the beginning of each season to volunteer time to the Dolphins Swim Team. Families will earn points towards their Dolphin Commitment every time they volunteer to help out at meets, special events or hold a board or chair positions. In lieu of volunteering, families have the opportunity to buy-out the points required of the family. **See [Appendix A: Dolphin Commitment](#) for details on required points, volunteer opportunities and buyout information.**

**By signing up for WFYD and paying the fees associated with being a team member, the swimmer and parent/guardian agree to the rules within the handbook, Code of Conduct, and Dolphin Commitment.**

# APPENDIX A: Dolphin Commitment

## DOLPHIN COMMITMENT (DC) POINTS

Each family is required to earn DC points by volunteering for positions. Swimmers ages 15 & over may earn points by participating in the mentoring program or timing during a meet in which they are not a participant. Swimmers younger than 15 are encouraged to be involved but may not earn points toward this commitment.

The number of points needed are as follows:

\* If your family falls into multiple categories, the category with the highest point value is your family's obligation.

Swimmer in USA Swimming	16 points
Multiple swimmers in immediate family	16 points
YMCA Only swimmer *	12 points
High School (swimmer can earn points) *	10 points
1 <sup>st</sup> season swimmer *	8 points
Pups only swimmer *	8 points

If you think you will not meet the DC obligation for any reason, you need to put it in writing to the DC Chairperson. The DC Chairperson will work with you to come up with a solution and bring your request to the Executive Board for approval.

### Fulfilled Points

At the end of the Fall/Winter season banquet, we will hold three special raffles. Families will only be eligible to win one of the three raffles. Families who have fulfilled their DC commitment will have their name entered the DC raffle, as defined in [Appendix B: DC Raffle Incentive](#)

### Unfulfilled Points

Any family owing points on the **Friday before the Banquet** or upon exiting the team will be charged **\$10 for each point** unfulfilled. If a family fulfills points after being charged, additional entries will be added to the DC raffle, equivalent to the points required, as well as the points paid for.

These payments will be administered through the YMCA's DAXKO program with the card on file.

### Buy-Out

Families may opt out of this program by notifying the DC Chair prior to the first meet of the Fall/Winter season and paying a buy-out fee of \$9.00 per point (90%) of the family's annual

obligation. Any desire to opt out of the DC Program after the first meet of the season will result in the full buy-out fee.

## **DOLPHIN COMMITMENT POINT OPPORTUNITIES**

There are three ways to earn points: swim meets, WFYD events, and participation in leadership positions, chair/committee positions. All points will be tracked for each family by the DC Chairperson. Families will earn 1 point per hour worked at swim meets. Positions not related to a swim meet will have the point values agreed upon by the Executive Board posted with the position in Team Unity.

Families can sign up for volunteer opportunities on Team Unify or via email. If a volunteer cannot honor their work obligation they registered for they **MUST** provide a substitute. It is their responsibility to find a substitute, not the DC Chairperson. Once you have secured a substitute, please email the DC Chairperson with confirmation of the substitute's name and contact information.

### **Meet Opportunities**

Below is a list of common swim meet volunteer opportunities that parents/guardians are able to earn DC points (some of which require extra training). In addition to meet positions, there are many other ways to support your swimmer and the Dolphins that will come up over the course of the season. Each time a volunteer fulfills their entire obligation, they receive full credit for their specific responsibility. If a volunteer works only half of a position, they will receive half of that point. The DC Chairperson(s) may also submit other jobs for point approval to the Parents Association Executive Board. The following are the standard positions required to run a meet, but additional positions may be available based on the needs of the meet.

### **Meet Volunteer Positions**

- **CONCESSIONS** volunteers are often in the cafeteria of a facility. They setup the concessions stand, prepare food during concession, help sell food items and maintain the money. Typically, there is a group of parents/guardians willing to volunteer in this role to allow people to watch their swimmers compete.
- **OFFICIALS** attend clinics, pass a written test and work meets before being certified. All parents are encouraged to get involved with some form of officiating. Officiating is a great way to gain more knowledge about your swimmer's sport, and officials often have the best seat in the house during a meet! Officials positions are as follows:
  - **Meet Referee:** Has overall authority and control of the competition, including ensuring that all the rules are followed, assigns and instructs all officials and decides all questions relating to the conduct of the meet.
  - **Starter:** Assumes control of the swimmer from the Referee, directs them to "take your mark" and sees that no swimmer is in motion prior to giving the start signal.
  - **Stroke Judges:** Observe the swimmers from both sides of the pool, walking abreast of the swimmers, to ensure that the rules relating to each stroke are

being followed. The positions of Stroke Judge and Turn Judge may be combined into one position called the Stroke & Turn Judge.

- Turn Judges: Observe the swimmers from each end of the pool and ensure that the turns and finishes comply with the rules applicable to each stroke.
- TIMERS operate timing devices (watches or automatic timing systems) and record the time for the swimmer in their lane. We need timers at both home and away swim meets.
- BACKUP TIMERS operate a stop watch and are available to serve as timer when a TIMER is unable to provide a time and calls for “Backup”. Backup Timers are positioned at the side of the start blocks.
- MEET MARSHAL is in charge of maintaining any entrances to the pool deck to be sure only people with the correct credentials are permitted on deck (swimmers, coaches, officials, timers). The meet marshals should not permit any parent on deck for any reason short of an emergency.
- LOCKER ROOM MONITORS are responsible for ensuring that participants utilize the proper locker room and will be responsible for doing a sweep through the locker room every 20 minutes to ensure that everyone is behaving properly. There will be one woman for the girl’s locker room and one man for the boy’s locker room.
- TECH VOLUNTEERS: There are two types of tech-room volunteers. Tech volunteers are positioned in the Tech room near the start blocks. The Tech Chair or a similar representative will be available for trouble shooting issues.
  - Data Entry tech volunteers are responsible for setting up materials for the officials and timers (print and distribute), entering swimmer times into the computer, printing and distributing result reports. The software used by Data Entry volunteers is Meet Manager. Skills needed for this position is the ability to quickly enter numbers accurately – technical skills are not required for this position,
  - Time collection tech volunteers are responsible for setting up the pads in the pool and the start box, connecting the pads/plungers and start box to the computer, assist with setup of the projector, connecting the Meet Manager computer to the IST Timeware computer, running the IST Timeware software and communicate with the Meet Referee to ensure that the pads and plungers are able to collect the times for the swimmers. Skills required for this position is the ability to quickly respond when times are not collected by the pads/plungers and understand how computers network together.

## Committee & Event Opportunities

Each family can earn points for each event or committee they agree to and successfully work during the swim season. Please see the Parents Association By-Laws for more information regarding these positions.

In addition to earning points for working an event or participating in a committee, families who elect to coordinate events or committees will receive additional points. These points will be

posted along with the position. The WFYD Parent Association Executive Board welcomes any ideas to help improve the experience of the Dolphin swimmers and the team.

### Leadership Opportunities

There are two types of leadership positions which a family can earn points for. Become a member of the WFYD Executive Board (multi-year commitment) or become a Chairperson (single year commitment). See the Parent Association By-Laws and Appendix for details on these positions.

## APPENDIX B: Dolphin Commitment Raffle Incentive

Members who have fulfilled their Dolphin Commitment (DC) requirements (see Appendix A: Dolphin Commitment) shall be entered in the DC raffle.

Families may only win one raffle. Families who have their name drawn more than one time will select which raffle they would like to keep. The raffle they decline will be re-drawn for another family to win.

If a family fulfills points after being charged, additional entries will be added to the DC raffle, equivalent to the points required, as well as the points paid for.

### **SPEEDO SWAG RAFFLE**

- All members who have met their DC requirements by volunteering for positions or opting for the early buy-out will have their name entered one time into the Speedo Swag raffle.

### **PRIVATE COACHING & TEAM CREDIT RAFFLE**

- All members who have exceeded their DC requirements by volunteering for positions will have their name entered into the Private Coaching & Team Credit Raffle.
- Families can have their name entered multiple times, based on the number of points exceeding their DC requirement. For the first 5 points over your DC commitment, you name will be entered in the raffle 1 time. For every 5 points after that another entry will be made.
- One name will be pulled for each of these raffles.
  - **Private Coaching Raffle:** 4 half hour private coaching
  - **Team Credit Raffle:** \$250 team credit for the next WFYD swim season. This certificate is non-transferrable.

## Acknowledgement

**This is a new handbook distributed in the 2019 Fall/Winter season. Providing the signatures below acknowledges receipt of this handbook.**

Swimmer Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_