



Welcome to the Kissimmee Swim Association Tiger Sharks! We are excited you have decided to be a part of our program. As we head into another year, we would like you to be aware of our team philosophies and goals. We hope this handbook provides your family with insight into our program. If you have any questions comments or concerns, please speak directly to a member of our coaching staff.

Our program consists of comprehensive dry land activities that are developmentally and age appropriate and water based skills. The primary focus is developing ALL of our swimmers skills. Technique and fundamental basics are the core of our program and the foundation of your swimmer's success.

Finally, we will strive to instill the core values of caring, honesty, respect and responsibility in all of our swimmers, parents and coaches.

Please take this opportunity to review the handbook with your swimmer(s). We have made some changes in our program to help develop a greater team atmosphere and a better program for everyone involved. You are an integral part of our success. Please remember we need your active and positive commitment to the program to make it a success!

On behalf of the coaching staff of the Tiger Sharks, WELCOME! We hope this is a positive experience for the whole family.

Sincerely,  
Your KSA Coaches!

Kissimmee Swim Association  
PO Box 452188  
Kissimmee, FL 34745  
[www.kissimneeswimassociation.org](http://www.kissimneeswimassociation.org)

## OUR MISSION:

We, the Kissimmee Swim Association, are committed to offering a program that fosters the development of quality athletes. Our coaches are dedicated to our athlete's success in life today and their continued development in the future.

## OUR VISION:

We strive to produce athletes who are not only outstanding swimmers, but outstanding citizens. Also, we strive to become a dominant and highly regarded club in the state of Florida.

## MEMBERSHIP INFORMATION:

**Membership/Registration:** Membership to both the Kissimmee Swim Association and Florida Swimming is required annually. The fee is \$90.00 for your first swimmer and \$60.00 for every additional swimmer in the family for the 2014 Season. Summer League athletes, registration covers April through August and is \$50.00 per swimmer.

**Monthly Billing:** You will be billed at the beginning of each month for swim dues and any previous or upcoming meet entry fee charges. The monthly bill is **due upon receipt**. There is **NO** pro-rating your own bill. KSA offers approximately 18 +/- practices each month which is your option to attend. However, if you decide to come to only 2 practices during the month, you are still responsible for paying the entire monthly fee. **Bills not paid by the 10<sup>th</sup> of the month are subject to a \$10.00 late fee.** **Written notice to the Coach Crystal Tavares is required if you are leaving the team for any reason.** This will prevent unnecessary billing to your account. We will have on file a weekly attendance taken by the coaches to help with the billing questions. Payments should be given directly to Crystal Tavares.

<b>Sharks</b>	\$55.00 per month, per child
<b>Beginner Summer League</b>	\$45.00 per month, per child
<b>Navy and Gold Groups</b>	\$70.00 per month, per child
<b>Seniors</b>	\$85.00 per month, per swimmer
<b>Senior Summer League</b>	\$60.00 per month, per swimmer

**Team Attire:** A team shirt and team cap is included in the KSA registration fee for the first year. Team members must wear a navy suit and KSA team cap at all swim meets while representing the Kissimmee Swim Association. Swimmers should arrive and leave in KSA t-shirts for all swim meets.

**Team Equipment:** Must be brought to **EVERY** practice.

All Groups (Required):

- Come to practice **PREPARED** to swim and participate in dry land activities
- Water or Sports Drink (at least 32oz)
- Running shoes (Gold and Senior groups all year)
- Practice Cap (not your KSA competition cap)
- Goggles & spare straps
- **SWIM SUIT!!!!** (You would be surprised how many swimmers forget to bring their suits to practices or meets)
- Parka or Jacket/Sweats for cold months
- Fins (Senior, Gold, and Navy Groups)

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Additional Equipment (preferred but not required):

- Paddles
- Breaststroke Fins
- Mesh Equipment Bags
- Pull Buoys
- Zoomers
- Training Snorkels

## **TRAINING GROUPS:**

The Tiger Sharks program group levels are based on a long-term training plan that develops its athletes from novice to the national level of United States Swimming. Below is a breakdown of our group levels:

### **Age Group Program:**

Our age group program is designed for our younger, less experienced competitive swimmers. These groups focus on the fundamentals of basic swimming mechanics and technique while providing a FUN learning environment. The primary goal of the age group program is to educate our athletes on the basics of competitive swimming including (but not limited to): basic stroke mechanics; general aerobic training; swimming etiquette; goal setting; team bonding activities, and more. The age group program consists of 3 training levels:

**Sharks:** This is a new program designed to bridge the gap between swim lessons and our Navy Group. This group is designed for our younger, less experienced swimmers. Swimmers will learn the basics of the four competitive strokes. The emphasis is on technique, building a good foundation that they will use for the rest of their lives. Swimmers will work on proper body position, streamlines, kicking and stroke technique. The basics of all four competitive strokes are taught through a series of progressive stroke drills. Fun and learning are the main focus; however, competitive concepts are introduced. Practice is four (4) times per week; 60 minutes in length. Small dual and tri meets are recommended but not required.

**Navy Group:** This group will be further divided into two groups (beginner and intermediate). The main emphasis of this group is establishing proper swimming habits through stroke drills, basic swim sets and games. This group integrates technical swimming with interval training. Swimmers work on developing the foundation for proper stroke development and team development and the beginning of race strategy and goal planning. Swimmers must be able to complete one length of the four competitive strokes (Freestyle, Backstroke, Breaststroke, and Butterfly). Practice is five (5) times per week; 90 minutes in length. Training will include swimming, some dry land exercises and games. Swimmers must be able to swim 4 x 100 on 2:00, 6 x 50 Kick on 1:30, and complete a legal 100 IM. Meets are highly recommended.

**Gold Group :** This is the highest level of the KSA age group program and is designed for our more experienced age group level swimmers. The emphasis of this group is to maintain focus on stroke mechanics while adding more pool time and aerobic swimming. More advanced goal setting and racing strategies will be a part of the Advanced Juniors Group. Swimmers must be able to swim legal 100's for each stroke, a 200IM on 3:00, 8 x 100 Freestyle on 1:40, and 10 x 50 Kick on 1:00. The Advanced Junior group practices 5-6 times per week 2 hours in length. Meets and high practice attendance are required.

**Senior:**

Our senior program is designed for KSA's most advanced swimmers who are at least 13 years of age. These swimmers have the goal of competing at the collegiate and/or national level. The goals of these groups are to build on the strong technical base achieved in the age group program as well as increasing aerobic training. Anaerobic and aerobic threshold training is introduced as well as an emphasis on goals, time management, etc. There is a very strong emphasis on attendance and training in this group. Swimmers will continue to focus on daily, seasonal, and long-term goal setting. Swimmers must be able to complete 10 x 100 Freestyle on 1:20, 8 x 100 Kick on 1:45, 3 x 200 IM on 3:00. This group practices 6+ times per week for two and a half hours. Meet and practice attendance must be high.

*Our swimmers will be evaluated each season and moved to the appropriate groups as progression and development advances. A swimmer moving groups during the season will be a rare occurrence; we will only move swimmers to different groups between seasons so that we promote growth of the swimmer and our program.*

**SWIM MEETS:****General Information:**

Swim meets are an integral part of a swim team. Swim meets provide a level of measurement on the progress of our swimmers, not just based on improvement of time, but in technical performance. Performance provides information and feedback to the coaches on the progress of our swimmers and helps them to focus on common immediate needs of the program.

As mentioned in the group descriptions, meets are a very important part of a swim team. Meets help a swimmer to be competitive. There are several types of meets that our swimmers are encouraged to attend. The Age Group swimmers are encouraged to go to area meets as well as our summer dual meets. These meets are designed for the swimmer to have fun and learn what a meet is all about. As the swimmer develops, the coaches encourage them to participate in local sanctioned USA swim meets. These meets are more competitive and allows the swimmer to develop their skills. Another type of swim meet is the qualifier meet. In these meets the swimmer must meet certain qualifying times to be able to compete. These meets are very competitive and show a high level of commitment to swimming.

There are 2 seasons each year. The first season is the Fall and Winter Short Course season, which begins in September and runs through March. The second and season is the Summer Long Course season, running from April through July. Even though the summer season is the long course season (50M), there will be some dual and tri-meets that are swam in 25Y pools.

The course is based on the distance that lanes cover. The Fall and Winter season is "short course". The lanes at these meets are set up to cover 25 yards in length. The Makinson Aquatic Center pool is a 25 yard pool. During the summer season is "long course" season, meet pools are 50 meters in length.

The coaches determine the meet schedule at the beginning of each season. Typically, there will be a local meet and an away meet on alternating weekends. Each swimmer should plan on participating in at least one meet per month. To attend meets you MUST be on the sign up list on the bulletin board, there will also be a meet information packet next to it that describes the meet, location, and schedule of events.

While a meet will usually cover 2-3 days, events are scheduled according to your age. The meet set up is generally broken down into sessions with the 13 and up age groups usually swimming in the mornings and 12 and under age groups swimming in the afternoons.

## **Meet Sign Up and Fees:**

Meet sign up and the meet fees depend on the type of meet we attend. In Dual Meets or Team Trials, the swimmer usually pays a fixed entry amount and is allowed to swim 3 to 4 events for the meet. The coach will choose the events the swimmer will swim. These entry fees usually run about \$5 to \$15.

For most other USA/Florida meets, each event the swimmer is charged \$2-3 per event for timed final events and \$3-5 for Prelim and Final events and a \$5.00-\$10.00 entry fee per swimmer. These are the basic rates. There are times when they might be a little more. These fees are set by the United States Swimming and our local Swim Committee (Florida Swimming). Championship meets tend to have a higher entry fee base, so please plan accordingly. *If you sign up for a meet and don't attend, you will still be responsible for the meet fees.*

## **Sign Up:**

Each meet has a "schedule of events" (almost like a menu). Swimmers are encouraged to speak with their coach to decide which events they will swim. But ultimately the coach will choose the events. Every KSA swimmer is asked to swim every event at least once during their time at KSA; distance events are saved for when the child is older or motivated to swim the event. Meets will be posted on our team's website and you must declare your intent to swim online before the deadline.

Meet fees will be included in the next month's dues if the entries were put in after bills have gone out.

If you sign up and pay for a meet and do not attend, you are still responsible for all the fees. Meets are paid for in advance to the host team and are non-refundable to KSA.

## **COMMUNICATION:**

Communication is a vital tool to keep a team functioning smoothly. There are several ways to communicate on the team, from the team website, e-mail updates, the team bulletin board and of course the telephone. Please review our communication tools below; if you have any questions regarding any of these options, please contact Coach Crystal, she is happy to help (e-mail [crystal.tavares@yahoo.com](mailto:crystal.tavares@yahoo.com)).

It is also important that if you have any questions, complaints, suggestions, etc., you need to contact Head Coach Crystal Tavares. We cannot make the team better unless we know there are problems. You can either contact us through email, in person, by phone, or by placing a comment in the comment box.

**Website:** The KSA website is your first line of communication. All meet, practice and other team information will be posted. Log onto: <http://www.kissimmeswimassociation.org>

**Bulletin Board:** The KSA Bulletin Board is located on the south end of the pool beneath the scoreboard. All information regarding team functions, meets, meet results or any other information regarding the team will be posted. Be sure to check the board regularly to make sure that you don't miss important information or deadlines.

**E-Mail: ALL communication** regarding clinics, practice changes, parent meetings, awards ceremonies, etc. will be via email. To make sure we have the correct e-mail address on file, please e-mail [crystal.tavares@yahoo.com](mailto:crystal.tavares@yahoo.com) . If you do not receive an e-mail reply within 24 hours, please call Crystal Tavares (407) 529-6082 immediately.

**Comment Box:** Located in the file box in the shed, right behind Coach Crystal's folder. Feel free to leave any comments in there and they will be addressed as soon as possible.

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The coaches try to leave a few minutes for parents before practice starts and at the end of practice. The coaches encourage parents to talk to them regarding their swimmer and any issues they might have. **It is important for the parents to remember that you are paying the coaches to coach your child and that is their job, parents should not interfere during practice. If you ever have any questions, comments or concerns, please address them with the coach and not another member of the team. Our coaches are professionals and will give you the correct information.**

## **MEET OUR STAFF:**

### **Crystal Tavares:**

Our head coach is **Crystal Tavares**, Owner and Operator of the Kissimmee Swim Association. She is a USA registered coach and American Swim Coaches Association Level I Certified Coach. Crystal is a graduate of the University of South Florida where she earned a Bachelor's Degree in Business Management. Crystal swam competitively for 8 years at the Kissimmee Swim Association under coaches Dave Wathen, Connor Gilbert, and Tom Neilson. She specialized in mid and long distance freestyle events and the 200 Backstroke and 200 Breaststroke. As a swimmer she worked with her coaches to further develop the strokes and fun and junior programs. She taught swim lessons for 4 years for the City of Kissimmee aquatic programs. Crystal came on board the KSA coaching staff in August of 2007 under Tom Neilson. She took over the Head Coaching position in September of 2008. Her coaching philosophy includes a high emphasis on technique, race strategy, and goal setting.

Certifications and memberships include: ASCA Level 2, ASCA Life Plus member, FSCA member, American Red Cross CPR, First Aid, and Safety Training for Swim Coaches.

### **Claire McBride:**

Claire began coaching with KSA in May of 2013. She is working with the Sharks and Navy programs. Claire is married and has two children, Alexander and Sean, who swim for KSA.

Certifications include: American Red Cross CPR, First Aid, and Safety Training for Swim Coaches.

## **PRACTICE POLICY:**

- Practices are the key components to success. Each swimmer is expected to attend a set number of practices per month. This will be determined by their practice group and an agreement between each individual swimmer and his/her coach.
- Please make sure that all swimmers eat and drink properly before practice. Please also make sure that swimmers eat immediately after practice to aid in muscle recovery.
- Swimmers are expected to arrive for practice 10-15 minutes before the start time and stay for the entire workout. Every swimmer will complete all sets during practice. Proper workout habits will be monitored at all times. If a swimmer needs to leave practice early for any reason, their coach must be informed prior to the start of practice.
- Swimmers are encouraged to ask informed questions during practice at appropriate times between sets.
- Swimmers are expected to respect their fellow swimmers, coaches and their property. Lying, cheating, stealing, fighting, defacing property and other serious offenses will not be tolerated.
- During winter months we are expected to cover the pool every night. Swimmers are expected to stay and help put the covers on.
- Sometimes being late is unavoidable, however if you are late please hustle into the pool and join your training group quickly.
- Swimmers are to think about each stroke they are doing and continually try to improve their habits. Always try your best and push yourself to your best effort in each start, lap, turn, streamline, and finish.

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## PARENT/GUARDIAN POLICY

It is important for the parents to remember that you are paying the coaches to coach your child and that is their job. Please do not interfere during practice. If you ever have any questions, comments or concerns, please address them with the coach and not another member of the team before or after practice, via e-mail or via the telephone.

KSA has a modified "no parent on deck policy". This is due to our USA Swimming insurance coverage, as well as to allow the swimmers to focus on the coach's instruction without any distractions. We do allow and encourage parents to enter the facility to check file folders and read bulletin boards. If you wish to remain at the facility, please stay in the designated spectator area (bleachers or the north end of the pool) and do not interfere with the coaches during workout times. If you have an emergency during workout time, please see the Head Coach Crystal Tavares.

Our Coaching Staff is experienced and highly regarded within the profession for producing great swimmers and people. Please allow the coaches to do what they do best. If your child asks you about their stroke, start, turn, etc....your reply should always be "Well, what does Coach \_\_\_\_ say about it?" If they are unsure then your next reply should be "Well then, I think you should ask your Coach about it." There is more than one way to swim fast. All great swimmers don't "look" the same in the water. For the most part, they all do the basics better than everyone else and they have a great sense of work ethic and that is what separates them. For your child, we will teach the basics of each stroke and then work with them on an individual basis to make **their** stroke the best it can be!

## MEET POLICY:

- Unity is a vital component of our team. Our team uniform (navy suit, KSA cap, and KSA T-shirt) will be worn at all meets. Swimmers are expected to arrive at the meet facility at least 15 minutes before the posted warm-up time. Team members will sit together in one area for the entire meet. Remember that you are representing the Kissimmee Swim Association. Mature and respectful conduct is expected at ALL times.
- Each swimmer will talk with his/her coach immediately before and after each swim. Swimmers are encouraged to support one another verbally throughout the meet. Before leaving a meet, swimmers should check with the coach about relays.
- In the event of a disqualification, swimmers are to listen to the officials respectfully and report back to his or her coach and explain the reason for the DQ. Parents and swimmers are not to argue or disrespect the officials in any way. Any objections to the disqualification will be handled by the coach, not the parent or swimmer.
- A parent's job in swimming is to love and support your child through all of the swimming experience.

## DISCIPLINARY POLICY

- Misbehavior on the part of a swimmer will result in any or all of the following, depending on the severity of the infraction:
  - **1<sup>st</sup> offense:** Removal from practice and speak with the parents about the behavior.
  - **2<sup>nd</sup> offense** (same nature): Meeting with the parents/guardian to outline improvement plan, suspension from practice for 1 week and suspension from the upcoming swim meet.
  - **3<sup>rd</sup> offense** (same nature): Meeting with the parents/guardian to discuss upcoming suspension from the team. Length of suspension will depend on the severity of the behavior. No refunds of monies will be given.

*Disciplinary issues are addressed at the coaches' discretion.*

## **HOSTED SWIM MEETS:**

The Kissimmee Swim Association would like to host meets again in the future. In order to do so we **MUST** have at least 4 officials registered with our team. If you would like to become an official please speak with Coach Crystal before or after practice.

Hosting, organization and planning a home swim meet will take the entire KSA family. All KSA parents are required to work at all KSA hosted swim meets.

# Kissimmee Swim Association Handbook Waiver

*(This MUST be signed and returned to a member of the coaching staff to be kept on file)*

I have read the KSA Tiger Sharks Handbook and acknowledge KSA's policies and procedures outlined in the handbook.

## **I understand and agree to adhere to the following policies & procedures:**

- The swimmer's MUST be registered with USA Swimming (\$60 per swimmer for the 2014 season); Summer League Swimmers (\$50 per swimmer April-August)
- The swimmer's MUST be registered with KSA (\$30 per family)
- The team's Monthly Fee Structure
  - Sharks - \$55.00 per month, per child
  - Beginner Summer League - \$45.00 per month, per child
  - Navy and Gold Groups - \$70.00 per month, per child
  - Seniors - \$85.00 per month, per swimmer
  - Senior Summer League - \$60.00 per month, per swimmer
- Late Fee Policy
- KSA Swim Meet & Participation Agreement
- Training Group Descriptions (Swimmers MUST train with their designated group)
- Swim Meet Policies & Sign-up Procedures
- Forms of Communication
- Practice & Swim Meet Disciplinary Policies
- Hosted Swim Meets

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*Signature of the Parent/Guardian*

*Date*

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*Signature of the Swimmer(s)*

*Date*