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Dover Dolphins

Swim Team

Parent Handbook

Dover YMCA
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Welcome to the Dover YMCA Dolphins

It is our pleasure to welcome you to the Dover YMCA's Swim Team! This promises to be an exciting season for everyone from the most experienced swimmers to the newest beginners. And of course, we'll have fun while working hard!

Mission

To create an optimum environment which enables all Dover YMCA swimmers to have equal opportunities to learn and improve in order to achieve individual success through the pursuit of excellence.

Vision Statement

To inspire and enable our swimmers to achieve excellence in the sport of swimming and in life while creating an environment that encourages them to be the best swimmer and person they can be.

Team Objectives

At Our Core

We challenge all persons involved in the swim team program to demonstrate the YMCA core values: honesty, caring, respect and responsibility. We stress trying your best, achieving goals, team effort, sportsmanship, and having fun.

Strong Foundations

The goal of our swim program is to instruct correct technique and strong fundamentals to create quality swimmers. To help us focus on the individual and train our swimmers at intensities correct for them, we match swimmers to practice groups based on ability rather than age. It is important to group athletes with others of similar ability in order for them to get the attention they need for maximum progression

Long Term Success

We are committed to the idea of support for the individual; we believe the success of the individual is the success of the team. A progressive, skill appropriate developmental approach is followed to train and prepare athletes for long term success.

Parent Involvement

Parents play an important role in providing a supportive atmosphere for our swimmers and coaching staff. Parental involvement and encouragement are essential ingredients in a successful swimming program. There are opportunities that will be available throughout the season for parents to volunteer and show support for the Dolphins. Parent support is critical to the success and positive development of each child in the program!

What is YMCA Competitive Swimming?

Through sports the YMCA strives to instill ideals, values, and behavior based on its purpose and goals. Sport in the YMCA has never been an end in itself, but rather a vehicle for achieving more global purposes.

While YMCA Competitive Swimming falls under the umbrella of USA Swimming, the YMCA has its own guidelines for structure of regional leagues and its own structure for District and National YMCA competition.

There are no additional fees needed to register your swimmer with Y Competitive Swimming.

What is USA Swimming?

USA Swimming is the National Governing Body for competitive swimming in the United States. As such, USA Swimming is responsible for the conduct and administration of swimming in the United States. In this capacity, USA Swimming formulates the rules, implements the policies and procedures, conducts the national championships, disseminates safety and sports medicine information and selects athletes to represent the United States in international competition.

There is a separate registration fee that is required to be registered with USA Swimming. All swimmers in the Senior Group had this additional fee built in to their program fees and will be automatically registered. Any other swimmer interested in registering with USA Swimming should speak with their coach and contact Coach Brenden for more information on how to get registered.

What is the relationship between YMCA Swimming and USA Swimming?

USA Swimming governs competitive swimming in the United States. YMCA Competitive Swimming falls under the umbrella of USA Swimming. YMCA teams are chartered specifically as YMCA teams within USA Swimming. This arrangement that is specific to YMCA's allows us to have USA Swimming memberships offered to our swimmers without requiring that 100% of our team be registered with USA Swimming.

The greatest benefit of participation in USA Swimming is the increased competitive opportunity for each level of our program. Additional benefits to our team include the vast resources available to us through USA Swimming for coach training, swimmer training, race analysis, and more. In order to provide additional resources and opportunities that are particular to competitive swimming, YMCA Competitive Swimming is focused on fostering the relationship with USA Swimming.

League Websites

www.ymcacompetitiveswim.org (YMCA Swimming website)

www.cpsl.info (Chesapeake & Potomac YMCA League website)

www.usaswimming.org (USA Swimming website)

www.maswim.org (Middle Atlantic Swimming; our local branch of USA Swimming)

Communication

There are several tools that we will use to communicate information and to make sure that we are available for you to communicate with us.

Mailbox Folders – Each family will have a hanging file folder in the bin kept by the Aquatics Directors’ office. Please check your folder after every practice for meet ribbons.

Bulletin Board – The bulletin board is located across the hall from the pool. Look for general announcements to be posted there.

E-Mail – Most team-wide information will initially be communicated through an e-mail blast to the whole team from our website: www.cdelydolphins.org or to a specific practice group. **Please provide us with any e-mail addresses you would like to receive team e-mails or cell phone numbers to receive text alerts.** Make sure you keep us up to date with your email address, and please check the e-mail address that you have provided the team frequently.

Talking directly with coaches – Please do not interrupt practices. The coaches will often be available for a few minutes before or after practice. If you are unable to catch up with your child’s coach, please feel free to e-mail Coach Brenden at bsmith@ymcade.org and he will facilitate whatever assistance is needed.

Telephone – Coach Brenden (302) 346-6922 (w) or (404) 855-0371 (c)

Team Website – www.cdelydolphins.org

Grievances

Most problems are rooted in simple misunderstandings or miscommunication and can be resolved quickly and easily. If allowed to fester, however, problems grow out of proportion and can be harmful to swimmers, parents, coaches, and the program. This can be prevented by addressing grievances immediately and with the appropriate person.

Contact:

Lead Practice Level Coach

When:

An issue is level-specific, site-specific or swimmer-specific or when there is a question or concern for a specific coach.

Competitive Aquatic Director

An issue concerns the overall swim team, a coaching staff member, financial or administrative question.

The YMCA of Delaware is committed to maintaining ethical conduct from all employees, members and guests. Ethicspoint® is an internet-based reporting system designed for individuals to anonymously and confidentially report issues or concerns. Particular areas of interest are violations of the YMCA code of conduct, protecting children from abuse, and concerns about aquatic and transportation safety. As a member and participant you are in a position to observe not only questionable or unethical behavior at the YMCA, but also see areas in need of change. If you would like to communicate your observations anonymously, please join our employees in utilizing Ethicspoint® by visiting www.ymcade.org and clicking on the Ethicspoint® logo. You may file a report, offer a suggestion, or voice a concern.

Volunteering

While our swimmers are working hard in the pool, our parent volunteers are working hard out of the pool to support the team efforts. We will need help from every family for the program to run smoothly for your children.

The team is required to have a certain number of workers for **each and every meet**. We need your help to make the meets possible. There is nothing worse than searching for that one last timer to start the meet. We need each parent to work with the meet committee in getting their assignments and then fulfilling them as needed. You will also be needed to work any invitational meet that your child will be attending. This is standard protocol for the sport of swimming, we just couldn't have a team without your efforts and participation.

Volunteer Positions

Announcer: The announcer uses the P.A. system to make announcements and play music. Please arrive 10 minutes before warm-up. NO EXPERIENCE NEEDED!

Awards: Prepare and sort ribbons, medals and other awards, apply result stickers as they arrive from scoring, and place in appropriate team bags.. NO EXPERIENCE NEEDED!

Clerk of Course: Collects, organizes and delivers swimmers to the start in the appropriate heats and lanes. The Clerk of Course is also responsible for all of the paper work at the meet before the swimmers swim. This includes check-in for deck-seeded events, preparation and distribution of cards or lane timing record forms. ON-THE-JOB TRAINING IS AVAILABLE!

Concession Workers: At each home meet we run a concession stand. NO EXPERIENCE NEEDED!

Console and Scoring Computer Workers: On deck assisting with the running of our timing system Some training is needed, but someone will be there to help you learn.

Hospitality: Organizes meals and drinks to coaches and officials, as well as drinks and snacks to timers and other deck volunteers. NO EXPERIENCE NEEDED!

Meet Marshals: Meet marshals are responsible for maintaining a safe environment on the deck and in the warm-down pool. NO EXPERIENCE NEEDED!

Officials (Referee, Starter, Stroke and Turn Judges):. Prior training through USA Swimming and/or YMCA is required for these positions. Clinics are available throughout the year.

Parking Duty: Volunteers are needed at the beginning and the end of each home swim meet to help ensure safe entry/exit from the Y parking lots. NO EXPERIENCE NEEDED!

Runner: No running involved, but runners are responsible for collecting and delivering timer sheets, DQ slips, etc., from the deck to the referee and/or scoring. NO EXPERIENCE NEEDED!

Set up/Tear down: Scaffolding, cables, timing system, etc. must be set up before the meets. NO EXPERIENCE NEEDED!

Timers: Usually one timer uses a stopwatch (provided by the team) and records the timing information on a clipboard while the other uses a stopwatch and pushes the electronic button at the finish of the race. Being a timer is a great position for those who like to be in the action and interact with the kids. NO PRIOR EXPERIENCE NEEDED

Swim Team Association

The purpose of parents association is to support the Competitive Aquatic Program; To help promote communication between coaches and parents, orient new parents to the swim team, and to serve as liaison between parents/swimmers and the administrative staff of the swim team. They support the team in a variety of ways including the running of home swim meets, fundraising, and other items as deemed necessary by the Parent Association.

The Association is comprised of a 12-15 member Board of Directors and committees which include Social Committee, Parent Orientation, Officials, Meet Administration, Travel, Apparel, Awards, Fundraising and Head Timer. If you would like to learn more about the board or how you can help with a committee please contact Board President Cedric Barnes at c2cmb@comcast.net

Meetings are scheduled every second Thursday of the month at 6pm. There will be an open parents meeting from 6pm-6:30pm for any parent(s) to attend. At 6:30pm, the meeting will then become closed for board members only.

Swim Meets

There are four types of swim meets in which we will compete:

1. **YMCA dual meets** – These are meets in which the whole team is eligible to compete. They are meets with just one other YMCA team and are encompassed into just one session or day.
2. **YMCA Invitational Meets** – Different meets have different formats and are designed for different swimmers. All team members who fit the description of the particular meet are eligible. Swimmers are not required to be registered with USA Swimming to compete in these meets.
3. **USA Swimming Invitational Meets** – Swimmers must be registered with USA Swimming in order to compete in these meets. Once registered, team members who fit the description of the particular meet are eligible.
4. **YMCA Championship Meets** – These meets take place at the end of the winter season and require qualifying times. Per YMCA of USA Rules of Competition, swimmers must be a full member of the YMCA by Dec. 1, 2014 in order to be eligible for these meets. These meets can also fall under the category of YMCA Invitational Meets.

How Do I Sign Up for a Meet?

For each dual meet you will need to notify the coach through the team website at www.cdelydolphins.org and check yes or no as to whether you will be participating. It is vital that you sign up prior to the deadline to allow the coach to enter your child into the proper events. Please also make any notes about sessions your swimmer might need to miss or will have a late arrival, need leave early etc. You will also be able to sign up to volunteer at the swim meet.

Meet Fees

Most Invitationals have a fee of a few dollars per event and/or a flat our registration fee for each swimmer. Once entries are confirmed, an email will be sent out summarizing any fees associated with each swimmer for that meet. All fees will be drafted off of the billing account that we have on file for your Y membership. If you would like to set up a different billing account, please contact Aquatic Director, Autumn Thomas-Palmer at athomas-palmer@ymcade.org to do so. We will give you at least 48 hours notice prior to drafting the meet fees in the event you need to make a change to the draft date or billing account.

Day of the Meet

- If you are unable to attend the meet at the last minute contact Coach Brenden at bsmith@ymcade.org
- Arrive at least 15 minutes before warm up.
- Check in with volunteer parent or coaches to receive check in materials with events.
- All swimmers are required to warm up at our assigned team time unless previously approved by a coach.
- After warm ups, all swimmers will meet together as a team for the National Anthem.

What to Bring

Swim meets can last four hours or longer depending on the number of swimmers competing. We recommend bringing the following items:

Competition swimsuit
Flip flops or sandals
Healthy snacks (or money for concession)
Sleeping bag or blankets/pillows
Goggles
Team Cap
Warm clothes, sweats, robe, etc.
2-3 towels (these will get wet)
Cards/games/books/magazines, etc.
Change of clothes to wear home
Water

During the Meet

- Notify a coach if you are sick or unable to compete. **You must swim all of your events unless approved by a coach.**
- Parents please listen for the next event to be called to the clerk of course. Each event has a number associated with it and as the meet progresses, event numbers will be called to have swimmers head to the clerk to get ready for their race.
- Swimmers and Parents should stay in the team holding area when not competing/spectating or waiting for clerk of course.
- Eat properly and drink lots of water.
- Help clean up the team holding area before leaving
- Display good sportsmanship. Please remember, you are representing your family, coaches, town and the Y.
- Do not leave the meet early i.e. you still have events left to swim, without checking in with your coach.

Team Apparel & Equipment

During the course of a child's swimming career they will utilize different training aids while they practice. The coaching staff **recommends** that the swimmers purchase the following equipment based on the level that they are placed.

ALL GROUPS – Competition Suit, Goggles, Water Bottle and Mesh Equipment Bag

WHITE- Flippers

GOLD – Hand Paddles

SENIOR- Center Mounted Swimming Snorkel (NOT SCUBA SNORKEL)

While we do not require the purchase of team apparel, we do ask that any suit to be worn at a meet is solid black and any other clothing is in the color scheme of our team merchandise, black gray and white. This helps us to look unified as a team and makes our swimmers more easily identifiable to our coaches and parents. The team will provide one latex team cap each season. Additional latex caps or silicone caps will be available for purchase at the front desk.

All equipment as well as team apparel can be purchased through Metro Swim Shop which offers varying discount levels based on the equipment you purchase. We will also organize two nights throughout the season and at our 3D meet where they will be on site to receive orders.

Metro Swim Shop
1221 Valley Road
Stirling, NJ 07980
800-526-8788
metroswimshop.com

Code of Conduct

As representatives of the Swim Team and the Dover YMCA, swimmers are expected to speak and behave in a manner that is respectful, responsible, honest, caring, and supportive of their teammates and team as a whole. These guidelines are to be followed by swimmers at all practices, meets, and other team functions as well as in electronic communications. Special activities, such as team travel trips, require adherence to additional activity-specific conduct guidelines.

Violations of the Code of Conduct will result in the following steps. The first offense will result in a verbal warning. The second will result in dismissal from the practice, meet, or team function. The third violation will result in suspension from the team for a period to be determined by Competitive Aquatic Director. A fourth violation will result in removal from the team.

The following behaviors may be cause for immediate removal from team function as well as a suspension.

- Unsportsmanlike conduct- taunting, teasing, or speaking negatively about teammates, competitors, officials, or coaches
- Use of inappropriate, strong, or vulgar language or hand gestures
- Verbal or physical abuse toward others
- Theft of any kind
- Vandalism or any destruction of property, public, or private
- Use of tobacco products or other illegal substances
- Sexual activity
- Littering, abuse, or misuse of equipment, furniture, or other items of property
- Interfering with the overall structure of practice that prohibits other swimmers from receiving the attention they need

Addendum A

Swim Team Definitions

Age Group Competition – A meet for all registered swimmers up to and including age 18, who have met the qualifying time standard for a specific event(s).

Anchor – The final swimmer in a relay.

Arizona Time Standard – Each year USA Swimming establishes time standards, or “cuts” for each of its major meets, from BB or age group meets through Olympic Trials

Bonus Consolations – A finals event consisting of swimmers who place in the third tier of swimmers during preliminaries.

Button Time – The recorded time started automatically and stopped by a button depressed by a lane timer when the swimmer finishes an event.

Championship – End of the season competition between all teams.

Clerk of the Course – This is the area where swimmers report before a race. Volunteers will organize the swimmers into the proper events and heats. It is each swimmer’s responsibility for being at the clerk of course at the proper time.

Consolations or Consols – An event consisting of all swimmers who placed in the second tier of swimmers during the preliminary race.

Deck Seeding – The procedure of assigning swimmers to lanes and heats immediately before each event starts.

DQ – Disqualified, a swimmer is DQ’d when an infraction has occurred during a defined stroke event. Butterfly, Breast and Backstrokes have defined stroke rules.

Dryland – The exercises and various strength programs swimmer do out of the water.

Event – A portion of a meet competition broken down by stroke, age, gender and relay type.

False Start – When a swimmer leaves the starting block before the official start of any race.

Final – The portion of a competition in which just the top swimmers of the meet compete. A “final eight” event consists of the fastest eight swimmers from the morning preliminaries.

Free Relay – Four swimmers swimming their leg of the relay, freestyle. Total yards required to swim for each swimmer differs among age groups.

Heats – A portion of an event. An event may require multiple heats.

Heat Sheet – A sheet produced by the Clerk of Course that assigns swimmers heat and lane placement.

Home Meet – A meet hosted here at the Dover YMCA.

IM – Individual medley, an event in which the swimmer uses all four competitive strokes in the following order: butterfly, backstroke, breaststroke and freestyle.

Invitational Meet – Many teams participate. Teams are invited to participate. All team members who fit the description of the particular meet are eligible. USA swimming registration may be required for **some** of these meets.

Leg – A portion, normally one-quarter, of an individual event or relay event, of the event.

Long Course – A pool configured for swimming with a 50-meter long race course.

LSC – Local Swimming Committee of USA Swimming, Inc. The Y's is www.maswim.org our local committee where we register our swimmers for USA.

Medley Relay – Each swimmer swims one leg of the race in the order of Backstroke, Breaststroke, Butterfly and Freestyle. Total yards required to swim for each swimmer differs among age groups.

Meet Program –Consists of heat or psych sheets for the preliminary competition of a meet.

N/T - No Time. A swimmer uses this when entering an event he/she has no established time

Official – A judge who watches the swimmer's strokes, turns and finishes

Official Time – Time established by an official, which is entered into the meet final records.

Preliminaries or Prelims - The portion of competition that determines which swimmers will qualify for the championship and consolation finals in each event.

Psych Sheet – A ranking of swimmers by event and time.

Q-(minus) - Qualifying times that have not bettered by Arizona time standard.

Q+ (plus) - Qualifying times that have achieved or bettered the Arizona time standard.

Sanction – The qualification of a meet in order for it to be officially recognized.

Scratch – A swimmer who will not swim in a scheduled meet/event due to disciplinary reason, illness or inability to attend. Usually last minute.

Seeding – The method of placing swimmers in lanes in order of their entry times.

Senior Competition – A meet for all registered swimmers 15 and over or those who have met the qualifying time standard for a specific event(s).

Short Course – A pool configured in 25-yard or 25-meter lengths

Split – A swimmer's intermediate time in a race. Splits are registered every 50 meters (or 25 yards depending on the pool and equipment on hand) and are used to determine if a swimmer is on record pace.

Taper – The resting process in training for swimming competition. As major competition draws near, the swimmer will "taper" off the distances swum each day. A perfect taper will enable the swimmer to compete at their peak capability.

Time Trials – Events that are offered during the regular competition to allow swimmers a chance of achieving official times.

Touch Pad – The rectangular device put into the pool at the end of each lane where a swimmer's time is registered when touching the "pad" and their time will be sent electronically to the timing system and the scoreboard.

Unattached – A term used to identify a swimmers team affiliation in lieu of being officially attached to a team within the LSC.

Warm-down –Rids the body of excess lactic acid generated during a race.

Warm-up – Used by the swimmer before the race to get their muscles loose

Watch Time - The recorded time from a watch started and stopped manually by a lane timer

Addendum C

Parent Association Contact Information

Cedric Barnes *President, Parents Association*

Email Address c2cmb@comcast.net

Phone Number 302-399-4258

Officials Committee

Kelly Gardner

Email Address Keljour@aol.com

Phone Number 302-382-0898

Meet Administration Committee

Julia Gorman *Vice President, Parents Association*

Email Address PTDOLPHIN008@GMAIL.COM

Phone Number 302-222-4221

New Parent Orientation Committee

Robert Hartmann

Email Address Rhart98657@aol.com

Phone Number 302-242-9141

Timer Committee

Jay Lingo

Email Address Jaydlingo@aol.com

Phone Number 302-422-3181

Timer Committee

Kristen McGinnis

Email Address drkages5@aol.com

Phone Number

Social Committee

Tracey Miller *Treasurer, Parents Association*

Email Address traceysutphin@yahoo.com

Phone Number 413-575-7614

Finance Committee

Linda Velott

Email Address linda.velott@state.de.us

Phone Number 302-632-3160

Meet Administration Committee

Missy Wagner

Email Address missy@burkeequiment.com

Phone Number 302-242-2243

Concessions Committee

Becky Woodzell *Secretary, Parents Association*

Email Address woodzell@comcast.net

Phone Number 302-632-3191

Communications Committee