

FLINT YMCA FALCONS



SWIM TEAM

HANDBOOK & BYLAWS

(Revised: August 8, 2016)



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INTRODUCTION

The purpose of this handbook is two-fold: to explain to new members just what the Flint YMCA Falcons Swim Team is, and to outline various policies, which affect all swimmers, year after year. All families should read this Handbook so that they may become familiar with important information and rules of the club.

FALCON HISTORY AND GENERAL DESCRIPTION

The Flint YMCA Falcons Swim Team was founded originally in the late 1960s under the name of “Flint YMCA Aqua Jets.” The team was later renamed “The Flint YMCA Falcons.”

The Flint YMCA Falcons Swim Team is similar to a travel hockey or soccer team, which lets premier swimmers in the Flint area compete against other top swimmers primarily in southern lower Michigan in Dual and Invitational Meets during the Regular Season, and State thru National swimmers during the Championship Season. The Falcons swim in both YMCA and USA Swimming events.

The Flint YMCA Falcons Swim Team is known as the premier swim team in Genesee County and has established itself as one of the top club swimming teams in the Midwest by winning the 2013 YMCA Great Lakes Zone meet in Bowling Green OH.

When a young person becomes a member of the Flint YMCA Falcons Swim Team, he/she learns the values of sportsmanship and teamwork. Swimming, through the Flint YMCA Falcons Swim Team, provides physical, emotional, and intellectual skills, which will last a lifetime.

COACHING STAFF

The Flint YMCA Falcons Swim Team shall have one Head Coach who shall be responsible for the day-to-day operations of the swim team. He or she shall be employed by the Flint YMCA and shall be a non-voting member of the Board of Directors. Assistant coaches shall also be employed by the Flint YMCA and the number of assistant coaches shall be determined by the Head Coach.

The current Head Coach at the time of the most updated version of this Handbook (8/15) is Adam Cooper who has been the Head Coach since 1994. His coaching philosophy is as follows:

Adam Cooper’s Coaching Philosophy

Adam Cooper’s main objective for the Falcons team is the education, instruction, and training of individuals to develop and improve their capabilities in the sport of swimming. This program will focus on first establishing a goal for each swimmer, and then working on the skills and endurance necessary to achieve the swimmer’s goal.

In addition to physical development, Adam believes that children can develop a greater intellectual competence. Learning and using swimming skills engages the thinking process. Adam also believes it is very important to promote swimming at all ages and abilities. This program will create a positive atmosphere for all levels of swimming.

When a young person becomes a member of the Flint YMCA Falcons, he/she also learns the value of sportsmanship and teamwork.

Communication with Coaching Staff:

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

1. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach’s goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.

2. If a resolution with a coach is required the parent should contact the coach to arrange a meeting outside the scheduled practice schedule.
3. If after a scheduled meeting with the coach a mutual resolution could not be met an additional meeting should be held between the head coach, the assistant coach and the parent.
4. Finally, after a meeting with the head coach a mutual resolution can not be reached a meeting with the President, Vice President, Head Coach and parent will be held for a final decision.

PHILOSOPHY OF COMPETITION

The Flint YMCA Falcons Swim Team engages in a multi-level competition program with USA Swimming that, like our training program, attempts to provide challenging, yet success-oriented competitive situations for swimmers of all ages and abilities. The following policies outline our philosophy:

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

GOVERNING BODIES:

YMCA SWIMMING

The YMCA serves as our core league because of the strong emphasis placed upon allowing everyone (regardless of swimming ability) to participate in a variety of meets and because of the "team" atmosphere it promotes. In Michigan, the league is divided into two separate areas. We are part of the Eastern Cluster, which includes, among others, Saginaw, Bay City, Birmingham, Farmington, Macomb, South Oakland YMCA, and North Oakland YMCA. The Western Cluster contains clubs from the western part of the state, such as Battle Creek, Grand Rapids, Kalamazoo, and Muskegon.

All Flint YMCA Falcon Swimmers are required to have YMCA membership.

USA SWIMMING AND MICHIGAN SWIMMING GENERAL INFORMATION

Parts reprinted from "A Tradition of Excellence" by USA Swimming.

USA Swimming is the National Governing Body for amateur competitive swimming in the United States. At its headquarters office, located at the Olympic Training Center in Colorado Springs, Colorado, USA Swimming staff interact with 59 Local Swimming Committees' (LSC's), athletes, coaches and volunteers at all levels to provide a variety of services to 220,000 registered athletes, 20,000 non-athletes and 2,500 swim clubs. The LSC for the Flint YMCA Falcons is Michigan Swimming, Inc. (MS) located at P.O. Box 1784, Midland MI, 48641-1784. Their web address is <http://uss-michigan.com>.

The function of MS is to administer and promote USA Swimming programs at a local level. The principal activities of MS are developing swim meet schedules, setting standards for and sanctioning swim meets, implementing USA Swimming rules and safety procedures within the LSC, developing programs to promote, enhance, and market competitive swimming, and administering the registration of clubs and individuals.

USA Swimming was conceived in 1978 with the passage of the Amateur Sports Act, which decreed that all Olympic sports would be administered independently. Prior to this Act, USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. USA Swimming headquarters were moved to Colorado Springs in 1981.

Today, with its headquarters at the Olympic Training Center in Colorado Springs, Colorado, U.S. Swimming is a Group "A" member of the United States Olympic Committee. Independent and a model for all amateur sport national governing bodies, U.S. Swimming is in the vanguard of the Olympic movement around the world.

As the National Governing Body for the sport, USA Swimming is charged with the responsibility to formulate rules, conduct national championships, disseminate safety and sports medicine information, select competitors to represent this country in international competition, ensure the development of its' member clubs and age group swimmers.

USA Swimming hosts three major swimming meets each year—the Phillips 66/USA Swimming Spring and Summer National Championships and the US Open, sponsored by Speedo America. Additionally, USA Swimming holds four Speedo/Junior National Championship meets each year—two long course (50 meter pools) and two short course (25 yard pools).

USA Swimming is the ruling body of sanctioned swimming meets in the United States. USA Swimming meets are designed to protect the swimmer, provide fair and equitable conditions of competition, and promote uniformity in the sport so that no swimmer shall obtain an unfair advantage over another.

Obviously, the "wet" side of the sport receives a tremendous amount of money and attention, but the "dry" side of the sport receives considerable study as well.

Coaches and athletes education play an important role in USA Swimming. Programs such as the successful Coaches College, presenting the most current coaching and scientific literature, assist coaches in their efforts to provide optimal training conditions for their athletes.

USA Swimming National Headquarters strives to educate and inform its' membership through continued communication. Once a year USA Swimming publishes an updated version of the USA Swimming Rules and Regulations, the final word in technical swimming rules in Splash, which is bi-monthly publication providing current and timely information of interest to all USA Swimming members. Lanelines, the USA Swimming coach's newsletter, is also included in Splash.

The USA Swimming Headquarters provides a variety of services and programs for its membership. Some of the additional services provided by USA Swimming are fundraising activities, sports medicine programs, video resources, and general information about swimming-related activities. USA Swimming staff is available to assist in answering questions or providing additional information about USA Swimming. For information or assistance, see their web site at: <http://www.usawimming.org> or contact them at:

USA Swimming National Headquarters

One Olympic Plaza

Colorado Springs, CO 80909-5770

(719) 866-4578

All Flint YMCA Falcons Swim Team Swimmers and Coaches are required to have a current USA Swimming membership. This membership not only supports swimming throughout the country, it also provides very important accident and medical insurance for every swimmer and every club. This fee is charged and collected at the time of registration.

Each swimmer is covered at any organized practice of Flint YMCA Falcons Swim Team and every competition that is USA Swimming sanctioned or approved except for exclusions noted. An unofficial summary of the coverage is listed below. If you wish to see the whole insurance summary pamphlet please see the USA Swimming web site on insurance at: [http://www.usa-swimming.org/MemberResources/Insurance & Risk Management/2010 Insurance Summary.pdf](http://www.usa-swimming.org/MemberResources/Insurance%20&%20Risk%20Management/2010%20Insurance%20Summary.pdf)

FEES AND MEMBERSHIPS

All swimmers must be active members in good standing of the Flint YMCA to be able to participate. Annual fees will be published at the beginning of each season in August.

Flint YMCA Fee Policies:

Any unpaid training fees will be subject to a \$50.00 late payment penalty after December 11th

Any swimmer with fees not paid in full by December 11th will not be allowed at any practice site, nor will they be eligible to compete in any meet.

All checks returned for insufficient funds (NSF) will be subject to a \$25.00 handling fee.

All new swimmers starting late in the season will not practice unless having first registered with the treasurer. Prorated rates will be allowed for first year swimmers only.

All swimmers will be required to show their YMCA identification card to gain entry at the YMCA practice locations.

All fees are non-refundable and future credit will not be afforded for any reason even if the swimmer shall stop swimming in the middle of the season for any reason.

If you have any questions about any billing you may have received, please contact the treasurer of the Board of Directors or the Flint YMCA directly.

All swimmers and parents must sign the Expectation of Conduct contract which is a part of the Flint YMCA/Falcons Registration Packet.

RESPONSIBILITIES

Everyone involved in the Flint Falcons family has responsibilities. The Code of Conduct and Polices of the Flint Falcons Swim Team are included in this handbook, but the specific responsibilities for all are listed below:

Swimmers:

1. Arrive at practice site 15 minutes early and be ready to start practice at the intended time.
2. Attend required meets.
3. Abide by the rules/guidelines. Sign the Expectation of Conduct found in Exhibit A of this Handbook.
4. Maintain a positive attitude and work toward developing your maximum potential.
5. Older swimmers have a responsibility to set an example and to provide encouragement to the younger swimmers.
6. HAVE FUN both as an individual and as a team member.

Coaches:

1. Arrive at practice site 15 minutes early to make necessary preparations to start practice at the intended time and stay 15 minutes after practice to remove lane lines if required, and answer questions.
2. Establish practice methods and routines.

3. Coach swimmers at practices and meets.
4. Establish line-up for designated meets.
5. Determine the level of workout a swimmer should be in.
6. Communicate pertinent information to a swimmer, parent, or Board member.
7. Assure that the swimmers adhere to the rules/guidelines.
8. Attend all required practices and meets.
9. Maintain individual records on progress being made by each swimmer and make them accessible to parents.
10. Identify and present appropriate awards at the year-end practice.
11. Head coach is to attend the monthly Swim Team Board meetings as arranged with the Board Chairperson.
12. All coaches are to attend the monthly coaches meeting.
13. Communicate and coordinate all YMCA, USS-M, and invitational meets.
14. Head coach is to oversee all assistant coaches, including making their coaching assignments, providing for their training, and resolving issues/problems.
15. Coaches will serve as role models for the team.

Parents:

1. Provide encouragement and praise to your swimmer.
2. Meet swim team financial obligations on required due dates.
3. Provide transportation to and from all practices and meets. Parents are responsible to ensure swimmers arrive at the practice site safely so at some locations, children will need to be escorted to the pool. Parents are to be available to pick them up 15 minutes before practice is scheduled to end. Do not leave a swimmer at practice until you are sure there is a coach-present.
4. Assure that swimmers attend practice regularly and are prompt.
5. Stimulate an interest in your swimmer toward proper daily rest and diet.
6. Become knowledgeable and assist in running home swim meets.
7. Actively support any fundraising events, particularly the Invitational.
7. Abide by the rules/guidelines and assure that your swimmer does also. Sign the Expectation of Conduct found in Exhibit A of this Handbook.
8. Keep an open line of communication between the coaches and the Swim Team Board.
9. Volunteer time and expertise on YMCA committees.
10. During meets, supervise your swimmer when he/she is not on the pool deck.
11. Talk about safety considerations with your swimmer.

12. Read bulletin boards, newsletters, e-mails, and visit our Flint YMCA Falcons web site at: www.flintfalcons.org.
13. Support the coaches and allow them to coach.
14. Parents are not allowed on the pool deck unless approved by the coach or the governing board.

YMCA Management:

1. Collect and monitor the registration monies associated with the YMCA membership fee and swim team fee.
2. Allocate the monies resulting from the YMCA membership fee.
3. Serve as the central point of communications for the swim team.
4. Provide administration and staff support.
5. Monitor and approve financial transactions for the swim team.

Board of Directors:

1. Establish policies that ensure a successful swim team program.
2. Represent the interests of the parents of the swim team members.
3. Establish the amount of swim team fee.
4. Allocate monies resulting from the swim team fee.
5. Select and oversee the coaching staff, including interviewing, hiring, disciplining, firing, etc.
6. Establish the coaching staff salaries.
7. Monitor and approve all swim team expenditures.
8. Develop the pool time schedules and use of outside pool facilities.
9. Organize the volunteer team to run home meets.
10. Complete background check Flint YMCA administrative office.

CODE OF CONDUCT

Swimmers:

Flint YMCA Falcons Swim Team members shall strive to conduct themselves in a manner such that their actions reflect positively on the Flint YMCA Falcons Swim Team, our league affiliations, and the sport of competitive swimming in general.

1. Sportsmanship and appropriate behavior are expected. Team and individual morale is an important part of our team. Parents, coaches and swimmers are expected to provide encouragement and praise to their fellow swim team members. Congratulations, a pat on the back, a shaking of hands, or cheering are all signs of good sportsmanship and can do wonders to build self-esteem.
2. Prohibited activities include, but are not limited to the following:
 - i. Bullying tactics or actions that intimidate through fear and/or humiliation;

- ii. Any form of vandalism to a practice or meet facility;
- iii. Foul language or inappropriate actions such as changing on deck instead of using the locker room;
- iv. Running on the pool deck;
- v. Ignoring United States of America (USA) swimming rules for warm-up procedures;
- vi. Throwing goggles, pull-buoys, kickboards or other objects;
- vii. Disrespectful treatment of fellow teammates, coaches, volunteers, parents or others at any time;
- viii. Any action that represents a threat to the safety of others;
- ix. Association with or in the presence of another who possesses, purchases, distributes, uses and/or inhales, alcohol, smoking or chewing tobacco, illegal drugs, or banned substances of any kind including, but not limited to, what is outlined in the Drug Control Policy; and
- x. Possession of or being in the presence of anyone who possesses knives, sharp objects, firearms, fireworks or weapons of any kind whatsoever.
- xi. Not utilizing vehicle safety systems (i.e. seat belts, lap belts, shoulder belts, etc.) while the vehicle is in motion, on team transportation.
- xii. Sharing of seats on team transportation. (i.e. sitting on laps, etc.)
- xiii. Throwing of any items while on team transportation.

Coaches:

The Head Coach and any of his or her assistant coaches shall be employees of the Flint YMCA. As such, all coaches will be governed by the employee handbook and conduct policies of the Flint YMCA. Any violation of the handbook or policies of the Flint YMCA will be reviewed and handled by the Flint YMCA management as well as the Board of Directors.

DISCIPLINE GUIDELINES

The coaching staff has authority to discipline Flint YMCA Falcons Swim Team members according to the following guidelines:

At Practice:

- First offense/violation:** Verbal Reprimand/Warning.
- Second offense/violation:** Five minute time out.
- Third offense/violation:** Suspension from balance of practice, but Flint YMCA Falcons Team member must remain on pool deck until end of practice when Coaching Staff will notify parent of offense.
- Fourth offense/violation:** Suspension from balance of practice, but Flint YMCA Falcons Swim Team member must remain on pool deck until end of practice when parent will be notified of offense plus Flint YMCA Falcons Swim Team member will be suspended from next practice.

At a Meet/Team Event:

- First offense/violation:** Scratch or declared false start next event.
- Second offense/violation:** Expulsion from meet.

Further, a swimmer, who violates the Flint YMCA Falcons Swim Team members Behavior Guidelines and/or General Rules, is subject to disciplinary action as outlined below:

First Offense: The Parent Board and Head Coach will investigate the situation in a timely manner and assure the swimmers right to due process by:

- A. Conducting an informal hearing with at least three members of the Parent Board, the Head Coach, the accused, and parent present, at which time the accused is provided with the exact charges against him/her.
- B. Accepting information, including but not limited to written statements from all persons having knowledge of this situation.
- C. Provide the accused the opportunity to express his/her side of the problem.
- D. If after the investigation a swimmer is found to be guilty, the following punishment will be imposed:
 - i. Twenty-five (25) hours of team service to be determined by the Parent Board.
 - ii. Twenty (20) calendar day's suspension from all Flint YMCA Falcons Swim Team competition and practice sessions, which will take effect immediately following the close of the investigation.
 - iii. Suspension of senior team travel privileges for a period of time, which not to be less than six months but will not exceed one year during which time the swimmer(s) will room with their parent(s).

Second Offense: The Parent Board and Head Coach will conduct the same investigation, as outlined in the First Offense above, following steps A, B, C and D. If after the investigation, a swimmer is found to be guilty, the following punishment will be imposed:

- A. Swimmer will be suspended from the team at the discretion of the Parent Board.
- B. Swimmer will be permanently dismissed from the team at the discretion of the Parent Board.
- C. No reimbursement of team fees will be granted.

PRACTICE AND ATTENDANCE POLICIES

The following guidelines are to inform parents and swimmers of the coaches' policies regarding practice. These policies have been developed over many years and are designed to provide the best possible practice environment for all. Practice is a time for the swimmer to practice skills and go through a training schedule. The swimmer must stay in the pool area during practice and come to practice prepared to both physically and mentally be challenged for improvement.

Attendance: Each training group has specific attendance requirements appropriate for the objectives of that group. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The club does, however, encourage younger swimmers to participate in other activities in addition to swimming. The expectation level of the coaches to attend practices increases as swimmers move to higher groups.

For the swimmers' protection, they should arrive on the practice facilities no earlier than 15 minutes before their workout time. They should also be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim five minutes prior to the start of their practice.

Plan to stay the entire practice. Late arrival and early departure can disrupt the flow of practice and diminish the quality of the workout for all swimmers. The last part of practice is very often the most important. Usually, there are also announcements made at the end of each practice. In the event that your child needs to be dismissed early from practice, a note from the parent for each dismissal is required.

Communications and Cancellations: The coaching staff will make every effort to keep you informed of swim team information. Periodic communications regarding the Swim Team will be published on the website or in the form of email. However, this will not preclude having to communicate verbally on some important occasions. If a swimmer should miss practice, it is his/her responsibility to check with their coach or website to make sure that no important announcement has been missed.

The website should be consulted for information regarding practice or cancellations and emails will be sent from coaches to help provide any and all updates for practices times, cancellations or changes. When participating schools are closed due to bad weather or utility failure, practice will be cancelled. Furthermore, the use of social media will help provide information regarding cancellations, changes in practice times or new practices.

Deck Policy: Parents are expected to remain in the designated areas during practice except when asked by the coach to assist in some way. No food is allowed on the pool deck or in the locker rooms. Street shoes are not allowed on deck.

Parents are not allowed on the pool deck during practice unless it is an emergency. In the summer, parents may observe outdoor practice from the concession area of the outdoor pool.

Practice Facilities: The club has an obligation to act as guests while at practice facilities (both swimmers and parents). Every member of the club needs to do everything possible to respect this privilege. Any damages to school property may result in financial liability of the swimmer's parents. Any damage may also result in the swimmer being asked to leave the team permanently.

Showers are to be taken before entering the pool. Restrooms are to be used before and after workout. Swimmers are recommended to bring a lock and lock their locker at every practice. Be considerate of groups we share facilities with. Turn off showers, keep noise to a minimum, and be neat. Parents can help by monitoring the locker rooms when possible. The coaches do not supervise locker rooms.

If an item has been left, the swimmer should give it to the coach. The coaches will check the deck after each practice. Coaches are not responsible for a swimmer's personal items. Please write swimmers name on EVERYTHING.

SWIM MEETS

Policies:

- A. ATTENDANCE: Attendance is desired at all "DESIGNATED" meets. If you are unable to attend a meet, let the coach know as soon as possible.
- B. "DESIGNATED" meets consist of YMCA dual meets, our Invitationals, and championship meets. Participation in USS-M meets is optional, including invitationals and championship meets associated with USS-M. Although the FLY will participate and provide coaching support at several of these meets, it will be the option of the swimmer to attend. The swimmer will be eligible to swim only if the swimmer is signed up by the deadline. It is the swimmer's responsibility to complete sign-up via the website. Talk to a coach before the deadline if you have a question.

- C. WARM-UP: Swimmers are expected to be prompt. Warm-up usually begins 60 minutes prior to the start of a meet. Swimmers are to be on deck 15 minutes prior to warm-up time for stretching. If there is a change in warm-up time, you will be notified in advance. Warm-ups are also under the direction of the coaching staff.
- D. LINE-UP: It is the responsibility of the coach to enter each swimmer in the meet events. The swimmer has the responsibility to declare their intention to swim (via the website) a given meet. If there is a question regarding the events a child is swimming, please contact the coach as soon as the line-up is posted. All relays will be put together at the coach's discretion. The coaching staff will have the authority to make any changes in the line-up.
- E. DECK POLICY: Parents will not be allowed on the pool deck during a meet except when asked by a coach to assist.
- F. EQUIPMENT: Team suits, caps, warm-ups, goggles, towels, and an extra suit are recommended at all meets.
- G. SAFETY: Swimmers need to remain on the pool deck in order for the coaching staff to be responsible for them. For those swimmers not on deck (concessions, locker room, and spectator area), it will be the parent's sole responsibility to supervise their child's actions and safety. (BOARD APPROVED 3/99)
- H. TRAVEL POLICY:
 - a. At no time will male and female Flint YMCA Falcons Swim Team members, members of any other team or outside guests be in the same room together with the door closed for any reason.
 - b. No team meeting may be missed.
 - c. Flint YMCA Falcons Swim Team members must be punctual to all meetings and warm-up times.
 - d. No Flint YMCA Falcons Swim Team member may be out of his or her room after the assigned bedtime. Permission must be obtained from the coach to leave the room past curfew as set by the Head Coach.
 - e. Curfews are to be adhered to throughout the entire trip until the Team returns to their home destination.
 - f. While on team transportation all vehicle safety equipment will be utilized. This includes but not limited to the use of seat belts, lap belts and shoulder belts.
 - g. There will be no sharing of seats while on team transportation. This includes but not limited to sitting on laps or between seats.
 - h. There will be no throwing of any items while on team transportation.
 - i. Any damages or thievery incurred at a motel/hotel will be at the expense of the Flint YMCA Falcons Swim Team member(s) assigned to that room, and/or their parent(s), and further disciplinary action may be taken as deemed necessary by the Head Coach.
 - j. No loud or boisterous behavior will be tolerated in the hallways or public area, and such behavior should be kept to a minimum in the Flint YMCA Falcons Swim Team member rooms.
 - k. All long distance telephone calls not placed on a personal telephone number must be placed on a credit card, calling card or collect.
 - l. All Flint YMCA Falcons Swim Team members will be polite in restaurants and leave a 15% gratuity (tip). If there has been a problem with the service, see the coach before exiting the restaurant.

- m. All Flint YMCA Falcons Swim Team members agree to follow rules about practice and meet behavior, as outlined in The Flint YMCA Falcons Swim Team Handbook.

Schedule:

Meet schedules are to be published or made official during the month of August. Once available, they will be published on the website.

Dual Meets

These meets involve one team from another city, which is affiliated with a local YMCA and take place on Saturdays. There are no entry standards. Swimmers may swim in two individual events and two relays. The Coach will enter the swimmers into the events so be sure to let the Coach know if you will be unable to attend the meet.

Invitational Meets

One “YMCA” or USS team will host an invitational meet and invite several teams to attend. The meet may be held on one day, or on two or three days depending on the size of the meet. Often the meet is divided into a number of sessions, either by age or sex. Some are limited to specific liability levels. Swimmers are usually placed into heats according to their times, with the fastest heat swimming last. Swimmers are responsible for their own entry fees for all invitational meet events except for relay events.

Championship Meets

YMCA Eastern Cluster Meet

The Eastern District championship meet is a meet in which all teams and all swimmers participate. There are no entry standards. Swimmers may swim two events and two relays.

YMCA State Meet

Swimmers from **both** the Eastern and Western Districts qualify for the State Meet by achieving certain time standards. Traditionally 9 – 12 year olds swim on Saturday, 13 – 18 year olds on Sunday. This meet is for swimmers 9 and over, except in a case where an 8-year-old makes a 9-10 time standard.

YMCA 8 and Under State Meet

8 and under swimmers compete with other swimmers of their own age: 6, 7, or 8 from both the Eastern and Western districts in this one day State Meet. There are no entry standards.

YMCA Great Lakes Zone Meet

Swimmers 9 and over qualify for this regional YMCA meet by meeting certain time standards. Our zone consists of Ohio, West Virginia, Kentucky, Indiana, and Michigan.

YMCA National Meet

Open YMCA National championship held each April in Florida. Swimmers must be 12 years old by April 1, and have met the time standards.

USASate Championships

At the end of each short course (winter) and long course (summer) season, a State Championship meet is sanctioned by Michigan Swimming, the governing body of swimming in the state of Michigan. Michigan swimming sets the qualifying time standards for these championship meets.

USA Zone Championships

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

USA Swimming Sectional Championships

One of the highest levels of achievement Flint Falcon swimmers strive for is the participation in the Sectional Championships. Flint YMCA Falcon swimmers meeting qualifying time standards for this meet travel to different locations in the United States to compete against some of the best 18-Under swimmers in the nation.

USA Swimming National Championships (Senior Nationals)

Other than the Olympic Trials and the World Championship Trials, each of which is held every four years, the highest level of competition for our senior swimmers is the USA Swimming National Championships. As with the Junior Nationals, Flint YMCA Falcon swimmers meeting the national qualifying time standards travel to various cities throughout the U.S. to compete against America's best swimmers. Swimmers can qualify for national teams that represent the U.S. in international competition by their performances at Senior Nationals.

DRUG CONTROL POLICY

The following has been taken from the US Olympic Committee Drug Control Program. The Flint YMCA Falcons are committed to following these rules without exception.

Before taking any substance, check with the USOC Drug Hotline: 1-800-233-0393

Medications prescribed or recommended by your health care provider may contain prohibited substances.

For additional information on the USS Swim Drug Policy and Doping Control Substance Regulations see <http://list.wada-ama.org/>

PARENT VOLUNTEER REQUIREMENTS

The Flint YMCA Falcons function because parents are willing to volunteer their time and talents. Parent volunteers handle every aspect of the team, except coaching and swimming.

Parents serve on the board and oversee the coaching and all team business. They, handle the team finances. Parents prepare meet entries, keep records, write the newsletters and prepare and update the handbook. Parents select and order team suits, parkas, caps, shirts and all team apparel and gear. Parents run meets, work as timers, scorers, officials, announcers, and marshalling. They oversee concessions, and bring food for concessions. The major fundraisers, the news year's invitational and the fall meet are planned and run by parents. The parents research accommodations and make reservations for the coach and team in distant cities. They prepare and distribute ribbons and awards. Parents schedule practices at the YMCA and other sites. They prepare the team roster ... And the list goes on.

Consequently, the help of every parent is needed. Parents are expected to volunteer to serve on committees to accomplish the above tasks. These committees can be found on the Falcon website.

COMMUNICATIONS PROCEDURE

Newsletters, meet packets and other team information will be provided through the website (www.flintfalcons.org).

Information will continue to be posted on the YMCA bulletin board, but since many swimmers do not practice at this site, the primary methods of communication will continue to be the Website (www.flintfalcons.org).

For additional information, such as practice site and meet information changes check the Falcons website at www.flintfalcons.org.

CONSTITUTION AND BY-LAWS OF THE FLINT YMCA FALCONS SWIM TEAM

Adopted: June 11, 1991

Amended: August 15, 2014

Amended: August 8, 2016

ARTICLE I: Name and Mission Statement

- Section 1. The name of the organization shall be the Flint YMCA Falcons Swim Team – Flint, Michigan.
- Section 2. To develop the character traits, technical skills and intense desire necessary for maximum realization of each individual's highest goals, including the Olympic dream.

ARTICLE II: Membership

Membership shall be open to all persons who desire to participate in competitive swimming, who meet the requirements established by the team coach, and who pay all dues and fees as required by the Governing Board and the Flint YMCA.

ARTICLE III: Parents Organization

- Section 1. The parents' organization will include all parents or legal guardians of swimmers currently rostered and participating with the Falcons Swim Team, and any other interested persons.
- Section 2. The parents' organization will be responsible for the organization of and management of all home meets, home invitational, fundraising functions, publicity, and dissemination of information to all parents/legal guardians including the maintenance of the web-site, and organization and management of non-meet events (e.g. banquet).

ARTICLE IV: Board of Directors

- Section 1. A governing board of nine (9) directors, to be known as the Board of Directors, shall manage the affairs of the organization.
- Section 2. The board will be elected at annual parents meeting and shall serve until their successors are elected.
- Section 3. The board will meet monthly, at a time and place established by them, and shall also hold such other meetings as deemed necessary by the officers.
- Section 4. The term of office is three (3) years, with terms staggered so that three (3) directors are elected each year.
- Section 5. An outgoing director may be reelected, to the Board of Directors, for a term of three (3) years, at the annual election.
- Section 6. In the event a vacancy occurs on the board, the board may appoint any person to fill the term of that position.
- Section 7. Any person appointed to fill a vacancy on the Board of Directors may subsequently be elected to another full term.
- Section 8. A representative of the Flint YMCA and the Head Swim Coach will hold positions as non-voting members of the Board of Directors.

ARTICLE V: Nomination of Directors

- Section 1. Nominations shall be made, or requests shall be made for qualified and willing candidates to fill the expiring terms at least one month prior to the General Membership Meeting of the Parents Organization.

- Section 2. A slate of candidates shall be presented to the general membership of the Parents Organization at least one month prior to the election of the Board of Directors.

ARTICLE VI: General Parents Organization Meetings

An annual General Meeting shall take place of the Parents Organization. This meeting may be combined with any other function of the full membership of the Flint Falcons Swim Team as long as notice is provided beforehand.

ARTICLE VII: Standing Committees

The President shall, with the approval of the Board, appoint Chairpersons for the following standing committees:

- A. Personnel
- B. Finance
- C. Long-Range Planning
- D. Communication
- E. Hospitality

ARTICLE VIII: Amendments

This Constitution may be amended at any regular meeting of the Board, upon approval of at least six board members, or by two thirds of the voting members in attendance at any regular meeting of the Parents Organization. The Parents Organization must be notified in writing at least one month prior to any meeting at which amendment to this Constitution is to be considered.