



Mid Michigan Aquatics  
Hurricanes

**Parent and Swimmer  
Handbook 2017-18**



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## **Introduction**

Welcome to Mid Michigan Aquatics! We are an established USA swimming team in Greater Lansing, Michigan. We are a 501(c)(3) non-profit organization whose purpose is to promote the sport of swimming. Mid Michigan Aquatics is registered with USA Swimming, the national governing body for amateur swimming in this country. All members of the Mid Michigan Aquatics and our coaches are registered as members of USA Swimming.

## **Mid Michigan Aquatics Mission**

Mid Michigan Aquatics is committed to providing a comprehensive aquatic program to the Mid Michigan communities supported by outstanding coaches and parents. Our goal is to develop swimmers of all ages and abilities and enable them to reach their full potential as student athletes.

## **Mid Michigan Aquatics Vision**

Mid Michigan Aquatics will develop swimmers that achieve their goals through our cored values: Teamwork, Commitment, Competitive Sportsmanship and Self Confidence. Our swimmers will be positive role models in all aspects of life.

## **Communication**

Mid Michigan Aquatics has developed several ways to communicate with parents and swimmers. The website, **[www.mmahurricanes.com](http://www.mmahurricanes.com)**, contains the vast majority and most up-to-date organizational information. This website is also used to sign up for meets, team social events and team fundraising events. Once a swimmer registers with MMA and USA Swimming, each swimming family has a log-in name and password to access all of the information on the website. A weekly newsletter is also distributed via email and information posted to the news section of the site is helpful. Coaches and board members can also be contacted via links on the website.

## **Changes**

- **Fair Share hours have been revised- see page 18**



## Team Structure and Descriptions

Mid Michigan Aquatics strives to provide an environment that helps each child reach his or her potential in the sport of swimming. Swimming must not focus so much on today but should focus on the **long-term progression** of each swimmer. In other words, we want to provide each child with an opportunity to succeed at the highest level possible. It is our goal is to provide swimmers with the foundation for success in swimming, as well as in their personal and professional life. As a result, the Mid Michigan Aquatics age group training program is designed to cover a period of about 8 to 10 years and is divided into 4 stages.

1. Basic swimming – Exploratory/Discovery
2. Basic training (Fitness/strength/drills progression) – Challenger
3. Progressive (build-up) training – Hurricane
4. Elite training – Senior

Despite this general outline, any level swimmer can ‘plug-in’ to the training program at any point in his or her swimming career. The following are typical processes for group placement. Group placement depends on the following four factors:

**1. Age/Sex:** Chronologic age plays a big part in group placement. One will also consider if a child is emotionally, physically and psychologically prepared to swim and train in a particular group. Even if a swimmer is fast at swimming meets, he/she may not be prepared for the workload of a particular training group. Social considerations are also taken into consideration so that a child does not feel out of place or has difficulty making friends. Female swimmers tend to progress faster than males and they tend to be more physically and emotionally mature for higher training groups. Careful examination of swimmers and their emotional and physical well-being will be considered when choosing groups for athletes.

**2. Background:** Some basic questions about swimmer’s background have to be asked. For example, how much experience has the swimmer had? Does the swimmer possess the proper swimming/athletic background in order to swim in a particular group even if a child has fast times in certain events? It may be harmful for a particular swimmer to be placed in a group where the volume (i.e. yardage) is more than they’ve ever experienced. This may increase the risk of injury and or burnout in the sport. Each level of the team will provide a significant change in the amount and intensity of swimming that is required. Therefore, swimmer’s background plays an important part in the placement process.

**3. Skill:** Having the proper swimming skills is necessary to be placed within a given group. If a child has not mastered the general skills necessary to move up into the next group, it is more difficult to progress through the next level of requirements. These include general technique, drills, pacing, race strategy, yardage etc. Skills need to be mastered before moving up to the next level. The point here is to make sure that the



next coach does not have to spend time teaching the skills over again and taking time away from the rest of the training group. If swimmers do not meet the training criteria listed for a particular group, they will be placed into a group more suited for their skills.

**4. Work ability:** Work ability or work ethic of the swimmer is probably the number one consideration when placing swimmers in a training group. When evaluating work ability the coaching staff is asking some basic questions. Can a swimmer make the training pre-requisites? Is the swimmer able to commit to all of the practice requirements? What are his/her work habits during workouts? Work ability is examined over extended period of time. Given our commitment to excellence work ability is a very important factor in our decision making process.

\*\*It is important to understand that final decisions about group placements are made by the Head Coach and the rest of the coaching staff.

### **The Mid Michigan Aquatics Training Groups, team definitions:**

The Mid Michigan Aquatics training groups are designed to allow swimmers to become competitive and develop character both in and out of the pool. The process begins with Swim Lessons Program/Swim School, and then moves through a progression including the various levels of Exploratory/Discovery/Challenger/Hurricane/Senior Level Competitive Programs. It is important to remember that anything introduced in a previous group will be carried forward and expanded upon at the next level. This progression is outlined briefly as follows.

**Exploratory** –New Swimmers.

**Discovery** –Swimmer has Freestyle and Backstroke down, they are working on Butterfly and Breaststroke.

**Challenger**-Swimmer is fine tuning all four strokes, turns, streamlining, starts.

**Hurricane**-Mastering all four strokes and learning to train.

**Senior Team**-Able to train and is versed in all expectations of a senior level swimmer.

**Mental development:** Swimmers will learn to enjoy the water and being part of a team.

**Commitment:** If swimmers join Swim School they are committing to attend practice 2 times per week. Committing to the Exploratory/Discovery team means they will attend practices 2-4 times per week. The Challenger/Hurricane team agrees to attend 3-5 times per week & the Senior Team commit to practice 4-5 times per week. Note that practice attendance generally has a substantial effect on performance. All swimmers are encouraged to attend meets when they can. This is the best & easiest way to chart progress. We offer many levels of meets at MMA.

**Free Mid Week Dual Meets (non USA sanctioned):** These are generally put together with local club teams. They are very low pressure & short meets that are excellent for skill



development and preparing swimmers ready to compete in bigger meets. Typically all the possible events are not offered.

**Speedster Meets:** These meets are developmental meets that take place 8-10 times during a calendar year. The meet locations rotate between our partner clubs: Portage Aquatic Club (PAC), St Joseph Aquatics (SJA) & Lakeview Aquatic Club (LAC). These meets are meant to be the next step in development as a swimmer looks to progress. **Note:** times at these meets no longer qualify for Junior Olympics or State cut times. These meets generally run 2 hours and are on Saturday mornings in the Fall and Winter and possibly weekdays in the Summer.

**USA Sanctioned ABC Meets:** These meets generally run from Friday-Sunday. Typically there are no qualification standards for these meets. Sessions run 2-4 hours. Clubs from all across the state and region attend these meets with large numbers of swimmers taking part.

**District Championship Meet:** This is a meet meant for swimmers who are developing their skills or looking to qualify for the Junior Olympic meet. Typically this meet runs Saturday & Sunday for 3-4 hour sessions.

**Junior Olympics:** This meet requires a Q2 time and is usually a swimmer's first experience with a meet using time standards. This meet runs Friday-Sunday and has 4 hour sessions.

**State Championship Meets:** This meet is available for swimmers who achieve a Q1 time. Typically held on either the West or East side of the state, this meet runs Friday-Sunday and session length varies.

**Skill Development:** All swimmers will learn streamlining, each of the four competitive strokes, underwater kicking (dolphin), forward and backward starts, grab and track starts, flip turns, and general endurance. Swimming technique will be expanded as swimmers progress. Relay exchanges, relay races, team races, and improvement of endurance will also be a focus.

**Mental development:** Leadership skills and team building become the focus in this stage of training. Swimmers will concentrate on improving their discipline related to the sport of swimming, the importance of warm-up and warm-down, and positive pre-race behavior and readiness. Responsibility of bringing the correct nutrition and hydration to meets. Keeping meet area tidy and helping other new swimmers with meet prep is the focus. Generally speaking swimmers will learn how to act as professional athletes.

## Group Placement

Selecting the proper training program and group for new/returning parents: Coaches must evaluate each child for group placement. Initial group placement is usually age based/results based. It is also important to consider the swimmer's swimming background and skill level. In most cases a swimmer's background and skill level will not supersede an age-based group placement. Swimmers



may move between groups throughout the season. Initial placement is based on current times/coaches' discretion. Parents and swimmers should determine if the coach's group placement meshes with the swimmer's goals. Based on the selected training program and group, parents must be committed to assist their swimmer to meet group-specific goals as listed above, making sure to be as committed as the group level expects.

## **Senior Team**

There is only one senior team. Swimmers will need to be in 8<sup>th</sup> grade or higher to join the Sr. Team. If a swimmer is in 8<sup>th</sup> grade, they must have 3 State qualifying times to join the Sr. Team as an 8<sup>th</sup> grader. All other swimmers will be admitted to the Senior team when they enter High School. A swimmer's practice and meet commitment will be what the swimmer AND the coach decide is appropriate for the goals that the swimmer has.

## **Decisions on moving a swimmer from one group to the next:**

Coaches will evaluate each athlete's training progression during each season (November, March, and July) using criteria based upon age, skill and background (see previous explanation). Coaches will offer their opinion when appropriate regarding group and program changes. Parents cannot move their child to another group without a coach's consent. If a child moves into a group and does not possess the skills necessary for that group, the child will have a difficult time developing those skills and will more than likely hold up the group at practice.

## **Parent and Swimmer Information**

### **Practice Policy**

Training sessions are the most important aspect of competitive swimming. Training is the most significant way to make continued improvements in the sport. Therefore, it is important that each swimmer attend as many practices as possible in order to maximize their talents and receive the full benefits of the program. Pool availability is our most limiting factor so please try to take full advantage of our pool time.

### **Swimmer Practice Responsibilities**

Swimmers must come to practice ready to participate. Competitive swimming suits, goggles and caps for longer hair are required for each swimmer. Additional gear may be required (kick board, pull buoy, fins, paddles, etc.). The coaches will notify each swimmer as to what gear is needed at the various levels. Please make sure the gear is in working order and labeled with the swimmer's name.

Swimmers should arrive at the pool no earlier or later than 15 minutes prior to their practice time. While parents do not need to stay at the pool during practice time, they must be back at the pool to pick up their swimmer when practice ends. Swimmers must be out of the locker room within 15 minutes after practice has ended.



Swimmers should plan to stay for the entire practice. Please notify your coach prior to the start of practice if you need to leave early.

All swimmers should use the bathroom before practice begins. Too many interruptions during practice causes disruption for the rest of the swimmers in the pool.

### **Parent Responsibilities**

As the parent of a competitive swimmer, your main responsibility is to provide a caring environment for your swimmer. This support will encourage your swimmer to feel good about his or her interest in competitive swimming.

1. Make sure your swimmer is at practice to have the opportunity for improvement.
2. Drop off and pick up your swimmer on time.
3. Turn in meet information and make meet payments on or before the due date.
4. Review the weekly updates and check the website frequently so you are aware of schedule changes, upcoming meets and other activities.
5. Be prepared to help with Club activities!

### **Illness or Injury**

If a swimmer is ill or has an injury, please notify your coach via email.

### **Code of Conduct**

Parents and swimmers must sign and abide by the Mid Michigan Aquatics Code of Conduct. Please be sure to review the document before signing it, understanding that there are clear consequences for violations.

### **Additional Resources**

USA Swimming and Michigan Swimming have websites that contain useful information for parents. The Michigan Swimming website, [www.miswim.org](http://www.miswim.org) has information about qualification times for various championship meets, a database for all swimmers' times in the state of Michigan, and other local swimming information. The USA Swimming website, [www.usaswimming.org](http://www.usaswimming.org), has information more at the national levels, but has parent resource information and article links that may be helpful to parents.



## Meet Information

### Before the Meet Starts

- Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. The time will be listed in the meet information packet on the first page.
- Find the check-in location. Usually, this is found right when you walk into the meet facility or close to the locker rooms.
  - Usually one will need to highlight the swimmer's name on the sign-in sheets.
  - If this is not done, the swimmer will not be allowed to swim in the meet.
  - **Check-in is required** so that the people running the meet know who is actually at the meet.
  - Check-in closes approximately 10-15 minutes after warm-up starts. Check the meet packet for details.
  - After you "checked in," write or have the swimmers write each event-number on his or her hand in permanent ink (10 & under only). This helps him/her remember what events he/she is swimming and what event number to listen or watch for.
- Your swimmer now gets his/her cap and goggles and reports to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. A swimmer's body is just like a car on a cold day-he/she needs to get the engine going and warmed-up before he/she can go all out.
- After warm-up, your swimmer will go back to the area where his/her team is sitting and wait there until his first event is called. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in.
- You may want to pack healthy and nutritious snacks for your swimmer to snack on during the meet. Also make sure to pack a water bottle.
- The meet will usually start about 10-15 minutes after warm-ups are over.
- According to USA Swimming rules (due to insurance purposes), parents are not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to a coach. He or she in turn, will pursue the matter through the proper channels.
- A psyche sheet is usually available for sale in the lobby or concession area of the pool. It lists all swimmers in each event in order of "seed time". When the team entry is sent in, each swimmer and his/her previous best time (up to the date that the entry was submitted) in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no time" swimmer will most likely swim in one of the first heats of the event. A heat sheet may be available close to the start of the meet that lists the actual heat and lane a swimmer will be competing in.

### At The Meet

- It is important for any swimmer to know what event numbers he/she is swimming (again, why they should have the numbers on their hand). He/she may swim right away after warm-up or they may have to wait awhile.
- Most meets are computerized.



- A swimmer usually reports directly to his/her lane for competition a number of heats before he/she actually swims. Check with your swimmer's coach for specific instructions.
- Swimmers should report with his/her cap and goggle.
- The swimmer swims his or her race.
- After each swim:
  - He/she is to ask the timers (people behind the blocks at each lane) his/her time.
  - The swimmer should then go immediately to his or her coach. The coach will discuss the swim with each swimmer.
- Things you, as a parent, can do after each swim:
  - Tell him/her how great they did! The coaching staff will be sure to discuss stroke technique with him/her. You need to tell him how proud you are and what a great job he/she did.
  - Tell him/her to go back to the team area and relax.
  - This is another good time to check out the bathrooms, get a drink or something light to eat.
- The swimmer now waits until his next event is called and starts the procedure again.
- Results are usually posted somewhere in the facility. Awards are often gathered for a team and given to the coach at the end of the meet. The awards will be put into the swimmer's mailbox at his/her pool.



## **USA Swimming**

MMA athletes swim USA for a number of reasons, including:

- to attain appropriate developmental swim experiences
- to attend structured, professionally recognized, and organized swim meets that are tracked on the state and national level; and
- to increase the level of competition of all swimmers through the structure of a worldwide accepted swim organization (USA Swimming).

The MMA program is made up of swimmers of all ages. As always, MMA's goal is to help swimmers to realize their full potential in the sport of swimming, whether that is local success or at the state or national level. In general, our USA swimmers are trying to reach a higher level and feel that the added time and commitment are valuable. The MMA USA program allows for swimmers of all abilities and age groups to compete in a wide range of events that they might otherwise not find at league level swim meets.

## **USA Meets**

The MMA winter season consists of “short course” meets held in 25 yard pools. Summer USA meets are “long course” and held in 50-meter pools. Most USA meets consist of several sessions. They usually begin with a Friday session, followed by two sessions each on Saturday and Sunday. A swimmer may choose to attend one or more sessions appropriate for his/her age group. Swimmers are free to choose which events they want to swim within the guidelines of each particular meet. Keep in mind that the Head Coach has the ultimate say in which events a swimmer may and may not swim. Each swimmer is required to pay the fee set by the hosting club for each event, typically \$5 per event plus a Michigan surcharge of \$1.00 per swimmer. Swimmers do not need to enter for relays – the Head Coach decides who will swim in the relays. (Be sure to let the Head Coach know if you DO NOT want to swim relays at a particular meet).

## **USA Age Group Classifications**

At the meets, swimmers are grouped by age, gender, and swimming ability. The age groups usually used in Michigan are 8 & under, 10 & under, 11-12, 13-14, and 15-18. Other groupings sometimes used in Michigan Swimming meets are “mini meets” for 8 & under swimmers, and “own-age meets” in which swimmers compete in single-year age groups. Some meets offer “open” events for swimmers of any age who have achieved the relevant time standard. Open events usually are offered to accommodate the needs of high school and post-high school swimmers.



## **USA Time Standards**

In order to facilitate the management of swim meets, Michigan Swimming classifies swimmers into three ability levels labeled AA/Q1, A/Q2, and B/Q3. The levels are defined by the time standards where Q1/AA is the fastest group, Q2/A the next fastest, etc. For example, in a “B” meet, all of the swimmers in a given event will have achieved times equal to or better than the B time standard, but slower than the A time standard. The time standards used in Michigan Swimming meets are unique to Michigan and are not related to the national motivation times. Michigan Swimming time standards may be adjusted from year-to-year to reflect the anticipated number of swimmers in each ability level.

## **MMA USA Meet Entry Policy**

Swimmers can register to attend USA meets at the Mid Michigan Aquatics website using the USA registration link. Please adhere to the meet dates, times, and entry deadlines. If you have any questions regarding USA meets, registrations, and/or fees, please contact designated MMA USA Coordinator.

**NO NEW ENTRIES WILL BE ACCEPTED AFTER THE DEADLINE.** Any entries after the deadline must be discussed with the Head Coach and entered as a deck entry where permitted.

Please note, that it is the responsibility of the parent to review meet entries and notify the Head Coach and the MMA USA Coordinator of any errors or omissions. Only contact the Head Coach with specific coaching questions and not billing questions. Any discrepancies must be immediately reported to the MMA USA Coordinator and the Coach within 24 hours of the meet entries posting. MMA will send out an invoice once the team is officially entered into the meet. Through our website, each family will be invoiced a dollar amount based on the number of meet entries in which their swimmer is registered. Entry fees will include individual events, relays, and the Michigan Swimming surcharges. Entries must be paid in full by the due date on the invoice. If payments are not received by this date MMA reserves the right to charge a per swimmer \$10.00 late fee and/or withhold future USA registrations.

**STATE, ZONE, SECTIONAL, or NATIONAL LEVEL SWIMMERS:** Swimmers and parents **MUST** let the Coach know all events that their swimmer is interested in **ENTERING** at the high level meets. The families will enter the swimmer in events on the website and the Coach will be responsible to adjust them and turn in the events to the meet host. If there are other events that the Coach would like to enter the athlete in, the Coach will add those events to the entry. It is advisable that the swimmer communicate with the Coach as to what events he/she is qualified in and the Coach will advise the swimmer. It is not always in the best interest of the swimmer to enter events for which they qualify and in which they are seeded the highest. Remember that it may be better for the swimmers athletic development to swim events that he/she trained for. As always the Coach has final discretion in choosing all events.



## **MMA Parent Board of Directors**

The administrative functions of the Club are overseen by the Board of Directors (the “Board”). The board consists of President, Vice President, Secretary, Treasurer and 5 Members at Large. The MMA Board of Directors contact information is published on the [www.mmahurricanes.com](http://www.mmahurricanes.com) website.

### **Duties and Responsibilities**

**President** - The President leads all meetings of the membership and the Board. The President or its designee may approve the team schedule for practices, locations and competitions.

**Vice President** - The Vice President performs all duties incumbent upon the President during the absence or disability of the President, and perform such other duties as may be prescribed by the Board. The Vice President or its designee is responsible to designate a fundraising team, Parent Outreach team and a Social Chairperson and team.

**Secretary** - The Secretary has custody and care of the corporate records of the Club, attends all meetings of the membership and the Board of Directors, and keeps a true and complete record of the proceedings of all such meetings. The Secretary is also responsible to update any relevant changes as necessary each year for the team handbook.

**Treasurer** - The Treasurer keeps correct and complete records showing accurately at all occasions the financial condition of MMA, is the legal custodian of all MMA monies and presents at meetings of the Board and membership, or whenever requested by the Board, a statement of the financial condition of MMA. The Treasurer also ensures that MMA is in compliance with all IRS and State of Michigan regulations. The Treasurer is responsible to designate an Apparel Coordinator and a person acting in Treasurer Support each year.

**Treasurer Support** - The Treasurer Support position, designated by the Treasurer, assists the Treasurer in fulfilling his/her duties.

**Apparel** - The Apparel Coordinator, as designated by the Treasurer, determines apparel needs for the team, coordinates a team order each season, and organizes the apparel table at each home meet.

**Fundraising** - The Fundraising Chairperson, as designated by the VP, organizes creative fundraising efforts of the team, including Swim-A-Thon.

**Safety** - the Safety Chair designated by the President (Board) coordinates the safety marshals for MMA home meets, as well as provides safety tips for swimmers and parents during the swim season.



Social - The Social Chair, designated by the Vice President (Board), organizes the parent meeting at the beginning of each season, end of the season banquets and creative team building experiences for swimmers during the season (Holiday Party, Bring a Friend to Open Swim, Team Meal, etc.).

Parent Outreach - Parent Outreach Chair, designated by the Vice President, is responsible for organizing parent meetings and new swimmer outreach, as well as the Fair Share Program. This board position also collects Code of Conduct forms and other swimmer/parent forms, if necessary.

Swim Officials - The swim official's chair, designated by the President (Board), coordinates team hosted swim events, educates coaches and swimmers on disqualification process, works with team officials on continued certification, and recruitment.

USA Membership Coordinator- As designated by the Board, will be responsible for proper registration each session for each member. This individual will be the contact for Michigan Swimming and to ensure all details related to team and individual membership are correct and accurate. This individual will keep track of the MMA Roster in relation to the USA Registrations well before meets.

Website Manager- As designated by the Board, this individual will be responsible for the website and its content along with proper member invoicing. This individual will look for more streamlined approaches to member communication via [www.mmahurricanes.com](http://www.mmahurricanes.com).



## **Dues Structure**

### **MMA and USA Swimming Registration**

Registration for our team is handled through our [www.mmahurricanes.com](http://www.mmahurricanes.com) website (a payment plan is offered, please see our website under registration for details). The fees paid to MMA cover the cost of pool time and coaching time (not including coaches' time and expenses at swim meets).

### **USA Swimming Registration**

Each Mid Michigan Aquatics swimmer must be registered with USA Swimming. The membership period runs from January 1st to December 31st each year. If you begin your membership after September 1st, however, it will continue until December 31st of the following year. USA Swimming membership allows the swimmer to participate in USA sanctioned swim meets. It also provides both liability and secondary medical insurance coverage for each swimmer. The Club membership also provides liability insurance coverage for approved insured activities.

Each swimmer will have a membership card, which indicates their USA Swimming membership number. A swimmer's number is their six digit birthday (MM/DD/YY), the first three letters of the swimmer's first name, middle initial, and then the first four letters of the swimmer's last name. This number is extremely important. Make sure that it is correct and accurate because all information pertaining to your swimmer's participation is based on this identification.

Each USA registered swimmer will receive a membership card and each family will receive a USA Swimming subscription to "Splash" magazine.

USA Swimming registration forms are available at the MMA website. There is an annual fee of \$76, Mid Michigan Aquatics collects the fees and then turns all monies over to Michigan Swimming. Completed registration forms and payment are due upon joining our team and before entry into one of our pools.

### **Meet and Coaching Fees**

There are fees associated with swimming for MMA above and beyond the monthly fees.

For many of the fees outlined below, MMA merely collects the fees and then forwards one payment to, for example, a host club for swim meet entry fees. The coaching fees are collected and paid for MMA coaches' time and expenses associated with swim meets.

Accounts are billed electronically and payments are made via MMA website with a Credit card or Debit card only (no cash or checks). Accounts will be assessed a \$10 late fee each month the account is past due.



**Review of Payments:**

Annual USA Registration Fee: due no later than October 1 or within 2 weeks of registering for MMA.

**Non-Qualifying Meet Fees:**

Coaching Fee - \$10 per swimmer per meet due 2 weeks after being billed  
Meet Entry Fees (individual and relay) due 2 weeks after being billed  
Michigan Swimming Surcharge due 2 weeks after being billed

Financial assistance is available to those individuals who face a hardship and are unable to pay for any fees. You must contact the Head Coach to apply for assistance.

**Qualifying Meet Fees:**

**Junior Olympics:**

Coaching Fee - \$15 per swimmer due 2 weeks after being billed  
Meet Entry Fees (individual events only) due 2 weeks after being billed  
Michigan Swimming Surcharge due 2 weeks after being billed

**State Meet:**

Coaching Fee - \$25 per swimmer due 2 weeks after being billed  
Meet Entry Fees (individual events only) due 2 weeks after being billed  
Michigan Swimming Surcharge due 2 weeks after being billed

**Sectional Meet/Junior National/Nationals/Olympic Time Trials:**

Additional meet fees and coaching fees will apply. Please contact the MMA USA Coordinator to inquire on the fee structure.



## **MMA Fair Share Participation Program**

The Mid Michigan Aquatics is supported primarily by volunteers. To ensure the success of the club and its mission and vision, every family must participate. At the time of registration, **every family is required to volunteer a certain number of hours during the season.**

### **MMA – Fair Share Participation Program Guidelines**

1. All MMA families are required to complete Fair Share hours by volunteering at MMA swim meets and other activities as illustrated in the attached program chart. Families may choose from various activities (see MMA Volunteer Opportunity List) to accumulate hours. Each fair share activity has a corresponding number of hours which will be tracked and totaled throughout the program period. If a family fails to fulfill their Fair Share portion, they will be assessed \$10 per hour not achieved.
2. After fulfilling the required Fair Share hours, families have the opportunity to earn additional hours that will accumulate and qualify them for ‘Super Hurricane Supporter’ based on an annually established target.
3. Families are required to work the entire scheduled sessions for which they signed up to receive credit for that session. Example: if you have signed up to work a session as a meet timer, you are responsible for timing the entire scheduled session, as determined by the meet director. If you must be relieved of timing, it is your responsibility to find someone to take over your position and fulfill your commitment. Please do not ask to leave after your child’s last race if you have not finished the entire session—partial credit will not be given. You must fulfill your entire session to earn the corresponding hours. Your relief timer will not receive credit—only the family who has signed up for the activity will receive credit.
4. A penalty of \$10/hour will be assessed for failure to show up for an activity to which you committed. For instance, if you signed up to work in concessions for a 2-hour session and you fail to show up, you will be assessed \$20 and will earn no hours for that session.
5. A family’s fair share commitment may be fulfilled by any member of the family or a family friend. Some positions have minimum age requirements and/or training requirements.
6. Only the number of positions offered online for a meet may be staffed to fulfill your required commitment. Example: if only 3 positions are needed to run the concession stand for a meet session, then only the 3 families who signed up for those slots will get credit for working. A fourth person cannot help out the day of the meet and obtain credit for working the concession stand if the three allotted slots are already filled, unless the meet director or away meet coordinator determines that a need exists.
7. The MMA Fair Share Participation Program will run from September 1 through July 31 (short-course season through long-course season).



8. A family's level of commitment is based upon their most senior swimmer.  
Example: if a family has a swimmer that is 11-years or older and another swimmer who is under 11-years old, then the family's share commitment will be based upon the 11-year old swimmer.
9. A family's level of commitment will stay the same during the duration of the program (September 1-July 31) based upon the most senior swimmer's group assignment at the beginning of the program, regardless of whether the child is moved up to a more advanced group.
10. The MMA Fair Share participation program is automated on the MMA website so that families are able to sign up for activities online and track their Fair Share activity and progress.
11. Families who join MMA after the start of the swimming year (September) will have 1 Fair Share hours per month removed off the total Fair Share commitment as set forth in the program for their most senior swimmer. Example: 12-year old joins in November; two months (September and October) will be deducted from total yearly commitment – 2 Fair Share hours would be removed from the commitment.
  - Reminder: Fair Share commitment set forth in the program targets the most senior swimmer in a family to set the Fair Share commitment level.
12. The MMA Board and fair share administrator reserve the right to remove any participant from a slot for which they have signed up in a swim meet, if that participant has already fulfilled their fair share requirement and it is deemed necessary to open that position to allow other members to be able to fulfill their fair share requirement. If a participant needs to be removed from a signed-up slot, the fair share committee will notify that participant prior to the start of the meet. Other instances where a participant may be removed include, but are not limited to, cases where the participant is not of the proper age and/or not adequately trained to fill that position.
13. The MMA Board and fair share administrator reserve the right to review and adjust the hour system as necessary. Additional volunteer opportunities may be offered and/or approved throughout the program period.
14. The MMA Board and fair share administrator will individually review and make final judgment in cases of exception to the Fair Share Participation Program.
15. The MMA Board and fair share administrator will individually review and make final judgment in cases of hardship such as families who are going through an ongoing medical situation.



## MMA Family Fair Share Hours

MMA Family Fair Share	Exploratory/Discovery Challenger/Hurricane/Senior	3 Hours 6 Hours	Non-Fulfillment Assessment = \$10/Hr.
Super Hurricane Supporter	Exploratory/Discovery Challenger/Hurricane/Senior	15+ Hours	Super Hurricane Supporter

## MMA Participation Opportunities List

Job sign-up is done through the website. For most jobs, no prior experience is necessary! A sampling of job descriptions is below:

### 1 hour

- Attend a parent meeting organized by the coaches or the board president
- National Anthem (swimmer sing or play)
- Be a swim parent mentor to a new swim family

### 2-4 hours

Each meet activity is as designated by the Meet Director, approximately a 2 to 4 hour block.

- Timer
- Runner
- Concession Worker
- Hospitality Worker
- Shopping before the Meet
- Meet Set up (1 or 2 hour job)
- Meet tear down (1 or 2 hour job)
- Announcer
- Admissions, Program and Heat Sheet Sales
- Credentials, Athlete and Volunteer Check In
- Safety Marshall
- Apparel Sales
- Head Timer
- Running the Hospitality Cart
- Posting Results and Preparing Awards
- Printing Heat Sheets
- Help with Banquet(s) - hour value of jobs will vary and will be designated by the Banquet Chair.



- Training to run the results computer during an AM or PM session
- Training to run the timing console during an AM or PM session

#### **4 hours**

- Running Results Computer for an AM or PM Session
- Running the timing console for an AM or PM Session

#### **15 hours**

- Hospitality Chair
- Swim-A-Thon Chair
- Banquet Chair

#### **20 hours**

- Meet Director
- Board Positions
- Fair Share Program Administrator

#### **Fundraiser**

- Hours will be determined by the Event Coordinator for each fundraising event.

#### **Create your own hours**

- Earn 5 hours for each \$100 of corporate/private sponsorship raised for the Mid Michigan Aquatics (does not include Swim-A-Thon sponsorship).

There are also many other jobs during the season that come up, so watch the weekly newsletter and website for your opportunity to help out

## **MMA Fair Share Participation Program Frequently Asked Questions**

### **1. Why does MMA need this program?**

- a. MMA is an organization that can only succeed with the support and participation of parents.
- b. MMA needs participation from members in order to adequately staff the MMA hosted swim meets—there are hundreds of participation sign-up slots that need to be filled over the course of a swim year to staff the MMA meets alone! This does not include all of the other activities that the club depends upon the parents to help make successful such as the Swim-a-Thon, team parents, committee heads, etc...
- c. This program is the foundation for equal participation from all MMA families....everyone does their *fair share!*

### **2. Do other swim clubs/sport activities require parent participation like MMA does?**

Yes, many other swim clubs and other organizations require parent participation. Many swim clubs, especially smaller ones, ask for both volunteer time as well as a



financial obligation that must be paid outright or earned through fundraising such as selling candy, magazines, etc... The fair share program at MMA requires a minimum level of participation from families, but allows them to avoid any financial assessments as long as they have fulfilled their fair share requirements. These fair share activities can be easily fulfilled at swim meets where your child will be swimming anyway. Families also have the opportunity to be rewarded for doing more than their fair share by qualifying for our awards.

**3. How many events will I have to attend to satisfy my fair share requirements?**

That will be up to you. There are a variety of opportunities for earning points. See the MMA Volunteer Opportunity List for a list of activities and their corresponding point values. There is no reason to rush to get all your points for the year. There are opportunities for earning points throughout the year. Use the chart stating the number of points required at each assessment (found in the Fair Share Program Guidelines) to guide you as to when you need to accrue your points. The more involved you become, the greater your child's swimming experience will be.

**4. Do I personally have to work at all of the required sessions?**

No! That is the beauty of this program. You have the flexibility to enlist the aid of friends or family members to work on your behalf. Be sure that when your friend/family member signs in to work, that they indicate that they are working on your behalf.

A few examples:

- Ask a fellow MMA member to trade working a required session for you in exchange for car pooling their kids.
- Invite a friend or grandparent to a front row seat at a meet where they can time.

**5. I have 3 swimmers on MMA in different swim groups. Do I have to participate more than someone who only has one swimmer?**

Your level of participation is based only upon your most senior swimmer's team. For example: If you have one swimmer in Exploratory, one in Challenger and one Sr. Team, then you are only required to meet the fair share requirements listed for your Sr. Team swimmer. A major benefit of the fair share program is that the level of participation is equalized across the entire MMA membership.

**6. My child is a beginning swimmer in the Exploratory group you think that asking this much participation is too much for parents new to swimming?**

Even if a family has no prior swim meet experience, getting involved right away is the best way to show support for your child's activity, learn how a swim meet works, and meet other swim team parents. The nature of the sport of swimming that you have chosen for your child requires a lot of parent involvement and participation. Swim teams cannot be run successfully without the parents.



### **7. Why any assessments for non-fulfillment of the required fair share activities?**

*We actually do not want your money; we want and need your time!* It is vital that we are able to adequately staff all of our MMA hosted events—we can only do that with your participation! The amount of the assessments were set to be proportionate with the decrease in the number of families that we have had step forward to participate in staffing meets and other team activities.

### **8. You say you want my time and not my money—then why the need for any assessments at all?**

We do want your time—***we need your participation***—in order to bring in revenue from swim meets and fundraisers. This revenue is necessary to the MMA budget. We encourage all swimmers to compete in our meets. It is a team activity that is fun and it is a great way to gauge a swimmer’s progress. Even if a swimmer chooses not to swim in our meet, families can help out with the running of the meet. Meets **REQUIRE** a huge number of volunteers. If a family does not participate, then they cost every other member of the team lost revenue. It is only fair that those families who fail to participate help replace that lost revenue—therefore the need for assessments.

### **9. How does participating at swim meets really save me money?**

The monies that are generated from hosting swim meets are a significant fundraising opportunity. Without these monies, monthly dues would have to be raised significantly to cover expenses, ie. equipment needs, activities for our swimmers, etc. Higher dues may mean that some families are essentially “priced out” of the sport of swimming. Also, hosting more swim meets at home means that MMA families save money by not having to pay for out of town expenses such as hotels, gas and food. However, in order to make these home meets successful, we need parent participation through the fair share participation program.

### **10. What if I want to help out by doing more than just my fair share requirements?**

Go for it! We love and need the help to successfully run all of our swim meets and other activities throughout the year such as Swim-a-Thon, heading up committees, etc... The Fair Share Participation program becomes more of a volunteer recognition program once you have fulfilled your fair share! We will reward your efforts with awards based on your point accumulation.

### **11. What if I help out with something at MMA that is not currently listed as a job that qualifies for points?**

There are endless ways to help at MMA and we would like to continue to add point opportunities to our list. All participation opportunities will add to your point total to qualify you for awards. If you would like to receive credit for an activity not listed, please email the fair share committee and tell us what you did or would like to do. We will review it, and hopefully credit you with points.



We will request that you fill out a Fair Share Credit form for review and point approval. If this is an activity that is ongoing and one that other MMA members could also do in the future, we will add it to our list!

**12. I have signed up to time at a swim meet, but I know I won't be able to stay and time for the entire session. If I leave early, do I still get credit for working that session?**

Families are required to work the entire scheduled session as determined by the meet director for which they signed up in order to receive credit for that session. Timers are needed for the entire swim meet. If you have to leave early, it is your responsibility to find someone else to take over your position and fulfill your commitment. Your relief timer will not earn any points, only you, the family who signed up for the position, will receive credit. Partial credit will not be given, so please participate for the entire session for which you signed up.

**13. Can I choose to have any extra points earned above my "Fair Share" roll over to the next year?**

No, all "Fair Share" points will apply to the current year only. Everyone will start with a clean slate each year on September 1.

**14. My daughter wanted to work a session at the concession stand at an upcoming swim meet, but when I went online to sign her up, all of the slots for that position were already filled. Can she just show up and work the concession stand anyway and still earn points?**

Only the number of positions offered online for each swim meet activity may be staffed for point fulfillment. If all positions offered for concession stand are already filled, then your daughter will not be able to just show up and work to earn points. Please look over the other available swim meet positions listed online that your daughter can help out with, such as timing, runner, heat sheet sales, etc... and sign her up in an open slot.

**15. I am willing to fill in for a vacant slot at a swim meet, such as a timing position or any other position, if somebody does not show up to work. How do I do this?**

In an effort to make the process as fair and as easy as possible, we have instituted a procedure for filling vacant positions the day of the meet, particularly timer positions.

Additionally:

1. Anyone who is interested working in any open participation slots the day of a meet please put your name on the alternate list located at the participation check-in table as you enter the meet.
2. All fair share participants are required to check in at the participation check in table as you enter the meet. Please note the required time that you are to report for your position--timer positions are to check in 30 minutes before the start of the meet, all other positions are to check in at least 15 minutes prior to



the start of your session. You will need to be at your work area at least 5 minutes prior to the beginning of your session. If you are not there, you will be replaced by the first available alternate from the current day's alternate list.

3. The participation check-in person will take the current list of timers to the timers' area so that we can do a "roll call" to ensure that all timers are present. This will take place approximately ten minutes before the scheduled start of the meet. If any timer is not present at the time of this "roll call", (regardless of whether they have already checked-in), then they will be immediately replaced by the **first available alternate** on the list. The timer who was replaced will not receive fair share credit for that session. The alternate who fills in will receive credit and will need to fill out a fair share credit form so their work session can be accurately credited for fair share points. The participation check-in person will assist in making sure that this form is filled out and turned in.

4. Alternates who are truly interested in replacing vacant timer slots at the time of the above "roll call" should also be standing near the timers' meeting location so that they are **available** and easily accessible for filling in for open positions.

5. Any other open participation slots that occur the day of the meet, such as concessions, hospitality, etc... will also be filled from the list of alternates.

**16. I did not sign up previously to work at the swim meet, but while I was sitting on deck, I was approached and asked to time for an entire session—I guess someone did not show up to work their slot. Do I receive fair share credit for timing?**

Absolutely! Even though you did not sign up previously and your name was not on our participation check-in list, you can still receive fair share credit. Simply ensure that the meet director for MMA home meets or coordinator for other MMA activities knows about the job you've done and it will be entered into the system.

**17. Can I transfer my extra Fair Share points to another family?**

No, Fair Share points are non-transferrable

**18. What if I have other questions about the Fair Share Participation Program?**

Please contact the fair share committee administrator.



## **MMA New(er) Swim Parent Mentor Program**

**Purpose:** To provide new swim parents, and other swim parents that are interested, the opportunity to select a more experienced parent-mentor. This should accelerate their understanding of the swim program and make it more enjoyable and beneficial for both parent(s) and swimmer(s).

It is not intended to replace the expert knowledge the coach provides. In some instances it will enable more effective communication and decision-making by parents, by more fully understanding swimming rules and planning/protocol for meets.

**New(er) Swim Parents:** Once you join Mid Michigan Aquatics, you can ask for the list of volunteer parent mentors (Contact: The Board Secretary). The list will include information parents provided to help you make a selection. Names, kids ages, address, contact details, and a short swim history are what most parents provide. Simply select someone and make contact with them.

**Swim Parent Mentors:** To become a mentor send an email (Contact: The Board Secretary) with your contact information, and perhaps a short story about

you as a swim family. For example - parent names, city, email, phone, swimmer genders and ages, and anything else you wish to share. This information will be collected and made available to swim parents that request it. It will either be emailed to new swim parents on request, or in the future it may be password protected on the website. It won't be openly posted for anyone to see. Once a mentor is picked by a new swim parent, they can either remain on the list or be removed if they request.

Parents signing up to be a mentor will receive 1 fair share hour. Please fill out the information sheet if you are interested.

## **Big Swimmer/Little Swimmer Program**

The purpose of the Big Swimmer/Little Swimmer program is to:

- Foster team spirit.
- Encourage multi-age friendships.
- Help younger Mid Michigan Aquatics swimmers become comfortable with swim team routines and swim meets.
- Have fun!

**Big swimmer/little swimmer:**

Involve high school/older swimmers in mentoring little swimmers at quad meets for community hours. Have little kids cheer high school swimmers at high school meets or during USA swimming for club swimmers.

### **Duties of Big Swimmers**

- Make friends with your little swimmer.
- Find out what your little swimmer would like to know about swim team.
- On meet days, help your little swimmer identify which events they are swimming.
- Cheer your little swimmer on at the swim meets.
- Offer race advice when appropriate. For example, remind your little swimmer to "touch with two hands on the fly" or "stay on your back" for the backstroke.



- Play a game of cards or read together under the tent.
- Some swimmers like to bring small treats, cards or posters for their little swimmer.

### **Duties of Little Swimmers**

- Ask all your questions, big and little, about the team and the meets.
- On meet days, find out which events your big swimmer is swimming.
- Take other little swimmers to the end of the lane to cheer for all the big swimmers.
- Make a card or poster for your big swimmer.
- Have fun with your big swimmer!
- Make friends with your big swimmer.



## Glossary

**A meet** - swim meet which requires swimmers to have previously achieved an “A” time standard in the event they wish to enter.

**A/B meet** - swim meet which requires that the swimmer have an “A” or “B” time in the event they wish to enter.

**A/B/C meet** - swim meet open to any level of swimmer.

**Age Group** - swimmers compete in age groups of 8 & Under, 9-10 (or 10 & Under) 11-12, 13-14, 15-18.

**Anchor** - the final swimmer in a relay.

**Backstroke** - this is one of the four competitive racing strokes and the 2nd step in the Individual Medley. It is any style of swimming performed while on your back.

**Breaststroke** - one of the four competitive racing strokes and the 3rd step in the Individual Medley.

**Butterfly** - one of the four competitive racing strokes and the 1st step in the Individual Medley. The butterfly features the simultaneous overhead stroke of the arms combined with the dolphin kick.

**Block** - the starting platform.

**Circle Swimming** - swimmers stay on the right of the black line when swimming in a lane effectively swimming up and back in a circle. This allows more swimmers in a lane.

**Cut (a.k.a. Qualifying time)** - time standard qualifying time necessary to attend a particular meet or event.

**DQ (Disqualified)** - a swimmer who commits a stroke violation or fails to touch properly.

**Deck Entry** - a meet where entries are accepted at the meet, usually at the start of the session. Deck entries usually have higher entry fees, and some meets do not allow any deck entries.

**Drill** - a portion, or part of a stroke, which works on a specific part of the stroke and to perfect swimming technique.

**Dryland Training** - training done out of the water that aids and enhances swimmer’s performance. This usually includes stretching, calisthenics or a weight-lifting program



**Event** - a particular swimming event by age, distance, stroke and time.

**False start** - an illegal start by one or more swimmers when moving or starting prior to the start signal. In USA Swimming, one false start results in disqualification.

**Finals** - the top swimmers from the preliminary round will swim again in the finals in order to determine the final order of finish.

**Finish** -the final phase of the race or touching the wall at the end of the race.

**Flags** - backstroke flags placed 5 yards or 5 meters from the end of the pool.

**Freestyle** - one of the four competitive racing strokes and the 4th step in the Individual Medley. In the freestyle, the competitor may swim any stroke they wish.

**Goal** - a specific time or achievement a swimmer sets and strives for. Can be short- or long-term.

**Heats** - most events (races) will have more than one group of swimmers that will swim in their respective lanes. Each group swimming is considered a “heat” of swimmers.

**Heat Ribbon** - ribbon given to the first finisher in each heat.

**Heat Sheets** - the swim meet program that includes information such as the name of the events, heats, lanes, swimmers, and seed times.

**Individual Medley (IM)** - an event in which the swimmer uses all four strokes in the following order: Butterfly, Backstroke, Breaststroke, Freestyle.

**Lane** - the pool is divided into pathways for the swimmers to swim in separated by floating lines. Each separate path is called a lane and is numbered. Usually a pool will have 6,8, or 10 lanes.

**Leg** - the part of a relay event that is swum by a single team member

**Legal** - a race or stroke swim according to the current USA rules.

**Log Book** - a book in which swimmers record their time achieved at any given meet or time trial.

**Long Course Season** - Begins in April and ends in August. Competitions are held in a 50 meter pool.

**Medley Relay** - a group of four swimmers each swimming different strokes in an event, the order of the strokes are as follows: Backstroke, Breaststroke, Butterfly, and



Freestyle.

**No Time (NT)** - seed time is entered as "No Time" if a swimmer has never swum an event before.

**Official** - a pool deck judge at sanctioned competitions who enforces USA rules. There are stroke and turn judges, administrative officials, starters, timers and referees.

**Psyche Sheet** - a ranking by seeding times of all the swimmers entered in each race of a meet sometimes used at meets in place of a heat sheet.

**Pull Buoy** - styrofoam devices put between the legs to isolate the use of arms and keep legs afloat in pulling exercises.

**Referee** - the official who has the authority over a final decisions and sees that the meet is run efficiently.

**Relay** - an event in which four swimmers compete together as a team to achieve one time.

**Scratch** - to withdraw from a race. Always check with the coach before scratching from a race. There are penalties enforced for not showing up for your races.

**Short Course** - a 25-yard or 25-meter pool. This season begins in September and ends officially with the league, state, sectional, and national meets in March and April.

**Split** - a per lap (or length) time recorded by coaches for a swimmer. Splits are used to teach the concept of pacing.

**Starter** - the official at a meet who is responsible for starting each heat and calling the next heat to the blocks.

**Starting Blocks** - The starting platforms at the end of each lane.

**Streamline** - the position used to gain maximum distance during a start and/or push off from the wall. The swimmer's body is as tight as it can be forming a pencil-like position with the hands forming the point.

**Stroke Judge** - a certified official, who determines the legality of a swimmer's stroke and disqualifies any swimmer who does not conform to USA rules.

**Time Trials** - an event, or series of events where swimmers may achieve or better a required time standard. Time Trials are sometimes conducted after regular swimming sessions to try and achieve a valid qualifying time.

**Timed Finals** - when the races are only swum once. There is no final session.



**Times** - stop watches are used as back up times in meets that use electronic timing. The timers are very important in the process of recording legal times for the swimmers. Parents from each team are responsible to time in a specific lane during the meet.

**Warm Down** - used by a swimmer to rid the body of excess lactic acid generated during a race or workout.

**Warm Up** - used by the swimmer, prior to the main workout set or race, to get muscles loose and warm prior to competing.



## Mid Michigan Aquatics Parent/Guardian Code of Conduct

As a Parent/Guardian of an MMA swimmer, you acknowledge:

### ***Our Mission:***

Mid Michigan Aquatics (MMA) is committed to providing a comprehensive aquatic program to the Mid- Michigan community supported by outstanding coaches and parents. Our goal is to develop swimmers of all ages and abilities and enable them to reach their full potential as student athletes.

### ***Our Vision:***

MMA will develop swimmers that achieve their goals through our core values: Teamwork, Commitment, Competitive Sportsmanship and Confidence. Our swimmers will be positive role models in all aspects of life. MMA is very serious about building a team that supports one another and encourages the best that sport and competition can bring out in an individual. We require the commitment of the swimmers and their parents/guardian(s) to advance and uphold our Mission, our Vision through their efforts and conduct, and by accepting and adhering to our Codes of Conduct. We ask you to please discuss the Parent and Swimmer Codes of Conduct with your child, and help drive home this very important message.

### ***Our Parent/Guardian Code of Conduct:***

We are pleased to have you and look forward to your helping us advance our Mission and our Vision by your adhering to the following Parent/Guardian Code of Conduct:

1. Parents/Guardians and their guests will maintain a positive and supportive environment during practice, meets and all team functions. You are responsible for your guests adherence to this Code of Conduct.
2. Refrain from talking to swimmers or making coaching-type comments to swimmers during practice or meets. This is prohibited. You are encouraged to cheer on the swimmers and make encouraging statements.
3. Parents/Guardians will not videotape or take pictures of swimmers other than their own during all MMA events, except when approved by the child's parents.
4. Parents will not interrupt or confront the MMA coaching staff on deck at any time.
5. Refrain from any behavior that disrupts or brings discredit to the swimmers or the MMA organization in any way. This is prohibited. It includes but is not limited to abusive language, physical or verbal harassment: (oral or written, including electronic communications and/or social media), physical or verbal abuse of meet officials and/or other parents, swearing, rude gesturing, consumption of alcohol or drugs, disrespecting any coach, parent, meet official or others involved in MMA activities, or other conduct that in the sole discretion of MMA staff brings discredit to the swimmers and/or MMA.
6. Parents will not sit in the team sitting area during competitions.
7. Parents will maintain self-control at all times. Our club takes the high road in all instances, even where we may not agree with a decision or outcome. We value being regarded as a class act and setting a good example for our swimmers and those around us, above all else. We expect and require this from you. We adhere to the know my role philosophy:  
Swimmers - Swim  
Coaches - Coach  
Officials - Officiate  
Parents - Parent
8. During competitions, parents/guardians shall direct questions or concerns regarding decisions made by the meet officials to our coaching staff only. At no time shall any parent/guardian directly confront a meet official.
9. Demonstrate good sportsmanship by parents conducting themselves in a manner that earns the respect of your child,



other swimmers, parents, officials, and coaches at meets and practices.

10. Codes of Conduct apply at all MMA events, including but not limited to meets, practices, meetings, when visiting other club facilities, hotels, restaurants, and while traveling in whatever mode of transportation has been selected.

11. Refrain from other conduct not specifically identified herein that is contrary to our stated Mission and Vision.

12. Parents/Swimmers have read, understand, and will obey the USA Swimming Anti-Bullying Policy, and agree to never engage in bullying behavior against any MMA teammate and/or in connection with any MMA activity.

You acknowledge that your child's participation with MMA is contingent upon your child, and you, adhering to the Codes of Conduct, while it is not MMA's desired outcome in any circumstance, MMA reserves the right to suspend or terminate participation by a swimmer if his/her parent(s)/guardian(s) violate the Parent Code of Conduct or persist in a method of behavior that MMA determines undermines its Mission and/or Vision. You acknowledge that MMA staff must make decisions concerning violations and/or participation to protect and advance its mission and the positive participation of the swimmers.

MMA reserves the right to suspend or terminate participation of any swimmer or parent in the interest of our mission, vision, and objectives as an organization. While MMA reserves the right take whatever action it, in its sole subjective determination, deems necessary to preserve its Mission and Vision, we will strive, to the extent possible, in the discretion of MMA, to apply the following policy:

1. If a coach sees or hears of someone acting in a manner not consistent with our Mission and Vision, we will warn you and discuss the situation with you. We favor dialogue to resolve problems. We will give one warning verbally or in writing.

2. If there is a continued infraction, to the extent possible and if MMA staff deems it productive, we will meet with all parties to determine if a behavior plan regarding the specific incident can be established for a positive change in behavior and adherence to our Mission and Vision.

3. If multiple disciplinary actions have been imposed and behavior has not been corrected, or if the behavior is severe enough in the subjective determination of MMA, any swimmer may be subject to suspension or permanent dismissal from MMA. Suspension and/or dismissal decisions shall be reviewed and voted upon by the MMA Parent Board, either before or after the suspension or dismissal, as determined by MMA. If suspension or dismissal occurs, registration and/or meet fees will not be refunded, in part or whole.

I acknowledge the above Code of Conduct and that my child's participation in MMA is contingent upon my adherence to it.

Date:

Signature

Printed Name

Date:

Signature

Printed Name

Parent(s)/Guardian(s) of:



## Mid Michigan Aquatics Swimmer Code of Conduct

As a swimmer participating in MMA, you acknowledge:

### ***Our Mission:***

Mid Michigan Aquatics (MMA) is committed to providing a comprehensive aquatic program to the Mid- Michigan community supported by outstanding coaches and parents. Our goal is to develop swimmers of all ages and abilities and enable them to reach their full potential as student athletes.

### ***Our Vision:***

MMA will develop swimmers that achieve their goals through our core values: Teamwork, Commitment, Competitive Sportsmanship and Confidence. Our swimmers will be positive role models in all aspects of life. MMA is very serious about building a team that supports one another and encourages the best that sport and competition can bring out in an individual. We require the commitment of the swimmers and their parents/guardian(s) to advance and uphold our Mission, our Vision through their efforts and conduct, and by accepting and adhering to our Codes of Conduct. We ask that you please discuss the Parent and Swimmer Codes of Conduct with your child, and help drive home this very important message.

### ***Our Swimmer Code of Conduct.***

1. Swimmers must obey & respect coaches, officials, opposing competitors, their parents and coaches.
2. Swimmers must respect themselves and their Teammates.
3. No dangerous or inappropriate physical contact with others.
4. No foul language or rude or disrespectful behavior.
5. No horseplay, including on deck and/or in locker rooms.
6. Swimmers must remain on deck or locker room during meets. No swimmers shall be allowed in the stands.
7. No negativity directed at, or regarding, teammates, including but not limited to negative statements made in any form of social media and/or texting to and/or about teammates.
8. No unsafe conduct in the equipment or the facilities we use.
9. Swimmers have read, understand, and will obey the USA Swimming Anti-Bullying Policy, and agree to never engage in bullying behavior against any MMA teammate and/or in connection with any MMA activity.
10. Swimmers promote an atmosphere of team spirit and team loyalty.
11. No physical or verbal abuse, intimidation, or rude or inappropriate conduct of any kind directed to any teammate, coach, official or other person involved with MMA activities.
12. Swimmers will conduct themselves at all times with integrity and honor.
13. Consumption of alcohol, drugs and/or tobacco products is strictly prohibited.
14. Codes of Conduct apply at all MMA events, including but not limited to meets, practices, meetings, when visiting other club facilities, hotels, restaurants, and while traveling to or from MMA events.
15. Refrain from other conduct not specifically identified herein that is contrary to our stated Mission and Vision.

You acknowledge that your participation with MMA is contingent upon your adhering to the MMA Swimmer Code of Conduct, while it is not MMA's desired outcome in any circumstance, MMA reserves the right to suspend or terminate participation by a swimmer if he/she violates the MMA Swimmer Code of Conduct or persists in behavior that MMA determines undermines its Mission and/or Vision.

MMA reserves the right take whatever action it, in its sole subjective determination, deems necessary to preserve its Mission and Vision, though it will strive, to the extent possible in the discretion of MMA, to apply the following policy:

1. **1<sup>st</sup> Infraction:** If a coach sees or hears of someone acting in a manner not consistent with our Mission and Vision, we will warn you and discuss the situation with you. You will receive one warning either verbally or in writing. Your parents will be notified within 24 hours either verbally or in writing.
2. **2<sup>nd</sup> Infraction:** If there is a continued infraction, to the extent possible and if MMA staff deems it productive, we will meet with all parties to determine if a behavior plan regarding the specific incident can be established for a positive



change in behavior and adherence to our Mission and Vision. A second infraction will result in missed practice time. Your parents will be notified within 24 hours either verbally or in writing.

3. **Third, or Severe Violations:** If multiple disciplinary actions have been imposed and behavior has not been corrected, or if the behavior is severe enough in the subjective determination of MMA, to the extent possible and if MMA staff in its sole judgment deems it productive, we will meet with all parties to determine if a behavior plan regarding the specific incident can be established for a positive change in behavior and adherence to our Mission and Vision. In all other instances and/or if the behavior plan is violated, a third infraction may subject you to being scratched from a meet, suspended from the MMA team for a direction determined by MMA and/or dismissal from MMA. Suspension and/or dismissal decisions shall be reviewed and voted upon by the MMA Parent Board, either before or after the suspension or dismissal, as determined by MMA. If suspension or dismissal occurs, registration and/or meet fees will not be refunded, in part or whole.

I acknowledge the above Code of Conduct and that my participation in MMA is contingent upon my adherence to it.

Date:

Signature of swimmer

Printed Name of swimmer



# Mid Michigan Aquatics Club Fair Share Participation Program Acknowledgement Form

I have received and read the MMA Fair Share Participation Program Guidelines 2015-2016.  
I understand my part in the program and that I will be assessed as outlined in the program  
guidelines for unearned hours.

Parent/ Guardian Signature

Parent/ Guardian Name (please print)

Date

Swimmer

Swimmer

Swimmer

Swimmer



**Mid Michigan Aquatics Club Mentorship Information Form**

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

Best way to contact: email home phone cell phone

Contact information: \_\_\_\_\_

Best time to contact: \_\_\_\_\_

Swimmer's gender/ages: \_\_\_\_\_

Swimmer group (Exploratory, Discovery, Challenger, Hurricane, Senior Team):

\_\_\_\_\_  
City where you live: \_\_\_\_\_

I agree to be a parent/swimmer mentor. By agreeing to mentor a new family/swimmer, I know the information shared on this sheet will be provided to a new swimmer family. I acknowledge that for every year I sign up to be a parent mentor, I will receive one fair share hour. Additionally, for the big swimmer/little swimmer program, I may receive community hours for time spent with a younger swimmer, for example, at a swim meet.

Signature \_\_\_\_\_

Date \_\_\_\_\_