



**Phoenix Aquatic Club
Team Handbook**

**PHOENIX
AQUATIC CLUB**

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PHOENIX
AQUATIC CLUB

Welcome to the Phoenix Aquatic Club. Established in 2013, PAC has a strong history of excellence in competitive swimming. We have produced Junior National, Senior National and Olympic Trial qualified swimmers. In two years, many of our senior swimmers have already benefited from college scholarships to prestigious schools such as Cornell, Tennessee, Minnesota, West Point, Ohio State and others. Being part of the Phoenix Aquatic Club is about more than just swimming. It's also about camaraderie, teamwork, learning to set goals, academic as well as athletic excellence, responsibility, volunteerism, respect, honesty, a competitive spirit, and family. Our dedicated and professional coaching staff does an excellent job of developing our swimmers' body, mind, and spirit through training that is rigorous, yet age and ability appropriate, and fun. Phoenix coaches are uniquely qualified to effectively coach every group allowing for progression from beginner to world class. Phoenix Aquatic Club has set multiple team goals this upcoming season.

- ✓ Perform well at our championship meets in December, March and June/July/August. We expect our PAC swimmers to not only qualify for these championship meets, but to finish and score team points. Relays are very important at these meets. PAC swimmers need to step up and be ready if called on to achieve these team goals!
- ✓ Build our membership base. Increased membership is essential for program improvement, creating racing situations and achieving individual performance goals.

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AQUATIC CLUB

Introduction

This handbook is a guide for all PAC members, affiliates, and stakeholders on organizational structure, requirements, and services offered by PAC. It also creates an expectation horizon for coaches, athletes, and other PAC stakeholders.

The Club

Founded in 2013, the Phoenix Aquatic Club (PAC) attracts more and more swimmers each year from varying age groups, who want to be part of a nationally recognized, year-around aquatic program well known for its professional coaching staff and success in the pool. As such we are proud to offer our services in the Rockland County and Northern New Jersey area.

Each year, our swimmers compete in approximately fifteen local, regional, and national championship events appropriate for their age and ability.

Athletes, striving and achieving the highest level of competition as well as fitness oriented swimmers, train in seven different training groups spending two to eighteen hours weekly developing and honing their skills and abilities.

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Mission Statement, Vision & Philosophy

As a competitive swimming club, with over 130 members varying in age, abilities, and goals, the Phoenix Aquatic Club (PAC) offers affordable high-quality programs; ranging from learning-to-swim up to the highest level of competition. Located in New City, NY, PAC uses a network of different local pools in order to meet the needs of its members.

With a group of members, volunteers, and employees that are fully committed to reach their full potential in the sport of swimming and in the development of young adults, physically and mentally, PAC prides itself as being a strong pillar of support in the sport of swimming.

Our Mission

To facilitate success in the sport of swimming through great coaching and counseling and guide our members to reach their full athletic and personal potential, in a safe, positive, and competitive environment based on trust and the shared love for the sport of swimming.

Our Core Values

Excellence	PAC seeks to provide an environment that encourages excellence in performance from novice to the highest level.
Love of Swimming	PAC strives to create an atmosphere that fosters a love of the sport and encourages fun and enjoyment in practice, competition and other club activities.
Sportsmanship	PAC celebrates the positive aspects of competition – those that elevate the performance and confidence of athletes – and takes care to avoid actions that in any way might contribute to lowering the performance or self-esteem of swimmers.
Teamwork	PAC values teamwork as a crucial element of swimming, recognizing that teamwork allows the whole to be greater than the sum of its parts, with an emphasis on supporting the goals of the team. RELAYS!
Competition	PAC strives for a competitive environment that encourages excellence in performance, is safe and contributes positively to all swimmers as they gain experience in dealing with competitive pressures in swimming and other aspects of life.
Integrity	Parents, coaches, and swimmers of PAC are expected to demonstrate integrity, honesty and sincerity – as well as respect for all individuals – at all times.

The Team

Team Roles

The Coach's Role

Is to create a safe, positive, and competitive environment that enables every PAC member to strive for excellence in the sport of swimming. In this function, the coach has to display professionalism on and off deck; acting only with the best interest for PAC members, their affiliates, and the organization in mind.

The coach will come prepared and enthusiastic to practice, ready to make a difference in the life and abilities of his/her swimmers. The coach will display respect, friendliness, and courtesy towards all swimmers, PAC family members, and competing swim teams.

The Parent's Role

Is to support their child's effort in developing their strengths and eliminating weaknesses. Being a supportive parent has a positive effect on the swimmer and the club's environment. Creating an atmosphere of love in times of adversity, will enable the swimmer to perform at their best with enjoyment; and in absence of fear. PAC values and appreciates involved and caring parents; however, in the Coach-Swimmer-Parent relationship, it is crucial that certain rules are being followed. For clarification, please **read attachment (2) "Eleven Commandments for Parents of Athletic Children"**.

The Swimmer's Role

Is to compete at the highest level of competition according to their abilities, wants, and goals. In order to achieve this the swimmer has to prepare carefully and consciously. Good preparation includes making mindful decisions about their surroundings, nutrition, and training efforts.

Finally, all PAC swimmers must display respect, courtesy, and friendliness towards parents, coaches, team members, PAC members, officials, and other clubs and their associates.

For further information, please refer to the PAC Athletes Honor Code.

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Team Objectives & Long Term Goals

Team Objectives

- To become a Gold Level Club
- To qualify multiple team members for Olympic trials
- To win combined Sectional (seniors)and JO Championships
- To prepare our athletes for college / scholarships
- To develop swimmers that are focused, disciplined, and committed to being part of an Elite Swim Team PAC.

Team Goals

- Building a base of young and adult swimmers, who share our values and goals.
- Promoting the sport of competitive and fitness oriented swimming
- Becoming a regional and national pillar of success

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Administrative Staff

Staff Member Title	Duties	Contact
Don Wagner	Head Coach	dwagner@phoenixaquatic.com
Mary Lange	Administrator	mlange@phoenixaquatic.com
Michael Gavrilchin	Swim Meets/ Age Group Head Coach	coachmichael.pac@gmail.com
Yaron Globus	Masters	yaron.globus@gmail.com
Alice Wagner	Learn To Swim	Alicewagner50@gmail.com
Ken Henry	Technology	kenhenry64@gmail.com

Coaching Staff:

Staff Member	Groups	Contact
Don Wagner	Senior / Gold	dwagner@phoenixaquatic.com
Michael Gavrilchin	Senior Prep/Silver	coachmichael.pac@gmail.com
John Mendenhall	Gold/Silver	mendenhall12@gmail.com
Yaron Globus	Masters / Bronze	yaron.globus@gmail.com
Alice Wagner	Learn To Swim / Stroke Development	Alicewagner50@gmail.com
Ryan Wagner	Assistant Coach/all groups	

Training

In practice, show desire to get better at what you do, be engaged, open minded, and willing to learn something new every day.

It is not enough to just swim up and down the pool mindlessly. Every lap needs purpose in bringing you one step further towards your set goals. This way, you and PAC will get better one day, practice, and yard at a time.

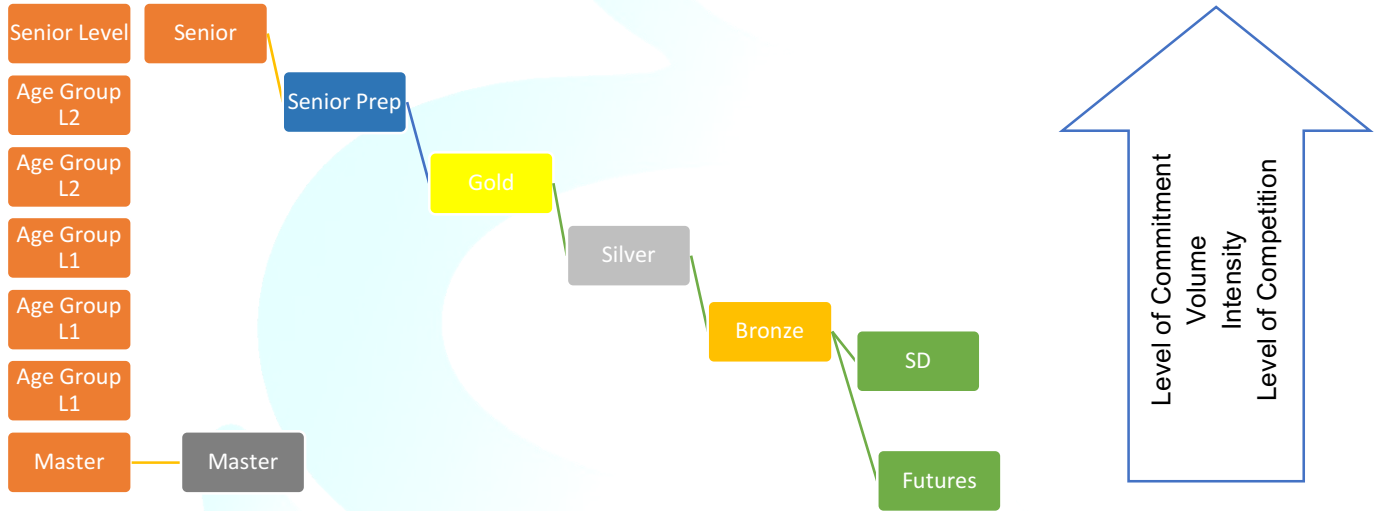
Training Group Assignments

Assignment to groups in the Age Group L1 & L2 is determined by the Age Group Coaches and Head Age Group Coach Michael Gavrilchin.

Assignment to groups in the Senior Group is determined by Head Coach Don Wagner.

Requirements as defined below must be met to move up to the next group. Changes may be made at the discretion of the Head Age Group and/or Head Coach.

Club Group Structure



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Training Group Description

Futures

The Group

This is for swimmers wishing to improve endurance and technique but not ready to join the team. With no set practice attendance requirement, the group practices two times a week for one hour each session. Good attendance helps the swimmer to find friends more easily, be an accepted member of the team, and develop their skills faster. This group is only allowed to swim in home meets run by PAC.

Age Group	5 – 15
Practice Volume	3*60min per week
Swimmers Per Lane	8-15
Attendance Requirements	None
Competition	Optional/Encouraged to attend Home Meets

Equipment

Swim Fins, goggles, cap

Entry Requirements

Swim 25-yard freestyle unassisted and unattended without stopping. Some ability to swim backstroke//float and kick on back.

Stroke Development

The Group

Our entry level training group for swimmers. With no set practice attendance requirement the group practices three times a week for one hour each session.

Good attendance helps the swimmer to find friends more easily, be an accepted member of the team, and develop their skills faster.

Competing at swim meets at least six times a year is highly encouraged.

Age Group	5 – 12
Practice Volume	3*60min per week
Swimmers Per Lane	8-15
Attendance Requirements	None
Competition	Optional/Encouraged to attend Home Meets

Equipment

Swim Fins, goggles, cap

Entry Requirements

Swim 25-yard freestyle unassisted and unattended without stopping. Some ability to swim backstroke//float and kick on back.

Goals

- Understand that attitudes and behavior affects others in the group
- Listen to coaches
- Work towards consistent practice attendance
- Read the Pace Clock
- Push off in streamline position to the backstroke flags with dolphin kicks
- Perform turns and push-offs (Drop down position) efficiently
- Perform regular front and backstroke starts
- Perform a start with hand-head entry first of the starting block
- Kick 8*25 on 0:45
- Swim 100 Individual Medley legally

Bronze

The Group

Swimmers must complete the goals of the novice to train in this group.

Good attendance helps the swimmer to find friends more easily, be an accepted member of the team, and develop their skills faster.

Competing at swim meets at least seven times a year is highly encouraged.

Age Group	8 – 13
Practice Volume	4*60min per week
Swimmers Per Lane	8-15
Attendance Requirements	None
Competition	Optional/Encouraged to attend Home Meets

Equipment

Kickboard, Swim Fins, Pull Buoy, Finger Paddles, Snorkel

Entry Requirements

Complete all goals set for Stroke Development.

Goals

- ★ All previous group goals
- ★ Go through a goal setting process
- ★ Learn distance per stroke (DPS) concept
- ★ 6*100 Freestyle @ 2:00
- ★ 3*100 IM @ 2:15
- ★ 10*50 kick with fins @ 0:50
- ★ 8*50 kick no fins @ 2:00

Silver

The Group

Swimmers must complete the goals set for Stroke Development and Bronze to train in this group.

Good attendance helps the swimmer to find friends more easily, be an accepted member of the team, and develop their skills faster.

Competing at swim meets at least seven times a year is highly encouraged.

Age Group	8 – 15
Practice Volume	4*90min per week
Swimmers Per Lane	8-15
Attendance Requirements	At least 3 times a week (75%)
Competition	Required at four or more meets p. Season

Equipment

Kickboard, swim fins, pull-buoy, hand paddles, snorkel

Entry Requirements

Complete Stroke Development and Bronze goals.

Goals

- ★ All previous group goals
- ★ Improve starts, turns, and finishes
- ★ 6*100 Freestyle @ 1:35
- ★ 4*100 IM @ 1:55
- ★ 10*50 kick with fins @ 0:45
- ★ 8*50 kick no fins @ 1:00

Gold

The Group

From the age group program, athletes proceed to this group.

This group also facilitates the use of dry land.

Good attendance helps the swimmer to find friends more easily, be an accepted member of the team, and develop their skills faster.

Competing at swim meets is a group requirement.

Age Group	9 - 12	
Practice Volume	5*90min per week	
Swimmers Per Lane	8-12	
Attendance Requirements	At least four times a week (80%)	
Competition		
	Required for all scheduled meets	Championship meets

Equipment

Kickboard, Swim Fins, Snorkel, Pull-Buoy, Hand Paddles

Entry Requirements

Complete all age group goals.

Goals

- ★ All previous group goals
- ★ Manage effort and intensity through practice
- ★ Fulfill IMX Score requirements
- ★ 10*100 Freestyle @1:20
- ★ 10*100 Choice Kick @ 1:45
- ★ 5*200 IM @ 3:00
- ★ 1*500 Freestyle DPS max. 22 strokes

Senior Prep

Group

Prepares swimmers to join the senior group and to compete at the highest level of competition possible. This group also facilitates the use of dryland.

Good attendance helps the swimmer to find friends more easily, be an accepted member of the team, and develop their skills faster.

Age Group	12 – 18 male	11 – 18 female
Practice Volume	4*120min + 1*90min per week	
Swimmers Per Lane	6 - 8	
Attendance Requirements	At least four times a week (80%)	
Competition	Required for all scheduled meets	Championship meets JO&Up

Equipment

Same as Gold group plus fins, monofin, zoomers, parachute

Entry Requirements

Complete all groups set for previous groups. Display desire to achieve the highest level of competition.

Goals

- ★ All previous group goals
- ★ Accept responsibility for his or her performance in training and competition
- ★ Be active in helping the team grow by fundraising, helping out at meets, and serving the swim community
- ★ JO qualifying times in at least 3 events
- ★ 10*100 Freestyle @ 1:20

- ★ 10*100 Choice Kick @ 1:40
- ★ 5*200 IM @ 2:45
- ★ 1*500 Freestyle DPS maximum 18 strokes per lap

Senior Group

Group

The Senior Group provides the committed swimmer the opportunity to train at a level necessary to attain the highest personal success. This is the highest level of PAC training.

This group also facilitates the use of dryland and yoga.

The Senior group will encompass all aspects of success. This group will learn and implement strategies of proper nutrition, sleeping patterns, and the complete athlete training focus and habits of successful people. The training offered is geared towards creating athletes on the highest competitive level, who are limitless in mental, technical, and physical ability.

The athletes in this group act as role models and display a positive attitude, desire to become a better athlete, and the understanding that good athletes work hard to achieve their goals.

Age Group	13 – Up	13 – Up
Practice Volume	6*120min + 1*60min per week	
Swimmers Per Lane	4-6	
Attendance Requirements	At least five times a week (~85%)	
Competition	Required for all scheduled meets	Championship meets Eastern Zone & Up

Equipment

Same as Gold group plus fins, monofin, zoomers, parachute

Entry Requirements

Complete all groups set for previous groups. Display desire to achieve the highest level of competition.

Goals

- Learn that proper nutrition and sleeping patterns directly relate to performance
- display desire and hard work to achieve set goals
- know stroke counts, practice times, heart rates, energy systems, racing and training paces
- set high standards and work hard to achieve those
- Learn coping strategies to deal with successes, failure, and outside pressure
- no use of alcohol, street drugs, or tobacco products
- communicate with the head coach
- Continuously monitor local, regional, national, and international swimming events
- use underwater kicking as a tool in racing
- Time and Competition Goals
 - score points for PAC at sectionals, Juniors, and Seniors
 - Multiple Senior Mets, Sectional, or Junior time standards

Training Facilities

Spring and Summer Season

Stony brook Club Pool
183 Cedar Lane, Hillsdale NJ

Fall and Winter Season

Felix Festa Middle School
30 Parrott Road, West Clarkstown, NY

Equipment

Swimming gear is a valuable tool that will be used for every group in every practice. Hence, it is crucial that every swimmer owns the required equipment and keeps it handy at the pool during practice.

TIP: Write your name on each piece of equipment immediately after purchase. Swimming gear is often scattered over the pool deck and often ends up in someone else's bag by accident.

Equipment can be purchased at:

Metro Swim Shop
Metroswimshop.com
Phone: 908-903-0546
E-Mail: info@metroswimshop.com

Swimming equipment needs vary by training group. The equipment becomes more specialized as the swimmer moves up in the groups (refer to training groups).

Anyhow, certain equipment is required for every swimmer as follows.

Swimming Gear

- PAC swim cap – **No other caps are permitted during practice or competition unless discussed with your Coach otherwise.**
- Swim Suit
- Water bottle
- Kickboard (can be borrowed at pool sites during practices)
- Pull Buoy (can be borrowed at pool sites during practices)
- Fins (can be borrowed at pool sites during practices)

Dryland Gear

- T-Shirt/Sweatshirt
- Shorts / Sweatpants
- Tennis Shoes
- Jump Rope
- Water Bottle
- Hat and Gloves

Swim Meets

Every PAC athlete is expected to come prepared and ready to compete to swim meets.

A PAC athlete is only ready to compete when he or she is dressed in the official team gear.

- approved PAC Speedo brand suit (as determined by the coach pre-national swimmers may choose to wear tech suits for competition)
- chairs
- towels
- additional pair of goggles
- warm clothing
 - ◆ sweats
 - ◆ parka
 - ◆ shoes and socks
- water bottle, Gatorade, healthy snacks
- book, cards, small games for long waits
- positive attitude and game face

Team Apparel Swim Meet T-shirts:

Friday	Saturday	Sunday
Grey T-shirts	White T-shirts	Blue T-shirts

Swim Meets

Competing in swim meets is the culmination of all the hard work swimmers put in at their daily practice sessions. Swimming in a meet allows swimmers to see their progress and the results of all their hard training. Participating in meets is not mandatory for Age-Group swimmers (SD – Silver), but it is strongly recommended. The respective coach will make the decision if a swimmer is ready to compete or not. Different types of competition are listed under the USA Swimming Ladder of Success.

Entering Meets

Swim meet entry information is generally sent by e-mail 3 weeks prior to a meet. The swim meet information calendar is located on the PAC web site. Meet entries will be done by the group coaches. **Entry suggestions by parents are considered, however the final entry will be the decision of the coach.**

Opting Out of a Meet Procedure:

Swim meet entry information is posted on the web site. Parents are expected to review meet schedule and deadlines at least once a month. The swim meet information calendar is located on the PAC web site. Planning ahead is crucial in managing meet schedules and finances that go along with entering a meet. Parents must opt a swimmer out of a meet by the posted deadline in order not to be charged. This is very important to understand. The club will be charged for all entries sent prior to the meet.

Note: Athletes who are members of the "Groups Attending" have been Opted-In by default. Unless **YOU OPT-OUT** your athlete by the "Opt-Out Deadline," your account will be charged for the corresponding meet fees.

1. Select the respective opt-out link -- your default e-mail account will open specifying the addressee, subject, and instructions. If your default email is not set up, send an email to optout@phoenixaquatic.com. The subject should include; the name of the swim meet that you opt out.
2. Specify the date and sessions. The name of the group and the athlete that cannot participate
3. You will receive a confirmation e-mail
4. If you experience difficulties, please contact optout@phoenixaquatic.com
5. Only Coaches manage swimmers' events due to the sophisticated correlation between training process and events they swim.

For qualifying meets speak directly to your group coach. *TWQ - those who qualify

Swim Meet Calendar

Short Course Seasons: 25 yard pools- September - April

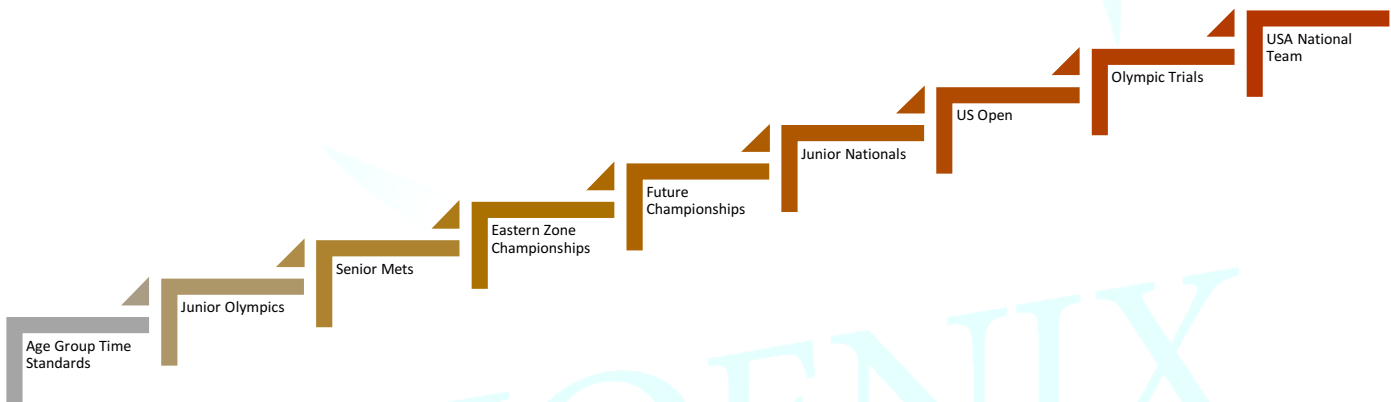
Long Course Season: 50 meter pools - May – August

For a comprehensive meet calendar please visit our [website](#) under the Meet/Events tab.

Our Meets

PAC will host meets during the season. In order to develop the club and build a club base, it is crucial that all members attend our home meets and that we are properly staffed (please see amendment (4)).

USA Swimming Ladder of Success



At the Meet

By following these basic rules your swim meet experience will be enjoyable one.

Timeline & Communication

All information will be posted on the event sign-up page on our website including:

- Meet info
- Itinerary
- Entry list
- Travel information

Short term changes will be communicated via text message.

- Know in advance what events you will swim. This information can be found in
 - website -> meet sign-up page
 - posted heat sheet at meet
- Know the timeline of the meet
 - Warm-up time
 - Breaks
 - Approximate time of events and duration of events
- Arrive on time as posted in the meet itinerary.
- Results will be posted at the meet; the coaches will send out results via e-mail a few days after the meet
 - please keep in mind that heat placement does not necessarily correspond with overall placement
 - Ribbons are typically distributed to 1st thru 8th place

Athletes

Behavior / Responsibilities


- PAC athletes will sit together as a team
- Gold & Up refrain from sitting in the stands with your parents.
- Swimmers must inform their coach if leaving the deck to go to snack bar or stands.
- No electronics will be permitted to be used for pleasure – bring board games, cards, etc.
- Athletes will be informed if they will be on a relay team
 - relays are big point scorers for the team → be ready and give it your all
 - relays are often the first and last event at a meet
 - Championship meets: Swimmers who have been selected as Relay swimmers only are required to participate as assigned by the respective coach.
- Wear your team gear.
- Dress in warm clothes before and after races
- Wear tennis shoes and socks to preserve body heat and energy
- Pay attention and be warmed-up and behind the blocks before your race
 - Look at the scoreboard and check the heat sheet to make sure you'll be behind the blocks for your race
 - you might be penalized for missing races
- Stay focused throughout the meet
- Support your teammates
- After a race
 - come talk to the respective coach
 - Warm-Down
 - if the race did not go as planned, move on and focus on the upcoming races <-> do not get stuck in an attitude

Nutrition

- No junk-food at swim meets! Snack Healthy.
- Stay hydrated with water / sport drinks.
- Be aware of dietary restrictions.

Parents

- Make sure that your athlete is on time and prepared.
- Encourage your child, but leave the coaching to the coach.
- Do not interfere with the coach on deck during a meet unless it is an emergency. Questions and comments can be directed to the coach prior or post meet.



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AQUATIC CLUB

Club Fees

Monthly Fees

For up to date membership fees please visit our [website](#) under the Rates tab.

Meet Entry Fees

Meet entry fees vary by meet type and event, but are generally between \$4.00 - \$8.00 per event. An additional surcharge of \$5.00 - \$12.00 will be charged per swimmer per meet.

Meet entry fees will be billed to your account. Those charges will appear on your next month's invoice following the date of the swim meet.

Discounts**

Requirement	Discount Rate
Paid Yearly Fee in Full by Aug. 23rd	5%
2nd registered swimmer*	10%
3rd registered swimmer*	20%

*athlete in the highest competitive group pay in full, discounts are applied to following swimmers in lower competitive groups **discounts are only applied to members in competitive groups

Fundraising

The cost of running Phoenix Aquatic Swim Team is not entirely covered by fees alone. Fundraising events are necessary for the team to remain financially sound. If fundraisers are unsuccessful additional assessments charged to each swimmer may be necessary. Working at Phoenix Aquatic Club hosted swim meets does not count towards fundraising. Funds raised will go towards the purchase of facilities, equipment and travel meet expenses for Coaches. Phoenix Aquatic has a family requirement of \$200. Billing for unmet amounts will be billed at the end of each season.

The club's primary fundraiser is the annual Swim a Thon.

Volunteering

PAC relies on volunteers to provide a high quality swim program. Running a swim meet requires the help from all members. This is a great way for families to be part of the team and model good citizenship to community service. Due to the critical need of volunteer parents, the club must institute a mandatory volunteer requirement policy. Each group will be required a certain numbers of volunteering hours. To be fair to all parents a \$15.00 an hour fee will be charged to accounts that have not met the below requirements.

For job description of volunteer opportunities please see amendment (4) ‘**Volunteer Opportunities**’ or visit the PAC [website](#) under the ‘**Parent**’ tab.

Groups	Short Course	Long Course
Seniors	40	10
Senior Prep	35	10
Gold	30	10
Silver	25	10
Bronze	20	10
Stroke Development	20	10
Futures	15	0

Opportunities

Swim Meets

Are important events for PAC. They give us the opportunity to represent our club and give something back to the swim community in Rockland County and Northern New Jersey. Hence, it is eminent that the meets are properly staffed and run according to Metropolitan and USA Swimming guidelines and rules. In order to do so we rely on our volunteers. Refer to the parent section of the web site for more detail information.

Swim Meet Volunteer Opportunities

- Meet Director
- Meet Marshal
- Head Timer
- Lane Timers
- Announcer
- Concessions
- Hospitality
- Awards
- Computer Operation
- ‘PAC Roadies’ (Build-up / Take-Down)

Other Volunteer Opportunities

PAC volunteer opportunities are plenty and stretch far beyond swim meet jobs. For more information please contact our club administrator.

Fundraising

Help to plan and coordinate annual Swim-a-Thon and other PAC fundraisers.

Merchandise

Help to create, coordinate, and distribute team merchandise.

Communication

Help to maintain PAC website and create shareable content.

Media Relations

Work closely with Coach Michael in getting records and special events out to the press.

Requirements

Certain volunteer jobs require the volunteer to be certified or registered with USA swimming or Metropolitan Swimming. **Please refer to amendment (4) 'Volunteer Opportunities' for more information.**

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Communication

Communication is a key issue. Most communication problems can be solved or avoided if there is clear and timely communication between the involved parties. PAC and its members encourage open and frequent communication. To facilitate these efforts, coaches are available for contact by phone, e-mail, and/or in person.

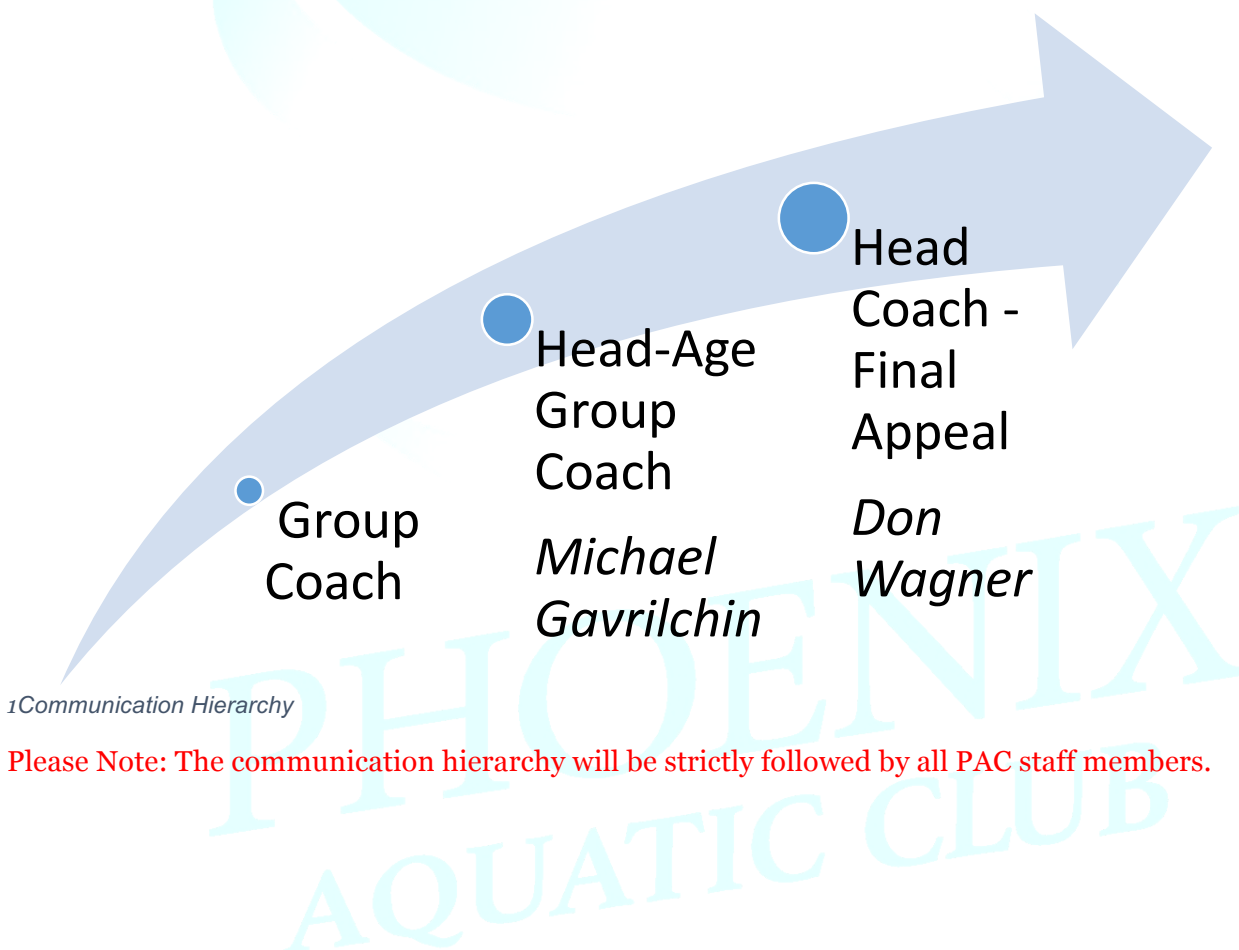
General information about current events/news can be found on the team website.

www.PhoenixAquatic.com

For comments, questions, or concerns please follow the communication hierarchy. If an inquiry cannot be handled by the age group coach (*not the assistant coach*) to your satisfaction it will be forwarded to the head age group coach *Michael Givrilchin* and eventually to the Head Coach (*Don Wagner*).

Refrain from directly contacting higher levels immediately without consulting with the respective coach at first. Your inquiry will be redirected to the proper hierarchy level.

Communication Hierarchy:



Please Note: The communication hierarchy will be strictly followed by all PAC staff members.

Amendments Swimmers Guide to Success

Swim-Parent Guide

Do's

- Bring your child to practice and meets on time.
- Openly communicate with the respective coach. Face-to-face communication is often better than e-mail communication in complicated situations.
- Stay up-to-date on Meet/Event schedule.
- Check-In with the coach if the child shows signs of distress.

Don'ts

- Do not coach your child. It allows for mixed messages.
- Do not interfere with the coach on deck. Wait with your comments, questions, inquiries until practice or competition is over.
- Do not intervene in practice or competition. You can watch and cheer but stay in the background.

Anti-Bullying

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- *Tell the person that is bullying you to stop that you are uncomfortable.*
- *Talk to your parents; and inform your coach*
- *Talk to a Club Coach, Board Member, or other designated individual;*
- *Write a letter or email to the Club Coach, Board Member, or other designated individual;*
- *Make a report to the USA Swimming Safe Sport staff.*

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

*If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:*

1. *Intervene immediately. It is ok to get another adult to help.*
2. *Speak with the kids involved.*
3. *Make sure everyone is safe.*
4. *Meet any immediate medical or mental health needs.*

5. *Stay calm. Reassure the kids involved, including bystanders.*
6. *Model respectful behavior when you intervene.*

Metro Swimming Stipends

Metropolitan Swimming, INC. is proud to support its member swimmers that achieve Sectional, NCSA Junior National, Junior National, Senior Nationals, U.S. Open, and Olympic Trial qualifiers. The stipend amount varies for each meet achieved.

Forms and information can be found on the Metropolitan Swimming Inc. website.

Please, make sure that you submit the correct forms to the Metropolitan Swimming Inc. treasurer before the **STRICT DUE DATE**.

Helpful Resources

Athlete Resources

There are many sources of information that can be sought out to help you improve in the world of swimming, from websites to books and much more. If you have any questions about further research or resources, please feel free to ask one of the coaches.

[USA Swimming Swimmer Resources](#)

This page, provided by USA Swimming, offers many resources for swimmers, from nutrition and performance tips to weekly columns on how to improve as an athlete, a student, and a person.

[Deck Pass](#)

USA Swimming's Deck Pass can be a very helpful resource for swimmers, parents, and coaches alike. Deck Pass can be used to keep track of performances, to set goals, and to learn more about the sport. It also provides time standards, swimming news, and results for many meets throughout the country. Deck Pass is available through USA Swimming's website, as well as on a mobile app.

[Swim Swam](#)

Swim Swam is one of the world's leading online resources on water sports. Their website provides swimming news, coverage of meets at many levels (including some high school meets), articles with tips on how to enhance swimming and dryland training, and much more.

[Swimming World Time Converter](#)

This tool helps in converting times from short course yards to long course meters and/or short course meters, or the other way around. This is especially helpful when setting goals between the summer and winter seasons. It also includes a tool for comparing times between circle swimming and swimming in a straight line.

"Preparation for Life"

by Phil Hansel

Reprinted from: Swimming World magazine, February 1988

"Not everything we do in life is a pleasant experience. Not everything we do is beneficial. Not everything is productive. Not everything is a nurturing, loving experience. Life is full of negative, destructive experiences. Rejection, defeat and failure surround all of us. The trick is to be prepared to deal with this side of life and learn to overcome discouragement. I have always felt that the great value of swimming as a sport is that it prepares one for life. The total swimming experience is made up of people, attitudes, beliefs, work habits, fitness, health, winning and losing, and so much more. Swimming is a cross section of lifetime experiences. It can provide so many learning situations. A swimmer learns to deal with pressure and stress, sometimes self-imposed, sometimes applied by others. One learns to deal with success and failure. One learns teamwork and discipline. Swimming becomes a self-achievement activity. There is only one person in the water in a given lane in any race. The responsibility for performance ultimately lies with the individual. How well the individual has prepared physically and mentally to a large degree will determine the performance level.

Many swimming experiences can be of disruptive, discouraging type. But at least a young swimmer learns that this is a part of life, and the swimmer must learn to cope. By learning how to handle frustration and disappointment, the young swimmer gains confidence. The swimmer learns dedication and commitment. Through perseverance, a swimmer learns to overcome adversity. All of these experiences tend to develop an individual who is better able to handle life's hardships and face problems.

As coaches and parents, we tend to preach that hard work will lead to victory. We preach that clean living and proper training such as diet, sleep and regular attendance at workouts will lead to winning. Though in the long run for a productive successful life, these are probably truthful concepts that don't always work in short term situations. We have all been in situations where a bigger, more gifted person with poor work habits is the victor in race after race. Or we've known others who never seem to study, yet get good grades. We've known business people who never seem to lift a finger, yet for one reason or another, they close deal after deal. These things just are not fair. Yet this is one of the valuable lessons that swimmers learn: "Life is not fair." We don't all start out in life with the same physical, mental, emotional and financial resources. In that respect, "Life is not fair." A swimmer must learn what is fair for one is not necessarily fair for another. A swimmer learns we are all different and each individual controls his or her own destiny. A swimmer learns to emphasize given talents and skills. A swimmer learns to improve on a regular basis. By not setting limits and restrictions, this improvement will surely lead to success. A swimmer learns that effort becomes an individual crusade. If the ultimate goal is an Olympic gold medal, then with the proper talent, dedication, belief and support, all swimmers believe it can be done. This is the positive achievement side of swimming that I like so much. Through experience in swimming, our young people learn attitudes and habits that will remain with them throughout the rest of their life. Most swimmers learn to be "can do" people. Generally, these

positive attitudes, belief in self and solid work habits will produce a terrific adult. Our society and our world are enriched by these former swimmers as they become adults. Because of their training, they handle life with a smile. They contribute time and energy to others in every way imaginable. We can be proud of what swimming contributes to this world. Though "life is not fair," a swimmer knows how to deal with that and can achieve a balance. For the most part, former swimmers grow up to be ordinary people, but they always have that extra plus from the swimming experience. We are different and can be proud of it. It's a pity and truly "unfair" that thousands and thousands of young people are missing the swimming experience. We must open our programs to everyone. We must find ways to share our fantastic sport."

Below is a list of articles which will help parents understand the sport of swimming.

[Are Supplements Appropriate for the Growing Athlete?](#) (USA Swimming 6/3/2013)

[Perfect Practice: Getting the most of Your Training](#) (USA Swimming 6/4/2013)

[You're Missing The Point](#) (ASCA 2/2013)

[Should My Child Swim Summer League?](#) (ASCA 5/2012)

[Sports Psychology](#) (ASCA 6/2012)

[The Team Culture Aspect of "Success"](#) (ASCA 3/2012)

[7 Habits of Top Swim Parents](#) (CSC 2/3/2012)

[Motivation](#) (ASCA 11/2011)

[Goal Thinking Vs Process Thinking](#) (ASCA 10/2011)

[When the Coach is Not at Practice](#) (ASCA 10/2011)

[Playing Favorites](#) (USA Swimming 10/2011)

[Forged by Adversity](#) (ASCA 9/2011)

[Parents: Are you a Winning Parent?](#) 9/2011

[So This is Competitive Swimming: For Newer Swim Parents](#) 8/2011

[Teaching Hard Work to Parents As Well as Children](#) 8/2011

[But it's only a Relay](#) (ASCA 8/2011)

[Eliminate your Competition](#) (ASCA)

[It's Not about Butterfly \(or back, or breast, or free\). . .](#)

[Prelims and Finals](#) (6/11 ASCA)

[Kids Should Not Consumer Energy Drinks, and Rarely Need Sports Drinks](#) (6/11 ASCA)

[Fuel Your Body](#) (6/11 ASCA)

[The Awesome 8 Year Old](#) (5/11 ASCA)

[FAQ's for Parents - Training and Workout](#) (5/11 ASCA)

[The Power \(and Peril\) of Praising Your Kids](#) (4/11 nymag.com)

[Perspective](#) (4/11)

[Guidelines for Going on the Road](#) (3/11)

[Setting Goals: The Parent , Coach, Athlete Relationship](#) (1/11)

[Learning to Prepare for Success](#) (ASCA 12/10)

[Practice Objectives And Routines - What To Expect Notes to Parents from the Coaching Staff](#) (12/9)

[Three Variables of a Swimmer's Performance that Parent's Contribute to](#) (ASCA 11/29)

[Playing Favorites](#) (11/15 from ASCA)

[On Praising Your Children](#) (11/1 from ASCA)

[Which Events Should Your Child Swim?](#) (10/26 from ASCA)

[Where Should Fast Age Group Swimmers Train?](#) (10/11 from ASCA)

[When the Coach is Away With a Few Kids](#) (9/29 from ASCA)

[Why Should a Club Finance it's Elite Athletes Financially?](#) (8/2 from ASCA)

[The "Stroke Guru"](#) (7/15 from ASCA)

["I went to the results board to see how I did . . ."](#) (7/5 from ASCA)

[Grab Your Kickboard](#) (6/23 - from Swimnetwork.com)

[What the Coach Looks for in a Swim Performance](#) (5/17)

[Kids and Sport](#)

[Key to Goal Setting: Parent Support](#)

[Stunned, Shamed, Thankful & Finally Helpful](#) (an article about helping at meets)

[What is Long Course, What is Short Course?](#)

[When Your Swimmer Continues to Literally Choke](#)

[How Can You Help Your Child's Swim Team](#)

[Watching Your Child at Swim Lessons or Swim Practice](#)

[Learning to Prepare for the Best](#)

[Swim Meet Basics](#)

[Eating on the Road](#)

[Fast Food Breakfast Choices](#)

[Fast Food - How To Lift The Guise On Healthier Choices](#)

