

# Club North Swimming



## Team Handbook 2022-2023

## **Contents**

Team Mission

Team Vision

Team Goals

Practice Groups

Practice Expectations

Practice Information

Required Equipment for Each Group

Swim Meets

Swim Meet Fees

Pool Time and Preemptions

Gladstone Community Center (GCC) Entry Cards

Correspondence

Monthly Swimmer Fees

Dues & Fees Collection

Billing

Terminating Membership

Member in Bad Standing

Past Due Accounts

Injured Swimmer Policy

Transfer Swimmers

## **Team Mission**

CLUB NORTH SWIMMING (CNS) promotes the sport of swimming for the youth in our community by providing a USA Swimming Club (LSC) that is economical and convenient for families. Team members are given the opportunity to pursue their competitive swimming goals to the level they aspire in a safe, healthy, and positive environment. Swimmers are supported and valued at whatever level of skill.

## **Team Vision**

Swimmers of CLUB NORTH SWIMMING (CNS) will gain confidence, sportsmanship, discipline, commitment, and understanding that success results from hard work and dedication.

## **Team Goals**

- Each swimmer will meet with coaches about individual goals.
- Over 85% of CNS athletes will compete in the CNS hosted meet
- Each Swimmer will participate in the USA Swimming IMX or IMR Challenge
- 80% of swimmers at the Elite, Senior, and Gold level will compete in the highest level championship meet they qualify for
- Club North will become a USA Swimming Bronze Medal Team.

## **Practice Groups**

### **Elite - Highest level training group - 6 Practices per week**

- **To get in the ELITE group:**
  - Age 13+
  - By invite only at coaches discretion
  - Must have a meeting between coach, athletes, and parents
  - Must have at least one sectional cut
  - Swimming is top extra curricular activity
  - Must have IMX score
  - Swimmers must have a long term goal of swimming at the college or national level
- **While in the ELITE group:**
  - Athletes will practice at least 6 times a week (100% attendance required. Excused for family, school, or illness)
  - Athletes will attend sponsored weight training programs
  - Athletes will continue to hold IMX scores
  - Athletes will attend travel meets as funds and schedules allow
  - Athletes will attend ALL championship meets they qualify for

- Athletes are expected to demonstrate excellent sportsmanship, team spirit, leadership, and self accountability

**\*\*\*\*Swimmers may be asked to move to Senior or Senior Prep if they are unable to meet the requirements.**

### **Senior - 5 Practices per week**

- **To get into Senior group**
  - Ages 13+
  - Athletes who have swam in high school and high performing 13-14 athletes
  - Athletes are near Missouri Valley Champs times, high school state times
  - Athletes have shown commitment to practices, and have an excellent work ethic while at practice.
- **While in Senior group**
  - Athletes are expected to attend 5 practices per week (Excused for school or family commitments, or illness)
  - Athletes are expected to attend 1 meet per month
  - Athletes are expected to attend ALL championship meets for which they qualify
  - Athletes are expected to demonstrate excellent sportsmanship, team spirit, leadership, and self accountability
- **To move out of Senior and into Eite**
  - Achieve one sectional time
  - Demonstrates high level of self accountability, commitment, and work ethic
  - Meeting with coach, parent, and athlete
  - Invitation from coach

**\*\*\*Swimmers may be asked to move to Senior Prep if they are unable to meet standards.**

### **Senior Development - 4 practices per week**

- **To get into Senior Prep**
  - Age 15+ or in high school
  - Athletes who are 15 years of age or older, OR are unable to/have not met the requirements for Elite or Senior
  - High school swimmer beginning club for the first time might start in Senior Prep
  - Designed for athletes involved in other activities who would like to stay in shape
- **While in Senior Prep**
  - Athletes will focus on stroke refinement as well as progressing in yardage and intensity.
  - Athletes will attend practice as it fits their schedule. Practice offered 4 times per week
  - Attend meets and championship meets as it fits the athletes schedule
  - Communicate with head coach on schedule and attendance
- **To move out of Senior Prep and into Senior or Elite**
  - Achieve a Missouri Valley Champs time (or sectional time for Elite)
  - Meeting with coach, athlete, and parents
  - Attend meets and show commitment to practice

- Able to complete Senior test set

### **Gold - 5 practices per week**

- **To move into Gold group**

- Ages 13+
- Complete test set to exit Navy group
  - 8 x 50 FR @ :55scy
- Athletes can leave on intervals independently, and can remember most of their times
- Athlete has excellent attendance at practice and meets, and has achieved several district times or a Missouri Valley Champ time. (For swimmers under the age of 13).

- **While in Gold group**

- Swimming is becoming a priority extra curricular activity
- Practice is offered 5 times per week
- Athletes will continue to develop stroke technique, underwaters, and understand race strategy.
- Athletes will complete IMX or IMR
- Athletes will compete in all 200 stroke events, as well as the 500 and 1000 freestyle events
- Athletes are strongly encouraged to attend all championship meets for which they qualify

- **To move out of Gold group and into Senior/Elite**

- Athlete has shown dedication to practice attendance and meet attendance
- Athlete can complete Senior test set
- Athlete has several Missouri Valley Champs times in their age group

**\*\*\*Head Coach has full discretion in athletes moving up. Athletes could be moved up without some of the requirements listed above.**

### **Navy - 4 practices per week**

- **To move into Navy group**

- Ages 11+
- Athletes who meet other requirements, but are younger than 11, could be allowed into the Navy group
- Athletes must be able to train all four strokes at practice
- Athletes have been attending practices consistently as well as meets
- Athletes have swam a 100 in all strokes as well as the 200 IM

- **While in the Navy group**

- Athletes will continue to refine stroke technique and begin to utilize underwaters in practice and meets
- Athletes will understand how to read a pace clock and understand intervals
- Athletes will begin to swim the 500 Freestyle, and 200 stroke events
- Athletes are continuously working toward an IMX/IMR score
- Athletes are encouraged to attend at least 1 meet a month

- Athletes are encouraged to attend all championship meets for which they qualify
- **To move out of Navy and into Gold**
  - Athletes have turned 13
  - Athletes have demonstrated a commitment to practice and attending meets
  - Athletes have completed the test set to move into Gold
  - Athletes have achieved several Missouri Valley Champ times

**\*\*\*Head Coach has full discretion in athletes moving up. Athletes could be moved up without some of the requirements listed above.**

#### **White - 4 practices per week**

- **To move into White group**
  - Ages 9+
  - Athletes must be able to swim all four strokes legally
  - Athletes have attended meets and are showing growth in strokes
- **While in White group**
  - Athletes will develop technique for all four strokes and turns.
  - Athletes will begin to work on underwater kicking
  - Athletes will begin to understand the use of the pace clock and learning about intervals
- **To move out of White and into Navy**
  - Swim a 50 of all four strokes legally (with occasional exception for breaststroke)
  - Swim 4-6 50s freestyle on the 1:30 (SCM)
  - Pass dive certifications
  - Legal flipturns and open turns
  - **\*\*\*Head Coach has full discretion in athletes moving up. Athletes could be moved up without some of the requirements listed above.**

#### **JR Narwhals - 3 practices per week**

- **To join JR Narwhals**
  - Must complete a 25 yard/meter freestyle
  - Be familiar with all 4 strokes of swimming and know how to perform them.
  - 6 years of age
- **While in JR Narwhals**
  - Learn competition starts and turns
  - Compete in club meets
  - Develop technique of all 4 strokes
- **To move out of JR Narwhals**
- Athletes can swim 25 yards/meters of all four strokes
- Athletes will learn the fundamentals of all four strokes while enjoying the sport
- Pass dive certifications and complete legal flipturns/open turns
- Athlete is 9 years of age

**\*\*\*Head Coach has full discretion in athletes moving up. Athletes could be moved up without some of the requirements listed above.**

## Practice Expectations

CLUB NORTH SWIMMING has a certain expectation on the number of practices a swimmer should be attending during the season. This number of practices is the minimum the coaching staff believes is necessary for the development and progression in the sport of swimming, as well as decreasing the chance of injury.

Elite: 90% Senior Group: 80% or better Gold Group: 3-5 practices/week Navy/White Group: 1-3 practices/week Jr. Narwhals: 1-2 practices/week

90% for any USA National Championship, Jr. National Championship, NCSA/NASA 85% for any Region VIII Sectional Meet *\*(Attending a meet may count as a practice for the week)*

Practice Days **\*\*For exact times, please refer to the team website: [clubnorthswimming.com](http://clubnorthswimming.com) Look under the tab "Practice Calendar"**

## Practice Information

- Swimmers should stay the entire practice. Proper warm-up and cool-down are important aspects of training. Also, typically any announcements will be made at the end of practice.
- Swimmers should enter the natatorium through the main door at the Gladstone Community Center and swipe their CNS card. Parents must sign-in. Shirt and shoes must be worn at all-time in the lobby areas of GCC.
- Locker rooms are available for changing. The coaching staff recommends that swimmers bring all their belongings on the pool deck/bleacher area and NOT to leave them in the locker room area for security reasons.
- Parents are allowed and invited to watch practice from the viewing area in the bleachers. **We ask that you do not sit in the first 6 rows.** This allows the coaches the full attention of the swimmers. In addition, be mindful of the lap clock so that swimmers have a clear view while in the water.
- Please do not come onto the pool deck during practice unless there is an emergency. Conversations with coaches should be arranged during non-practice times or through email.
- Locker room behavior is a direct reflection on CNS. Our code of conduct rules will be enforced in this area as well as the pool. In addition, please be respectful of the staff for GCC and do not leave trash or belongings behind while maintaining the cleanliness of the area.
- No parents or swimmers are allowed to enter the "cage", the area underneath the bleachers where swim equipment is kept.

## **Required Equipment for Each Group**

We would like our swimmers to wear team sponsored suits whenever possible. A team cap must be worn at ALL meets.

### **ELITE/Senior/Senior Development**

- Kickboard
- Fins
- Pull Buoy
- Paddles
- Snorkel
- Drag Socks
- Mesh Bag
- Water Bottle

### **GOLD/NAVY**

- Kickboard
- Fins
- Pull Buoy
- Snorkel
- Mesh Bag
- Water Bottle

### **White/JR**

- Kickboard
- Fins
- Mesh Bag
- Water Bottle

Please use a sharpie to label **ALL** equipment and we recommend that you do this at the beginning of every month.

All equipment and suits can be purchased at SwimThings or Arena.com

Club North Swimming does offer a team swimming suit. All team members, including those swimmers in an unattached status, must wear the team suit in competition. The coaching staff recommends that swimmers wear their team suit in competitions only and a different suit in practices to reduce wear and tear. In championship, shave, and taper meets, 11 & over swimmers are not required to but may wear **technical** suits. The coaching staff does not recommend these suits for 10 & under. These suits are expensive and CNS coaches do not believe these suits are necessary for fast swimming. If you do decide to purchase one of these suits, check with the coaches as we may receive a discount from our team sponsor. Please check with the coaching staff to make sure you are purchasing a FINA approved suit.



If your swimmer chooses to wear a cap, he or she must wear the Club North team cap. Athletes may wear dome caps in competitions. The racing suit and swim cap are the only required team uniform in competition. The purchase of all other Club North apparel is optional. However, we want to create an incredibly strong tradition of team unity, expressed at meets with the team pride each swimmer demonstrates by wearing only Club North team apparel.

### **Swim Meets**

The coaching staff encourages all swimmers to participate in swim meets to reward their hard work. Swim meets will be offered for senior, gold, silver, and bronze and Jr. Narwhal swimmers.

We use TeamUnify for all meet entries; you must create a username and password.

All meet cut off dates will be strictly enforced. Often meets fill up very quickly, so we will have a cut-off date for entries to be submitted on Team Unify, once this date has passed, there will be no adds or changes made. 2. If you enter a meet and are unable to swim, scratch, or miss an event, you are still responsible for your meet fees.

**\*Separate fees apply for swim meets; these include meet fees and event fees per swimmer.**

### **Swim Meet Fees**

Event fees can vary from meet to meet and season to season, but typically run around \$4.50 - \$5.50 an event (Prelim/Final, USA National Level Meets, Sectionals carry a higher event fee, \$10.00 - \$20.00). In 2017 MVS voted to allow teams to charge a facility surcharge, this can be anywhere from \$1 - \$20 per athlete. A CNS meet fee of \$12.00 per athlete will be added for every local meet entered by Club North Swimmers, \$25.00 per athlete will be added for any meet where 60 miles or more is traveled. Meet fees are non-refundable. Swim meet fees are added to your monthly invoice and are due the first day of the following month. (Sectional, Jr. Nationals and National qualifiers will be required to share in the travel expenses and fees will be presented prior to travel to each family.)

National USA Swimming Championships, Futures Championships, Sectional Championships, NCSA Jr. Nationals, NASA Swimming Meets, team travel, or special out of town meets may carry a flat fee that covers trip expenses for team coaches, these fees could also be split evenly between swimmers attending the specified meet. These fees will be billed to your account.

**\*\* If you enter a meet and are unable to swim, scratch, or miss an event, you are still responsible for all your meet/coaching fees.**

**\*\*Purpose of the CNS meet fee is to offset any cost associated with paying assistant coaches and travel costs for all coaching staff. These fees are also still due if you**

**scratch a meet; coaching needs are scheduled at the time the file is submitted, therefore the team still incurs the cost of coaches scheduled based on the number of swimmers signed up for the meet regardless of scratches.**

### **Form C – High School Swimmers**

High School swim meets/times may count for qualification time standards to USA and MVS Championship meets. - Meet must be sanctioned by MVS Swimming -\* Google Document Form C must be completed (Head Coach will send this form a few weeks before conference and state) and submitted by CNS to MVS. - Athletes must sign in with the proper official at the high school meet. - High school meet host must submit results to MVS.

\*Club North is only responsible for the FORM C DOCUMENT

### **Missouri Valley Scratch Rule**

All athletes and parents need to familiarize themselves with the Missouri Valley Scratch rules at Missouri Valley Swimming

### **Pool Time and Preemptions**

While we do have a preferred relationship with the GCC (Gladstone Community Center), it is NOT an exclusive relationship. We are not the **only** organization seeking pool time from the GCC. We have to apply for, negotiate pricing, and purchase lane time by working around multiple events and other paying customers. CNS has to compete for pool time against the following:

- High School Swim Meets
- Men's High School Swim practice
- Women's High School Swim practice
- High School Dive Team
- Community Events like the Kids Triathlon
- Regional/Local USA Swim Events
- Competing swim teams
- GCC obligations to members
- GCC beginning swim lessons
- GCC aerobic classes
- USA Swim Masters Program
- Holidays
- Pool Closures

All of these factors have to be considered to create schedules that will allow 160-200 CNS swimmers of all levels to have time in the GCC pool. Sometimes we do not know the schedule until 2 or 3 days before the end of the month.

The Club Director, Head Coach, and Club President attend multiples of regular meetings with multiple community organizations. In these meetings, they negotiate for prime pricing and the most exclusive times available.

**\*\*There will be preemption of our pool availability for North Kansas City School District swim practices and swim meets. If a meet or practice runs long – we will have to modify our times to comply. \*\* Understand that flexibility and patience are going to be a part of practices and pool time.**

### **Gladstone Community Center (GCC) Entry Cards**

GCC requires all CNS members to use an entry card for access to the pool. These cards are issued and maintained by the center (CNS provides a roster list at the beginning of each month). If a swimmer does not have his/her entry card, requiring the staff to look- up their access more than 3 times, the center issues a new card and a \$5 payment is due and payable at that time. These entry cards are only for use during CNS practice times and pool lanes. If your card is in bad condition, you may bring it to the front desk for a free exchange to a new one. Parents attending practices are asked to manually sign-in at the front desk. It is the center's discretion to deny entry rights.

### **Correspondence**

Club North Swimming does not have a physical address. We are dependent upon the internet by processing your account information on the following: [clubnorthswimming.com](http://clubnorthswimming.com).

We understand that not everybody has or wants internet access. Therefore, you may send payments or paperwork to the following address:

**Club North Swimming PO BOX 47381 Kansas City, MO 64188**

The PO Box is not checked daily, therefore, correspondence/payments may not be immediately visible on your Team Unify account page. Any correspondence past the 15<sup>th</sup> of the month may not be attended to during that month.

## **Monthly Swimmer Fees**

2021-22 Monthly group practice fees:

- Elite Group: \$140/month
- Senior Group: \$125/month
- Senior Development Group: \$110/month
- Gold Group: \$110/month
- White and Navy Group: \$100/Month
- Junior Narwhals: \$75/month (White & Navy)
  - ALL High School Swimmers: \$100/month

**\*\*Monthly fees are not prorated by month or based on attendance.**

**\*\*Monthly fees have been determined based on 12 months of pool time, therefore, months, such as August, with fewer practice times have already been considered in the monthly rates and no further discounts are given.**

**\*\*\*There are no HOLD options this year. If you need to withdrawal from the team you risk losing your spot upon return.**

## **Registration Fees**

Annual Registration Fee - **\$135 per swimmer**

Annual USA Swimming Membership - **\$74 per swimmer**

Facility Fee - **\$10 per swimmer**

Fundraising fees at registration were changed to be included in the Monthly fees to spread out costs throughout the year.

We will host a SWIM A THON to generate additional funds and every swimmer is strongly encouraged to participate!

***(Registration Fees are due annually at the time of enrollment - Re-registration of every swimmer is required in July-August for the upcoming season. Annual swim year is from August – July)***

## **Dues & Fees Collection**

Due to security issues involved in handling and securing money in a non-business environment, we are requesting that you pay either online by automatic payment through our website or by mail to our PO Box. Payments are preferred through an automatic withdrawal from a bank account if possible. (Fees are high for a credit card transaction).

**Please do not deliver or present funds to coaches or other individuals affiliated with CNS.**

If you choose to pay electronically - our preferred method is EFT Bank Draft. Credit cards are fine as well but have higher transaction fees.

You may mail your monthly payment to:

**Make checks payable to “Club North Swimming” Club North Swimming PO BOX  
47381 Kansas City, MO 64188**

## **Billing**

Fees are billed and due on the first of every month.

Invoices are available on the website ([clubnorthswimming.com](http://clubnorthswimming.com)) after 6:00 am Central time on the first of every month. We do not send invoices or reminders.

Fees are delinquent on the 15<sup>th</sup> of the month. If a payment arrangement is made (contact: [billing.clubnorthswimming@gmail.com](mailto:billing.clubnorthswimming@gmail.com)) and accepted then the account will not be considered delinquent.

Delinquent accounts are handled as follows:

If the delinquent fees remain unpaid and no payment arrangement is made by

5:00 pm on the last day of the month, a late fee of \$10.00 will be assessed. Since fees are technically late after the 15<sup>th</sup>, exceptions do not have to be made for checks arriving in the PO Box after that date. Also, the account will be deactivated with the swimmer removed from the roster (i.e. cannot attend practices or meets). 2. If the swimmer continues to attend practices, the president of the board or his/her delegate will personally communicate the inactive status to the swimmer at practice and ask him/her to sit out. 3. Coaches are not involved in the delinquent billing process. We ask that parents refrain from speaking with coaches about such issues.

In the event you cannot pay your monthly fee(s) on time, please notify CNS immediately to make billing aware of circumstances and when the fees can be paid. We are happy to work with you on a payment plan.

Preferred communication is emails to [billing.clubnorthswimming@gmail.com](mailto:billing.clubnorthswimming@gmail.com)

**\*\*A \$25 NSF check fee will be charged on returned checks.**

### **Terminating Membership**

If a family wants to terminate their membership, then notification 30-days in advance is required. Notification must be submitted by the 10th of the month prior to the month you wish to withdraw. For example, if you wish to withdraw starting June, the notification must be received by May 10<sup>th</sup>. This allows the team time to contact waitlist swimmers and have them USA Swim certified to start the next billing month.

Failure to terminate with 30-day notice results in the charge of normal monthly dues; monthly billing does not stop. Since they are already discounted, Tri-Annual and Annual payment plans will only be given refunds on a case-by-case basis.

Submit your notification by e-mail to **Withdraw@ClubNorthSwimming.org**

Written notification should be mailed to:

**Club North Swimming PO BOX 47381 Kansas City, MO 64188**

**\*\*Monthly payments are not prorated.**

**\*\*Your intent to withdraw must be received in writing to either the withdrawal email address or PO Box within the proper time period for a valid withdrawal. Telling a coach, volunteer, or emailing another address does not constitute a proper withdrawal.**

### **Member in Bad Standing**

Failure to comply with the “Terminating Membership” policy will result in the account classified as a “Member in Bad Standing”.

We will report the account as “Member in Bad Standing” when transfer requests are received from other Missouri Valley Swim Teams.

If you wish to return to CNS after leaving in Bad Standing, any prior unpaid meet fees will be due in addition to 2 months past dues per swimmer or the documented previous delinquent amount before re-enrollment is allowed and new fees applied.

### **Past Due Accounts**

We can and may in some circumstances pursue legal remedies to collect past due accounts. This process is also recorded with USA Swimming. Athletes with past due accounts of 60 days or more will not be allowed to sign up for swim meets.

### **Injured Swimmer Policy**

We will hold a spot for an injured swimmer for up to 3 months at no charge. We will reevaluate the injured status after the 3 months period has expired. A doctor's release is required for this process.

### **Transfer Swimmers**

If you are transferring from another club swimming team, you must be in good standing with that team in order to begin practicing with CNS. Proper Missouri Valley Swimming paperwork must be completed before practicing with CNS. Click the link [here](#) for the proper form.

\*\*CNS reserves the right to decline membership to any person for any reason, including but not limited to outstanding account(s) with another swim team(s) and reports of previous conduct in violation of CNS's Code of Conduct or USA Swimming policies, and excluding those outlined in the Civil Rights of 1964 and as amended in 1991.

### **Parent Service Hours**

Volunteers are ESSENTIAL to our team. It takes over 100 volunteers to run a meet and every parent should anticipate at least 8 service hours for the year. While we do not currently require parent service hours, we do ***highly*** encourage your participation so we can keep parent service hours voluntary.

***We may host a swim meet or a championships meet in which ALL families will be required to participate.***