



ANA HURRICANES Athlete/Parent Handbook

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Welcome to the Hurricanes Swim Team!

Hurricane Swimming, a volunteer-driven organization, is dedicated to creating an environment that strengthens the spirits, minds and bodies of its members through competitive swimming.

We maintain a very high level of competition while simultaneously keeping a congenial and energetic team atmosphere. We are a nationally-ranked YMCA team where swimmers can achieve their goals through commitment to hard work, while maintaining a balanced lifestyle both in and out of the pool. More than half of the team will compete in a championship meet at the end of the season, while every swimmer will contribute to the success and the spirit of the team. Swimmers are encouraged to adopt the YMCA core values of caring, honesty, respect, and responsibility. The Hurricanes Swim Team is a part of the Merrimack Valley YMCA and incorporates all YMCA values into its operating philosophy.

Hurricane Swimming Vision

"The Hurricanes Swim Team is a force for positive change, taking a leadership role in providing competitive opportunities for swimmers in the Merrimack Valley Region."

Hurricane Swimming Mission

"The Hurricanes swim team, a volunteer driven organization, is dedicated to creating an environment that strengthens the Spirits, Minds and Bodies of its members through competitive swimming."

The Merrimack Valley YMCA welcomes all people regardless of age, race, gender, religious affiliation, or socioeconomic background. The organization identifies and responds to community needs in areas including recreation, aquatics-based programming, housing for the homeless and near homeless population, child-care, outdoor and camping opportunities, arts and humanities programming, teen development, community development, and community health and wellness.



Registration Process

All forms must be completed and returned with payment to the front desk by August 1st. Forms and payments must be returned by that date to guarantee your child's spot on the team. After that date, your child's spot on the team could be forfeited as spots are offered to new swimmers on the waiting list.

Forms to be returned include: team registration form and payment information form.

Tuition and Fees

YMCA Membership Fee:

Swimmers must be a Family or General Member of the Andover/North Andover YMCA. Swimmers must maintain their membership to participate on the team. Current pricing is available at the Welcome Center or on the website <http://andover.mvymca.org/>

Hurricanes Program Fee (Tuition):

Tuition is based on a swimmer's practice group assignment. Program fees cover pool time, coaches' salaries, and the administrative and operating costs of the swim team. The fee schedule for the current year is found in the Registration Packet.

Initial monthly payments or payment in full must be received by August 1st to ensure your spot on the team. Team members have the option to pay for the full year's tuition or to pay monthly by credit card or EFT/ ACH. Paying monthly by cash or check is not an option.

Fees are collected electronically on the 10th of each month (September-May). In the case of early termination request of your swim team membership, the business office requires a 5-day advance notice in order to stop the automatic withdrawal. In the absence of this written notice, early termination will not be granted. Email must be sent to BOTH Dreilly@mvymca.org AND Tmauthe@mvymca.org. All fees in arrears from the previous season must be paid before a swimmer can register for the next season. We accept Credit Card payments through Visa, MasterCard, Discover, Diner's Club and American Express.

Meet Entry Fees:

Most of the meets we attend require additional entry fees. Meet entry fees will be billed to your credit card on file after the meet entry has been sent and accepted by the host team. Meet sign-ups are done through your family's account on the Hurricane Website (www.anahurricanes.org). In the event that you cannot attend a meet due to illness or any other reason, the fees will NOT be refunded. This is due to the meet host and New England Swimming policy.

Financial Assistance

It is the goal of the Merrimack Valley YMCA to provide services for individuals and families who wish to participate in activities and programs of the YMCA regardless of their ability to pay. Our application process is easy, and most importantly, completely confidential. Families who need financial assistance to participate on the Hurricanes Swim Team should contact Michelle Becotte, Business Office Director, at (978) 685-3541 Ext. 122 or Mbecotte@mvymca.org.



Team Organization

Coaches:

The Hurricanes Swim Team is coached by both full-time and part time professional coaches, who work for the Andover/North Andover YMCA. The Head Coach/ Director is a full-time YMCA employee and is responsible for the entire coaching staff and the operation of the team.

Parent Advisory Group:

The team is supported by our parents through the Hurricanes Parent Advisory Group. The parent group runs swim meets, chaperones swimmers on travel meets, raises funds, and organizes social events for the swimmers. This is also the line of communication.

Parents:

In many respects, the Hurricane Swim Team is a family sport. The swimmers and coaches put in countless hours in practice and at meets, but the success of this swim program also depends heavily on the participation of parents -not just to drop off their children for practice -but also to take an active role in the business of the team. All parents are actively encouraged to participate in the team's activities and are required to volunteer their time during every meet and event. Parents are expected to read and follow the guidelines presented in the article, "Getting Parents on the Team," by Alan Goldberg.

Since volunteer commitments from all parents are integral to the team's success, all parents are required to go through the volunteer application process at the Y. This process is summarized here:

1. Submit a completed Y Volunteer application – (this is only done the first time you are volunteering at the Y)
2. Submit a completed CORI and SORI form – this is done annually
3. Complete the short online training about child abuse prevention and submit certificate of completion to the Y.



Getting Parents on the Team -by Dr. Alan Goldberg

A successful swimming experience depends on parents being proactively trained to play the right role on the parent-swimmer-coach team.

1. **DON'T COACH.** Leave coaching to coaches. This includes pre-race psyching, motivation, after-race critiquing, setting goals, enforcing additional cross-training, etc.
2. **SUPPORT THE COACH.** Your coach is the expert. They need your support for everyone to "win."
3. **SUPPORT THE PROGRAM.** Get involved. Volunteer. Help out at meets, fund-raisers, etc.
4. **BE YOUR CHILD'S BEST FAN.** Support your swimmer unconditionally. Do not withdraw love when your swimmer performs poorly. Your swimmer should never have to perform to win your love.
5. **SUPPORT AND ROOT FOR ALL SWIMMERS ON THE TEAM.** Foster teamwork. Your swimmer's teammates are not the enemy. When they go faster than your swimmer, your swimmer has a wonderful opportunity to improve.
6. **DO NOT BRIBE OR OFFER INCENTIVES.** Your job is not to motivate. Leave this to the coaching staff. Bribes will distract your swimmer from proper race concentration.
7. **TAKE YOUR CONCERNS AND PROBLEMS DIRECTLY TO THE COACH.** If you have a problem with your child's coach, do not go to other parents to discuss it. Go straight to the coach involved. Talking behind the coach's back will not get you what you want.
8. **UNDERSTAND AND DISPLAY APPROPRIATE MEET BEHAVIOR.** Remember your swimmer's self-esteem and race performance are at stake. Be supportive, cheer, be appropriate.
9. **MONITOR YOUR CHILD'S STRESS LEVEL AT HOME.** Keep an eye on your swimmer to make sure he or she is handling stress effectively from the various activities in their lives.
10. **MONITOR EATING AND SLEEPING HABITS.** Be sure your swimmer is eating the proper foods and getting adequate rest.
11. **HELP YOUR CHILDREN KEEP THEIR PRIORITIES STRAIGHT.** Help your swimmer maintain a focus on school work, relationships and other important things in life besides swimming. Also, if your swimmer has made a commitment to swimming, help him or her keep the priorities around this in mind.
12. **'REALITY TEST' FOR YOUR CHILD.** If your swimmer comes out of the pool with a personal best time and a last-place finish, help them understand that this is a "win." Help them keep things in their proper perspective, including losses and disappointments.
13. **KEEP SWIMMING IN ITS PROPER PERSPECTIVE.** Swimming should not be larger than life for you. If your swimmer's performance elicits strong emotions, keep these away from them. Remember, your relationship with your children will continue long after their competitive swimming days are over. Keep your goals and needs out of the pool.
14. **BE AN APPROPRIATE LIAISON TO THE COACH.** Keep the coach informed as to how your swimmer is responding to the experience (when appropriate). If your swimmer is having trouble with something that happened in the pool, or with something the coach said, help them deal with it, and if necessary, speak directly with the coach.



Communication

Good communication is essential to any organization. We have established a variety of channels of communication to facilitate information gathering, clarification and problem solving as they relate to the program. It is the responsibility of the parent to be aware of the information centers.

Hurricanes Website

The team web site (<http://www.anahurricanes.org>) is a valuable resource for the Hurricanes swimming program. The website lists practice schedules, meet schedules, meet results, and contact information for coaches and Parent Advisory Group members.

Signups for all meets and events takes place through the website. Families must sign in to the website using their assigned password to access the full members-only content of the website, such as sign-ups for swim meets. With a couple of clicks of the mouse, families have a valuable resource available to them 24/7.

Direct Contact with Coaches:

During practice sessions, parents are not allowed on the pool deck. However, if you do need to speak with your child's coach, please schedule a time to do so. (Our coaches leave directly from their full-time jobs to get to the pool and often are eager to get home to their families and dinner after practice. Please do not show up expecting that they will be available for a long discussion before or after practice). Additionally, all coaches can be reached via email; email addresses are available through the team website. Please note: Your first point of contact about your swimmer **MUST BE** his or her practice group coach, **NOT** the head coach. Your child's coach knows your child best and is in the best position to answer questions about practice, training and other swimming issues.

We encourage families to use the members of the Parent Advisory Board, and specifically the Parent Liaison assigned to your swimmer's practice group, as a resource for other issues, such as volunteering for meets, swim meet logistics, and other general team information. Their phone numbers and e-mail addresses are listed on the team website. To clutter coaches' time with non-swimming issues takes them away from what they are here to do—coach the swimmers. The Parent Liaisons are ready and able to answer those questions for you and look forward to hearing from you.

Parent Advisory Group

The Hurricanes Parent Advisory Board supports the Hurricanes swim team by staffing Hurricanes-sponsored meets and events, fundraising for the team, coordinating social activities for the swimmers, orienting new swim team families, and providing input and support to the coaching staff. It is made up of parent volunteers and welcomes the involvement of all swim team parents. If you would like to contribute in any way, please feel free to tell a board member of your interest. The Parent Advisory Board, Head Coach and any interested parents meet monthly at the Andover/North Andover YMCA. All are welcome to attend meetings and participate.

Parent Liaisons

Part of the job of Parent Advisory Board is to offer support and orientation to new swim team families.



Each practice group will have an assigned Parent Liaison. This parent will be a point of contact for all the parents in that particular practice group. While specific questions about your swimmer's swim progress and development should be addressed to your child's coach, all other questions can and should be answered by your Parent Liaison. The Parent Liaison can answer questions about meets, uniforms, volunteering, website, etc. They are an invaluable resource for both new and returning swim families on the ins and outs of life on the Hurricanes Swim team. Seeking support and answers from your Parent Liaison first allows your swimmer's coach to focus on their most important job, coaching your swimmers. Contact information for the Parent Liaisons is available on the Hurricanes Team website.

Team Structure

The team is organized into practice groups based on age and swimming level. Group placement decisions are made by the coaching staff and are in the best interest of the swimmer and their long-term development. All group promotions are done with consideration of the athlete's age, achievement, work ethic, commitment, and maturity. (See Hurricane Swimming Training Manual for the complete curriculum for each group.)

TIDAL WAVE—First or second year swimmers (ages 8 & under)

This is our youngest competitive group. The focus of the Tidal Waves is teaching the fundamentals of the 4 competitive strokes. Our instructors emphasize kicking, drills, breathing and having fun. Following directions and coming prepared for practice with cap, goggles and water bottle are among the first skills the swimmers are asked to master. When swimmers can complete a 100 IM with legal turns, they may be ready for the next level.

TYPHOON—First or second year swimmers (ages 10 & under) are expected to try new things and to keep a positive attitude. These swimmers already know the four competitive strokes and work on building endurance and building upon their knowledge of swimming drills. Continued instruction in kicking, drills and breathing are followed with lessons in sportsmanship and personal accountability. Swimmers learn to respect teammates and competitors and to return equipment to its proper place at the end of practice. When swimmers can complete a 200 IM, they may be ready for the next level.

BRONZE – Novice or intermediate swimmers (ages 12 & under). Instruction at this level is to teach the fundamental drills of the 4 competitive strokes and to make all 4 strokes legal. Swimmers will kick, drill and stroke their way to longer practice swims while learning to use the pace clock and keep track of their practice times. Swimmers will also be exposed to some of the mental training of swimming. When swimmers have successfully competed in all events in their age group and are comfortable conducting themselves at meets they may be ready for the next level.

JUNIOR 1—(Ages 8-11) This group begins to incorporate more training as the swimmers continue learning about the sport. Swimmers will complete longer sets using a variety of drills, kicking and swimming while they train their bodies and brains. When swimmers have competed in all events in the 10 & under age group, they may be ready for the next group.

JUNIOR 2—(Ages 9-12) This group continues the swimmer's training as they get ready to swim longer events such as the 500 Free. Emphasis is spent on more mental training and will learn to challenge himself



or herself to perform at the utmost of his or her ability during practice. Swimmers will complete test sets regularly and will learn to compute swimming times using the pace clock. Performance on test sets and completing all 11 events designated for this group will indicate that they are ready for the next level.

JUNIOR 3/ Junior Olympic – (Ages 11-14) These swimmers have met or are working to attain New England Championship qualifying standards. Swimmers are expected to set goals and maintain excellence in the areas of attitude, effort and attendance. These swimmers train 4-6 days per week for up to 120 minutes. Meet goals for this group are completion of the longer events: 200's Fly, Back and Breast, 400 IM and 1000/800 Freestyle. Performance on regularly scheduled test sets and the swimmer's mental and emotional maturity will determine advancement to the next level.

Varsity/ JUNIOR VARSITY–(Ages 14 & over) These swimmers in or will soon be entering High School. Athletes may be new to the sport or are working toward YMCA District or High School Sectional qualifying times. Swimmers are expected to keep and set goals, to work to their abilities and to come to practice on time and prepared to swim. Instruction at this level is more cognitive as swimmers begin to understand more of the underlying principles of drills and race strategy. Regularly scheduled test sets will test the swimmer's physical and mental skills as they learn the principles of swimming to race.

SENIOR PROGRAM–(Ages 13 and over) Swimmers are expected to set goals and maintain excellence in the areas of attitude, effort and attendance. Swimmers will compete in all 13 events for their gender at least once per season. Training to race is the emphasis of this group as coaches challenge swimmers with both sprint and endurance practices. Athletes are grouped into lanes in order to provide the best environment to reach their goals. These groups may change day to day or week to week. Swimmers in this group may aspire towards High School State Championships, YMCA Nationals or USA Junior Nationals. Year-round participation is expected, but we will also work with swimmers to allow for full participation with their scholastic teams. Arousal control, visualization and concentration are among the mental aspects emphasized in these groups.

Swim Meets

The Hurricanes Swim team is both a "YMCA" team and a "USA Swimming" team. We compete in local, regional and National meets with other YMCA teams as well as teams who are not affiliated with a YMCA, but are members of USA Swimming. Each practice group will have selected meets based on the specific needs of the swimmers.

Age determination: Competitions are divided by age and gender. For most YMCA meets, a swimmer's age as of December 1st will determine the swimmer's division for the entire YMCA season. For USA meets, the swimmer's age on the first day of the swim meet is their age for the whole meet.

Regular Season: Some of our regular season competitions are dual meets, one team competing against another team. Occasionally, there will be three swim teams at one meet, which is called a tri-meet. But the majority will feature more than three teams which is called an "Invitational" meet. The Hurricanes host an invitational swim meet, called the Hurricane Invitational, every fall and several smaller, dual meets.

Championship Season: There are two championship seasons per year. One in February/March (short course



season) and one in July/ August (Long course). Championship meets have qualifying time standards in order to participate. Participation in YMCA District Championships and YMCA Nationals also have a 90-day membership and a meet participation requirement. Championship meets are usually scored and feature relays. The emphasis is for swimmers to behave as part of the team and cheer for teammates. Sometimes a swimmer will not swim in his/ her favorite event because the coaches have determined that the team will score more points with a different event selection. Relays are a large part of championship meets and swimmers are expected to swim as fast or faster in relay events.

Dual Meets: All swimmers are expected to attend all YMCA dual meets as scheduled throughout the season. Swimmers must stay on deck or in a designated area at all YMCA meets until the entire meet is over. This means that if your swimmer swims in the first few events, they are still required to stay for the duration of the meet. Please do not ask to leave early or to arrive late. The first and last events are relay events and changes have a domino effect on the rest of the lineup. If a swimmer must leave early, your child's coach needs a written note explaining the situation prior to meet day.

Illness: If at any time a swimmer cannot compete in a meet, the parent is required to notify that swimmer's coach in writing at least one day prior to the meet. If a swimmer is sick on the day of the meet, please call the YMCA as soon as possible and leave a message at extension 108. Also, as meet days are quite hectic, please e-mail your swimmer's coach and the head coach to inform of an absence. This will enable the coaches to adjust the seeding of the meet to benefit the team.

Events: The coaching staff will decide in which events a swimmer will compete to benefit both the team and the growth of the athlete. All swimmers will swim all events assigned.

Transportation: For local meets, transportation is up to individual families or car-pools. For a Team Travel Meet, the team (or small group of the team) will travel by bus, van or air to and from the meet. In this case the swimmers will be under the supervision of coaches and or chaperones for the duration of the trip.

Packing for a Swim Meet: A typical swim meets lasts approximately 4-5 hours. It is important that your swimmer is adequately prepared for the meet. Making sure that the following items are in your swimmer's bag will allow them to enjoy the meet.

Hurricanes Team Suit

Hurricanes Team Cap

Hurricanes T-Shirt

Goggles (2 pair)

Extra Clothing to wear in between events:

Socks, warm-ups

Towels (at least two)

Plenty of liquids (water and/or Gatorade)

Healthy snacks

Blanket and/or chair

Recreational activities (playing cards, books, video games, etc.)*

* Please note that swimmers are responsible for their own belongings at a meet.



Long Term Development

The Hurricanes Philosophy of Swimmer Development is based on the long-term outlook for the swimmer. We envision our swimmers competing in college and beyond. We train our swimmers not to be the best at 10 years old, but to have the best base of training to allow for continued growth well into the athlete's career.

We coach with positive reinforcement in order to effect behavior modification. We offer encouragement, incentives and rewards and work to create a positive, supportive environment for learning and training. Our curriculum centers on six areas of a swimmer's development: physical training, competition, stroke mechanics, physiology, psychology and character. We have identified stages in each of these areas for our practice groups to act as milestones for tracking swimmer development.

We realize that swimmers do not progress through these stages linearly, nor do any two athletes progress at the same rate. We do not, therefore, allow a swimmer to move on to the next group if they are at a higher level of competition, but are lacking in the other five areas. Swimmers must be at or above standard in all areas before they are allowed to progress in the program.

Swimmers are taught that their teammates and opponents are not enemies, but partners in training. Opponents should be respected and thanked for helping us to go faster, to "strive together" to become the best that we can be. Without teammates and opponents, there would be little drive to better ourselves. In the interest of the long-term retention of swimmers in the sport, we emphasize proper mechanics in all 4 strokes. Most of our training involves a progression towards longer sets, longer repeats and longer strokes. We will progress from sets of 200's to sets of 1000's and longer as swimmers work to achieve a greater distance per stroke. This develops the aerobic systems, which in younger swimmers are better developed than the anaerobic systems, is less likely to cause injury, and provides the base on which the anaerobic systems can be trained later in the swimmer's career.

We also realize that when an athlete chooses to stop training, the lessons that will be remembered are those dealing with personal accountability, hard work, goal setting and teamwork. The physical adaptations will leave us within weeks after training ends, but the mental and emotional skills will remain forever. For this reason we must always remember the reason that we swim and train and practice and compete: So that we can grow in Spirit, Mind and Body.

Working at Swim Meets

Approximately 50 parent volunteers are required to run any session of a swim meet, and more than twice that to run an Invitational swim meet. All parents of swimmers competing in a swim meet are required to volunteer for that meet. Sign-ups for volunteer positions are done via our team website. The following section outlines the jobs that are necessary to run a meet, including a brief description of what the job entails.

Meet Job Descriptions

Meet Director: Organizes the meet, identifies and coordinates meet volunteers, assists the Meet Referee on the day of the meet to ensure set up of computers and the timing system, and sees that everything runs



smoothly and efficiently.

Referee: Responsible for running the meet once the warm-up session has started. Gives instructions to other officials working the meet. Must be a certified YMCA and/or USA official.

Stroke & Turn Official: Reports to Referee. Ensures that strokes and turns are done legally. Illegal strokes/turns are reported to the Referee and the swimmer is disqualified (DQ'd). Must be a certified YMCA and/or USA official.

Computer Room Lead: The Computer Room Lead role oversees the staffing of the computer room positions, arranges for training for new volunteers, insures that all computer room equipment is in working order, acquires necessary supplies. Responsible for running the swim meet computer program. Includes, scratches, heat lane assignments and retrieving results from the Colorado system and printing event results.

Computer Assistant: Assist as required including sorting papers, checking results, etc. Uses our Meet Manager software to pull results from the Timing System, adjust times/results if necessary, print results sheets, and print award labels.

Timer: Responsible for operating the stopwatch to record a swimmer's time on the timer sheet. These times are used as a back-up time in case the touch pads of the Timing system do not function properly. There are 2 timers per lane. In addition to operating the stopwatch, one timer records the stopwatch times on the timer sheet and the other operates the back-up button of the Timing system.

Runner: Responsible for posting information for swimmers and parents, and for distributing information to the meet staff.

Awards: Responsible for getting the award labels from the computer person, placing them on the ribbons, and sorting them for distribution to each team.

Locker Room Monitor: Responsible for the safety and cleanliness of the locker rooms. The monitor must inspect the locker room regularly during the meet to insure appropriate athlete behavior and maintain supplies and cleanliness.

Concessions: Work in Concession Area preparing, stocking and selling food and drinks.

Clean Up Crew: Help clean-up and put away everything after the meet. The Meet Director will direct you to assist in one or more of the following areas: pool, spectator areas, locker rooms, concessions areas, etc. Help keep area clean during the meet.

Becoming a Timer

Most parents discover that they have a lot of fun if they work as timers. As a timer, you get to be as close as possible to the action in the pool! Timers have something to do during every heat and they have a fantastic view of their own children's races. The duties are very simple and training will be provided at each meet. No prior timing experience is required; new timers will be paired with experienced timers for on-the-job training. Timing is one of the most fun and rewarding jobs at a meet. Additionally, our team is required



to provide timers for every meet we attend, even the “away” meets, so volunteering as a timer offers an invaluable service to our team.

Becoming an Official

Volunteering to become a Meet Official (YMCA and USA) is a great way to become involved on the Hurricanes swim team. Officials are parent volunteers who have undergone some simple training in the technical rules for swimming. Several clinics are held each year. As a meet official, you will be responsible for helping insure the integrity of the sport of swimming while filling a vital role in our organization. Your expertise is critical in giving the team the ability to host sanctioned meets.

YMCA Official: To become a YMCA Meet Official, you must be familiar with YMCA meet processes, attend the annual Officials training course (typically held in November) and pass the Officials test. Officials Certification is valid for three years. To renew certification, you must attend the annual course and pass the officials test.

USA Swimming Official: To become a USA Swimming Official (Starter, Stroke & Turn, or Referee), you must 1) attend a clinic, 2) take an online test, and 3) apprentice four meet sessions. If you are interested in becoming an official, more information is available online at <http://www.usaswimming.org/officials>.

YMCA Code of Conduct

At the Merrimack Valley YMCA, we expect members, staff and guests to behave in accordance with our mission and values at all times, respecting the rights and dignity of others.

At the Merrimack Valley YMCA, we demonstrate RESPECT, RESPONSIBILITY, CARING and HONESTY by: speaking in respectful tones; refraining from the use of vulgar or derogatory language; resolving conflicts in a respectful, honest and caring manner; never resorting to physical contact or threatening gestures; respecting the property of others; and never engaging in theft or destruction. Adherence to the YMCA Code of Conduct and Merrimack Valley YMCA member handbook is essential. Non-compliance may result in suspension or termination of YMCA membership privileges.

Use of Cell Phones and other Mobile Recording devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies and the YMCA prohibit the use of such devices in the locker room or other changing areas.

Merrimack Valley YMCA Competitive Sports Policy

Values in education are an integral part of the National YMCA programs. These values of fair play are strongly emphasized, along with respect for oneself, for the opponent and for official game rules. These fair play values contribute to an attitude toward sports that keeps the winning perspective: That is only one goal among other important goals. YMCA sports emphasize broad participation rather than specialization. Appropriately, a YMCA motto is: “Everyone swims, everyone wins!” Competition is acknowledged to be important in the development of self-esteem, team effort and a sense of belonging. Central themes in the YMCA sport philosophy are: teaching fundamental skills, encouraging lifetime involvement in physical activity, strengthening the values of fitness, health, self-respect and respect for



others and the thrill and challenge of competition.

The purpose of the ANA YMCA sports programs is to use competition as a tool for learning the lifelong values of goal-setting and hard work for reward. The participant should learn to accept winning with humility and defeat with dignity and strive to try harder.

YMCA staff members are eager to be of assistance. Members and guests should not hesitate to notify a staff member if assistance is needed. In order to be able to carry out these policies, we ask that members and guests identify themselves to staff when asked.

Hurricane Swimming Drug and Alcohol Policy

ANA YMCA Hurricane Swimming (the Club) strives to instill in its swimmers a commitment to abstain from the use of all illegal drugs, alcoholic beverages, tobacco products, and performance enhancing drugs. The team will maintain a wholesome and safe environment in which the swimmers can develop their athletic potential and grow into mature young adults.

Helping the swimmers is our first priority. If a swimmer is concerned about their own use of or involvement with drugs or alcohol, or that of another swimmer, the swimmer is encouraged to talk confidentially with a coach. A swimmer who voluntarily discloses to a coach their own involvement with drugs or alcohol will be given favorable consideration when it comes to any disciplinary actions. In addition, the team will seek to assist the athlete in any counseling or rehabilitation necessary.

The Hurricanes Swim Team recognizes the need for sensitivity in dealing with these matters and will make every effort to ensure that confidentiality and the privacy of those involved are maintained and respected. The commitment to confidentiality will not, however, prevent the leadership of the team from notifying affected parents or appropriate civil authorities where there is a danger to the health or safety of team members.

ANA YMCA Hurricane Swimming further recognizes that parents are the primary teachers of their own children. It is the Club's view, however, that any behavior that tends to bring discredit on the club or poses a threat to the health and/or safety of team members is a legitimate cause for concern and falls within the purview of team review. The Club reserves the right to address any such behavior through its Disciplinary Policy.

Drug, Alcohol and Tobacco Education will be provided. From time to time, the Hurricanes Swim Team may sponsor programs designed to educate swimmers and coaching staff about the dangers of drugs, alcohol, tobacco products, and performance enhancing drugs.

Hurricane Swimming Disciplinary Policy

ANA YMCA Hurricane Swimming is a high-quality, competitive youth swimming organization committed to excellence at all levels. The team sees any behavior that threatens the ability of other team members to pursue their athletic potential as unacceptable. To these ends, the club has adopted the following policy:

- 1 Any Hurricane swimmer found in possession of, or under the influence of, alcohol or illegal drugs while on YMCA property or during any Hurricane Swimming event –including swim meets, travel trips, or any additional Hurricane Swimming-sanctioned event –will be suspended or dismissed from the team.
- 2 Any Hurricane swimmer charged and/or convicted with the possession of, or illegal use of, alcohol or drugs may be suspended or dismissed from the team.
- 3 Any Hurricane swimmer convicted of a felony will be suspended or dismissed from the team.



- 4 Any Hurricane swimmer whom the Head Coach reasonably suspects is engaged in alcohol or illegal drug use may be subject to the penalties or consequences listed below.
- 5 Any Hurricane swimmer illegally using tobacco products may be subject to the penalties or consequences listed below.
- 6 Any Hurricane swimmer illegally using performance enhancing drugs, as defined by the US anti-doping agency, may be subject to the penalties or consequences listed below.
- 7 Any Hurricane Swim Team swimmer engaging in any behavior that brings discredit on the club, is harmful to, or poses a risk to the health and/or safety of any other member of the Hurricane Swim Team, as determined by the Head Coach, may be subject to the penalties or consequences listed below.

Any disciplinary action that results from the violation of any of these policies will be imposed at the discretion of a Disciplinary Committee assembled and appointed by the Head Coach.

Disciplinary penalties or consequences may include, but are not limited to, one or more of the following:

- Dismissal from the team*;
- Suspension from the team*;
- Probation with the team;
- Loss of privileges –including restriction from team trips, events, and/or swim meets*;
- Community service;
- Counseling

* There will be no refund of registration or other fees for the period of dismissal or suspension

All Hurricane Swim Team swimmers and parents must sign a form acknowledging and accepting the Drug and Alcohol and Disciplinary Policies.

Action Plan of Hurricane Swimming to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at ANA YMCA Hurricane Swimming (the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club’s Bullying Policy and Action Plan:

- To make it clear that the Club will not tolerate bullying in any form.
- To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
- To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
- To make how to report bullying clear and understandable.
- To spread the word that the ANA YMCA takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.



WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- causing physical or emotional harm to the other member or damage to the other member's property;
- placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- creating a hostile environment for the other member at any USA Swimming activity;
- infringing on the rights of the other member at any USA Swimming activity; or
- materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

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

- Talk to your parents;
- 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. Separate 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.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

FINDING OUT WHAT HAPPENED

- 1) **First, we get the facts.**
 - a) Keep all the involved children separate.



- b) Get the story from several sources, both adults and kids.
 - c) Listen without blaming.
 - d) Don't call the act "bullying" while you are trying to understand what happened.
 - e) It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.
- 2) **Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
- a) Review the USA Swimming definition of bullying;
 - b) To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
 - c) Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - d) Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

- 3) **Support the kids who are being bullied**
- a) Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
 - b) Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - (1) Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - (2) Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
 - c) Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
- 4) **Address bullying behavior**
- a) Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
 - b) Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
 - c) Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.



- ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
 - d) Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
 - e) Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
 - f) Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.
- 5) **Support bystanders who witness bullying.** Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- a) Be a friend to the person being bullied;
 - b) Tell a trusted adult – your parent, coach, or club board member;
 - c) Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
 - d) Set a good example by not bullying others.
 - e) Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.



Electronic Communication Policy of the ANA YMCA

Hurricanes

PURPOSE

ANA YMCA Hurricane Swimming (the “Club”) recognizes the prevalence of electronic communication and social media in today’s world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

drugs or alcohol use; sexually oriented conversation; sexually explicit language; sexual activity the adult’s personal life , social activities, relationship or family issues, or personal problems; and inappropriate or sexually explicit pictures.

Note: Any communication concerning an athlete’s personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board, or other athletes?”

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **Transparent, Accessible and Professional**.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club’s records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.



If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a “friend.” A coach should not accept any “friend” request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method.

The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters. (www.facebook.com/ANA.Hurricanes)

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER

The Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters (@ymcahurricanes). Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7 am until 9 pm. Texting shall be used only for the purpose of communicating information directly related to team activities and must cc a parent or guardian on each text message.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7 am and 9 pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.



Team Travel Policy

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC (i.e. "Nationals").

Section 1 - USA Swimming Required Policies

- Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
- Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).
- When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.
- During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- Athletes should not ride in a coach's personal vehicle.
- During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- Team officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- Team officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- Curfews shall be established by the team staff each day of the trip.
- Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- The directions & decisions of coaches/chaperones are final.
- Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.



- The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

Glossary of Swimming Terms

Like any sport, swimming has its own language and terms. Familiarizing yourself with these swim terms will help you to begin to understand the world of competitive swimming.

Blocks: Platforms at one end of a pool on which a competitor stands for the start of a swimming race.

Bullpen: Place where swimmers report at some meets, before their event, to be arranged into their heat and lane assignments.

Consolation heat: The first, or slower, of two heats of finals at a championship meet.

Course: designated distance over which the competition is conducted. Long course (LCM) is 50 meters and short course is 25 yards (SCY) or 25 meters (SCM).

DQ: Disqualification. A swimmer is usually disqualified when he performs a stroke, touch or turn incorrectly or when he enters the water before the start (false start).

False Start: When a swimmer enters the water before a race or moves during the start, he may be charged with a false start. This results in disqualification, since USA has a "no false start" rule.

Dual Meet: Meets conducted between two teams, usually with a limitation on the number of entrants from each team.

Finals: The session of a meet where qualifying rounds were held previously to determine the finalists. Usually there are 1-2 heats of finalists and their order of finish determines the ultimate placement in a given event. Most trials-finals meets are on a championship level.

Heat: The group of swimmers who swim a race at the same time. Several heats may be held in a particular event.

Heat sheets: Printed listings of swimmers heat and lane assignments for one or more events.

IM: Individual medley. The event where a swimmer swims butterfly, backstroke, breaststroke, and any other stroke in that order.

Lane: Any of several parallel courses on a track or swimming pool in which a competitor must stay during a race.

Lap: Two lengths of the pool.



Medley Relay: Four swimmers on each team each swim one fourth of the total prescribed distance in the order: backstroke, breaststroke, butterfly, and freestyle.

OVC: Official Verification Card. Issued by meet officials to swimmers achieving a Junior National or Senior National time.

Prelims or Trials: In certain meets, the qualifying rounds for each event to determine the finalists.

Proof of time: A requirement at some meets to make certain that swimmers have legally met the entry time standards for that meet.

Referee: The YMCA or USA official who has the final authority over all other officials at the meet. He/she makes all final decisions and sees to the efficient running of the meet.

Seed times: The times a swimmer uses to enter a meet. These times appear on the heat sheet and the entry cards and determine the swimmer's heat and lane assignment in a meet.

Seeding: The process of assigning swimmers to lanes and heats by time. In general the swimmers with the slower seed times swim in the earlier heats. The order of swimming in the final heats depends on the type of meet.

Split: The time a swimmer achieves in one or more laps of his race. Coaches use these times to help instruct swimmers in pacing. For example, the time for the first 50 yds. in a 100 yd race is the swimmers 50-yd split.

Starter: The USA official responsible for starting each heat and calling the swimmers to the blocks.

Stroke and turn judge: A YMCA or USA official, who determines the legality of swimmers' strokes, turns and finishes and disqualifies those who do not conform to YMCA or USA rules.