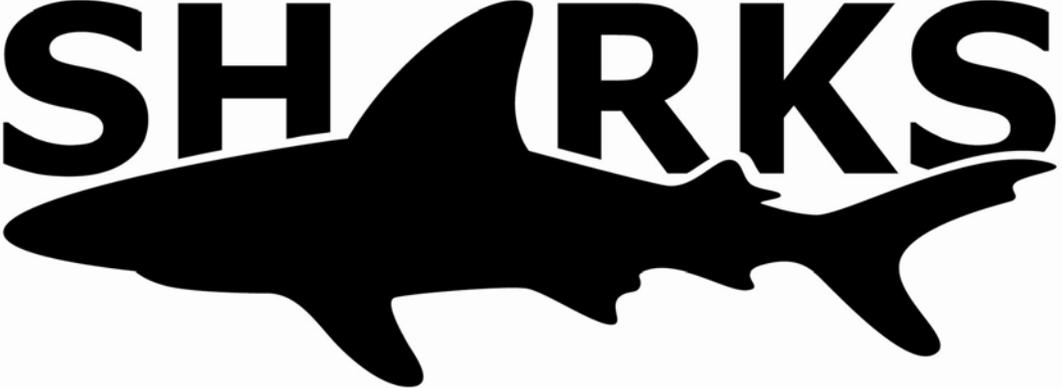


# **NORTH SHORE SHARKS**



YMCA NEW ENGLAND AND EASTERN MASSACHUSETTS DISTRICT CHAMPIONS 1996 – 2013

## Swimmer, Parent & Coach Handbook

January 2, 2014

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## **Table of Contents**

- I. Team Mission Statement**
- II. Team Philosophy**
- III. Why Choosing to Swim with YNS is a Great Decision**
- IV. YNS as an Organization and how it integrates with the YMCA**
- V. YMCA Swimming and USA Swimming**
- VI. Setting Expectations**
- VII. YNS Practice Groups**
- VIII. Meets**
- IX. Transportation and Chaperoning**
- X. Parental Responsibilities at Meets**
- XI. Travel Meets (Regional or Outside the Region: Including YMCA Nationals)**
- XII. Team Costs**
- XIII. Team Equipment**
- XIV. Communication**
- XV. Code of Conduct**
- XVI. Parent Participation and Volunteer Responsibilities**
- XVII. Parent Advisory Committee**
- XVIII. Site Locations and Telephone Numbers**
- XIX. YNS Coaches Directory**
- XX. Signature Page**

## **I. Team Mission Statement**

Through its key strengths of innovative coaching techniques and strategies and supportive parental involvement, the YNS team is driven towards developing the best combination of competitive swimmers and human beings. The YNS team maintains a strong integration of the core values of the YMCA-Caring, Honesty, Respect and Responsibility while helping to build strong kids, strong families and strong communities.

## **II. Team Philosophy**

YNS pledges to maintain an infrastructure of young athletes, coaches and parents who create the platforms and opportunities for each and every swimmer to fulfill their goals and their potential as a person, swimmer and a member of the team.

## **III. Why Choosing to Swim with YNS is a Great Decision**

Congratulations! You have chosen to become part of the largest YMCA Swimming organization in the United States. The YNS swim team has a long history of generating respect from the national swimming community through high performance swimming sportsmanship. All of the site locations that comprise the entire YNS organization contribute to a high caliber program that takes swimmers from early elementary school through high school and fosters their development as people, swimmers and competitors. The results speak for themselves. YNS perennially fields a large athlete contingent entered into YMCA Short Course and Long Course National Meets. Additionally, YNS consistently sends athletes to compete at USA Junior Nationals, Senior Nationals and most recently Olympic Trials, Paralympic Trials and Paralympics. Furthermore, our graduating seniors typically represent the highest academic percentiles of their class which translates into a swim team alumni that attend leading academic colleges and universities with highly accomplished swim teams .

#### **IV. YNS as an Organization and How It Integrates with the YMCA**

The YNS swim team is an integral part of the overall YMCA of the North Shore. The YMCA of the North Shore has many competitive teams and organizations under its umbrella and we, like all others, have a responsibility to uphold the core values of YMCA. Towards that end, as individuals and as a team we must work hard to:

- ⊙ Represent the YNS to the best of our abilities
- ⊙ Support all efforts that involve treating our YNS facilities with respect and care
- ⊙ Co-exist in the YMCA organization with all of the other teams and individuals that are part of the membership
- ⊙ Participate in all initiatives that involve the improvement of the YMCA at all levels

#### **V. YMCA Swimming and USA Swimming**

The YNS swim team is unique in that although we are a YMCA swim team, we also compete in USA Swimming as a club team. Each YNS parent and swimmer is strongly encouraged to seek out the appropriate YNS coaching member to help determine how to best explore the different opportunities to enhance the swimming experience through both YMCA and USA competitions. Since USA swimming membership is included in the YNS tuition, every swimmer will receive a copy of Splash Magazine, the official publication of USA Swimming which includes information of interest to a wide range of young athletes and will help your child learn more about kids from across the country that are interested in swimming and healthy lifestyles.

## **VI. Setting Expectations**

Our expectation is that every member of our team—coaches, swimmers, and parents—actively supports the Y core values of: caring, honesty, respect, and responsibility.

Our expectations for coaches, swimmers and parents come from our desire to be the best team we can possibly be: all working together as a team. With our goal to provide our swimmers with the best, most complete swimming experience possible for all ages and all ability levels, we have established ground rules and responsibilities for each person involved with the team.

Swimming is a highly individual sport where each athlete pursues their own goals and it is also a team sport where the support of fellow members, including athletes, coaches and parents, is critical to both individual and group success. At YNS we strongly emphasize the team aspect of competitive swimming to make sure that every individual can experience the success that can only be attained through overall team excellence.

### **a. Coaches and Support Staff**

Our expectation for our coaches is that they give their best effort at all times.

Our expectation for our coaches is that they are professional, knowledgeable and serve as role models for our swimmers. We expect that they will create and maintain a challenging environment that is in keeping with our Y core values: caring, honesty, respect, and responsibility. This environment of teamwork, discipline and respect—coupled with a challenging swim program—will help advance the positive development of the young people involved in our program.

Our coaches will actively coach all swimmers, challenging each individual swimmer to work hard and to reach for high goals. All our swimmers have the potential to be better swimmers and grow as people in the process.

Seasonal, monthly and weekly planning will be created by the coaches for each practice group. Cooperative planning will occur among all training sites for a cohesive team program. Our coaches will continue to grow professionally, attending coaching clinics as well as in-house training.

Coaches will communicate with fellow coaches, swimmers, parents and Y staff in a timely and respectful manner to ensure appropriate behavior on the part of all parties. Coaches will be available to talk briefly with swimmers and/or parents before and after practice, but not during practice time. If a longer conversation is necessary, coaches will make arrangements to meet outside of practice time.

## **b. Swimmers**

Our expectation for our swimmers is that they give their best effort at every practice and at every meet.

Our expectation for our swimmers is that they are enthusiastic members of the team, they want to challenge themselves to grow and they accept that there are responsibilities associated with team membership...and that they are excited by all this!

Our swimmers have an attitude of giving their best effort at all times. Giving their best effort involves both attitude and behavior in line with our core Y values: respect, responsibility, caring and honesty. This same best effort is expected in all areas of our team: interacting with team members, coaches, parents, and other Y staff.

Our swimmers will challenge themselves to set and work actively toward high goals. We believe every team member will grow as a person and also as a swimmer with genuine best efforts toward these goals. We expect our swimmers to actively support their teammates' goals.

Our swimmers will take responsibility for working toward goals both in and out of the pool. Making good choices for adequate sleep, eating good food as well as stretching and strength conditioning before and after practices will help all of us be successful. Also, supporting teammates to make good choices is part of being a good team member.

Swimmers will communicate with coaches, teammates, parents and Y staff in a respectful, appropriate, and timely manner.

Swimmers must take responsibility for their results. Our coaches, parents and Y staff will create the best possible environment for success, but our swimmers are the ones who must translate that into the actual results in the pool. An attitude of "giving best effort" will lead to the desired results. Our swimmers must be

honest with themselves and conscientious about really doing their best before practice, during practice and after practice which will make our team—and our individual swimmers—the best team we can be.

Swimmers are expected to attend all Championship Meets for which they qualify, providing the swimmer meets all rules and regulations set forth in this handbook.

At practice and at meets (home or away), swimmers are expected to follow and promote the YNS code of conduct, which specifically prohibits:

- use of alcohol, tobacco or other illegal drugs
- behavior not in keeping with our core values
- vandalism and/or destruction of property

Violation of these rules may result in any of the following:

1. Asking the swimmer to leave practice-the parents will be notified if this occurs
2. Scratching the swimmer from upcoming swim meets or events
3. Dismissing the swimmer from the team on either a permanent or temporary basis

### **c. Parents**

Our expectation for our parents is that they give their best effort, at all times.

Our parents have already made the decision to support their child as they grow through the sport of swimming. Parental support is a critical supplement to efforts of swimmers and coaches as they strive for team success. As such, parents play a huge part in reaching our team's potential.

Our parents will actively support their child and the other young athletes on our team to be their best. Parents support, as the foundation of our team, the Y core values of: respect, responsibility, caring and honesty. Parents understand that this is a team and that plans and decisions are made for the benefit of our team, not individual swimmers.

Parents communicate with swimmers, Y staff and coaches as needed in a timely, respectful way. YNS parents will talk with coaches either briefly before or after practice or set up a longer meeting as needed rather than interrupt practice time.

Our parents let the coaches coach the swimmers. To accomplish our team and individual goals, it is critical for coaches to have your swimmer's undivided attention during practice and at meets. Our parents will not communicate with their children during practice; such communication prevents the undivided attention of the swimmer to the coaches' instructions.

Parents are not allowed on deck during practice.

Parents are not to approach coaches or officials during a meet.

Our parents recognize that our coaches plan each practice with specific goals in mind. A specific practice set or drill may not make sense without looking at the whole practice/season plan. Parents are strongly encouraged to meet directly with their child's coach to discuss any questions or concerns regarding any aspect of program.

**Our expectation is that parents will be a part of the team through volunteer time and with an attitude in keeping with our goal to be the best team possible (see Section XVI Parental Participation and Volunteer Responsibilities for more details).**

## VII. YNS Practice Groups:

The Practice Schedule for each site is available online at [www.ynssharks.net](http://www.ynssharks.net). In the event that practice needs to be cancelled due to inclement weather or other events, the information will be posted to the website by 3:00pm. All swimmers affected by the cancellation will be emailed and a message will be left on the Competitive Aquatics Office telephone (978-927-6855 x1204).

### Winter Weather Policy

YNS Sharks Swim Team practice will not be canceled unless the YMCA is closed. If a Y practice site closes due to poor weather, the practice at that site will be canceled. Every attempt will be made to send an email to swimmers at sites affected by cancellations. It will also be posted on the website.

Given that some swimmers travel quite a distance to practice and conditions where a swimmer lives and practices can be vastly different, swimmers not able to make a practice will NOT be marked absent.

If you have any questions contact the Competitive Aquatics Office at 978-927-6855 x1204

### **Competitive Team Structure:**

YNS takes great pride in offering a comprehensive swim program for young people of all ability levels from novice to Olympian. Swimmers range in age from five years old through college post graduates. Our groups are broken into the following:

**Senior Group (National, 2 & 3)**

**Junior Group (1 & 2)**

**Maroon Group (1 & 2)**

**Light Blue Group**

**Royal Group**

All of our YNS training groups are goal oriented to help each swimmer achieve his/her dreams and goals in a competitive swim environment. In other words we highly encourage ALL groups to participate and RACE!!

The descriptions of each training group are shown with guidelines only and the final decision of swimmer placement will be made by the coaches directly responsible for the swimmers with the final approval of the Head YNS coach. Swimmers transferring from another team will be evaluated and placed in an appropriate level based on ability and experience.

**Senior Group:**

**Senior National Group:**

This group is committed to improving performance at YMCA Nationals. This group is focused on USA National to Olympic level success. This group will be offered at least 8 practices per week with a requirement of a 7 practice per week minimum. Swimmers in this group are expected to be involved in the YNS Sharks Swim Team and participate in activities outside of the pool, such as volunteer activities.

To be considered for this group, swimmers must have at least 3 current YMCA Winter and/or Summer Nationals cut times or be able to perform at least one of the following sets. The Head Coach will have final decision.

20 x 100 @ 1:05 Free  
15 x 100 @ 1:12 Back  
15 x 100 @ 1:20 Breast  
10 x 100 @ 1:25 Fly.

### **Senior 2:**

This group is the cornerstone of the YNS senior program. This group has swimmers of a wide ranging ability level. Goals that would be included in the this group might be to move to Senior National group, make a YMCA National cut time, improve their high school swim career or to improve their aquatic fitness level.

Swimmers in this group are highly involved in the YNS Sharks swim team and participate in activities outside of the pool, such as volunteer activities.

To be considered for this group, a swimmer should be able to practice a minimum 4 times per week out of the 8 practices that are offered. Swimmers are encouraged to come to 5-7 practices per week. To be considered for this group swimmers should be at least in their freshman year in high school and shall have already been in either Senior 3 or one of the Junior groups.

### **Senior 3:**

This group has swimmers of a wide ranging ability level. Goals that would be included in the this group might be to move to Senior National group, make a YMCA National cut time, improve their high school swim career or to improve their aquatic fitness level.

Swimmers in this group are highly involved in the YNS Sharks swim team and participate in activities outside of the pool, such as volunteer activities.

To be considered for this group, a swimmer should be able to practice a minimum 3 times per week out of the 8 practices that are offered. Swimmers are encouraged to come to 4-5 practices per week. Swimmers should be at least in their freshman year in high school. The swimmer in this group should be able to do the following skill sets:

1 x 1000 yards continuous freestyle with proper flip turns and streamlines.

1 x 400 Individual Medley with good technique and transitions.

## **Junior Group:**

### **Junior 1:**

This group is next step for swimmers that have completed at least one year in the Junior 2 group. As a swimmer increases his/her commitment to the program, they will be expected to increase their pool time. To be considered for this group, a swimmer should be able to practice a minimum of 4 times per week out of the 7 practices that are offered. Proper advanced stroke technique in all four strokes will be the focus of this group. Race training is introduced and applied to the swimmers practices. Team concepts and positive attitudes will be fostered and developed. To be considered for this group, a swimmer should be age 11-14 and already have been in Junior 2 Group for at least one year and be ready, in the opinion of site coaches to advance to the next level.

### **Junior 2:**

This group is the first year core transitional group in the YNS Sharks program. As a swimmer increases his/her commitment to the program, they will be expected to increase their pool time. To be considered for this group, a swimmer should be able to practice an average of 4 times per week out of the 7 practices that are offered. Proper advanced stroke technique in all four strokes will be the focus of this group. Race training is introduced and applied to the swimmers practices. Team concepts and positive attitudes will be fostered and developed. To be considered for this group, a swimmer should be age 11-14, be transitioning from Maroon 1 Group and be able to do the following:

10 x 100 @ 1:30 free  
5 x 200 @ 3:30 IM

## **Maroon Group**

### **Maroon 1:**

This group is dedicated to the development of swimmers' technique in all four competitive strokes. The goal of this group is to become efficient and effective at Individual Medley swimming. As these swimmers progress through Maroon Group they will experience real results from their practice skills.

These swimmers will work together as a group dedicated to becoming better YNS teammates. The Maroon Group swimmers should average 3 times per week. To be considered for this group, a swimmer should be able to perform the following:

1 x 500 free with flip turns  
1 x 200 IM with legal turns.

**Maroon 2:**

This group will guide the swimmer through the initial stages of the Individual Medley. The swimmer will learn and perfect all 4 strokes in the proper sequence. The swimmers will benefit from a longer practice for increased aerobic balance (the foundation of all competitive swimming). The practice recommendation for this group is 3 times per week. To be considered for this group a swimmer should be able to perform the following:

- 1 x 300 continuous free
- 1 x 100 backstroke
- 1 x 50 breaststroke
- 1 x 25 butterfly (basic concept)

**Light Blue:**

This group is one of our entry level practice groups. Swimmers are encouraged to do the “little things” correctly;

Be on time for practice.

Bring your goggles and cap.

Be attentive and listen to the coach.

Light Blue will learn all four strokes with a focus on building endurance with the freestyle. Racing and fun will be incorporated in this practice group.

Swimmers would be encouraged to practice 2 times per week. Entry into this group would be at the coaching staff’s discretion.

**Royal Group:**

This group is the beginning of the swimmers YNS swim career! The swimmer will receive coaching and instruction from one of the best coaching staffs in the USA. Starting with great techniques for streamlining in the water, the swimmer will progress through the freestyle and backstrokes. Swimmers would be encouraged to practice 2 times per week.

To be considered for this group a swimmer should be able to perform the following:

Being comfortable floating and putting their face in the water.

25 yards backstroke

25 yards freestyle.

## **VIII. Meets**

The YNS Sharks compete in two leagues: YMCA and USA Swimming. The meet schedule is posted on the team website and meet entry deadlines can be found in the meet information documents for each meet. Entry deadlines are not flexible and exceptions are not generally made for late entries. Once a meet entry has been sent any meet fees associated with your entry will be charged to your account.

### **a. YMCA Swim League**

During dual meet season, meets are primarily held on weekends. Each dual meet should be completed in three hours. Each swimmer is allowed to swim in two individual events and one relay or two relays and one individual event. A swimmer's age for the dual meet season (September through March) is determined by his/her age on December 1<sup>st</sup>.

The dual meets begins in October and ends in mid-January. Summer meets occur during May, June and July. A dual meet can be swum against one or more YMCA teams at the same time.

Swimmers are categorized by their age as follows:

Class "E" is 8 & unders

Class "D" is 9 & 10 year olds

Class "C" is 11 & 12 year olds

Class "B" is 13 & 14 year olds

Class "A" is 15 -18 year olds

Dual Meet Ribbons are awarded to the top three swimmers by event and gender for swimmers ages 12 & under. Swimmers ages 10 & under will receive participant ribbons at YMCA dual meets. Every effort will be made to present the ribbons at the conclusion of the meet. All ribbons not distributed at the meet will be delivered to swimmers at the site in which they practice.

League Championship season begins in late January with District Championships. The meet is divided by gender and age and is held over two weekends. The districts have modest qualifying times for each event that a swimmer must achieve in order to participate. The entries are strictly by time.

The YMCA New England Championship meet is usually held in mid-to-late March. Qualifying times are more difficult to achieve. The entries are strictly by time and unlike YMCA dual meets and YMCA District Championships a swimmer's age on the first day of their competition for Y New England Championships is their age for the meet.

**Swimmers must have participated in three dual meets during the season beginning Oct 1<sup>st</sup> in order to participate in a YMCA Championship meet.**

The YMCA National Championship Meet is the highest level of YMCA Championship Meets. Teams from all over the country attend this meet in April (Short Course) and in July/August (Long Course) at venues throughout the USA. Swimmers ages 12 and over are eligible for this meet. Qualifying times are difficult to achieve. Financial expenses for the YMCA Nationals meet are the responsibility of the swimmer's parents.

YNS Swimmers must meet the following qualifications in order to attend the YMCA National Championship meet(s):

Short Course Nationals: April

1. swimmer achieves a qualifying time
2. following year same swimmer must have 2 qualifying times
3. HS Senior with 1 cut attained during the qualifying period can attend if swimmer has never attended

Long Course Nationals: July/August

1. swimmer must achieve 2 qualifying times
2. HS Senior with 1 cut attained during the qualifying period can attend if swimmer has never attended

Attendance Requirements: (Dryland and Swim Practice)

1. Senior 1: Average 5 practices during the season preceding the meet
2. Senior 2: Average 5 practices during the season preceding the meet
3. Senior 3: Average 3 practices during the season preceding the meet
4. Junior : Average 4 practices during the season preceding the meet

It is the expectation that YNS Sharks swimmers attend all championship meets for which they qualify.

### **b. USA Swimming Meets**

All YNS swimmers are members of USA Swimming. Any swimmer interested in swimming USA Swimming Meets should speak to their coach. It is generally recommended that YNS swimmers in Maroon Group and above participate in USA meets.

The USA swim meets generally have 12 or more teams entered and occur over a two or three day period, primarily on weekends. The YNS Head Coach will determine which USA Swimming meets the YNS Sharks will attend. All swimmers must declare their meet entry online by the stated deadlines to ensure that swimmers are entered. The Head Coach then sends an entry to the host team. It is almost impossible to add swimmers to a USA Swimming Meet once our entry has been accepted.

### **c. Which meets should your swimmer enter? (YMCA, USA Specialty)**

Determining when, where, type of meet, events and how often a swimmer competes is an integral part of the swimmers' training routine. Your swimmer's coach will discuss meets and a swimmer's participation in a particular meet as the season progresses. Relays are determined by the coaching staff and may not always be swum by the fastest four swimmers in an age group.

## **IX. Transportation and Chaperoning to Non-Team Travel Meets**

a. YMCA Meets - In the Winter YMCA League (September to April) parent transportation is required.

b. USA Swimming Meets - Transportation and chaperoning for away USA meets is the responsibility of the swimmer's parents. Group hotel reservations (room blocks) will often be made by YNS staff but that does not imply that the coaching staff will oversee and supervise the conduct of our swimmers during their hotel stay. Swimmers are not allowed stay in a hotel without a parent or responsible adult chaperone. This remains in effect for the duration of your tenure on the team as detailed in the Code of Conduct.

## **X. Parental Responsibilities at Meets for Non-Team Travel Meets**

- A. Arrange for transportation to and from USA Swimming and YMCA meets.
- B. Adequately supervise or arrange for supervision at place of lodging and during transport.
- C. Be familiar with rules regarding swimmer's general conduct at any away meet or function representing the team.

## **XI. Team Travel Meets (Regional or Outside the Region: Including YMCA Nationals)**

There will be designated Team Travel Meets that swimmers may attend, either by invitation from the Head Coach or by qualifying, where the team will travel as a group that includes coaches and parent chaperones. This travel could be by bus or airplane. The Competitive Aquatics Office will make all arrangements for hotel, meals and transportation while at a meet related to a Team Travel Meet event. Some Team Travel Meets will have all transportation organized and some will have parents book flights. All swimmers, regardless of age, will be roomed with another swimmer(s). No requests for roommates will be accepted but every effort will be made by the Competitive Aquatics Office to select appropriate roommate(s) for swimmers.

The individual cost of attending a Team Travel Meet will be computed by taking the total Team Travel Meet cost divided by the number of swimmers attending. The total costs will include hotel room, transportation costs, meals, entry fees, coaches' fees and coaches' room(s). All efforts will be made to give parents of attending swimmers a financial breakdown prior to the meet. A deposit for each Team Travel Meet must be paid to the swimmers' account within 7 days of signing up for the meet or the entry will be cancelled unless alternative arrangements have been made

All swimmers attending Team Travel Meets will be required to sign a Travel Code of Conduct and a Travel Consent and Medical Treatment Form prior to departure. This is in addition to the General Code of Conduct all swimmers are required to sign in order to be on the YNS Sharks Swim Team.

All swimmers attending travel meets are required to be in team attire at all times.

## **XII. Team Costs**

There are five types of fees associated with our team and swimmers must stay current on all fees.

- a. YMCA Membership
- b. Swim Team Practice Fees
- c. Swim Team Family Fee
- d. USA Swimming Fees
- e. YMCA Championship Meet Fees (if applicable)
- d. Cost of Training Equipment

### a. YMCA Membership

Each swimmer must be a “Y” member. This can be a youth membership, teen membership or as part of a family membership. Membership applications and payment arrangements can be made directly at the front desk of any YNS site. Membership rates as of 9/1/11 are:

<b>Category</b>	<b>Automatic Funds Transfer</b>
Adult (age 24 & up)	\$53.00/month
1 Adult Family w/children through age 21	\$67.00/month
2 Adult Family w/children through age 21	\$99.00/month
2 Adult Family w/o children	\$91.00/month
Young Adult (ages 19-23)	\$32.00/month
Teen (ages 14-18)	\$24.50/month
Youth (Ages 0-13)	\$16.00/month

b. Swim Team Practice Fees

The Swim team “year” is September 2011 through August 2012 (payments made September through March). At YNS if you start swimming at the beginning of the season (August/September), you pay seven months to cover twelve months. In other words, you pay September thru March and you can attend practices in the summer even though no swim team fee is due. If you elect to not take advantage of practice and meet opportunities during the spring and summer, the tuition cost for September through March remains the same. Tuition costs for 2013-2014 are:

**2013-2014  
Competitive Swim Team Membership Rates**

<b>Swim Group</b>	<b>Annual Rate</b>	<b>7 Monthly Payments</b>
Senior	\$1,790.00	\$255.71
Junior	\$1,690.00	\$241.42
Maroon	\$1,360.00	\$194.28
Light Blue	\$1,130.00	\$162.14
Royal	\$960.00	\$137.14

<b>Draft Schedule for Monthly Payments:</b>	
<b>If swimmer joins in:</b>	<b>Account will be drafted:</b>
September	7 consecutive months
October	7 consecutive months
November	7 consecutive months
December	7 consecutive months
January	4 consecutive months
February	4 consecutive months
March	4 consecutive months
April	3 consecutive months
May	3 consecutive months
June	2 consecutive months
July	2 consecutive months
August	not drafted

- Rates include YMCA Swim Team dues and USA Swimming annual athlete registration fee if swimmer swims before Jan 1.
- If a swimmer joins the team after Jan 1 the USA Swimming Annual Athlete Registration will be billed separately.

The YNS Sharks have a state of the art online system for team registration, meet sign-up, email communication, etc. Once you have registered you have to established an On-Line Customer Account that will allow you at any time to review your account for invoice details, event sign-ups, meet results, etc.

If your swimmer elects not to participate on the team at any point, the bank draft / credit card charge may be stopped as of the next billing cycle after **written notice is received**. Please send to:

Competitive Aquatics Office  
YMCA of the North Shore  
Competitive Aquatics  
254 Essex Street, Beverly, MA 01915  
978-927-6855

#### c. Swim Team Family Fees

The YMCA Swim Team is more than just a swim team. It is also involved with the social aspects of the swimmers involvement with the team as a whole. The fee is a yearly one time charge. Family fee money specifically pays for parties during the year, and gifts at the swim team banquet.

The family fees are as follows:

One swimmer in family    \$100.  
Two swimmers in family    \$150.  
Three or more swimmers in family \$180.

#### d. USA Swimming Fees

All YNS Sharks are also registered as USA swimmers, the cost of which is included in the YNS Team fee. Note that the USA registration fee includes subscription to Splash Magazine, the official publication of USA Swimming and the right to enter USA meets as further described herein.

USA meet fees will be billed to your account on the 1<sup>st</sup> of each month. The bill will be emailed to you through the Team Unify Team Management system that YNS utilizes. The bill will reflect charges for the meet participation fee, individual event entry fees and coaching fees for any USA Swimming meets that your swimmer signs up for. Relay fees may be billed after the meet is over as relay participants are sometimes not known until the day of the meet.

YNS must submit meet entries to USA Swimming meets weeks and sometimes months in advance in order to be included in these meets. Please make sure that if you register for a USA meet that you reserve that date for a meet. In the event that you scratch from the meet, YNS cannot refund the meet entry fees because the team has already submitted payment to the team sponsoring the meet. Also note that it is extremely difficult to add swimmers to a USA meet after the YNS entry has been submitted.

#### e. YMCA Dual & Championship Meet Fees:

Historically, there have been no fees associated with swimming in YMCA Dual Meets. Over the last few years some Y's have had to start charging event fees to cover the cost of pool rentals, etc. If there is a fee associated with entry for a Y Dual Meet it will be noted in the meet information online.

Entry fees for The YMCA New England Championship Meet, the YMCA Distance Meet, the YMCA District Meet and any other YMCA meets with entry fees will be billed to your account on the 1<sup>st</sup> of each month. The bill will be emailed to you through the Team Unify Team Management system that YNS utilizes. The bill will reflect charges for any meet participation fee, individual event entry fees and coaching fees for any YMCA Swimming meets that your swimmer signs up for that have fees. Relay fees may be billed after the meet is over as relay participants are sometimes not known until the day of the meet.

All meet fees are payable upon issuance of invoice on the 1<sup>st</sup> of the month. An email will be sent notifying you that your invoice is ready for viewing and invoices can be viewed online through the team web-site.

The YNS NORTH SHORE SHARKS requests that you sign-up for our **automated electronic billing system** to pay your ongoing bills. The system will dramatically help our team's cash-flow and in addition save our team administrators significant time in manually processing checks and payments. Your payment will be automatically processed on the 1st of every month where a payment is due

Alternatively checks payable to North Shore YMCA may be sent to the team treasurer at:

YMCA of the North Shore  
Attn: Competitive Aquatics Office  
254 Essex Street  
Beverly, MA 01915

NOTE: ANY PAYMENT PLANS OTHER THAN THE ONES LISTED ABOVE MUST BE ARRANGED THROUGH THE YNS HEAD COACH PRIOR TO ANY PAYMENTS DUE DATE.

IF PAYMENTS FOR MEET FEES ARE IN ARREARS MORE THAN 60 DAYS THE MEET SIGN UP FUNCTION ON THE TEAM WEB SITE WILL BE DISABLED UNTIL THE ACCOUNT IS BROUGHT CURRENT.

MONTHLY SWIM TEAM FEES MUST BE PAID ON TIME FOR SWIMMERS TO CONTINUE TO PRACTICE AND/OR ATTEND SWIM MEETS. THE COMPETITIVE AQUATICS DIRECTOR WILL DISALLOW SWIMMERS PARTICIPATION ON OUR TEAM IF SWIM TEAM PAYMENTS ARE NOT MADE IN A -TIMELY MANNER.

**XIII. Team Equipment:** Some team items will be available through the Competitive Aquatic Director's Office, other items may be ordered through our team vendor: Kastaway Swimwear. All items available through the office may also be purchased on-line through the team vendor's special YNS order site.  
. All swimmers will be given 1 team Tshirt and a YNS Swim Team Bathing Cap at the start of the season.

Required Team Attire: as detailed in the Code of Conduct. It is recommended that all clothing and equipment by labeled with the swimmer's name

- Royal, Light Blue and Maroon 2 Groups:
  - Swim Team bathing suit
  - Swim Team bathing cap
  - Swim Team T-shirt
  - Goggles
- Maroon 1 Group:
  - All of the above and Swim Team Shorts
- Junior and Senior Groups: YNS Cap is mandatory
  - All of the above and team approved warm ups are mandatory for all swimmers planning to attend Team Travel Meets and for National Qualifiers.
- Optional Team Attire
  - Parka, baseball cap, hooded sweatshirt, backpack or duffle bag, drag suit.

Required Training Equipment

- Royal, Light Blue and Maroon 2 Groups:
  - YNS Bathing Cap
  - Goggles
  - Water bottle
  - Gym clothes (t-shirt, shorts, sneakers) for dryland training
- Maroon 1 Group:
  - All of the above and Zoomers/Fins, Pull Buoy, Paddles (small) and Snorkel (Jr.)
- Junior and Senior Groups:
  - All of the above as well as Paddles, Snorkel, Zoomer Fins and Equipment Bag

Our team Vendor, **Kast-A-Way Swimwear**, will host a team fitting during a weekend in September. The Kastaway staff is also on hand for our November Meet and other select YNS-sponsored meets at the Sterling Y.

You may also order online and purchase YNS discounted team merchandise, as well as other items at [www.kastawayswimwear.com](http://www.kastawayswimwear.com)

To access the Kast-A-Way secure site you must complete a one time registration process:

Go to [kastawayswimwear.com](http://kastawayswimwear.com)

1. Click on **Sign In** in the upper right corner of the website.
2. **\*\*\*YOU MUST REGISTER WITH [kastawayswimwear.com](http://kastawayswimwear.com) FIRST BEFORE YOU CAN ACCESS THE TEAM SECTION OF THE WEBSITE.\*\*\***
3. If you have already registered with [kastawayswimwear.com](http://kastawayswimwear.com), skip steps 5 & 6 and go to step 7.
4. If you have not registered with [kastawayswimwear.com](http://kastawayswimwear.com), go to **Not Registered** and click Create New Account.
5. Fill out all the required information and click Create Account.
6. Click on Sign In above the links bar. Enter your email address and password and click Sign In.
7. Click on Teams/Guard Central.
8. Enter the Team Login: YNS (case sensitive)
9. Enter the Team Password: SHARKS (case sensitive)

YNS Sharks should now be listed on the left side of your screen under Team Affiliations. You can now list more than one team under your account as well as view your past order history.

*The Competitive Aquatics Office will have caps, fins, paddles and T-shirts in stock and will have other items in limited quantities.*

#### XIV. Communication

Good communication is vital to any organization; therefore, we have attempted to establish numerous channels of communication to facilitate information dissemination, clarification and problem solving as they relate to the program. It is the responsibility of the parents to periodically check the various information sources since information doesn't always make it home through the swimmers.

**Website:** The website [www.ynssharks.net](http://www.ynssharks.net) is your best source for information.

**E-mail:** This is the most effective way to communicate information from the Competitive Aquatics Office to swimmers, parents and coaches. **It is essential that you check email daily** and notify the Competitive Aquatics Office if there is a change in your email address.

Chris Morgan	Head Coach	<a href="mailto:morganc@northshoreymca.org">morganc@northshoreymca.org</a>
Laura Dale	YNS Cape Ann Coach	<a href="mailto:dalel@northshoreymca.org">dalel@northshoreymca.org</a>
Ed Cullen	YNS Haverhill Coach	<a href="mailto:cullene@northshoreymca.org">cullene@northshoreymca.org</a>
Cheryl Deveaux	YNS Ipswich Coach	<a href="mailto:deveauxd@aol.com">deveauxd@aol.com</a>
Ed Cullen	YNS Ipswich Coach	<a href="mailto:cullene@northshoreymca.org">cullene@northshoreymca.org</a>
Susan Guertin	YNS LVO Coach	<a href="mailto:guertins@northshoreymca.org">guertins@northshoreymca.org</a>
Tim Corcoran	YNS Salem Coach	<a href="mailto:corcorant@northshoreymca.org">corcorant@northshoreymca.org</a>

**Newsletters:** The team has a newsletter that is published periodically to provide information about the team including; a monthly calendar, schedules, team activities, recognition of performances and important announcements.

**Bulletin Boards:** The Coach Site Coordinator will maintain a bulletin board with updated information. It is the responsibility of the parents and swimmers to check the boards for announcements at each YNS training site.

## **XV. YNS Sharks Code of Conduct**

All team members are expected to be orderly, courteous and show sportsmanship during practices, meets, and any team related function. This includes all YMCA facilities and other competition venues (locker rooms, lobbies, parking lots etc.) as well as hotels. Any inappropriate behavior may constitute cause for dismissing a swimmer from practice, or sending a swimmer home from team functions at the family's expense. All violations of conduct will be reviewed by the YNS Head Coach and may lead to suspension or dismissal from practice, meets and/or the team.

The coaching staff cannot be responsible for the supervision of any swimmer who does not report to them on deck. Therefore, parents of younger swimmers are strongly advised to ensure that their swimmers safely reach the pool deck.

### **Team Rules**

#### **A. Drugs, Alcohol & Tobacco**

1. A swimmer shall not engage in any behavior involving the illegal use or distribution of alcoholic beverages, drugs or controlled substances, which tend to bring discredit to the swimmer or the YMCA of the North Shore Sharks or knowingly remain in the presence of those engaged in such behavior(s). This rule shall apply at all times.
2. Helping swimmers is our first priority. If a swimmer is concerned about his own involvement in 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 his involvement with drugs and alcohol may not be charged with a violation of the Team Rules as a result of such disclosure. The swimmer will be referred to substance abuse counseling or treatment at his/her own cost.

#### **B. Practice and Meet Behavior**

1. Swimmers will refrain from using drugs, alcohol, and tobacco.
2. Swimmers are responsible for the care and proper use of equipment. Practice is not finished until all supplies are returned to storage. Everyone helps.
3. Swimmers will refrain from physical or verbally abusive behavior.

4. Swimmers will be dedicated and loyal to YNS and teammates. Swimmers will be vocally supportive at meets and at practice and encourage teammates to reach their personal goals. Swimmers will display our team pride by competing in YNS attire at all times. Team caps and suits are to be worn at practice and when competing. Older swimmers will participate in team activities involving younger swimmers to reinforce our spirit of teamwork.
5. Swimmers will act respectfully, remaining silent and make an honest effort to listen and look when anyone is speaking.
6. Swimmers will arrive to practice early enough to be ready to practice before the scheduled start time and must contact their coach if they are going to be 10 minutes or less late. If swimmer is going to be 30 minutes or more late he/she should not come to practice.
7. If a swimmer is late for practice (late for "water time") a warning email will be sent to the swimmer and parent(s.) If a second occurrence happens within a month, the swimmer and parent(s) will receive a second warning and at this point the swimmer will be notified that he/she will be suspended from the next week's practices. If the occurrence happens a third time in that month, a meeting will ensue with the coach, swimmer and parents with regard to the swimmers status with YNS.
8. Swimmers will contact their coach, in advance, by email or telephone if they will arrive late to practice. The coach will determine if the reason for being tardy is an acceptable reason or will be counted as the swimmer being tardy. Habitual tardiness will default to the above guidelines.
9. Swimmers will be committed to their best effort at all times. An honest effort does not include cutting laps, pulling on the lane lines or missing send off/sets.
10. Swimmers are to refrain from inappropriate physical contact, bullying or harassing behavior
11. Swimmers will wear appropriate size swim wear and attire to practice and meets. When not on deck swimmers must wear shorts and/or t shirt over their bathing suit.

### C. Team Travel Meet Behavior

1. All team members are reminded that when traveling on trips, competing in meets, and attending other meet-related functions, you are representing both yourself and the YNS program. Swimmers must travel in team attire at all times. Your behavior must positively reflect the high standards of the team.
2. Male swimmers are not allowed in female swimmers' hotel rooms, nor are female swimmers permitted in male swimmers' rooms unless a chaperone/coach has granted permission (i.e. for a small group to watch a movie).
3. All swimmers and chaperones traveling with the team will attend all team functions and are expected to know all travel/meeting schedules and strictly adhere to them. Coaches will establish warm-up times and other trip related timetables as needed. Being prompt and on time is essential.
4. Swimmers are expected to remain with the team at all times during a trip. Swimmers are not to leave the pool, the hotel, or any other place at which the team has gathered without the permission of a coach or chaperone.
5. Swimmers are to treat rooms and travel vehicles with respect and they are to be kept neat. Belongings should be kept together and all trash deposited appropriately. Any damage to rooms or vehicles will be the responsibility of the parties involved and may result in being sent home early from a trip at the parents' expense.
6. Swimmers must wear seat belts and remain seated at all times when traveling with the YNS Team
7. Swimmers are expected to be quiet and respect the rights of teammates and other hotel guests during evening hours and the rest time between prelims and finals.
8. Swimmers are expected to strictly adhere to the curfew established by the coaching staff.
9. Chaperones must agree to fulfill their responsibility to the swimmers entrusted to their care and to the other chaperones and coaches. Swimmers may not be chaperones.
10. Swimmers 19 years old and younger are allowed to travel unaccompanied by their parent/guardian to Non-Team Travel meets under the following circumstances:
  - a. Parent/Guardian must establish a chaperone for their child and contact head coach with that information.
  - b. Swimmer's hotel accommodations must be adjacent to named chaperone.
  - c. Chaperone will assume responsibility for the swimmers well-being.

#### D. School Behavior

1. Swimmers are expected to have passing grades at all times and to seek appropriate help if academic or other learning related issues arise.
2. If any school disciplinary action including, but not limited to poor conduct or failing grades results in a swimmers missing any days of a meet, the swimmer will be scratched from the entire meet.

#### E. Penalties/Consequences for Violations of the Team Rules

If the YNS Head Coach determines that a swimmer has or may have violated a Team Rule, the head coach will determine the penalty/consequence for the violation after consultation with the swimmer's coach and parent or legal guardian. The penalty or consequences for a violation of the Team Rules will be at the discretion of the Head Coach. The penalties or consequences may include, but are not limited to one or more of the following:

- a. Counseling by the coach or designee
- b. Community Service
- c. Restriction from team trips and/or swim meets
- d. Loss of privileges
- e. Probation
- f. Suspension
- g. Dismissal from the team

## **XVI. Parents Participation and Job Responsibilities**

The Y of the North Shore Sharks is no different from any other swim team in that it needs parent volunteers to be successful. The sport of swimming demands a lot of your child and we owe it to them, as well as to the team, to help run the meets we host. These meets are a major source of revenue for our team to provide equipment and team travel. They also provide the ideal venue for your child to reap the rewards of their hard work through well-run meets.

Our 2013-2014 policy is that when your child / children register to swim in a meet where the YNS Sharks are required to provide volunteers you will need to volunteer for a job. This requirement will pertain to handful of YNS hosted meets (e.g. Reid-Sacco) but in some cases will also apply for away meets (typically YMCA or USA championship meets). You will be provided the opportunity to sign up well in advance of hosted meets. If, for any reason, you do not have the opportunity to choose a job, one will be assigned to you during the session in which your child is swimming. Parents will also be expected to volunteer at dual meets where their child/children participate. Sign up for all dual meets is done on line prior to the meet.

One week prior to the beginning of each meet, a job sheet will be posted to the team web site. Parents will **only** be assigned to a session where their children registered and every effort will be made to rotate the assignments so no one has the same job at every meet. If the meet is Trials / Finals, you will be expected to help time the finals session if your swimmer / swimmers qualifies for the evening finals. If you fail to show up for your required time slots, then you will be **fined \$100 that must be paid before the next meet your child is entered in or they will not be allowed to compete**. This fine will be capped at \$300 for the season. Again this **policy applies to a limited number of YNS-hosted meets and to those away meets where YNS is expected to provide staff, primarily YMCA and USA Championship meets and select away meets where YNS is expected to provide timers**.

The Parent Advisory Board has authored this explicit statement of parent expectation and associated mechanism to assign parent jobs to ensure that everyone understands up front their responsibilities as a member of the team and to also provide an equitable distribution of work so that everyone feels they are treated fairly.

## **XVII. Parent Advisory Board**

The Parent Advisory Board (PAB) primary mission is to support the YNS team through its promotion of activities to improve the overall swim team experience for swimmers and their parents. Examples of PAB activities include the organization of parent staff required to run meets and team social events; communication outreach to keep parents and swimmers current with YNS activities and policies, etc. Parents from each site will be asked to participate on the PAB. The PAB is a hands-on group and every participant is expected to volunteer time outside of PAB meetings, to ensure that the YNS Team experience is a positive one for all. The PAB will meet monthly and will hold meetings primarily be held at the Sterling Center and other sites on occasion.

YNS Sharks Parents Advisory Board

Arthur Athanas - [AAthanas@thebishopcompanyllc.com](mailto:AAthanas@thebishopcompanyllc.com)

Jane Heck [HeckJ@northshoreymca.org](mailto:HeckJ@northshoreymca.org)

Chris Morgan [MorganC@northshoreymca.org](mailto:MorganC@northshoreymca.org)

Site reps are:

- YNS Beverly – Deanna Swensen - [dosdoc@aol.com](mailto:dosdoc@aol.com), Katie Perkins - [Katie@pinepitchinn.com](mailto:Katie@pinepitchinn.com), Elaine Currie-[Elaine.currie@verizon.net](mailto:Elaine.currie@verizon.net), Jane Powers – [jepowers@verizon.net](mailto:jepowers@verizon.net), Bob Seltzer – [seltzer@metasoft.com](mailto:seltzer@metasoft.com), Mark Lumino – [mlumino@aol.com](mailto:mlumino@aol.com), Mary Alexander – [mary.Alexander@mac.com](mailto:mary.Alexander@mac.com)
- YNS Cape Ann – Tom Fernandes – [Tf1223@yahoo.com](mailto:Tf1223@yahoo.com)
- YNS Haverhill – Jean Connelly - [jean.connelly@comcast.net](mailto:jean.connelly@comcast.net)
- YNS Ipswich – Diane Vetree - [dmtaylorvetree@comcast.net](mailto:dmtaylorvetree@comcast.net), Jill Parsons [japarsons@axcelis.com](mailto:japarsons@axcelis.com), Karen Summit - [summits@verison.net](mailto:summits@verison.net)
- YNS LVO – Melanie Velleco – [mellanie@evogroup.com](mailto:mellanie@evogroup.com), Sharon Teague – [emmeaus@mac.com](mailto:emmeaus@mac.com), Karen Stein - [krmajs@yahoo.com](mailto:krmajs@yahoo.com), Kathy Lofmark – [klofmark@verizon.net](mailto:klofmark@verizon.net)
- YNS Salem – Mark Lee - [arbourguard1@msn.com](mailto:arbourguard1@msn.com), Jane Morrissey - [jane.morrissey@comcast.net](mailto:jane.morrissey@comcast.net)

## **XVIII. YNS Site Locations**

### **YNS Beverly Training Group**

Sterling YMCA  
254 Essex Street  
Beverly, MA 01915  
Phone: 978-927-6855  
fax 978-927-6530

### **YNS Cape Ann Training Group**

Cape Ann YMCA  
71 Middle Street  
Gloucester, MA 01930  
Phone: 978-283-0470  
Fax: 978-283-3114

### **YNS Haverhill Training Group**

Haverhill YMCA  
81 Winter Street  
Haverhill, MA 01830  
Phone: 978-374-0506  
Fax: 978-373-07101

### **YNS Ipswich Training Group**

Ipswich Family YMCA  
110 County Road  
Ipswich, MA 01938  
Phone: 978-356-9622  
Fax: 978-356-0625

### **YNS Lynch Van Otterloo Training Group**

Lynch Van Otterloo YMCA  
40 Leggs Hill Road  
Marblehead, MA 01945  
Phone: 781-631-9622  
Fax: 781-639-0190

### **YNS Salem Training Group**

Salem YMCA  
One Sewell Street  
Salem, MA  
Phone: 978-744-0351  
Fax: 978-740-9168

## **XIX. YNS Coaches Directory**

Updated coaches information and bios can be found under the "Coaches" tab on the YNS website.

**Signature Page Follows**

## Signature Page

Each swimmer and parent(s)/guardian must sign and return this page. In order to ensure that each swimmer and all parents are aware of these policies, each parent or guardian of a swimmer, whether living in the same house or not, must sign this page. This is a requirement for participation on the YNS Sharks. If you have any questions before signing this page, please contact the head coach.

I acknowledge that I have read, understand and comply with the YNS Sharks Handbook:

\_\_\_\_\_  
Swimmer                      Parent/Guardian                      Parent/Guardian

I acknowledge that I have read, understand and will comply with the Practice Rules as outlined in the YNS Sharks Handbook:

\_\_\_\_\_  
Swimmer                      Parent/Guardian                      Parent/Guardian

I acknowledge that I have read, understand and will comply with the Code of Conduct as outlined in the YNS Sharks Handbook:

\_\_\_\_\_  
Swimmer                      Parent/Guardian                      Parent/Guardian

Date: \_\_\_\_\_