

ARLINGTON MUSKIES SWIM TEAM



TEAM HANDBOOK Winter 2019-20

Program Philosophy

The Arlington Muskies Swim Team is a recreational swim program for youth up to 18 years of age. The emphasis of the program is placed on learning competitive skills, enjoyment of the sport, and lifelong participation in swimming. The program is designed with the mid-level swimmer in mind. You should be aware that for many youth swimmers there may come a time when their needs will exceed the capabilities of our program. When that time comes the coaches and Park District staff will make every effort to suggest a team that will best fit the swimmers ability.

Muskies is not a substitute for swim lessons. If your child is new to competitive swimming, we recommend that they enroll in the Arlington Heights Park District Swim School program in addition to the Muskies. If any child does not meet the pre-requisite skills as listed in the program description, he/she will be removed from the program and redirected to swim lessons.

The Muskies swim team participates in dual and tri swim meets. Swimmers will be entered into different events at meets as long as they are able to swim the stroke properly. It is the intent of the program to produce well-rounded swimmers with good techniques, which means they will not always swim their favorite event or their fastest stroke. This allows swimmers the opportunity to swim all distances and strokes.

Participant and Parent Behavior

Participants and their parents are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make District programs safe and enjoyable for all participants. Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff.

The District insists that all participants and their parents comply with a basic behavior code. Participants and parents shall:

1. Show respect to all participants, staff, and volunteers. Participants should follow program rules and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other participants, or staff.
4. Show respect to equipment, supplies, and facilities.
5. Not possess any weapons.

Discipline: A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, prompt resolution will be sought specific to each individual situation. The District reserves the right to dismiss a participant whose behavior endangers the safety of the instructor or program participants or negatively impacts the recreational experience of other participants.

Where to Find Information?

The Muskies Swim team uses several different methods of communication including: **Team Unify (www.teamunify.com/niamst), parent meetings, emails, swimmer boxes, and bulletin boards.**

Parent Meetings

A pre-season meeting will be held at Olympic Indoor Swim Center.

Mailings/E-Mail

Several e-mail mailings will take place throughout the season to insure that pertinent information is getting home and into the right hands. Mailings are sent using the e-mail address that is also used as your team unify log-in. ***If you have recently changed your e-mail please contact Emily Sowa at 847-577-3047 or via e-mail at esowa@ahpd.org to update your contact information.***

Swimmer Boxes

Ribbons & other leftover awards will be placed in a box with a folder in it for each swimmer. Boxes will be placed in the spectator section before practices when new items are in them. If they are not out but you would like to check your box, please ask a coach.

Team Unify

Team Unify is a web-based program that assists in the management of swim teams. To view the Muskies own team page log onto: **www.teamunify.com/niamst**

The website will allow swimmers and parents to sign up for meets online, sign up for volunteer jobs, purchase team suits, receive e-mails from coaches and administrators, check the events a coach has entered a swimmer in, and view and track times.

Please reference the short getting started packet for more information or click on Training Webinars or FAQs on the website for basic usage tips and information.

How to Contact a Coach

You may send a message to them through the swim team e-mail address, swimteam@ahpd.org or through the “contact us” button on the Team Unify webpage. When e-mailing a coach please leave the age group and swimmers name in the subject line.

Questions & Who to Ask

If you have questions please check below so that you can speak with the appropriate person. *In addition, if you do speak with a coach during practice please do so before or after practice as their first priority are the swimmers and*

their safety. The Recreation Supervisor- Aquatic Programs, Emily Sowa, can be reached by calling (847) 577-3047 or via e-mail at esowa@ahpd.org.

Supervisor	Head Coach	Age Group Coach
* Head Coach	* Ribbons	* Meet Times
*Comments, Concerns, or Suggestions	* Assistant Coaches	* Meet Lineups
* Incentive Programs	* Result Sheets	* General Meet rules
* Website	* Volunteering	* Swimmer Progress

Different Types of Meets

Dual Meet: A meet between two or three teams. Swimmers compete in individual events and relays. Each squad has 6 dual meets per season.

NIWSC Divisional Championships: All teams in each division compete in a NIWSC divisional championship meet. Swimmers qualify by times. ***Please note, not all swimmers will swim in the NIWSC conference meet.*** Eligibility is based on the fastest times received at dual meets along with practice and meet participation, and stroke legality. The NIWSC conference allows two swimmers per event and one relay per age group. This meet typically takes place the first weekend in March. The 2019-20 NIWSC North Divisional Championship meet will be held on Sunday, March 8th 2020 at Waukegan.

AHPD Championships: All swimmers that do not qualify for the NIWSC Divisional Championship meet are invited to compete in the AHPD Championship meet. This championship style meet is held for Muskies & WHAM swimmers typically on the last weekend in February. The 2019-20 AHPD Championship meet will take place on February 29th, 2020. Awards will be given for the overall top 6 finishers in each event (relays & individual). Swimmers will be able to pick three events and coaches will enter them in a relay.

Meet Line-Ups

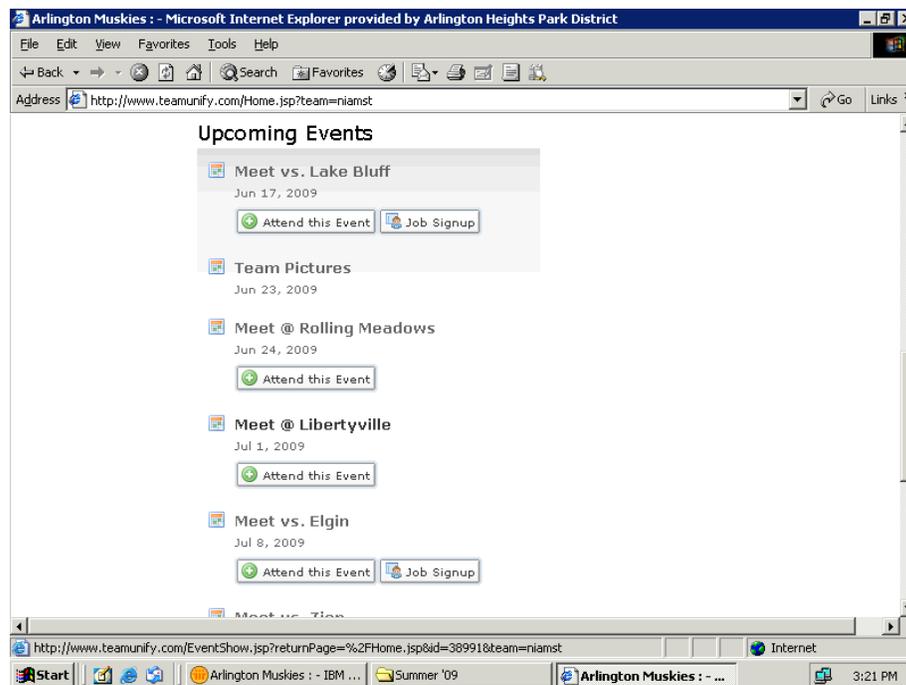
Coaches form their line-ups as follows: there are six individual events and 2 relays per age group (with the exception of 8 & Unders who have five individual events and 2 relays per age group). The coaches are allowed three swimmers per event and three relays per age group. At The NIWSC divisional championship they are allowed two swimmers per event and one relay per age group. Some groups have many swimmers so exhibition heats are allowed at all home meets. Exhibition at away meets must be accepted by the host team. No exhibition is allowed at NIWSC Championship meets. *Coaches appreciate your feedback when a swimmer has not been entered in a stroke. When swimmers request to swim specific events, the coaches will do their best to put them in that event. However, it can be difficult to accept requests.*

Meet Participation

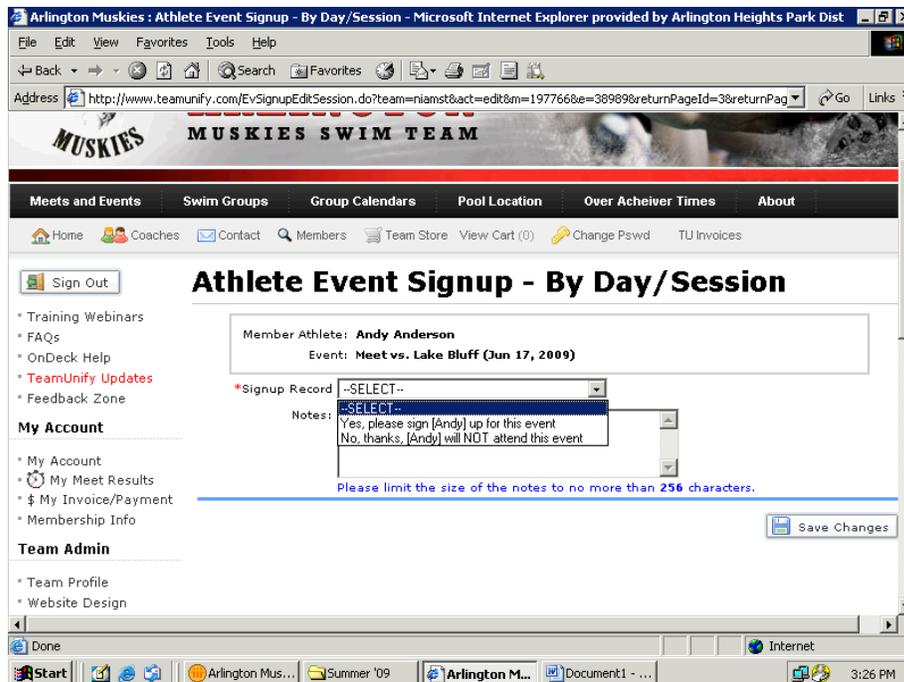
The following are the steps required in order to participate in a swim meet or steps on how to communicate with a coach if you are unable to attend a meet. All communication needs to be put in writing. However, please make these notes in the notes box of your swimmer's commitment for that meet. Last minute requests and requests by email are difficult for coaches to accommodate as many times, lineups are often already made and lineups are a delicate puzzle to piece together. Notes in the notes box are the best way to communicate your requests as coaches will see that prior to beginning their lineup.

To enter swimmers into a meet scroll down on the main page and click on "Attend the Event" under the meet you would like to swim in.

Home Page



Click "Yes, please sign [swimmer's name] up for this event," if you are attending the meet.
If you are unable to attend select "No, thanks [swimmer's name] will NOT attend this event."



Swimsuit and Apparel

Every other winter season the Muskies swim team selects a team swimsuit. This is our second year on our current suit design. Swimmers have the option of purchasing a team swimsuit, but it is not required. Team swimsuit styles may change from season to season depending on availability.

Team swimsuits and other Muskies apparel can be purchased from the Muskies Team Unify webpage link to the Swim Team Store. The team login is: arlington and the password is: muskies. If you would like to try a suit on ahead of time, please contact Emily Sowa or Katie O'Reilly to set up a time. She can be reached at 847.577.3047 or esowa@ahpd.org or swimteam@ahpd.org. Suits will also be available to try on during the first week of practice.

Volunteer Positions

Parents are an important part of our program and volunteer parents are a necessity for meets. **We ask that each family volunteer at least two times per season.**

Timer: The timer is responsible for recording swimmer's times. Each timer is given a stopwatch, clipboard, pencil, and lane timer sheets. Two timers are placed in each lane.

Runner: The runner is responsible for picking up all the lane timer sheets from the timers after each event and giving them to the computer operator.

NIWSC Competing Teams

North Division – Arlington Heights, Buffalo Grove, McHenry, Vernon Hills, Waukegan

Central Division – Mt. Prospect, Schaumburg, Midtown Palatine - Bannockburn, WHAM Aquatics

South Division – Bolingbrook, Oak Brook, Carol Stream, Elk Grove, Bensenville

NISC By-Laws

The Northern Illinois Winter Swim Conference (NIWSC) is a developmental swim conference regulated by IHSA rules as well as NIWSC rules. To view the current by-laws, please click on the team info link on the Team Unify site.

Practice

All practices take place at their scheduled times at Prospect High School unless noted on the online Team Unify meets & events.

Prospect High School Info

Please enter and exit through door 13 for practice. Parents may drop their children off at the locker rooms, but cannot go on deck during practice. Parents must watch in the spectator section. Please do not drop your swimmer off any earlier than 15 minutes before practice and do not you're your swimmer up any later than 20 minutes after practice. Siblings who have practice later must also wait in the spectator section, not on deck, prior to their practice time. All posted locker room signs must be followed. Lane lines must be taken out on Thursday nights. Thor Guard/Lightening policy: in case of a lightning storm, all swimmers must exit the water, pool deck, and locker room areas. NO FOOD OR DRINK except water are allowed on the pool deck.

Transportation

Transportation to and from meets is the responsibility of the swimmer and their parents. Please be aware that coaches are not allowed to transport swimmers to and from any event.

Motivational Incentive Programs

100,000 Yard Challenge: Swimmers who reach 100,000 yards throughout the season will receive a fun Muskies cap

Practice attendance: Swimmers who make it to every single practice within a given week will receive a prize of some sort (e.g. candy, toy, etc)

Ribbons: Ribbons will be awarded for first through fourth place in individual events and first and second place in relay events. AMST ribbons will be given for fifth and sixth place in individual events, third through sixth place in relay events, and all exhibition swims. Ribbons will be placed in the Muskies boxes after each meet.

Pictures

A team picture day will be held in November. More information to follow through Team Unify.

Banquet

A banquet will be scheduled at the end of the season to celebrate both individual and team accomplishments. An additional fee may be required for this event.

Frequently Asked Questions

Q: Will practices be cancelled due to server weather?

A: According to the NIWSC By-laws, both teams must agree to cancel a meet due to severe weather.

Q: How is the swim meet schedule made?

A: The NIWSC decides on a meet schedule based on where the teams finished in the previous seasons conference championship.

Q: Why do meets get cancelled?

A: Meets may be cancelled with less than 24 hours notice due to facility or mechanical problems.

Q: What happens when a meet gets cancelled?

A: The following steps are taken:

- Staff attempts to reschedule the meet for another date.
- Staff attempts to change the location of the meet
- Staff will send out an announcement on Team Unify as well as post on the event. All communication will be sent through Team Unify emails.

Q: As a parent is my help needed?

A: Yes, there are several positions a parent can volunteer to help including: timing, swimmer check-in, running and ribbon writing.

Q: Why do meets start late?

A: The most common reason a meet starts late is because coaches are making last minute line-up changes. Last minute line up changes are caused by two different reasons. The first reason is when a swimmer signs up to be at a meet and then does not show up. The second reason

is when a swimmer does not sign for a meet but decides to show up. The easiest way this situation can be resolved is to communicate your schedule conflicts in writing with the coaches prior to a meet.

Q: What do I do if my child does not receive a ribbon or receives the wrong ribbon?

A: Contact your coach and he/she will correct the ribbon. If you are unable to contact the coach, contact the Aquatic Facility Supervisor.