

# Countryside YMCA Torpedoes

## Swim Team Manual

For Parents, Athletes, and Coaches



The Countryside YMCA Torpedo Swim Team Parent Manual is reviewed and updated by the Director of Competitive Swimming, the Head Age Group Coach, and the Countryside YMCA Torpedo Swim Team Booster Board.

## Table of Contents

1. OVERVIEW.....	2
1.1. Organization.....	2
1.2. Coaching Philosophy.....	2
1.3. Mission Statement.....	2
2. COMMITMENT AND CODE OF CONDUCT .....	2
2.1. Commitment .....	2
2.2. Code of Conduct & Swim Meet Policies .....	2
3. FINANCIAL AND VOLUNTEER OBLIGATIONS .....	3
3.1. Financial Obligations.....	3
3.2. Statements and Invoicing.....	7
3.3. Rebate Program.....	7
3.4. Family Workers Obligations .....	7
3.5. Committee Work .....	8
4. SWIM GROUP DESCRIPTIONS .....	9
4.1. General Swim Groups .....	9
4.2. Countryside YMCA National Team.....	9
5. PRACTICE, PROCEDURES, AND POLICIES.....	10
5.1. Facility Policies .....	10
5.2. Practice Policies .....	10
5.3. Attendance Policies .....	11
6. EXTENDED ABSENCE AND LEAVING THE TEAM.....	11
6.1. Extended Absence .....	11
6.2. Leaving the Team.....	11
7. SWIM MEET POLICIES.....	11
7.1. Seasons .....	11
7.2. Participation.....	12
7.3. Sign-ups for regular season meets.....	13
7.4. Meet Entries.....	13
7.5. Hotel Arrangements.....	13
8. SAFE SPORT .....	14
8.1. Purpose .....	14
8.2. Torpedoes Policies .....	14
8.3. Education .....	14
8.4. US Center for Safe Sport.....	14
9. OHIO’S RETURN-TO-PLAY LAW .....	15
10. COMMUNICATION PROCESS.....	16
Appendix A: Parent Code of Conduct.....	17
Appendix B: Swimmer Code of Conduct.....	19
Appendix C – Swimmer Team Travel Code of Conduct.....	21
Appendix D –Swim Meet Guidelines, Policies and Expectations.....	24
ELEVEN TIPS FOR PARENTS .....	26

# **Countryside YMCA Torpedoes Swim Team Manual**

## **1. OVERVIEW**

### **1.1. Organization**

The Countryside YMCA Torpedoes is a year-round competitive age group program registered through the Southwest Ohio YMCA Swim League, YMCA of USA, and United States Swimming. The Torpedoes offers competitive swimming year-round from the novice to the elite levels. Since 1979, we have trained thousands of swimmers, making us one of the largest and most consistent YMCA programs in the state of Ohio.

### **1.2. Coaching Philosophy**

The coaching philosophy for the Torpedoes is to increase individual performance through teamwork, commitment, and education. Our coaching staff is challenged daily to work with everyone on improving using appropriate and current stroke mechanics.

### **1.3. Mission Statement**

The Swim Team is a family-oriented organization committed to a well-constructed and well-executed program in which athletes can excel, both in and out of the water. The Swim Team facilitates a positive, supportive environment. Countryside YMCA is committed to providing a safe environment for all participants. To do so, we have partnered with USA Swimming to develop athlete protection policies and put those guidelines in place. The Swim Team encourages each swimmer to be responsible for setting aggressive goals for himself/herself, as well as the Swim Team in general.

## **2. COMMITMENT AND CODE OF CONDUCT**

### **2.1. Commitment**

- a) The success of the Swim Team is dependent on a team effort from the Coaching Staff, parents, and swimmers.
- b) All Swim Team parents and swimmers must satisfy the specific requirements monetarily, working assignments, and proper training when necessary.

### **2.2. Code of Conduct & Swim Meet Policies**

- a) Family Code of Conduct - Appendix A
- b) Swimmer Code of Conduct – Appendix B
- c) Swimmer Team Travel Code of Conduct – Appendix C
- d) Swim Meet Policies – Appendix D

**3. FINANCIAL AND VOLUNTEER OBLIGATIONS**

**3.1. Financial Obligations**

**Requirements:** Before a swimmer can be considered eligible to practice, register for the current swim season, or sign-up for any meet including Dual, YMCA, USA, A Championships, AA Championships, Zones, and National meets; all financial obligations must be paid current. Families are required to maintain a valid credit card assigned to their Team Unify account. A **\$25 late fee** will be charged to your account if past due for two billing cycles. (Billing on the first day of every month.)

**Explanation of Fee:** There are different categories involved with the fees for participating on the Countryside YMCA Torpedoes Swim Team. Each family is responsible for ALL the following:

**a) Countryside YMCA Membership** – You must be a member of the Countryside YMCA in good standing to participate on the swim team. All information related to joining the Countryside YMCA may be obtained from the Countryside YMCA membership office or front desk. To enter the Countryside YMCA building, you must have a current membership card. You must scan your card upon entering the facility.

**b) Annual Swim Team Fees**

- i.** Annual Swim Team Fees will be communicated via email during online registration process. They will also be published on the website.
- ii.** The Annual Swim Team Fees are paid to the Countryside YMCA as communicated via email during online registration process.
- iii.** The Annual Swim Team Fees are paid as a lump sum, or installments, due on dates communicated via email during the online registration process. They will also be published on the website.
- iv.** The Annual Swim Team Fees are paid for each swimmer. There are different amounts depending on the swimmer's practice group.
- v.** The Annual Swim Team Fees covers both the winter (short course) and summer (long course) seasons. There is not refund for choosing not to swim summer.
- vi.** The Annual Swim Team Fees includes spirit wear items for each swimmer throughout the year.
- vii.** There are no refunds if you decide to leave the program.
- viii.** The Annual Swim Team Fees for swimmers who join the team for only the summer season will be calculated based on the current Annual Swim Team Fees and the

## Countryside YMCA Torpedoes Swim Team Manual

Registration Fee. These amounts will be combined and prorated to cover the costs of the summer (long course) season.

**c) Registration Fee** - The Registration Fee covers expenses that the swim team endures that are not covered by the Annual Swim Team Fee.

- i. The Registration Fee is based on the number of swimmers in your family. For Registration Fee amounts refer to Table 1. In this section.
- ii. There are no refunds if you decide to leave the program.
- iii. The deadline is September 15<sup>th</sup>. The balance due will be charged on September 15<sup>th</sup>.

**d) One-Time New Swimmer Administrative Fee**

The one-time new swimmer Administrative Fee of \$50 is paid for each swimmer when you register your swimmer the first time. This fee is to be paid during the online registration. This fee is non-refundable.

**e) Monthly Swim Meet Fees**

These fees cover swim meet entry fees. When you enter your swimmer into a meet, you are charged Swim Meet Fees for each event your swimmer swims. These fees are billed out monthly after the meet through Team Unify System Bill Pay function.

- i. If Monthly Swim Meet Fees are more than 30 days past due, your swimmer(s) will not be eligible to practice, swim in upcoming meets including all levels of Championships, or register for the next swim season. A \$25.00 fee will be charged once accounts are more than 2 months behind. This fee will occur each month it is passed due after one.
- ii. Team Unify allows us to automatically collect Monthly Swim Meet Fees. This feature significantly reduces the amount of time spent collecting and processing manual payments. During the online registration, you are required to setup credit card or ACH information for automatic deduction of Monthly Swim Meet Fees. You will receive an email several days prior to the automatic deduction process indicating the amount being deducted. If this process presents a problem, please notify the Countryside YMCA Torpedoes Swim Team Board.
- iii. All meets involve entry fees, usually \$3.50-\$8.00 per event. Meets may require a Heat Sheet Fee for Electronic version of heat sheets (PDF or Meet Mobile). Meets may also charge a facility fee as well.

- f) USA Swimming Membership Fee** - Some meets the swimmers may attend during the year are sanctioned by USA Swimming. All swimmers participating in these meets must have a valid USA card.
- i.** Registration for the USA cards occurs once a year in September.
  - ii.** Types of Memberships
    - A.** Flex membership – This is for swimmers in Junior 2, AG1, AG3 and some swimmers in Senior 1. This allows swimmers to try out two USA Meets a year (September to September). If a swimmer competes in more than 2 meets, they will be charged the difference between Flex and Full Membership.
    - B.** Full Membership – This membership is for AG2, AG4, Senior 1 and Senior 2. This allows swimmers to swim an unlimited number of USA Sanctioned Meets including USA Championships. This membership starts and ends in September as well.
  - iii.** 8 & under - No USA Card. The YMCA system provides plenty of competitions and meets for 8 & under. We will not register 8&unders.

**Countryside YMCA Torpedoes Swim Team Manual**

**Table 1: Fee Breakdown**

<b>FINANCIAL OBLIGATION</b>	<b>MAKE PAYMENT TO</b>	<b>PAYMENT DATE</b>
Countryside YMCA Membership Fee	Countryside YMCA – Front Desk	<b>Ongoing</b>
Annual Swim Team Fee	Countryside YMCA through Electronic Draft Forms.	Installments – refer to registration materials.
Swim Team Registration Fee	Countryside YMCA Torpedo Swim Team – This is paid during online registration.	\$250.00 per swimmer Max \$625.00 per family of 3 or more
One-time New Swimmer Admin Fee.  (If the swimmer tries-out for the team but never joins, this deposit is not refundable.)	Countryside YMCA Torpedo Swim Team – This is paid during online registration.	This is paid during online registration \$50.00
Monthly Swim Meet Fee	Countryside YMCA Torpedo Swim Team – Automatic Deduction with Credit Card on file with Team Unify.	The <b>first day of every month</b> your credit card will be charged for meet fees and other approved charges accumulated during the previous month. You will receive a bill prior to the due date.
USA Swimming Membership Fee Optional Fee – 9-10's Required Fee – 11&over	Countryside YMCA Torpedo Swim Team – Automatic Deduction from Credit Card on File with Team Unify.	Your credit card will be charged. Application must be completed on-line by communicated registration deadline Current Fee Flex Membership* - \$20.00/yr. Full Membership* - \$75.00/yr.

**3.2. Statements and Invoicing**

- a) Electronic Draft Forms (EDFs)– Parents will receive EDFs via email at the beginning of the season to pay for Annual Swim Team Fees. These fees offset the cost for the operations of the swim team (staff and day to day operation cost). EDFs must be turned in during the annual group meetings for your swimmers at the beginning of the season.
- b) The team uses an electronic financial system (Team Unify).
  - i. It is your responsibility to provide an accurate, up-to-date form of payment and email address when you register online.
  - ii. If your form of payment or email changes at any time it is your responsibility to update your family account on Team Unify.
  - iii. You will receive account statements including monthly swim meet fee invoices via email.

**3.3. Rebate Program**

Allocation of dollars earned from Rebate Programs will be applied to team financial obligations in the following order.

1. Outstanding Monthly Swim Meet Fees until paid current
2. National Team Fees until paid current
3. Credit any of the above accounts for the next season

**3.4. Family Workers Obligations**

The Countryside YMCA Torpedoes Swim Team is a successful organization due to the many parents who give their time to fulfill their worker requirements. To operate an efficient, fun filled program, we need all the help we can get. This is not volunteer work, like all other youth sports, as the success of the organization depends on family involvement. The following are the obligations that all team members will be assigned:

**a) Swim Meet Work Sessions**

- i. Families electronically agree during the online registration to perform the required number of Meet Work Sessions.
- ii. The number of Meet Work Sessions required per family can vary from year to year based on total number of families and meets. Those families that do not sign-up within the scheduled time period will be assigned to Work Sessions. This will be communicated by our Meet Director.



## **Countryside YMCA Torpedoes Swim Team Manual**

- iii.** Families not fulfilling their meet work assignments, which may include but is not limited to failure to sign up for work assignments or failure to complete assigned work, will be penalized \$50.00 per session not fulfilled. Our goal is not to penalize as having workers at our meets is essential to the success of the team and these events.
- iv.** SWOYSL League Championship Meets – Each team in the league is required to work sessions at Championship meets hosted by the League. The league will penalize for teams for families not showing up to work. This fee is passed onto the parents that did not show. Team fees may be charged as well.
- v.** The Meet Work Chairperson will email the team when Meet Work Sessions sign-ups have been published on the website.
- vi.** If you are having trouble signing up for your required number of Meet Work Sessions, it is your responsibility to contact the Meet Work Chairperson to resolve any issues.
- vii.** Signing up for a job during the meet and session you registered for is your responsibility. This process is reviewed during annual meetings. If you need assistance, please contact the Meet Work Chairperson. If you do not sign-up for a specific job during the published time period, the Meet Work Chairperson will assign one for you.
- viii.** All meet work responsibilities need to be completed before your swimmer can sign up for any championship meets. Regular Season as well as Championship meet work sessions must be completed before registration for the next swim season will be permitted. Special arrangements can be made with the Meet Work Chairperson to make up or fulfill jobs for reasons uncontrollable by the parents.

### **3.5. Committee Work**

Each family is required to sign-up for a Committee within the established time period laid out during the annual team registration. Your registration will not be finalized until this step is complete. Swimmers not completely registered by the deadline will not be able to participate in practice, sign-up for meets, or attend meets.

Each family will fulfill a minimum of 6 - 8 hours serving on a committee, chairing a committee or serving as a board member. Committees and corresponding tasks are outlined on the Countryside YMCA Torpedoes Swim Team website ([www.cytorpedoes.com](http://www.cytorpedoes.com)) under the “EVENTS” tab.

**Table 2: Example Meet Work Session Summary Chart**

Meet Groupings	Number of Meet Work Sessions Per Family	Sign-up Period for Meet Work Sessions	When to Sign-up for Specific Meet Job
<b>Short Course Season Meets</b> <ul style="list-style-type: none"> <li>• Dual Meets (3)</li> <li>• Winter Polar Bear</li> <li>• High School Classic</li> </ul>	3-4	Annual Team Registration (September)	Receive notification via email from Meet Director
<b>Short Course Championships Meets</b> <ul style="list-style-type: none"> <li>• A Championships</li> <li>• AA Championships</li> <li>• Zone Championships</li> </ul>	2-3	January	Receive notification via email from Meet Director
<b>Long Course Season &amp; Championship Meets</b> <ul style="list-style-type: none"> <li>• Dual Meets (2)</li> <li>• Summer Polar Bear</li> <li>• LC Championships</li> </ul>	3	April	Receive notification via email from Meet Director

**4. SWIM GROUP DESCRIPTIONS**

**4.1. General Swim Groups**

Swimmers are placed in groups according to age, ability, and/or commitment. The Head Coach has the final say in group placement for any swimmer. Information on swim groups can be found on the Countryside YMCA Torpedoes Swim Team website ([www.cytorpedoes.com](http://www.cytorpedoes.com)) under the “GENERAL” tab.

**4.2. Countryside YMCA National Team**

- a) The National Team consists of swimmers who participate in national level meets. These meets generally require swimmers to travel out of state. Meets included but are not limited to:
- i. YMCA Nationals (Spring/Summer)
  - ii. ISCA or NCSA Junior National Caliber Meets (not 14&under Meets)
  - iii. USA National Meets (Sectionals, Futures, Junior Nationals, USA Nationals, USA Olympic Trials)

## **Countryside YMCA Torpedoes Swim Team Manual**

- b)** Swimmers are required to attend their highest-level championships. Meets listed above will always be considered highest-level championships.
- c)** Swimmers who have achieved meet time standards will not always attend specific meets. The Head Coach and Head Age Group Coach will determine at the start of each season what national meet swimmers will be working towards.  
  
Decisions of what meets swimmers attend are determined by age of swimmer, time of season swimmer qualifies, and coaches' plan of progression for swimmer.
- d)** The National Team Committee consists of a Chairperson, chaperones, and Head Coach. Committee members are made up of parents who have swimmers attending meets.
  - i.** The National Team Chairperson is appointed by the Head Coach.
  - ii.** The Head Coach and the National Team Chairperson choose chaperones for meets. Anyone interested in being a chaperone, please submit a written request to the National Team Chairperson.
- e)** The cost of participating in a national meet is the responsibility of each swimmer.
  - i.** The National Team may raise money for the National Team Account through various fundraisers approved by the Head Coach.

### **5. PRACTICE, PROCEDURES, AND POLICIES**

Information on practice and meet equipment for each swim group can be found on the Countryside YMCA Torpedoes Swim Team website ([www.cytorpedoes.com](http://www.cytorpedoes.com)) under the "GENERAL" tab.

#### **5.1. Facility Policies**

All members of the Torpedoes are required to follow the Code of Conduct and Policies set by the Countryside YMCA. These can be found in the Membership Handbook. Copies of the Handbook are located on the Countryside YMCA website and at the front desk.

#### **5.2. Practice Policies**

- a)** During practice, parents, family members, and spectators must sit in the bleachers closest to the coaches' office to observe practice. Non-swimming children must always be chaperoned in the pool area.
- b)** Parents are not permitted to approach a coach on pool deck during workouts. Our coaches need to stay focused on the swimmers in the water and during dryland.
- c)** Parents and/or swimmers are not permitted in the coaches' office unless accompanied by one of the coaches.

### 5.3. Attendance Policies

Information related to attendance requirements for each swim group can be found on the Countryside YMCA Torpedoes Swim Team website ([www.cytorpedoes.com](http://www.cytorpedoes.com)) under the "GENERAL" tab/Group Descriptions.

- a) AG1, AG4, and Senior 2 are the only groups with mandatory practice requirements. All other groups are given suggestions on number of practices to attend.
- b) Practice attendance is directly related to performance at swim meets.
- c) Regular practice attendance is the basic "building block" for optimum systematic development in a conditioning sport. Swim Team practices are planned in a sequence that builds upon the previous practice's instruction and workout. To miss practice is to fail to build the strength and endurance needed to perform well in swimming.
- d) Daily attendance records are taken to record presence, promptness, preparedness, and performance.
- e) All swimmers are expected to arrive at the pool early enough (at least ten minutes) to be suited and ready to meet the coach at the designated time.

## 6. EXTENDED ABSENCE AND LEAVING THE TEAM

### 6.1. Extended Absence

In the case of an extended absence, each individual situation will be handled accordingly. Please communicate specific details to your group's Lead Coach. If your swimmer is unable to return to swimming, please notify the Head Coach in writing.

### 6.2. Leaving the Team

If your swimmer decides to leave the team, you must notify your Lead Coach and the Head Coach in writing (email is fine). Due to the budgeting process, we are not able to give refunds.

## 7. SWIM MEET POLICIES

### 7.1. Seasons

- a) Winter (Short Course) - The season runs from early September to the last championship meet your swimmer is qualified to swim.
- b) Summer (Long Course) – The summer season runs from the end of April through the end of July or beginning of August. Summer swimming ends with the last championship meet your swimmer is qualified to swim.
- c) Practices end for a swimmer on the first day of the highest-level championship meet for which they qualify.

**7.2. Participation**

- a) The meet schedule is posted prior to the start of the season. Parents should look over the schedule for the specific meets their swimmer's group is to attend. Meets are generally optional, but highly recommended, since they are the measure of the swimmer's progress in training. Some training groups will have required in season meets and championship meets (AG2, AG4, and Senior 2).
- b) Parents cannot sign swimmers up for meets that are not on the schedule. Swimmers are required to have a coach at every meet. This is a YMCA of USA and USA Swimming rule.
- c) The Southwest Cluster YMCA Swim League, also a volunteer organization, oversees YMCA competitive swimming in Southwest Ohio. To swim in a championship meet, swimmers must complete the following:
  - i. **Southwest Cluster YMCA Short Course Championships or "A's"**
    - Swim in at least three (3) YMCA meets (dual and/or YMCA invitational)
    - Have no more than seven (7) YMCA "AA" cutoff times.
    - Meet requirements set by the coaches
  - ii. **Southwest Cluster YMCA League Short Course Championships or "AA's"**
    - Swim in at least three (3) YMCA meets (dual and/or YMCA invitational)
    - Attain the cutoff time(s) in any event or qualify in a relay.
    - Meet requirements set by the coaches
  - iii. **Great Lakes YMCA Zone Championships**
    - Swim in at least three (3) YMCA meets (dual and/or YMCA invitational)
    - Attain the cutoff time(s) in any event or qualify in a relay.
    - Meet requirements set by the coaches
  - iv. **YMCA Short Course and Long Course National Championships**
    - Swim in at least three (3) YMCA meets (dual and/or YMCA invitational).
    - Attain the cutoff time(s) in any event or qualify in a relay.
    - Swim in at least one sanctioned championship meet: The Southwest Cluster or Great Lakes Zone championship meets.
    - Meet requirements set by the coaches.
  - v. **Southwest Cluster Long Course Championships**
    - Must participate in two (2) YMCA meets during the swimming year. This includes the short course and long course season. (September to July)

## **Countryside YMCA Torpedoes Swim Team Manual**

- Attain the cutoff time(s) in any event or qualify in a relay.
- Meet requirements set by the coaches.

### **7.3. Sign-ups for regular season meets**

- a) All meets have signup deadlines. It is imperative to check the schedules, website, and your email to make sure you sign up for the right meet on time.
- b) Online registration is required via Countryside YMCA Torpedoes Swim Team website ([www.cytorpedoes.com](http://www.cytorpedoes.com)) under the "EVENT" tab. You are required to state your swimmer's intention of participating in each meet the Swim Team offers. A swimmer will be entered in individual events at the Coaches' discretion.
- c) Once a swimmer is entered in a meet, the Swim Meet Fees are nonrefundable, even if your swimmer does not swim, or misses an event.
- d) Prior to a meet (2-3) weeks, check the website to verify that your swimmer is entered in the meet.
- e) Swimmers may not be entered in a meet if a swimmer has not attended enough practices to be properly prepared for competition. Your swimmer's lead coach will notify you in advance.
- f) Swimmers will not be entered in meets if financial obligations or worker obligations are not current.
- g) Championships and Polar Bear Meets are positive scratch meets – All swimmers will be signed up for these meets. All swimmers are expected to participate in the home invitational meets, known as Winter & Summer Polar Bear, and all championship meets for which the swimmer is eligible. If a swimmer cannot participate, the coach must be notified in writing by the deadline posted for that meet. If notified after published deadline, family accounts will be charged for entries.
- h) Swimmers are expected to participate in the highest championship meet that they qualify for. This may include multiple championship meets for an individual.

### **7.4. Meet Entries**

The final decision of the events a swimmer is entered in is made by the lead coach. These decisions are based on, but not limited to, overall team needs and development of the swimmer. Please allow the coaches to use their expertise to plan and execute a strategy for your swimmer.

### **7.5. Hotel Arrangements**

- a) The team will try to secure a team hotel block for some meets. Procedures for reserving a room will be communicated via email. You will sign up for a room via Sign Up Genius. It is your

## **Countryside YMCA Torpedoes Swim Team Manual**

family's responsibility to secure the room with a personal credit card once you have been notified.

- b)** In blocks reserved by the team, families are limited to booking one room.
- c)** You may make your own arrangements. Some meets will require this. It is impossible for our team to secure enough hotel rooms at one hotel or even multiple hotels. This is a courtesy offering by the team. Parents may have to book rooms individually outside of these team block rooms.
- d)** Keep in mind this is a volunteer position. No special treatment is given to families.
- e)** Information regarding hotels and hotel sign-ups will be on the website and sent via email.
- f)** Coaches do not chaperone swimmers unless it is a team travel trip.
- g)** An adult family member must accompany each swimmer, unless prior arrangement is made with another family.

### **8. SAFE SPORT**

#### **8.1. Purpose**

We at the Countryside YMCA Torpedoes care about the safety and welfare of our athletes. The Torpedoes adhere to the practices and policies of USA Swimming's Safe Sport Initiative. More information about Safe Sport can be found [at this link](#) or by visiting the Safe Sport Page of the [Swim Team's website](#).

#### **8.2. Torpedoes Policies**

All documents and guidelines relating to Safe Sport and the Countryside Torpedoes can be found by visiting the Safe Sport Page of the [Swim Team's website](#).

#### **8.3. Education**

The Countryside YMCA Torpedoes staff believes that an educated staff is better served to support the needs of our athletes. As such, we mandate annual certification in Athlete Protection training (USA Swimming coaches) and Child Protection training (YMCA coaches). These comprehensive courses equip our staff with the tools needed to support athletes who experience bullying or abuse and guide them through the proper channels.

#### **8.4. US Center for Safe Sport**

The Countryside YMCA Torpedoes are a Safe Sport recognized team. The Countryside YMCA Torpedoes will defer to the US Center for Safe Sport and USA Swimming to address concerns that may violate our policies surrounding Safe Sport.

##### **a) Reporting process**

## Countryside YMCA Torpedoes Swim Team Manual

- i. If the staff is made aware of a Safe Sport concern, we will gather information from the person(s) who report the concern and complete a report with USA Swimming, the US Center for Safe Sport and local authorities (if needed).
- ii. These organizations will conduct investigations of the alleged incident and contact the involved parties with their resolution and decisions.
- iii. The Countryside YMCA Torpedoes reserve the right to remove members from team functions at any time after a report of misconduct has been made. This is to ensure the safety and security of the involved parties.
- iv. For more information on the US Center for Safe Sport's response and resolution process, [please follow this link](#).
- v. For more information on how to deal with a Safe Sport concern, [please follow this link](#) to USA Swimming's Safe Sport landing page or contact the Swim Team's Safe Sport rep.

### 9. OHIO'S RETURN-TO-PLAY LAW

The Ohio's Return-To-Play Law and Ohio Department of Health Concussion Information Sheet for Youth Sports documents are located on the COUNTRYSIDE YMCA Torpedoes Swim Team website ([www.cytorpedoes.com](http://www.cytorpedoes.com)) under the "DOCUMENTS" tab. It is required that you read and understand these documents. In addition, there is an Ohio Department of Health Return-To-Play Frequently Asked Questions document for your reference.

**These documents are electronically signed during the online swim team registration. By electronically signing this document, the parent has read and understands the information presented.**



**10. COMMUNICATION PROCESS**

To communicate with all parties of the Swim Team organization, the following avenues have been set-up:

- a. Coaches - Direct communication with the coaches is encouraged; please contact the coach via email to set up a meeting. Parents should not attempt to approach coaches during practice time.
- b. Team Website ([www.cytorpedoes.com](http://www.cytorpedoes.com)) - All information related to the team will be posted on the website.
- c. Swimmer's Folder – On the pool deck is a table with swim folders for each swimmer. Information is often placed in the swimmer's folders, as well as the ribbons/medals won at each swim meet. Encourage your swimmer to check their folder every week after practice.
- d. Group Meetings - Each swim group will have their own parent meeting at the beginning of the season. Attendance is required as the coach uses these meetings to outline their goals and expectations for the season.
- e. Verbal or Written - Communication of a personal nature is best addressed in person with the swimmer's lead coach, the Director of Competitive Swimming or the Head Age Group Coach. Communications made by phone or email to a staff member will be addressed and handled discreetly.
- f. Countryside YMCA Torpedoes Swim Team Booster Committee – A listing of the Committee members, titles and emails are listed on the website under "COACHES" in the top left corner of the site.
- g. Booster Meetings - Each month the Countryside YMCA Swim Team Booster Committee and Head Coach have a meeting to plan and manage all swim team activities and needs. Meetings are open to all parents and are normally held the 3<sup>rd</sup> Monday of every month at 6:30 PM. For more information about meetings, please email the Booster President or the Head Coach.

**Appendix A: Parent Code of Conduct**

Note: This document is electronically signed during the online swim team registration. By electronically signing this document, the parent and swimmer(s) are agreeing to reading and understanding the policy.

**The Countryside YMCA Torpedoes Family Code of Conduct**

The Countryside YMCA Torpedoes has put together a Code of Conduct for our families. This is to help facilitate a nurturing environment for our swimmers and supportive environment for our coaching staff.

As parents, it is essential to give our coaching staff the respect and authority they deserve to run their group. By working together in a partnership with them, our club can successfully help your swimmer achieve their full potential.

**PARENTS CODE of CONDUCT:**

- Always set the right example for our children by showing respect and common courtesies to the team members, coaches, competitors, officials, parents, and for all facilities and other property used during practice or competition.
- Respect the integrity of swim officials by assuming decisions are based on honest, objective evaluations of performance. Only coaches may approach meet officials for clarification of rulings.
- Understand that opposing teams, including their swimmers, coaches, and fans, want the same positive experiences for their swimmers as we do. Help Torpedoes achieve our goals by avoiding criticism either verbally or by gesture. Look for opportunities to build rapport with teams that we compete and work with.
- Demonstrate good sportsmanship during all practices, competitions and team activities. Promote good sportsmanship by setting an example and by helping others to do likewise.
- Realize that swimmers become easily confused when coached by parents and benefit most from positive reinforcement of the professional coaching staff's instructions and advice. Your unconditional love and support before and after races will help them best.
- Recognize that CY coaches are professionals and allow them to coach your child without interference during workouts and meets.
- Support your professional coaches as they strive to do what is best for each CY swimmer.

## **Countryside YMCA Torpedoes Swim Team Manual**

- Communicate concerns you may have with your swimmer's coach in private.

Parents are prohibited from contacting a meet director or entering a meet without the Coach's consent.

- Maintain open and honest communication among all members of the CY family. We reach our common goals by working together.
- Refrain from taking pictures or videotaping at practices. Photos and Videos are prohibited by anyone other than a coach or hired professional for training purposes only. At swim meets, there is nothing prohibiting you from recording or photographing your own child from the spectator section. However, some venues may have specific guidelines regarding this within the facility, so please check upon arrival.
- Insist that your child refrain from using alcohol, tobacco, drugs, other prohibited substances, violence, abusive or foul language, inappropriate sexual conduct, or any other behavior deemed dishonest, discourteous, offensive or disrespectful of others. This is a violation of the USA Swimming Code of Conduct and can lead to dismissal for the team, Countryside YMCA, YMCA of USA and USA Swimming.

Any member of the team (Parent, Swimmer or Coach) who violates this code is subject to discipling, up to and including removal from the program.

### **Appendix B: Swimmer Code of Conduct**

Note: This document is electronically signed during the online swim team registration. By electronically signing this document the parent and swimmer(s) are agreeing to reading and understanding the policy.

### **The Countryside YMCA Torpedoes Swimmer Code of Conduct**

The Countryside YMCA Torpedoes has put together a Code of Conduct for our swimmers in order to foster a positive competitive environment for all its members. All Countryside YMCA Torpedoes Swimmers agree to the following standards of conduct outlined below in conjunction with the Swimmer's Code of Conduct as a member of USA Swimming.

1. When representing Torpedoes, everyone is expected to behave in an exemplary manner. The reputation of Torpedoes, as well as the other athletes with you, is dependent on your behavior.
2. As a member of Countryside YMCA Torpedoes athletes are required to obey all Safe Sport rules and regulations. This includes but not limited to any inappropriate use of cell phones, social media, or other devices is prohibited, especially in private areas such as the locker room or hotel room. Cell phones cannot be out in the locker room at any time.
3. Swimmers will not taunt, "boo", or show any unsportsmanlike conduct towards teammates, other teams, parents, swimmers, or officials at any time.
4. Any bullying or allegations of bullying of any athlete shall be investigated and disciplinary action will be at the discretion of the coaching staff. Swimmers are expected to learn and understand the CY Communications Policy of cyber bullying and shall comply to the standards set forth by the team.
5. Any act of fraud, deception or dishonesty in connection with any swimmer will be investigated by the team and appropriate actions taken.
6. Any non-consensual physical contact, obscene language or gesture, or other threatening language will not be tolerated.
7. First impressions are very important to the swimmer's personal image, to CY, to Countryside YMCA, and to the sport of swimming. If the team attends special functions, travels by air, etc., appropriate attire is required. Check the coach if unsure what to wear. During competitions swimmers will wear CY approved attire and may not wear apparel that represents any other teams.

## **Countryside YMCA Torpedoes Swim Team Manual**

8. CY swimmers are always expected to follow the directions of the coaching staff. At no time will disrespectful attitudes be tolerated from any swimmer.
9. No thievery or misuse of other swimmer's property will be tolerated.
10. The consumption of alcohol, the use of tobacco, or use of any non-prescribed drugs or illegal substance of any kind will not be tolerated. In addition, any team member found or suspected to be in the presence of others (regardless of team affiliation) partaking in any of the above activities will be subject to the same punishments and probable expulsion from the Torpedoes.
11. The CY coaching staff holds the final word on any rules, regulations, or disciplinary actions. All rules set forth by the Countryside YMCA facility must always be followed. Failure to comply with this Code of Conduct may result in, but not limited to, any or all of the following actions: Swimmer will not be allowed to participate in team activities, Swimmer may not be allowed to participate in upcoming team trips, or possible suspension or expulsion from Countryside YMCA Torpedoes and Countryside YMCA.

**Appendix C – Swimmer Team Travel Code of Conduct**

Note: This document is electronically signed during the online swim team registration. By electronically signing this document the parent and swimmer(s) are agreeing to reading and understanding the policy.

**The Countryside YMCA Torpedoes Swimmer Team Travel Code of Conduct**

These rules have been established to maintain the respect and integrity that we at the Countryside YMCA work hard to attain.

1. All CY team members, team staff and parents of minors are apprised in writing of this Code of Conduct and the USA Swimming Code of Conduct (Articles 304.1-304.3.19).
  - a. SCSC travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
  - b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming- administered criminal background check.
  - c. 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 athlete).
  - d. 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
2. All CY team members, coaches, staff, and parents will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public always.
3. All CY Team members and staff will abide by policies set forth by US Center of Safe Sport and USA Swimming including but not limited to:
  - a. any illegal, immoral, inappropriate, or offensive behavior toward another person that would detract from a positive image of the team or be detrimental to the team performance objectives.
  - b. Swimmers, staff, coaches, and parents are to refrain from any inappropriate physical contact with others.
  - c. The use of audio and visual recording devices, including cell phones, is not allowed in changing rooms, restrooms, or locker rooms.
  - d. To ensure the propriety of the athletes and to protect the staff, there should be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms.

## Countryside YMCA Torpedoes Swim Team Manual

4. Curfews will be established by the coaches and chaperones each day of the trip.
5. The possession or use of alcohol or tobacco products by any athlete is prohibited.
6. The possession, use, sale or distribution of any controlled or illegal substance or any form of weapon is strictly forbidden. Swimmers with medically prescribed drugs must declare them prior to any team travel.
7. Team members are reminded that when competing in meets, traveling on trips, and attending other meet- related functions, they are representing both themselves and CY. Athlete behavior must positively reflect the high standards of CY.
8. CY 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.
9. Rooms Assignments are the responsibility of the coaches. Swimmers can suggest one other person to room with, but it is not guaranteed.

Below are additional Team Travel Policies. "Team Travel" meets which are defined as those meets that athletes may travel to without parents or guardians (other than coaches or official chaperones). The coaching staff reserves the right to revise the meets deemed as "Team Travel" meets as required.

1. After the registration date, swimmers will be required to pay for the trip whether they attend or not.
  - a. Payment will be made by a charge to the swimmer's online account or by check. Failure to pay for the trip will make the swimmer ineligible to attend any other team travel events during the current swim season.
    - i. No room service without permission of Chaperones or Coaches.
    - ii. Swimmers are responsible for all incidental charges.
    - iii. Swimmers are responsible for any damages or thievery at hotel.
  - b. Swimmers must participate in group meals.
  - c. A copy of the CY Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
  - d. CY coaches and chaperones should carry a signed medical consent or authorization to treat form for each athlete.
  - e. The directions and decisions of coaches/chaperones are final.

## Countryside YMCA Torpedoes Swim Team Manual

- f. Parents who attend the same meet are not allowed to separate the child from the team travel group. This includes, meals, hotel rooms, activities, and transportation, unless approved by a member of the coaching staff.
  - g. When visiting public places such as shopping malls, movie theatres, etc., swimmers will stay in groups of no less than three persons.
  - h. The head coach or his/her designee shall make a written report of travel policy or code of conduct violations to the parent(s) or legal guardian(s) of any affected minor athlete.
2. This Code of Conduct will be deemed to have been violated if the swimmer:
  - a. Fails to conduct himself or herself with due regard to public conventions and morals.
  - b. Engages in any situation or occurrence including the use of illegal drugs or prohibited substances
  - c. Brings himself or herself into public disrepute, contempt, scandal, or ridicule.
3. Failure to comply with any aspect of the CY Team Travel policy will result in disciplinary action. Such discipline may include, but may not be limited to, Dismissal from the trip and immediate return home at the athlete's expense or any other types of discipline the Coaches and Chaperones deem appropriate.



### **Appendix D –Swim Meet Guidelines, Policies and Expectations**

1. Meet warm-up times are to be strictly adhered to by all swimmers. Such warm-up times are set by the coaches and may be published in the Meet Information, with updates as needed. Swimmers who show up late for assigned warm-ups may be taken out of relays, and not be able to warm-up appropriately.
2. Swimmers must check with their coach prior to leaving a meet. Should it become necessary for a swimmer to leave a meet early, his/her coach must be notified as soon as possible.
3. Swimmers are expected to meet with their coach before and after each event.
4. In prelim/final meets, all swimmers who qualify to compete in the finals are expected to participate in the finals unless excused by coaching staff. At times, alternate and relay positions do open that need to be filled.
5. Swimmers are expected to follow the team uniform policy. Specific meet uniform requirements will be found in the meet information posted on the team website and/or disseminated by the coaching staff prior to the meet. Each swimmer's personal appearance should always be neat and appropriate.
6. No "deck changes" are permitted. Swimmers are expected to use available changing facilities. Swimmers are expected to sit with the team and participate in all team meet activities and team meetings.  

As a matter of team pride and courtesy to the meet hosts, swimmers are expected to leave the CY team area in a neat and clean condition at the conclusion of each session of the meet. All questions swimmers or parents have concerning meet results, officiating calls, or meet conduct, should be referred to the CY coaching staff only. CY coaches will pursue the matter through the appropriate channels.
7. In accordance with USA Swimming policy, parents are expected to remain in the spectator area and off the immediate competitive deck unless they are working the meet in an official capacity.

### **Swim Meet Expectations**

1. Swimmers should bring warm sweats and towels to all meets, preferably with shoes and socks.
2. Swimmers are always required to sit with the team during a meet. Swimmers must keep their surrounding area clean and abide by facility rules.
3. All swimmers are to report to their coach immediately before and after each race.

## Countryside YMCA Torpedoes Swim Team Manual

4. Team caps are part of the team uniform. A swimmer wearing a team cap during a swim meet is more easily spotted by coaches and parents. If a swimmer is going to wear a cap at a meet, it must be a Countryside YMCA Torpedoes cap. Caps are available at Countryside YMCA Physical Desk. Personalized caps are only ordered at the beginning of the Short Course Season.
5. All swimmers must compete in a Speedo swimsuit. Team suits are optional; they are available through Swimville USA. There is a link to the Swimville USA website on the Swim Team website ([www.cytorpedoes.com](http://www.cytorpedoes.com)).
6. T-shirts, sweatshirts and other spirit wear items are encouraged and available through the Spirit Wear Committee.
7. Swimmers are best prepared to swim well for a meet if they follow these tips:
  - a. Get a full 8-9 hours of sleep, the night before the meet.
  - b. Eat a nutritious meal an hour before warm-ups.
  - c. Report ON TIME for warm-ups.
  - d. Do NOT eat junk food on meet days.
  - e. Rest between races.
  - f. Verify swimmers have their suit, cap, goggles and towels prior to arriving.

### ELEVEN TIPS FOR PARENTS

1. Do complete your meet and committee work responsibilities
2. Stay current on all fees
3. Do leave the coaching to the coaches. Please do not pressure or volunteer swimming advice to your swimmers. Parental coaching can cause much confusion and harm to the swimmer. Your swimmer only needs only one source of coaching input - from the coach.
4. Do be a supporter and stabilizer through the ups and downs of your swimmers' successes and not-so-good days. Encourage disgruntled swimmers to take their swimming related problems to the coach and solve for himself. If your swimmer cannot find a good solution, then all three parties should meet.
5. Do address your coaching concerns. Arrange a meeting (or phone discussion), work it out, and drop it. Do not carry grudges.
6. Do help swimmers maintain good health habits: Pre-practice and pre-meet meals, appropriate diet, sleep patterns, appropriate dress, positive outlook, etc. Communicate any problems with these items to coaches.
7. Do be patient for swimmers' progress. Your swimmer will plateau in time progressions during the season - especially when working hard. Remember, the program goal is for races to come together for CHAMPIONSHIPS.
8. Do keep informed – check the website and team email often.
9. Do talk to other swim parents. They have been in your shoes and are willing to help you. Their advice is invaluable.
10. Have fun...laugh a lot, cheer hard, and celebrate your swimmers' accomplishments, no matter how small.
11. If you have concerns or suggestions about any part of our program, talk to the board member responsible for that area or contact the Communications Chairperson.