

COUNTRYSIDE YMCA
Torpedo
Swim
Team

PARENT MANUAL

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COUNTRYSIDE YMCA Torpedo Swim Team Parent Manual

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The COUNTRYSIDE YMCA Torpedo Swim Team Parent Manual is reviewed and updated by the COUNTRYSIDE YMCA Torpedo Swim Team Booster Board. For an explanation of the board's purpose and responsibilities refer to the Ralph J. Stolle COUNTRYSIDE YMCA Torpedo Booster Board Constitution. This document is located on Team Unify (team's website) under the Documents Tab.

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1. COMMITMENT AND CODE OF CONDUCT

1.1. COMMITMENT

- 1.1.1. The purpose of the COUNTRYSIDE YMCA Torpedo Swim Team, hereinafter 'Swim Team', is to serve the youth in the area through a competitive swim program dedicated to Christian ideals and excellence.
- 1.1.2. 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. The Swim Team encourages each swimmer to be responsible for setting aggressive goals for himself/herself, as well as the Swim Team in general.
- 1.1.3. The success of the Swim Team depends largely on contributions of time, effort, and money by Swim Team parents. To insure that the team is supported throughout the season, a number of requirements have been established.
- 1.1.4. All Swim Team parents and swimmers must satisfy the requirements outlined on the following pages.

1.2. CODE OF CONDUCT - PARENT

I hereby pledge to provide positive support and encouragement for my child participating in the COUNTRYSIDE YMCA Torpedoes Swim Team and the Southwest Ohio YMCA Swim League by following the Parent's Code of Conduct:

1. I will encourage and uphold good values by demonstrating the core values of the YMCA: Respect, Responsibility, Caring, Honesty and Faith.
2. I will ensure that my child upholds the values of the YMCA.
3. I will follow all of the rules and guidelines set down by the COUNTRYSIDE YMCA Torpedoes Swim Team and the Southwest Ohio YMCA Swim League as well as provide positive support to all swimmers and coaches involved with both organizations.
4. I will place the emotional and physical well-being of my swimmer ahead of my personal goals and desires. I will remember that the swim team is for the youth and not adults.
5. I will do whatever I can to make the sport fun for my swimmer and all of the children involved in the COUNTRYSIDE YMCA Torpedoes Swim Team.
6. I will conduct myself in a positive manner that sets a good example for children at practices and competition by respecting all of the coaches, other swimmers, and by volunteering my time.
7. I will promote the emotional and physical well-being of my swimmer ahead

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of any personal desire I may have for my swimmer to win. I will encourage hard work and honest effort that will lead to improved performance and participation.

8. I will respect the coaches and their authority during all meets and all practices. I understand practice requirements for meets. I will be in control of my emotions and refrain from criticizing the coaches to my swimmer and to other families. I will not question, discuss, or confront a coach, before, during, or after a meet or practice. If I have an issue that needs to be discussed, I will contact the coach via email or phone to set up an agreed upon time and place.
9. I will show appreciation and respect for all volunteers and club officials.

Any parent whose conduct is judged to reflect discredit upon themselves, the Swim Team, or the YMCA will be subject to disciplinary action. The Head Coach and Aquatics Director shall together determine the appropriate action to be taken for each infraction on a case by case basis.

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.

1.3. CODE OF CONDUCT – SWIMMER

The Ralph J. Stolle Countryside YMCA Torpedoes Swim Team is a youth-serving, community-based membership organization dedicated to serving the youth in the area through a competitive swim program dedicated to Christian ideals and excellence. Participation in the organization's programs is subject to the observance of the organization's rules and procedures. The activities outlined in the following list are strictly prohibited. Any program member, staff, or volunteer leader who violates this code is subject to discipline, up to and including removal from the program.

1. Disobedience - Failing to cooperate with an adult supervisor, leader, or mentor.
2. Inappropriate Communication - Abusive language toward a staff leader, volunteer, or another program member. Discourtesy or rudeness to a fellow program member, staff leader, or volunteer.
3. Alcohol and Drugs - Possession or use of alcoholic beverages or illegal drugs during any YMCA function or reporting to the program while under the influence of drugs or alcohol.

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4. Bullying or taking unfair advantage of any program member.
5. Verbal, physical, or visual harassment of another program member, staff leader, or volunteer.
6. Bringing onto YMCA property dangerous or unauthorized materials such as explosives, firearms, weapons, or other similar items.
7. Actual or threatened violence toward any individual or group.
8. Conduct endangering the life, safety, health, or well-being of others.
9. Failure to follow any YMCA and/or Swim Team policy or procedure.
10. Not demonstrating the YMCA values of honesty, caring, respect, and responsibility and faith.

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1.4. CODE OF CONDUCT – BEHAVIOR EXPECTATIONS

1. Disobedience: Swimmers are expected to do what adults tell them to do. Adults include administrators, coaches, security personnel, custodians, bus drivers, and volunteers, etc. Swimmers must not argue with adults. If Swimmers do not obey the instructions and/or directions an adult gives them, the behavior will be considered disobedient.
2. Inappropriate Communication /Abusive language / Discourtesy or Rudeness: Swimmers are expected to speak respectfully to others. Examples of inappropriate communication include put-downs, or making fun of or negatively talking about a person or their family and profanity.
3. Obscenity: Swimmers are expected to use appropriate language. Swimmers must not verbally, electronically or by written words, photographs or drawings direct profanity to anyone in the team environment. Swimmers must not insult anyone by obscene gestures.
4. Alcohol and Drugs: Swimmers must not bring alcohol or illegal drugs to the YMCA or YMCA activities. Swimmers must not use, be under the influence of, or buy or sell alcohol or illegal drugs. This section also applies to any substance made to look like, or represented to be,

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illegal drugs or alcohol and any related paraphernalia.

5. Harassment/Intimidation/Bullying: All communication on the swim team is to be conducted with respect. Swimmers must not use words (written, verbal, electronic), gestures, photographic images, drawings or any form of communication to intimidate, harass, bully or threaten harm to another person based on the person's actual or perceived race, color, gender, religious beliefs, nationality, disability, sexual orientation, gender identity or expression, or any other distinguishing characteristics that may be defined by the district or state education agency. This includes prohibiting bullying someone for associating with a person or group with one or more characteristics listed above. Appropriate discussions of these issues during swim team activities are encouraged.

Harassment, intimidation, bullying or sexting means any repeated written, verbal, graphic or physical act that a Swimmer or group of Swimmers exhibit toward another particular Swimmer or Swimmers, including within a dating relationship, or toward team personnel and the behavior both: A. Causes mental or physical harm to the other Swimmer/team personnel including placing an individual in reasonable fear of physical harm and/or damaging of personal property, and B. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive environment for the other Swimmer/team personnel.

6. Sexual Misconduct: Swimmers must respect themselves and the privacy of others. Swimmers must not act or behave in an unacceptable way by touching or making reference to, verbally or in writing, their private body parts or those of another person. Included in sexual misconduct are actions involving touching of a sexual nature, with or without consent of the other party.
7. Damaging/Destruction of Property: Swimmers must be respectful and take care of property. Swimmers must not damage, break, destroy or misuse property or anything that belongs to someone else.

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1.5. CODE OF CONDUCT – TRAVEL RULES

These rules have been established to maintain the respect and integrity that we at the Countryside YMCA work hard to attain. Any individual that breaks these rules or acts in a manner that the coaches or

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chaperones feel is inappropriate will be sent home by the most convenient means available to the coaches and chaperones at the expense of the swimmer's family.

The coaches and chaperones have agreed to the following guidelines for swimmers while on the team trip.

1. No one is to leave the hotel or swimming facility without permission from a coach or chaperone.
2. The buddy rule will be strictly enforced. Swimmers must have at least one buddy to leave the room for any reason. You may not leave your floor for any reason without permission from a chaperone. Also, while at the pool or any outings the buddy rule will be strictly enforced.
3. The coaches or chaperones may revoke these privileges at any time for any and all swimmers as a result of abuse of the rules and/or for safety reasons determined by the coaches and/or chaperones.
4. If there is a member of the opposite sex in your room the door must be open.
5. There will be no disrespectful talk to coaches or chaperones.
6. No one will leave his or her room after lights out.
7. There will be no alcohol, tobacco, weapons, or any other contraband that coaches and chaperones feel is inappropriate.
8. The coaches and chaperones reserve the right to inspect any swimmer's room, luggage, cooler, purse, or swim bag at any time during the trip.
9. You must be at all swim team meetings and functions on time.
10. There will be no public displays of affection allowed while you are traveling with the team.
11. SWIM FAST!!

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2. FINANCIAL AND VOLUNTEER OBLIGATIONS

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2.1. FINANCIAL OBLIGATIONS

There are different categories involved with the fees for participating on the COUNTRYSIDE YMCA Torpedoes Swim Team. Each family is responsible for ALL of the following.

Financial Obligations Summary Chart

FINANCIAL OBLIGATION	MAKE PAYMENT TO	PAYMENT DATE
COUNTRYSIDE YMCA Membership Fee	COUNTRYSIDE YMCA – Front Desk	Ongoing
Annual Swim Team Fee	COUNTRYSIDE YMCA - Front Desk	Two installments 9/15 & 10/15
Swim Team Supplemental Fee	COUNTRYSIDE YMCA Torpedo Swim Team – Supplemental Fee Folder – Swim Cabinet.	12/15
One-time New Swimmer Deposit (If the swimmer try-out for the team but never joins, this deposit is not refundable.)	COUNTRYSIDE YMCA Torpedo Swim Team – Bring to New Parent Meeting	Due at the New Parent Meeting
Monthly Swim Meet Fee	COUNTRYSIDE YMCA Torpedo Swim Team – Automatic Deduction with Credit Card on file with Team Unify	The first day of every month your credit card will be charged for meet fees and other approved charges accumulated during the month
USA Swimming Membership Fee (Optional)	COUNTRYSIDE YMCA Torpedo Swim Team – Automatic Deduction from Credit Card on File with Team Unify	10/1 your credit card will be charged. Application must be complete on-line by 9/15.

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.)

2.1.1. COUNTRYSIDE YMCA MEMBERSHIP

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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.

2.1.2. ANNUAL SWIM TEAM FEES

- 2.1.2.1. Annual Swim Team Fees will be communicated via email during online registration process. They will also be published on the website.
- 2.1.2.2. The Annual Swim Team Fees are paid to the COUNTRYSIDE YMCA Front Desk via, check, cash or credit card. (Checks are made payable to COUNTRYSIDE YMCA.)
- 2.1.2.3. The Annual Swim Team Fees are paid as a lump sum, or two installments, due September 15th and October 15th.
- 2.1.2.4. The Annual Swim Team Fees are paid for each swimmer. There are different amounts depending on the swimmer's practice group.
- 2.1.2.5. The Annual Swim Team Fees covers both the winter (short course) and summer (long course) seasons.
- 2.1.2.6. The Annual Swim Team Fees includes two spirit wear items for each swimmer throughout the year.
- 2.1.2.7. There are no refunds if you decide to leave the program during the season.
- 2.1.2.8. 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 Supplemental Fee. These amounts are will be combined and prorated to cover the costs of the summer (long course) season.

2.1.3. SUPPLEMENTAL FEE

The Supplemental Fee covers expenses that the swim team endures that are not covered by COUNTRYSIDE YMCA Membership Fee or the Annual Swim Team Fee.

- 2.1.3.1. The Supplemental Fee is based on the number of swimmers in your family. For Supplemental Fee

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amounts refer to the COUNTRYSIDE YMCA Torpedoes Swim Team website (www.cytorpedoes.com) under the "FUNDRAISING" tab.

- 2.1.3.2. The Supplemental Fee obligation is incurred if you are active on the team roster two weeks after practices start for the Fall/Winter (Short Course) Season. If the swimmer withdraws from the team, written notification of intent to withdraw must be sent within one week to the Head Coach and the Director of Fundraising. The written notification will be used to determine if the Supplemental Fee will be waived.
- 2.1.3.3. The Supplemental Fee can be paid by the performing one or both items listed below.
- Participating in the rebate program (e.g., Scrip Gift Cards). This program is outlined in detail on the "FUNDRAISING" page on the website.
 - Direct payment to COUNTRYSIDE YMCA Torpedoes Swim Team via check. Details on making payments are documented on the "FUNDRAISING" page on the website.
- 2.1.3.4. The deadline is **December 15th**, to raise money and/or make a direct payment for the Supplemental Fee.
- 2.1.3.5. Every year during the team budgeting process the Supplemental Fees will be communicated to the team prior to annual registration. The amount will be set based on how much money was raised by team fundraising efforts (e.g., Kroger Rewards Program, Swim-a-thon, other fundraising activities).
- 2.1.3.6. Allocation of dollars earned from Rebate Programs will be applied to team financial obligations in the following order.
- Supplement Fee account until paid for the year
 - Annual Swim Team Fee until paid current
 - Outstanding Monthly Swim Meet Fees until paid current
 - National Team Fees until paid current
 - Credit any of the above accounts for the next season
- 2.1.3.7. Procedure for allocating extra dollars earned from the Rebate Program

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- All families will be notified during November when final Supplemental Fee Statements are emailed, if they are eligible to transfer excess Supplemental Fee funds.
- If eligible to transfer excess Supplemental Fee funds, a family member must submit a written request (email preferred) to Director of Fundraising, stating the account they would like the funds transferred to. The written notification must be received by December 15th.
- Transfers will occur only once, in December at the conclusion of the Rebate Program calendar year.
- If a written response is not received by December 15th, then any excess Supplemental Fee funds will be applied to the family's Supplemental Fee Account for the following year.
- Families who participate in the Rebate Programs between January and August, but do not continue with the team into the next season, may request in writing that any Supplemental Fee funds credited to their account be refunded or transferred to a COUNTRYSIDE YMCA Torpedoes Swim Team General Account.

2.1.4. ONE-TIME NEW SWIMMER DEPOSIT

The One-time New Swimmer Deposit of \$50 is paid for each swimmer when you register your swimmer the first time. Instructions on how and when to pay this fee are outlined during the online registration process. This deposit is used for cash flow purposes for Swim Meet Fees. The team pays the swimmer's Swim Meet Fees over a month in advance of the meet. The families are not charged the Swim Meet Fees until after the meet. This deposit will be refunded in full when your swimmer leaves the team.

2.1.5. MONTHLY SWIM MEET FEES

These fees are 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.

2.1.5.1. 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 now required to setup credit card or ACH information for automatic deduction of Monthly Swim

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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.

- 2.1.5.2. 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 Championships and Nationals or register for the next swim season.
- 2.1.5.3. All meets, except dual meets, involve entry fees, usually \$3.50-\$5.00 per event.

2.1.6. USA SWIMMING MEMBERSHIP FEE (optional)

Some of the optional meets the swimmers may attend this year are sanctioned by USA Swimming. All swimmers participating in these meets must have a valid USA card. For swimmers 10 years of age and under talk with your coach to find out if your swimmer should obtain a USA card. The annual Cleveland Team Trip is a USA Swim Meet. In order for Blue & Senior Group swimmers to attend this meet they must have qualifying times and a valid USA card.

Registration for the USA cards occurs once a year in September. Applications for a USA card will be completed through your Team Unify Account. Select your swimmer's Profile page. Then select the USA Registration Tab, complete the information and save. This needs to be complete by **September 15th**. Your account will automatically be charged on the **October 1st** billing cycle.

The USA Swimming membership will not expire until the following year end (December 31st). Note: the Cleveland USA Meet is in November, which only requires the purchase of a USA card every other year. If you are just purchasing the card for this meet.

2.1.7. STATEMENTS AND INVOICING

The team uses an electronic financial system. It is your responsibility to provide an accurate, up-to-date email address when you register online. Additionally, if your email changes at any time it is your responsibility to update your family account on Team Unify. You will receive Supplemental Account statements and Monthly Swim Meet Fee invoices via email.

2.2. VOLUNTEER OBLIGATIONS

The COUNTRYSIDE YMCA Torpedoes Swim Team is a successful organization due to the many voluntary contributions from its parents. The following are the volunteer obligations that all team members will be assigned.

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2.2.1. SWIM MEET WORK SESSIONS

Each family electronically agrees during the online registration to perform the required number of Meet Work Sessions. This 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. Meet Work Sessions sign-up process is outlined below.

- 2.2.1.1. Short Course Season Meets include Dual Meets, the Winter Polar Bear Meet, and the High School Classic Meet (HS Classic Meet is only the Countryside YMCA location). During online registration each family will sign-up through Team Unify for a total of **3-4 meet sessions** (Dual, Set-up, Clean-up, AM, PM). In order for your swimmer's registration to be complete this task will need to be completed by the registration deadline. At a later date the Meet Director will post the specific jobs for each meet. At that time, you will be able to sign-up for a specific job during your meet and session combination that you registered for at the beginning of the season. If you don't sign-up for a specific job by the posted deadline a job will be assigned to you.
- 2.2.1.2. Short Course Championship Meets include A Championships, AA Championships, and Zone Championships. The goal is to work the meets that your swimmer will be competing in. During January each family will sign-up for a total of **2-3 meet sessions** (Set-up, Clean-up, AM, PM, Finals). Volunteer sign-up must be completed by the deadline date. At a later date the Meet Director will post the specific jobs for each meet. At that time, you will be able to sign-up for a specific job during your meet and session combination that you signed-up for in January. If you don't sign-up for a specific job by the posted deadline a job will be assigned to you.
- 2.2.1.3. Long Course Season Meets include Dual Meets, the Summer Polar Bear Meet, and a Championship Meet. At the beginning of the Long Course Season each family will sign-up through Team Unify for a total of **3 meet sessions** (Dual, Set-up, Clean-up, AM, PM, Finals). Volunteer sign-up must be completed by the deadline date. At a later date the Meet Director will post the specific jobs for each meet. At that time, you will be able to sign-up for a specific job during your meet and session combination that you signed-up for at the beginning of the Long Course Season. If

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you don't sign-up for a specific job by the posted deadline a job will be assigned to you.

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
Short Course Season Meets 1. Dual Meets (3) 2. Winter Polar Bear 3. High School Classics	3-4	Annual Team Registration (September)	Receive notification via email from Meet Director
Short Course Championship Meets 1. A Championships 2. AA Championships 3. Zone Championships	2-3	January	Receive notification via email from Meet Director
Long Course Season & Championship Meets 1. Dual Meets (2) 2. Summer Polar Bear 3. LC Championships	3	April	Receive notification via email from Meet Director

REQUIREMENTS:

The Meet Work Chairperson will email the team when Meet Work Sessions sign-ups have been published on the website.

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.

Signing up to for a job during the meet and session you registered for is your responsibility. If you do not sign-up for a specific job during the published time period, the Meet Director will assign one for you. Note: you have already committed to working the session.

All meet work responsibilities need to be completed before registration for the next swim season will be permitted.

2.2.2. COMMITTEE WORK

Each family will have the opportunity to sign-up for Committee Tasks within a published time period 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 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) under the

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"EVENTS" tab. There will be an event titled "Committee Signup".

3. SWIM GROUP DESCRIPTIONS

3.1. GENERAL SWIM GROUPS (BRONZE, SILVER, GOLD, YELLOW, BLUE, SENIOR)

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) under the "GROUP" tab.

3.2. NATIONAL TEAM

- 3.2.1. The National Team consists of swimmers who participate in the YMCA Short Course Nationals in the spring and/or YMCA Long Course Nationals in the summer.
- 3.2.2. The National Team Committee consists of a Chairperson, Co-chaperones and committee members. Committee members are National Team swimmers and their parents/guardians.
- 3.2.3. The National Team Chairperson and is appointed by the Head Coach and voted on by the Board.
- 3.2.4. 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.
- 3.2.5. The minimum age to swim at a national meet is 12 years old.
- 3.2.6. Swimmers must have achieved a qualifying national time to swim in the meet.
- 3.2.7. The cost of participating in a national meet is the responsibility of each swimmer. To offset a portion of the cost, the National Team Fundraising Committee makes a contribution to the National Team Account to each swimmer participating in the meet.
- 3.2.8. The National Team raises money for the National Team Account through various fundraisers. The primary fundraiser is the sale of heat sheets. The National Team is responsible for all heat sheet functions for the Winter and Summer Polar Bear Meets, High School Classic, and the A Championship Meet at COUNTRYSIDE YMCA.
- 3.2.9. National Team Swimmers and their parents/guardians will sign-up for National Team Fundraising Committee Work during Short Course Team Registration and at the beginning of the Long Course Season. This is a requirement for your swimmer to be on the National Team.

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4. PRACTICE, PROCEDURES, AND POLICIES

4.1. USE OF FACILITIES

- 4.1.1. No smoking by anyone, anywhere on YMCA property.
- 4.1.2. During practice, parents, family members, and spectators are not allowed on the pool deck. Non-swimming children must be chaperoned at all times.
- 4.1.3. No parent or swimmer is allowed in the Swim Team office unless accompanied by one of the coaches.

4.2. ATTENDANCE

- 4.2.1. Information related to attendance requirements for each swim group can be found on the COUNTRYSIDE YMCA Torpedoes Swim Team website (www.cytorpedoes.com) under the "GROUP" tab.
- 4.2.2. Understand that practice attendance is directly related to performance at championships.
- 4.2.3. 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. The practices are sequenced into a TRAINING RHYTHM in which continual advanced adaptations are made by the swimmer's cardiovascular, respiratory, and neuromuscular systems to increased training stress. To miss practice is to fail to build the strength and endurance needed to perform well in swimming.
- 4.2.4. Daily attendance records are taken to record presence, promptness, preparedness, and performance.

4.3. PROMPTNESS

- 4.3.1. 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.

4.4. ABSENCES

- 4.4.1. Information related extended absences for each swim group can be found on the COUNTRYSIDE YMCA Torpedoes Swim Team website (www.cytorpedoes.com) under the "GROUP" tab.

4.5. PRACTICE AND MEET EQUIPMENT

- 4.5.1. Information on practice and meet equipment for each swim group can be found on the COUNTRYSIDE YMCA Torpedoes Swim Team

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website (www.cytorpedoes.com) under the "GROUP" tab.

5. COMPETITION SWIMMING

5.1. SEASONS

- 5.1.1. Winter (Short Course) - The season runs from the second Monday in September to the last championship meet your swimmer is eligible to swim. All swimmers may swim in the YMCA A's Championship Meet. The season concludes at that point unless your swimmer qualifies for the YMCA AA's Championships, Great Lakes YMCA Zones, or YMCA Nationals.
- 5.1.2. 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 a Championship Meet, and those who qualify, Summer YMCA Nationals.
- 5.1.3. Practices end for a swimmer on the first day of the highest level championship meet for which they qualify.

5.2. PARTICIPATION

- 5.2.1. Meets are generally optional, but highly recommended, since they are the measure of the swimmer's progress in training. Regular weekly competition, especially during January and February, is essential for maximum progression in performance.
- 5.2.2. Participation by the team in meets is at the discretion of the Head Coach.

5.3. REQUIREMENTS TO PARTICIPATE IN CHAMPIONSHIP MEETS

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 do the following:

- 5.3.1. SOUTHWEST CLUSTER YMCA SECTIONAL SHORT COURSE CHAMPIONSHIPS
 - Swim in at least three (3) YMCA meets (dual and/or YMCA invitational)
 - Have no more than three (3) YMCA "LEAGUE" cutoff times.
 - Meet requirements set by the coaches.
- 5.3.2. SOUTHWEST CLUSTER YMCA LEAGUE SHORT COURSE CHAMPIONSHIPS
 - Swim in at least three (3) YMCA meets (dual and/or YMCA invitational).
 - Attain the cutoff time(s).
 - Meet requirements set by the coaches.

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- 5.3.3. GREAT LAKES YMCA ZONE CHAMPIONSHIPS
- Swim in at least three (3) YMCA meets (dual and/or YMCA invitational).
 - Attain the cutoff time(s).
 - Meet requirements set by the coaches.
- 5.3.4. YMCA NATIONAL SHORT COURSE CHAMPIONSHIPS
- Swim in at least three (3) YMCA meets (dual and/or YMCA invitational).
 - Attain the cutoff time(s).
 - Swim in at least one sanctioned meet: the Southwest Cluster or Great Lakes Zone championship meets.
 - Meet requirements set by the coaches.
- 5.3.5. SOUTHWEST CLUSTER LONG COURSE CHAMPIONSHIPS
- Must participate in two (2) YMCA meets if the swimmer participated in winter meets; if swimming only summer season, three YMCA meets are required.
 - Attain the cutoff time(s).
 - Meet requirements set by the coaches.
- 5.3.6. YMCA LONG COURSE NATIONAL CHAMPIONSHIPS
- Must participate in two YMCA meets.
 - Must meet time standards.
 - Meet requirements set by the coaches.

5.4. SIGN-UPS FOR SEASON MEETS

- 5.4.1. All meets, invitational, and championships have signup deadlines. It is imperative to watch the schedules, website, and your calendar to make sure you sign up for the meets you desire.
- 5.4.2. Online registration is required via COUNTRYSIDE YMCA Torpedoes Swim Team website (www.cytorpedoes.com) under the "EVENT" tab. You are required to state your swimmers intention of participating in each meet the Swim Team offers. A swimmer will be entered in individual events at the Coaches' discretion.
- 5.4.3. Dual Meets and Invitational are optional. Each family can pick and choose from the sundry of available meets according to coach suggestion and your calendar.
- 5.4.4. Once a swimmer is entered in a meet, the Swim Meet Fees are non-refundable, even if your swimmer does not swim, or misses an event.
- 5.4.5. Prior to a meet, check the website to verify that your swimmer is entered in the meet.
- 5.4.6. Swimmers may not be entered in a meet if a swimmer has not attended enough practices to be properly prepared for competition.

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- 5.4.7. Swimmers will not be entered in meets if Financial Obligations are not current.
- 5.4.8. Championships and Polar Bear 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. To clarify: a "YES" is assumed for A and AA Championships and Polar Bear Invitational, a "NO" is necessary if a swimmer is not participating.
- 5.4.9. For Zones and Nationals, swimmers must notify their coach if they plan to participate.

5.5. MEET LINE-UPS

- 5.5.1. Meet line-ups will be posted on the website 2-5 days after meet entries are submitted. If you have any questions about your swimmers entries, talk with the coaches.
- 5.5.2. The final decision of the events a swimmer is entered, is the 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.

5.6. HOTEL ARRANGEMENTS

- 5.6.1. The Swim Team Hotel Committee secures hotels and rooms for meets that are a long distance away from the COUNTRYSIDE YMCA. Procedures for reserving a room will be communicated via email. You will be notified what hotel your family has been placed in. It is your family's responsibility to lock in the room with a personal credit card once you have been notified.
- 5.6.2. Information regarding hotels and hotel sign-ups will be on the website.
- 5.6.3. Coaches do not chaperone swimmers.
- 5.6.4. An adult family member must accompany each swimmer, unless prior arrangement is made with another family.
- 5.6.5. You may make your own arrangements.

5.7. SWIM MEET EXPECTATIONS

- 5.7.1. Swimmers should bring warm sweats and towels to all meets, preferably with shoes and socks.

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- 5.7.2. Swimmers are required to sit with the team at all times during a meet. Swimmers must keep their surrounding area clean, and abide by facility rules.
- 5.7.3. All swimmers are to report to their Coach immediately before and after each race.
- 5.7.4. Team caps are not required as part of the team uniform, but are highly recommended. 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, or through the Spirit Wear Committee.
- 5.7.5. All swimmers must compete in a Speedo swim suit. Team suits are optional; they are available through Swimville USA. There is a link to the Swimville USA website under "LINKS" tab on the COUNTRYSIDE YMCA Torpedoes Swim Team website (www.cytorpedoes.com).
- 5.7.6. Tee shirts, sweatshirts and other spirit wear items are encouraged and available through the Spirit Wear Committee.
- 5.7.7. Swimmers are best prepared to swim well for a meet if they follow these tips:
 - Get a full 8-9 hours of sleep prior to the meet.
 - Eat a nutritious meal an hour or so before warm-ups.
 - Report ON TIME for warm-ups.
 - Do NOT eat or drink junk food or sweets during the da
 - Rest between races.
 - Verify they have their suit, cap, goggles, and towels prior to arriving.

6. TEN TIPS FOR PARENTS

- 6.1. Do complete your meet and committee work responsibilities.
- 6.2. Stay current on all fees.
- 6.3. 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.
- 6.4. 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.
- 6.5. Do address your coaching concerns. Arrange a meeting (or phone discussion), work it out, and drop it. Do not carry grudges.

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- 6.6. 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.
- 6.7. 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.
- 6.8. Do keep informed – check the website often.
- 6.9. Do talk to other swim parents. They have been in your shoes and are willing to help you. Their advice is invaluable.
- 6.10. Have fun...laugh a lot, cheer hard, and celebrate your swimmers accomplishments, no matter how small.
- 6.11. 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.

7. COMMUNICATION PROCESS

To communicate to and from all parties of the Swim Team organization, the following avenues have been set-up.

- 7.1. Board Meetings - Each month the COUNTRYSIDE YMCA Swim Team Board and Head Coach, Aquatic Director have a meeting to plan and manage all swim team activities and needs. Meetings are open to all parents and are normally held the second Thursday at 6:30 p.m. of every month. Check the team website under the "CALENDAR" tab for meeting dates.
- 7.2. COUNTRYSIDE YMCA Torpedoes Swim Team Board of Directors – A listing of the board members, titles and emails are listed on the website under "COACHES" in the top left corner of the site.
- 7.3. Team Website (www.cytorpedoes.com) - All information related to the team will be posted on the website.
- 7.4. Swimmer's Folder - In the pool viewing area is a cabinet with swim folders with 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 day after practice.
- 7.5. Coaches - Direct communication with the coaches is encouraged, but we ask that you please not engage the coaches in conversation during practice sessions or meets. Remember: PARENTS ARE NOT ALLOWED TO SIT IN THE POOL AREA DURING PRACTICE.
- 7.6. Group Meetings - Each swim group will have their own parent/coach meeting at the beginning of the season. Attendance is required as the coach outlines their goals and expectations for the season.

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- 7.7. Verbal or Written - Communication of a personal nature, made by phone; email; or letter to coaches, the YMCA, or board members will be addressed and handled discreetly. Please follow the chain of command for and issues that may arise: Age-Group Coach; Communication Chairperson or Board President, Head Coach, and then Aquatic Executive.
- 7.8. Communication Chairperson or Board President - Feel free to contact the Communications Chairperson with any question or concerns. This individual will help you or direct you to the proper person for resolution.

8. 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) 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.