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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.
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
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.
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.

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.

1.4. 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, 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.

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.

1.5. 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 chaperones feel is inappropriate will be sent home by the most
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 swimmer 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!!

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.
2. FINANCIAL AND VOLUNTEER OBLIGATIONS
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

<table>
<thead>
<tr>
<th>FINANCIAL OBLIGATION</th>
<th>MAKE PAYMENT TO</th>
<th>PAYMENT DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTRYSIDE YMCA Membership Fee</td>
<td>COUNTRYSIDE YMCA – Front Desk</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Annual Swim Team Fee</td>
<td>COUNTRYSIDE YMCA</td>
<td>Installments – refer to registration materials</td>
</tr>
<tr>
<td>Swim Team Registration Fee</td>
<td>COUNTRYSIDE YMCA – Automatic Deduction with Credit Card on file with Team Unify</td>
<td>9/15</td>
</tr>
<tr>
<td>One-time New Swimmer Admin Fee (If the swimmer try-out for the team but never joins, this deposit is not refundable.)</td>
<td>COUNTRYSIDE YMCA – Automatic Deduction with Credit Card on file with Team Unify</td>
<td>Due at the New Parent Meeting</td>
</tr>
<tr>
<td>Monthly Swim Meet Fee</td>
<td>COUNTRYSIDE YMCA – Automatic Deduction with Credit Card on file with Team Unify</td>
<td>The first day of every month your credit card will be charged for meet fees and other approved charges accumulated during the month</td>
</tr>
<tr>
<td>USA Swimming Membership Fee (Optional)</td>
<td>COUNTRYSIDE YMCA – Automatic Deduction from Credit Card on File with Team Unify</td>
<td>10/1 your credit card will be charged. Application must be complete on-line by communicated registration deadline</td>
</tr>
</tbody>
</table>

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**

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 as communicated via email during online registration process.

2.1.2.3. 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.

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 1-2 spirit wear items for each swimmer throughout the year.

2.1.2.7. There are no refunds if you decide to leave the program.

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

2.1.3. **REGISTRATION FEE**

The Registration 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 Registration Fee is based on the number of swimmers in your family. For Registration Fee amounts refer to the COUNTRYSIDE YMCA Torpedoes Swim Team website (www.cytorpedoes.com) under the “FUNDRAISING” Tab and “General Information”.

2.1.3.2. There are no refunds if you decide to leave the program.

2.1.3.3. The Registration 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.
- COUNTRYSIDE YMCA Torpedo Swim Team – Automatic Deduction with Credit Card on file with Team Unify

2.1.3.4. The deadline is September 15th, to use Scrips money as payment for the Registration Fee. The balance due will be charged on September 15th.

2.1.3.5. Every year during the team budgeting process the Registration 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.
- Registration Fee
- 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

- All families will be notified during September when final Registration Fees are due, if they are eligible to transfer excess Scrips funds.
If eligible to transfer excess Scrip 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 September 1.

Families who participate in the Rebate Programs, but leave the team, may request in writing that any Scrips funds transferred to another family or the COUNTRYSIDE YMCA Torpedoes Swim Team General Account, or the National Team Account.

No Scrips Rebates/Funds can be refunded.

2.1.4. **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. Instructions on how and when to pay this fee are outlined during the online registration process. This fee is non-refundable.

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 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.

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.

2.1.6.1. 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. The deadline for completing USA registration will be communicated via email during the online registration process. They will also be published on the website. Your account will automatically be charged on the October 1st billing cycle.

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.

2.2.1. SWIM MEET WORK SESSIONS

Each family electronically agrees during the online registration to perform the required number of Meet Work Sessions. 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. 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 communicated number of meet sessions. In order for your swimmer’s registration to be complete, this task will
need to be completed by the registration deadline. If you don’t sign-up for a 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 communicated number of meet sessions. Volunteer sign-up must be completed by the deadline date. 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 communicated number of meet sessions. Volunteer sign-up must be completed by the deadline date. At a later date the Meet Director will post the specific If 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

<table>
<thead>
<tr>
<th>Meet Groupings</th>
<th>Number of Meet Work Sessions Per Family</th>
<th>Sign-up Period for Meet Work Sessions</th>
<th>When to Sign-up for Specific Meet Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Course Season Meets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Dual Meets (3)</td>
<td>3-4</td>
<td>Annual Team Registration (September)</td>
<td>Receive notification via email from Meet Director</td>
</tr>
<tr>
<td>2. Winter Polar Bear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. High School Classics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short Course Championship Meets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. A Championships</td>
<td>2-3</td>
<td>January</td>
<td>Receive notification via email from Meet Director</td>
</tr>
<tr>
<td>2. AA Championships</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Zone Championships</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Course Season &amp; Championship Meets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Dual Meets (2)</td>
<td>3</td>
<td>April</td>
<td>Receive notification via email from Meet Director</td>
</tr>
<tr>
<td>2. Summer Polar Bear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. LC Championships</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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. If you do not show up for your assigned job, you will be required to complete an additional (penalty) meet work session assigned by the Meet Work Chairperson or Meet Director.

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.

2.2.2. COMMITTEE WORK

Each family is required to sign-up for a Committee 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 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) under the “EVENTS” tab.

3. SWIM GROUP DESCRIPTIONS

3.1. 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) under the “GENERAL” tab.

3.2. COUNTRYSIDE YMCA 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.

3.2.8. The National Team may raise money for the National Team Account through various fundraisers approved by the Head Coach. The National Team is responsible for all heat sheet functions for the High School Classic and the A Championship Meet at COUNTRYSIDE YMCA.

3.2.9. National Team Swimmers and their parents/guardians are required to sign-up for National Team Fundraising Committee Work during Short Course and the Long Course Seasons. This is a requirement for your swimmer to be on the National Team. All funds will benefit the entire National Team.

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 “GENERAL” tab/Group Descriptions.

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

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 website (www.cytorpedoes.com) under the “GENERAL” tab.

4.6. **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). Please remember that there are no refunds.

5. **COMPETITION SWIMMING**

5.1. **SEASONS**

5.1.1. Winter (Short Course) - The season runs from early 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 Southwestern Ohio. To swim in a championship meet, swimmers must do the following:

5.3.1. SOUTHWEST CLUSTER YMCA SECTIONAL SHORT COURSE CHAMPIONSHIPS or “A”.
- 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 or “AA”.
- Swim in at least three (3) YMCA meets (dual and/or YMCA invitational).
- Attain the cutoff time(s).
- Meet requirements set by the coaches.

5.3.3. 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, invitationals, 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 Meets 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.

5.4.7. Swimmers will not be entered in meets if Financial Obligations or Volunteer 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. Swimmers may participate in more than one championship meet a season. For example: If a swimmer swims at A Championships and qualifies for AA’s, they are expected to swim at AA’s.

5.4.10. Swimmers are expected to participate in the highest championship meet that they qualify for.

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 swimmer’s entries, talk with the coaches.
5.5.2. The final decision of the events a swimmer is entered in is made by 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 team tries 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 family’s responsibility to secure 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 and sent via email.

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. Some meet will require this. Area hotel contacts will be posted on the meet page for these Meets.

5.7. SWIM MEET EXPECTATIONS

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

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 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.

5.7.5. 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 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 junk food on meet days.
- Rest between races.
- Verify swimmers 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.

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 and team email 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. 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.

7.2. Team Website (www.cytorpedoes.com) - All information related to the team will be posted on the website.

7.3. Swimmer’s Folder – On the pool deck is a cabinet 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 day after practice.

7.4. Group Meetings - Each swim group will have their own parent meeting at the beginning of the season. Attendance is required as the coach outlines their goals and expectations for the season.

7.5. 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.

7.6. 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.

7.7. 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 3rd Monday of every month at 6:30 PM.

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.