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**SWIM TEAM**

**HANDBOOK**

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# Introduction

Welcome to the Y at The Heights and the Hurricanes Swim Team. We are glad your child has decided to swim for us. In addition to the practice of the YMCA core values of caring, honesty, respect, and responsibility; it is our goal to include the values of equal participation, family involvement, working toward individual goal achievement, keeping winning in perspective, teaching fair play and sportsmanship, and develop healthy and responsible youth. Swimming teaches the ability to compete with others and to keep emotions under control. For in every walk of life, challenges will arise that confront you and by facing them head on, they may be overcome.

This handbook will provide you with some basic information to help you enjoy this year’s swim season. If you have any questions or concerns, please contact the Y at The Heights Aquatics Director or the Head Coach Deanna Murlin at 937-236-9622 or [dmurlin@daytonymca.org](mailto:dmurlin@daytonymca.org)

## Coaching Staff and Aquatics Director

Head Coach: Deanna Murlin

Assistant Coach: Greg Piatt

Assistant Coach: Kathryn Potoma

Aquatics Director: James Isbell

It shall be at the sole discretion of the YMCA to hire, change, or terminate staff associated with swim team.

The YMCA Aquatics Director and the YMCA Executive Director and Head Coach, prior to the start of each season, will select all coaches.

## Registration

Members can register on [www.teamunify.com/Home.jsp?team=ohhhh](http://www.teamunify.com/Home.jsp?team=ohhhh)

Please, contact Head Coach Deanna Murlin for any additional questions at [dmurlin@daytonymca.org](mailto:dmurlin@daytonymca.org)

# YMCA Philosophy for Competitive Sports

The YMCA’s involvement in competitive sports is a means of putting Christian principles into practice through programs that promote good health, strong families, leadership, community development, and international understanding.

Valued education is an integral part of the YMCA at The Heights. YMCA sports emphasize broad participation rather than specialization. There are important lessons to be learned from competitive sports:

* Respect for oneself
* Respect for others
* Self-discipline
* Responsibility as a team member
* Development of leadership
* Self-confidence
* Concern for physical fitness
* Life time involvement in sports and wellness

Competitive sports participants learn by example. Coaches, parents, and officials should strive to be the best possible example and create an environment in which competitors may reach their ultimate potential.

# Swim Level Descriptions

**White 1 and 2 and Blue 1 and Blue 2**

This novice group works with a primary focus on developing the basic movements of the 4 competitive strokes. An introduction to the rules of swimming will be given at this level. The average age range will typically be 5-10 years of age but any non-high school swimmer regardless of age who fails to meet the criteria for White will be placed in this group. This group will also be introduced to flip turns, and work to get a head first diving start.

**Ability Level**

* Must be able to swim 25 yards Freestyle with an understanding of rotary breathing
* Must be able to swim 25 yards on back
* Minimum age of 5

**Bronze 1 and 2**

This introductory competitive group works with the primary purpose of stroke refinement with some basic endurance training. A key focus in this group is proper technique and developing good practice habits and reviewing the rules of swimming. The typical age range is 8-11 but swimmers of any age not meeting the criteria for Silver Group will be placed in this group.

**Ability Level**

* Must be able to swim 200 yards Freestyle with an attempt at flip turns
* Must be able to attempt the 100 yard IM
* Must understand circle swimming, flip turns, and streamlines
* Must be able to attempt to dive from either the side or from blocks

**Silver 1 and 2**

This competitive group works with an emphasis in stroke refinement and introductory endurance training. The typical age range is 9-12 but swimmers of any age not meeting the criteria for Gold Group will be placed in this group. Swimmers will be introduced to time cycles and begin to identify with and establish different types of training, such as distance-based and sprint training. Stretching and some out of the water (dryland) exercises will be introduced in this group.

**Ability level**

* Must be able to swim 500 yards continuously with flip turns
* Must attempt to swim and kick 100 yards of all four competitive strokes
* Must attempt the 200 yard IM

**Gold**

This competitive group is composed of highly motivated swimmers aged 12 and up.  Swimmers under 12 years old must have the coach’s permission to be in this group. Swimmers in this group should have a firm grasp of stroke technique and be prepared to focus on endurance and speed training. Dryland practices are provided for this group with the expansion on strengthening the core body.

**Ability Level**

* High School Swimmers are automatically placed in this group regardless of ability
* Must be able to swim 1000 yards Freestyle
* Must be able to attempt 200 yards of each stroke
* Must be able to understand time cycles and read a pace clock
* Ability to manage time and outside obligations
* Ability to set realistic goals and work to attain them

# Registration and Payment of Fees

## Membership Fees

All swim team participants must join the YMCA prior to participating in any practice and/or competition, as per the national YMCA rules and regulations.

If you are a member of any other Y’s in the Greater Dayton Association YMCA’s, you qualify at the membership price.

Please have your membership card with you at ALL swim meets.

Swim team fees are due on the 1st of each month. Swimmers must be a registered participant and good standing to participate in any practice or swim meet.

Financial assistance is always available. Please see the front desk with any questions regarding financial assistance.

## Invitational/Meet Fees

Swim meet fees will be handled by the head coach at the Y at The Heights.

Relay fees will be billed following the swim meet and are to be paid by the Friday following the swim meet the relay was swam.

Parents are responsible for any invitational fees that are assessed due to your child’s participation in all invitational meet and swim meets.

# Weather Policy

## Snow Emergency

YMCA programs are cancelled when Huber Heights is under a level 2 snow emergency.

Coaches and swimmers are not expected to report to practice if YMCA programs are cancelled.

All closings will be announced on local news channels.

Program cancellation is determined by the YMCA Executive Director.

## Thunder/Lightning

A dry land practice will be held if the pool needs be cleared for thunder and lightning.

# Parents Club

The purpose of the Parents Club is to support the swim team program and the swimmers participating. This is accomplished in many ways, including: working at home meets, contributing baked goods and food to the concession stand. assisting the coaches, participating in fund-raisers, etc. In past years, the Parents Club has also contributed financially to swim team supplies, gifts and awards for the swimmers, and the annual awards banquet. The Parents Club also serves as an advisory group to the Y at the Heights.

The Executive Board of the Parents Club is elected by the parents and includes a President, Vice President, Secretary, Communication Chair, Meet Director, Fundraiser, Volunteer Coordinator. Each parent is automatically a member of the Parents Club and is highly encouraged to participate in its activities.

## Executive Parent Board

President-Responsible for leadership of the Hurricane Swim Team Parent Board, conducts board meetings, and provides long term planning.

Vice President: Coordinates out of the pool team events, such as holiday parties and end of the year awards. Will coordinate with the coaches on the end of the year awards.

Secretary: Records and publishes minutes of the Hurricanes Swim Team Parent board and meetings.

Volunteer Coordinators: Oversees volunteer recruitment for meets and at practices. Ensures that volunteer slots are completely filled at meets, communicating with swim team parents when necessary. Makes sure all "Coordinator" spots are filled

Meet Director: TBD

Fundraiser/Sponsors Coordinators: Responsible for organizing fundraisers for the Hurricanes Swim Team. Oversees sponsorships for the season. Establishes levels of contribution and solicits sponsors. Creates levels of sponsorship. Leadership works with this person to set sponsorship goals. Additional duties include: setting up/taking down the sponsorship banner at home meets; setting up a "sponsor's" table where sponsor materials can be placed at each home meet.

Communication Chair: Responsible for communicating flyers and events on the team board and organizing of ribbons.

Concessions Coordinator: Oversees concessions at each home meet. Recruits others to assist with procuring food for sale, serving/sales, as well as creative ideas on items for sale. Concessions are one of the ways we build reserve funds each season.

Any parent is eligible to run for the parent board. We will have a voting process to determine each chair.

# Meet Entry Procedure

1. Each swimmer is responsible for the payment of invitational fees, the Monday prior to the swim meet date.
2. The coaches retain the right to make up the entries in the events they feel are in the best interest of the swimmer.
3. Swimmer’s entry fees will be billed according to the number of events entered.
4. After entries have been submitted to the host team, charges to the swimmers account cannot be reversed because the team is held financially responsible for all entries. If you are unable to attend an invitational, please notify the head coach in writing, before the deadline of entry sheets.
5. If swimmer is entered in a relay, he/she will only be charged for his/her proportionate amount of the entry fee. If you do not wish to swim in a relay, please notify the head coach, in writing, before deadline of entry sheets.
6. If a relay is forced to scratch, FOR ANY REASON, after the deadline because of the absence of one or more members of the relay team, the entire relay entry fee will be charged to the absent swimmer(s). Substitutions will be made whenever possible.

# Coaches Rules

## Attendance

If a swimmer is ill (temperature, flu, etc), he/she should not practice until he/she is well. It is possible to stay conditioned and practice with some injuries. Therefore, in the event of an injury, discuss the situation with the coach.

## Tardiness

All swimmers should be on the pool deck 10 minutes before the start of practice for stretching. Swimmers who arrive late miss important instructions and information. Tardiness of one swimmer causes a distraction to other swimmers for having todisrupt practice so they can begin their workout. A swimmer will also miss out on the full potential of a practice.

## Profanity

All swimmers, parents, and coaches are expected to act and speak in a manner that reflects the YMCA mission and values. Profanity and/or other objectionable language will not be tolerated at any time during practice, meets, or travel to and from meets. This shall include any other times when the individual is associated with the YMCA Swim Team (hotels, restaurants, etc).

## Appropriate Representation

When participating as a member of the Y at the Heights swim team, swimmers should be aware that they represent the Y at the Heights and the Hurricanes Swim Team. For that reason, their behavior reflects upon the rest of the team, the YMCA, members of the YMCA, and their families. Inappropriate behavior, either as hosts or guest of other teams, will not be tolerated.

# Duties and Responsibilities of the Coach

Coaches are expected to fulfill the following responsibilities:

1. Classify swimmers and assign them to competitive events.
2. To attend, in a coaching capacity, all Y at The Heights practice sessions and meets.
3. To teach and support the philosophy of the YMCA.
4. To set an example of good behavior and sportsmanship for all swimmers.
5. To give swimmers an opportunity to develop skills and to promote their involvement as part of a team rather than an individual participant.
6. To instruct, supervise, and conduct all workouts for the team, so athletes might reach their potential in accordance with the principles and philosophy of the competition.
7. Communicate directly with the YMCA Aquatics Director.

## Duties and Responsibilities of the Parents Club

A strong working Parents club is the backbone of any competitive team. Any parent whose child participates on the YMCA at The Heights competitive team is automatically considered a Parent Club member.

The purpose of the Parents Club is to support the Swim team program and the swimmers participating. The Parents Club is expected to fulfill the following responsibilities.

1. To cooperate with the YMCA Director and coaches in making the competitive team meaningful for the team members.
2. To assist with scoring, officiating, selling concessions and fund-raising.
3. To always display good sportsmanship and be supportive of the YMCA at The Heights competitive sports program and its philosophy.
4. To elect an Executive Board to implement and administer the activities of the Parent Club. The Executive Board shall consist of a President, Vice President, Secretary, Treasurer, Fundraiser, Meet Director, Communication Chair and Awards Chair. The Executive board shall perform its duties in a manner consistent with the Constitution and by-laws of the Y at The Heights.
5. The Parent Club and Executive Board is an advisory board and a volunteer support team for the swimmers. Policy and procedural changes, finances, staffing, and other organizational procedures are the responsibility of the YMCA staff.

## Duties and Responsibilities of the Swimmer

Failure to assume the following responsibilities will be brought to the attention of the YMCA staff and disciplinary action will be taken.

Responsibilities include:

1. To attend practices and meets regularly.
2. To notify the coach when unable to attend a meet.
3. To always strive to reach their greatest potential through hard work and effort.
4. To always strive to achieve their greatest potential in academic excellence, as well as, swimming.
5. To cheer for teammates and congratulate them after their events.
6. To treat the coaches, parents, and teammates with respect.
7. To treat officials with respect.
8. To treat other swimmers with respect.
9. To treat the facilities with respect.
10. To be responsible for any personal items brought to the pool.
11. To obey the rules and guidelines of the coaches.

## Duties and Responsibilities of the Parents

**In order to have successful youth competitive teams, parents, as well as, children should participate in the program as individuals and members of the Parents Club.**

As individuals, parents should fulfill the following responsibilities:

1. To provide general encouragement and positive reinforcement to the swimmer.
2. To provide support for the coach.
3. To deliver the swimmer to practices and meets on time and ready for warm-up.
4. To assure that the swimmer receives proper rest and nourishment.
5. To assure that the swimmer maintains appropriate level of academic achievement.
6. To attend meetings of the Parent Club.
7. To aid with meets, concessions, fundraising, and other activities of the Parents Club when asked.

## Duties and Responsibilities of the YMCA Directors and Staff

**The Aquatics Director and support staff is expected to fulfill the following responsibilities:**

1. To ensure the communication line is open between the YMCA staff, coaches, and the Parents Club.
2. Responsible for the hiring and acquiring of all swim team staff.
3. To collect membership and program fees.
4. To ensure that all swimmers meet the membership requirements for participation in the YMCA competitive sports program.
5. To advertise and promote the Huber Heights YMCA swim team.
6. To insurethat YMCA facilities are safe and operational for swim team related activities.

# Participation at Swim Meets

Team Members will sit together during meets and not wander around the building. ALL SWIMMERS are expected to remain together as a team until the completion of a meet. Team members will not be permitted to leave early unless excused by the coach.

Swimmers should report directly to their coach after each event in which they participate during a meet.

The idea is to provide the opportunity to compete for each team member. However, in dual meets, team members and parents must realize that there is a limitation to the positions available in a meet. It is impossible for every swimmer to swim their favorite events and very possible that some swimmers may swim only once.

The coach will always attempt to provide the best possible competitive opportunities for everyone. Team members must be willing to swim any event in which they are placed. The decision as to line-ups and relay personnel is the responsibility of the coach. The swimming ability of the swimmer is just one of the many factors that influences the final decision.

If, at the end of an event and the end of the season, the swimmer can honestly say, “I have done my best,” then we, as coaches, parents, and staff, can be proud to have been a part of his/her success.

# Championship Rules

Parents from all teams must work. Each team receives a list of workers they must supply. If we do not provide these workers, our swimmers are disqualified.

Finals (Ages 9-18)

Finals are held each evening for the day events. The top 16 swimmers will compete in the final 2 heats. These heats are arranged by times. Every swimmer who finished in the top 20 must expect to swim the final event unless they choose to scratch (see scratch rules)

Scratch Rules

In the event your swimmer finishes in the top 20 qualifiers of an event, he/she is eligible for finals. The announcement of the top 20 will be made 20 minutes before the end of the event.

If your swimmer makes the final 20, he/she has the option of scratching the final event. Check with the coach and swimmer to decide.

# Swimming Terminology

1. 25: One length of the pool short course.
2. 50: Two lengths of the pool short course.
3. 100: Four lengths of the pool short course.
4. Backstroke: a swimming stroke that resembles the crawl except the swimmer lies on his or her back.
5. Best Time: A best time is achieved when a swimmer exceeds their own previous "best time" in an event - it shows that a swimmer has improved over their own time, regardless of how other swimmers finish.
6. Breaststroke: a style of swimming on one's front, in which the arms are pushed forward and then swept back in a circular movement, while the legs are tucked in toward the body and then kicked out in a corresponding movement.

Video to review

Copy and paste into a web browser

<https://www.youtube.com/watch?v=IrUK2O-NBXo>

1. Butterfly: a swimming stroke in which the arms are thrown forward together out of the water while the feet kick up and down.

Video to review

Copy and paste into a web browser

<https://www.youtube.com/watch?v=6EJPqppOZ2Y>

1. Cut: A time standard that a swimmer must meet or exceed to be included in a specific competition such as “AA”, Zones and National meets.
2. DQ: Disqualify.
3. Dryland: Exercises or stretches that are conducted out of the pool to warm up, build strength and increase flexibility.
4. Event: This is defined by the age group, sex and swimming stroke, such as Girls' 11-12 Freestyle. The number of events at each meet varies.
5. Event winner: This is the swimmer who has the fastest time in the entire event consisting of all the heats of that event.
6. Finishes: This is how a swimmer ends the race by touching the wall in a legal way depending upon the stroke.
7. Flags: Backstroke flags are placed at both ends of the pool 15 feet from the end to serve as a warning to backstroke swimmers that they are nearing the wall for a turn or finish. Timers may "catch the heads" of younger swimmers who would otherwise hit the wall.
8. Freestyle or Front Crawl: a rapid swimming stroke consisting of alternating overarm stroke and a flutter kick.

Video to review

Copy and paste into a web browser

<http://www.youtube.com/watch?v=fXgh56kisTg>

1. Hand paddles: Will help the technique of the swimmer’s stroke. It increases water resistance on the hands and increase arm strength.

The Benefits of Swim Paddles

Video to review

Copy and paste in a web browser

<https://www.youtube.com/watch?v=qs92QPAYUiI>

1. Heat: When an event has more swimmers entered than available lanes, as is usually the case, there are multiple heats of the event.
2. Heat Sheet: This is the official schedule of swimmers in their assigned events, heats and lanes drawn up by the coaches. It is usually sold at the meet so that swimmers can see where they will swim.
3. Heat Winner: This is the person who comes in first in a particular heat of an event. This does not automatically mean that the swimmer has also won the event, since there are usually multiple heats for any event
4. IM: An event that encompasses all four swimming strokes including Butterfly, Backstroke, Breaststroke and Freestyle.
5. Kickboard: a small buoyant board held by a swimmer to stay afloat while practicing kicking techniques
6. Lane: The pool is arranged into lanes by floating lane dividers so that the swimmers will not interfere with each other during a race. Some pools have 8 lanes, while others only have 6 lanes (those meets may last longer). At dual meets, the host team swimmers use the odd-numbered lanes while the visitors use the even-numbered lanes.
7. Lap: One complete length of a straight course, as in a swimming pool.
8. Legal/DQ: These are the terms that describe whether a stroke is being performed correctly (legally) as defined by United States Swimming rules. If a swimmer is judged by a Stroke and Turn judge to be swimming incorrectly, that swimmer is disqualified (DQ) for that event in the meet. The swimmer should ask their coach for instructions to correct the problem before swimming the same event in another meet. DQ does not mean that a swimmer cannot swim in further events or meets. It is a learning tool for swimmers.
9. Meet: A competition between two (dual meet) or more teams with individual swimmers, relays, place ribbons and team scores are kept
10. Meet fees: Fees incurred when a swimmer is registered for a swim meet
11. Pull Buoy: A pull buoy or leg float is a figure-eight shaped piece of closed-cell foam used in swim workouts. Swimmers place the buoy between their thighs or their ankles to provide support to the body without kicking their legs; this allows the swimmer to focus on training only their arms and developing both endurance and upper body strength
12. Relays: Relay races are sometimes offered at the beginning or end of a meet. Medley relays feature 4 swimmers each swimming a different stroke beginning with back, breast, fly and free. Free relays feature 4 freestyle swimmers.
13. Seeding: This refers to the heat and lane assignment of the swimmer. Swimmers are arranged (seeded) by the best times, with the slowest swimmers in heat 1 and so forth. Further, the fastest swimmers are seeded in the middle of the pool outward
14. Starting Block: A raised platform that swimmers dive from during competition
15. Starts: This is the entry into the water (generally a dive) or the beginning of the backstroke (push off back dive) at the sound of the starting gun.
16. Streamline: Position a swimmer assumes at the start of a lap in which their body and arms are straight with the elbows behind the ears arms squeezing the back of the head.
17. Stroke Clinic: A practice with a specific goal of improving technique on one or more specific strokes
18. Stroke and Turn Judge: A trained volunteer who determines if swimmers are swimming each stroke legally within the guidelines set by USA Swimming, a stroke judge determines if a swimmer will be disqualified
19. Swimming Fins: one of a pair of flippers.

The benefits of using swimming fins.

Video to review

Copy and paste in a web browser

<https://www.youtube.com/watch?v=YgfNu-wEAIM>

1. Swim Snorkel: A special type of snorkel designed to help swimmers concentrate on the head position and body alignment.

Video to review

Copy and paste in a web browser

<https://www.youtube.com/watch?v=z1nkPCAtBHI>

1. Timer: A volunteer who uses a stopwatch to record a swimmer's time during a swim meet or is a backup timer for a touchpad system
2. Turns: A swimmer who is swimming more than one length of the pool in an event must perform a legal turn at each wall to continue the race. Each stroke has its own turn requirements, which are taught in practice. Turns are needed in the individual medleys, and 50 yard distances for the older swimmers
3. Warm-ups: Each meet begins by having a warm-up period. This is very important so that swimmers do not pull muscles and also allows swimmers to get familiar with the pool.

# What to Bring to a Meet

At most meets, swimmers will be in the gym. There will be a designed area for the Hurricane Swim Team at the meets. Many of the meets can be a long day. We would consider bringing the following items;

1. Healthy snacks and drinks
2. Blankets, Towels and Sleeping bags
3. Chairs. Chairs can be used in the gym. At some of the meets, you may want to sit on the bleachers in the spectator area.
4. Cards or games.
5. Reading material for swimmers and parents.
6. Extra googles, caps and team suit.
7. Sharpies come in handy for younger or new swimmers. They will use the sharpie to write down their event, heat and lane on their hand or arm.

Example:

Event 241 (25 Free)

Heat 1

Lane 1

1. Warm up or sweat suit to wear in the gym. The gym area is usually very cold.
2. Highlighter for highlight you children events on the heat sheet.
3. Heat Sheet are available to purchase at meets. The price is between $3.00 to $5.00 each day.

# Meet Entries

1. Sign in
2. Click on events tab
3. Click on meet you are registering for
4. Click on “Edit Commitment”
5. Declare Yes or No
6. Choose the event your swimmer wants to participate in
7. Click “Save Changes”

**All relays will be determined by the coaches**

# Equipment List

Snorkel - Gold and Silver Group.

Fins - Gold and Silver Group. We have some fins to borrow at the Y at the Heights.

Pull Buoys and Kickboards - Provided by the Y at the Height

Paddles - Gold, Silver, and Bronze Group. We have some paddles to borrow at the Y at the Heights.

Other Specialized items will be made available

# Communication

Bulletin Board - The Swim Team bulletin board in located inside the pool area near the bleachers. Please, check the bulletin board for any swim team information you may need.

Swimmers Folders - Each swimmer has a file folder in the file box located by the Aquatic Director’s office. The folder may contain a copy of any handouts as well as ribbons or medals from past meets. Swimmers are responsible for checking their folders and making sure contents are removed regularly.

Website - Information regarding meets, practice times, upcoming events, meet entries, activities, team handbook, meet schedule, etc can be found on <https://www.teamunify.com/Home.jsp?team=ohhhh>.

Coaches - The coaches are available should you or your swimmers has any questions or problems. Please, schedule a time to meet the coaches or stop in before or after practice. Please, do not attempt to talk to any coach during practices, as they are responsible for the safety of your children.

Email - We use email to maintain contact with our Hurricanes Swim Team. Please, let us know if you are not receiving our emails.

League Website - The league website is <http://www.swoysl.org>

# Conclusion

To be a successful swimmer requires personal dedication, parental support, interested and enthusiastic coaches, and a lot of long hard work. Gold medals do not measure success, on this team; if swimming times have improved, the interest in swimming has increased, and if there has been enjoyment in what was done throughout the season, this is the measure of success. Swimming has a long season with many hours of work providing memories that will last a lifetime.

If, at the end of the season, the swimmer can say, “I have done my best,” then we, as coaches, parents, and staff can be proud to have been a part of his/her success.

We wish you well in the coming months. May you accomplish your goals and benefit from your experience as a Hurricane on the Huber Heights YMCA Swim Team.

Thanks from all of your coaching staff