

**WELCOME TO**

**LIFETIME**

THE HEALTHY WAY OF LIFE COMPANY™



Parent/Swimmer  
Handbook

**LIFE TIME SWIM OHIO**

**(Dublin)**

**2021-2022**

## Introduction

Welcome to Life Time Swim Ohio (Dublin - DUB). The purpose of this handbook is to explain to new and existing members what Life Time Swim Ohio is all about and to outline various policies that affect all swimmers year after year. It should be read by all families (parent and swimmer) so that they become familiar with important facts and rules of the club/team.

Life Time Swim Ohio is a USA sanctioned year-round swim team consisting of swimmers from all Life Time swim clubs in Ohio including Life Time Dublin (DUB), Life Time Deerfield (DRF), Life Time Easton (ETN), and Life Time Beachwood BCH). As a club swim team, we are able to welcome swimmers ages 5 to 18 to train and compete as part of the Life Time Swim family.

## Sport of Swimming

The four competitive strokes are butterfly, backstroke, breaststroke and freestyle. In addition to those events, there is the individual medley (IM) event, which features all four strokes in one race in the order previously listed. There are also relay events that consist of four swimmers. There are freestyle relays, where all four swimmers swim freestyle; and there are medley relays, where each of the four swimmers swims one of the four strokes in the order of backstroke, breaststroke, butterfly, freestyle. Our swimmers compete in different age groups and meets depending on their achievement level and how old they are on the FIRST DAY OF THE MEET. Nationally recognized age groups are 8 and under, 9-10, 11-12, 13-14, 15-16, 17-18 and Senior. Local meets may also feature events for 8 and under swimmers. Meets are conducted in one of the three “courses” (pool sizes). A **short course** pool is either 25 yards (SCY) or 25 meters (SCM). A **long course** pool is 50 meters (LCM). The short course season goes from September to March and the long course season goes from April through August. The International standard used in the Olympics is 50 meters (LCM). The NCAA College Championships are conducted in SCY or SCM. All world records are accomplished in 25 meter and 50 meter pools. USA Swimming maintains records for 25 yards, 25 meters and 50 meters. The technical rules of swimming are designed to provide fair and equitable conditions of competition and to promote uniformity in the sport. Each swimming stroke has specific rules designed to ensure that swimmers do not get an unfair competitive advantage over another swimmer. The technical rules for each stroke may be found in the publication “USA Swimming Rules and Regulations” on the USA Swimming website.

## USA Swimming

USA Swimming is the national governing body for swimming in the United States. USA Swimming is composed of 60 swimming associations (Local Swim Committees or LSC's). As a USA registered athlete, swimmers will be given a unique identification number, which will follow them throughout their swimming career. The USA Swimming Age Group program is designed to benefit younger athletes in the early stages of their competitive swimming careers while preparing them for senior, college, national, and international level swimming. USA registered swimmers participate in local, regional, and national level meets and various championships. Regionally, zone meets are held in four areas of the country at the end of each short course and long course season. We are in the Central Region. The swimmers progress from local age group or senior championships, to zone championships and/or sectional championships, to junior or senior nationals, and then on to various international championship meets. The local championship meets begin to prepare our swimmers for the national championships and beyond. The senior national championships and specially conducted trials are used to select swimmers for the United States National Team including the Pan-American, Pan Pacific, Olympic Games, World Championships, and other International competitions.



## **Team Philosophy**

Each swimmer is encouraged to pursue their goals and ability. The sport of swimming is something that each person can take with them for life. We want each swimmer to learn qualities such as: dedication, determination, time management, goal setting, team work, and sportsmanship.

## **Team Mission Statement**

The mission of Life Time Swim Ohio (DUB) is to support and promote the sport of swimming by providing an enjoyable, team oriented experience through hard work, dedication and respect that will empower each swimmer to grow to their fullest potential in and out of the water. To provide a quality training environment for all swimmers within a structured progression to ensure each swimmer reaches their individual potential.

## **Team Goals**

- To develop athletes for long term success
- Coach every athlete and guide them in their development of important life skills
- For every athlete to enjoy the sport of swimming
- To always leave practice and competitions with an achievement, big or small
- Help each athlete cultivate a positive mind and a healthy lifestyle
- For each swimmer to be an integral part of the team

## **Training and Technique Philosophy:**

There is always balance between stroke technique and workouts. Doing a high yardage workout with lousy technique will only reinforce bad habits. Doing an excessive amount of stroke work without meaningful training yards will only result in lack of race endurance. There is a balance between sufficient training yards as well as stroke technique while recognizing the change of emphasis during a season and also during a career.

Generally, the beginning of each season is a time for laying down a foundation of proper technique in the four strokes. Later in the season, yards increase and so does the difficulty of swimming sets allowing the swimmer to compete successfully in various races and at various distances. When the season is drawing to a close with the major championship meet arriving, we return to stroke technique as a matter of review.

The level of training intensity and durations increase as swimmers age up and move up to higher training groups. Swimmers will spend more time in the water but continue to have stroke technique and race strategy taught regularly. There will be practice sessions designed to develop a mental edge or to promote a stronger inner spirit. There will be practice sessions designed to work on a specific race or distance or stroke. Practices will vary, but the foundation is always good mechanics. With this in mind, there is a progression as a swimmer gets older and moves to different and more challenging training groups on the team.

Bottom line, our goal is to have every swimmer perform the full stroke, at a fast rate, leading them to their best times. First, the stroke, and then the speed.

Most importantly, how fast you swim in a particular practice or meet isn't always what's most important but rather the life skills you learn at practice and competition. These life skills include: working together as a team, persistence, and diligence and producing a strong work ethic. Recognizing your improvements (big or small) and learning from your mistakes.



## Group Placement Considerations

Your Swimmer will be placed by the coaches in the proper training group according to age, skill level, commitment, attitude, and behavior. This placement is at the coach's discretion. If there are any questions about group placement **please encourage your swimmer to talk to their coach.**

## Swim Level Information and Swimmer Progression

### Developmental 1

This level, open to swimmers 5-8 years of age, is the Part 1 of Phase I of the competitive swim team. Eligible candidates will need to have completed Wave 601 of the Life Time Swim Lesson Program or equivalent from another program. Needs be able to swim 25 yards of Freestyle and Backstroke, as well as the basic components and understanding of Butterfly and Breaststroke.

Swimmers will be introduced to the basics of the swim team. We will teach them basic drills that focus on the core fundamentals of all 4 strokes that will prepare each swimmer to move to the other levels of the swim team. They will be taught that swimming is a team sport and they will learn to respect other team members accordingly.

Typically, practice will be held in the Indoor Leisure pool and Coaches will be in and out of the water teaching this group.

Practice sessions will focus on fine tuning their stroke techniques, proper kicking and breathing techniques. Additional objectives to teach swimmers to love the water and have fun swimming.

### Developmental 2

This level, open to swimmers 6-10 years of age, is Part 2 of Phase I Level of the competitive swim team. Eligible candidates will need to have completed Wave 601 of the Life Time Swim Lesson Program or equivalent from another program. Needs be able to swim 25 yards of Freestyle and Backstroke, as well as the basic components and understanding of Butterfly and Breaststroke.

Swimmers will continue to be taught the basics of the swim team. We will continue to teach common drills and lingo used in the upper groups so each swimmer will be prepared as they move up to the other levels. To ensure they know this a team sport and teaching them to respect other team members accordingly. Additional objectives to teach swimmers to love the water and have fun swimming.

Typically, practice will be held in the Indoor Leisure pool and Coaches will be in and out of the water teaching this group.

Practice sessions will focus on fine tuning their stroke techniques including advancing their skills on Butterfly and Breaststroke. Other skills reinforced include proper kicking, breathing techniques and increasing their yardage. We will reinforce the legal techniques of each stroke, along with turns, finishes and introduce them to the USA Dive Progression stages.



## Bronze 1

This level, open to swimmers 7-12 years of age, is Part 1 of Phase II level of the competitive swim team. Eligible candidates should be able to swim a minimum of 50 yards of freestyle and backstroke and a minimum of 25 yards of breaststroke and butterfly as close to legal USA level stroke.

Bronze will have a two-fold focus: to continue refining the major skill components of each stroke, turn and finish, and to develop swimming endurance. In addition, swimmers will participate in a basic dry-land training program designed to build general body strength, to enhance technique, and to improve overall flexibility. The emphasis with this group is to provide swimmers with the technique necessary to succeed at a higher level and to prepare swimmers for the Silver group.

Pool sessions will include a focus on technique through a series of stroke and turn progressions. In addition to focusing on improving the technical side of their strokes, there will be challenge sets during each practice designed to build overall endurance through kicking and timed endurance swims.

## Bronze 2

This level, open to swimmers 8-13 years of age, is Part 2 of Phase II level of the competitive swim team. Eligible candidates should be able to swim with legal strokes and turns 50-yard Freestyle, Backstroke, Breaststroke and Butterfly.

Bronze will have a two-fold focus: to continue refining the major skill components of each stroke, turn and finish, and to develop swimming endurance. In addition, swimmers will participate in a basic dry-land training program designed to build general body strength, to enhance technique, and to improve overall flexibility. The emphasis with this group is to provide swimmers with the technique necessary to succeed at a higher level and to prepare swimmers for the Silver group.

Pool sessions will include a focus on technique through a series of stroke and turn progressions. In addition to focusing on improving the technical side of their strokes, there will be challenge sets during each practice designed to build overall endurance through kicking and timed endurance swims.

## Silver 1

This level, open to swimmers 10-14 years of age, is part 1 of Phase III level of the competitive swim team. Eligible candidates should be able to swim 50 yards Freestyle, Backstroke, Breaststroke, and Butterfly with legal strokes and turns, and have at least 2 BB Time Standards in two *different* strokes.

Silver will have a two-fold focus: to provide swimmers with both the technical and the physical fitness necessary to compete at Regionals and Championship events. This program is designed to build general and specific swimming strength, enhance technique, to prevent injuries and to improve overall flexibility.

This phase is a transitional level where the emphasis begins to change from primarily teaching to a relatively equal balance of technique work and physiological development.

Additional emphasis with the Silver group will be to provide swimmers aerobic conditioning while holding proper technique throughout a challenge set. The primary purpose of this group is to prepare swimmers for the Gold Level.

Pool sessions will include low, medium and high intensity endurance training, technical-sprint sets and quality kick sets. Sessions will also focus on building endurance and speed. There will be a continued emphasis put on technique through a series of stroke and turn progressions. Each challenge set will be driven by quality swimming versus the quantity of t

## [Gold 1/ Gold 2 – Seniors](#)

This level, open to swimmers 13-18 years of age, this is Phase IV level of the competitive swim team. Eligible candidates will have at least two A Time Standards in two ***different*** strokes as well as all B Times throughout.

Gold will have a two-fold focus: to provide swimmers with both the technical and the physical fitness necessary to compete at the Regional/State level and beyond. In addition to an extensive in-water program, Gold will offer a year-round advanced dry-land training program. This program is designed to build general and specific swimming strength, to enhance technique, to prevent injuries and to improve overall flexibility. The dryland training program is an integral part of the Gold level curriculum.

The main point of emphasis with the Gold group will be improve endurance, refine stroke skill and gain competitive experience. As this is the most advanced group of the swim team, the focus shifts from an aerobic base to faster swimming in practice while holding proper stroke technique.

Pool sessions will include low, medium and high intensity endurance training, technical-sprint sets and quality kick sets. Sessions will also focus on building endurance and speed. There will be a continued emphasis put on technique through a series of stroke and turn progressions. Each challenge set will be driven by quality swimming versus the quantity of the swim.

**Please see “Appendix A” for further swim level breakdowns and information**

### **Goal Setting:**

Each swimmer will have the opportunity to set goals for the swimming season. These goals will be discussed with the coaches and reviewed and updated periodically.

### **Team Apparel & Training Equipment**

Swimmers are required to wear approved LTF apparel to swim meets. Competitive uniform consists of the following:

- Life Team Cap – team will provide
- Life Team Suit – order at the Lifeguard Store
- Life Team Shirt – we will be ordering in September

Please see “[Appendix B](#)” for specific information, practice equipment requirements by team level and web links



## Practice Drop off/Pick up Procedures:

1. **All 8 and Under swimmers** *must have a parent that remains on site during the duration of practice and should be dropped off and picked up on time at the pool deck by a parent or guardian.* Please relay any problems that result in late pick up to a coach.
2. **All swimmers ages 9-11** *must be checked in at the front desk by a parent and walked to the pool deck* (they may **NOT** be dropped off at the door. They may be picked up at a specific meeting place communicated between parent/swimmer ahead of time (i.e. Pool deck, or lobby area). Please relay any problems that result in late pick up to a coach.
3. All swimmers **ages 12 and older** may be dropped off and picked up out front of the gym.
4. **Grandparents, Nannies, etc. who are NOT MEMBERS** - Parents will be required to fill out a "Parental Agreement". I have attached a hard copy ("**Appendix C**") and the link will be located on our team unify website. This form expires every 90 days. When the non-member brings the swimmer to practice, they must show a Driver Licenses and sign in. Based on the Age of your swimmer, please abide by the above drop off and pick up procedures.

## Coaches' Responsibilities

The Coaches' job is to supervise the entire competitive swim program. The LIFE coaching staff is dedicated to providing a quality competitive program for each swimmer. Therefore, the coaches must retain control in matters relating to training and competition.

1. The Coaches are responsible for placing swimmers in practice groups. This is based on age, demonstrated merit, and coaches' recommendation. Coaches reserve the right to place a swimmer in a more challenging group when it is in the best interest of the swimmer.
2. Responsibility for stroke instruction and the training regimen rests with the LIFE coaching staff. Each group's practices are based on current techniques and coaching philosophy and are geared to the goals of that group.
3. The coaching staff will make the final decision regarding which events a swimmer will compete in.
4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. The coaches will be solely responsible for offering racing strategies, technical instruction, and constructive criticism regarding the swimmer's performance. All relay teams will be determined by the coaches.
5. All team communication will come from the coaches via Team Unify.

## Swim Practice Expectations:

1. All swimmers are expected to be on deck, dressed and ready to swim on time. It is important to be on time so coaches can begin practice with proper warm up to swim
- 2) Swimmers are expected to bring caps, goggles, swimsuit, dryland clothes and sneakers, and a filled water bottle to practice. **Swimmers are required to have bottled water, PowerAde or Gatorade on deck at all times.**
- 3) Swimmers are expected to stay for the entire practice session; it is disruptive for the entire practice group when swimmers arrive late or leave early. If a swimmer must leave practice before the scheduled time, parents are expected to notify the coach via email or text. Otherwise, we cannot allow the swimmer to leave early.
- 4) Swimmers improve with practice. Each training group has specific days and times that each swimmer is expected to attend. We appreciate everyone's effort to participate in as many practices as possible. If you are unable to make any of these committed days and times, you need to let the head coach know by email or by text. Please remember that each practice is designed on progression from one practice to another. So missing a practice will slow down the development of your swimmer.
- 5) Swimmers are responsible for their own equipment and items. We are not responsible for any lost items. I would recommend marking everything with their names. Required equipment by group is attached (Appendix A). If using LTF equipment, please respect this equipment by NOT kicking, throwing, biting, or using the equipment as toys, noise makers and/or taunting items.
- 6) When entering the water at practices, I will not jump or dive into the water. I will sit and scoot into the water. While in the water, please respect the noise level produced by slapping your kickboards and/or noodles and/or anything that could be used as a noise maker and/or taunting item by NOT doing it.
- 7) Swimmers should use the restroom before practice. This will ensure they get the most out of practice and not create a distraction from the set.
- 8) The Hot Tubs and Sauna are for members 12 years of age or older. Swim Team members are NOT exempt from this rule. For all swimmers aged 11 and under are not permitted in the Hot Tubs and Saunas. Please respect the Aquatics Rules for safety.
- 9) All Swimmers must understand circle swimming. This means whether I am going down the pool or coming back. I will always swim on the right side of the line. It is my responsibility to know where I am in the lanes by looking at the lane lines especially when I am doing my backstroke.
- 10) I will not stop in the middle of the lane. Swimmers on every level of swim team are capable of swimming a 25m (1 length) without stopping. If my goggles fell off during a meet, I would not stop to fix them, the same goes for when I am at practice.
- 11) I understand that I am at swim practice to learn and to improve my swimming abilities. As a result, when my coach is talking to me, I will have my eyes on the coach, my mouth shut and my ears above the water. Otherwise, you are showing disrespect to the coach and your fellow swimmers.

## **Parent Code of Conduct:**

1. Know your role: Parents parent, Coaches coach, Swimmers swim
  - a. As the Parent/Guardian of a competitive swimmer, your main responsibility is to provide a caring, supporting environment. This support will encourage your child to feel good about his or her interest in competitive swimming. Show your support by ensuring your swimmer's attendance at practices and swim meets.
  - b. Parents /Guardians are not participants on their child's team but contribute to the success experienced by the swimmer and his or her team. Parents/guardians serve as role models, and children frequently emulate their attitudes. Strive to be a positive role model. Most important show good sportsmanship at all times toward coaches, officials, and other teams.
2. **As a parent, I WILL NOT interfere with coaches during practices or meets. Any interruptions, even short ones, make running a SAFE and EFFECTIVE practice difficult. If you have questions or concerns, coaches will be available to answer your questions AFTER each practice session. You may also, through email, set up a time to meet directly with coaches outside of practice times.**
3. As a parent, I will not correct the way my child is swimming. I will leave that up to the coaches. I understand that the coaches may be working on progressions and it may look different than I think it should, but I will refrain from interfering with the coaches on the pool deck or while in the water.
4. As a parent, I will refrain from standing or sitting anywhere that is close to the lap lanes or leisure lanes during practices. I understand that this is distracting to both the coaches and swimmers. I understand that the designated areas to sit during practice are in the lobby or in the chairs over by the leisure pool.
5. As a parent, I will enjoy involvement with the Life Time Swim Ohio Swim Team by supporting swimmers, coaches, & other parents with positive communications and actions.
6. Parents are to keep their account with Life Time in good standing. Please keep me informed of any changes to your personal or billing information.

## **Concerns**

As in any large organization involving significant numbers of families, Life Time Swim Ohio cannot always be all things to all people. Although conflicts in our club are few, they occasionally arise and we have a protocol for dealing with them. If you have a concern about administration of the club, coaching, finances, other swimmers' behavior, other parents' behavior, or other related matters, please contact any of our Coaches. Your concern(s) will be addressed immediately.



## Swimmer Code of Conduct:

**As a swimmer and member of Life Time Swim Ohio (Dublin), I will abide by the following code of conduct:**

1. I will conduct myself with dignity and respect for others and for the property of others
2. I will be on time for practice, training sessions, and meets.
3. I will comply with all team rules and practice expectations.
4. As a matter of team pride and courtesy to meet hosts and pool facility operators, I will leave the team area neat and in clean condition at the conclusion of each practice session or meet. I understand this also applies to locker room/rest rooms.
5. I will demonstrate good sportsmanship at all practices and meets.
6. I will promote positive team spirit and morale.
7. I will offer congratulations and encouragement to my opponents.
8. I will support my teammates at practice and competition. Working together as a unit will benefit each team member and is an important part Life Time Swim Ohio team spirit.
9. I will follow the verbal directions of the coaching staff. At no time will disrespectful attitudes (arguing, debating, talking back) by any swimmer be tolerated.
10. I will respect the rights and space requirements of other groups using the swimming facility
11. **I understand that any form of bullying, aggressive behavior towards others, or disrespecting authority will NOT be tolerated. This will be grounds for discipline at the discretion of the coaches.**
12. I understand that the following behaviors are prohibited and will NOT be accepted:
  - a. Use or possession of any illegal substance
  - b. Destructive behavior
  - c. Inappropriate language
  - d. Stealing and vandalism
  - e. Interference with the progress of another swimmer during practice or at any other time.

## Violations of the Code of Conduct:

Following the policies and procedures are imperative to keep everyone safe. Most behavior issues will be dealt with during practices and communicated to the parents outside of these official steps. More severe issues or an accumulations of smaller issue will be subject to the following:

- 1) First warning: talk with swimmer and behavior report completed.
- 2) Second warning: talk with swimmer and parent, behavior report and possible suspension of practice
- 3) Third warning: Suspended from practice until a meeting is held with all parties involved to discuss a corrective action plan.
- 4) Fourth warning: The swimmer is removed from our program



## **Dues and Fees**

- 1) USA Swimming Registration is a required fee for all participants. This registration officially registers swimmers for our team through USA Swimming and provides many opportunities and benefits. In September of each year, all swimmers participating on the team will be automatically registered or renewed. The cost is \$100 annually (\$74.00 USA membership, \$18.00 administration fee, \$8.00 LSC).
- 2) Monthly swim team dues for siblings: Families with multiple swimmers receive a 25% discount for each swimmer after the first one.
- 3) We do not offer any type of pro-rated fees for anything other than the swimmers first month and/or medical circumstances
- 4) All High School swimmers during regular Ohio Sports Athlete Association swim season, will receive a 25% discount from their monthly swim team dues during this period of time.
- 5) Monthly swim team dues will be taken ACH from the credit card account you have on file between the first to the third of every month. There is a credit card processing fee of 2.5%
- 6) Swim Meet Fees: Parents are responsible for paying for all swim meet fees that their swimmer incurs. This includes event fees, facility/athlete surcharge, and LSC surcharges. These fees will be processed prior to the meet event and will be charged on the credit card account you have on file. Parents forfeit any meet fees if a swimmer is scratched or does not show up for the meet in which they have already been committed and entries have been submitted to the hosting team. Once the team submits the payments, all financial responsibilities are final.

## **Cancellation Policy**

- 1) Cancellation within 3 days or before first practice: You can obtain a refund of any amount that has been paid under your swim agreement within 3 days of the start date or before the first practice, whichever is later.
- 2) Cancellation after first practice will require a 30-day written notice to the Head Swim Coach only. However, all payments that have been processed by LTF prior to the 30-day written notice are non-refundable. In addition, all practice sessions within the 30 days after receiving notice will be charged and may be pro-rated for this time period based on the date received of the 30-day notice.

**Please sign and return this form to your coach:**

I, \_\_\_\_\_, have read the team handbook and understand the Parent Code of Conduct policies as stated in this handbook. I will follow this Code of Conduct at all practice, meet, and social events where Lifetime Swim Ohio is represented.

**Parents Signature** \_\_\_\_\_

Date \_\_\_\_\_

I, \_\_\_\_\_, have read the team handbook and understand the Swimmer Code of Conduct policies as stated in this handbook. I will follow this Code of Conduct at all practice, meet, and social events where Lifetime Swim Ohio is represented.

**Swimmer #1 signature** \_\_\_\_\_

Date \_\_\_\_\_

**Swimmer #2 signature** \_\_\_\_\_

Date \_\_\_\_\_

**Swimmer #3 signature** \_\_\_\_\_

Date \_\_\_\_\_

