



SPY Swim Team Handbook

**Springfield Family YMCA
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1. SPY Program Overview

Welcome to the Springfield Family YMCA SPY Swim Team (SPY). SPY should be fun for both the swimmer and the family. The following information will help to make the season enjoyable for all.

The entry-level guideline for evaluation requirements for each age group are as follows:

- 8 and under: 25 continuous yards of 2 competitive strokes; one of the strokes should be Freestyle (Front Crawl Stroke) with rotary breathing
- 9 and 10: 50 continuous yards of 2 competitive strokes
- 11 and 12: 50 continuous yards of 2 competitive strokes
- 13 and up: 100 continuous yards of 3 competitive strokes

It is the head coach's decision, however, whether to permit a child to participate on the swim team or to continue in swim lessons based on the swimmer's ability, adaptability, and maturity. It is important that a child remain in swimming lessons until he/she learns and can swim all four competitive strokes even while competing with the swim team. During workouts, stroke technique will be monitored and refined.

Swimmers must be annual YMCA members of the Springfield Family YMCA, as per the YMCA of the USA rules governing competitive sports. Their parents must have made payment arrangements with the Springfield Family YMCA for YMCA membership and SPY Swim Team Program Fee. Our Y's Welcome Center Desk will assist you with options and payment plans.

In addition to YMCA membership and SPY Program Fee, parents of each swimmer must pay the SPY Swim Team and administrative fee at the beginning of the season:

- For Annual or Winter Team participants by designated date for Winter/Short Course Season.
- For Summer Participants Only, at the beginning of designated date for summer/long course season

The purpose of the Program and Administrative fee is explained later on page 6. Also, as a reminder, when a swimmer registers for a swim meet via the website, a meet fee is charged per event to swimmer's website account.

Swimmers compete in YMCA-sponsored meets in age groups based on their age by December 1st for winter season and July 1st for summer season. They also have the opportunity to join the USA Swimming and compete in these meets in age groups based on their age on the first day of the meet.

Success of our Y's Youth Competitive Swimming with Parents/Guardians/Families being involved in various ways. First opportunity is to be supportive of our swimmers; getting them to practice, maintaining a balance nutrition plan, and assuring adequate rest. Second, our program must have many volunteers that help out at swim meets whether it is a home meet or an away meet. Third possibility is becoming a swimming official. Without the correct number of officials on deck, the swim meet cannot be run. Finally, we all have the opportunity to help the swimmers, coaches, and the other parents by being a part of the SPY Parent's Board. If interested in any of these opportunities to help, please contact your Age Group Representative or a coach.

You may contact members of our SPY Parents Board/Age Group Reps through SWIMSPY.com website under Parent's Board Tab. Coaches may be contacted via their emails listed with Coaches bios or by clicking the CONTACT US tab on SWIMSPY.com

2. Practice Groups and Objectives

Beginner/Pre-Competitive Level Swimmer must have basic skills in at least 2 competitive strokes and successfully swim 25 yards without assistance

Swimmer Emphasis is mainly placed on stroke technique. This builds a base for a future competitive swimmer. Endurance and speed are secondary but good stroke technique automatically improves times. Starts and turns are equally important and are practiced on a regular basis.

Development/Advanced:

The swimmer is introduced to longer distance races (50 to 100 yards and the 200 Freestyle & Individual Medley depending on group). Regular workouts such as three per week become more important as swimmers need to build more endurance. However, the emphasis of workouts will remain on strokes, starts, and turns. Strokes are essential to the speed of the swimmer. According to the swimmer's training level, workout yardage increases as swimmers develop technique and fitness. High emphasis is placed on all aspects of competition including race strategy.

Development -

- Swimmer must demonstrate skills in all 4 competitive strokes
- Coaches approval that swimmer is ready to handle on the responsibilities, skills, attentiveness, and maturity needed for this group
- Swimmer must be ready to train for 1 to 1 1/2 hour practices

Advanced -

- 8 & under must have "AA" in the 100 free and 100 IM for their age group & Coaches approval to train in Advanced Group Level
- 9 & older should be close to 9-10 "AA" times regardless of age
- Coaches approval that swimmer is ready to handle on the responsibilities, skills, attentiveness, and maturity needed for this group
- Swimmer must be ready to train for 1 to 1 1/2 hour practices

Pre-Senior Group

Proper stroke technique continues to be stressed, along with race strategy, starts, turns, and endurance. Endurance is very important and a higher emphasis is placed on all aspects of the sport. This group will swim more yardage than the training groups

- Coaches' approval that swimmer is ready to handle the responsibilities, attentiveness, fitness/endurance, and maturity for this group
- Swimmer must be ready to train for 1 1/2 to 2hour practices
- Swimmer should be able to handle workout designs and training time cycles
- Swimmer should be committed to practice 3-5 practices a week

Senior Group

Proper stroke technique continues to be stressed, along with race strategy, starts, turns, and endurance. Endurance is very important and a higher emphasis is placed on all aspects of the sport. This group will swim more yardage than the other age groups. Upon evaluation, 12-year-old swimmers may be asked by the coach to participate in this practice. Swimmers must be 12 years of age by the first day of YMCA National Championships.

- Coaches' approval to demonstrate all necessary skills, responsibilities, attention, fitness endurance, & maturity for this group
- Swimmer should be prepared to train/swim for 2hour pool practice
- Swimmer should be able to handle workout designs and training time cycles
- Swimmer should attend strength and conditioning practices unless swimmer has other commitments which Coaches are aware.
- Swimmer should be committed to attend 4-6 practices per week

National/Pre-National Group:

- Permission of Head Coach- Swimmer's times must be YMCA National Time Standard Cuts or within 5%
- Meet all Senior Group Criteria
- Goals to Compete beyond our League Championships

Practices will be organized by ability, maturity, swim experiences, and best opportunity for growth & development. On the last day of the one-week trial period, NEW Trial swimmers will receive notification as to which assigned practice session they will attend. The coaches will determine practice groups.

3. Swim Team Related Fees

There are four types of fees associated with our SPY Swim Team. The first two types of payments are paid to the Springfield Family YMCA, and the other two fees are associated with the swim team. First, the YMCA membership and swim team program fees are paid to the Springfield Family YMCA. The other two fees, the Administration and Meet fees, are paid to the swim team via website for what our athletes participate in each season.

Springfield Family YMCA Annual Membership – payable to the Springfield Family YMCA at our Y’s Welcome Center. Each swimmer must be an annual member of the Springfield Family YMCA in order to participate on the SPY Swim Team. Please consult with the YMCA staff regarding membership options and payment plans. Payment plans are bank/credit card draft or pay in full.

- Full Payment
- Bank Draft payment is chosen, the Springfield Family Y bills on the 25th day of the month
- If joining our Springfield Family Y as New Member or previous Y member whose membership has lapse 30 days of being active, then a JOINING fee is a part of membership payment

SPY Swim Team Program Fee – payable to the Springfield Family YMCA at our Y’s Welcome Center. These fees associated with the SPY swim team program are set by the Springfield Family YMCA each year. New Swimmer trying out our team after one-two week trial will then decide if they wish to join our team. Returning swimmers will be notify a month before start of winter season regarding their training groups. The SPY Swim Team program fees are based on the swimmer’s practice group.

Administration Fee – payable through our Swimspy.com Website via credit/debit card. An administration fee is charged to each swimmer paid annually in Fall or in Spring for New Swimmers for summer season. This is required to fulfill the needs of stocking our concession stand for our home meets, website expense, and to cover other costs associated with running the team.

Meet Fees – payable through our Swimspy.com via credit/debit card. Meet fees are accumulated on a per meet basis. They are the cost of participating in each event registered, to include the relays that the coach assigns. Sometimes there is a meet participation fee that is also charged with participating in that particular meet. The Meet Fees are posted on the event meet page of our team’s website and can be seen when you register the swimmer up for the meet.

- The meet fees will be billed by the website on the **first day of each month**.

USA Swimming membership is not a requirement to be a part of the SPY Swim Team. Our team usually recommends this option to veteran swimmers. Registration is corresponding fee per swimmer and is due by the end of September. Please chat with coaches about this possibility for your athlete. **USA Swimming** – payable to Springfield Family Y at our Welcome Center. There will be a form to complete for registration

4. YMCA Youth Sports

The SPY Swim Team is a Springfield Family YMCA-sponsored youth competitive sports program. In that regard, SPY works to fulfill the mission of our YMCA and to achieve the goals of YMCA youth sports. The mission of the YMCA is to put Judeo/Christian principles into practice through programs that build healthy spirit, mind, and body for all. YMCA youth sports provide an atmosphere that is value oriented, wholesome and consistent with this mission.

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## The following information is from YMCA of The USA's Rules to Govern YMCA Competitive Sports

>>Fair Play Interpretation of The Rules That Govern YMCA Competitive Sports ("Rules That Govern") is based on the "fair play" concept. The YMCA believes that fair play is the very essence of competition. Sports and competition should be marked by a spirit of truth and honesty, with strict observance of all rules, whether written or unwritten. Fair play implies respect for oneself, one's opponent, and others involved in conducting the competition. Players, coaches, officials, and spectators share a responsibility for fair play: fair play sets the game above the prize.

Competition provides an excellent means of developing a predisposition toward fairness, dignity and integrity. As these virtues develop, they influence behavior in everyday life. It is for the development of such virtues, as well as the opportunity for participants to learn about time management, team work, commitment and other important life skills, that the YMCA promotes competitive sports.

Character Development in YMCA Sports Values are basic beliefs about what is good, or ought to be, that serve as guidelines for decision making and action. Character development is the process of helping people cultivate ethical and decision-making skills.

The YMCA believes that character development, focusing on the values of caring, honesty, respect, and responsibility, is an essential element of its sports program.

**CARING:** To love others and be sensitive to the well-being of others involved in the sports program

**HONESTY:** To have integrity, making sure that one's actions match one's values through participation in sports

**RESPECT:** To value the worth of every person, including oneself, one's teammates, opponents, and officials

**RESPONSIBILITY:** To be accountable for one's behavior and obligations >>

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All YMCAs as well as our Springfield Family YMCA have a responsibility to train staff, volunteers, and participants to model and promote appropriate values through sport, and to create an environment conducive to character development and safety.

The overall environment created and reinforced by the SPY Swim Team is positive approach to youth development, healthy living, and social responsibility, so healthy competitive mindset is evident for each athlete.

The goals of YMCA youth sports are:

- To build self-esteem
- To teach social skills: values, communication, human relations
- To teach physical skills, fitness, and health
- To develop responsibility and decision-making skills
- To enhance leadership skills in youth and adults
- To build relationships among peers and between parent and child
- To support and strengthen family life
- To create a fine experience for children and their families

YMCA Youth Competitive Sports Eight Concepts are based on YMCA's beliefs and philosophy:

- Participation
- Fun
- Fitness
- Skills and Development
- Teamwork
- Fair play
- Family involvement
- Volunteers

Athletes, Coaches, Officials, and Parents/Guardians are urged to follow YMCA rules:

- Speak for yourself
- Listen to others
- Avoid put-downs
- Take charge of yourself
- Show respect

5. Duties and Responsibilities

Coaches' Responsibilities

- To conduct all workouts so the athletes might reach their full potential in accordance to the principles and philosophy of YMCA competition.
- To set an example of good behavior and sportsmanship for all athletes at all times.
- To give athletes an opportunity to develop skills and to promote their involvement as part of a team as well as an individual.
- To evaluate swimmer's ability, yardage, progress and performance continuously.
- To monitor attendance and conduct during workouts and meets.
- To enforce and abide by the Aquatic Policy set by the Springfield Family YMCA
- To report any conflicts in performing these coaching duties as outlined to the YMCA Staff Liaison.

Swimmers' Responsibilities

- Always strive to achieve your greatest possible potential through hard work and effort.
- Respect coaches, other swimmers, officials, trainers, parents, and other team's swimmers at all times. We encourage our swimmers to follow this important statement. However, if there is a discipline problem, the following will occur:
 - o **1st time**--Sit out of practice and a talk with their coach. Parent is called.
 - o **2nd time**--Sit out of practice and a talk with the head coach. Parent is called.
 - o **3rd time**--Suspension. (Coaches will determine the length of time). Parent is called.

- Follow the pool rules of the Springfield Family YMCA and other facilities at all times. Swimmers should be aware that they represent the YMCA at all times whether during training or at meets.
- Know your schedule. Swimmers are expected to be on time for workouts. Each part of your training is very important. Please use the restrooms before your workout. If you need to be excused during a workout, ask a coach first. When entering the pool area for practices or meets please sit along the wall, talk quietly and stretch until the coach starts warm-ups. There is to be no horseplay the pool area.
- Our High School Swimmers need to communicate with SPY Coaches regarding practices. Please refer to page 20 for more details under Program Components
- Please respect **our** YMCA. Our facility is here for YOU! Abuse of the facility will not be tolerated and may result in suspension or dismissal from the team.
- Secure your locker with a lock or bring belongings onto pool deck during swim practices. The YMCA is not responsible for your belongings.
- Be sure to watch and take care of your own belongings.
- Do not loiter in the locker rooms. The goals of each swimmer are to be on time for each workout. If you are caught elsewhere in the YMCA at workout time, you will be dismissed from practice and your parents will be notified.
- Cover up when outside the pool or locker room. You may not wear just a swimsuit in the other areas of the Y.
- Wear team caps (if caps are worn) to all meets. Team dress helps to promote team spirit and unity. It also makes it easier for coaches, swimmers, and parents to recognize SPY Swimmers on the block to cheer for them. We encourage wearing our SPY Swim Team apparel to promote team spirit.

Parents/Guardians' Responsibilities

Parent involvement is the backbone of the SPY Swim Team. SPY would not work without the hard work and dedication of the many parents.

Any parent whose child is a participant of the SPY Swim Team is automatically considered a member of the **Parents Team**. The following outlines parental duties and responsibilities associated with SPY:

- Cooperate with the YMCA coaches in making the program meaningful for the team member. Children should want to swim for their enjoyment.
- Attend and participate in any Parents Team meetings held.
- Assist with swim meets and fund-raising, and pay all fees when due.
- To fulfill these support services, parents have the responsibility to:
 - Provide workers and officials for all swim meets as required for our meets, away meets, and Championship Meet rules. Volunteers may sign up when meet jobs are posted for particular meet.

If family does not sign up by deadline, then Workers will be assigned. Worker schedule and job description will appear on the SPY website. If a parent cannot work, he/she is responsible for finding a replacement and notifying the assignment official.

- Raise necessary money for the complete operation of the SPY Swim Team, such as coaches' expenses, awards, and equipment as needed. The team's major fund-raiser is the SPY Invitational held the first weekend in December each year. Revenue raised from this meet is used to cover the cost of hosting the meet. It also covers SPY Swim Team expenses for the year, the purchase of equipment for the SPY Swim Team and the YMCA (to be decided by the members of the SPY Parent's Advisory Board and approved by the YMCA management). Every parent will receive a work assignment two weeks prior to the SPY Invitational.

Parents/Guardians' Opportunities

- Help with concessions. A concession stand is operated at home meets held at our YMCA. Workers for the concession stand will be assigned and the schedule will appear on the SPY website. If a parent cannot work, he/she must find a replacement and notify the assignment official. In lieu of asking parents to donate items to sell in the concession stand, a concession fee is charged to each family at the beginning of the season.
- Other fund-raising projects may also be held during the season to raise money for a particular cause.
- Make sure swimmers are on time for workouts and meet warm-ups. All phases of the workouts (dry-lands, warm-up, workout, warm down) and swim meets (warm-ups and warm-downs) are important parts of the program and are very important in the development of the swimmer. Check the swim meet and invitational schedules carefully.
- Assure all meet entries are completed before the deadline. If the meet entries are not entered before the deadline the swimmer will not participate in the meet. If your child will not be attending a meet, please notify the coaches as soon as possible.
- **Please avoid going in the pool area during workouts. All parents/guardians are welcome to observe practice from the pool viewing area.** If a parent needs to speak with a coach, he/she may call and leave a message at the YMCA or with the YMCA Staff Liaison or with an Age Group Representative. The call will be returned as soon as possible. If you have a quick question for a coach, you may speak with them before or after workouts. Coaches' main focus is to be directed to the swimmers during workout. There are times when coaches try to make themselves available to chat after some practices
- Coaches on deck at swim meets are often extremely busy. Their concentration needs to be on the events and the swimmers. If you need to have a conversation please try to manage around event breaks or down time. Coaches want to the best for your athlete.
- Check the SPY website (www.swimspy.com) and bulletin board weekly for important SPY information.
- Contact your child's Age Group Representative, or any Parent Board member, if you have questions concerning any procedures of the SPY Swim Team. They will be glad to assist you.
- Supervise your children while you observe your child's practice. Balls, paper airplanes, etc., are not permitted in the lobby or observation area. For safety of all Y Members, no running and/or horseplay is allowed.

6. Parent/Guardian as Team Worker: Expectations

SPY Invitational(our mandatory participation meet) Parents are expected to work at the SPY Invitational **on both Saturday and Sunday**. Some parents will be asked to work on Friday, if they have a child swimming on Friday. If you know ahead of time that it will be impossible to work, please let us know as soon as possible. We may ask you to help with something else prior to the meet. Please check the SPY Website before the meet to see where you are assigned to work.

Other Home SPY Meets If your child is swimming in a SPY HOME meet, you will likely be asked to work. Meet Workers will be needed for the SPY Mini Invitational(end of January) and Last Chance meet (end of February), which SPY hosts. Home Dual Meets if scheduled: We need approximately 40 people from SPY to run a dual meet at home. (The visiting team for dual meet will also provide timers and officials for our home dual meet.

Away Dual Meets SPY must provide 12 workers for an away dual meet. If there are several swimmers swimming, we will assign workers in shifts. You may be assigned to work if your child is swimming. Please check the SPY website before the meet to see if you are assigned to work.

Other Invitational Meets SPY parents may need to work at invitational meets hosted by other clubs if part of the host team requirements. Often, SPY Parents will not be needed to work at away invitationals.

Championships SPY will be asked to provide a certain number of workers for each of the championship meets. Before attending a championship meet, please check the SPY website to see if you have been assigned to work. The number required for each of the different championships will be determined prior to that meet. Again, please check the SPY website for job assignments to sign up. If your swimmer is attending a championship, your family will be responsible to help with our team's assign meet worker positions. If jobs are not filled by sign up deadline, your family may be assigned a meet position.

- **If you miss your work assignment** there is a fee associated with missing a work assignment (except in extreme circumstances.) Please make sure you have a replacement if you must miss your assignment or the fee will be assessed to your bill.

Parent Team Code

- **Listen** to an unwilling child who does not want to participate in competitive swimming and do not force him/her to do so.
- **Remember** children are involved in organized sports for their enjoyment, not yours.
- **Encourage** your child always to compete by the rules.
- **Teach** your child that honest effort is just as important as victory. This helps to ensure that the result of each swim is accepted without undue disappointment.

- **Turn** defeat into victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
- **Remember** that children learn best by example. Applaud good swims by our SPY team members and by members of the opposing team.
- **Accept** the officials' judgment and honesty. Do not publicly question them.
- **Support** all efforts to remove verbal and physical abuse from children's competitive activities.
- **Recognize** the value and importance of coaches and volunteers. They give their time and resources to enhance the performance of your child.
- Have a healthy, spirit, mind, and body at all times. Drugs, alcohol, smoking/vaping, and profanity are not conducive with the philosophy of YMCA Youth Sports and will not be tolerated.
- Enter the SPY Swim Team Room only when a coach is present. Please follow appropriate rules at all times.
- Check your folder after practice, and bring all information home to your parents.
- Swimmers are only to enter and exit the pool through the locker rooms. **THE POOL DOOR FROM THE OBSERVATION ROOM IS TO REMAIN CLOSED AT ALL TIMES.** Any contact with people outside of the pool area must be made at the locker room door.
- Do not dive into the shallow end of the pool!

7. Minor Athlete Abuse Protection Policy

[Springfield Family YMCA Swim Team adding the US Center of SafeSport's Minor Athlete Abuse Protection Policy \(MAAPP\) which follows our Springfield Family YMCA and SPY Swim Team's best practice policies and approaches.](#)

Also, any SPY's USA Swimming members, the MAAPP requires signing acknowledgment agreement.

On February 14th, 2018, the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 was enacted by Congress and became federal law. It is more commonly referred to as the SafeSport Act.

(S.534) [Click HERE https://safesport.org/files/details/78](https://safesport.org/files/details/78) for the U.S. Center for SafeSport's fact sheet about the legislation.

Who is the U.S. Center of Safe Sport: "The U.S. Center for SafeSport is an independent nonprofit committed to ending all forms of abuse in sport This includes bullying, harassment, hazing, physical abuse, emotional abuse, and sexual misconduct and abuse. The Center is the first and only national organization of its kind. The Center

provides services to sport entities on abuse prevention techniques, policies and programs and provides a safe, professional and confidential place for individuals to report sexual abuse within the U.S. Olympic and Paralympic Movements”

- from webpage <https://safesport.org/who-we-are>

Authority: prevention, training, and policies Federal law authorizes the Center to address the risk of emotional, physical, and sexual abuse of amateur athletes in the U.S. Olympic and Paralympic Movements. See [Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017](https://www.congress.gov/bill/115th-congress/senate-bill/534/text#HF1B9DF35CDEC4DD9910451570DCB4F99). <https://www.congress.gov/bill/115th-congress/senate-bill/534/text#HF1B9DF35CDEC4DD9910451570DCB4F99>

On our SWIMSPY.COM website, you may access additional information, links, parent toolkit, contact information for SAFESPORT. Locate and click the Athlete and Parent resource Tab, then click on subtab “SafeSport Resources & Info”

To all our SPY’s USA Swimming Members: The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

Since our SPY program cares on maintaining safety for our Y members so we will follow as a team these policies which improves and enhances previous policies and protocols

Please note Highlighted Statements are our SPY Swim Teams Addition to MAAPP

USA Swimming Athlete turning 18 years old *must take the Athlete Protection Training (APT) Courses. Those athlete members who are 17, about to turn 18, must complete training by their 18th birthday. Successful completion of the APT, on the annual basis, is now a membership requirement of adult athletes. Some YMCA Championship meets also require the APT Course who 18 and older athletes. If you have any questions, please chat with SPY Coaches*



Minor Athlete Abuse Prevention Policy

Effective: September 1, 2021

THIS POLICY APPLIES TO:

In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions and/or summits.

Adult Participants: Any adult 18 years of age or older who is a:

- USA Swimming member, either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees (“LSCs”) or member clubs to have regular contact with (e.g., ongoing interactions during a 12- month period wherein the individual is in a role of active engagement) or authority over Minor Athletes; and/or
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

GENERAL REQUIREMENT

USA Swimming Zones, LSCs and member clubs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents/legal guardians, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club or LSC, as applicable.

DEFINITIONS

Athlete: A USA Swimming and YMCA athlete member.

Authority: When one person's position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).

Dual Relationship: When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals and family friends.

Emergency Circumstances: A serious, unexpected and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete's suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.

Electronic Communication: Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging and social media.

Event or Facility Under Partial or Full Jurisdiction: Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training or competition.

In-Program: Activities related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to contact occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Massage: Any Massage involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Travel: Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by USA Swimming. Examples include, but are not limited to transportation or travel to or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport- related team building

activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

Massage: Any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

Minor Athlete: An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months.

EXCEPTIONS

[Note: Exceptions apply only where specified]

Close-In-Age Exception: In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:

1. The Adult Participant has no authority over the Minor Athlete; and
2. The Adult Participant is not more than four years older than the Minor Athlete.

Dual Relationship Exception: An Adult Participant has a dual role or relationship with a Minor Athlete. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually.

ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:

1. In emergency circumstances;
2. When a Dual Relationship exists; and/or
3. When the Close-In-Age Exception applies.

MEETINGS AND INDIVIDUAL TRAINING SESSIONS

I. Meetings

1. Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.
2. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
3. Meetings must not be conducted in an Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.

II. Meetings with Licensed Mental Health Care Professionals and/or Health Care Providers

If a licensed mental health care professional and/or health care provider meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of USA Swimming in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:

1. The door remains unlocked;
2. Another adult is present at the facility;
3. The other adult is advised that a closed-door meeting is occurring although the Minor Athlete's identity does not need to be disclosed;
4. USA Swimming is notified that the licensed mental health care professional and or health care provider will be meeting with a Minor Athlete; and
5. The licensed mental health care professional and/or health care provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

III. Individual Training Sessions

1. In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:

- i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.
2. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to the USA Swimming, which can be withdrawn at any time.
3. Parents/legal guardians must be allowed to observe the individual training session.

ELECTRONIC COMMUNICATIONS

- I. Content
All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.
- II. Open and Transparent
 1. If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete's parent/legal guardian must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete's parent/legal guardian on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.
 2. The following exceptions apply to Section II(a):
 - i. In emergency circumstances;
 - ii. When a Dual Relationship exists; and/or
 - iii. When the Close-In-Age Exception applies.
 3. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.
- III. Requests to Discontinue
Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by USA Swimming or by an Adult Participant subject to this Policy. USA Swimming must abide by any such request that the Minor Athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.
- IV. Hours
Electronic communications must only be sent between the hours of 5:00 a.m. and 9:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.
- V. Prohibited Electronic Communication
 1. Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with Minor Athletes must be discontinued. Minor Athletes may "friend", "like" or "follow" USA Swimming's official page.
 2. Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.
 3. The following exceptions apply to Section V:
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.

FYI: Springfield Family YMCA Swim Team's Social Media Accounts>

- Twitter @SwimSPY
- Instagram @SwimSPY
- Facebook SPY Swim Team
- YOUTUBE SPY Swim Team Springfield Family YMCA- Ohio

IN-PROGRAM TRAVEL AND LODGING

I. Transportation

1. During In-Program Travel, observable and interruptible environments must be maintained.
2. An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes or another Adult Participant except:

- i. In emergency circumstances;
- ii. When a Dual Relationship exists;
- iii. When the Close-In-Age Exception applies; and/or
- iv. The Minor Athlete's parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.

c. Adult Participants, including team managers and chaperones, who travel with USA Swimming must be USA Swimming non-athlete members of USA Swimming.

[Recommended]

Adult Participants who are parents/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

II. Lodging

1. An Adult Participant must not share a hotel room, sleeping arrangement or overnight lodging location with an Athlete.
2. During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.
3. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
4. The following exceptions apply to II(a), (b) and (c):
 - i. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
 - ii. When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.
5. Minor Athletes should be paired to share a hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.

III. Written Consent

A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all In- Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.

IV. Meetings

1. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
2. Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

SPY SWIM TEAM Guidelines When Traveling...addition to MAAPP

Overnight travel is sometimes required for away meets. This is a great opportunity for the team to get together and socialize. For those meets, it is important that we respect the non-SPY guests and recognize some of our swimmers need to get to the pool early for warm-ups. A good night's sleep is required when competing.

These rules shall be in effect for SPY when staying in a hotel:

- Curfew of 10 p.m. All swimmers must be in their rooms by 10 p.m.
- Do not slam doors. Door slamming results in complaint to hotel staff. Shut doors quietly.
- Do not run or horseplay in the hallways.
- Follow the hotel's rules regarding the pool area
- Display good conduct during your stay. Your conduct is a reflection of your family, your team and our YMCA, even when the meet is over.

Remember, be courteous of others! You are a representative of the Springfield YMCA.

LOCKER ROOMS AND CHANGING AREAS

Our SPY Athletes are not to take more than 15 minutes when changing in the locker rooms. Athletes are supposed to change and exit area quickly.

- I. Requirement to Use Locker Room or Changing Area
The designated locker room or changing area must be used when an athlete or Adult Participant changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).
- II. Observable and Interruptible
All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except:
 1. In emergency circumstances;
 2. A Dual Relationship exists; and/or
 3. The Close-In-Age exception applies.
- III. Private or Semi-Private Space for Minor Athletes
USA Swimming must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of USA Swimming.
- IV. Use of Recording Devices
Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a Minor Athlete or an Adult Participant is prohibited.
- V. Undress
Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
- VI. Showers
 1. Adult Participants must not shower with Minor Athletes unless:
 - i. The Adult Participant meets the Close-in-Age Exception; and/or
 - ii. The shower is part of a pre- or post-activity rinse while wearing swimwear.
 2. Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. USA Swimming must abide by such a request.
- VII. Monitoring
USA Swimming must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:
 1. Conducting a sweep of the locker room or changing area before athletes arrive;
 2. Posting staff directly outside the locker room or changing area during periods of use;
 3. Leaving the doors open when adequate privacy is still possible; and/or
 4. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a Minor Athlete goes to the locker room or changing area during practice and competition, and, if the Minor Athlete does not return in a timely fashion, to check on the Minor Athlete's whereabouts.

VIII. Parents/legal guardians in Locker Rooms or Changing Areas

If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.

MASSAGES, RUBDOWNS AND ATHLETIC TRAINING MODALITIES Our team does not have any activities or modalities associated with our program. If we do incorporate any particular modalities, then these MAAPP rules apply

- I. General Requirement
Any In-Program Massage performed on an athlete must be conducted in an observable and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.
- II. Additional Minor Athlete Requirements
 1. Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.
 2. Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
 3. Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.
 4. Any Massage of a Minor Athlete must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
 5. Any Massage of a Minor Athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.

8. Concussion: Ohio's Return-to-Play Law: What a Parent/Guardian Needs to Know

Starting on April 26, 2013, Ohio Law (ORC 3707.511) requires a youth sports organization to provide a [Concussion Information Sheet](#) to the parent or guardian of an individual who wishes to practice for or complete in an athletic activity organized by the organization. This information sheet can also be found by clicking on "[Concussion Information Sheet](#)" ([Youth Sports Organization Concussion Information Sheet](#)) or [CDC Heads Up information Sheet](#). Parents and athletes are required to receive a concussion information sheet annually for each sport.

You may access these links on our SWIM SPY.COM website under Parent/Athlete Resource with subtab as "Concussion", the Concussion Information Sheet will be in your SPY Packet when you register at our Y's Welcome Center. Plus, you may ask for hard copy from SPY Coaches

Return to Play

- The athlete cannot return to play, practice, or training on the same day that the player is removed.
- Under Ohio law (ORC 3313.539 and ORC 3707.511), a physician must provide **WRITTEN** clearance for an athlete to return to play. Physicians (M.D. or D.O.) and Diplomates in either Chiropractic Neurology or Chiropractic Sports Medicine and Certified Chiropractic Sports Physicians who are listed in the American Chiropractic Board of Sports Physicians (ACBSP) Concussion Registry will be considered able to meet the recommended standards of care and are able to independently clear youth athletes to return to play. All other licensed healthcare professionals must work in coordination or consultation with a physician (M.D. or D.O.), as written in HB 143.

It is important to bring written clearance to SPY Coach even if concussion incident happen outside the SPY Swimming environment such as at school, other sports, or accident

SPY's Approach to Concussions:

- 1.) Athletes, who are suspected of sustaining a concussion, **MUST** be removed from practice.
- 2.) SPY will follow the Ohio laws which prohibit a child to return to play (practice or competition) on the same day that he/she is removed on suspicion of having sustained a concussion.
- 3.) Athlete may return the following day or after medical treatment is given if cleared in writing by a physician (MD or DO) or other authorized healthcare provider that they did not sustain a concussion.

9. Lindsay's Law: Sudden Cardiac Arrest in Youth Athletes

information from <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/lindsays-law/lindsays-law>

What is Sudden Cardiac Arrest? A Sudden Cardiac Arrest (SCA) occurs when the heart suddenly and unexpectedly stops beating, cutting off blood flow to the brain and other vital organs. Sudden cardiac arrest is fatal if not treated immediately, most often by a defibrillator.

Who is Lindsay? Senate Bill 252 is named for national heart health advocate and former Miss Ohio Lindsay Davis who suffers from a heart condition and has since dedicated her career to raising awareness of this potentially fatal condition. "Sudden cardiac arrest is the number one killer of student athletes," said Davis. "At any moment I could have died because coaches and teachers had no idea this was even a possibility for someone who looked as healthy as I did at that age."

Lindsay's Law Lindsay's Law, Ohio Revised Code [3313.5310](#), [3707.58](#) and [3707.59](#) went into effect in 2017. In accordance with this law, the Ohio Department of Health, the Ohio Department of Education, the Ohio High School Athletic Association, the Ohio Chapter of the American College of Cardiology and other stakeholders jointly developed guidelines and other relevant materials to inform and educate students and youth athletes participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest.

For parents/guardians and youth athletes: Handout and Signature Forms are located in registration packet. Signature Form must be returned to SPY Coaches each year. Parents/Guardians and athletes are responsible for watching the required video annually in order to maintain our Y's focus on Healthy Living through education and understanding for athlete safety.

- [Required video](https://www.youtube.com/watch?v=s-YfCWQPeqw&feature=youtu.be) https://www.youtube.com/watch?v=s-YfCWQPeqw&feature=youtu.be
- [Required SCA Informational Handout](#) (with registration packet)
- [Required Signature Form](#) (with registration packet)

10. *Everybody Swims, Everybody Wins: Overall Training Program*

Start to Mid-November -- Early Season Conditioning and Learning

- Stroke Technique
- Group instruction on stroke mechanics
- Begin Strength and Conditioning for appropriate groups (emphasis on correct techniques)
- Time trials
- Goal setting (individual and team)
- Gradual increase in yardage

Mid-November to Early January -- More Intense Training I

- Increase yardage
- Increase intensity - more difficult cycles
- Increase intensity of Strength and Conditioning
- Some specialty practice (sprint, distance, stroke)
- Individual conferences

Early January to Early February (*high school*) / Late February (*all others*) -- More Intense Training II

- Continue yardage
- Continue intense work outs
- Continue intense dry-land exercise
- Workout groups are clearly defined - more specialty work
- More quality swims in practice (more sprints and race pace)

- Contracts
- Review goals
- Emphasis on rest and nutrition

February to End of Season – Taper/Preparation For Championship Swimming

- Variable taper of yardage and intensity, longer rest intervals
- Focus on rest and recovery
- Increase emphasis on pace for distance events
- Increase emphasis on starts, turns, finishes
- Relaxation and positive conferences

Spring/Summer Program from Mid-April to End of July

- Team competes in long course meter meets. Meets are held in 50 meter pool
- Training components follow basic winter plan

11. Program Components & Additional Information

The coaches recommend strength and conditioning workouts two-three times a week for those swimmers who are at least 15 years of age. SPY has offer strength and conditioning programs for Senior and higher training groups

Swimmers 13 and 14 years of age may utilize the weights with a physician's permission slip and parental supervision if training outside our organized team practices

Advanced and Development Swimmers are highly encouraged to attend at least three swim practices per week.

Presenior, Senior, PreNational, and National Swimmers are highly encouraged to attend at least four swim practices a week.

High School team members must attend two practices per week with the SPY Swim Team and inform coaches of attendance at their high school teams. SPY Coaches would also like athletes to share our contact information with their high school coaches so we may all worked together for the best interest of the swimmer.

Attendance will be taken at each workout. It will be noted if a swimmer is late. Remember, the more you practice, the better the development of skills and performance will be. Our attendance information may be shared with your swimmer's high school coach if requested.

All swim team members are expected to swim any assigned relays for their age group. Relays are a combined effort to accumulate points for the team as a whole. It is the swimmer's obligation as a swim team member to support this effort. If for some reason, other than medical, a swimmer feels that he/she cannot participate, it will be the coach's discretion whether that

swimmer will be eligible to swim on any other relays. This would apply to the remainder of that meet and all future meets. The coaches will determine relay team selections per meets.

Parents and swimmers may choose the events that they wish to enter for invitational meets. Coaches determine the line up at dual meets depending on the number of swimmers in each age group. Choosing events does not include relay events. (The coaches determine the relays for invitational and dual meets.) At championship meets (A's, AA's and Zones) swimmers may request events, but the coaches will make the final decision about events each swimmer will swim.

Any parent may contact a coach if you need assistance in selecting events for your athletes. Coaches may add additional events to your choices too based on the days that your swimmer is attending a meet. Please email, text, or chat with coach after their designated practices regard event selections. Coaches encourage parents/guardians to review any meet emails sent from coaches in order to have entries correct before submitting to meet host.

Swimmers are required to attend the warm-up sessions at all swim meets. If a swimmer should fail to attend warm-up, it is the coach's discretion as to their participation in any relays or individual events that day. Be sure to come early to stretch.

Swimmers are to report and talk with their coach immediately before and after each event they swim in a meet. Do not leave the deck area until your coach dismisses you.

Swimmers are not permitted to scratch an event without their coach's permission.

Swim Meets follow the Technical rules from the USA Swimming Rule book for designated season; Swim Meets may also have additional rules and policies which we will follow.

Swim Meets follow the USA Swimming Rule Book. Each Meet may have additional meet rules related to participation, meet management, facility safety, and public safety.

Technical Suits were banned for 12 & under swimmers in any Sanctioned, Approved or Observed meet with the exception of Junior Nationals, U.S. Open, National Championships and Olympic Trials. (Article 102.8.1 F of USA Swimming Rule Book) [Effective September 1, 2020]

If a swimmer misses an event, he/she is still responsible for the event fee.

For best results, follow the planned program of workout attendance.

- Call the YMCA and leave a message if you are going to miss more than one practice due to illness. If a swimmer stays home from school, then he/she is excused from practice. Swimmers should not come to practice if they feel ill. Illness belongs at home and should not be shared with the swim team. If a swimmer becomes ill during practice he/she will be dismissed from practice.
- Speak directly with the coach if you feel there is a decision that affects you.
Communication should begin between coach, parent, and swimmer, so all concerns should be aired at that time.

12. Navigating the Sport of Swimming...FYI

What follows is some helpful information about meets and other aspects of SPY.

Invitational Meets These meets are usually three days long, involve several YMCA's, and usually have a large number of swimmers. There are several invitational meets on the schedule from which to choose. The only invitational meet SPY swimmers **must** participate in is the SPY Invitational.

At an invitational meet, swimmers may be assigned to swim in the morning or afternoon sessions, and/or the Friday evening session. This is dependent on their age and the events they have chosen to swim. Each invitational meet will have entry requirements/restrictions that will be communicated in the meet information packet. You and the swimmer elect in which individual events to participate. The coaches reserve the right to change the events chosen and will determine relays.

There is a fee for each individual event and relay. These charges will be assessed to your account via the website and will usually be billed at the beginning of the month following the meet.

To enter an invitational meet, you must complete the entry process on the website. On the website, you will find the event schedule, anticipated warm-up times, entry deadline, and a link to the meet packet. The swimmer must be entered via the website prior to the deadline. Once the deadline is passed, late entries cannot be accepted because the information has to be compiled and sent to the host team before their deadline. However, there is still one last chance to enter into an event at an invitational meet. This is known as deck entry. This method is dependent on the host team's determination of availability. The cost associated with deck entries is usually double that of normal meet entry.

What to bring to an invitational meet?

At most invitational meets, swimmers will congregate in a gym. Look for an area where other SPY swimmers are settled. These days can be long, so consider bringing the following items:

- Sleeping bags/blankets
- Chairs and/or seat cushions. Chairs can be used in the gym. At some events, you may want to sit on the bleachers in the spectator area.
- Small board games, cards or electronic games.
- Pens, markers, crayons, paper, coloring books, etc.
- Reading material for both swimmers and parents.
- Extra towels
- Warm clothes to wear in the gym. The pool area is usually warm and gym is usually cool. Swimmers need to have something to wear in the gym while waiting. Parents may need a sweatshirt, too.
- A cooler. Most invitational meets have concessions with a wide variety of food, but you may want something special and/or save money.
- Money for extra goggles, heat sheets, other swim accessories – many times this is cash only
- Highlighters to mark your swimmers' events in the heat sheet
- Upon arriving at an invitational, purchase a heat sheet or may be able online. They are usually \$3-\$5 each day.

- As part of your registration onto our TEAM Website, you may also download app to your devices called "On Deck". Your account password and team code: ohsfymca will get access to app's data
- Other apps often download: "Meet Mobile" which has an annual fee
- **Label everything you bring to a meet with your name!!!**

How invitational meets work

Events (i.e., "8 and under boy's freestyle") are listed on the heat sheet. Take note of the event number, the heat number, and the lane. You may want to write these three numbers on your swimmers wrist/hand if they have trouble remembering.

Most invitational meets have bullpens, also known as a Clerk of Course. These are for the 8 and under swimmers. Parents are not allowed inside the bullpen. Please find the bullpen and show your swimmers. Some age groups are required to report to the bullpen; others report directly to the blocks. Listen to the announcements and be aware of when your swimmer should report to either the bullpen or the block. Coaches are busy watching events. They do a wonderful job, but they cannot keep track of everyone. So make their life easier by keeping track of when and where your swimmer is supposed to report. Once you drop your swimmer off at the bullpen, it is a good time for you to find a spot on deck to watch your swimmer.

Dual Meets

Dual meets are one-day meets usually with another YMCA. Participation in these meets requires the completion of a meet participation form which will be made available on our website, very similar to the invitational meet entry form. On this form, you only need to indicate whether you will attend the meet or not. These forms should also be completed by the deadline. Again, if a swimmer is not entered by the deadline, the swimmer will not be able to participate.

Because coaches determine the events swimmers will swim at a dual meet, these entry forms are critical to helping the coaches prepare the line up ahead of the meet. Coaches will post their lineups on the day of the event. The number of events your child swims depends on how many swimmers attend the meet.

What to bring to a dual meet?

Bring as little as possible. The pool deck and the viewing areas are usually the only areas available for the swimmers and the families to congregate at a dual meet. It can get crowded. Remember, pool areas are generally hot, and it's cool outside. Wear layers.

Bring towels, very compact games, blankets on which the swimmers can sit and you don't mind getting wet, and some food if you choose. Concessions are usually available at dual meets.

How a dual meet works

Events at dual meets have no bullpen, but usually, a "Clerk of Course" organizes the events. Heat sheets are either distributed, for sale or posted on the walls at dual meets. Each dual meet is different. Remember, the coaches decide what the swimmers will swim. Just like at an invitational, you will want the swimmer to mark the event, heat and lane on his/her hand. The swimmer will be responsible for getting to the block on time.

Remember, dual meets can run very quickly, so it is important to help your swimmer be aware of what event is on the swim blocks and when your they compete next.

Championships

Championship meets are held starting in early March with the "A" and "AA" Championship Meet hosted by our Southwest Ohio Y Swim League (SWOYSL) and Great Lakes Zone YMCA Championship (five state regional qualifying meet). To swim in a championship meet, the swimmer must have competed in a minimum of three YMCA meets, whether an invitational or dual. For AA, Great Lakes Y Zone, and National Championships, a qualifying time must be achieved to swim in an event. These qualifying times will be posted on our website as soon as they are made available for the current season. For the Summer season, the championship is the SWOYSL Long Course Championship and YMCA Nationals. Our USA Swimming Members may earn opportunities to attend other Championships.

13. Terminology

Swimming has its own language. Hopefully the glossary below will be helpful to you.

Age Group Swimming -- Swimmers compete against swimmers in their own age group: 8 and under, 9-10, 11-12, 12-14, 15 and up, senior (12 and over).

Blocks -- The platforms on which the swimmer stands and pushes off to start the race.

Relay False Start -- When one swimmer leaves the wall or block before the swimmer in the water touches the wall.

Clerk of Course -- An area where swimmers go to be pre-staged for the upcoming event. Also referred to as the **bullpen**.

Championships -- There are four championships in the YMCA season. The A meet, AA meet, Zones and Nationals. The system of championship meets is designed so that every swimmer, no matter what level has a final meet in which to participate. Each age group has a qualifying time for each event to determine which championship meet the swimmer may participate.

Cut Off Time -- See qualifying time

Disqualification (D.Q.) -- Some infraction of the rules committed by the swimmer. This could be a violation of the rules regarding the start, turn, touch, or stroke. When this occurs, no points are scored and the time is not recorded.

Dual Meet -- Swim meet with two teams. Held at our YMCA or another team's Y.

Event -- A race classified by the age, stroke and distance (e.g., Boys 13-14 200- yard Butterfly).

False Start -- When a swimmer leaves/moves the block before the starter has started the race and this is a Disqualification

Finals -- A session used in most championships in which the top 8 to 16 swimmers from the preliminary heats or races are grouped to have a final race to determine team and individual points and awards.

Heat -- Groups of swimmers all competing in the same event or race. (e.g., there are 12 swimmers entered in the same event. If the pool has six lanes the event will be divided into 2 heats.

Heat Sheet -- A program that outlines the event, heat and lane for each swimmer. Available at invitational and championship meets for a fee.

I.M. -- Individual medley: event divided equally by distance (100, 200, or 400) into the four competitive strokes in the following order: 1. butterfly; 2. backstroke; 3. breaststroke; 4. freestyle.

Invitational -- A large swim meet with four to six teams generally held over a two-three day period. Invitationals are broken into two sessions, morning and afternoon with the age groups split generally 10 and under in one session and 11 and over in the other. Invitationals are major fund raisers for most teams.

Lane -- Specific area to which the swimmer is assigned to swim.

Long Course -- Meet held in a 50-meter pool; occur during the summer

Meet Mobile -- an app that usually has unofficial meet results. Most of our meets do use this service.

N.T. (No Time) -- An abbreviation to indicate a swimmer who is entered in an event has not achieved a legal time for that event.

Preliminaries -- The heat swam prior to the finals. Also known as "prelims."

Qualifying Times or Time Standards -- A time standard in which a swimmer must swim to qualify for some championship meets (e.g., AA's, Zones and Nationals.)

Runners -- Parents who collect lane slips from each lane at the end of a race and run them to the scorer's table. Another job would be posting official results from scoring table

Scoring a Meet -- The totaling of points awarded to individuals and teams. Teams are awarded points based on the placement of individuals and relays from the team. The number of points and places awarded varies with each type of meet.

Scratch -- The withdrawal of an entry from competition. Our swimmers must have coaches' permission

Seeding -- The placement of a swimmer in a heat with the fastest swimmer generally swimming in the last heat toward the center of the pool.

Session -- Any portion of a meet distinctly separated from other portions by locale, time, or type of competition (i.e., morning and afternoon, preliminaries and finals.)

Short Course -- A 25-yard or meter pool.

Southwest Ohio YMCA Swim League (SWOYSL) -- The league in which SPY competes.

Information on the league can be found at

<https://www.teamunify.com/Home.jsp?tabid=0&team=ymcaswosl>

Split -- A segment of time for part of an event or race. Most common on relays where you have four individual times that equal the relay time.

Sprint -- A high energy burst of speed for a short-distance event.

Starter -- The person who starts the race with a gun or buzzer. Also determines a false start and to recall such a start.

Stroke and Turn Judges -- The officials who see that the swimmer does each stroke and turn properly. If a stroke or turn is improper, these judges will write up a disqualification card and bring the card to the runner or the scorer's table.

Strokes -- The four competitive strokes: butterfly, backstroke, breaststroke and freestyle. Each stroke has a proper execution.

Take your Mark -- The command the starter gives the swimmers at the start of each race that tells the swimmer to take his/her starting position.

Timers -- Parents who take the times of each swimmer. There are normally two timers per lane with each having a stopwatch and/or a button hook-up to the automatic timing system.

USA Swimming -- Another swim league in which SPY competes. To compete in this league, a swimmer must hold a USA Swimming card (requires an annual fee.) The league is governed by slightly different rules than the YMCA swim league.

Warm-ups -- The pre-meet swim required for swimmers to get a feel for the pool and the starting blocks. Warm-ups also enable a swimmer to loosen up and practice events they will swim that day. Our swimmers are expected to be on time for all warm-ups