



## Coffman Swim Team Handbook



### INTRODUCTION

**Purpose** – The purpose of this handbook is to provide information and guidance on the various policies and procedures related to the Coffman Swim Team. All team members and their families are expected to read and become familiar with the rules and procedures of the team.

**Memberships** – The Coffman Swim Team is a year-round program at the Coffman YMCA, Fairborn YMCA, and Xenia YMCA that provides competitive swimming opportunities to athletes 6 to 18 years old. The team serves the communities of the Greater Dayton area.

**USA Swimming** – USA Swimming is a national organization to which many of our team members belong. USA Swimming is the sanctioning organization for all officially recognized swimming in the United States, including Junior Olympics, Junior Nationals, Senior Nationals, and the US Olympic Trials. USA Swimming membership is part of the Y Elite, Gold, Silver, and White Groups season program. Green and Maroon do not currently participate in USA events.

**Mission Statement** – To have an organized and competitive swimming program that teaches all levels of swimmers to learn, train and compete at their highest individual level of achievement, while emphasizing individual progress, family participation, Christian principles, individual integrity, and team play.

It is important to note that you are a member of a YMCA Swim Team. Common YMCA goals for swimming year-round include Christian principles, physical fitness, superior skill development, friendships, competition, learning about being a Team Member and more; all are emphasis of our program. Like many competitive programs, ours involves many facets that include training, teaching, goal setting, discipline, fundraising, swim meets and parental cooperation.

### COMMUNICATION

Effective communication is essential to a successful team. The Coffman Swim Team strives to create an open and informative environment for communication among swimmers, parents, and coaching staff. No question should go unanswered. There are several channels of communication available:

**Website** – The Coffman website is <https://www.teamunify.com/team/oscyst/page/home>. Our website will have timely information on practice schedules, meet schedules, parent information, important announcements, glossary of terms, nutrition, top times, directions to meets and links to other important sites. Every Family is responsible for checking the team website daily for updates and information. Please do not call/text coaches for meet times, warm-up times, practice times, etc. All information will be posted on the website and/or emailed out.

All families should register cell phone numbers and email addresses in the ACCOUNT email and text messaging section as well as the MEMBER (swimmer) email and text messaging section. These forms of communication are what coaches need to have available in the event of an emergency, weather, etc.

**Team File Box** – Each site will have a file box. The file box is where all written communication will be placed as well as award ribbons. Each family will have a folder in the box with their name on it. There will also be folders for each coach and other various committees as necessary. It is the swimmer's responsibility to check their folder regularly. Check with your coach for the location of your site's file box.

**Bulletin Board** – The team has a bulletin board located just across from the pool deck entrance. It contains some website information, as well as various other informative materials.

**Committee Leaders**- Please address questions regarding items such as volunteer jobs, social events, awards, etc. with the respective committee leader. Coaches should be the last to be contacted regarding such issues. Please check the website for committee contact information.

**Parent Board**- For non-coaching related questions, concerns, and other inquiries, please use the Parent Board as your main contact before going to the coaching staff. Parent Board contact information can be found on the website.

**Coaches** – When contacting coaches, please be considerate. During practice times the coaches are focused on running the workout. The best time to speak to a coach is after practice. All coaches have email addresses posted on the website or you can send a note with your swimmer(s). The following are some guidelines for communicating with a coach: Please remember that you and the coach have your child's best interest at heart. Trusting that a coach's goals coincide with yours even though the approach may be different will lead to a positive dialogue.

Coaches must balance your perspective of what is best for your child with the needs of the whole team and/or training group. On occasion, an individual child's interest may need to be subordinate to the interests of the group but in the long run the benefits of membership in the group compensate for the occasional short-term inconvenience.

If your child swims for an assistant coach, always discuss the matter first with that coach. If necessary, you may then ask the head coach to join in the discussion as a third party. PLEASE NOTE that coaches are not responsible for collecting any team fees or swimsuit fees, and under no circumstances should coaches be given cash for any of those purposes.

## **Program Information**

### **Seasons**

Short course (Fall/Winter: early/mid-September through early/late March)

Long course (Spring/Summer: late April through mid-July)

The Long course season is included in your team fees, but participation is recommended, and highly encouraged for groups other than Y-Elite and Gold, which is mandatory.

\*National qualifiers' seasons run a little longer

\*\*A swimmer's season ends with the completion of their final championship meet

### **Practice Times**

All practices are held at the YMCA sites during the Fall/Winter/Spring. Practices are held generally from 4:00pm until 8:30pm Monday–Friday. There are additional practices offered on Saturday and Sunday for assigned groups. For specific practice times please visit the team website.

During the summer CFY rents pool space at local area outdoor pools. Practice times are generally in the mornings during June and July. Additional afternoon workouts for the higher training groups may be offered on select afternoons at YMCA sites. All details will be posted on the website.

A swimmer's practices for a season end after the completion of their final championship meet (i.e. the last meet for which they qualify). \*\*Please note, parents are not allowed on the pool deck during practice but are welcome to watch through the windows anytime.

### **Eligibility**

This program is open to all Coffman, Fairborn, and Xenia YMCA members who maintain year-round membership and who, upon evaluation, meet the criteria to be a member of the team. It is the coaching staff's decision, however, whether to permit a child to participate on the swim team. The coaching staff will refer swimmers to the YMCA swim lesson program as appropriate.

Note: a single membership for the swimmer is sufficient.

### **Practice Groups**

Swimmers will be assigned groups by the coaching staff. New swimmers will be evaluated to determine which group will best fit their needs. It is important that swimmers attend only the practice times assigned for their group unless otherwise given permission by the

coaching staff. Our team is at a regular capacity level and groups are assigned to best accommodate the needs of everyone involved.

No matter what group a swimmer is in, coaches will ensure everyone is sufficiently challenged and educated for optimal performance and growth.

### **Team Fees and Expenses**

#### **Team Fees**

The Coffman Swim Team is solely supported by the collection of dues from its members and various fundraisers. Team expenses involve purchasing pool time, paying for a professional coaching staff, equipment, scholarships, and various other team related obligations. Every effort is made to keep costs as low as possible.

Team Fees are listed on the website.

#### **Per Meet Expenses**

Invitational swim meets are offered at an additional cost. This is typically up to \$5 (sometimes as high as \$10) per event entered and usually a maximum of four individual events per session plus one or two relays with up to three sessions per meet. Championship meets also have a pool/swimmer surcharge of \$2 to \$10 per swimmer.

“OPEN” registration begins in August when interested swimmers are evaluated by the coaching staff and will be used to fill any remaining spots.

Any NEW prospective swimmer must be evaluated by the coaching staff and may only register for the approved group assigned by the coaching staff.

For the Maroon Group, preference will be given to swimmers who have recently participated in the Youth Stage 4 YMCA Swim Lesson Program and are approved by the Maroon Group Coach and Swim Lessons Instructor to register.

Preference will also be given to swimmers from active military families transferring into the area.

All members are considered active upon submission of the registration forms or completion of the online registration process. Upon receipt of registration forms (hardcopy or online-depending on the process used), all applicable Team Fees and Swim Team expenses apply and are to be processed through the member accounts with Team Unify.

**Payment:** All Swim Team transactions must be completed through Team Unify and the member’s user account. **A MEMBER’S ACCOUNT MUST HAVE A VALID CREDIT CARD OR CHECKING ACCOUNT FOR ACH TRANSACTIONS AFFILIATED WITH THE MEMBER’S ACCOUNT AT ALL TIMES. FAILURE TO DO SO WILL RESULT IN THE**

## **SWIMMER(S) BEING WITHHELD FROM PRACTICE, COMPETITION, AND ALL TEAM ACTIVITIES AND POSSIBLE LOSS OF PRIORITY REGISTRATION PRIVILEGES.**

Members can pay Team Fees in full by September or pay fees over the course of several months as defined on the Team Fees description form. All questions concerning refunds, cancellations, or billing issues must be directed to the Treasurer.

Invoices are generated based on the account status on the 1<sup>st</sup> of each month and invoices are available for member viewing. Current account charges and status can be viewed at any time by logging into your account. Please do so on a regular basis and e-mail the Head Coach, with a copy to the Treasurer, if anything looks out of place or in error.

Any errors MUST be reported within 7 days after the payment draft to eligible for a refund/credit if warranted.

**Canceling Account Mid-Season:** Any swimmer who intends to withdraw from the program must do so by giving written notice via email to the head coach with a copy to the Treasurer in advance of the next billing month. The Treasurer will then charge the card on file for all outstanding fees at that time.

Note: No spots will be held for swimmers “intending” to register later. Registrations will be accepted until groups have been filled or registration closes. It is possible for a specific group to fill while others remain open.

When a group fills up, a waiting list will be kept for that group until December 1st. As spots become available throughout the season, swimmers will be contacted in order about filling those spots. After December 1<sup>st</sup> the team roster will be considered closed and all waiting lists will become void.

No refunds or changes in fees owed will be given for swimmers who are removed from a training group for not meeting minimum requirements.

### **Meet Expectations**

#### **Championships:**

Swimmers are expected to compete through the Championship season, with each swimmer's final meet being the final Championship meet that they qualify for. Please remember, as a member of a team, each swimmer has a responsibility not only to themselves but their fellow teammates and the coaching staff. Championships are the Team Goal meets and should be respected as such by all participants. All swimmers should plan on being available to swim at (and training through) Championship meets unless specifically told otherwise by a coach. This includes Nationals for Senior level swimmers. Individual

exceptions may be granted by the head coach & parent board in extreme situations only, and on a case-by-case basis.

Stipends – For swimmers qualifying for Olympic trials, the swim team may provide a stipend to offset travel costs, as may be determined by the parent board.

### **Nationals/Team Trips:**

For both Spring and Summer YMCA national meets and any other meet designated by the coaches and parent board as a “Team Trip”, it will be standard procedure to schedule and plan attendance to these meets as “Team Trips” where coaches, swimmers, and designated chaperones (as needed-determined by the coaching staff and parent board) travel and attend competitions as a group.

Attending swimmers will be required to travel, lodge, dine, and compete in accordance with the team trip guidelines laid out by the coaching staff. Swimmers who are unable to follow the above procedures will NOT be eligible to attend the meet.

One exception is that swimmers are allowed to depart from a team trip with their parents for vacation, college visits, etc. without traveling home with the team. Departure may not occur before the final swim of any swimmer on the team (including finals). Exceptions MUST be approved by the coaching staff BEFORE the team leaves for the trip.

Parents of swimmers attending “Team Trips” are welcome to volunteer for and travel as chaperones (the need for chaperones and how many are needed will be determined by the coaching staff and parent board). Parents are also welcome at the meet and to stay at the “team” hotel in their own rooms so they can be near their swimmers. Parents will NOT be permitted to remove their swimmer(s) from the team at ANY time during the trip unless given written permission from the coaching staff BEFORE the trip commences.

Should the coaching staff and parent board determine that a YMCA National or other traditional “Team Trip” will not be run as such, all swimmers and parents will be free to make their own plans to attend the competition.

A determination on whether a “Team Trip” will be planned will be announced no less than 2 months ahead of the first day of the meet.

For Y Nationals, whether CFY travels as a team or not, hotel rooms will be reserved by the team and will be available for use in any situation (# may be limited).

### **All Meets**

**Parents and swimmers should always be sure to thoroughly read the meet information packets posted on the CFY website for each meet.** While many of the general procedures are the same, each meet has its own specific details that are important to know. Be sure to

read over the event order, entry limits, session times, warm-up times and more. Specific warm-up times are usually assigned by team after entries are received by the host team and may not be available until a few days before the meet. Please do NOT call/text/email coaches for warm-up times, check the website.

Swimmers are expected to arrive 15 minutes before the assigned warm-up start time, suit on, goggles and CFY team cap ready. Arriving at any time other than the assigned time must be APPROVED by the coaching staff ahead of time. Failure to do could result in the swimmer being scratched from individual and relay events.

### **Meet Entries**

Each member can sign up for specific meets and select specific events at each meet. Coaches will then review entries after the signup deadline and make changes as they see fit. If a swimmer has restrictions on time or days of attendance at a particular meet during the REGULAR SEASON, please indicate that in the NOTES section of the signup so a coach does not enter a swimmer on a day in which they are unavailable to swim (this does not apply to Championships). Coaches will always have the final authority on which events swimmers will be entered in. Parents/Swimmers should always double check the website for any changes made by coaches within two days of the signup deadline. Also, be sure to check the psych sheet for errors that may have occurred during the entry submission process and alert coaches immediately.

**Relay selections:** are never final until announced by the coaches. Relays are determined by coaches based on performance at meets, in practice, practice attendance, and any other criteria coaches see as being relevant to making the relay selections. Swimmers should never leave a meet before checking to see if they are on a relay.

Exception: for certain Championship meets, it may be necessary to have a more final relay decision prior to the meet due to some swimmers traveling to the meet for that relay only. These will be handled on a case-by-case basis by the coaching staff. For Zones, final relay selections will be announced the Monday after AA's. Any swimmer who may be considered in contention for a relay spot should plan on attending until notified otherwise. If you are unsure, please ask your coach.

### **Equipment**

- **Speedo Sponsorship** – Swimmers are expected to use Speedo brand products at all times when representing CFY Swimming. This includes Championship Racing Suits!! CFY has a signed contract with Speedo. Through this agreement our team receives discounts on many products, free coaches' apparel, items for National Team Qualifiers and other program benefits.
- **Swim caps** – a team cap must be worn at all YMCA and USA meets. Caps may be purchased from the team. Personalized Caps can be ordered at the September team

fitting. If a swimmer does not have a team cap, one will be given to them at the meet and charged to their account.

- **Suit** – Our team suit may be purchased through our team provider, Swimville USA ([www.swimvilleusa.com](http://www.swimvilleusa.com)). While a team suit is not a requirement, any suit worn during competition must be green, black or white or any combination of those team colors and Speedo Brand. A Speedo, Championship style suit may be worn at championships or specifically designated meets only. Championship style suits are not to be worn at in-season invitationals, dual meets, or other competitions unless otherwise specified by the coaching staff. Championship style suits include non-lycra suits such as: Lazers, Fast Skins, Aquablades, etc.
- **Practice Equipment** – It is recommended that swimmers have always at least two pairs of goggles in case one pair was to break. In addition, there are specific items required for each practice group (It is always a good idea to check with your specific coach prior to purchasing equipment). YMCA provided equipment is not to be used in place of items that are on the required list for each swimmer. These limited supply items are for all YMCA members but there are not enough to provide for the entire team and/or to last through the heavy use that a swim season brings. Pool wall hooks provided on deck are for use by Silver/Gold/Y Elite Groups only due to their increased equipment requirements and more frequent use. S/G/Y swimmers who do not have the needed equipment by an extended period will have the items ordered by the coaches and billed to their accounts.

### **Optional Costs**

**Spirit Wear**- Swim bags, team apparel, and many other items are all available but not required!

### **Volunteer Responsibilities**

Every season the Coffman Family YMCA Swim Team hosts one invitational, currently held in October, and a one-day meet in February. These events require the assistance of every family on our team. There will be worker sign-ups available online.

***Each family will be required to provide a minimum number of hours of volunteer time to the team by the completion of the Arctic Blast, typically the end of February. The minimum number of hours will be set by the Board annually.*** If a family does not meet its required hours of volunteer time they will be charged \$50 for every hour they are short of the requirement. For example, if the minimum number of hours was twelve, and a family only provided 2 hours of volunteer time, they would be billed an additional \$500 (10 hrs. x \$50/hr) for the time they did not assist with CFY activities or events. This billing will take place on April 1<sup>st</sup> of each year, so it is critical that ALL families get their volunteer hours in before March 31<sup>st</sup> of each year.

There will be ample opportunities to achieve your volunteer hours between signing up for one of these important year-long positions (see the attached for a more detailed description of each position), our CFY Halloween Invitational Meet in October and our Arctic Blast Meet



in February or any other activity/event that requires assistance with organizing or operating between the start of the season and the end of February of each season.

VOLUNTEERING FOR A, AA, ZONE AND/OR NATIONAL CHAMPIONSHIPS IN VARIOUS CAPACITIES THAT CFY WILL BE RESPONSIBLE FOR WILL NOT COUNT TOWARDS YOUR 10 HOUR REQUIREMENT. THOSE VOLUNTEER INSTANCES ARE EXPECTED TO BE FILLED BY THOSE ATTENDING THOSE MEETS.

Our home meets are major fundraisers for our team, which allow us to control our costs, provide necessary equipment as well as scholarships. We cannot have the meets without the support of every family on the team.

In-Season Invitational's: It is common practice for teams hosting large Invitational style meets that we attend to assign a limited number of worker positions to attending teams. Please be willing to help where possible to fulfill these assignments.

Be sure to sign up early for the jobs and times that work best for your family. If you do not sign up, you will be assigned where necessary. If you cannot work your shift(s) it is your responsibility to find a replacement and notify the Volunteer Coordinator of the changes. PLEASE KEEP IN MIND THE INCONVENIENCE CAUSED BY NOT FULFILLING A POSITION.

**Championship Meets/Workers:** EACH TEAM IS ASSIGNED SPECIFIC WORKER POSITIONS AT ALL LEAGUE CHAMPIONSHIP MEETS BASED ON THE NUMBER OF ENTRIES INTO THE MEET THE PREVIOUS YEAR. ALL FAMILIES OF SWIMMERS ATTENDING THESE MEETS ARE EXPECTED TO VOLUNTEER TO HELP FULFILL THE TEAM'S OBLIGATION TO HELPING RUN A SUCCESSFUL MEET, EVEN IF YOU HAVE ALREADY FULFILLED YOUR MINIMUM REQUIRED WORKER POSITIONS FOR THE YEAR. We are fortunate enough to be part of the best run league in the country. It is very important we do our part in helping to continue this standard for everyone involved.

Championship Meets include: A's, AA's, Zones, LC Championships (summer). The Volunteer Coordinator, under the guidance of the Parent Board, oversees all volunteer job assignments and credits. Any questions or concerns regarding volunteer jobs should be directed to the Volunteer Coordinator or Parent Board and not the coaches.

Championship positions will be ASSIGNED to those attending the meet but not signed up voluntarily.