



Memorandum of Understanding

JCC Waves and Potomac Marlins

Swim Team Association/Operation Agreement



JCC Swim Team

The JCC Waves and Potomac Marlins are USA Swimming members of the Potomac Valley USA Swimming LSC (Local Swimming Community). Each team/organization is managed and operates as a unique and separate entity with similar goals; swimmer developmental strategies and competitive objectives. Both teams conduct practice together at the JCC facility in an integrated manner for the mutual benefit and support of each program / swimmer.

Standard practices will involve a JCC Waves coach and a Potomac Marlins coach on deck for each combined/integrated practice session. Each team is granted use of half of the available lane space for the purpose of registration. The manner in which practice groups are established and swimmer lane assignments made within the integrated practice sessions shall be determined by individual swimmer's general ability & effort, conditioning, and technical proficiency levels per coach input and assessment.

Special Terms of Operation and Management

(General distinctions between teams/organizations)

ON DECK COACHING Duties and Responsibilities

PRACTICE

- Lanes shall be integrated based upon individual swimmer ability level within each practice program. Coaches shall have flexibility to separate/rearrange swimmers into specific training groups when in the best interest of the group as whole for the purpose of specific training objectives.
- The Marlins coach will be primary deck coach for Meet/Competitive swimmers. (*focus on cardiovascular conditioning and meet prep.*)
- The JCC Waves coach will be primary deck coach for Developmental/Maintenance swimmers. (*focus on technique instruction*).
- Friday practices are to remain separate based upon programmatic differences and objectives. Coaches of each team are solely responsible for swimmers from their own teams during these practices unless, prior arrangements have been made or out of necessity due to unforeseen absences.
- Both coaches are authorized and responsible for maintaining developmental oversight of their specific team swimmers regardless of which lanes they are in during standard practices.
- JCC Waves swimmers are not eligible for practice make-ups at other Marlins practice facilities.
- Swimmers and parents of both teams are aware that Marlins Holiday schedule may not coincide with JCC Waves practice schedule. JCC swimmers are not eligible, per JCC membership rules, to practice on these specified Holiday practices. Holidays determined by the JCC Waves Team Manager.
- JCC deck equipment is available for use by both clubs.
- Parents of both clubs agree to remain ONLY in areas designated for practice observation by the JCC A.D and guard staff.
- Coaches from either team have the authority to move swimmers from one practice group/program to another as a result of mutual agreement that the swimmer has been registered for an ability level/group either above or below his/her current level. This must be executed within the first 2 weeks of said swimmers first day of practice.

MEETS

- Coaches are responsible for supervision and coaching of swimmers from their own teams during USA/PVS sanctioned meets, unless prior arrangements have been made and agreed to prior to the meet.
- When attending USA meet with the JCC coach, JCC swimmers, parents and staff are encouraged to sit WITH the Potomac Marlins team and their practice teammates/parents.
- JCC parents who are attending USA Sunday session meets that are sponsored by or hosted by the Potomac Marlins, agree to volunteer for various positions necessary to run the meet by contacting Marlins Meet Manager, Bill Marlin prior to the meet.
- The JCC COACH will be permitted to register for swim meets through the Marlins meet registration system if desired. JCC Meet registrations must come to the Marlins meet manager as a pre-collected unified submission per the procedures determined by Marlins Meet Manager/Head coach, Bill Marlin
- JCC Waves do not attend as many swim meets and/or swim meet sessions as the Potomac Marlins.

COACHING STAFF

QUALIFICATIONS & EXPECTATIONS

- Team Managers of both organizations will assure that JCC and Marlins coaches are hired under current standards and expectations of the Marlins program and have all required USA/PVS swimming credentials including:

CERTIFICATIONS: CPR, FIRST AIDE, Swim Coaches Safety, current Background Screen & USA Swimming's Athlete Protection Training Course

FOUNDATIONS OF COACHING Certification course (required by USA/PVS within first year of coaching)

ASCA LEVEL 2 Stroke School (required by both clubs within first year of coaching)

- JCC coaches will make all attempts to attend any in house Potomac Marlins training courses designed for staff education or make-up training courses per individual schedule.
- Marlins will provide JCC coach with any coaching and educational materials necessary and available for facilitation of integrating programs and coach development.

ATTIRE

- Coaches will wear CLUB affiliated identifying shirts at practices and meets.
- Coaches will dress appropriately and professionally at all times when representing their teams.

COMMUNICATIONS

- Each Home Team Coach is responsible for written communication with their club swimmers and parents. On deck communication with parents may be processed through either deck coach and communication will be subsequently shared with Home Team Coach and Team Managers as necessary.
- Sharing of roster of swimmer names for each group to be exchanged between managers and coaches. Updated each month as necessary.
- The management of both the JCC Waves and the Potomac Marlins will ensure open and timely communication with all swimmers, their parents, the coaches and officials of both teams in all matters relevant to the conducting of practices, meets and team activities/events.

GENERAL POLICIES and PROCEDURES

- **Make-up practices**
 - ✓ Both JCC and Marlins have a flexible practice schedule when specific practice groups are NOT full. Make-ups can be arranged at JCC on alternate days of the week with pre-approval of primary deck coaches. If programs are FULL then those specific practice day options will not be available per coach discretion.
 - ✓ Potomac Marlins swimmers are offered make-ups at other Marlins practice facilities per the Potomac Marlins Team Managers advertised make-up schedule which is posted to the Marlins web site as necessary.
 - ✓ JCC swimmers are not eligible for make-up practices at other Marlins practice facilities.

- **Weather closures –**
 - ✓ Both teams will make all attempts to hold practices in weather events provided the building is OPEN. Please note that the JCC building does not always follow either the Fairfax Country Schools or Government decisions.
 - ✓ Each club will make its members aware of practice cancellations as necessary.
 - ✓ Each club is not bound to the decision of the other regarding the decision to hold practices or not.

- **Holiday closures**
 - ✓ The JCC facility experiences many religious holidays during the swim season which affect the swim team practice schedule.
 - ✓ Potomac Marlins swimmers will practice on certain holidays where the facility remains open as noted on the Marlins web site calendar.

- **Coach Absences**
 - ✓ In the event of coach absence from one team, the standard procedure will be for the remaining coach to assume responsibilities for the entire group if the group is deemed to be at a manageable size. Attempts will be made to find substitute coaches under conditions where it is determined that two coaches are absolutely required.

- **Program Fees**
 - ✓ Program Fees differ from one another as a result of JCC membership, flexible practice options/make-up opportunities and religious observance practices cancellations. The JCC program has a 1 X per week program option. Potomac Marlins minimum is 2 X per week for all levels. Contact Team Managers for more information.

- **Club Transfers**
 - ✓ Swimmers may transfer from one team to another at any point should their personal goals and expectations change to more closely align with the goals, objectives, and philosophies of the partner team. Parents should alert their team deck coach or manager prior to making this switch and subsequently alert the deck coach or manager of the new team prior to initiating registration procedures. Coaches and Managers of both teams agree to facilitate, support and encourage program transfers under these circumstances.

MANAGERIAL

- Parents of both clubs shall be made aware upon or prior to registration of the operational policies and procedures of both clubs highlighting differences where necessary and distinguishable (ie.. THIS DOCUMENT).
- Both team managers and coaches agree to maintain ability requirements for eligibility into each of the advertised practice programs in close relationship to those required by the other team for the purpose of maintaining cohesive practice groups and a productive training environment.
- Members of each club shall support and promote one another in the best interest and goals of each specific swimmer in an interest to keep both clubs operating at maximum capacity. Derogatory remarks and “badmouthing” of either team/program, individual swimmers or coaches shall be reported to the team managers of each program immediately.
- Any and all practice issues to be communicated immediately to managers of both clubs (CC: Teo Albu, Barry Marlin) following practice.
- Each team has their own identity which includes T-shirts, suits, caps, backpacks, etc...
- Managers of both clubs shall share complete team rosters with one another, (names and program level), and supply periodic updates as necessary. Any additional information, if needed, will be made available to the appropriate club manger upon request.
- Contacting swimmers from the other club is to be done only in event of practice emergency.
- Each team will adopt behavioral and disciplinary policies and procedures of one another regarding the safe and productive organization and management of practice sessions.
- TRANSFERRING from one program to another may be done at any point in the season. Parents agree to make current coaches and Team Managers aware of the reasons for transfer request PRIOR to contacting the coach and manager of the other program. Coaches and Managers agree to facilitate all transfers in a professional manner with best interest of the swimmer as a priority. Transfers will not be approved or processed until verification that all required team fees have been paid to the previous team.

Barry Marlin

Potomac Marlins Swim Team

Team Manager

Teo Albu

JCC Aquatics & SFA Associate Director

Cc: Paula Cole, Sports, Fitness and Aquatics Director

Bill Marlin, Head Coach/Meet Manager, Potomac Marlins Swim Team