



## **OUR TEAM VISION**

To become a world-class competitive swim team.

## **OUR TEAM MISSION STATEMENT**

Queen City Dolphins is committed to training swimmers with the essential skills that will enable them to become successful athletes while creating a desire to excel in a competitive environment.

To empower emerging generations to be the best they can be, for a lifetime, in and out of the water.

## **OUR CENTRAL THEME**

The Queen City Dolphins (QCD) Swim Team is a competitive club, emphasizing individual and team growth. QCD embraces all levels of competitive swimmers, providing every athlete with the best possible environment and resources that will allow each athlete to progress from novice to the highest levels of competition. QCD promotes excellence at all levels, fosters outstanding volunteer support, and aims to develop the character and self-discipline necessary to succeed not only in swimming, but also in life away from the pool.

## **OUR PHILOSOPHY**

Be the best you can be! QCD is committed to guiding and directing athletes toward maximum development of their talents and abilities. QCD Coaching Staff endeavors to teach, train, and motivate young people to achieve their ultimate potential in swimming, in the belief that this experience will prove valuable to them as they grow and develop. The QCD program strives to instill in young swimmers an understanding of and appreciation for, such concepts as self-esteem, personal accountability, self-discipline, goal setting, and goal achievement. It is our belief that the road to success is as important as success itself.

At each level of the QCD program, swimmers, with their coach(es) set goals and they are encouraged to strive for personal excellence, to work as hard as they can to become the best they are capable of becoming. This philosophy is consistent throughout our program, and every swimmer, from novice to Olympic hopeful, is encouraged to be the best they can be.



Also, as a 501(c)(3) non-profit charitable organization, QCD endeavors to provide financial assistance to those who qualify.

## **OUR TEAM STRUCTURE**

The team has two separate & distinct aspects of decision making – the “wet side” and the “dry side.” First, the coaches make all “Wet side” decisions regarding individual swimmers, training, meet participation, etc. Our coaches are professional, seasoned veterans of swimming, with many swimming titles and coaching knowledge.

Second, the “dry side” regards financial and policy decisions. The coaches and volunteer parents work to organize events, fundraising, and other items the team needs to operate. It is important to remember that the QCD needs your assistance in these endeavors to make the team successful!

We require parents to volunteer their time and get involved. There are many ways for you to contribute!

## **PARENTS' RESPONSIBILITIES IN THE TEAM STRUCTURE**

In order to have a successful program, there must be strong support from the parents. Here are some “rules of the game” that we ask all parents to follow.

- On the pool deck, the coach is the coach! All coaches have the swimmers’ best interests at heart. It is important that parents allow coaches to do the job they have been hired to do, without interference. The coach’s job is to motivate and constructively criticize the swimmer’s performance. It is the parent’s job to support the coach by being loving and encouraging to your swimmer.
- Parents must make every effort to have swimmers at practice consistently and on time. At the conclusion of practice, parents should be present at the pool to pick up their child. Please, do not place the coach or other parents in the position of looking after your child until you arrive.
- We expect parent volunteers to assist with many aspects of team management, fundraising, governance through committee participation, and in running our home meets each year. Just a few hours of time can go a long way to making this the best experience possible for your child.



Your active participation sends a clear signal to your child that this is a worthwhile activity, which will help him/her be excited, even in those long practices!

## **COMMUNICATION**

QCD maintains a web site and attempts to keep it current. Visit it often at <https://www.teamunify.com/qcd>

QCD will send communications via both email and text messages unless you indicate otherwise.

### How to communicate with QCD:

1. E-mail: This is the preferred method of communication. Please e-mail the coach(es) with questions you may have pertaining to "on deck" issues such as team policies or practice conflicts. To do so, go to the website and click the "Join" tab at the top of the page or send an email to [QueenCityDolphins2005@gmail.com](mailto:QueenCityDolphins2005@gmail.com). Our coaches will be available to answer your questions at their earliest convenience.
2. Team Website: We are constantly working to make our website more informative for all QCD families and prospective families. Please get into the habit of checking our site regularly for your various QCD needs. You can always find most of the information you will need on our site such as practice and meet scheduling, team news and updates, important dates and deadlines.
3. In-Person Meeting: We realize that sometimes you will want to speak with someone in person to have your questions answered or address your concerns. We will be available to accommodate you in this regard. **HOWEVER, PLEASE REFRAIN FROM TALKING TO THE COACHES DURING PRACTICE AS IT DISTRACTS THEM FROM THEIR RESPONSIBILITY TO PROVIDE OVERSIGHT DURING THE SESSIONS.** If you would like to speak with either coach for an extended discussion, the best thing to do is send an e-mail to [QueenCityDolphins2005@gmail.com](mailto:QueenCityDolphins2005@gmail.com). Setting up a time in advance will ensure that the person will be available to provide you with the proper attention.
4. By Phone: Please contact only the head coach by phone, and please reserve all phone calls for pressing issues as opposed to day-to-day QCD questions. If you are calling, please be mindful of the time the call is placed. After practice at night, it is late and the team's head coach would prefer to deal only with urgent matters. If it is an emergency, please leave a message if the coach is not available, and he will get back to you as soon as possible.



## **ATHLETE PROTECTION**

We believe that the experience of children and young athletes in all organized sports should be guided by what is best for the safe and healthy development of the young person. Young athletes who participate in organized sports activities have a unique opportunity for learning. In working with each child, it is essential that we are mindful of their physical, emotional, and developmental needs. We must also be particularly diligent in recognizing the unique vulnerabilities that are an inherent part of childhood. It is the responsibility of all adults to not only recognize these vulnerabilities, but to develop the knowledge and skills needed to create and maintain a safe and child-centered sports environment.

We recognize the important role that QCD plays in providing leadership and creating an organizational culture that is focused on the safety and wellbeing of young people. The protection of children requires that all adults work together to support young athletes. As the child's first and enduring resource for safety, parents and guardians play a critical role in athlete protection. When parents participate they are able to help educate other adults about the needs of the child, and help prepare the child to participate in sports programs in a way that promotes safety, enjoyment, and learning.

Adults, including coaches, officials, staff, facility workers, volunteers, chaperones, and others who interact with children, are in also positions of great trust and influence. The ability to use this position of trust to support the well-being of children is critical. The overwhelming majority of these adults fulfill their roles in a positive and responsible manner. Nonetheless, we must also understand that a few adults may seek to use the trust and authority that comes with their access and status to take advantage of a child.

QCD strives to continually improve the programs and services it offers to its members and among these some of the most important relate to the safeguards for protecting young athletes. Because we aspire to foster safe and positive environments within our club, we believe it is especially important to provide our member adult leaders with policies and best practice guidelines that help define elements of appropriate behavior and conduct.

## **THE AGE GROUP PROGRAM**



The QCD uses a "progressive" age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. The emphasis in the early stages of participation is placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge is introduced to the training program.

In addition to emphasizing long-term rather than short-term results, we have established training groups for swimmers that are compatible in respect to abilities, commitment levels and goals. At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long-term goal of total excellence is always in mind. As each child is different, he or she will progress at his or her own rate. The coaching staff recognizes this fact by making team assignments based on a swimmer's physical, mental, and emotional level of development.

### **QCD Group Descriptions**

There are 3 groups within the swim team. Each swimmer is placed with consideration given to their age, ability to work during practice sets, how polished their stroke techniques are, and how much time the swimmer is willing to commit to the sport. The coaches will place swimmers according to their ability and willingness to do what's expected of athletes in that group. In addition, we consider which group placement will have the greatest benefit for the development of that swimmer. Group descriptions are never "set in stone." Group alignments are dynamic and flexible according to the numbers, pool space, available staff and workout schedule. Assigned roster placement is a sensitive topic on any swim team. At QCD, we simply ask parents and swimmers to trust the professional judgment of the coaching staff when it comes to roster group placement.

**Note:** These descriptions represent a first attempt by the QCD coaching staff to publicly identify/define each of our training groups. It's possible that not all members of a given roster group will have met the stated requirements but have been "grandfathered in". It is likely that there will always be some flexibility at the entry level and graduation between groups.

### **RED:**

The QCD Red group is designed to prepare swimmers to compete on our Championship levels, North Carolina State Champs, Southern Zone Sectionals, Jr Championship and National



Championships, this training group has attendance requirements for training sessions and swim meets. Swimmers must attend a minimum of 90% of the workouts to remain in this training group. The group will focus on:

Aerobic development and proper technique will be emphasized requiring an increased time commitment.

Swimmers will begin learning the foundations of self-correction and stroke awareness.

Increased level of accountability with regards to changes in technique.

A stronger emphasis will be placed on strength training.

Racing strategy will become a major focus and workouts will be built around specific racing strategies.

Must attend scheduled team building events.

Must have a positive attitude toward training.

Focus on foundational concepts like distance per stroke, efficiency, and strokes per length.

Speed development will become a major focus.

Advanced athletes will swim 3500-5000 yards nightly; have good mechanics in all four (4) competitive strokes.

### **BLACK:**

The QCD Black group is designed for continued focus on proper stroke technique for all four strokes. An increased emphasis will be placed on endurance and swimmers will be introduced to interval training. Racing strategies will be introduced. Strength training and calisthenics will play more important role. (No weights) Significant focus will be placed on starts and turns. Evaluation required-interval test

Intermediate athletes will swim 1500-2500 yards nightly, will improve on mechanics in all four (4) competitive strokes.

### **GRAY:**



The QCD Gray group is designed to provide swimmers new to the sport an opportunity to learn correct stroke technique for all four strokes. The minimum requirement for entry into this group is that the swimmer is able to swim one length of freestyle and backstroke unassisted. This is not a lessons program for non-swimmers. A strong emphasis will be placed on learning proper kicking technique for all four strokes. The aim of this course is to teach swimmers how to swim one length of each stroke unassisted. All swimmers entering this course must be evaluated prior to entry. Evaluation dates will be posted under team tryouts.

Beginner athletes must be proficient in deep water, and will learn and practice all four (4) competitive strokes.

### **OUR COACHES CODE OF CONDUCT**

Children take their lead from adults who have been entrusted to educate and act as role models. No person, other than a parent, has more influence and impact on the behavior of a child than a coach or teacher. It is critical that coaches display proper behavior and lead at all times.

All QCD Coaches shall:

- Treat everyone equally regardless of gender, disability, ethnic origin or religion.
- Respect the talent, developmental stage, and goals of each athlete in order to help each athlete reach their full potential.
- Maintain a high standard of integrity.
- Refrain from any form of verbal, physical and emotional abuse toward anyone.
- Be alert to any form of abuse directed towards swimmers from other sources while they are in your care.
- Operate within the rules of the sport, and in the spirit of fair play, while encouraging all swimmers to do the same.
- Advocate an environment free from drugs and other performance enhancing substances.



- Not disclose any confidential information relating to any swimmer without prior written consent of the swimmer or the minor swimmer's parents.
- Be professional and accept responsibility for their actions.
- Accurately represent any personal coaching qualifications, experience, competence and affiliations.
- Refrain from criticism of other coaches.
- Provide swimmers with planned and structured training programs appropriate to their needs and goals.
- Seek advice and assistance from professionals when additional expertise is required.
- Ensure that equipment and facilities meet all safety standards.
- Encourage swimmers to seek medical advice where appropriate.

### **OUR SWIMMER CODE OF CONDUCT**

The swimmer, coach and parents are all necessary links in carrying out our philosophy. In order to accomplish these goals, swimmers have the following responsibilities:

- Attend training sessions on time and with all the necessary equipment (cap, goggles, swimsuit and towel).
- Inform your coach when you cannot make practice or fulfill other team obligations.
- Establish reasonable and achievable goals and practice to succeed.
- Recognize that dry land training may be a part of practice and generally is not optional.
- Keep communication lines open with your coach. Always share your goals, concerns and questions to ensure the best season possible.
- Be attentive to Coaches at all times.
- Follow instructions from the Coach without argument or debate.



- Compliment and encourage your teammates to build a positive team spirit.
- Practice good sportsmanship by also complimenting your competitors on a good race.
- Respect our host facility and follow its rules and regulations.
- Participate in fund-raising activities to support the team and to promote our program in the community.
- Remember, you represent the QCD Swim Team.
- Most important, HAVE FUN!

Swimmers should arrive at practice at least 10 minutes early to prepare for practice.

Swimmers arriving late disrupt the warm-up process and often miss their own warmup. This may lead to injury during practice.

Plan to stay the ENTIRE practice. The last part of practice is very often the most important. Usually, there are also announcements made at the end of each practice. If a swimmer must leave practice early, please notify the coach before practice begins to minimize disruptions during the practice session. Please be aware that practice schedules often change around swim meets. Check your email and /or coach about potential changes.

### **Swim Meets**

- Recognize that Coaches give serious consideration when choosing events for each athlete and events must not be changed by athletes or parents.
- Always show up for every meet and event entered in, unless unable to do so due to illness, injury, or personal emergency.
- If at all possible, please notify the coach at least twenty-four hours prior to a meet if unable to compete.
- Always arrive in good time for every meet.



- Attend required meets wearing team apparel. (Labeling all items with indelible marker is highly recommended).
- Check in with coaches when you arrive
- Be on deck for warm up at the appropriate time
- Wear QCD approved team suits and swim caps during swim meets (though special racing suits may be worn instead).
- Recognize that only coaches can grant permission to scratch an event.
- Check in with the coach before and after each event.
- Stay until the end of the meet and cheer for team members.
- Clean up after yourself and leave the area clean and tidy at the end of the meet.
- If a home meet, stay to assist with cleanup and “break down.”

### **Consequences for Inappropriate Behavior**

The QCD coaches have the initial responsibility to discipline swimmers for inappropriate conduct. It is expected that the coaches will use their reasonable discretion in imposing any discipline, and that any disciplinary action will take into account:

1. The nature and severity of the conduct,
2. any prior disciplinary actions regarding the swimmer,
3. the adverse effect of the conduct on other swimmers,
4. the application of the Code of Conduct, and
5. the application of the Disciplinary Code and Procedures.

Examples of disciplinary action include verbal warning, temporary time out from a practice, notification to the swimmer’s parents, temporary suspension from some or all of QCD activities, and expulsion from QCD. These examples are not exclusive, and it is expected that the coaches



will exercise their discretion to fashion an appropriate disciplinary action. However, the coaches will take any immediate action that is necessary under the circumstances to ensure the **safety of swimmers**.

## **OUR PARENT CODE OF CONDUCT**

The QCD is a volunteer-staffed organization, whose primary goal is to provide a safe, enjoyable environment in which our children can develop their swimming skills to the best of their abilities. The role of the parent is critical in the success of our program. Therefore, it is important that all parents follow the guidelines set forth below.

- Always keep in mind that the QCD's primary emphasis is on developing the skills of all swimmers in a safe and fun environment. Although competition is a natural part of sporting activities, do not make winning the primary goal for you or your child.
- Support your child and his/her team in a positive manner.
- Always show support and respect for ALL coaches, officials, parents and swimmers.
- Accept the decisions of the coaches concerning training, meet entries, and all other aspects of your child's development as a swimmer. The coaches know your child's abilities and always have the child's best interests at heart.
- Any concerns should be discussed with a Coach in private. Please do not discuss issues, problems or concerns with a coach during training times. Make an appointment with the coach, and all discussions should be held in private. (Please set up an appointment by email.)
- Make every effort to deliver your swimmer to training or swim meets at the designated time set down by the coaches. (Coaches expect the swimmers to be on deck ready to swim 10 minutes before practice or warm-up designated time.
- Contact the coach if your child will be unable to participate in a training session or meet prior to the start of that event.
- Fulfill your volunteer obligations willingly; knowing that the effort you put forth will directly impact your child's swimming experience.



- Take advantage of Parent Education opportunities. There is three (3) mandatory attendance per year.

Consequences for parents may include, but are not limited to the following:

- Removal from the event in question
- Exclusion from future events
- Dismissal of the parent's child from the Club.

QCD is an organization that is run by Coaches and Volunteers. The QCD swim team organizes, host and help facilitate many events throughout the year. All of these events require the assistance from many people to run them successfully. The purpose of this document is to ensure that families with in the QCD family are fully aware of their volunteer responsibilities, which is now compulsory for each hosted meet.

General Responsibilities for all parents/volunteers

- Lead by example;
- Commit to yourself to serve your children through a few hours of volunteer time per month;
- Attend Committee meetings to which you have committed yourself;
- Attend Parent Education meetings, held at least annually;
- Pursue education and certifications for your future participation as a meet official; and
- Promote the QCD Dolphin Swim Team to obtain sponsors, grants and donations to keep our team affordable.