

PARENT/SWIMMER

HANDBOOK

Information contained in this handbook is to be used as a guide and may not be all inclusive of all rules and requirements of the team. All information contained herein is subject to change at any time with or without notice.

Illinois Valley Swim Team

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www.ilvydolphinswimteam.org

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**INTRODUCTION** The purpose of this handbook is to explain to members just what the Illinois Valley Swim Team is and to outline various policies that affect all parents and swimmers, year after year. It should be read by all families so that they may become familiar with important facts and rules of the team. While reading through this handbook, please keep in mind that this is a volunteer run organization….MANY HANDS MAKE LIGHT WORK. Coaches are the only paid personnel.

# SPORT OF SWIMMING

PHYSICAL DEVELOPMENT Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much?

* Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swimming teams use every precious minute of practice time developing fitness and teaching skills.
* Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well.
* Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.
* Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.
* Swimming is the most injury-free of all children's sports.
* Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Master's Swimming programs are still training and racing well into their 80's.

INTELLECTUAL COMPETENCE

In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally their accomplishments in learning and using new skills contribute to a stronger self-image.

# OUR TEAM

GENERAL DESCRIPTION

AND OBJECTIVE

The Illinois Valley Swim Team, founded in 1969, is a competitive swim program for members of the Illinois Valley YMCA. We offer a guided age-group youth program for children age 4 and up, from the swimmer with the basic freestyle and backstroke ability to the most competitive and skilled swimmer.

When a young person becomes a member of the Illinois Valley Swim Team he/she learns the values of sportsmanship and team work.

The mission of the Illinois Valley Swim Team is:

 -To fully develop each individual’s ability to realize their potential through quality training

 -To develop well rounded student athletes

 -To encourage team spirit, open communication and

 Sportsmanship

 -To foster a lifelong love for the sport of swimming

-To be a competitive swim team

TEAM PHILOSOPHY The Illinois Valley Swim Team is offered as a service to the members of the Illinois Valley YMCA. The four major areas of our program are:

* Physical development through proper work out.
* Group interaction through group dynamics at practice, meets, and social events.
* Development of self-esteem through accomplishing goals.
* Self-actualization through planning and accepting the responsibility of working towards their achievement

# TEAM STRUCTURE

The Illinois Valley Swim Team is coach run program that is supported by a Parent Advisory Board that is comprised of parents/guardians of active team swimmers. The program is reliant on the support of all swim families to actively participate to volunteer their time and to help fundraise for the program. The Coaching staff is hired and supervised by the Executive Director of the Illinois Valley YMCA. The Parent Advisory Board has been authorized by the YMCA Board of Directors to act on the behalf of the YMCA to fundraise and to coordinate efforts to provide volunteers to assist the coaching staff in operation of the swim team in areas requested by the Head Coach.

#

# COACHING STAFF

Nothing has a greater influence on the quality of children's sports than the excellence of the coaching staff. The Illinois Valley Swim Team staff consists of professionally trained coaches. Our coaches participate in training focused on the physiology and psychology of adolescent development. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time.

 Sign into the ILVY website using your password. The website is

www.ilvydolphinswimteam.org. Click on “Coaches” and you will find each Coaches’ bio, picture, and contact information.

COACHES RESPONSIBILITIES The coaches’ job is to supervise the entire competitive swim program. The ILVY coaching staff is dedicated to providing a program for children that will enable them to learn the value of striving to improve oneself--"to be the best you can be." Therefore, the coaches must be in total control in matters affecting training and competition.

1. The coaches are responsible for placing children in practice groups. This is based on the age and ability level of each individual.

2. Sole responsibility for stroke instruction and the training regimen rests with the coaching staff. Each group’s practices are based on sound scientific principles and are geared to the specific goals of that group.

3. The coaching staff will make the final decision concerning which meets swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer is entered into.

4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmers performance. (It is the parent's job to offer love and understanding regardless of their child’s performance)

5. The building of a relay team is the sole responsibility of the coaching staff.

The coaching staff is constantly updating and improving the ILVY Swim Team program. It is the swimmer's and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

# PARENT ADVISORY BOARD

The volunteer and fundraising functions of the team are overseen by the Parent Advisory Board. Please keep in mind that all board members and team volunteers are just that, VOLUNTEERS. All do their best to handle matters as promptly as possible.

Meetings Illinois Valley Swim Team parent advisory board meetings will be held at a minimum of 6 times per year and all parents are welcome to attend. Notices of parent meeting dates, time and location will be sent out to parent at least one week prior to the meeting date along with a meeting agenda. At the beginning of the season a Parent Meeting will be held to share information about the upcoming season, to introduce coaches and to have committee and volunteer sign ups.

Board Job Responsibilities Each board member is assigned a specific area of responsibility. For a list of the current members and their positions, please see the team website at www.ilvydolphinswimteam.org. The voting positions on the board consist of President, Vice-President, Secretary, Treasurer, and three Members-at-large.

Volunteer CommitteesEach year the President of the Parent Advisory Board sets forth a list of committees needed to help support the swim program. Parents are encouraged to volunteer for these committees. The President of the Parent Board will appoint a chairperson of each of these committees from a list of interested parent/guardians. For a list of current year committees please see Appendix C. If you are interested in serving on a committee, being a committee chairperson or just getting involved please contact the Parent Advisory Board President at julie.strand@att.net

# GENERAL TEAM REQUIREMENTS

PhysicalTo ensure the safety of all swimmers, it is highly recommended that all swimmers receive a sports physical from their physician that clears the child to participate. This is a separate cost incurred by the parent/guardian.

FormsIn order to participate with the Illinois Valley YMCA Swim Team each parent must complete and return the following forms, in addition to the sports physical, to the Head Coach, prior to beginning training with the team. A swimmer will not be allowed to participate in any practice until all forms are turned in.

* Medical Release
* Parent Contract – Discussed below and included in Appendix A
* Swimmer Code of Conduct – Discussed below and included in Appendix B
* ILVY Facility User/Visitor Agreement
* Photo Release Form (Appendix H) – This is optional but if you decline please mark form as such and return
* Current Membership at the Illinois Valley YMCA
* Payment of all required fees and/or set up proper payment terms.

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# TEAM LEVELS

The Illinois Valley Swim Team 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 must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced to the training program. In this respect, "too much too soon" is more often the cause of failure to achieve maximum potential in senior swimming than in the reverse situation.

In addition to emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers who are compatible in respect to abilities, commitment levels and goals. Unfortunately, this is not always the most convenient approach to take, but it is always the most productive.

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/she will progress at his/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. **The Head Coach makes the final decision on swimmer level assignment.** Swimmers should only practice with their assigned group for which their fees have been paid.

Gold Level This is a full-fledged training group. These exhibit a proficient understanding and ability in all swimming skills. They spend their time equally between stroke technique and training skills and processes. Most of the swimmers in this group are 11 years of age and older. Swimmers in this level must maintain a 3 practice a week minimum (60% average figured monthly).

Silver Level The majority of time is spent working on refining stroke mechanics. These swimmers have started to exhibit good swimming skills and will be introduced to some training skills and processes. This level is also good for those more advanced swimmers who are multi-sport athletes who are not ready to commit to a 3x a week schedule of the Gold level.

Bronze Level Stroke technique is the primary emphasis, where the fundamentals are reinforced in all four strokes. This group will be introduced to competitions.

Novice Group Stroke technique is the emphasis, where the fundamentals are taught in the freestyle and backstroke and an introduction to breaststroke and butterfly strokes.

# PRACTICE AND ATTENDANCE POLICIES

TRAINING SESSIONS Swimmers are encouraged to attend as many practices as possible. Practices will be conducted in a highly positive atmosphere with an appropriate degree of discipline, reflection of the age and maturity of the swimmers. Although it is realized swimming should be fun for all those who participate, everyone must understand that the ultimate goal of the coaching staff is to make all swimmers better swimmers. Regular attendance at practice is a part of the discipline of swimming, and should become routine. Only through practice can a swimmer hope to reach established goals.

 The following guidelines are to inform parents and swimmers of the coach’s policies regarding practice. These policies have been designed to provide the best possible practice environment for all.

1. Each training group has specific attendance requirements appropriate for the objectives of that group. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The team does, however, encourage younger swimmers to participate in other activities in addition to swimming. The expectation level of the coach to attend practice increases as the swimmer moves to higher groups. The Coach’s expectation for each level will be communicated at the beginning of each season.

2. Swimmers should arrive at the YMCA no later than 15 minutes prior to their workout time. They should also be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim 10 minutes prior to the start of their practice. This time should be spent stretching and getting ready for practice. Swimmers are expected to be at their designated lanes with their practice equipment ready to start practice on time.

3. Swimmers that arrive prior to their practice time may not enter the open lap pool lanes while other team practice levels are ongoing even if a parent is present. The coaching staff wishes to have the swimmer adequately rested and ready to fully participate in their practice when it begins. If a parent wishes to swim with their child they should do so during non-team practice times and in accordance with the policies of the Illinois Valley YMCA as set forth by its Aquatic Director.

4. Late swimmers interrupt the flow of practice. In case a child is late for practice, it is our hope that the parents will send a note with the child explaining the reason for tardiness.

5. While at practice, the swimmers are the responsibility of the coaching staff. During practice sessions, swimmers are never to leave the pool area without coach's permission.

6. 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. In the event that your child needs to be dismissed early from practice, a note from the parent for each dismissal is required.

7. The team has an obligation to act as guests while using the YMCA facilities (both swimmers and parents). Every member of the team needs to do everything possible to respect this privilege. Any damages to YMCA property may result in financial liability of the swimmers parents. Any damage may also result in the swimmer being asked to leave the team permanently.

8. Locker Room Rules – Swimmers are to change in the locker rooms and bring all belongings out into the pool area in their swim bag. Do NOT leave any personal belongings in the locker room. Turn off showers after use, Dry off in the drying area, Horseplay is NOT ALLOWED in the locker room under any circumstances. The use of CELL PHONES in the locker room is strictly prohibited.

9. Parents are not allowed on the pool deck (behind the blocks) during practice unless it is an emergency.

10. Parents are allowed to observe practice from the bleachers. Do not try to communicate with any swimmer from the viewing area. This is not only distracting to the swimmer, but can also be distracting to the entire team as well as the coach.

11. Parents should not interrupt or talk to coaches on deck during practices. If you need to speak with a coach, please see them before or after practice, if time permits, or request a time to meet to speak with them.

ILLNESS AND INJURY Whenever possible, the coach should be informed in advance of an illness or injury. If your swimmer will be out of the water over a long period of time with an injury or illness, please notify the Head Coach as soon as possible so the coaching staff is aware of the problem.

SWIMMERS TRAINING RESPONSIBILITIES

As a swimmer's level of swimming ability increases so does his/her responsibility. As swimmers improve this is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

PRACTICE TIMESPractice Times for each level are set annually by the Head Coach. For a list of the current years practice times please refer to the team website and in Appendix F of this Handbook. Please note that in the event of a change in practice time the Head Coach or designee will send out a notice by email of the change. Please see the Parent Communication section of this handbook regarding important information to ensure that you receive needed information.

SWIMMER CODE OF CONDUCT

 1. Never interfere with the progress of another swimmer, during practice or otherwise.

2. At all team functions, whether practice, meets, or social gatherings, we expect each swimmer to behave in such a way that their actions reflect positively on the team.

3. All members of the team, whether parents or swimmers, continue to protect and improve the excellent reputation the team has throughout the state.

4. All team members are required to abide by the "Swimmer Code of Conduct". A copy of this is given in the Appendix “B”.

YMCA POOL RULES

 The rules set forth by the YMCA’s Aquatic Director are to be followed by parents and swimmers at all times. This list is not all inclusive and families should pay close attention to rules and signage posted at the YMCA facilities

1. Wet swimmers must enter and exit the pool through the locker rooms
2. No running on the pool deck or in the locker rooms
3. No horseplay on the pool deck or in the locker rooms
4. Food is not allowed in the pool area
5. Plastic water bottles only – NO GLASS IS ALLOWED IN THE POOL AREA
6. Hanging on the lane lines is not allowed.
7. Listen and follow the instructions of the lifeguards

# PRACTICE EQUIPMENT NEEDS

Gold LevelIn order to facilitate a smooth running practice that meets the objective of the needs of this level the following equipment is **required** for participation in this level

1. **Fins –** Standard Training Fins (not short zoomers fins).
2. **Snorkle –** A swimmer’s swim snorkel
3. **Mesh Bag –** A bag to hold the swimmer’s equipment and allow for proper drainage.
4. **Water Bottle-** Must bring a water bottle to each practice

 **Items available from the team but you may choose to purchase your own:**

Pull Float Pull Buoy – Standard Pull Buoy will do

Kick Board **–** Ones that fits the swimmer

Silver Level In order to facilitate a smooth running practice that meets the objective of the needs of this level the following equipment is **recommended** for participation in this level begin their progression toward higher levels of swimming and to maximize their time in training versus getting out of the pool to find the proper fitting team equipment.

 **Items available from the team but you may choose to purchase your own:**

**Fins –** Standard Training Fins (not short zoomers fins).

**Pull Float Pull Buoy –** Standard Pull Buoy will do

**Kick Board –** Ones that fits the swimmer

**It is recommended that swimmers bring their own Water Bottle to practice**

Bronze & Novice LevelsSwimmers at this level are beginning to work with the necessary training aids and therefore equipment needed will generally be available to members of these levels. For sanitary purposes, swimmers are always welcome to purchase their own items (especially fins) but are not required to do so. The equipment generally used in these levels include:

**Fins –** Standard Training Fins (not short zoomers fins).

**Pull Float Pull Buoy –** Standard Pull Buoy will do

**Kick Board –** Ones that fits the swimmer

If you have questions about specific equipment please discuss with the Head Coach.

# PARENTS RESPONSIBILITIES

GENERAL REQUIREMENTS**:**

When registering for the team, included in the registration packet is a form stating that you have read this handbook and agree to the terms and conditions. This form is to be signed and returned at the time of registration. In Appendix “A” located at the end of this handbook there is a copy of the "Terms and Conditions for Participation on the ILVY Valley Swim Team". Please familiarize yourself with these requirements.

FUNDRAISING REQUIREMENTS**:**

Fundraising is vital to support a YMCA Swim Program. In order to keep team registration fees low and to provide the necessary equipment, awards, etc. for team participants all parents are required to meet their obligation by participating in the team’s fundraising efforts to include: Tag Days, Monster Splash Invitational Meet, ILVY Distance Challenge and the IL YMCA Northwest District Championships\* (\* on the years that we host). In the event that a parent does not participate it will be up to the Parent Advisory Board to assess a fine for lack of participation or discuss other penalty options with the Head Coach.

ILVY HOSTED MEET/PARENT REQUIREMENTS**:**

ILVY Valley Swim Team has a reputation of hosting swim meets of the highest caliber. One of the commitments made when you join the ILVY Swim Team is to help work our own swim meets. Our team will hosts a number of meets each season. One of the reasons we host meets are that we have an excellent facility, many teams want to compete in our pool, and it allows our families to avoid travel and travel related expenses. We get to show other teams our facility, our parents, and our swimmers.

Hosting swim meets is also a way for our team to fundraise. Without fundraising, ILVY would not be able to do the extra things for our swimmers. If we do not host meets, we will have to do additional forms of fundraising to run our team and our families will have to incur additional costs to travel to away meets.

Every family is **required** to provide one worker during the meet for which their swimmer is signed up to swim. Families are also required to provide one worker during each of our designated fundraising events regardless of swimmer participation. These events are the Monster Splash Invitational, ILVY Distance Challenge Invitational and the Northwest District Championships\* (\*on the year that we host). If for some reason your swimmer will not be swimming at a meet, but was signed up you are still responsible to work the assigned task. Parents can have a high school age student, relative, or friend work in their place, just make sure and notify the Home Meet director and Volunteer Coordinator. If you fail to show up to work your account will be charged a “no show worker fee” of $50.00 per meet missed. The fee for missing your job assignment at Districts is $100 per day.

It is the parent volunteers’ responsibility to check in at the meet volunteer table with the Volunteer Coordinator and to check in with the head of their assigned area at the appropriate time.

*Every effort will be made to allow Parents to watch their swimmers race depending on the number of volunteers and the positions that the parent is working during the meet. Please be considerate and as soon as your swimmers race is over return to your area so other parents have the same opportunity.*

\*\*PARENTS MUST UNDERSTAND ILVY NEEDS THE PARENT WORKERS-NOT THE MONEY. Again, MANY HANDS MAKE LIGHT WORK!!

Parents may be given an opportunity to sign up for a certain volunteer position. For a list of Home Meet volunteer positions please see Appendix D. Before each meet the Meet Director/Volunteer coordinator will set forth the requirements for signing up for positions stating the date and time that parents can select jobs for the upcoming meets. Jobs will be assigned on a first come first serve basis. Remember all jobs are vital to the success of the program and the more different jobs you volunteer for the more you will understand the operations of the team.

AWAY MEET/PARENT REQUIREMENTS

Typically, meets hosted by other teams require the visiting teams to supply timers. The ILVY Swim Team requires all parents to volunteer to time at meets hosted by other teams (Except families where one parent has volunteered to assist the host team by officiating the meet). The Head Coach will supply the timing schedule for families attending the away meets. If every parent takes their turn then each parent’s time commitment at these meets will be kept to a minimum. MANY HANDS MAKE LIGHT WORK!!

Listen for the announcement for the timers meeting and make sure you are there so they do not have to keep announcing for timers from ILVY.

Often we get asked why we have to time at other meets when ILVY does not always ask visiting teams to time at our hosted meets. Most importantly ILVY has a larger team than some and because of this we have enough parents to run a fully staffed meet. Other reasons are we like to be a good host and allow our visiting parents to sit and enjoy the meet from the viewing stands.

# PARENT COMMUNICATION

ILVY WEBSITE The Illinois Valley Swim Team has a website at www.ilvydolphinswimteam.com. This is the most important means of team communication. Once a member of the team you will be emailed a password for the website which allows you to see your family account, view upcoming meet entries and results from previous meets. General information from the coaching staff and announcements from the Parent Advisory Board including meet sign up dates, social events, etc. will be updated as it becomes available. It is strongly suggested that you become familiar with the team website so you stay an informed team member.

FAMILY MAILBOXES These are located outside the swim office. Awards from meets will be put in the files. It is the swimmer's responsibility to check their folder after a meet.

EMAIL Is the easiest way to communicate with a coach or board member and it is the primary source of communication between the coaches, parent advisory board and families. Email addresses can be found by signing in at the team website. Emails will be sent at different times by coaches or board members for important information pertaining to a specific practice group or family. It is each family’s responsibility to make sure their email addresses are correct in their account on the ILVY website. In the event that a family does not have regular access to email, they need to coordinate a different means of communication with the Parent Advisory Board Secretary who will coordinate with the Head Coach to make reasonable accommodations to ensure the family receives necessary team correspondence.

BULLETIN BOARDS The bulletin boards located on the southeast corner of the pool area are where printed copies of meet entries, meet results, records, top time reports and any other information that the Coaching staff deem prudent to post for swim families to review.

# SWIM MEETS

MEET SCHEDULE

Each season's meet schedule is distributed via email and posted on the ILVY website at the outset of the season and a copy attached to this handbook in Appendix G.

1. The meet schedule has been established with the expectation that swimmers will attend every meet available at their classification level. We do not schedule a meet unless we feel it is important to participate. However, it is not mandatory to attend meets. One can also choose to enter only one day of a two day meet.
2. The coaching staff reserves the right to make the final decision concerning meets ILVY swimmers may attend.
3. Team championship meets are indicated on the meet schedule. Qualifying times for these meets are what swimmers are trying to attain and thus swimmers who have qualified are expected to attend.

AGE GROUPS Age Groups for swim meets/events are as follows

:

8 & Under, 9-10, 11-12, 13-14, 15& Over Senior (Some meets with have 6&U events)

YMCA Short Course Season: Age group is determined by the age of the

swimmer as of the first day of the meet.

MEET SIGN UP PROCEDURE

1. **Regular Meets –**
	1. **Deadline -**The meet sign up deadline for a regular dual or multi team meet will be midnight on Tuesday before the meet.
	2. **Events –** The head coach will select the events for regular meets. If you have a request you may add a note in notes section when you register to attend the meet. It is up to the Head Coach to decide whether to grant your request. The Head Coaches decision is final. For regular meets swimmers can be entered in up to 4 events, with no more than 3 individual events counting toward team points. The Head coach may choose to have a swimmer in an additional “Exhibition” event. Exhibition events do not count toward team scores. Swimmers in the Gold level that have attended all practices the week prior to the meet deadline may request an exhibition event in addition to the events the coach selects for them in a regular meet.
2. **Invitational Meets –**
	1. **Deadline –** Deadlines for Invitational meets are set forth by the hosting team and the Head Coach will set a deadline for you to sign up to participate in order for the file to be completed including relays to be submitted to the hosting team.
	2. **Events –** The head coach will select the events for regular meets. If you have a request you may add a note in the notes section when you register to attend the meet. It is up to the Head Coach to decide whether to grant your request. The Head Coaches decision is final. Relays will be determined by the Head Coach. The Head Coaches decision is final.
	3. **Entry Fees -** Once an entry is complete your account will be charged whether your swimmer participates in the meet or not. These fees are non-refundable. Errors made by the team and reported to the coach immediately will be corrected.
3. **Championship Meets –**
	1. Requirements – To participate in District, State and Regionals a swimmer must swim in 3 separate meets on three separate occasions (2 for High School Swimmers) prior to the entry deadline.
	2. **Deadline** – The deadline for District, State, Regional and Nationals is set forth by the governing bodies hosting these meets. The Head Coach will notify parents on the deadline to mark if your swimmer will be attending these meets and if they have achieved a qualifying time to participate.
	3. **Events** – These meets require qualifying times to participate. The event(s) in which a swimmer will swim in will be decided as a joint decision between the Head Coach and the swimmer. The Head Coaches decision is final.
	4. **Relays** - Relay events participation will be determined by the Coach with the goal of entering the fastest relay team possible to compete regardless of the number of events a swimmer has qualified as an individual.
	5. **Entry Fees -** Once an entry is complete your account will be charged whether your swimmer participates in the meet or not. These fees are non-refundable. Errors made by the team and reported to the coach immediately will be corrected.

Once the team’s entries are completed the entry report will be emailed to families and will be posted to the team’s home page along with each level’s warm up times. Please contact the coach immediately if you feel an error has been made.

UNABLE TO ATTEND If a swimmer is signed up for a meet and unexpected circumstances arise and the swimmer is unable to attend it is the parent’s responsibility to notify the Swim Team Coaching Staff of illness or emergencies at least 1/2 hour prior to swim meet warm-ups in order for the coach to make line-up adjustments. When entries and warm up times are completed and posted it will list the Coach in charge for the meet and his/her phone number to contact them in case you are unable to attend or if you are running late to the meet.

MEET ENTRY FEESTo be entered into Invitational and Championship meets it is required that credit card information (If you do not have a credit card please make other arrangements with the Treasurer for payment prior to the meet) be kept on file on the secured ILVY website.You can view your account balance and meet entry fee charges by signing into the website. It is your responsibility to keep the family account in good standing. Typically, you can expect to be charged or $3.00-$5.00 per individual event, and a swimmer surcharge that is billed by the host team. In most meets, swimmers can swim three to five events per day. Once meet sign up has been removed, if you signed up for a meet, you will be charged whether your swimmer attends the meet or not. The account will also be charged for any fines incurred by a family for missing a worker session of a ILVY hosted meet ($50.00 per session). Missing a worker session and not finding a replacement may also result in losing priority registration for the following season.

TEAM SWIMSUIT The team suit is a solid black racing suit. All team members should wear the team suit in regular meet competition. For Invitational and Championship meets swimmers may wear a Technical suit of their choice (Please note that all “technical suits” must be FINA approved and be marked as such on the suit).

TEAM CAP/SHIRT Swimmers are encouraged to wear a team cap and team shirt during meets to show team pride and unity.

Any swimmer that is participating in the Illinois State YMCA Championship Meet in an individual or relay event will receive a specially designed swim cap.\* This cap is to be worn at the championship meet.

 It is highly recommended that each swimmers name be placed inconspicuously on all pieces of the team uniform.

\*- NOTE: The team’s ability to provide State Caps and/or other items is dependent on fundraising and will be approved annually based on the team’s budget and actual expenses.

# SWIM TEAM FINANCIAL RESPONSIBILITIES

FEESAs a member of the Illinois Valley Swim team you are responsible for the following expenses:

YMCA Membership: As a member of the ILVY Swim team your swimmer must be a registered member of the Illinois Valley YMCA. Membership dues must be current in order for register for the team and must remain current in order for your swimmer to participate in practice and meets. This fee is paid directly to the YMCA and can be done at the courtesy desk at the front desk. Automatic account withdrawal for this membership can be set up. See ***Appendix E*** for a listing of current YMCA membership fees.

Team Program Fee: Each Team level has a separate program fee for participation in the swim team program. This program fee is paid directly to the YMCA and can be done at the courtesy desk at the front desk. Automatic account withdrawal for this membership can be set up. This fee may be paid upfront or setup for monthly payments. See ***Appendix E*** for the current Swim Level program fees. ***In the event that a swimmer’s level assignment is changed during the season the fee charged will be adjusted for the remainder of the season to reflect their new level assignment.***

Team Fee: To help facilitate the needs of operation of the team outside of coaching and facility cost the team assesses an upfront fee that helps defray the cost of operation for the other team related expenses. The current year’s fee is listed in ***Appendix E***

No show worker fee: As explained in the parent responsibility section a fee of $50.00 per meet/day, with the exception of Districts being $100 per day, will be assessed for any meet that your swimmer participates that a parent does not report to their assigned volunteer position. The sport of swimming requires many hands to run a meet and therefore it is vital that you volunteer during meets. UNDERSTAND ILVY NEEDS THE PARENT WORKERS-NOT THE MONEY. Again, MANY HANDS MAKE LIGHT WORK!!

Fundraising Penalty: Along with Volunteering, Fundraising is vital to our program to keep the team fees as low as feasible and to provide equipment, award, the annual swim banquet, t-shirts and many other purchases that make the sport of swimming fun and exciting to our swimmers. In the event that a family chooses not to participate in required fundraising events, the team will assess a fee of $100 for each event. THE TEAM NEEDS VOLUNTEERS TO HELP US RAISE FUNDS SO PLEASE PITCH IN TO HELP AND AVOID ANY ADDITIONAL FEES.

CONCESSION CHARGESTo assist our families who are very busy during a swim meet, our team allows families and swimmer to “charge”/create a tab in our concessions area. Families are required to settle up on their charges at the end of each meet to assist the Treasurer in completion of his/her task of fund collection. In the event, a family does not settle their account by the end of the meet there will be a fee of $5.00 added to the amount to be collected. Concession fees can be settled by cash, check, or credit card at the end of each meet.

INVITATIONAL MEET FEESIn order to participate in Invitational Swim meets swimmers are required to pay the event entry fee set forth by the host team. These fees will be collected by the Parent Advisory Board Treasurer and a team check will be issued to the host team. Families are responsible for ensuring that payment for these fees is paid prior to day of the meet.

CHAMPIONSHIP MEET FEESIn order to participate in Championship Swim meets swimmers are required to pay the event entry fee set forth by the host team. These fees will be collected by the Parent Advisory Board Treasurer and a team check will be issued to the host team. Families are responsible for ensuring that payment for these fees is paid prior to day of the meet.

FEES INVOICING POLICY Characteristic of any business, ILVY expenses are ongoing throughout the season. A positive cash flow is required to assure the team meets its financial responsibilities. It is, therefore, imperative for all parents to pay their incurred fees once an invoice has been received. Fees will be charged to a swimmer/family account within 5 business days of when the expense is incurred. Meet Fees are deemed as “incurred” when the entries are submitted to the hosting team. A late fee of $10.00/month will be accessed for any unpaid balance. Accounts that are past due 30 days will not be allowed to register for meets unless approved by the Head Coach and the Parent Advisory Board President or Treasurer.

 It is the responsibility of the member to notify the Head Coach and treasurer of intention to terminate, or cancel a team membership. Failure to notify the treasurer may cause a member to be unnecessarily charged for meet entry fees and ILVY hosted “no show” worker fees.

 If you have any questions about any charges you may have received, please contact the treasurer immediately at treasurer@ilvydolphinswimteam.org.

# AWARDS

Regular Meets Each team sets their requirements for awards at regular meets. At ILVY Home meets swimmers 11 & Older swimmers will receive a ribbon for placing in the top 8 for each event. For swimmers 10 & Under swimmers will receive ribbons for the top 8 finishers per event or receive a participation ribbon if they legally complete an event.

Year End Awards **JP Anderson Dedication Award -** This award is named after the ILVY first Coach who served the team in many aspects. He was truly dedicated to the sport of swimming and to swimming in the Illinois Valley. Therefore, the award bearing his name is dedicated to the swimmer that has shown a true dedication to the sport of swimming through their devotion to practice, their work ethic, their dedication to not only improving themselves but pushing those around them.

**Robert McNally Sportsmanship Award -** This award is named after a truly devoted man who served the ILVY Swim team as Head Coach for 20 years. He inspired swimmers to do their best, and to always respect the sport, their teammates and their competition. He represented the YMCA values and therefore this award goes to the swimmer that respects teammates and competitors alike, exhibits a positive attitude, is respectful and listens to coaches and officials, exemplifies the virtues of fairness, self-control, courage and persistence and lives the core values of the YMCA – Caring, Honesty, Respect and Responsibility. Overall the swimmer must embrace the spirit of learning, the values of the YMCA, and the life lessons that can be learned from participating in the sport of swimming.

 **Age Group Most Valuable Awards** – For each age group both a male and female swimmer will be chosen that excelled at the sport during the year. A number of factors will be taken into consideration when choosing the swimmer including, but not limited to, their top times in all strokes, their practice ethic, and their performance at meets including points earned.

 **Age Group Most Improved Awards** – For each age group both a male and female swimmer will be chosen that showed the greatest level of improvement during the year. A number of factors will be considered including their individual time improvement, their progression in learning, the advancement in stroke technique and their overall dedication to improvement through the year.

 **Top 10 Awards** – The swimmers that earned the most points for the team through their finishes at team meets and have earned points that place them in the top 10 of points earned for the team will receive recognition of their contributions to the team.

 **Participation Awards** – Because the sport of swimming requires so much effort through many months of training swimmers earn the right to be recognized for the achievement of active participation and completion of a long season. Swimmers that actively participated during the season and complete the season will be recognized. The determination of the level of participation and completion will be made by the Head Coach based on the swimmers training level.

Awards Budget The type of awards given each of the above will be determined by the Head Coach. The Head Coach will work with the Parent Advisory Board to determine an appropriate budget for awards. Awards are one of the team expenses that are made possible through the team’s fundraising efforts.

TEAM RECORDS

RECORDS AVAILABLE Current team records are currently available on the team website after you login into your account. In addition, records for State Championship events for each age group are posted on the team’s record board on the north wall of the Link Aquatic Center. A printed list of team records as well as pool records is posted on the bulletin board on the Southeast wall in the Link Aquatic Center

RECORD RULES In order to achieve a team record the event must be completed in a regulation 25 yard pool.

# ATHLETE SUPPORT

To have a successful program there must be understanding and cooperation among parents, swimmers, and coaches. The progress your child makes depends to a great extent on this triangular relationship. It is with this in mind that we ask you to consider this section as a member of the ILVY Valley Swim Team.

 You have done a great deal to raise your child. You create the environment in which they are growing up. Your child is a product of your values, the structure you have provided, and the model you have been. Human nature, however, is such that a parent loses some of his/her ability to remain detached and objective in matters concerning his/hers children's athletics. The following guidelines will help you keep your child's development in the proper perspective and help your child reach his/her full potential as an athlete.

 The coach is the Coach!

We want your swimmer to relate to his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and oftentimes insurmountable, confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint, please contact the coach.

Best kind of parent: The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply the love, recognition, and encouragement necessary to make the child work harder in practice, which in turn gives him/her the confidence to perform well in competition.

Not every time: Even the very best swimmer will have meets where they do not do their best times. These "plateaus" are a normal part of swimming. Over the course of a season times should improve. Please be supportive of these "poor" meets. The older swimmers may have only one or two meets a year for which they will be rested and tapered.

# PROBLEM RESOLUTION

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

1. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.

2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group that can range in size from 20-100 members. 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 occasional short term inconvenience.

3. If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head coach join the dialogue as a third party.

4. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

5. In the event that you are not satisfied with the resolution or explanation from the Head Coach you may direct your concern to the Executive Director of the Illinois Valley YMCA. You will need to make an appointment to meet with him as he will only discuss issues in person

# APPENDIX A -PARENT CONTRACT

**TERMS AND CONDITIONS FOR PARTICIPATION**

Illinois Valley Swim Team

1. The team registration fee must be paid prior to the swimmer attending practice or signing up for meets. This fee is paid directly to the YMCA and arrangements should be made for payment at the courtesy desk of the YMCA. The Team Fee will be collected by the Parent Advisory Board Treasurer and should be paid in full prior to October 1st or other payment arrangements made by this date. Should a swimmer decide to discontinue participation on the Swim Team, within 10 days from the first team practice offered for the swimmers training group, fees will be refunded upon written request.

2. Any checks returned to the Illinois Valley Swim Team for Non-Sufficient Funds will be subject to a $25.00 additional handling charge.

3. When participating at a meet hosted by another team it is the parent’s responsibility to “step up” and be a timer. Timing schedules are created and provided by the Head Coach.

4. Team members and parents are expected to display proper respect and sportsmanship toward coaches, officials, meet administrators, and fellow competitors.

5. All questions you many have concerning meet results, an officiating call, or the conduct of a meet should be referred to the coaching staff only. Our coaches, in turn, will pursue the matter through the appropriate channels.

6. In accordance with USA Swimming rules, parents are expected to remain in the spectator area and off the pool deck during practice and swim meets, unless they are working the meet in an official capacity.

7. EACH FAMILY WILL PROVIDE WORKERS TO SATISFY MEET REQUIREMENTS AS SET FORTH IN THE TEAM HANDBOOK.

8. Every year the Illinois Valley Swim Team hosts will host a number of swim meets. It is each family’s responsibility to be aware of their worker assignment for each meet. The dates for swim meets can be found on the ILVY website.

9. At each meet there will be a “Parent Volunteer Sign In” table for you to check in when you arrive at the pool. It is your responsibility to make sure that you have signed in and to report to your assigned position.

10. Failure to satisfy the requirements spelled out above will result in a fifty dollar ($50.00) assessment per session not worked for each meet. Failure to satisfy the requirements for the Northwest Districts meet will result in a one hundred dollar ($100.00) assessment per session not worked.

Swimmer Name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX B - SWIMMER CODE OF CONDUCTILLINOIS VALLEY SWIM TEAM

1. Team members are expected to be on deck and ready for practice on time.

2. Team members are to follow the rules about practice and meet behavior in the team handbook.

3. Team members are expected to display proper respect and sportsmanship toward coaches, officials, meet administrators and fellow competitors.

4. All team members are expected to follow the team uniform policy. Be proud to wear your Black and Purple. Your personal appearance shall be neat and appropriate at all times.

5. The coaching staff holds the final word on any rules, regulations, or disciplinary action.

6. Meet warm-up times, which are set by the coaching staff and published in the team meet information and website, are to be strictly adhered to by all team members.

7. All swimmers, who are members of the ILVY Swim Team, are required to participate at their highest level of achievement in championship meets (including relays).

8. Team members should check with their coach prior to leaving a meet.

9. Swimmers are expected to meet with their coach after each of their events.

10. Swimmers are expected to sit with the team and participate in all team meet activities and team meetings.

11. As a matter of team pride and courtesy to the meet host, swimmers are expected to leave the ILVY team area in a neat and clean condition at the conclusion of each session of the meet.

12. All questions swimmers may have concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff only. Our coaches, in turn, will pursue the matter through the appropriate channels.

13. In prelim/final meets, all swimmers who qualify to compete in the finals and consolation finals are expected to participate. All team members are strongly encouraged to return to the evening finals sessions to support the team and take advantage of the opportunity to learn from watching. At times, alternate and relay positions open up that need to be filled.

Swimmer’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Swimmer’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX C -2019-2020 VOLUNTEER COMMITTEES/POSITIONS

ILLINOIS VALLEY SWIM TEAM

1. Home Meet /Volunteer Committee
	1. Insure that all duties for home meets are filled.
	2. Monitor meet and insure that meet is run in an organized manner.
	3. Insure all supplies, such as ribbons, watches, and forms are ordered or ready in time for home meet use.
	4. Insure that meets are run in an organized manner and all measures are used to run a safe meet.
2. Concession Committee
	1. To organize and supervise the drinks and food during home meets and special events.
	2. To adopt a menu with food and pricing.
	3. Purchase any supplies needed through petty cash, keeping receipts of all purchases.
	4. Turn over any monies to the Treasurer immediately following an event for deposit.
3. Apparel Committee
	1. Obtain adequate quotes for the purchase of team apparel
	2. Select Vendor and apparel items for sale to parents and for purchase of Team Sponsor shirts for swimmers.
	3. Coordinate orders between families and vendor.
	4. Coordinate with Parent Advisory Board Treasure for the receipt of apparel sales and disbursement of payment to vendor.
4. Fundraising/Sponsorship Committee
	1. To organize and develop fundraising events. (Fundraising Coordinator)
	2. Attain sponsorships from area businesses for the team. (Sponsorship Coordinator)
5. Timing Coordinator/Invitational Timing Coordinator:
	1. Secure timers for home meets and invitational. Schedule timers, hold timers meetings at home meets and Districts
	2. Be on the pool deck during home meets, insure stop watches are in working order for meets.
6. Invitational Timing Coordinator: Secure timers for invitational meets.
7. Pool Equipment Coordinator:
	1. Helps with purchases of equipment needs ie; bleachers, bullpen, event board, storage room, etc…. Will bring needs to the board for expense approval. Monitor equipment such as touch pads and buttons.
8. Webmaster: In charge of maintaining the Dolphin Swim Team website and posting results from meets.
9. Bull Pen Coordinator: Organize and run the bull pen during home meets and Districts.
10. Computer Room Coordinator:
	1. Coordination of computer setup and meet running.
	2. Able to enter ads on board and enter events for swimmers to swim.

# APPENDIX D-HOME MEET VOLUNTEER POSITIONS

ILLINOIS VALLEY SWIM TEAM

LEVEL 2 OFFICIAL (2+) – The Level 2 Official is responsible for the areas of Referee, Starter and Chief Judge. In order to become a Level 2 official an official must have officiated a minimum of 8 sessions as a certified Level 1 swim official. A Level 2 Official must have completed the necessary training course and possess the necessary documentation to serve in this capacity.

LEVEL 1 OFFICIAL (2+) The Level 1 Official is responsible for the areas of stroke and Turn Judge, Relay Take-off judge, place judge and timer. In order to become a Level 1 official an official have completed the necessary training course and possess the necessary documentation to serve in this capacity.

ADMIN OFFICIAL (1-2) The “Administrative Official” is one who reports directly to the Referee (or Administrative Referee) and may supervise/direct the following positions on the of the meet

* Entry and Registration Personnel
* Bull Pen Coordinator
* Timing System Operator
* Scoring Personnel
* Timing Judge
* Meet Management Software (Hy-tek, Touchpad, etc) Operator

MEET MANAGEMENT

SOFTWAREOPERATOR (1-2) A minimum of one person is required during a meet to operate the Colorado Timing System. This position is responsible for ensuring the proper operation of the touch pad and plunger system as well as the scoreboard. This position works in conjunction with the Admin Official, in the computer room, to ensure proper recording of times and proper scoring of events.

TIMERS (16) 2 timers per lane are needed to run a meet. Timers are essential for the meet. When the Starting Official signals the start of the race the timer is required to start their stopwatch. The timer then watches the swimmer in their assigned lane and as the swimmer approaches the finish the timer is responsible for stopping their stopwatch as well as pressing a plunger button when the swimmer touches the wall.

BACKUP TIMERS (2) 2 backup timers are used during a meet. These individuals will start their stopwatches at the start of each race and in the event that a timer does not start their watch or a watch malfunctions the backup timer will step in for the timer in the lane assigned.

TIMER RUNNER (1) a runner is needed during a meet. This person collects timer sheets for each event/heat and provides them to the computer room for verification.

RESULTS RUNNER (1) A person is needed to take results from the computer room, when provided, and post the results in the designated area.

EQUIPMENT SETUP (2+) The pool equipment must be set up prior to the meet. The equipment includes touchpads, starter system, plungers, speakers, lane ropes, necessary equipment wiring, bullpen speakers, TVs and other necessary equipment to run a meet.

BULLPEN (4) Individuals are needed to ensure a well-organized bullpen. These individuals ensure that swimmers are in proper order by lane assignment for each event for a set range of age groups. Two individuals will assign the swimmers to the proper chairs, another will take the swimmers from the bull pen area to the holding area (Therapy Pool) and the next person will hold the groups there and release them to the pool deck at the appropriate time to get them aligned in the correct lanes just prior to their events.

SETUP/BREAKDOWN (6+) A group of volunteers are needed to set up various tables such as concessions, volunteer check in, swimmer check in, set up chairs in the bullpen, put down tarps in the team area and in the bull pen and other necessary set up prior to the start of the meet. These individuals are needed to then put these items away at the conclusion of the meet along with ensuring team areas are properly picked up.

CONCESSIONS (2+) Individuals are needed to prepare and provide items to individuals purchasing items from the team’s concession area.

CASHIER (1-2) A person(s) is needed to collect funds from person purchasing items from concessions. The person will provide a total and the funds to the Parent Advisory Board Treasurer at the end of the meet and ensure that all tabs have been settled by the end of the meet.

HEAT SHEET COPIER A person is needed at the beginning of the meet to make an appropriate number of copies of the Heat Sheets for the meet. This role is generally combined with the Results Runner.

PLEASE NOTE: SOME OF THESE POSITIONS MAY BE COMBINED. THESE POSITIONS ARE NECESSARY TO RUN A MEET AND MAY REQUIRE YOU TO WORK THE ENTIRE MEET.

# APPENDIX E- ILLINOIS VALLEY SWIM TEAM FEES

1. **YMCA MEMBERSHIP FEE**: Every member of the ILVY swim team must be an active member of the Illinois Valley YMCA. The following memberships are available require a monthly fee.

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP TYPES** | **MONTHLY FEE** | **JOINER FEE (1 time fee)** |
| Individual | $47.00 | $100 |
| Household | $60.50 | $100 |
| Single Parent Family | $40.00 | $50 |
| Young Adult (15-26) | $26.00 | $0 |
| Senior Individual | $33.00 | $0 |
| Senior Couple | $39.00 | $0 |
| Youth (up to 15) | $21.00 | $25 |

These fees are as of September 1st 2019 and are subject to change. Current rates can be obtained at the courtesy counter at the YMCA or at [www.ivymca.com](http://www.ivymca.com). These fees are to be paid directly to the Illinois Valley YMCA. See YMCA personnel to set up payment terms.

1. **SWIM TEAM PROGRAM FEE**:

|  |  |  |
| --- | --- | --- |
| **LEVEL** | **WINTER****MONTHLY FEE 2019-2020****(6 months)(a)** | **SUMMER****2020****TOTAL FEE** |
| Novice  | $26.50\* | $79.50 |
| Bronze  | $26.50\* | $79.50 |
| Silver  | $36.50\* | $109.50 |
| Gold | $41.50\* | $124.50 |
| High School | $120.00  |  |

These fees are to be paid directly to the Illinois Valley YMCA. See YMCA personnel to set up payment terms.

(a) – Please note that the full amount is due once a child signs up for the team. If a swimmer quits the team after October the family will be billed the full amount (6 months). Monthly billing will begin on October 1st and will be for 6 months ending in March.

\*- a discount of $5/month is available for each additional swimmer registered for the team.

\*\*- a discount on the total fee of $10 for the 2nd and 3rd swimmer will be applied

Note: If a swimmers level is adjusted during the swim season the fees paid or to be paid will be adjusted to reflect the change in level for the remaining months of the year. For example if a swimmer is moved from Bronze to Silver in December, the family would begin paying the $36.50/month fee for December – March. If the family paid the team fee up front then they would be responsible to pay the difference of $10 per month for the remaining 4 months or $40.

# APPENDIX F -2019-2020 Practice Times

**ILLINOIS VALLEY SWIM TEAM**

**Beginning September 3, 2019**

**NOVICE LEVEL – beginning September 16th**

 Monday, Tuesday and Thursday 4:30-5:00

**BRONZE LEVEL - beginning September 9th**

Monday 6:00 -6:45, Tuesday 5:00-5:45 and Thursday 5:00-5:45

**SILVER LEVEL - beginning September 3rd**

 Monday 6:45-7:45, Tuesday 5:45-6:45, Wednesday 6:00-7:00 and Thursday 5:45-6:45

**GOLD LEVEL -beginning September 3rd**

 Monday, Wednesday and Friday 4:30-6:00

Tuesday and Thursday 6:45-8:15

All Practices are held at the Illinois Valley YMCA. Swimmers are reminded to enter and exit the pool area through the locker rooms.

# APPENDIX G -2019-2020 Meet Schedule

**ILLINOIS VALLEY SWIM TEAM**

**OCTOBER COMPETITION LOCATION START TIME**

10/12/19 Home Meet (w/Ottawa), \*team picture ILVY 10:15am

10/19/19 Away Meet at DCST Sycamore TBA

10/27/19 Monster Splash Invitational ILVY 9:15 am

**NOVEMBER COMPETITION LOCATION START TIME**

11/2-11/3 USA Meet Pilgrim Plunge DCST TBA *(USA Swimmers Only)*

11/3/19 Lucky Duck Invitational (10 and under) Rockford TBA

11/9/19 Away Meet @ Sage Sage TBA

11/16/19 Girls High School Sectionals

11/17/19 Brett Stone Invitational Streator TBA

11/23/19 Home Meet (Ottawa, Rockford) ILVY 10:15am

D**ECEMBER COMPETITION LOCATION START TIME**

12/7/19 Home Meet (Belvidere, Dixon) ILVY 10:15 a.m

12/14-12/15 Barb Wire Invitational DCST TBD

12/28/19 100x100's Challenge ILVY TBD

**JANUARY COMPETITION LOCATION START TIME**

1/4/20 Away Meet @ Rockford Rockford TBD

1/10-1/12 Snowball Invitational Springfield TBD

1/25/20 Home Meet (Ottawa, Streator, Dixon) ILVY 10:15 a.m

**FEBRUARY COMPETITION LOCATION START TIME**

2/9/20 Distance Challenge Invitational ILVY 10:15am

2/15/20 Away Meet @ Belvidere Belvidere TBD

2/22/20 Boys High School Sectionals

2/29/20 Away Meet DCST TBD

**MARCH COMPETITION LOCATION START TIME**

3/1/20 Away Meet - DCST Open DCST TBD

3/6-3/8 Northwest Districts & Jr Districts DCST TBD

3/13-3/15 Illinois YMCA State Championship Schererville, IN TBD

APPENDIX H -PHOTO/NAME RELEASE FORM

**Illinois Valley YMCA Swim Team**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print name), hereby grant permission to the Illinois Valley YMCA, to take and use photographs and/or digital images of me for the purposes of illustration, advertising and public relations. These materials might include printed or electronic publications, social media or other electronic communications. I further agree that my name and identity may be revealed in descriptive text or commentary in connection to the image(s). I authorize the full use of these images without compensation. All negatives, prints, digital reproductions shall be the property of the Illinois Valley YMCA.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***RELEASE FOR MINOR CHILDREN*** (Under 18)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print name), parent or
official guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print child’s name) hereby grant permission to the Illinois Valley YMCA, to take and use photographs and/or digital images of **my child** for the purposes of illustration, advertising and public relations. These materials might include printed or electronic publications, social media or other electronic communications. I further agree that my child’s name and identity may be revealed in descriptive text or commentary in connection to the image(s). I authorize the full use of these images without compensation. All negatives, prints, digital reproductions shall be the property of the Illinois Valley YMCA.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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