



SPDY PARENT HANDBOOK 2021-2022 SEASON

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1. SPDY TEAM PHILOSOPHY

The YMCA of Stevens Point offers a competitive age group swimming program for our members. SPDY (Stevens Point Dolphins YMCA) supports various opportunities including structured group practices, competitions, and social events. The team mirrors the YMCA philosophy to provide a fun learning environment along with a competitive atmosphere. Our purpose is to help our swimmers enjoy the sport while working to achieve their goals.

SPDY operates under the authority of the YMCA of Stevens Point and YMCA of the USA. We also participate in USA Swimming activities, functions and meets. Coaches develop practice routines for each group based on their skill level, age, and abilities. We feel being a member of a team develops many enduring life skills such as: self-discipline, sportsmanship, team identity, confidence, persistence, responsible behavior, goal setting and time management. Swimmers learn to accept winning with humility, defeat with dignity and strive to try harder. We exist to benefit **ALL** children interested in training and competing against others and themselves.

Everyone involved in the delivery of the program plays a critical role in our success. YMCA leaders, coaches and parents assist our swimmers in their development by building positive relationships, acting with integrity and leading by example. The Y's core values serve to unite its members with a common cause; a shared belief and common principles to guide our behavior, interactions with each other and decision making. This is demonstrated through **YOUTH DEVELOPMENT, HEALTHY LIVING AND SOCIAL RESPONSIBILITY**. These standards bring the Y to life.

We teach more than competitive strokes, we strive to find ways to motivate our swimmers and their families to develop in mind, body and spirit. We believe strong relationships are one of the cornerstones of health and well-being, and few relationships are as important as those between parents and their children. The SPDY swim team will help foster those relationships. The Team often uses games and social activities to enhance our swimmer's enjoyment of the program and to further promote the YMCA philosophy.

The coaching staff, under the direction of the head coach, provides an environment in competitive swimming that will give athletes an equal opportunity to develop as individuals and prepare them for the challenges and rewards of life. The staff stresses the values of discipline, commitment, hard work and responsibility.

Our Staff utilize goals as a key component in practice. Whether learning a new stroke, completing a new set, qualifying for the YMCA State Meet or becoming a National Champion, the coaching staff is responsible to prepare our swimmers to be the best they can be in and out of the water. We feel what swimmers learn in the pool and on deck can apply in other aspects of life. We encourage our advanced swimmers to become positive role models for the younger groups and are excited when they start showing an active interest in serving as teachers and mentors for our newest members.

The goals we establish with your swimmer gives them something specific to work towards, motivates them to develop their skills and offers a way to evaluate their progress. Goals take on many different forms and are different for each swimmer.

SPDY's goal is to help each swimmer set and attain individual goals tailored to their abilities and level of commitment. We don't just "swim laps". We work every day to improve ourselves and our teammates.

2. PARTICIPATION AND PRACTICE

Any swimmer able to demonstrate physical and emotional readiness to the coach is eligible to represent SPDY. Swimmers should be able to complete one length of the pool (25 yards) both freestyle and backstroke without stopping. All SPDY swimmers must be full privileged members of the Stevens Point Area YMCA. The National YMCA also requires all swimmers to have their YMCA membership for a minimum of ninety days prior to the YMCA State meet.

Each swimmer is permitted to participate in a two-week trial period at the beginning of each season. Prior to the end of the two week trial for new swimmers or the first practice for returning swimmers a complete annual sign-up package is required for all swimmers. This includes concussion and acknowledgement forms in addition to payment or arrangement of payments for the annual fees.

The winter season runs from early October to late March while the summer season runs from early May to early August. There is a four week "pre-season" prior to each period. Swimming can be a year around activity with indoor meets during the winter and several outdoor meets during the summer.

Practices times are available two to five times per week. The coaching staff evaluates each swimmer and places them in a training group. For more information on the different levels of training groups, please reference the "Practice Groups" tab, contains information regarding practice expectations and minimum requirements. Our goal in practice is to improve our swimmer's competitive strokes and physical fitness.

The expectations and commitment levels are elevated for swimmers in advanced practice groups. It is our belief athletes improve their skills and endurance in practice. Swimmers in these groups can and will fall behind if they do not attend the required amount of practices on a regular basis.

Although the swimmer and their family decide their own level of commitment, **it is mandatory for a swimmer who chooses to attend practice to be on time.** This is out of respect for the coaching staff and fellow teammates. Acceptable reasons for tardiness include doctor's appointments, conflicting school/church schedules and extenuating circumstances. Coaches will discuss the situation with the parents when a swimmer is habitually late. Swimmers who are habitually late to practice after the parents have been consulted risk suspension from practices. Swimmers who participate on the team at the **Junior Elite level and above are subject to minimum practice attendance requirements.**

The coaching staff is responsible for the supervision of swimmers on deck during practices and meets. Parents are responsible for the supervision of swimmers when they are off deck including before and after practice (i.e. in the locker rooms) and between events. The coaching staff has the authority to take disciplinary action toward any swimmer causing problems during practice or during meets. This may include suspension from the

practice/meet. Coaches will notify parents when a swimmer is misbehaving. Swimmers who continually misbehave after parents are notified risks suspension from the team.

Swim Team Private Lessons are available EXCLUSIVELY to SPDY Team members. A lesson is 30 minutes long and costs \$18.00 / 4 lessons \$68.00. To arrange for private lessons the participant's family must contact the coach they wish to receive a lesson from. Once the Head Coach/Aquatics Director has approved the agreed upon time and confirmed pool availability, the swimmer must purchase a punch card at the Front Service Desk. Due to limited availability, swimmers who fail to attend a scheduled lesson are subject to charges for the missed session.

3. Swim Meets

General Information:

Participation at swim meets is highly encouraged. Swim meets usually have three to eight teams present and last 5 – 8 hours per day, including warm-ups. Swim meets charge fees to participate.

The swim meets we attend give our swimmers the opportunity to utilize the skills and abilities they've obtained during practice. Everyone is eligible and encouraged to compete. Qualifying times for State and National level meets must be obtained during a recognized meet.

Our team utilizes its central location to keep most travel costs to a minimum. In addition to our two home meets, we participate at meets in Wausau, Marshfield, and Wisconsin Rapids. We still travel to meets from Door County to La Crosse and from Eau Claire to Milwaukee; but we provide our team an opportunity to swim multiple meets each year where you are never more than 50 miles from home.

Participation Meets:

Most of the meets we attend in a season should be considered "Participation Meets." These are meets where participation is emphasized and swimmers are encouraged to try something new, have fun racing, and work on their technique. Best times are certainly celebrated at these meets, but the more important goal is skill development, race execution, learning how to compete the right way, and having fun.

Our team places a major emphasis on certain meets throughout the year and supports 100% participation, if at all possible, with three meets in particular. All swimmers are urged to attend our two home meets (November and January) and the YMCA Sectional Meet, which is typically held the second weekend in March.

Performance Meets:

A few meets each year are meets that we consider to be "Performance Meets." These would include the certain USA Swimming competitions, the YMCA State Championships, the Mid-West Regional Meet, and the YMCA National Meet. **These meets have entry qualification standards, which can be found on our website.**

YMCA State Meet: To qualify for the YMCA State Meet, a SPDY swimmer must have swam in three YMCA meets prior to the YMCA State Meet. Swimming the two home meets and the sectional meet satisfies this requirement. A swimmer may post their qualifying time for Y State at any meet during the preceding 52 weeks, including the prior year's state meet. Relays qualify by making the minimum time during the same period. Relays may qualify as "intact" or "composite" at the discretion of the head coach. If you have questions about qualifications for any meet, please contact the Head Coach.

Participation at the YMCA State Meet is limited to Swimmers who have achieved a qualifying time at any sanctioned meet beginning with the previous year's state meet through the weekend before the current year's state meet. In addition to individual events, the state meet offers various relay events based on the age of the swimmers. At SPDY, our goal is to maximize our point potential at the State Meet. This involves creating as many eligible and available relay teams as possible. Our primary method of creating State relay teams is through the utilization of composite times. For example our fastest backstroke, breaststroke, butterfly and freestyle swimmers for a given age would comprise SPDY A for the medley relay. However, the presence of a minimum time requirement and entry limitations (each YMCA is allowed no more than three relay teams per event) at the State Meet makes the selection process somewhat different than the composition of relay teams during a normal meet. As such, the Head Coach reserves the right to modify the relay selection process after speaking to the families of the affected swimmers. Swimming is a team sport and the goal of the coaches and the team is to put the strongest group on the blocks and in the water.

YMCA National Meet: Swimmers may work towards achieving national time standards that will qualify them for a spot at a Y National meet. Spring and Summer national championship meets are typically held in April and at the end of July – early Aug. If enough members from the team qualify, relays may be organized. Swimmers may participate in four individual events and four relays. Swimmers who qualify and swim at a National meet are given a SPDY National Team warm up that is theirs to keep purchased by the Y or Parent Board Booster account.

Summer Meets:

We also typically participate in 3 – 4 meets during the summer season. The summer meets provide our team with opportunities to swim in some outdoor pools, which in some cases are Olympic size 50-meter pools.

Meet Information and Procedures:

All information on upcoming meets will be posted on the SPDY website (www.spdyswimming.org). Parents and swimmers should check our site frequently for new information. The SPDY web site, hosted by Team Unify, offers free mobile applications for smart phones and tablets to help you keep up with the team.

Parents can log in to their family account on the team website to see what events their child will be swimming a few days prior to each meet. At this time you will be able to see if your swimmer is part of any relays, as well as checking on individual events. Competition is usually conducted by age groups: 8 and under, 9-10, 11-12, 13-14, and Open. Note: In YMCA competition, the swimmers age as of December 1 of the current season determines age group unless otherwise posted in the meet announcement.

Swim meets occur on weekends (mostly Saturdays however we also attend two day meets and a few three day (Friday evenings) meets). When you are going to a swim meet, make sure you **PLAN AHEAD**. An average family going to a swim meet should consider bringing the following: (i) a sleeping bag or blanket for the rest area; (ii) warmer cloths to wear between events; (iii) multiple towels; (iv) suits, goggles, SPDY swim cap; (v) healthy snacks; (vi) games, books, and electronic devices for between events; and (vii) money to purchase food (if needed).

The day of the meet: When you arrive at the meet you will first find a spot to lay out your bags/blankets in the designated rest area. Next you will help your swimmer find the locker room and pool area for warm-ups. Each team will have a scheduled warm-up time before the meet begins. Each swimmer is required to warm up with the rest of the team at that time only. For the swimmers safety, swimmers need to be on time for warm ups. After warming up and in between events, swimmers can go to the rest area to relax or play quiet games.

Parent will want to purchase a heat sheet if it was not available before the meet that will list all of the events and swimmers. Each event has a number, which indicates the order in which that event is swam during the meet. Swimmers should write their event numbers in marker on their hand, arm or leg before a meet to help them be ready when the event is called.

Sample of what to write on a swimmer:

E H L *This tells the swimmer they are swimming in event 7, heat 4, lane 6.*
7 4 6 - 25 FR *The event is the 25 freestyle.*

Events are usually called by an announcement or shown on a scoreboard in the rest area. Each swimmer is responsible to know when events are called.

When the swimmer's event is called; most 10 and under swimmers go to a staging area where they are seeded in the order of their assigned heat and lane. Parents please see that your children are in the staging area on time. Don't wait until the last minute. Just before the event, swimmers are moved into the pool. They can sit or exercise lightly until they are asked to move behind their appropriate lane.

The coaching staff assembles relay teams based on the swimmers signed up for the meet. **UNLESS THE HEAD COACH RECEIVES AN EMAIL FROM THE SWIMMER'S PARENT/GUARDIAN PRIOR TO THE ENTRY DEADLINE, YOU MAY BE ENTERED INTO A RELAY EVENT.** If you arrive late for warm-ups and have not notified the coaching staff, the swimmer may lose their relay spot(s). If you do not participate in a meet you have committed to or arrive late for warm-ups and the coaching staff is unable to find a replacement swimmer for your relay team(s), the swimmer may be subject to the entire relay team entry fee impacted by the attendance issue.

Swimmer's Rules of Etiquette at Meets:

- 👉 Know the rules of the meet, the schedule of events, your event number(s) and if in a relay, your spot on the relay and the stroke you are swimming;
- 👉 Be courteous, respectful, and polite to all officials, coaches, competitors, and hosts;
- 👉 Speak directly with your group coach or the head coach if you feel the need to scratch at a meet. The head coach makes the final decision as to whether or not a swimmer may scratch;

- 👉 Be ready to warm-up as a team when warm-ups begin. Swimmers who are late may be asked to warm-up by themselves and may jeopardize their relay positions;
- 👉 Talk to the coaching staff promptly after each swim;
- 👉 Keep all team areas clean;
- 👉 Arrange, with your parents, your own meals at meets and
- 👉 **Do your best.**

Parent's Rules of Etiquette at Meets:

- Arrive at away meets at least 15 minutes before scheduled warm-ups to allow your child time to find the rest area, locker rooms, change into their suit and find the pool. The team usually sits together in one section of the rest area so look for familiar faces or the SPDY logo;
- Have your swimmer check in with the coach so they know you have arrived;
- Write your swimmer's event numbers on one of their hands, arm or leg with a marker. Remember to check individual events **and all relays** for your child's age group. Help them stay aware of the events being called during the meet;
- Supervise your swimmer at meets when they are not on the pool deck.
- Discuss any concerns you have about the officiating and/or meet direction with the coach and let him/her handle any problem that may occur during the competition;
- Respect all coaching decisions regarding the meet line-up. Encourage your swimmer to communicate with the coaching staff if they have questions or concerns regarding the meet line-up;
- Consume food and beverages in proper areas and keep these areas clean;
- Observe the competition from areas designated by the host swim team. Parents typically are not permitted behind the starting blocks or in the area designated for coaches. Most meets do not permit parents on deck.

4. USA SWIMMING

All SPDY swimmers have the option of becoming members of USA Swimming and it is strongly encouraged for swimmers at or above the Junior Elite level. The Head Coach will coordinate all swimmer registrations for USA Swimming on a yearly basis. If you have any questions regarding USA Swimming and if it's in your swimmers best interest, please contact the Head Coach.

5. SWIMMER RESPONSIBILITIES & CODE OF CONDUCT

Members of the SPDY swim team are expected to do the following:

- ❖ Follow the Swimmer's Code of Conduct;
- ❖ Demonstrate YMCA Core Values;
- ❖ Be on time;
- ❖ Bring to practice the items you need: swim goggles, swim cap, water bottle and the appropriate clothing needed when doing dry land training (Junior Elite & Above);
- ❖ Respect your coaches and team mates;
- ❖ Pay attention and work hard;
- ❖ Be cooperative and respect the rights of others;
- ❖ Set up and take down equipment as necessary/requested;
- ❖ Talk to the coaching staff when questions or concerns arise regarding meet line up;
- ❖ Eat healthy and get plenty of sleep;
- ❖ Manage your time appropriately. Take care of your other responsibilities (i.e. school work) before you come to practice so you can concentrate on your personal development and work toward reaching your goals;
- ❖ Encourage your team mates and cheer them on during races; and
- ❖ **Have FUN**

Members of the SPDY swim team are expected to comply with the following code of conduct. The YMCA expects all of its members to demonstrate the four core values (Caring, Honesty, Respect and Responsibility) at all times. The following are rules and guidelines that are expected of all team members:

1. The use of drugs, alcohol, tobacco and any other illegal activities is strictly prohibited;
2. All team members must treat all facilities and facility employees with respect;
3. Physical and/or verbal abuse of other teammates or competitors will not be tolerated;
4. All team members must display proper respect, honesty and sportsmanship toward all coaches, officials, administrators, teammates and parents; and
5. All athletes are expected to give their very best effort at practices and meets.

Any coach, swimmer or parent may report a violation of the code of conduct. All rules violations must be brought to the attention of the head coach. The following consequences will be issued based on the severity of the issue at the discretion of the head coach.

1. Verbal Warning.
2. Second verbal warning and meeting with swimmer, parent and head coach if head coach deems it necessary.
3. Suspension from practices and meets for a given amount of time along with a required meeting with swimmer, parent and head coach.
4. Meeting with swimmer, parent, head coach and YMCA administrator to discuss possible expulsion from the team.

6. PARENT RESPONSIBILITIES

For our team to continue its success, parents should take an active interest in as many phases of the team as possible. Swim meets, fundraisers, family fun nights and training as meet officials offer volunteer opportunities for parents to help their swimmer and the team as a whole achieve new goals.

SPDY encourages all parents to look for opportunities to volunteer your time or talents to make our team stronger. Certification as a meet official, leading a family fun night or serving as a coordinator for a car pool for practice are some of the ways you can help the team achieve its goals. One of our primary goals each year is to run successful home meets.

Home meets are the major fundraisers for our swim team. The only way we can run successful home meets is to have our parents volunteer to help staff them. We have a great facility to host meets and receive outstanding support from our YMCA.

- Subscribe to and follow SPDY's website (www.spdyswimming.org). In order to receive team announcements and access the secured features you must establish a personal login.
- Sign up for meets and pay fees on time. Swimmers will not be able to participate in practice or meets unless fees are paid.
- **New SPDY parents should attend one of the two new parent meetings and the group meeting for their swimmer(s):**
- **Returning SPDY parents should attend any all team or swim group meetings as scheduled:**
- Arrange for swimmers to get to and from practices and meets on time.
- Supply the necessary items for your swimmer(s) to participate such as swim suits, swim caps, goggles, and water bottles;
 - **If you child wears a swim cap during a meet, it MUST be a SPDY cap.** The team supplies each swimmer with a team cap at the beginning of the season. Additional caps are available for purchase from the Head Coach.
 - The team offers members the opportunity to purchase additional team gear each year. These items, t-shirts, warm ups, hats, etc., are not required but are available for your family.
- Do not talk to the coaches or swimmers during a practice, except in an emergency. Coaches are available before or after practice and via e-mail; and
- Monitor your swimmer's behavior when they are not on the pool deck.

As a parent of a swimmer on the Stevens Point YMCA Swim Team, you are required to adhere to a certain code of conduct, similar to that of the athletes. As a parent, you are held to a higher standard because you are your child's ultimate role model. The following are a list of rules and guidelines that are expected of all SPDY parents:

1. Be supportive of your swimmer no matter what the outcome of a race;
2. Be supportive and positive of the program while at all meets and practices. If you have any concerns regarding the program talk to the head coach in private;
3. Be supportive of all team members. Remember, we are all one team and must work together;
4. Do not coach your child. If you have questions regarding training or race strategies talk to the head coach first before talking with your child;
5. Be honest and respectful of all coaches, officials, administrators and other parents;
6. Have your child to practices and meets on time. Arrange all absences and tardiness with your child's coach.

Except in extreme cases, parental behavior will never have a direct effect on a child's membership on the team. All concerns or problems pertaining to the SPDY swim team should be brought to the head coach first. Minor issues will be dealt with differently than severe issues.

1. Minor issues: Head coach will meet with parent and express concern over behavior and how it is affecting the athlete.
2. Major issues: Head coach and YMCA administration will meet with parent over how behavior is affecting the program as a whole.

7. VOLUNTEER REQUIREMENTS

Volunteer hours are not required for 2021 / 2022 season with the uncertainties of COVID, but we still need your help. Please continue to look for opportunities to volunteer as we work to make SPDY a great place for our swimmers.

Volunteer hours are required even if your swimmer/s do not participate at home meets. Any family having problems meeting their volunteer hours requirement or with questions is asked to contact one of our Volunteer Coordinators. You can locate the names of the current Volunteer Coordinators on the "SPDY Parent Board" tab on the website.

Returning family requirements: A MINIMUM of 15 volunteer hours per family are required to support our two home meets. Families may choose to satisfy this requirement during a single meet or they may divide it over both meets. By December 1st, an "Hours" account will be available on the team website. Volunteer opportunities are available before, during and after each of our two meets.

New family requirements: SPDY would like to welcome all first year families to our team. We were all in your position at one time. To help new families become accustomed to swimming we only require 7 volunteer hours for families in their first year. Because we do not host a summer meet, the first year is considered your first Fall/Winter season. Hours are only available for new families during the meets.

Families with High School Swimmer(s): SPDY swimmers who also swim for the high school are restricted from being an active member of our team during the high school season. SPDY recognizes this commitment and as such, families who have only a high school swimmer/s need only 10 volunteer hours. If the family also has a non high school swimmer active on the SPDY team at the time of a home meet, then that family must meet the full hours

requirement of 15. High school boys swimmers who join SPDY after the high school boys season may be subject to additional swim fees to offset the volunteer commitment met by our other families.

Swim Meet Concession Items Donations: In addition to volunteer hours, we also ask our parents to contribute items to be sold in our concession area during home meets. These donations do not count toward volunteer hours, rather they simply help to offset costs since any items that do not get donated must be purchased using swim team funds. To coordinate donated items sign up on our Team Unify website we simply need to use a time element as place holder hence the .1 hour that shows.

Volunteer Hour Reduction Request: SPDY will consider a Volunteer Hour Reduction in only extreme circumstances. Hour reduction requests must be submitted by November 1 to the Head Coach except in the case of an extreme last minute emergency. Volunteer hours are required even if your child does not choose to participate during the home meets. The reduction request form can be found on the team website under the Parents Tab/Team Handbook.

Volunteer Sign-up: All volunteer positions will be posted on the team website. **Registration is taken on a first come, first served basis.**

Failure to meet your volunteer hour requirements: A family must complete all required volunteer hours by the close of the Underdog meet unless you have a pending obligation, i.e. bowling night or the banquet. If a family has not completed their hours, they will be charged \$25 per hour not worked. This fee will be charged to your account by August 31st.

Volunteer “buyout” option: If you elect not to volunteer for the swim meets, you have the option of “buying out” your time prior to the start of the season. The early buyout rate is \$15 per hour. If you choose to avail yourself of this option, you need to follow the procedures listed below. The early “buyout” option rate is not available after November 1st.

- On or before November 1st, notify the Head Coach, in writing, of your intent not to participate using the waiver form found on the team website under the Parents Tab/Team Handbook.
- The Head Coach will charge your account \$225 (15 hours X \$15 per hour) upon receipt of your notification.
- After your payment is received, the Head Coach will notify the Volunteer Coordinator of your satisfied obligation.

The team will utilize funds for missed hours and buyout hours to reimburse the YMCA for part time staff necessary to fulfill these obligations. The team will utilize any remaining funds for our coaches’ continuing education.

The SPDY swim team hosts two meets each year. Our two-day Fall Invite in November and our two-day Underdog meet in January require over 1,500 man-hours to fully staff. We are simply unable to meet these needs unless everyone participates.

Home Meet Volunteer Opportunities: Home meets have many different jobs you may be interested in undertaking. Times will generally range between 3 and 5 hours. You can register for more than one slot, as long as they are not over lapping. For example if both parents want to time you may sign-up for two timer slots online. If you want to time both sessions you may sign-up for a slot in the am session and one for the pm session. The

individual fulfilling the hours does not have to be a family member; however, we ask that all volunteers for required hours be 14 or older. If you have any questions about online sign-up please contact any member of the Parent Board. The sign-up sheet will include a brief description of all positions available.

Please consider all volunteer opportunities including positions on the SPDY Parent Board.

8. SPDY PARENT BOARD

The purpose of the SPDY Parent Board is to support the SPDY swim team and the Stevens Point YMCA which includes the following:

- Support for the Coaching Staff
- Running Home Meets
- Organizing Social and Motivational Events
- Promoting the Swim Team
- Fundraising to support swim team expenses
- Supporting and promoting the YMCA Core Values

SPDY parents elect individuals to serve on the Board annually at the end of the winter season with the results announced at the yearend banquet. A Board term is from May of the year elected to May of the following year. **The Board's purpose is to act in an advisory capacity in all matters. The Head Coach makes all final decisions.** Election to the Board satisfies the member's volunteer hours. The positions on the Parent Board include the following:

President – Typically elected to the position after serving as a member of the Parent Board during the previous year;

- Arranges and Chairs monthly meeting;
- Meets and collaborates with the Head Coach on meeting agendas and other swim team business; and
- Oversees the affairs of the Parent Board and all sub-committees (as applicable).
- Home meet responsibilities assigned at the beginning of term.

Vice President

- Shall assist the president; and perform the duties of the President in the event of their absence or disability;
- Manages team records (record board and website updates).
- Home meet responsibilities assigned at the beginning of term.

Secretary / Treasurer:

- Records minutes of all Association and Committee meetings or designates someone to record minutes in their absence.
- Posts meeting minutes on the SPDY website (as applicable);
- Reports to the parents how fundraising monies are spent for the team;
- Monitors the Association's annual budget and long term financial goals;
- Orders all awards for the two home meets.
- Home meet responsibilities assigned at the beginning of the term.

Volunteer Coordinator:

- Solicits volunteers to ensure the participation and support from SPDY;
- Coordinates with the Head Coach, Meet Director, and Board President the number of volunteers and positions needed for each meet; and
- Works with school groups to help fill “community service hours” as available.
- Available during home meets to help organize volunteers, track hours or designate a replacement in their absence.

Special Events Coordinator:

- Coordinates and works in conjunction with other volunteers to facilitate various team events (Bowling Night, Photo Night, Team Banquet, etc.); and
- Is in charge of team apparel orders each season (Team shirt, MADA apparel, State, Midwest, Nationals, etc.); and
- Orders state plaques for banquet; and
- Home meet responsibilities assigned at the beginning of term.

Fundraising Coordinator:

- Sets up fundraising activities to raise money to help the swim team; and
- Seeks out new fundraising sources and consults with the YMCA Foundation Director; and
- Assists in soliciting sponsors for events or special fundraising activities; and
- Home meet responsibilities assigned at the beginning of term.

Concession Coordinator:

- Organizes and coordinates activities for concessions at all home meets;
- Develops food donation list for home meets
- Works with special events coordinator when food is needed at team functions

Swim Meet Director – Head Coach appoints the person for this position.

- Oversees all operations of the home meets under the direction of the Head Coach.
- Ensure home meets comply with YMCA and USA competitive swimming rules and regulations.
- Job duties are assigned at the discretion of the Head Coach.

The Board meets monthly and invites ALL parents to attend. Meetings normally begin at 5:30 pm on the second Monday each month at the Y and typically last from 1:30 to 2:00 hours. These meetings offer an excellent opportunity for families to become more involved, learn about upcoming events and have an input on the direction of the program. Some of our ongoing programs include family fun nights, fundraisers at local restaurants, the annual banquet and supporting our SPDY swimmers and coaches.

To see a list of the current Board members and their contact information, please reference the “Coaches, Staff & Board Members” tab on the website.

9. SPDY SAFE SPORT POLICY

No one deserves to be harassed. It is the policy of the Stevens Point Area YMCA Swim Team to maintain a Respectful and Caring environment that is free of harassment. What is Harassment? Verbal or physical conduct that has the purpose or effect of creating an

intimidating, hostile, or offensive environment, or interferes with the individual's swim team participation, work or learning performance. This includes threats, pushing, fighting, verbal statements about an individual that makes them feel uncomfortable or lowers their self-esteem, and sexual harassment.

Parents and swimmers need to document all instances of harassment by filling out an incident report with a YMCA staff member. The YMCA Administration will contact all involved parties to resolve any conflicts. Any swimmer who continually is a disciplinary problem risks suspension or permanent expulsion from the team.

SPDY has adopted the policies and recommendations of USA Swimming with regards to Bullying Prevention and Minor Athlete Abuse Protection (MAAP). Please reference the Safe Sport section of the team website to learn more.

10. TEAM RECORDS AND AWARDS

Records for the SPDY Dolphins are posted on the swimming record board in the main pool and on-line. SPDY recognizes its records by Age for all individual and relay events.

The divisions are: 6 and under, 7 – 8, 9 – 10, 11 - 12, 13 - 14, 15 – 18 and Open. A swimmer's age used for record keeping is as of December 1st of the current YMCA season. The YMCA season begins and ends September 1st.

Swimmers must represent the Stevens Point Area YMCA in competition in order for a record to qualify. SPDY does not recognize Butterfly, Backstroke, Breaststroke or Medley records established during a "Freestyle" event. Recorded events are limited to events available for a swimmer to swim at YMCA State. For example, SPDY does not recognize 25 Freestyle as a record for swimmers 9 years old and above because a 9 year old cannot swim the 25 Freestyle at State. SPDY does not recognize ties to established records. In order for a time to be recorded, the swimmer must break the record.

Lead-off relay splits from any meet will ONLY be entered into the team records if they are printed in the official meet results. The coaching staff will notify a swimmer if they have broken a record. SPDY recognizes the Swimmer's Name and Year on the Board.

During the yearend banquet, the Coaching Staff recognizes the team and its individual members for accomplishments made during the season. National Team, State Meet Qualifiers, New Team Records and in some cases swimmers who have simply made the deck a happier place to be are congratulated for their efforts and achievements. The Board presents members of the team, **who participate at the YMCA State Meet**, a plaque or year tab, as applicable, recognizing their accomplishment.