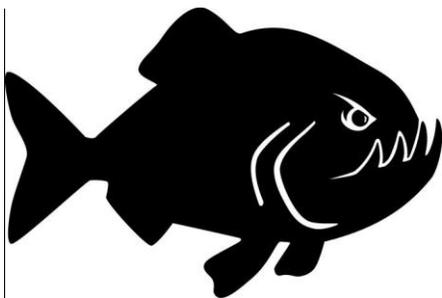


The Y: We're for youth development, healthy living and social responsibility.



Parent Handbook

YMCA At Pabst Farms
Piranhas Swim Team



Every swimmer/family who participates in the YMCA at Pabst Farms Piranhas Swim Team program agrees to everything in the following Parent Handbook, per their registration in the program. We reserve the right to modify/update and change any and all policies contained within.

PROGRAM PHILOSOPHY

The YMCA at Pabst Farms Piranhas Swim Team is both a YMCA and USA Swimming Registered Team. The dual participation allows swimmers to participate in sanctioned meets by each organization allowing Piranhas swimmers more opportunity to compete. Each organization has a guiding mission and principles we must take into account when operating the swim team.

The Y is guided by its core values of

- Caring
- Honesty
- Respect
- Responsibility

Areas of focus

- Youth Development
- Healthy Living
- Social Responsibility

USA Swimming abides by the core objectives to

- Build the base
- Promote the sport
- Achieve sustained competitive excellence.
- Vision statement "to inspire and enable our members to achieve excellence in the sport of swimming and in life

With these core values, areas of focus and vision statement as the foundation for our team, we feel competition is only one of the goals of the program. It is also a vehicle through which training, personal responsibility, dedication, teamwork, passion, inspiration and effort are proudly displayed.

SWIMMER AND PARENT/GUARDIAN CODE OF CONDUCT

When representing the Piranhas Swim Team, swimmers and parents/guardians agree to:

- Obey all rules, regulations and procedures as determined by the coaching staff.
- Follow all instructions provided by the coaching staff at practices, meets and team events.
- Exhibit sportsmanship and respect for teammates, coaches, meet staff and opponents at all times.
- Communicate with coaches and other parents to stay informed of all team activities and events.
- Address all questions or concerns directly to the coaching staff in a calm and courteous manner.
- Wear a team uniform at all meets.
- Actively participate in all team-sponsored meets and activities by volunteering in some capacity as expected.
- Uphold the YMCA core values of Caring, Honesty, Respect and Responsibility.

The following conduct is unacceptable and will not be tolerated:

- Disrupting practices or meets in any way, including failing to abide by coaches' directions, parental coaching, swimmer-parent interactions during practice or disrespecting teammates, coaches, the YMCA, its members and/or pool facilities.
- Destruction or damage to our YMCA, any facility we visit or other teams' property.
- Possession or use of alcoholic beverages, illegal drugs or tobacco products.
- Criticizing, name-calling, use of profanity, abusive or disrespectful language or gestures directed toward coaches, officials, swimmers, other parents or spectators at meets, practices and team events.
- Confronting coaches with concerns or problems in front of other parents, swimmers or spectators at meets, practices and team events.

Failure to abide by the YMCA at Pabst Farms Piranhas Swim Team Code of Conduct by either the swimmer or the parent/guardian may result in immediate disciplinary action as determined by the coaching staff to include, but not limited to:

- Suspension from practice.
- Suspension from an event.
- Suspension from a meet.
- Suspension from the swim team program and/or the Y.
- Forfeiture of all payments and/or credits for participation in an event and/or program.
- Dismissal from the swim team program.
- Dismissal from the YMCA.
- Any combination of the above.

PARENT AND COACH COMMUNICATION

TEAM UNIFY

At the YMCA at Pabst Farms, we depend on the Team Unify system for all our team management. We use the system for communication, registration, billing and meet management.

Communication is essential to the success of any program. The following communication methods and calendars will be used to ensure parents are informed of team events in a timely fashion with accurate information.

- **Team Unify Weekly Emails: (Head Coach Responsibility):** Weekly emails will include upcoming deadlines and team updates.
- **Parent Meeting:** Meetings will also take place as needed to allow parents to receive program updates and ask questions.
- **Individual Meetings:** Any concerns regarding training or group dynamics for gold group swimmers must first be addressed in a meeting between the swimmer and the squad coach. If the issue cannot be resolved this way in a satisfactory manner, then a meeting with the parents and athlete will be scheduled with the head coach. Parents can schedule individual meetings with coaches during non-practice times as needed to discuss swimmers. All meetings need to be set up prior to approaching a coach before or after practice. Coaches need time to prepare swimmers to enter the water. Please remember that coaches have personal/family lives that they need to honor. It is important to respect the personal/family time of the coaches. Please do not ask to speak to coaches during practice or meets. These are the times the coaches are to be focused on your children for safety reasons as well as educating/training them.
- **Calling and Texting:** Calls and texts to assistant coaches should be used in emergencies only. Feel free to contact the head coach by email, cell phone or office phone. Please note that the Head Coach will not answer his cell phone after 7:00 pm. Please double check Team Unify and the Wisconsin Swimming website before contacting the coach.
- **E-mail/OnDeck App:** Email communication via Team Unify and/or the OnDeck app will be used to communicate cancellations, updates and more. Email will be the primary source of communication followed by OnDeck push notifications. OnDeck also allows for text notification.

Squad GOALS AND EXPECTATIONS

- Green(8 years old and under): Recommended to attend 2+ practices per week. Home meet participation is recommended. Parent service hours at home meets is required. Away meet participation is encouraged. Deep-water safe, capable of multiple laps in the competitive pool. Comfortable with head in the water. Fundamentals of freestyle, back-stroke, starts and turns will be emphasized.
- Orange (9-11 years old): Recommended to attend 2+ practices per week. Home meet participation is recommended. Parent service hours at home meets is required. Away meet participation is strongly encouraged. Deep water safe, capable of multiple laps in the competitive pool. Comfortable with head in the water. Fundamentals of all four competitive strokes, starts and turns will also be emphasized.
- Bronze (11-14 years old): Recommended to attend 3+ practices per week. Have achieved excellence in Green and Orange Squads. Have the ability to read the pace clock and determine send-offs. Continued refinement of technical aspects of swimming. Increased amount of sets run on an interval or rest.
- Silver (12-15 years old): Recommended to attend 4+ practices per week. Have achieved excellence in Bronze Group. Have the ability to determine send-offs for sets with changing intervals and calculate swim times. Continued refinement of technical aspects of swimming. Increased difficulty of set and added focus on mental toughness. Become efficient in all strokes.
- Gold (13 years old and older): Recommended to attend 5+ practices per week. Have achieved excellence in Silver Group. Have displayed a strong internal motivation, strived for excellence and a consistent commitment to attendance. Efficient in all strokes. Continued refinement of technical aspects of swimming. Commitment to our most demanding and rigorous training program.

Swimmers will change training squads when it makes sense for that particular athlete. Things that must be considered when moving an athlete to a new training squad are as follows, but not limited to:

- The physical, emotional, mental and intellectual maturity of an athlete, age appropriate training, timing as it pertains to training cycles of a given season and space available.

To move to a new training squad, swimmers must rise to the top of the squad they are currently in. Swimmers will not be moved in order to accommodate them staying with friends or siblings. Each athlete will be moved when they are ready, to ensure they are getting the most out of the program.

As a coaching staff, we strive to create training plans that will challenge our athletes that have become leaders of their groups. This insures that swimmers can achieve excellence in their current squad.

At the start of practice, all swimmers are expected to have all the necessary equipment needed and be ready to begin swimming with their squad. Absences are expected and completely acceptable as swimmers participate in other activities and may encounter illness. Attendance does have an impact on training outcomes. Goals should match the level of commitment to the sport. We are here for everyone to achieve their personal goals.

TEAM UNIFORMS

Team Apparel

We are a TYR team and will use Elsmore Swim Shop as our team dealer.

- **COMPETITION (MEETS) SUITS** All swimmers will need to have the Team Suit with logo (within first season of joining team) while competing for the YMCA at Pabst Farms. **DO NOT** wear this suit to practices it will last longer if you only wear it for meets. This suit should be snug and have little to no stretch in it. If swimmers elect to wear a cap it must be a team cap.
- **TEAM Warm-Ups**-We are TYR team and swimmers should be in TYR warm ups. They will be posted on the Elsmore Swim Shop website. These will be automatically embroidered with the TEAM logo and the Y Logo once you order them automatically. You will have the option to add a name to it. It is recommended that you only add a last name so they can be passed down to siblings.
- **TECHNICAL SUITS** -A technical suit is a piece of equipment that is used to assist mature experienced swimmers at championship (or qualifying) meets. These suits are not made for 12 and under bodies, they are designed to be snug and form fitting. Technical suits are very pricey and will not last a whole season if they are worn at every meet. Swimmers who are allowed to wear a technical suit are strongly encouraged to purchase a TYR technical suit from Elsmore Swim Shop. If you have any questions on whether a suit is a technical suit, please ask prior to purchasing or using a technical suit. All swimmers must obtain permission from their Lead Squad Coach prior to using a technical suit for any meet.
- **Practice apparel**-If swimmers choose to wear a cap at practice it must be a team cap every day with the exception of designated crazy cap days. For practice, have your swimmer wear something comfortable. A polyester suit tends to last longer - but it is really your choice. Boys may choose between the brief or jammer. Girls may only wear one-piece suits. Two piece suits are not allowed in competition and will not be allowed for training.

PRACTICE EQUIPMENT

In addition to a good practice suit, goggles, caps & water bottles, it is strongly encouraged that each swimmer bring a mesh TYR bag which contains their own training equipment. Mesh bags can be stored at the YMCA on the squad racks. Required equipment will vary based on practice squad. Team purchased equipment may be available to those swimmers who do not purchase their own, but proper sizing/availability cannot be insured.

All Equipment should be purchased through Elsmore Swim Shop. Please use the link on our website as it will provide you with the team discount. By using Elsmore we are also getting a 5% web credit that we can use to purchase items for the team. Additionally, this will go towards our TYR product purchase amount. Elsmore will track our TYR dollars for us, if a different store is used then those dollars are not tracked. Those dollars will not be applied to our TYR agreement, the more TYR dollars we spend the better our benefits get from TYR.

Orange/Green

- Long Fins (optional - as the YMCA has ones they can use)

Bronze

- Long Fins
- Snorkel, Nose plug (optional for use with snorkel)

Silver

- Long Fins or short fins
- Snorkel Nose plug (optional for use with snorkel)
- Pull buoy
- TYR catalyst paddles
- Tempo Timer

Gold:

- Long Fins or short fins
- Snorkel Nose plug (optional for use with snorkel)
- Pull buoy
- TYR Hydrofoil Ankle Float (Optional)
- TYR catalyst paddles
- Tempo timer

Service Hour EXPECTATIONS

Volunteers are necessary to the success of any swim team. Parent volunteers fill the roles of timers, officials (stroke and turn, starter/referee, meet official and administrative official), concession organizers, Computer operators, timing system operators, event stagers and more. Not all volunteer positions will be open to all people. The name, relation to the family and age of the person who will be fulfilling the volunteer work will be required in the registration notes. We host multiple home meets throughout the year. These meets provide opportunities for our swimmers to swim at "home" and financial support for the team. The team will require volunteer hours from each family and reserves the right to impose monetary fines for families who do not complete required volunteer hours in a season. Major home meets will require all families to volunteer regardless if any of the swimmers are competing in the meet. Any non-volunteer fees will be assessed at the conclusion of the meet. Each season the volunteer requirements will be laid out with the subsequent fees associated for non-volunteer.

Large Volunteer Roles

- Volunteer coordinator - duties include recruiting volunteers, record keeping of volunteer hours, organization of volunteers at home meets, acting as liaison between new and veteran families for mentoring.
- Officials' organization - duties include recruiting and organizing necessary officials for home meets (stroke and turn judges, starter/referees and administrative officials as dictated by meet sanction) and recruiting parents to participate in training to become certified officials.
- Computer Operator (AO)-Certified position with USA Swimming. May help if not certified AO.
- SST timing system operation and hardware –operate SST system during home meets.
- Concessions Coordinator - Plan concessions for home meets including purchase of product, organization of workers, finance control and clean up.
- Spooktacular (and other 1-day meets)
 - If Child is Swimming
 - 6 service hours required
 - If child is not swimming
 - 4 service hours required
 - \$10.00 charge per hour missed.
 - \$100.00 charge if you sign up and no show or find no sub.
- Duals/tri
 - 4 hours of volunteering if your child is swimming
 - \$10 charge per hour missed.
 - \$100 charge if you sign up and no show or find no sub.

- Sectionals (other multi-day meet)
 - If you are an active member after January 1st you will be held accountable for the service hours
 - 7 service hours per day
 - \$15.00 charge per hour missed
 - \$100 charge if you sign up and no show or find no sub.
 - **All must help even if not swimming at meet**
- Other multi-day hosted meets
 - 7 service hours per day
 - \$15.00 charge per hour missed
 - \$100 charge if you sign up and no show or find no sub.
 - **All must help even if not swimming at meet**
- Food donation hour credit
 - Emailed out before each meet based on our needs

MEET REGISTRATION

When meets are added to the event page of the website all accounts will be notified with an email. A reminder email will notify all accounts one week prior to the registration deadline. Parents should register their swimmers for the swim meet. Many meets are multiple days and if a swimmer can only swim in the meet on one of the days please indicate which day they CAN swim in the notes section. Please do not email or text availability.

FINANCIAL EXPECTATIONS

Swimming requires a financial commitment from families of swimmers. Parents should be prepared to pay USA Swimming Registration fees, program fees (vary depending on training squad), YMCA membership fees, entry fees for swimming in meets, TYR apparel, travel costs to meets, programs, supplies at meets and other equipment costs for goggles, caps, fins and bags.

USA Registration is required for all swimmers. Our team swims in both YMCA and USA sanctioned meets. YMCA membership for the swimmer is required by Y-USA in order for swimmers to participate in any YMCA swim team. We do recommend that the whole family joins the YMCA and takes advantage of the great facility we have to offer.

BILLING

All program participants are required to have an ACH or credit card authorization attached to their Team Unify account to pay for meet entry fees, swim caps, training fees and other associated team fees. Billing will be done on a monthly basis. Approximately the 25th of each month a billing simulation will be emailed out to all members. If you have a question please contact the Head Coach Immediately. Funds will be auto drafted on the 1st.

Financial Assistance

The Y believes in providing membership and program services to all who desire to participate. The philosophy of the Y is not to turn anyone away due to inability to pay. Please contact Bruce Osborn Bruce Osborn bosborn@oconymca.org additional information about our Financial Assistance program.

If you need financial assistance for swim team fees, USA registration and/or swim caps please email Coach Guy at guy@oconymca.org

Click below to download the Financial Assistance Application form.
[Financial Assistance Application.pdf](#)

We will work with everyone to ensure we do everything we can to make sure that finances are not the reason you are unable to participate in swim team.

ANTI-BULLYING POLICY

Bullying is severe, persistent, and often involves power or the perception of a power imbalance. There is a ZERO TOLERANCE for bullying on OCON. Bullying will result in dismissal from practice and if the problem becomes habitual can result in dismissal from the team. There are three types of bullying:

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone's things
 - Making mean or rude hand gestures
- Bullying can occur during or after practice hours.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- Causing physical or emotional harm to the other member or damage to the other member's property;
- Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- Creating a hostile environment for the other member at any USA Swimming activity;
- Infringing on the rights of the other member at any USA Swimming activity; or
- Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

BULLYING REPORTING PROCEDURE

USA Swimming Rule 306.1 states that "It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in Article 304.3.8 to USA Swimming. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Coach, Aquatics Director or other designated individual;
- Write a letter or email to the Head Coach, Aquatics Director or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no expressive time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

Bullying of any kind is unacceptable and will not be tolerated. In the first instance there will be a conversation with the children involved and the coaching staff in an effort help the children learn about conflict resolution. If there is an additional incident the parents of all involved parties will be contacted and a meeting will be set up. Neither party will be allowed in the water until a meeting occurs to resolve the issue. The offending party will be suspended without any refund of fees for five [5] days. If a meet falls within this five-day period, they will not be allowed to swim in the meet as well. Any resulting suspension will be documented; there will be NO REFUND of fees for practice or meets due to the suspension. If the problem occurs again Senior Staff will meet to discuss the dismissal of the swimmer or family from the team. The senior staff that will be involved will be the head coach, the aquatics director and the branch executive. If there are multiple children in the family only the offending party will be dismissed from the team.

While we do our best as coaches it is just not possible to see everything that happens. We strongly encourage the immediate reporting of bullying. We prefer the child reports directly to the coach, but are aware that this is a sensitive matter and younger children may need a little help from their parents. ANY RETALIATION from the reporting of bullying will result in an immediate three [3] day suspension.

While no one should ever have to be bullied or feel unsafe sometimes things can be a simple misunderstanding between the children. This is why we will have a sit down with the swimmers first without involving the parents. There will be a phone call home to both parties to let the parents know that there was an incident and we are aware of it. We are here to provide a safe environment in which your children can grow. Part of growth and development is conflict resolution. We would be

doing your children a large disservice if we do not allow them to attempt to work through their problems on their own.

Bullying can extend to the parents. If parents are bullying one another or worse children on the program there will be a meeting to discuss these issues. If this is occurring there will be a meeting of senior staff to determine if the family will be dismissed from the Team and or the YMCA. Dismissal from the YMCA may involve the Executive Director and/or CEO.

LOCKER ROOM MONITORING POLICY

PURPOSE

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

FACILITIES

We practice at the YMCA at Pabst Farms competitive pool. All locations including those at swim meets can have changing areas that are shared with the public. As such, there are likely to be people who are not associated with the YMCA at Pabst Farms in the changing area around the time of practice. At some locations there are also private changing rooms available.

MONITORING

General Policy Considerations

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts.

We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same gender parent. If this is necessary, parents should let the coach or administrator know about this in advance.

If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents use the family changing rooms if the parent is of the opposite gender of the child.

The Piranhas have staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While the Piranha Swim Team does not post (staff, coach, parent, other adult) inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Staff/coaches/lifeguards conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area:

305.3 *Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.*
www.usaswimming.org/protect

ELECTRONIC COMMUNICATION POLICY

PURPOSE

The YMCA at Pabst Farms Swim Team (OCON-WI) recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the Piranhas acknowledges the value of these methods of communication, Piranhas also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following: Drug or alcohol use; sexually oriented conversation; sexually explicit language; sexual activity; the adult's personal life, social activities, relationship or family issues, or personal problems; inappropriate or sexually explicit pictures. Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, staff or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, aquatics director, or other athletes?"

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **T**ransparent, **A**ccessible and **P**rofessional.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of PIRANHAS records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Piranhas. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes will be appropriate.

SOCIAL MEDIA

Coaches may have personal social media (facebook, twitter, snapchat) pages, but they are not permitted to have any athlete member of the Piranhas join their personal page as a "friend" or follow on social media. A coach should not accept any "friend" request or follow from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to direct, private or instant message each other through social media or other instant message method. YPFST has an official Facebook page that athletes and their parents can "friend" for information and updates on team-related matters.

Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting shall only be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.