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Lake County YMCA Central Branch Penguins Swim Team Handbook

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YMCA MISSION STATEMENT

4 To put Christian principles into practice through programs that build healthy
5 spirit, mind, and body for all.

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THE LAKE COUNTY YMCA PROGRAM OBJECTIVES

7 *The YMCA seeks to help individuals:*

- 8
- 9 • **GROW PERSONALLY:** Build self-esteem and self-reliance.
 - 10 • **TEACH VALUES:** Develop moral and ethical behavior
11 based on Christian principles.
 - 12 • **IMPROVE PERSONAL AND FAMILY RELATIONSHIPS:**
13 Learn to care, communicate, and cooperate with family and
14 friends.
 - 15 • **APPRECIATE DIVERSITY:** Respect people of different ages,
16 abilities, income, races, religions, cultures and beliefs.
 - 17 • **BECOME BETTER LEADERS AND SUPPORTERS:** Learn
18 the give-and-take necessary to work toward the common good.
 - 19 • **DEVELOP SPECIFIC SKILLS:** Acquire new knowledge and
20 ways to grow in spirit, mind and body.
 - 21 • **HAVE FUN:** Enjoy life
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23 *Updated 8/28/2009*

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LAKE COUNTY YMCA PHILOSOPHY

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2 The primary purpose of the Lake County YMCA is to promote the spiritual, mental and physical well-
3 being of all persons. The YMCA's involvement in sports has been one means of teaching Christian
4 ideals, values, and behavior based on this purpose. Sports in the YMCA have never been an end in
5 itself, but rather a vehicle for achieving a much more global purpose: Values' education.

6 Values' education is an integral part of the National YMCA Program. The values of fair play are
7 strongly emphasized along with respect for oneself, for the opponent, and for official game rules. All of
8 these fair-play values contribute to an attitude toward sports which keeps winning in perspective, that is
9 only one goal among other important goals.

10 YMCA sports emphasize broad participation rather than specialization. Appropriately, the Y's motto is:
11 "Everyone plays, everyone wins!"

12 Central themes in YMCA sports philosophy are: Teaching fundamental skills, encouraging lifetime
13 involvement in physical activity, and strengthening the values of fitness, health, self-respect, and
14 respect for others.

15 Coaches, officials, administrators, and parents must create an environment in which competitors
16 achieve this ultimate objective.

YMCA VALUES EDUCATION

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18 More important than winning are the lessons to be learned from competitive sports:

- 19 1. Respect for oneself
- 20 2. Respect for others
- 21 3. Self-discipline
- 22 4. Responsibility as a team member
- 23 5. Development of leadership
- 24 6. Self-confidence
- 25 7. Concern for physical fitness
- 26 8. Lifetime involvement in sports and wellness

27 Competitive sport participants learn by example. Coaches, parents, officials, and administrators should
28 be the best possible example.

LAKE COUNTY YMCA COMPETITIVE SPORTS PROGRAMS

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2 1. The purpose of Lake County YMCA sports programs is to use competition as a tool for learning the
3 life-long values of goal-setting and hard work for reward. The participant should learn to accept
4 winning with humility and defeat with dignity and strive to try harder.
- 5 2. Lake County YMCA competitive sports programs are an outgrowth of the National
6 YMCA progressive skills program.
- 7 3. Lake County YMCA competitive sports programs provide youth with a basic
8 foundation in the skills and psychology of competition.
- 10 4. When the Lake County Competitive Sports Program no longer meets the desired
11 needs of an individual, that individual may wish to seek an alternative skill development
12 program available through a private club, high school or other instruction.
- 13 5. The three main thrusts of Lake County YMCA competitive sports programs are:
 - 14 a. to emphasize values' education and personal development
 - 15 b. to aid in physical and skills development
 - 16 c. to promote teamwork and good sportsmanship
- 17 6. Lake County YMCA competitive sports teams are an integral, but small part of a
18 complex membership association. As such, team members, parents, officials, and
19 administrators must abide by all policies set forth by the Lake County YMCA for the
20 greater good of the total association membership.
- 21 7. This competitive sports program policy will be reviewed annually by Lake County
22 YMCA staff and the Lake County YMCA Metropolitan Program Committee.

LAKE COUNTY YMCA COMPETITIVE TEAM PROGRAM POLICIES

1. LENGTH OF SEASON

- Regular Season-Beginning of October to the End of February.
 - No More than 7 Dual Meets
 - Division Championship Meet (All Team)
- Post Season-Beginning of March to End of April.
- League Championship Meet (Qualify for at Divisional Meet)
- Great Lake Zone Championship Meet (Must have "Zone Time")
- Meets, practices, parent meetings, fund-raisers and similar activities
 - Should occur between the above dates (not to conflict with United Way activities).
- General planning sessions, sports conditioning, stroke clinics and other training or conditioning activities may be scheduled outside of these dates.
- Competitive meets and other activities should try not to interfere with regularly scheduled YMCA programming.
- Two teams in different sports should try not to schedule home meets on the same day in the same facility.

2. ENTRY LEVEL REQUIREMENTS

- Swim team: must pass the Minnow level of the national YMCA Swim Lessons. Team members are encouraged to continue the National YMCA Swim Lesson program for stroke development.
- Synchronized swim team: must pass the Minnow level of the national YMCA Swim Lessons. Team members are encouraged to continue the National YMCA Swim Lesson program for stroke development.
- Entry-level requirements will be established for any newly developed competitive program as they are developed.

3. LEAGUE PARTICIPATION

- Participants who choose to compete on the Lake County YMCA competitive team must make a total season-long commitment to that team.
- No participant may become involved on another team in the same sport. Doing so will cause immediate forfeiture of Lake County YMCA team participation status.

4. TEAM COMMITMENT

- Once a team participant has committed to a Lake County YMCA Branch competitive team roster and has paid the team fee, that participant will be a member of that branch team for the duration of the season.
- No YMCA branch team member may switch to another YMCA branch team in mid season.
 - c. Change of parent's residence to another branch's service area constitutes the only valid reason for a participant's team change.

1 5. SPORTS FEDERATION EVENTS

- 2 • Lake County YMCA competitive teams will have no affiliation with outside sport federations' events (i.e. USS, USGF, etc.).
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- 4 • Participation in these events will be on an individual basis only and at the discretion of the
- 5 individual team member.
- 6 • No Lake County YMCA competitive team funds may be used to support these events.
- 7 • You may represent your high school and then return only to compete in YMCA Zone or
- 8 National meets. You may not take the place of a season team member in a relay competition.

9 **RESPONSIBILITIES WHEN WORKING WITH COMPETITIVE TEAMS**

10 1. GUIDANCE AND COMMUNICATION

- 11 • A communication link between the Aquatic Director, coach, and Parent Group is imperative and
- 12 will be accomplished through monthly meetings.

13 2. BUDGET

- 14 • The Aquatic Director should review the team budget with the Treasurer and Parent Group,
- 15 before the start of the season, for their recommendations. An approval of the final budget shall
- 16 be the responsibility of the Aquatic Director.
- 17 • The Aquatic Director shall keep in contact with the Treasurer throughout the season to ensure
- 18 proper expenditure of funds.
- 19 • To pay bills with a club funds a YMCA Check Request with appropriate documentation (back of
- 20 check request) must be signed by the Aquatic Director and the Branch Executive Director.
- 21 • The Aquatic Director shall make available to the treasurer and Parent Group a monthly custodial
- 22 fund account report.

23 3. PARTICIPATION FEES

- 24 • The YMCA has the right to collect participation fees. The Aquatic Director shall establish a fee
- 25 schedule, with the assistance of the Parent Group. Participation fees shall be deposited in the
- 26 YMCA's operating fund.

27 4. MEMBERSHIP REQUIREMENTS

- 28 • All team participants must be YMCA members. Participants must bring his/her membership
- 29 card to all practices, meets, and special events. Membership status will be reviewed periodically
- 30 throughout the season.

31 5. MANAGEMENT OF COACHING STAFF

- 32 • The Aquatic Director is responsible for hiring and firing of all coaching staff.
- 33 • The Parent Group may recommend qualified candidates to the Aquatic Director.

1 7. FUND-RAISING

- 2 • The Head Coach shall work closely with the Parent Group to help coordinate fund-raising
3 events. Fund-raising events must be cleared through the Aquatic Director and Branch Executive
4 Director and respect the United Way Guidelines.

5 8. IMPLEMENT VALUES COMPONENTS:

- 6 • Prayer and Pledge of Allegiance before meets/matches
7 • Share National YMCA values' materials with parents, coaches, and youth
8 • Showing values' films
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10 • Discussing with coaches how they can create a "values" atmosphere during practices and meets
11 • Be sure all involved with a competitive team be familiar with the YMCA philosophy on
12 • competitive sports
13 • Staff members should show a genuine interest and concern for the total competitive program

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LAKE COUNTY YMCA COMPETITIVE TEAM COACH'S RESPONSIBILITIES

1. To classify athletes and assign them to competitive events.
2. To attend, in a coaching capacity, all Lake County YMCA practice sessions and meets.
3. To teach and support the philosophy of the YMCA.
4. To set an example of good behavior and sportsmanship for all athletes at all times.
5. To give athletes an opportunity to develop skills and to promote their involvement as part of a team rather than as individual participants.
6. To monitor the following:
 - a. attendance (tardiness and absenteeism) at practices and meets
 - b. conduct at practices, meets, and during travel to and from meets
7. To assign a minimum of two events per athlete for a scheduled meet, whether for points or exhibition, with exception of injury or illness.
8. To instruct, supervise, and conduct all workouts for the team so athletes might reach their potential in accordance with the principles and philosophy of YMCA competition.
9. To organize events and participants for all scheduled Lake County YMCA league meets. Non YMCA meets attended by participants by their own choice are not to be considered as a team function. YMCA coaches have no responsibility for entries or coaching duties for such meets.
10. To report to the Aquatic Director any conflicts in performing coaching duties as outlined above.
11. The Coaches abide by and enforce all rules set up by the Lake County YMCA.
12. All concerns regarding discipline, scheduling, organization, participant qualification, and related matters shall be brought to the attention of the Aquatic Director.

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LAKE COUNTY YMCA DUTIES AND RESPONSIBILITIES OF PARENT GROUPS

3 In order to have successful youth competitive teams, parents, as well as children, should participate in
4 the program. A strong working Parent Group is the backbone of any competitive team.

5 Any parent whose child is a participant on a Lake County YMCA competitive team automatically is
6 considered a member of that team's Parent Group.

7 1. Parents should cooperate with the Aquatic Director and coaches in making the competitive
8 program meaningful for the team member.

9 2. Parents should attend and participate in team Parent Group meetings.

10 3. Parents are required to assist with scoring, officiating, selling concessions, and fund-raising.

11 4. Parents should assist with transportation of athletes to and from away meets; or, if accompanying
12 the team, to supervise and monitor team members, reminding them that they are representatives of
13 the Lake County YMCA and guests at a sister institution.

14 5. Parents must always display good sportsmanship and be supportive of the Lake County YMCA
15 Competitive Sports Program and its philosophy.

SWIM TEAM PARENTS VOLUNTEER JOB DESCRIPTIONS

Head Timer:

- Organize 24 timers for all home meets
- Schedule shifts for timers.
- Ensure substitutes for cancelled workers
- Responsible for keeping track of stop watches, notify Aquatic Director if replacements are needed.
- Schedule timers for divisional, league, zone meets

Timer:

- Volunteer for at least two home meets
- Time events 1-45 or 46-90
- Find replacement if unavailable

Scorers:

- Keep score of meet
- Work with deck master for meet efficiency
- Make 5 copies of meet results and
 - o post on bulletin board
 - o give copy to head coach, aquatic director and visiting team coach

Officials:

- Attend official training to become certified
- Officiate all home meets
- Be available for away, divisional, league and zone meets if needed
- Dress in white shorts and shirt

Deck Master:

- Organize swimmers into events and heats
- Be available for all home meets
- Work with scorers for meet efficiency

Pre and Post Meet Coordinator:

- Direct volunteers as to what needs to be done for set up and tear down of home meets
- Ensure clean up of pool area and multi-purpose room

1 **Penguin Wear:**

- 2 • Be in charge of try-on-kit for suits
- 3 • Distribute suits when they come in
- 4 • Distribute team shirts
- 5 • Ensure that all orders are pre- ordered and pre-paid
- 6 • Collect money and turn in to aquatic director with order form
- 7 • Make up order forms

8 **Head Concessions:**

- 9 • Come up with menu two weeks prior to home meets (give to Aquatic Director)
- 10 • Inform each family of what they need to donate for the concession stand for each home meet and
- 11 put a flyer in each mailbox one week before meet
- 12 • Organize and schedule concession workers
- 13 • In charge of set up and clean up (with help from workers)

14 **Concession Workers:**

- 15 • Volunteer to work at least two home meets
- 16 • Be available for set up or clean up at home meets
- 17 • Find replacement if unavailable

18 **Team Pictures:**

- 19 • Contact photographer to set up day and time of pictures
- 20 • Check with coaches for availability
- 21 • Make flyer for team and put in mailbox three weeks prior to picture date
- 22 • Make up order forms
- 23 • Collect money and give to photographer
- 24 • Distribute pictures

25 **Lap-a-thon:**

- 26 • Get donations for prizes
- 27 • Promote event
- 28 • Organize and schedule volunteers for lap counters
- 29 • Be at the event from 8:30-11:30 pm

30 **Hotel registration Coordinator**

- 31 Reserve block of rooms for out of town invitational meets, and zone meet
- 32 • Make information sheet with directions, cost and rules and distribute in mailboxes in advance
- 33 • Need on-line access

1 **Social Coordinator:**

- 2 • Plan with Aquatic Director special social events for team
- 3 • Coordinate volunteers for set up and clean up
- 4 • Plan menus for social events and lap-a-thon
- 5 • Attend all socials and lap-a-thon

6 **Hall Monitor** (male and female needed):

- 7 • Monitor locker rooms, gym, multi-purpose room and hallways during home meets
- 8 • Assist with welcoming and answering questions for visiting team

9 **Banquet Coordinator:**

- 10 • Schedule event with Aquatic Director and reserve facility
- 11 • Promote event and make invitations
- 12 • Coordinate volunteers for help
- 13 • Make awards program
- 14 • Arrange for food and drinks and decorations

15 **Record Keeper:**

- 16 • Make record book and keep updated
- 17 • Update record board

LAKE COUNTY CENTRAL YMCA SWIM TEAM

PROCEDURES AND RULES

Listed below are several procedures and rules that swimmers and parents must follow. These rules are to insure each swimmer's safety and to help get the most out of every practice and to ensure a smooth running program.

As our team grows, the cooperation of every parent and swimmer is essential to the smooth running and efficiency of the team. Failure to comply with the procedures and rules listed below may result in suspension from the team and eventual termination from the team for repeat offenders.

Thank you in advance for your support.

1. Swimmers must make the required number of scheduled practices per week as per the Head Coach. Failure to do so will disqualify the swimmer from competing for points in the next Y dual or championship meet. (Illness, injury, and emergency are the only excuse for not adhering to this rule and parents must notify coaches in these cases).
2. Swimmer must be registered for all meets by the Wednesday before each meet. Swimmers who are not registered will not swim for points.
3. Coaches make all decisions regarding swimmer's competitive events.
4. Swimmers that miss an event or relay because they left the meet before it was over will no longer be placed in a relay or able to swim for points.
5. All swimmers must take showers before entering pool and no horseplay in pool or pool area, including locker rooms.
6. Swimmers are to use the boys and girls locker rooms. Family locker rooms may not be used unless a parent is in the locker room at the same time the swimmer is.
7. Parents must accompany swimmers in the Aquatic and Team Offices.
8. All swimmers must present membership card to Service Center before they enter the locker rooms and pool - NO EXCEPTIONS! If you forget your card, you will be permitted in one time without it; after that, you will not be allowed to practice.
9. Place all articles of clothing in the locker rooms. Use a lock on your locker. DO NOT BRING VALUABLES TO THE YMCA. The Y is not responsible for lost or stolen articles. Street clothes are not permitted on the pool deck.
10. Being rude to YMCA Staff both here and away is not tolerated. Team members are expected to behave properly during practice and meets. Misconduct and behavior problems receive one verbal warning. Further infractions will warrant a written warning and removal from the activity. Third infraction is suspension followed by Expulsion.
11. Equipment is to be put away after practice. Do not leave the pool until dismissed by the coaches.
12. Footwear must be worn outside pool area.
13. Parents are only permitted on the pool deck the last 15 minutes of practices.
14. Parents are not permitted on the deck during post-season meets (unless they are volunteering for said meet)
15. Parents and Swimmers are not to congregate around the Service Desk before or after practice
16. Each family will have a mailbox. Important information will be placed there and on the team's homepage. It is the swimmers' and parents' responsibility to check the mailbox at each practice.

- 1 17. In case of inclement weather where practice or meets may be cancelled call the weather line (440)
2 392-6880 for any cancellations.
- 3 18. All swimmers practicing at Perry must sign in at the registration desk
- 4 19. Parents are to supervise swimmers during swim meets. Swimmers should only be in the pool area or
5 in another area designated by the Coaches or Aquatic Director during meets.
- 6 20. All swimmers and parents are expected to treat each facility with respect. This includes but is not
7 limited to picking up trash, not leaving a mess, being polite to all employees and opposing team
8 members and parents.
- 9 21. It is mandatory for parents to volunteer for at least two home meets. A \$55 fee per meet will be
10 charged to families that do not volunteer to cover costs to staff the meets.
- 11