

WSY

2010 TEAM HANDBOOK
WEST SIDE Family YMCA (WSY)
(Revised 4-23-10)

A member of Greater Knoxville Area Interclub Swim Association (GKAISA)

WELCOME & INTRODUCTION

Welcome!

As a parent of a child who is being exposed to the sport of competitive swimming, it can be a challenge to understand this sport and its terminology. It may appear that the coaches and the parents of seasoned swimmers are speaking a different language when they talk of heats, relays, and entries. This handbook is intended to help both the new parent and the veteran parent to better understand the WSY Swim Team Program and some of what you will soon experience.

As you read through this handbook, and as you experience the thrill of competitive swimming first hand this season, please keep in mind that an ever-present goal of the WSY Swim Team Program is to promote healthy competition and good sportsmanship. We want to help every swimmer reach their own personal potential and to feel a sense of accomplishment along the way. Not every child will be a star and excel in all events or collect a trophy case full of hardware. Every child, however, is urged to set personal goals early in the season and to strive to reach those goals to improve in their own abilities. Every child is encouraged to have fun and to enjoy the excitement and camaraderie of being on a team. At the end of each season, the entire WSY Mighty Marlin Swim Team – swimmers, coaches, and parents – get together for an awards banquet to celebrate the accomplishment of the team throughout the season. Every team member is recognized and hopefully takes away a feeling of satisfaction and pride in what they have accomplished both as individuals and as a team.

If you have further questions after reading this handbook, please feel free to speak with any of the coaches. We also encourage you to talk with other parents, especially if you are the parent of a new swimmer on the team. Remember, at one time or another, every parent was in your position.

What is GKAIISA?

GKAIISA stands for Greater Knoxville Area Inter-club Swimming Association. It is a non-profit summer league swimming organization open to anybody 18 of years of age or younger. GKAIISA consists of 36 teams from Knoxville and surrounding areas. The 36 teams are divided into 6 leagues based on team size and win/loss record. This year, WSY Swim Team is in League 3, and the North Side YMCA Marlins Swim Team (NSY) is in League 4.

All swimmers compete in a specific age group category that is determined by his/her age as of midnight on May 31st. Swimmers in the 8 & under and 9-10 age group categories compete in 25-yard races in all four individual strokes, the 100-yard medley relay, and the 100-yard freestyle relay. Swimmers in the 11-12, 13-14, and 15-18 age group categories compete in 50-yard races in all four individual strokes, the 200-yard medley relay, and the 200-yard freestyle relay. Swimmers in the 9-10 age group categories compete in the 100-yard individual medley and the 13-14, 15-18 age group swim the 200-yard individual medley.

More information regarding GKAIISA (teams, meets, and rules) can be found at www.gkaiisa.org.

I. YMCA of East Tennessee

A. YMCA Mission Statement: To put Christian principles into practice through programs which build a healthy spirit, mind, and body for all.

B. Philosophy of YMCA Competitive Sports

The purpose of YMCA sports is to use competition as a means of learning the lifelong values of goal setting and discipline for success. Swimmers will improve their skills, teamwork ability, sportsmanship, and respect for self and others within a competitive atmosphere led by capable coaches. The WSY Swim Team relies upon parent volunteers to work with the Y staff who strive to build, not only children with character, but also children who are healthy in spirit, mind, and body. The four cornerstones of the Y's philosophy are Responsibility, Respect, Caring and Honesty.

C. Goals of YMCA Competitive Swimming

Competitive swimming is widely acknowledged as one of the most effective sports for physical development. A not-so-widely known characteristic of competitive swimming is personal growth for each individual. The sport is unique in nature in that it offers four different strokes for each child, a variety of distances, and an individual time for each event. This encourages individual goal setting, focuses on personal improvement, and creates many opportunities for success. Our goal is to help swimmers and parents identify with the following motto: Not all team members will be world-class swimmers, but every team member can have world-class character.

D. Facilities & Telephone Numbers

West Side YMCA400 North Winston Rd.(865) 690-9622

The West Side YMCA is a branch of the YMCA of East Tennessee and is a general membership facility. All team members are reminded to be respectful of other YMCA members. This includes the pool deck and pool, where classes and recreational lap lane swimming often coincide with team practices, in the locker rooms, and in the lobby.

All swimmers are REQUIRED to scan their membership cards or sign in every time they enter the WSY facility. This is important, not only for safety, but also so that the Y can accurately record the numbers of members and program participants that use the facility. Please be sure to bring your membership card with you and scan it before you enter the pool area. If you have forgotten your card, please be courteous and responsible enough to let the front desk staff know. DO NOT just walk past the sign-in area without scanning or signing in just because you are at the Y frequently and "they know who you are." This is also true of parents who may not be Y members, but who are showing up to drop off or pick up swimmers.

E. Inclement Weather Cancellation Policy

If thunder or lightning should occur during practice or a meet...everyone must exit the pool area and seek shelter immediately! This includes away meets and is a very serious matter, especially with our insurance provider!

In addition, swimmers may be asked to bring tennis shoes and appropriate workout attire to practice in the event the pool closes, as the coach may decide to involve the team in dry land conditioning exercises.

F. Fundraising & Community Solicitation Policy

It is the policy of the YMCA of East Tennessee that any fundraising activities and/or solicitation of financial support from individuals or businesses for any YMCA program or activity shall require prior approval from the Executive Director of the YMCA. Under no circumstances shall staff, volunteers, or members of the YMCA use official YMCA letterhead to seek financial support for any YMCA program without written approval from the Executive Director.

G. Role & Function of the YMCA in Support of the Swim Team

It is the role of the YMCA to support the swim team by fulfilling the following functions:

1. The YMCA is responsible for the employment, evaluation, and supervision of all staff, including the Head Coach and other members of the coaching staff.
2. The YMCA determines membership rates, program fees, coaches salaries, and determines the pool scheduling.
3. Professional YMCA Coaching Staff will be responsible for monitoring the conduct of persons on the pool deck and in the water while conducting their program.

H. Financial Responsibilities

1. Swim Team Fees
Team fees are part of the YMCA's annual budget development and approved prior to the start of the season. These fees help cover pool time, coaches' salaries, and administrative expenses, etc.
2. Fundraising
The Swim Team does do fundraising to assist in the cost of ribbons, awards, the end of the summer banquet, and anything else not covered under swim team fees.
3. Financial Aid Policy/Payment Plans
The YMCA of East Tennessee believes that the YMCA is for everyone. No one who is eligible for financial assistance will be turned away. The YMCA will assist any individual who wants to participate in a YMCA activity but cannot afford the fee. Proof of financial need is required. Financial assistance applications are available at the Front Desk of the YMCA. Applications need to be completed and submitted to Membership Services at the YMCA before the deadline for summer session. Payment plans for swim team may also be set up due to financial need. Please contact the Aquatics Director for more information about payment options.

II. WSY Swim Team

A. Swim Team Practices

The WSY Swim Team will practice five times per week and will be broken up into separate age groups. Even though the intensity level and goals of the practices, or workouts, vary from group to group, there are some standards that all swimmers, both new and veteran, should be aware of and incorporate into their routine.

1. Arrive at practice with enough time to change, shower, use the bathroom, and be "on deck" approximately 5 minutes prior to the scheduled start time.
2. Bring a water bottle, cap, goggles, and swim suit. Please avoid practicing in your team suit.

3. Come to practice prepared. Be ready to swim – both physically and mentally.
4. Under no circumstances will there be diving (or any other type of headfirst entry) in the shallow end of the pool. This is extremely important – serious injury could result!
5. Swimmers may not leave the pool deck without notifying their coach. This is not only for safety reasons, but also for courtesy to the team and coaches.
6. If you have personal matters to discuss with your coach, schedule some time before or after practice.

It is helpful if parents stay clear of the pool area during practice, to minimize distractions for the swimmers. While we understand the desire to watch and learn about what the team is doing, swimmers need to be able to focus on themselves, their coach, and their teammates during practice, not their parents.

B. Coaching Staff and Coaches' Expectations

1. WSY Coaching Staff

The Coaching Staff at WSY represents a diverse set of individuals who are dedicated to the swimmers and the sport. The staff brings with them a wealth of experience both on the competitive level and the coaching level. For the 2010 season, the WSY Mighty Marlins coaching staff is comprised of the following:

<u>Head Coach</u>	<u>Joseph Clay</u>
<u>Asst. Coach</u>	<u>Jenna Johnson</u>
<u>Asst. Coach</u>	<u>Leslie Taylor</u>
<u>Asst. Coach</u>	<u>Mike Jugan</u>
<u>Asst. Coach</u>	<u>Katryn McKinney</u>

2. Coaches' Expectations of Swimmers

Our coaches expect that all WSY swimmers will behave at all times in a mature and responsible manner. Our swimmers are expected to conduct themselves with poise, sportsmanship, team spirit, support and respect for teammates. Remember that the measure of an athlete is how they handle themselves, not only by being gracious in defeat, but also in victory.

Each swimmer must have an ability to listen, to learn, and work as a group in order to reach goals must also be present. Coaches are impressed with positive attitudes shown by swimmers, in recognition of the importance of the swimmers' mental approach to improve performance. Responsibility, respect, honesty and caring – the Y's cornerstones of developing strong character – are also a foundation for building a mighty team. The actions of our YMCA team members reflect upon the entire team, and any conduct unbecoming to the team will not be tolerated.

3. Conduct at Practices and Meets

All members of the YMCA swim teams are asked to observe the following rules:

- a.) All swimmers are expected to conduct themselves in a proper manner during the entire season. All swimmers must understand that they are representing the YMCA of East Tennessee as well as their parents, coaches, and team.

- b.) There will be no willful destruction of property. In the unfortunate event that this does occur, the swimmer and his/her parents will be held financially accountable.
- c.) Smoking, drinking, use of illegal substances and use of foul language will not be tolerated.
- d.) During practices, swimmers will not disrupt the workout or show disrespect to teammates, coaches, YMCA members or staff.
- e.) At swim meets, both home and away, all people associated with the WSY will behave in a manner that is reflective of the YMCA philosophy of competitive sports. **Participants learn by example. Therefore, parents, coaches, officials, and administrators should set this example.**
- f.) In the interest of building team spirit, in all YMCA of East Tennessee competitions, it is recommended that swimmers compete in team apparel. This includes a YMCA cap for all swimmers.
- g.) The coaches also request that parents stay off the deck to minimize distractions for the swimmers. In addition, during swim meets parents should remain in the “seating” area unless they are working the meet as an official, timer, scoring table statistician, recorder, or runner. Your cooperation is greatly appreciated, as is your assistance in allowing the coaching staff to do the best job possible.

4. Discipline

During practices, the coaches are responsible for the swimmers on the WSY Swim Team. If a swimmer is disruptive (defined as any behavior which requires the full attention of a staff member, thereby interfering with the functioning of the group), s/he will be issued one “strike” against them for that practice. If three strikes are issued, the swimmer will be asked to accept the disciplinary procedure of “sitting out” on the pool deck benches and will not be allowed to leave the pool deck unsupervised. A phone call from the involved coach will be made to the parents. If, after the phone call, things do not improve, the swimmer will be excused from the next three, scheduled swim times, which may include meets. Parents may have to meet with the coach prior to the child getting back in the water. (NO refund will be given for missed practices.) If the problem is still not resolved, the swimmer will be asked to leave the WSY Mighty Marlins Swim Team. No refund of team fees will be given.

In following these procedures, parents should contact and discuss the matter with the coach directly involved in the incident. If the matter cannot be resolved with the coach to the parents’ satisfaction, the Aquatic Director will be contacted and become involved. It is the intent of the program that parents and staff work together to remedy inappropriate behavior.

5. Swim Team Leaders/Captains

A good team needs a good leader – someone to rally around, someone to lead by example, someone to help motivate fellow teammates, regardless of his or her age. This year, the coaches will pick team leaders as needed to promote team spirit, lead dry land stretching exercises during practice, and lead the pre-meet and post-meet cheers. The swim team leaders are expected to demonstrate good sportsmanship at all times, be dedicated, and committed to

the team, and have a positive presence with all swim team members, parents, coaches, and Y staff. They will be chosen based on their conduct and work ethic.

III. 2010 Season

In 2010, the summer swim season will begin with practice on Tuesday, May 25 at 7 pm in the indoor pool. There is a mandatory meeting for both the swimmers and parents. The season runs through the final championship meet (City Meet) at the end of July. *A swimmer must participate in at least two dual meets (or one tri-meet) during the season to be eligible to swim in City Meet.*

IV. Swim Apparel

- A. Meet suits: this swimsuit is worn at competitions and not practices to enhance the life of the suit.
- B. Practice suits: most swimmers have one or more practice suits, because chlorine & other chemicals will fade and deteriorate the suits. Many of the more experienced swimmers will wear two or more suits to create an added “drag effect” during practice.
- C. Swim Caps: each swimmer is provided with a team cap. Swim caps are recommended for all girls and boys with longer hair. Caps are necessary so that the hair is not a distraction in trying to keep the head straight while swimming as well as seeing what is in front of you! It also, obviously, protects the hair from getting too damaged from the chlorine and other chemicals. Extra team caps are available for purchase through the Y.
- D. Goggles: goggles are available for purchase through Swim and Tri or JAWS₂ and are required for all swimmers to protect the eyes and see better while swimming. Goggles do differ, so a swimmer should get a pair they find comfortable and ALWAYS have a spare pair in their swim bag. Please try them on before purchasing for a good fit.
- E. Team T-shirts: each swimmer will have a chance to purchase a team T-shirt that they can wear at meets, dinner after meets, and during dry land practice sessions. Swimmers are encouraged to wear any and all of their YMCA apparel during practices and meets in the spirit of the team.

V. Parent’s Responsibilities

**One parent for each swimmer MUST work 1/2 of each swim meet in order for their child to swim in that meet.*

A. Volunteers.

Volunteers are needed for a variety of positions, for everyone from a novice to a certified official. These positions include the following:

- 1. Meet Organizer** – He/she prepares the pool area for home meets (sets up clerk of course, sets up sound system, brings supplies to pool deck) and clears the pool area after home meets. They bring materials and supplies to away meets.
- 2. Volunteer Coordinator** – coordinates volunteers, works with parents to fill jobs that are needed during as swim meet.
- 3. Meet Referee** – has authority over all meet officials, assigns and instructs them, leads all discussions regarding rules, makes final decisions concerning any protests, interprets applicable USS and GKAIISA rules for meet (special training needed).

- 4. Starter** – lines up and starts all events, calls false starts, and is responsible for the smooth flow of the meet.
- 5. Stroke and Turn Judge** – observes swimmers in lanes designated by Referee and calls rules infractions (special training needed).
- 6. Head Timer** – oversees Lane Timers, signals Starter that Timers are ready for event start, provides back-up timing for Lane Timers, records winning time on Lane Timers event card.
- 7. Lane Timer** – clocks events using stopwatch, records time on event card.
- 8. Runner** – picks up the times on a piece of paper from the timers and carries them over to the officials' table. This is a position that required a lot of "running" back and forth from one end of the pool to the other.
- 9. Finish Judge** – calls order of finish and fills out ballot, may be asked to call relay jumps at finish end of pool.
- 10. Jump Judge** – calls relay jumps as directed by Referee.
- 11. Sorter** – aligns event cards in order of finish, attaches any DQ sheets to event card, and gives event cards to Scorer.
- 12. Scorer** – records official times and calculates the score for each team.
- 13. Ribbon Writer** – fills out ribbons using event cards and judges' sheets for order of finish, files, ribbons in swimmers' folders.
- 14. Clerk of Course** – maintains order around starting area, helps place swimmers in chairs in proper lanes for events during meets.
- 15. Relay Parent** – locates members of relays and escorts them to appropriate sides of the pool (usually a parent of a member of the relay).
- 16. Candy Parent** -- hands out candy to swimmers after they swim a race if the swimmer betters his/her time.
- 17. Committee** – parental organization who serves as a liaison between the coaching staff/YMCA employees and the team members/families. It also assists in the organization of events, meets, concessions, fundraising, awards, and the end of the season party.
- 18. Marshal**-deck security

B. Communication

1. Swimmer Folders

A folder will be created for each swimmer involved with the WSY Swim Team. The ribbons earned at meets will be placed in the folders and passed out at the Tuesday MANDATORY practice.

2. Team Notebook

A swim team notebook will be available at each practice to sign up for swim meets. It is the swimmer's/parent's responsibility to sign the swimmer up for each meet. They will need to sign up AT LEAST 10 days prior to the meet. A swimmer will not swim in a meet if they are not signed up!

3. Web/ E-mail

We will implement an email database for all swimmers and parents for the 2010 season. Please make sure that when you register for swim team, you fill out all the appropriate forms and include an email address if applicable. If, after the season starts, you are not receiving emails, please send your email address to kcreasman@ymcaknoxville.org.

C. Nutrition

Proper nutrition is so important to a child's development both mentally and physically. As parents, you can help to ensure that your swimmer has the best preparation for swimming before practices and before meets. Here are a few helpful hints:

1. Water is one of the best re-hydrating drinks for an athlete. Make sure your swimmer has water before, during, and after practice. Each swimmer is encouraged to bring his/her own water bottle to practice. Drinking 4-8 ounces water every 30-60 minutes is best to stay well hydrated on a hot day.
2. Avoid carbonated beverages before and during meets as the carbonation affects the swimmer's ability to breathe deeply.
3. A meal should be eaten at least 2-3 hours before practice or competition. A quick hot dog, pizza, or McDonald's "snack" right before practice can leave your swimmer with a horrible stomach ache and unable to perform. If your swimmer cannot have dinner well before practice, wait until after practice. A light snack would be best.
4. Breakfast before a meet should consist of easy to digest carbohydrates such as bagels, cereal, fruit and fruit juice. Heavy, greasy, and fatty foods can hinder your swimmer's performance. Light, healthy snacks are encouraged during a swim meet.
5. Snacks during an invitational meet should be light and carbohydrate-based. Sugary foods such as cookies, pastries, and donuts will not provide as much fuel for the body as bagels, pasta, pancakes, toast and fruit. If it is known that the swimmer will not be competing for 2-3 hours, a light source of proteins may be eaten as well in order to help the body perform (i.e., cheese, peanut butter, eggs, lean sandwich meat, protein shake.)

D. Swim Team Meets

1. **Day of the Meet:** It is requested that swimmers not spend the whole day before a meet at the pool or in the sun. Extended time spent in the sun is tiring. Save all that energy for the meet!
2. **At the Meet:**
 - a.) Please be on time for swim meets. Swimmers should be at the pool 15 minutes prior to the warm up time listed on the meet schedule. This allows time to get suits, caps, and goggles on, stretching done, etc.
 - b.) Parents should report to their work assignments no later than 15 minutes before the meet start time or when workers are called to a meeting.
 - c.) At all GKAIISA meets, the teams are assigned a team area in which their swimmers are to stay. Swimmers' area will be marked off and **ALL SWIMMERS ARE EXPECTED TO STAY IN THE DESIGNATED AREA UNLESS THEY ARE COMPETING**, or they have been given permission from the team parent in charge to leave the area. By staying in the swimmers' area, a child can be found when it is time to swim. It is not the coaches' job to search for your child.
 - d.) Parents and spectators at swim meets will want to come prepared by bringing folding chairs, umbrellas, sunscreen, hats, and coolers with refreshments. Swimmers should bring chairs, towels or sleeping bags to rest on in the team area, and dry clothes for after the meet. The team generally likes to go some place and get something to eat, time permitting after each meet. This builds comradie and the kids have a lot of fun celebrating (hopefully).
 - e.) Please help keep the area clean by putting trash in the trashcans

provided.

f.) ***Do not leave a meet early without informing the coaches. There may be last minute changes, and your swimmer may be needed to swim a later event.***

3. Understanding the Meet

- a.) In a dual meet, no swimmer may swim more than 4 events for points.
- b.) The girl's events are odd numbered and the boy's events are even numbered.
- c.) At a dual meet, visitors swim in the even lanes, while the host team swims in the odd lanes.

d.) Order of events at a dual or tri-meet: Age Group Order:

IM (individual medley)	8 & Under Girls/Boys
Freestyle	9 –10 Girls/Boys
Medley Relay	11—12 Girls/Boys
Backstroke	13 – 14 Girls/Boys
Breaststroke	15 – 18 Girls/Boys
Butterfly	
Freestyle Relay	

e.) Dual meet scoring:	<u>Individual</u>	<u>Relay</u>
1 st place	5 points	7 points
2 nd place	3 points	3 points
3 rd place	2 points	0 points
4 th place	1 point	0 points
5 th place	0 points	0 points
6 th place	0 points	0 points

f.) Tri-meet scoring:	<u>Individual</u>	<u>Relay</u>
1 st place	6 points	8 points
2 nd place	4 points	4 points
3 rd place	3 points	0 points
4 th place	2 points	0 points
5 th place	1 point	0 points
6 th place	0 points	0 points

g.) At home meets, place ribbons (1st through 6th) are awarded for the order of finish for each heat; the swimmer's time is recorded on the ribbon. A heat ribbon is awarded to the first place swimmer of each event.