

## Evansville YMCA Riptide Swimming Swimmer / Parent Team Manual

I hope this year's season will be the best yet as this team grows with age and great life building experiences. We hope this will be some of the best memories that you and your child will have in the years to come. We promote a family environment that encourages personal growth and respect. We follow the YMCA principals and standards as we strive to build strong kids, strong families, and strong communities.

Correct stroke techniques, rules and regulations and proper principals of swimming, are just the starting grounds for our program. This program was built with a team approach. This means that we will encourage one another and help each other at all times. Understanding this helps to develop self esteem, while learning to work with others as a team. No one child is more important than another. Each brings their own personal influence to this team. In the end all swimmers are winners, just by entering the water.

We hope this manual will provide you with some standard information about the Riptide swim team. Keep it in a convenient place to use as a reference throughout the season. If you have questions that you cannot find in the manual, please feel free to call or e-mail us.

Thanks for being a part of our swim team family!

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### **What to expect during the swimming season from your swimmer:**

The first month of training is the most difficult and your child may become disheartened. Encourage your child and try to make sure that they do not miss any workouts. Remember to keep communicating with the coaches, as they can help to resolve any problems that the swimmer may have. We want swimming to be fun and promote a fun family centered environment.

Be enthusiastic and supportive. Seeing that your child attends practice and comes to meets is a good way of showing your swimmer you have an interest in what he/she is doing. Be a good role model by showing good sportsmanship towards coaches, officials, teammates, and opponents. We are a family team and should always encourage one another. Swimmers should compete against their own times and not other swimmers on the team. Parents should always encourage this with their child.

So hang in there, Mom and Dad. Let the coaches and your swimmer move at their own speed. We want your swimmer to have fun, develop a positive self-image, and make new friends while at the same time developing a love for swimming.

**Practices:**

We practice every Monday from 5:30 pm-6:30 pm, Wednesday 5:30 pm-6:30 pm, Thursday 6:00 pm-7:00 pm and Saturday 8:15 am-9:30 am. Additional practices will be added by coaches if deemed necessary.

The coaches will be dividing the team into groups according to skill level. Each group will be assigned lanes to practice in during each practice. It is important that the swimmers stay in their assigned lanes during practice. Swimmers may **NOT** switch assigned groups (practice times or lanes) unless a coach has given permission.

Please have your child at the YMCA before practice begins to give them time to change, stretch and be ready to start practice at the designated time. Late swimmers are very distracting to the other swimmers who have already started to practice.

The pool deck is closed during practice to parents, friends or family. This is a time for the coaches to work with the swimmers and people on deck can be distracting to the swimmers and the coaches. The YMCA has a policy of no one on deck except for swimmers in the pool area and we will be upholding this policy.

There are some practice times when the pool will be open for open lap swim. If you choose to lap swim during this time, we encourage you to choose a lane away from the swim team swimmers. This will help you stay focused on your own swim time and will help you resist the temptation to talk to the coaches or your swimmer. It is important as parents that you do not distract the coaches from coaching during practice time and that we do not interrupt the swimmers practice time.

On Monday and Wednesday from 5:30 – 6:00 pm, we will be limited to three lanes. Only if there is an open lane and we need it we will be allowed a fourth lane to practice in.

**Bad Weather:**

We will follow the Evansville Vanderburgh School Corporation policy on inclement weather. If schools are closed for inclement weather we will cancel practice.

The YMCA of Southwestern Indiana has a Lightning Policy that the Riptides will follow.

## **Communication:**

Communication is very important between parents, swimmers and coaches. We have developed several communication methods to help keep everyone informed.

1. The Swimmer/Parent Team Manual was developed to help communicate some standard information to parents and swimmers. Please keep this manual in a convenient place to use as a reference.
2. There will be a mailbox for each swimmer. The mailboxes will be located in the pool area. Information sheets about upcoming meets, newsletters, and ribbons will be put in the swimmer's mailbox. Please check your swimmer's box, or encourage your swimmer to check their mailbox after each practice.
3. There will be a new Riptides website this season. If possible please check it often for updates and other important information. **[www.ymcariptides.com](http://www.ymcariptides.com)**
5. Because it is very hard for the coaches to talk to parents and coach the team at the same time, we ask that you either leave a note in the coach's mailbox, or advise the coach that you would like to speak with them after practice. You may leave your note anonymous if you'd like.
6. We have established a phone tree to help communicate information that needs to get out quickly to the parents and swimmers. The coaches will start the tree and members of the phone committee will see that everyone is contacted. Please make sure you have completed a registration form and have included home, work and cell phone numbers.

## **Fees:**

Team members pay a monthly fee to the YMCA. This fee helps pay the coaches and for the use of the pool. These fees must be paid on or before the 15<sup>th</sup> of each month. Failure to pay fees will make the swimmer ineligible to swim until such time as the fees are paid. In case of financial hardship, please talk to Kelly Boylls so that you may be referred to the appropriate YMCA representative to make special arrangements.

When participating in an invitational meet, state meet or conference meet, the YMCA will pay any swimmer surcharge and relay fees. Each family is responsible for paying individual entry fees. If a swimmer drops out of a meet for any reason, it will be the responsibility of the family to incur any and all fees (swimmer surcharge, relay fees and individual fees).

## **Swim Meets:**

Swim meets are a time of fun and a time to demonstrate what we have been practicing. The YMCA philosophy is not to win by getting first place, but to become a winner by developing characteristics that will last a lifetime. We are a team and everyone is expected to encourage one another and "cheer" one another on. Each swimmer will develop at different levels and the important thing is to have fun and try your personal best.

Parents, swimmers and coaches will all decide what events each swimmer will participate in at meets. **It is important that you turn in your swimmer's entries by the deadline if you are planning on attending the meet. If the deadline is missed, that swimmer will not participate in the meet. It is the responsibility of the family, not the swimmer, to make sure paperwork is**

**turned in on time.** The meets we will be participating in will require a roster submitted prior to the meet. It will not be possible to add swimmers. It is important that the coaches know ahead of the meet who will be participating so that they have time to prepare the event cards and the relay teams prior to the meet.

**When hosting a meet, parents will be expected to help in order for the meet to run smoothly and efficiently. At least one parent will be asked to help in some capacity. The Meet Committee will be responsible in recruiting volunteers to work and assuring that all “jobs” are filled to make the meet run efficiently. At home meets we will try to fill all of the jobs with our own team families. Away teams are our guests; we want them to have a great experience at our meets so they will come back.**

Swimmers are expected to sit together in the assigned area and be ready for each event. Volunteer parents will help the swimmers get to the clerk of course at the appropriate time. They will not go “searching” for the swimmer so it is important that the swimmer stays in the designated area at all times so that they do not miss an event. **The meet will not be delayed for missing swimmers.**

Coaches are there to coach and observe the swimmers during the meets. Please do not distract the coaches. Every swimmer should see their coach after each event so the coach can discuss the event with the swimmer.

### **How to survive a swim meet:**

Plan on arriving at **least 15 minutes BEFORE** warm up starts to check in, find the team, stake a claim on a piece of real estate for yourself, check the event list and write them on your child's arm, and check out the concessions.

### **Your Swimmer’s Bag should contain (Remember to Label):**

- **SUIT:** Bring your swimmer's competition suit and, if possible, a spare.
- **CAP:** Bring a competition swim cap plus an extra (they tear easy and are easily misplaced!)
- **GOGGLES:** Bring two pairs! Have your child "break in" a new pair of goggles in the warm-up pool prior to an event to make sure they are adjusted properly! Prior to an event, make sure the goggles fit snugly or they will end up around your swimmer's neck!
- **DECK SANDALS:** Make sure your swimmer wears deck sandals for protection.
- **TOWELS:** Bring plenty of towels. It gets really cold after events.
- **WARM CLOTHING:** Pack your swimmer's bags with at least a pair of sweat pants/shirts, socks. Night meets will get chilly sometimes!
- **SUNSCREEN:** During summer seasons apply waterproof sunscreen BEFORE your child suits up. Sunscreen needs time to penetrate and get to work.

- **WATER:** Especially when the weather is hot, make sure your swimmer has plenty of water bottles and/or Gatorade. Even though they are immersed in water, swimmers dehydrate easily!
- **FOOD:** Bring plenty of nutritious snacks: Ritz bits w/ peanut butter, goldfish, fruit, jerky, power bars, cheese sticks, yogurt, dry cereal in Ziploc bags, etc. (please avoid candy and other sugary foods.)
- **MISCELLANEOUS:** A sharpie (for marking events, heat and lane numbers on your swimmer's arm; Baby powder (for dusting swim caps); Swim shampoo/conditioner, hairbrush, comb, toiletries, deck of cards, board games, game boys, etc.
- **INHALERS:** If your child is asthmatic, this is the most important thing they own. Different environments have different triggers that can set off an attack. Be sure to tell the coaches if your child has asthma!

## **What to do when you arrive at the meet?**

Find your coach!

Positive Check-in: Look for a few tables staffed by weary looking parents with sheets of paper taped down. These sheets are usually divided by ages and by girls and boys. Some meets only allow the swimmer to check in not the parent. So it is a good idea to get your child in the habit of checking in by themselves. As soon as your swimmer has checked in, have them find their coach to tell them they are there and ready to swim. Depending on the meet venue, they will either begin warm-ups immediately or wait until a designated time. Have your swimmer ready to go with cap, goggles and towel.

## **Your role as a parent:**

**Clerk of course:** Look for a table near the bullpen (rows of chairs where swimmers meet before their event) and help your child to check in before each event and get their event card.

**Parental Guidance:** Cheer them on, congratulate, and console if necessary. Remind your child that their behavior reflects on their team: they must behave like a champion with grace and humility and a smile on their face no matter the outcome of any one race. After their event, make sure they check back in with their coach for tips to improve their next race.

**BE A VOLUNTEER!** Remember that all parents have a responsibility to help out at any meet at which their child is swimming by volunteering. Show your swimmer you care by getting involved. There are a variety of different jobs to do, so try out a few!

**RELAX!** Swim meets are not known for their brevity. If you've done your duty as a timer, bring something to occupy your time while you wait for your swimmer to swim again. Sit with other Riptide parents and get to know each other. Some of the best relationships are cultivated at swim meets!

## **Parent Committees:**

The success of the Riptide swim team depends on the active participation of EVERY swim team family. It is imperative that this is understood. It takes many parents for swimming functions to run efficiently. We not only need parents to function for local home events, but we are also required to furnish workers for all away functions as well. Please be prepared to help. To help make our season and team run efficiently we have established parent committees. Please review each committee and sign up for at least one area you would like to help in.

### **Meet Committee:**

This committee will oversee all aspects of a home meet. They will recruit volunteers to help at each meet.

#### **What it takes to make a Swim meet function:**

**Timers:** It takes at least 12 people to man these stations. Two per lane is preferred. This position can be filled by anyone. If you can run a stopwatch, you can time. (You might get a little wet)

**Runners:** Runs entry cards from the timers to the ribbon table. It's nice to have at least two so they may trade off. This is an excellent position for one of the family kids that may not be swimming.

**Recorder/scorer/Ribbons:** This can take up to three people. Sorts the time cards and writes the results on the ribbons/awards.

**Clerk of Course:** Lines up the swimmers before each race in a holding pattern. This position helps the meet go MUCH faster as the swimmers are ready to go before their time to race. Also helps to announce which race number is on deck. This job requires two to three parents.

**Starter:** Starts the races, calls out events and makes announcements as needed.

**Official/Stroke Judge:** Will watch events and will issue disqualifications as needed.

**Facilities:** Setup and teardown. The more people we have to help, the better!

### **Concession Committee:**

This committee plans and runs the concession stand at each home meet.

### **Phone/Roster Committee:**

This committee maintains the team roster and phone numbers. It sets up the phone tree and assures each family has a place on the tree. A coach will begin the phone tree in the event of a practice cancellation.

### **Fundraising Committee:**

Fundraising will be vital as we participate in conference and state meets. This committee will organize fundraising events for the team. It will be important that all swimmers participate in fundraising events.

Each committee will have a chairperson that will oversee the committee. **Families will be expected to sign up for a committee at the beginning of the season.**

## **Discipline:**

### **General Policy**

- Routine disciplinary issues relating to swimmers will be handled directly by the coaching staff. Repeated or more serious infractions by swimmers, as well as any disciplinary issues relating to parents, will be resolved by the coaches along with the aquatics director.

### **Disciplinary Procedure for General Misbehavior at Practices**

- While great effort will be made to give children the benefit of the doubt, constant misbehavior at practices or meets to the point of team disruption will not be taken lightly.
- Initially, the swimmer will be warned by the coach as to what he/she is doing wrong and is requested to stop.
- If after being warned the swimmer continues to misbehave, he/she will be removed from the pool for a period of 15 minutes.
- If the misbehavior continues, the swimmer will be dismissed from that practice and escorted to a telephone to call home. The swimmer must then wait poolside until his/her ride arrives.
- Dismissal from a second practice will result in a meeting with the head coach and the swimmer's parents to discuss ways to rectify the problem.
- If after a meeting with the parents and swimmer, the swimmer is excused from another practice, the matter will be brought to the head coach's and aquatic director's attention for a decision regarding a suspension or expulsion from the team.
- Any swimmer who does not immediately comply with a coach's enforcement of the above steps will be subject to the next level discipline.

### **Notes on Disciplinary Procedures**

- Any type of physical altercations or verbal abuse of teammates or opposing team athletes will not be tolerated. After gathering all facts from any witnesses to incidents, if it is found that a Riptide swimmer did physically or verbally abuse anyone while at practices or meets, they will immediately be suspended for a minimum of one month and must ask the permission the head coach to remain a member of the Riptide swim team.
- The discipline policy is aimed primarily at the higher level training groups, and is not intended to punish young children acting like young children.
- All children have bad days, and it is possible that your swimmer may be sent home. You are encouraged to discuss any incident with the coaches.

## **Swimming Terms:**

**Age Group-** In most meets swimmers are grouped in the following manner: 6 or 8 & under, 9-10, 11-12, 13-14, 15-18, or open.

**Clerk of Course-** The clerk of course is a staging area where swimmers are lined up prior to swimming their event.

**Disqualification-** This occurs when a swimmer has committed an infraction of a rule, for example a one hand touch on a breaststroke or butterfly turn. A disqualified swimmer is not eligible to receive an award, nor can the time be used as an official time.

**Entry Fees-** Money paid by the parent or club for a swimmer to participate in an invitational, or championship meet. Each event will carry a fee, including relays. Relays are per group, not per person.

**False Start-** A swimmer leaves the block or moves before the starter's signal.

**Flip Turn-** Somersault type turn used in freestyle.

**Free Relay-** 4 swimmers with a "free" choice of stroke: usually the crawl stroke (freestyle).

**Heat-** A heat is the grouping of swimmers in an event by time. The number of swimmers is dependent upon the number of lanes.

**Individual Medley-** Also known as "IM", a swimmer is required to swim each of the four strokes in the following order: butterfly, backstroke, breaststroke, and freestyle.

**Medley Relay-** 4 swimmers, each swims one stroke in the following order: backstroke, breaststroke, butterfly and freestyle.

## PARENT CODE OF CONDUCT

### How to be a Good Team Parent

It is the parent's responsibility to check their mailboxes, the bulletin board, the website, blog and e-mail for any changes to the practice schedule, meet schedule, any announcements or other important information that may be pertinent to them. All effort efforts will be made to get as much information as possible in all places, but it is still the responsibility of the parents to find information on a weekly basis.

Do not analyze and criticize your child's swimming. Let the coach do the coaching.

Encourage your child to swim against their own times to try and improve. Do not compare your child with other swimmers, especially on the swim team. Always promote a positive environment.

See that your child gets to the required workouts on time. It is necessary for the swimmers to get to the pool in time for the warm-up. Proper stretching is an important part of swimming and helps build team unity.

**At a meet, any parent (NO Exceptions!) on deck (Who is not currently working the meet on deck) will be asked to leave the deck. If the parent refuses they will be asked to leave the pool area and talk to the coach after the meet.**

Maintain communication with the coach. I will provide you with multiple ways to reach me.

**Do not dispute the decision of the judges. If something puzzles or disturbs you, tell your coach at once. Let the coach dispute the call with the judges.**

Support your coach. If you disagree with him/her, do not discuss it in front of your child. They have to work together everyday and need to feel good about each other. Go directly to the coach with your concerns, preferably not during practice.

Do your part in working at the meets, providing transportation, and raising money, cheerfully. It is difficult to run a meet efficiently if everyone is not willing to help out in all meets, including our own and others.

Learn what reasonable improvements to look for in your child. Make a goal chart and reward the goals attained.

Above all, do not belittle any effort. Do not withhold love if your child falls short of your expectations.

Always be supportive of the entire team.

## **SWIMMER CODE OF CONDUCT SPORTSMANSHIP**

Shake hands with the person you beat, or with the person who beat you, and hope he/she will be a good sport in return.

Behave yourself at meets so others can concentrate on what they are doing.

Help a lost swimmer find his/her team, clerk of the course, or their parents.

Cooperate 100% with adults who donate their time so you can compete in swim meets (Clerk of the course, Timers, Stroke judges, Starters, Announcers, etc.)

Do cheers that build your own team up, not tear the other team(s) down.

Cheer for a fine race or performance, no matter what team is swimming or winning.

Never boo anyone, not even as a joke.

Support each member of your relay team. A classic example of poor sportsmanship is the swimmer who complains about the slowest swimmer on the relay team. Your support, not your criticism, is what he/she needs to swim their best race. Hurting another person's feelings is the worst form of poor sportsmanship.

**Never leave your lane until every relay has ended.**

**Unsportsmanlike behavior, indiscreet or disruptive behavior, or the use of profanity will not be tolerated from anyone.**

During practices, swimmers are to follow the workout instructions of the coaches and refrain from any disruptive behavior.

Every effort should be made to avoid "guilt by association". Any Riptides swimmer present when a rule of conduct is broken should immediately leave the area or be assumed to have participated in the infraction.

**Swimmers are required to see a coach immediately following their race in order to get post race comments about their swim.**

Swim to achieve your **OWN** lifetime best. You risk destroying the warmth and teamwork of your age group if you waste energy comparing times with other swimmers.

**Always work hard, listen, lead, and support all swimmers.**

## **Team Group Criteria**

### **Green – Group 1**

- Swimmers must be able to do one length (any stroke) without stopping / holding onto the side of the pool.
- Swimmers must demonstrate a desire to improve skills to return the following season.
- Swimmers who are turning 10 years old by the end of the season will automatically be moved up to the Black Group.

### **Black – Group 2**

- Swimmers must be able to:
  - Perform all four strokes and turns legally
  - Dive
  - Bilaterally breathe on freestyle
  - Show proper finishes and proper streamlines of starts and turns
- Swimmers must demonstrate a desire to improve skills to return the following season.

### **Additional Important Information:**

- 1) Swimmers are required to compete in two regular season meets.
- 2) Swimmers who wish to attend State or All-Star meets are required to attend and participate in a minimum of four regular season meets.

## Swimmer Goals for Winter Season 2008/2009

1. What are two goals you hope to achieve this season?

A.

B.

2. What are the abilities or skills you will need to achieve these goals?

A.

B.

C.

3. What can you do between now and the end of the season to develop those abilities and skills?

A.

B.

C.

## Parent Goals for Winter Season 2008

1. What are two goals you hope to achieve this season?

A.

B.

2. What will you have to do to achieve these goals?

A.

B.

3. How will you help your swimmer/s achieve their goals for this season?