

*2008-2009  
Y of Western  
Monmouth County*

**EAGLE RAYS**

*Swim Team Handbook*

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Welcome to the 2008- 2009 YWMC winter swim team season. I am excited for my fifth season as head coach for such a great program. This season some of my goals for the team are:

Offer private lessons for our swim team members by our coaches and senior swimmers.

Implement a comprehensive dry land program

Develop all swimmers skills in the pool such as technique, starts, and turns.

Focus on the core values of the YMCA - caring, honesty, respect and responsibility for all of our swimmers.

Please take an opportunity to review this handbook with your swimmers. **THIS IS VERY IMPORTANT.** We have made some new requirements to help develop better swimmers and a better program. We are raising our expectations for our eagle rays this season. One more thing, please support our fundraising efforts. All monies go towards the team and its swimmers. Buy pies, poinsettias, banquet ads. Again it is all for the swimmers.

On behalf of myself and the Y of Western Monmouth County...

Good luck to all,  
Paul Florio

## Communication

**Website:** All meet, practice and all other team information will be posted. Meets, work assignments and other important information will be posted on our site. Be sure to make it a favorite and check it daily. Log onto: <http://www.ywmcswimteam.org>

**Mail Boxes:** Each family will have a mailbox located by the bleaches in the pool viewing area. Handouts, meets, work assignments, or any other important information will be put in these. Make sure to check them every day your child is at practice.

**Bulletin Board:** All information regarding team functions, meets, work assignments, meet eligibility, results, or any other information regarding the team will be posted. Be sure and check the boards regularly to make sure you don't miss important information or deadlines.

**Telephone Chain:** There will be a telephone chain in case of any meet or practice cancellations due to weather or any other unanticipated conflicts.

**Coaches Office Hours:** The head coach can be reached daily by telephone at 732-462-0464 x.119, or by E-Mail at [pflorio@ymcanj.org](mailto:pflorio@ymcanj.org). If you need to meet personally please call or e-mail first to set up an appointment. Please do not interrupt the coaches while they are on deck.

# Membership Info

**Memberships:** All swimmers must have a facility membership, effective the first day of practice. Please see the front desk for price.

**Financial Aid:** The YMCA of Western Monmouth County offers financial aid to individuals who qualify. An application can be picked up at the front desk and returned to Jodi Pelano by October 1st.

**Payment Plan:** The YMCA of Western Monmouth County offers payment plans. Please see Jodi Pelano by October 1st.

**Deposit:** There will be a \$35 deposit to hold your space each year. This deposit will be applied to your swim team fees.

**Fees:** All team fees are paid in 2 installments:  
Oct. 1, 2008 – 1st half of fee  
Dec. 1, 2008 – 2nd half of fee

Payment is to be made at the YMCA Front Desk. A late fee of \$10.00 per week will be applied if the fee is not paid by the due date.

**Work Bond:** Every swimmer must pay a work bond, which is due prior to the first day of training. The fee is \$50 per swimmer \$100 per family. Work bond duties include: (1) work 3 dual meets, and (2) work the Final Folly. If you fulfill both duties, you may then request the return of your bond monies. Please put your request in writing, or email Jodi at [jpelano@ymcanj.org](mailto:jpelano@ymcanj.org) no later than **March 21<sup>st</sup>, 2009**. **Bonds cannot be transferred year to year. If you do not request your bond back, it will be donated to the swim team.**

**PME Fund:** All invitational meet entries will be deducted from your Pre-Paid Meet Entry fund. This account should maintain a minimum of \$10.00 throughout the season. The cost of events varies with different host teams and nature of event (e.g. individual vs. relays). Unless a balance is maintained, swimmers will not be entered into meets. Funding this account may be made throughout the season. Please memo your check PME. Any unused money in the PME fund will be refunded after April 1, 2009. PME funds cannot be transferred year to year.

**Team Attire:** Our team is outfitted by Sports Spot in Shrewsbury, N.J. Team clothing will be sold at the beginning of each season. Team members must wear a team swimsuit and cap at all swim meets while representing YWMC swim team. Aquablade and Fastskin swimsuits are only to be worn at invitational and championship meets only. All swimmers must wear their team suit in dual meets. **Wearing another teams apparel will not be permitted.**

**Team Equipment:** Fins (Speedo split fin), finis snorkel, paddles and buoys are required for practice groups Junior 3\*, Sen. Prep, Senior 1, and Senior 2. \*Swimmers in Junior 3 are not required to have paddles.

# Practice and Attendance Policies

The following guidelines are to inform parents and athletes of the policies of the coaches regarding practice. These policies have been developed over many years and have proven to provide the best possible practice environment for all.

1. Each training group has specific attendance suggestions appropriate for the objectives of that group. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The coaches do, however, encourage younger swimmers to participate in other activities in addition to swimming. The coaches' expectation level for practice attendance increases as the athletes move to higher groups.
2. For their own protection, swimmers should arrive at the pool no more than 15 minutes prior to their workout time. They should also be picked up no later than 15 minutes after their practice is over. Athletes should be ready to swim no less than five minutes prior to the start of their practice. Any swimmer late will need a note from a parent, or they may not be let into their practice group.
3. All athletes should plan to stay the entire practice. The last part of practice is very important. Usually, announcements are made at the end of each practice. In the event that a swimmer must be dismissed early from practice, a note from the parent for each early dismissal is requested.
4. Athletes should enter the building at the lobby doors and go directly to the pool area or the locker rooms to change. Once changed, swimmers should place all belongings in a locker, or in their bag and brought out to the pool deck. If early, swimmers should sit quietly in the bleacher area on deck. Any swimmer found in any other areas or "horsing" around the facility could be excused from practice.
5. During practice sessions, athletes are never to leave the pool area without permission from their coach. If any athlete needs to complete homework before practice or leave practice early to do homework, she/he must do their homework on the pool deck or bleachers so the coaches will know where she/he is located.
6. While the coaches emphasize practice attendance, if an athlete is too ill to swim they should not be sent to practice. Dry land activity is not an option or substitute to attending to a regular swim practice session.
7. All swim team members are obligated to act as guests while in any of the aquatic facilities (both athletes and parents). Every member of the team needs to do everything possible to respect this privilege. Any damages may result in financial liability of the athlete's parents. Any damage may also result in the athlete being asked to leave the team permanently.
8. Parents are not allowed on the pool deck during practice sessions unless it is an emergency, or to check the bulletin board or mailboxes.
9. Parents are allowed to observe practice from the lobby window. Friday evening practice will be the exception. Parents will be allowed to view practice from the bleacher area.
10. No child is to swim in any other practice group other than the one assigned to him or her. If there is a conflict with your scheduled practice time, you must see the head coach for permission to swim in any other practice group.

## **General Code of Conduct**

The YWMC swim team members are expected to behave in an orderly, courteous, and Sportsmanlike manner during all team related functions including practices and meets. At the discretion of the coaches, inappropriate, destructive, or prohibited behavior may constitute just cause for dismissing a swimmer from practice or sending him/her home from team function at his/her parent's expense. At the request of the coaching staff, violations of the conduct code will be reviewed by the head Coach and may lead to suspension or dismissal. The coaching staff cannot be responsible for the supervision of any swimmer who does not report to them on the pool deck. Therefore, parents of younger swimmers (personally or by car pool drivers) are strongly advised to ensure that these swimmers safely reach the pool deck. YWMC parents should discuss with their children the importance of promptly reporting to their coaches prior to the start of practice or at meets. Likewise, all swimmers are instructed to report to their coaches prior to leaving a practice or meet due to illness or other problems. YWMC Coaches and Staff members are not baby-sitters and are not required to supervise swimmers before or after practice. Parents should plan to arrive early and pick up their swimmers promptly. Team members are required to sign and adhere strictly to the policies set forth in the "Team Athlete Honor Code". All parents should adhere to the New Jersey YMCA Competitive Parents' Code of Ethics.

It is also expected that all swimmers and parents act responsibly and respectfully to all coaches, parents, swimmers, officials, or any person they may come in contact with while representing the YWMC swim team. Improper behavior will not be tolerated.

## **NEW JERSEY YMCA COMPETITIVE PARENTS' CODE OF ETHICS**

The YMCA is concerned with the development of the mind, body, and spirit. Within the philosophy of "Keeping a Good Kid Good", we believe that competitive athletics can have a tremendous influence on helping youngsters with the difficult decisions in life and with maintaining a positive direction away from the negative influences of drugs, alcohol, crime, academic failure, drifting, cults, teen suicide, etc. The following "Code of Ethics" is offered as a guide to insure the promotion of good sportsmanship and conduct among the parents of the New Jersey YMCA Competitive community.

## Dual Meet Information

Dual meets will begin on Saturdays near the end of October. The YMCA swim league will confirm the schedule in mid October. As soon as we receive all information you will be given a schedule with all dates, times, and place of each meet.

Our Girls vs. Boys meet will be held one Saturday early in October. This meet will help determine which team your child will be placed on. The YMCA of Western Monmouth County swim team has four teams. There will be two teams for the girls (Black and Gold), and two for the boys (Black and Gold). The information on which team your child is on will be given out shortly after the intersquad meet.

Each team will be scheduled six dual meets that are on Saturdays- November thru February. Some meets will be held at our home pool in Freehold and others will be held away, all within N.J. We travel as far as Ridgewood and as close as Toms River. We will provide directions to the away meets. Times vary from meet to meet. We will provide you with all the necessary information as soon as we receive it.

The YMCA will provide bussing to all away dual meets. For team unity, we expect all team members to travel to and from away dual meets on the bus, with the team. We do understand that some times it works out better for families to not have their child ride the bus. We will provide “Coach, I am going to miss the bus sheet” to each family. This form must be filled out and signed by a parent or guardian, if your child will not be traveling to or from the meet with the team. There will also be forms to fill out if your child will be unable to attend the meet. Both forms must be filled out and put in Paul Florio’s mailbox by Wednesday before the meet. Failure to fill out these forms may result in your child not being in the meet. This year there will only be six unofficial heats at the end of each dual meet, unless both teams agree to have more. If there are events that you want your child to swim, please notify the coach. We will try to accommodate you, but we cannot guarantee your child will swim that event, because some teams may restrict the number of extra heats.

Any question or comments please contact Paul Florio at 732-462-0464 x.119 or e-mail him at [pflorio@ymcanj.org](mailto:pflorio@ymcanj.org).

## **Special Meets – Invitational**

During the swim season, several special meets take place. Information about special meets will be posted on the Swim Team Bulletin Board, and Web site (<http://ywmcswimteam.org>). Copies will be available from the meet sheet box by the family file folder. Unless noted on the meet information sheet, all entries for special meets must be submitted as a team. For certain optional meets (e.g. Junior Olympics) an eligibility list will be posted, showing you what events you have qualified for. For special meets you wish to attend, please fill out a meet entry sheet (blank forms are located in the meet entry box), and place it in an envelope with your child's name, and the name and date of the meet on the front. Place it in the entry box outside the Head Coach's office. You must check if an USA Swimming membership is required for a particular meet. Coaches are responsible for entering relays at special meets.

### **Types of Special Meets**

**U.S.S. Meets:** The YWMC is a member club of U.S.S. (United States Swimming). The opportunity to join U.S.S. and participate in U.S.S. sanctioned meets will be made available to all swimmers. However, YMCA meets have priority over U.S.S. meets. The U.S.S. membership fee is not a part of the swim team fee.

**National Qualifying Meets:** These are held at several "Y's during the season. These meets give swimmers 12 years of age and older additional opportunities to qualify for the YMCA Nationals.

**Mini Meets:** Held for younger swimmers usually eight years of age and younger. Both YMCA's and U.S.S. clubs hold mini meets during the year.

**Boys and Girls NJ State Meets:** Held usually the second weekend in March. Swimmers must meet or surpass State Qualifying Times to be eligible for this meet. Each swimmer may swim a maximum of four individual events over two days in this meet. The coaching staff will determine the events for each swimmer.

**Boys and Girls NJ Silver State Meets:** These meets are held for swimmers who do not qualify for the State Meets, or only qualify in one or two events. At Silver States, they may not swim the events that they qualified for at the NJ State Meet.

**YMCA Nationals:** Held the first week in April at the International Hall of Fame Pool in Fort Lauderdale, Florida.

## **Guidelines for Qualifying for nationals:**

To be eligible for the YWMC Nationals Team, the swimmer must meet the following requirements:

Must be at least 12 years old as of April 01, 2009.

Meet membership and eligibility requirements.

Meet or surpass the National Qualifying Times (NQT) in at least one individual event. Swimming on a relay that achieves the Nationals time standard does not guarantee any individual an acceptance on the YWMC Nationals Team.

Attend a minimum of eighty five percent (85%) of the total number of practices for the season and one hundred percent (100%) practice attendance from the YMCA NJ State Meet to YMCA Nationals (no vacation). With the exception of excused absences by Head Coach.

Assist at team functions and Special Meets the team hosts during the season. Work with the coaching staff in the development of younger swimmers by volunteering your time at their Sunday practices and assigned weekday practices, and during the Spring Competitive Stroke Clinic.

Sign and adhere strictly to the policies set forth in the Athlete Honor Code.

All swim team fees and swim meet entry fees are to be paid.

All Medical Release Forms are to be completed and handed in.

# Prohibitions

The use or possession of tobacco, illegal drugs, or alcohol by any Team Member is strictly prohibited during any team activity. Any malicious defacement or destruction of property at home or away pools will not be tolerated. The individual or individuals, not the team, are responsible for any vandalism or damage. If such occurs, the swimmers and his/her parents will be held financially accountable.

# Meet Conduct

All swimmers should report to the coaching stall upon arrival at a meet, and prior to departing from a meet. Parents, team coaches, and anyone connected with the YMCA are expected to behave at home and away meet in a way that is reflective of the YMCA philosophy of competitive sports. Competitive sports participants learn by example. Parents, coaches, officials, and administrators should set the best possible example. It is important a swimmer report on time to a meet so that they can complete an adequate and proper warm-up and be part of the team. We warm-up as a team, and our teams sits and cheers together. Swimmers must report to a coach at invitational meets 15 minutes earlier than the scheduled warm up time. Failure to do so may result in being scratched from his or her events for the day. No swimmer may scratch an event without the approval of a coach. When participating in a meet, the swimmer is expected to see a member of the coaching staff before and after their races to communicate such important information as their heat number and lane assignment for each event. They should also report to a coach directly after a race in order to receive feedback concerning their performance. During dual meets, all swimmers should remain in their swimsuits until the conclusion of the last race and our final team cheer. During meets, we kindly ask parents to stay in the spectator area unless you are working the meet. If these rules are not upheld, the person involved will meet with the team coach, YMCA professional, and/or parents to discuss the situation and decide on an action plan.

# Discipline Policies:

## Meets and Practices

The following is YWMC Swim Team policy with regard to discipline at practices and meets. Discipline policies can and will be enforced by any coaches, at each age group or practice group at any time. Every swimmer is given a warning with an explanation to his or her unacceptable behavior. After the initial warning, the following steps will be taken:

## Practice Situation

1. 2 minute Time Out with explanation.
2. 5 minute Time Out with explanation.
3. The swimmer will be asked to sit out the remainder of the practice and will then meet with the coach at the end of practice.

This will be enforced for swimmers who stop and disrupt practice. They will get two warnings to keep moving, on the third they will be asked to sit in the bleachers for the remainder of practice. Any swimmers with reoccurring injuries will need to see a doctor, soreness is normal, and pain is not good! Any injury that keeps occurring needs to be attended to by a medical doctor. Lane space is limited. Any swimmer with a problem must get out of the water and talk to a coach. Standing on the wall interferes with swimmers trying to accomplish the practice, and will not be tolerated.

## Meet Situation

1. Warning with explanation.
2. Warning with explanation.
3. Meeting with coach upon end of meet (Home Meets) or upon return to YMCA (away meets). After the first complete incident, parents will be notified in person or by phone by the coach of the behavioral situation. After the second complete infraction, the swimmer will not be able to return to practice until their parent has met with the necessary coaches. After the third complete infraction, the swimmer's team status will be reviewed.

# Glossary of Terms

Across-the-Board Judge – Officials stationed at the finish of the competition to determine the order of the finish.

Aerobic – to replace the oxygen debt your body goes into while performing the skill or activity.

Age Group Swim Meet – All USA Swimming and YMCA swimmers, 18 years of age and under, who have met the qualifying time standards for specific event(s) are eligible to participate in their age category. Age on the first day of competition shall govern the entire meet for USA Swimming. Age as of 12/1 for winter swimming and 6/1 for summer swimming shall govern for YMCA meets.

Anaerobic – When you replace the oxygen debt your body experiences after the skill or activity.

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ASCA – The American Swimming Coaches Association, your coach's professional governing body.

Banquet, Team – This event takes place at the end of the short course season each year. All members and families are invited to recognize graduating seniors, individual achievement, team achievement, volunteers, staff, awards of excellence, etc.

Blocks – The platforms, on which the swimmer stands and pushes off to start each race.

Clerk of Course – The volunteer(s) at invitational meets who arrange swimmers in their proper heats and lanes, accepts late entries, where swimmers and/or coaches check-in for events.

Deck Seeding - Procedure of assigning swimmers to proper lanes and heats immediately before each event at the ready bench on the deck. (see "psych sheet").

Disqualification (DQ) – The swimmer involved has committed some infraction of the rules, either at the start, turn, or stroke of the event. No points are scored, nor is an official time recorded.

Dual Meet – Competition between two teams or clubs.

Event – Any race, or series of races in a given stroke and distance.

Finals – The session of a meet where qualifying rounds were held previously to determine the finalists (6 to 20 in number – depending on the pool size and whether or not consolation finals are held). The finalists compete to determine the winner.

Heat – A division of an event in which there are too many swimmers to compete at one time.

Heat Sheet – A listing of all swimmers by event number, heat and lane assignment in the meet. These are available for the coaches at the beginning of the meet.

Lane – The specific area in which the swimmer is assigned to swim.

LSC - Local Swimming Committee, the State of New Jersey

Long Course – A type of competitive pool, which measures 50 meters in length. The standard size for all International competition and all world record swimming is the 50-meter course.

Typically meets conducted from the Beginning of May through August.

Meet Director - The person responsible for obtaining sanction, preparation of facility, personnel, equipment and supplies. He/she has final responsibility for processing of entries, publicity, printing of programs and distribution of meet results.

Pacing – A swimmer must realize that the finish is as important as the start of the race. Pacing is knowing how much to save up at the beginning, so as not to burn up all energy before the finish of the race.

Place Judge - Volunteers stationed at the finish of the competition pool to determine the order of the finish.

Prelims – In certain meets, the qualifying heats held for each event to determine the finalists.

Proof of Time – A requirement at some meets to make certain that all swimmers have legally met the time standards for the meet.

Psych Sheet - A ranking by seeding time for all swimmers entered in each event of a meet, sometimes used at meets in place of a heat sheet.

Referee – The USA Swimming official who has the authority over other officials at the meet. He/she makes all final decisions and sees to the efficient running of the meet.

Sanction – A permit issued by the LSC to conduct an event or meet.

Scratch – To withdraw an entry from an event or from competition (must have coaches permission).

Seeding Times - The time a swimmer uses to enter a meet. This time, which is written on the entry card, determines one's position and lane assignment in the particular event.

Senior Swim Meet – All USA Swimming registered swimmers who have met the qualifying time standard for a specific event(s) are eligible to compete.

Session – Any portion of a meet distinctly separated from other portions by locale, time, or type of competition (i.e., prelims and finals, morning and afternoon, Senior and Age Group).

Short Course – A type of competitive pool that measures 25 yards or 25 meters in length.

Typically meets conducted from October through the middle of April.

Swim-A-Thon – A swim to raise funds in which each team member solicits pledges per length for a maximum 2hr period and number of lengths.

Split - A per lap time that coaches often record for teaching the concept of pacing. For instance, a swimmer's time for each leg 25-meter leg of a 100-meter event is his/her split(s).

Sprint – A high-energy burst of speed for a short distance.

Starter – The USA Swimming or YMCA official at a meet responsible for starting each heat and calling the next heat to the blocks.

Stroke Judge – A certified official who determines the legality of swimmer's strokes, and disqualifies those who do not conform to USA Swimming standards.

Timed Finals – Competition in which only heats are swum and the final placing is determined by the times performed in the heats.

Time of Record – The official time achieved in an event.

Time Standards – Certain qualifying times which have been set up annually by the National USA Swimming for all events in all levels of meets to insure that all competitors are of reasonably the same ability in their respective meets. The swimmer's goals should be improvement of his/her time progressing from the “developmental” standards to the Nationals.

Time Trial – An event or series of events where swimmers may achieve or better a required time standard.

“Top 16” – A tabulation of the Top 16 times in every age group and every event of all USA Swimming competition from the previous season. The short course “Top 16” are published in August and the long course “Top 16” are published each December,

Touch Pad – The part of electronic timing system that rests in the water at the finishing end of each lane. Swimmers times are electronically recorded when the pad is touched.

USA Swimming Number – The personal registration number of each athlete in USA Swimming. The formula for deriving your USA Swimming # is: birth date, first three letters of your first name, middle initial, and first four letters of your last name (e.g. Joe Q. Swimmer was born July 4, 1983. His USA Swimming # is 070483JOEQSWIM).

By signing this contract I submit that I have read the Y of Western Monmouth County Swim team handbook provided on line:  
<http:ywmcswimteam.org>

I understand all policies & procedures in this handbook. I understand what is expected of my family and swimmer to be a part of the YWMC Swim Team.

**Swimmers Name:** \_\_\_\_\_

**PRINT PARENT NAME:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**One form required for each swimmer**