

## **Table of Contents**

<b>Page 2</b>	<b>Introduction Welcome, who are we Mission Statement Objectives</b>
<b>Page 3</b>	<b>Swim Team Medallion Info</b>
<b>Page 4</b>	<b>About Swim Team Season Membership requirements Meets &amp; Team Fees</b>
<b>Page 5</b>	<b>Fees continued Practice Information/Practice Behavior Harassment Policy</b>
<b>Page 6</b>	<b>Swimmers' Responsibilities Coaches' Responsibilities Meet Procedures</b>
<b>Page 7</b>	<b>Meet Jobs</b>
<b>Page 8</b>	<b>Types of Meets Booster Club Information</b>
<b>Page 9</b>	<b>Committees</b>

## **WELCOME TO THE MTRY SWIMMING FAMILY**

The YMCA, coaching staff, and swim committee are very proud of what the YMCA has to offer our swimmers. Our program supports various opportunities including structured age group practices, swimming competitions, social events. Our philosophy is to provide a fun learning environment as well as a competitive atmosphere. We want our swimmers to enjoy the swimming while working to achieve the goals that they have set.

The following pages will acquaint you with some of our beliefs, policies and swim meet protocol.

### **YMCA Swim Team: Who are we?**

The YMCA swim team is a non-profit, age group swim team that operates under the YMCA State Swimming Organization.

Our coaches develop programs for each group based on their skill level, age, and interest. It is our belief that being a member of a team can develop many enduring life skills such as: self discipline, goal setting, sportsmanship, team identity, confidence, persistence, responsibility, and time management.

With this in mind all swimmers and families determine their own level of commitment. No practice, meet, or social event is mandatory. Swimming should not interfere with other activities such as school, music lessons, birthday parties or family functions.

### **MTRY MISSION STATEMENT**

Mission Statement of the Manta Ray Swim Team

The Manta Ray Swim Team will be an organization that inspires young swimmers by instructing them in the techniques of competitive swimming and in the proper approach and discipline required for competitive success. The staff of the Manta Ray Swim Team recognizes that success is defined by each athlete and will provide the instruction and encouragement necessary to allow each individual to achieve their particular goals and have fun while enjoying the benefits of team membership. The Manta Ray Swim Team will lay the ground work for competitive success in any future arena but particularly in scholastic competition in Junior and Senior High School.

### **MTRY SWIM TEAM OBJECTIVES:**

MTRY Swim Team Objectives include:

- To furnish a wholesome, worthwhile, and safe physical and recreational outlet.
- To provide an opportunity to learn fair play, sportsmanship, teamwork and leadership.
- To provide the opportunity to develop friendships.
- To provide the opportunity to travel and compete.
- To help individuals develop a sense of accomplishment and achievement.

Everyone swims for a different reason, and no matter what that reason is, each swimmer is a valuable asset to the team. Everyone has something to offer the team, and has the ability to develop as an individual. In swim team, each swimmer will be encouraged to achieve to the best of their ability. Practice structure will allow swimmers to develop and refine their skills on all of the competitive strokes.

## **SWIM TEAM BADGE OF COURAGE MEDALLIONS**

We have designed and produced a medal for the MTRY swim team because we think that each and every one of the MTRY swimmers deserves a Badge of Courage.

It takes courage to:

- go to practice after a long day at school.
- jump into cold water and work on strokes, endurance, starts and turns until you get them just right.
- wake up at 5 a.m. so you can make warm-ups at an out of town meet when it's below zero in the winter.
- to work hard and not give up when you have had a bad swim or did not better your time. But, as coaches, we see you all pick yourselves up, put your goggles back on and try harder time after time.

You are also courageous when you are respectful to your coaches, and when you are kind to your teammates as you cheer each other on. We like to see you turn into excellent swimmers but even more than that, better human beings! You are hard-working; fun-loving, awesome MTRY swimmers and we salute you!

To recognize your achievements, you are being presented with a MTRY Badge of Courage so you will have a tangible record of your improvement as a Manitowoc-Two Rivers YMCA MantaRay swimmer.

**You will receive one medal only for your lifetime as a MTRY swimmer.** You can hang it in a place of honor in your home or attach to your backpack. Chains will be attached that will hold different colored beads representing improved times. When a chain is filled, you will be issued a longer chain. If you take a year off, save your medal until you return. You'll always be able to look at your Badge of Courage with long chains of beads and remember the accomplishments and growth you had as an MTRY swimmer.

You will receive your chain and first bead when you initially swim an event. After that, you will receive a bead to add to your chain each time you attend a meet and improve your time. Your time sheet with your results will be color coded to match the color of the beads. (For example, if you have a yellow bead and a blue bead in your baggie, you might look on your result sheet and see that the 25 Free is highlighted in yellow and the 50 Back is highlighted in blue, then match the beads to the right chain.) Each stroke can have multiple chains – one for each distance – each with a different color bead.

**Swimmers will be responsible for the loss of the medallion, beads, chains, chain fasteners or rings.** Replacement pieces can be purchased from the swim team. Contact Karin Strazny for information.

### **The Breakdown of Badge of Courage Colors**

25 yards	yellow	400 yards	orange
50 yards	blue	500 yards	blue dolphin
100 yards	red	1000 yards	green dolphin
200 yards	green	1650 yards	white dolphin

\*\*State swimmers will get a fish for the individual events in which they have qualified.

Time sheets and earned beads/chains will be found a few days after each swim meet in your family folder. Parents, give your swimmers a high five when they bring their beads home. They have worked very hard for their accomplishments.



If you have any questions about the badge of courage, please contact Karin Strazny (686-0996). If you want to recycle your baggies, please have your swimmer bring them back to practice and put in the Strazny family folder.

## **ABOUT THE SWIM TEAM SEASON: MEMBERSHIP REQUIREMENTS**

Team membership is available to any swimmer able to demonstrate physical and emotional readiness to the coaches and staff. This is handled on an individual basis. There are no qualifying times for joining MTRY Swim Team, simply the ability to show desire and dedication to develop personally.

All MTRY swimmers must be full privileged members of the Manitowoc-Two Rivers YMCA in order to compete. The National YMCA requires all swimmers to have their YMCA membership for a minimum of ninety days prior to YMCA Sectional and State meets.

## **SWIM MEETS**

A regular season swim meet usually has two to five swim teams present and lasts 5-7 hours, including warm-ups. Championship meets at the end of the winter session and invitational meets may last longer or through the weekend. Swim meets will charge a fee for participation. These fees are paid for by the swim team. If you are signed up for a swim meet and can not attend you will be asked to pay a \$30.00 nonparticipation fee to the swim team. The swimmer should contact one of the coaches as soon as they know they're unable to swim at a meet.

## **PARTICIPATION IN MEETS**

Participation in all meets is encouraged however the decision rests with the swimmer and their family. Participation in Championship meets normally requires meeting a "time standard", but once again the decision to participate rests with the swimmer and their family.

## **TEAM FEES**

The Manitowoc-Two Rivers YMCA establishes the program fees for the swim team. The Swim Team Booster Club sets the club entry fees. **All fees are due by December 31.** Currently the entry fees are as follows:

- Regular membership \$55
- High School Swim Team –Girls \$40
- High School Swim Team – Boys \$30

These fees are included in your program fees.

These club fees are kept as low as possible to encourage the maximum amount of participation. Club entry fees pay for all swim meet fees. Each swimmer is responsible for their swimsuit, cap, and goggles. The YMCA is a United Way sponsored agency. As such, scholarships are available for qualifying individuals.

The YMCA is responsible for providing and maintaining the facility and for coaches' salaries. (These costs make up the rest of the swim team enrollment fee.) The Swim Team Booster Club, through fundraisers, will provide for the coaches training, equipment, and other items identified as a priority by the Swim Team Booster Club and coaching staff.

## **OTHER FEES**

Anyone who has a child participating in a home meet is required to assist in some capacity at the swim meet. If a family member is unavailable to help at a meet, another adult can substitute on their behalf. If not, a \$75 parent non-participation fee will be assessed. An additional \$20 fee will be assessed if a food donation is not provided for the concession area. In order to host a quality meet, parental involvement is necessary. All parents need to check in at the Concessions area at each home meet.

## **PRACTICES**

Coaches plan workouts so that swimmers improve their cardiovascular fitness, endurance, stroke efficiency, starts, turns, and relay exchanges. Workouts will be designed to accommodate the different skill/ability levels. Games and social activities are also used on occasion to enhance the swimmer's enjoyment of the program and to further promote the YMCA philosophy.

Practices are held three to five times per week, although the swimmer's family may determine how many practices the swimmer will attend.

## **MTRY PRACTICE POLICY**

Although the swimmer and their family decide their own level of commitment, it is helpful for a swimmer to attend practice on time.

At practices, the coaches' workouts need to be swam, and workouts need to be done with the team.

Swim team members will be evaluated by the coaching staff and placed in a training group.

- If your swimmer is going to be late for practice please text or email Coach Tina. Otherwise we want kids on deck at practice start time or before.

- We will only ask a swimmer who is dawdling on the side once to get in the water to swim.

- Please be proactive if your child is injured.

- If your child is not swimming and is just sitting on the side of the pool and the rest of lane is working, we will ask them once to start practicing. If they do not they will be excused from the rest of the practice and the parent will be notified.

## **COACHES**

The coaching staff is responsible for supervision of swimmers during practice and while on deck at actual meet events. **Parents are responsible for the supervision of swimmers when they are off deck!** This includes before and after practice and between actual swim meet events.

The coaching staff has the authority to take disciplinary action toward any swimmer causing problems during practice or during actual meet events. This may include having the swimmer sit on the pool deck or leave practice.

### **MTRY Swim Team Harassment Policy**

No one deserves to be harassed. It is the policy of the Manitowoc-Two Rivers YMCA Swim Team to maintain a Respectful and Caring environment that is free of harassment.

Definition of harassment: Verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive environment, or interferes with the individual's Swim Team participation, work, or learning performance.

This includes threats, pushing, fighting, verbal statements about an individual that makes them feel uncomfortable or lowers their self-esteem, and sexual harassment.

Parents and swimmers need to document all instances of harassment by notifying YMCA Staff and filling out an incident report at the front desk. Involved parties will be contacted by the YMCA administration in order to resolve the conflicts. Any swimmer who continually is a disciplinary problem risks suspension or permanent expulsion from the Team.

### **FOR THE SWIMMERS:**

#### **SWIMMER'S RESPONSIBILITY AS TEAM MEMBERS**

- Be on time.
- Bring to practice the items you need: swim goggles, swim cap and water bottle.
- Respect for your coaches, teammates and the YMCA facility.
- Pay attention and work hard.
- Be cooperative and respect the rights and property of others.
- Help with appropriate fundraising.
- Assist with set up, take down and storage of practice equipment.
- Talk to the coaching staff when questions or concerns arise.

#### **COACHES' RESPONSIBILITY TO SWIMMERS**

- Coaches will act professionally.
- Coaches will demonstrate positive reinforcement.
- Coaches will give equal attention to all swimmers.
- Coaches will work on stroke technique in practices as well as endurance.

### **SWIM MEET PROCEDURES:**

#### **GENERAL INFORMATION**

All information on upcoming meets will be emailed to your residence as well as posted on the Swim Team bulletin board at the YMCA. Parents and swimmers should check frequently for any new information. You will receive 2 notifications of swim meets via email. Anyone not responding by due date will not be entered in swim meet. Info will also be posted.

Coaches will announce/post the event/events each child is swimming. Competition is conducted by age group: 8 & under, 9-10, 11-12, 13-14 and Open (ages 12 and older).

**Note: In YMCA competition, age is determined as of December 1<sup>st</sup>.**

**Once again, anyone who has a child participating in a home swim meet is also required to assist in some capacity.** Please use the perfect potluck website link to sign up for jobs. Each family is required to do one meet and one maintenance job.

## **HOME MEET JOBS**

Typical meet jobs for a home meet are: (Maintenance jobs include bleacher set-up/takedown, food prep, meet set up and meet clean up)

**TIMERS/RECORDERS:** (12 needed) Two timers (one also serves as recorder) are required for each lane. Their job is to time the event and record the times on the lane sheet. Timers are instructed in the use of the stopwatches by the Meet Officials prior to the start of the meet.

**RUNNER:** (1 needed) Runners pick up the lane cards from each timer after the event and turn them over to the computer area.

**RIBBON TABLE:** (1 needed) This person prepares and distributes the ribbons to the coaches at the end of the meet.

**CLERK OF COURSE:** (2-3 needed) These parents call the swimmers for their events and post the events being seeded in the rest area. They give each swimmer their lane card and seat them in the order of their heat and assigned lane. They also accompany the swimmers to the pool deck. Seeding is done for 8 & Under swimmers only.

**DECK COORDINATOR:** (1 needed) This parent gets the next heat of swimmers from the Clerk of Course and lines them up for entry to the pool deck for their race.

**CONCESSIONS:** (5-7 needed) Food and swim items are sold at the meets, so these parents set up the area to work, and handle money.

**ANNOUNCER:** (1 needed) This parent announces events and heats over the Y p.a. system.

## **MEET LINE-UP GUIDELINES**

These guidelines are provided to aid participants in understanding line-up decisions. The MTRY Swim Team attends a variety of competitions, each with its own unique set of goals.

## **DUAL/INVITATIONAL MEETS**

The coaching staff decides individual events with the recommendation of the swimmer. This allows the swimmer to pursue individual goals.

**The Head Coach decides events.** Relay line up is based upon but not limited to:

1. Maximizing participation
2. Giving swimmers the opportunity to gain experience and to prepare them for future competitions
3. Times
4. Attendance at practice and previous meets
5. Assistant Coach recommendation

## **CHAMPIONSHIP MEETS**

(SECTIONAL, STATE, & NATIONALS)

**YMCA** Sectional and State meets are normally held in March. It is a three-day meet with different age groups competing on various days. Ribbons are awarded for 1<sup>st</sup> through 8<sup>th</sup> places. Team scores are kept with trophies awarded for the top team age groups and for the overall team total.

**YMCA State** meet is a three-day meet the weekend following YMCA Sectionals. Team scores are kept. In addition, individual and relay trophies are given for 1<sup>st</sup> through 8<sup>th</sup> and ribbons for 9<sup>th</sup> through 16<sup>th</sup> place. This meet marks the end of the winter session for the MTRY swim team.

**STATE MEET** Individual and Relay event line ups are determined by:  
Achieving a YMCA State "qualifying" time at YMCA Sectional or achieving a "qualifying" time at a previous meet in which the swimmer represented MTRY.

## **SWIM TEAM BOOSTER CLUB:**

The role of the Swim Team Booster Club is to support the Swim Team. All parents of children participating on the Swim Team are automatically members of the Swim Team Club. The Booster Club activities consists of running home swim meets, organizing team social events and fundraising to provide financial support to the team. In lieu of additional costs, parents are asked to donate items to support the concession stands at swim meets. The Swim Team will only be successful and strong with the full support of all parents.

### **PURPOSE**

The purpose of the Booster Club is to provide assistance in terms of communications between staff members, program participants and their parents. The Booster Club will provide financial assistance to the swim team program through fund raisers, consignment sales and concession sales. The Booster Club will assist with all home meets and away meets where required.

### **RELATIONSHIP OF THE BOOSTER CLUB TO THE SWIM TEAM**

The Booster Club shall be a supportive group to the Swim Team and not interfere with any functions of the team. Any problems or suggestions to help better the program should be presented to the Aquatic Director or Booster Club President. The Booster Club should help promote swimming and better our program, and should try to speak of the program in a positive manner.

**MEMBERSHIP MEETINGS**

There will be meetings of the Booster Club during the swim team season, beginning with a kick-off meeting at the beginning of the season, and an optional final meeting will be at the conclusion of the season. Additional meetings may be called by the Aquatic Director as needed.

**COMMITTEES****Finance/Fundraising Committee**

1. Authorizes receipts and expenditures and submits them to the Aquatics Director for payment.
2. Works with the Coaching Staff & Booster Club in recommending purchases.
3. Coordinates and plans all fundraising that has been approved by the Booster Club and Aquatics Director

**Social Events/Banquet**

1. Set the date and plan end of year banquet.
2. Plan social events for the swim team members and families.
3. Post any information/articles etc. on the bulletin board as needed.
4. Get information to the team manager to be emailed to parents.

**Concessions**

1. Plans the menu items for the home meets.
2. Posts the sign up sheet for donated food items on Perfect Potluck website.
3. Purchases the food and other supplies for the concessions.

**Apparel**

1. Proposes apparel options to the YMCA for final brand approval.
2. Coordinates ordering/distribution of items