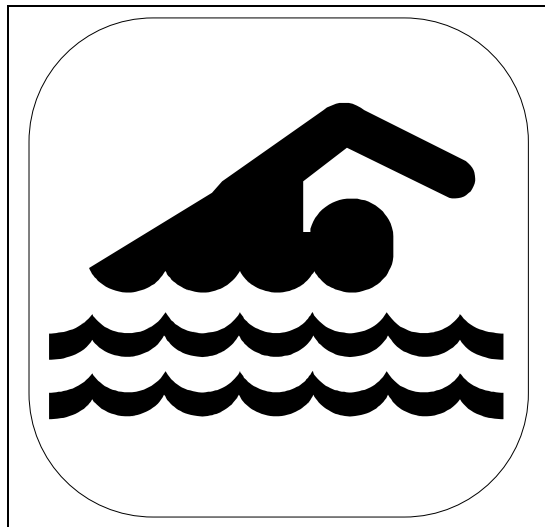


**Greater Green Bay YMCA, Inc.**

# **Y SWIM TEAM™**

We build strong kids, strong families, strong communities.

# **HANDBOOK**



Revised 9/09

## **TABLE OF CONTENTS**

	<b>Page(s)</b>
<b>Organizational Chart</b>	<b>3</b>
<b>Swim Team and YMCA Philosophy</b>	<b>4</b>
<b>History of Swim Team</b>	<b>5</b>
<b>Dave Korst, Director</b>	<b>6</b>
<b>Team Expectations</b>	<b>7/8/9</b>
<b>Practice Groups</b>	<b>10</b>
<b>Competition</b>	<b>11</b>
<b>Coaches' Responsibilities</b>	<b>12</b>
<b>Team Expenses</b>	<b>13/14</b>
<b>Travel Guidelines</b>	<b>15/16</b>
<b>Senior Trip/Awards Night</b>	<b>17</b>
<b>Code of Conduct</b>	<b>18/19</b>
<b>Parents Role</b>	<b>20</b>
<b>Parents Club</b>	<b>21</b>
<b>Parents Group Committee</b>	<b>22/23/24</b>

**GREATER GREEN BAY YMCA  
YOUTH COMPETITIVE SWIMMING  
ORGANIZATIONAL CHART**

**STEVE HARTY  
PRESIDENT/CEO**

**SANDY ATKINS  
Director of Center Operations**

**AMY SCHAEUBLE  
Center Executive  
DOWNTOWN CENTER**

**DAVE KORST  
DIRECTOR OF COMPETITIVE SWIMMING**

**PARENT CLUB &  
PARENT GROUP COMMITTEE**

## SWIM TEAM AND YMCA PHILOSOPHY

The primary purpose of the Green Bay YMCA is to promote the spiritual, mental and physical well-being of all persons.

The purpose of the Green Bay YMCA sports program is to use competition as a tool for learning the life-long values of goal-setting and hard work for reward. Participants should learn to accept winning with humility and defeat with dignity and strive to try harder.

Coaches, officials, administrators, and parents must create an environment in which competitors achieve this ultimate objective: Developing into true Christian athletes.

The Green Bay YMCA competitive swimming team exists to benefit **ALL** children who show an interest in training and competing. The objectives of the program are to help these young athletes develop to their full potential, while clarifying their personal values.

The team is a tool to reach and teach youth important life values and decision-making skills. The program stresses self-improvement. Winning is a secondary goal. Positive support from coaches and parents help to accomplish the program goals:

- Development of self-esteem
- Development of lasting friendships
- Development of a lifestyle of health and fitness
- Development of discipline, cooperation, sportsmanship, dedication and confidence
- Development of Christian values such as Caring, Respect, Honesty and Responsibility
- Opportunity for travel
- Fun

## **HISTORY OF THE GREEN BAY YMCA AND THE SWIM TEAM**

In 1870, the Green Bay YMCA opened its doors on the west side of the river. The building, which was later used as a library, has been moved to Heritage Hill State Park. The next site was located on the corner of Monroe and Walnut Streets. Construction of the present facility, on the corner of Pine and Jefferson Streets, began in 1924. It was completed in 1925.

In 1925, the 20' X 60' swimming pool was located in the area of the present training pool and women's adult locker room. With an extensive construction project in 1967, the building was expanded to create the current pool and spectator viewing area.

In 1927, the first swim team (male only) was formed. During World War II, the team continued to operate, but due to gas rationing, they did not travel. In the late 1940's, girls were included in the program; however, boys and girls trained separately until the early 1950's.

In 1985, the team practice schedule was expanded to include facilities at the Broadview YMCA in addition to the Downtown YMCA. Pool time at local public school facilities and outdoor pools is also utilized when necessary.

Past coaches include Dick Kellogg, Doug Scott, Marilyn Jorgenson, Shirley Schwaller, Charles Beyers, Larry Clowery, Bob McMurray, and Clyde Truttmann. In 1972, Sandy Schmieder was hired as the diving coach. Prior to this time, the swimmers and divers were coached by the same person. The Diving program was dropped in 1995 due to low member participation.

Both swimming and diving teams have produced state and national competitors.

In the fall of 1991, Dave Korst became the Director of Competitive Swimming. Dave has continued the fine tradition of the Green Bay YMCA Swimming program. The program continues to produce State & National level swimmers. But, more importantly, it stresses the personal development of all participants.

## **DAVE KORST, DIRECTOR OF COMPETITIVE SWIMMING**

Dave joined the Green Bay YMCA in October of 1991. Prior to this, Dave coached the Elmbrook Swim Club, Fort Atkinson Swim Team and the Beloit Aquatic Team. Dave began coaching competitive swimming in 1979.

Dave has coached numerous finalists, and National Champions at the National YMCA Swimming Championships. He has also coached numerous GBY State Champions at both YMCA and USA State Championships.

Dave's coaching philosophy is based on the continual improvement of the basic swimming skills. Technique is essential to produce top swimmers of all ages. "Perfect practice makes perfect swimmers".

## **Team Expectations**

### **INFORMATION FOR SWIMMERS**

You are representing our team and the YMCA at all times. Conduct yourselves wisely. Please show proper respect for yourselves and for others with your actions and words.

Come to practices dressed for the weather. Be dry and dressed warmly before leaving the YMCA. Remember, your success is dependent on your health.

Always be on time for practice and meets. If you must miss a practice, please call and inform the coach.

Use of restrooms during workouts results in loss of practice time. Restrooms should be used before and after practices.

Always use a lock on your locker to keep your belongings safe. Wear shoes or aqua socks at all times to prevent injury.

If you have any questions or difficulties, always consult with your coach.

### **SNOW POLICY**

The Green Bay YMCA will rarely close because of Bad Weather. If the YMCA remains open, swim practices will be held. It is always the parent(s) who makes the decision as to whether or not they feel it is safe to drive to practices.

### **DISCIPLINE**

Discipline on the team shall be such that the safety and well-being of the individuals and the team are not jeopardized. Discipline problems will be handled between the athlete, the coach, the parents or guardians, and the YMCA administrator if deemed necessary.

Please see the Code of Conduct for more specific detail.

### **TEAM UNIFORMS**

Team swim suits are available for purchase. Team swim caps may be purchased from the front desk at the Downtown YMCA. While competing, a team suit and cap presents a unified team spirit. A Team Suit is recommended but a technical suit may be worn and Team Cap is required at all non-championship meets. Financial assistance is available. Contact a parent group committee member.

Also available are team sweat suits in navy blue. The Green Bay YMCA team logo is embossed or embroidered on the sweat suits. For an extra fee, the swimmer's name or initials may also be embossed on the warm-ups. Walter's Swim Supplies (1-800-558-0428) out of Brookfield, WI is our vendor. Walter's will run a team suit fitting in the fall. Watch for announcements about the exact date and time in the weekly newsletter. Team members can contact Walter's at any time to order additional team items at our team discount.

When swimmers qualify for winter and/or summer national competition, additional team attire may be required.

## **TEAM EXPECTATIONS – Pg. 2**

### **ATTENDANCE**

Team members are expected to attend practice regularly and compete in as many meets as possible. Athletes improve their skills and endurance by practicing and competing. Both SILVER group and GOLD group swimmers will fall behind if they do not attend the required amount of practices each week.

For a couple out-of-town meets, we offer bus transportation. But for most meets, swimmers are responsible to make their own transportation arrangements.

### **ABSENCES**

If a swimmer misses a workout for any reason, call the coach (436-9624) or let a coach know at a prior practice. This is a sign of respect and responsibility. Those swimmers training to go to YMCA Nationals must attend all practices or be excused ahead of time.

### **RELAY POLICIES**

Relays for all meets are determined by the Head Coach and coaching staff. There is no established rule for setting up relays. At State and National meets, relays are determined by the Head Coach. The "A" Relay will be the fastest four swimmers, as determined by the Head Coach.

### **MEET ENTRIES**

Entering swim meets is the responsibility of the swimmer. A meet form will be distributed to all swimmers usually about one week prior to the due date of the entry form. The swimmer is responsible for choosing the events he/she would like to swim and returning the completed form to a member of the coaching staff by the due date. Those who do not get meet entry forms in on time risk the chance of not getting entered into a swim meet. All swimmers who enter a swim meet will be considered for relays and expected to participate in relays if assigned by the coaching staff. All completed entries are posted on the Downtown YMCA swim team bulletin board on the pool deck and should be e-mailed to the team e-mail list. It is the responsibility of the swimmer or family to check each entry to make sure that your swimmer was entered and entered correctly into a swim meet. Once a swimmer is entered in a swim meet the entry fees are non-refundable. If a swimmer does not attend a meet they will be responsible to pay for any relays that may be scratched because of their absence.

In the beginning of the season (usually later November), there will be an informational meeting for parents on meet entry procedures. During the season, the parents may contact a coach if they have any questions.

### **STATE "Y" MEET QUALIFICATION**

Our big team meet of the fall/winter season is the YMCA State Championships, usually held near the end of March. To qualify for this meet, a swimmer must have swum in two YMCA meets prior to the YMCA State Meet. A swimmer may qualify for the Y State by making qualifying times at any meet beginning with the prior years Y State meet through the weekend prior to the Y State.

A swimmer may participate in the Y State Meet if he/she has made the qualifying time since the previous Y State Meet. Relays will also be qualified by making the qualifying time during the qualifying period. (Intact or composite).

### **TEAM EXPECTATIONS – Pg. 3**

Entry into the Y State Meet will be treated like an entry for any other team meet. An entry form will be in a newsletter and due to Head Coach on the due date. Updates to entries will be allowed based on results of the meet the weekend prior to the Y State Meet. The Head Coach will determine all relays for the State Meet.

### **NATIONAL TEAM**

This consists of GBY swimmers who intend to participate at Nationals, if qualified (make the time standard), or who are selected as part of a relay team. If a swimmer chooses to be part of the National Team, he/she must attend all workouts (or let the coach know when he/she will not be able to attend a workout ahead of time). All National or potential National swimmers are expected to participate in fund-raising to help raise monies for the National trips. All National Team swimmers are expected to swim at the National Championship Meets if they make the team. All GBY swimmers who commit to the National team will be responsible for any and all costs incurred if they decide not to attend the National meets. National Team swimmers will be required to attend certain designated meets on the meet schedule. There is a separate tuition fee for National team swimmers. To participate in YMCA Nationals a swimmer must have competed in 3 YMCA inter-association meets plus a YMCA sanctioned meet.

### **REQUIRED MEETS**

All team members, who qualify, are required to compete in the Wisconsin "YMCA" State Championship meet. There is no longer a YMCA Sectional Meet. National YMCA Championships are required for National Team members if they qualify to make the National Meet Team; whether individually or as a member of a relay. Swimmers qualify for Y State by making the qualifying time. National meet swimmers must achieve National qualifying times or make a relay team.

### **USA SWIMMING**

Besides YMCA swimming, there is also USA Swimming (United States Swimming). The Green Bay YMCA does participate in a few USA Swimming meets. To participate, you must register to be a USA swimmer. Registrations are usually done in December for the upcoming year. Presently it is \$53 a year to register for USA. The GBY swim team only participates in a handful of USA swimming meets a year. We will always try to participate in the Wisconsin USA State Championships. Understand that our team's first priority will be to participate in our YMCA meets. Some seasons it is not possible to do both. USA swimming is not required. USA swimming is recommended for swimmers who can qualify for the USA State Meets. Due to the large amount of non-USA registered swimmers on the team very few USA Sanctioned meets are on our meet schedule.

## **PRACTICE GROUPS**

The GBY Swim Team is divided into three practice groups. Exceptions to this are made only by the Head Coach and are based on the ability of the individual swimmer.

### **BRONZE GROUP (Ages 6-14)**

BRONZE is the practice group of the Swim Team for all swimmers who are new to competitive swimming. All swimmers ages 8 & under and those who cannot meet the requirement for SILVER or GOLD group are BRONZE group swimmers. Within the BRONZE group, practice time is devoted to the teaching of the four competitive strokes – Freestyle, Backstroke, Breaststroke & Butterfly – and fundamental swimming skills such as starts and turns. Swimmers will also be introduced to endurance training. Three practice sessions are offered every week. BRONZE swimmers should regularly attend two a week. BRONZE swimmers are full members of the Green Bay YMCA Swim Team. They are welcome to participate in Swim Meets, but swim meet participation is not required. As BRONZE group members progress, coaches will recommend that they move on the SILVER group.

### **SILVER GROUP (Ages 8 - 14) – by invitation of the Head Coach only**

SILVER Group is the practice group of swimmers who are ages 8-14 and have competitive swimming experience. A SILVER Group swimmer must be able to swim (16 x 50 free on 1:15 – holding a time within 15 seconds of best 50 Free time). Within the SILVER Group, practice time will be devoted to endurance training, continual teaching of the four competitive strokes – Freestyle, Backstroke, Breaststroke & Butterfly – and fundamental skills such as starts and turns. SILVER Group swimmers will also learn strategies of racing. Four practice sessions are offered every week. SILVER Group swimmers should regularly attend three each week. SILVER Group swimmers are full members of the Green Bay YMCA Swim Team. Swim meet participation is recommended, but not required. Swimmers over Age 14 may be placed in this group. Silver I swimmers will be invited to attend Friday afternoon practices.

### **GOLD GROUP/NATIONAL TEAM (Ages 11 & Over) – by invitation of the Head Coach only**

GOLD Group is the practice group for ages 11 & over, who have competitive swimming experience. A GOLD swimmer must be able to swim (20 x 100 free on 1:45 – holding a time within 20 seconds of best 100 Free time). Within the GOLD Group, practice time will be devoted to endurance training, continual teaching of the four competitive strokes – Freestyle, Backstroke, Breaststroke, & Butterfly – and fundamental swimming skills such as starts and turns. GOLD swimmers will also continue to learn and master racing strategies. Five practice sessions are offered every week. During the season Saturday and weekday morning practices

may also be offered. GOLD swimmers must regularly attend four practice sessions per week. Swim meet participation is recommended, but not required. The National Team is part of the GOLD I practice group. You must be registered as a Gold I swimmer to attend Y Nationals. National Team swimmers must attend all workouts. There may be some additional Gold I practices added. Gold III swimmers do not participate in Saturday or morning practices in winter.

10

## COMPETITION

Swimming meets are the reward for all the hours of training. Competition is offered to all team members according to their ability and age group. In most cases, meets are selected to include a maximum number of our team members.

### SWIM MEET FACTS:

#### Age Groups for Competition

Swimmers are divided into different age groups for competitive purposes. Age grouping combinations may differ at various meets. During the fall/winter season, the age of the swimmer is determined by how old he or she is by December 1 for the YMCA meets. In the YMCA summer season and in all United States Swimming (USA), swimmers are grouped by their age on the day of the meet.

### Events

**Freestyle:** In the freestyle, the competitor may swim any stroke he/she wishes. The usual stroke is the Australian Crawl. This stroke is characterized by alternate overhand motion of arms. The distances are 25 yards, 50 yards, 100 yards, 200 yards, 500 yards, 1000 yards and 1650 yards.

**Backstroke:** In the backstroke, the swimmer is on his/her back. The stroke is an alternating motion of the arms. The distances are: 25 yards, 50 yards, 100 yards, 200 yards.

**Breast Stroke:** The breast stroke requires simultaneous movements of the arms on the same horizontal plane. The hands are pushed forward from the breast under the surface of the water and brought backwards together. The kick is simultaneous thrust of the legs called a "whip" kick. No flutter kick is allowed. On the turns and finish the swimmer must touch with both hands at the same time in the horizontal plane. The distances are: 25 yards, 50 yards, 100 yards, and 200 yards.

**Butterfly:** The butterfly stroke features the simultaneous overhead stroke of the arms combined with the "dolphin" kick. In the dolphin kick the swimmer must kick both legs together and may not flutter kick as in freestyle. On the turns and finish the swimmer must touch with both hands at the same time. The distances are: 25 yards, 50 yards, 100 yards and 200 yards.

**Individual Medley:** The individual medley – or IM – features all four strokes. In the IM, the

swimmer begins with the butterfly, changes after ¼ of the race to backstroke, changes again after another ¼ to breast stroke and finishes the final ¼ in freestyle. The distances are: 100 yards, 200 yards, and 400 yards.

**Medley Relay:** In the medley relay, all four strokes are swum by four different individuals. The order of the medley relay is: backstroke, breast stroke, butterfly, and freestyle. The distances are: 100 yards, 200 yards, and 400 yards.

**Freestyle Relay:** In this relay, four swimmers swim freestyle for the entire relay.

11

## **COACHES' RESPONSIBILITIES**

### **COACHING COVERAGE**

At least one GBY coach will be present at all scheduled practices and scheduled meets. Exception to this may be because of low participation. Because of the amount of meets and practices, the Head Coach may not attend all meets or practices.

The meet schedule for the fall/winter season will be issued in the fall. The summer meet schedule will be issued in the Spring.

The only championship meets the Head Coach and Coaching Staff will attend are YMCA State and the YMCA Short and Long Course National Championships. We will try to participate in the Wisconsin USA State Championships, but in some cases we will not be able to participate or have a coach attend these meets.

### **NEWSLETTER**

During the swim season, a newsletter will be distributed to all swimmers on a regular basis (usually weekly). This newsletter is our communication network for our team. All pertinent information regarding the swim team will be included in the newsletter. Meet entry forms may also be included in the newsletter or they may be an additional hand-out.

### **E-MAIL ([gbyswim@greenbayymca.org](mailto:gbyswim@greenbayymca.org))**

The Green Bay YMCA swim team has an e-mail address. E-mail will be used to communicate the weekly newsletter and other swim team information. Please understand that all parts of the newsletter may not always be transmitted by e-mail. Some lists of events for swim meets are not included in the e-mail. All swim team families who list an e-mail address on their registration form will be included on our mailing list.

**GREEN BAY YMCA ([www.greenbayymca.org](http://www.greenbayymca.org)) & SWIM TEAM WEB PAGE ([www.gbyswim.com](http://www.gbyswim.com))**

The Green Bay YMCA has a page on the World Wide Web. Lots of general information regarding the Green Bay YMCA facilities and programs are on this page. Please take a look. The swim team also has its own web page (<http://www.gbyswim.com/>). We will try to keep all up-to-date information on this web page including newsletters, meet entries, and meet information. Please take a look. Online registration is available for Silver Sharks and Competitive Stroke classes.

12

## **TEAM EXPENSE**

### **MEMBERSHIP OF YMCA**

All Green Bay YMCA Swim Team members must be full members of the YMCA. These memberships vary from individual youth to family memberships. YMCA members are entitled to use the building facilities during regular business hours. Membership includes all four YMCA pools, weight rooms, gymnasiums, racquetball courts, jogging tracks and some classes. Discounts on other classes are also offered to full members. Memberships may be paid on a monthly basis by bank draft program or annually. Memberships may be used at all the Greater Green Bay YMCA centers – Downtown, Broadview, West Side and East Side.

The diversity of programs available makes family memberships very popular. For more information, contact the Membership Director at any center.

### **TEAM TUITION**

The tuition charge to register for the GBY Swim Team varies with the level of the participation, age and ability of the swimmer. There are also discounted fees for additional family swimmers and high school students who swim part of the YMCA season on their High school teams. Fees are non-refundable. Fall tuition covers the entire year (October-August). There is a tuition charge to participate in the summer swim team program for those who did not participate in the previous fall/winter season.

Tuition varies according to the following practice groups:

Bronze Group (Ages 6-14)	\$325
Silver II/I Group (Ages 8-14)	\$430/\$475
Gold III/II Gold I (National Team) (Ages 11 & over)	\$560/\$600/\$650

### **TUITION PAYMENT**

Swim Team fees or bank/credit card draft agreement forms are due by Friday, October 16, 2009. By September 29, 2009 all swim team families will receive their Registration forms. Registration forms will include a registration form, financial commitment form, emergency medical release form, and a code of conduct. All forms must be completed and returned to the Head Coach by the end of the first week of practice, October 16, 2009. Forms for all new team members are due by the end of the third week of practice – October 30, 2009.

Tuition Payment Options:

- Full tuition paid by the end of the first week of practice in October. (check or credit card).
- Nine equal bank or credit card drafts beginning in November and ending in July. (drafts can be done on the 1<sup>st</sup> or 15<sup>th</sup> of the month).

If the terms of your chosen tuition option are not met, a swimmer will not be allowed to practice with the team or enter meets. Or, if a family does not have a positive balance in their escrow account, the swimmer(s) will not be entered into swim meets.

The Green Bay YMCA Swim Team has scholarships available for those swimmers in need. (Need based on family income.) If a family is interested, the Head Coach will have these applications available. Any swimmer applying for a scholarship must have this application turned in to the Head Coach prior to the start of the practice season (early October).

## **Team Expense – Pg. 2**

### **ESCROW ACCOUNTS**

The Green Bay YMCA maintains an escrow account for each swim team family's expenses. An escrow account is made up of money, paid in advance, to cover expenses such as transportation, entry fees, hotel/motel fees, USA registration, tickets, and other expenses for the swimmer while on Swim Team trips. It is expected that enough money will be in each family's escrow account when the expense is paid by the YMCA on their behalf.

When any swimmer has been entered in a meet, or has agreed to participate in a special trip, his/her expenses for the trip will be charged to his/her family escrow account at the completion of the trip or meet; with the exception of National meets. Hotel/motel fees will be assessed equally for all members staying with the team.

It is requested that all families deposit \$80.00 per swimmer into their escrow account at the beginning of the fall/winter season. This amount is due by October 31. Also, throughout the season parents should closely watch their escrow account balance (invoices will be sent monthly) and continue to make escrow payments/deposits when needed, based on upcoming meets and other known expenses. Escrow deposits/payments should be made at the **Downtown** YMCA front desk. A front desk associate will ask you to complete a blue slip each time you put money into your account. Escrow balances will be carried to the next season.

Special trips require a higher balance. Parents and swimmers will be notified in advance. All National Meet costs must be paid prior to the swimmer attending the National meet.

Escrow account debits and credits will be itemized on the monthly statements. Balances in the swimmers escrow account will appear on the bottom of the monthly statement. Keep a close watch on the balance in this account, as it is vital to paying the swimmers incurred expenses.

GBY swimmers will not be entered into swimming meets unless they have the monies in their escrow accounts to cover the costs of the meet. GBY swimmers will not be entered into any swim meets if their escrow account has a negative balance.

Balances will be refunded when a swimmer leaves the program if a written request is submitted to the Downtown YMCA.

The Parent Group Committee may, from time to time, allocate money from the Parent Club fund-raising efforts to offset transportation expenses. Presently they pay for all buses.

14

## **TRAVEL GUIDELINES**

### **COACHES' RESPONSIBILITIES**

Support and encourage swimmers at meets  
Hotel reservations for Nationals only. (if applicable)  
Room assignments for Nationals only. (if applicable)  
Arrange transportation for all team bus meets and team outings with bus transportation.  
Schedule departure and return times

Information sheet instructions – what to take, meet schedules, departures, returns, contact person, place of meet with directions, hotel accommodations to include phone numbers and addresses. (This is included in newsletter prior to meet – if needed)

Current medical release forms and Code of Conduct forms  
Additional responsibilities assigned by YMCA

### **CHAPERONES' RESPONSIBILITIES**

#### At meets

Walk through rest area to maintain control and maintain a clean and safe rest area  
Answer questions of swimmers, if possible

#### On the bus

Maintain control by sitting near rear of bus  
Request that swimmers sit in their seats at all times  
Channel songs and games to those acceptable to all age groups

#### In the motel

Make sure swimmers abide by rules of coaches and motel at all times

### **SWIMMERS' RESPONSIBILITIES**

Swimming well is the primary purpose of a meet. Each swimmer's behavior and attitude should reflect this purpose and promote a positive image, as all swimmers represent both the team and the YMCA.

#### On the bus

Conduct self in proper manner for safety of self and others

Observe all rules established by the coaches, chaperones, and bus driver

#### In the motel

Abide by all designated rules, curfews, and wake up times

Abide by "open door" policy

Stay in designated areas

Treat all facilities with respect

Use pay or cell phones to call home

Use room phone only when necessary

15

## **Travel Guidelines – Pg. 2**

### **TRANSPORTATION**

Transportation for a very few meets is provided by school bus. The Parent Club presently pays for buses through fund-raising activities.

Bad weather is a concern to parents. For bus meets, the decision to travel or to pull off the road is that of the bus drivers and coaches. Families may choose whether to attend a meet or not because of bad weather.

Trips depart from and return to the Downtown YMCA. Deviations from this are announced in advance.

If known in advance, return times will be given in the information sheet. Otherwise, a call will be made to the Message Service with an estimated time of arrival.

Traveling with the team is encouraged to promote team spirit. However, team members may travel to meets with the team or their parents. Written notification must be given to the coach if a swimmer is traveling to or from the meet with his/her family. No swimmer will be allowed to be transported at any time by someone other than his/her own parent or guardian unless written notice is given to the coach by the parent or legal guardian. This includes meals, shopping, entertainment, etc.

If parents plan to transport and/or have swimmers stay with them, the swimmers must be on site and ready for warm-up time. The warm-up before a meet is **VERY IMPORTANT** to the swimmers and the team. Swimmers need to check out the starting platforms, check out turns, and condition muscles before the competition.

### **MESSAGE SERVICE (469-9969)**

The YMCA Swim Team has a Message Service. It is used in the following instances: updates on information for upcoming events (swim meets, etc.); return times to the Downtown YMCA during bus meets; last-minute cancellation of practices and meets.

### **CELL PHONE (609-4958)**

The head coach also will carry a cell phone to swim meets. Parents should contact the coach by departure time if their child will not attend a meet due to illness, etc.

### **WHAT TO TAKE TO A SWIM MEET**

Money for food, if needed, or sack lunch

Inexpensive sleeping bag for rest area (optional)

Team suit, team cap, goggles

Towels and warm-ups or shorts and shirt for cover-up

Footwear for deck and rest area

Deck of cards and/or quiet games for between events or overnights

16

## **SENIOR TRIP**

High school seniors who have been on the YMCA Swim Team for at least three years of their four high school years may attend the senior trip. The Senior Trip is to travel as part of the National Team to the Short Course National YMCA Championships. These swimmers must also attend all workouts. In some instances the Senior Trip may not be feasible.

## **NATIONAL TEAM CHAPERONES**

All Green Bay YMCA parents attending the YMCA National Meets will be expected to assist with the chaperoning of the team. These Team Chaperones will be responsible for the National Team swimmers when they are not at the pool. This includes supervision, transportation, and the feeding of these swimmers.

A week or two prior to the YMCA National Championships the national team and their parents will meet to go over all aspects of the trip. All parents of National Team swimmers are expected to help. The head coach will issue a national meet schedule with all dates and times for all team activities. This will also include all rules and guidelines for the swimmers along on the trip.

## **AWARDS NIGHT**

After the conclusion of our Fall/Winter Season, the parents host an Awards Night celebration (usually held in late April or early May).

All GBY Swimmers are recognized for their participation on the team.

Also three special memorial awards are presented to GBY swimmers:

Lowell Jorgenson Award  
Debbie Tillman Award  
Melissa Kaplan Award

## **Green Bay YMCA Athlete Code of Conduct**

The Greater Green Bay YMCA expects all athletes, coaches, and chaperones involved in athletic competition and events who are representing the YMCA to present themselves in a positive fashion at all times.

### **CATEGORY I**

In order to maintain a positive image of the team and support its performance objectives, the YMCA strictly prohibits:

- A. The use or possession of tobacco in any form, including chewing and snuff.
- B. The purchase, possession or consumption of alcoholic beverages.
- C. The purchase, possession, use, sale, or delivering of controlled substances.
- D. Insubordination, illegal acts, vandalism, promiscuity or conduct in direct violation of YMCA rules and/or the philosophy and goals of the YMCA.

### **CONSEQUENCES**

Failure to comply with the Code of Conduct as established in Category I may result in payment of any incurred damages, if necessary, and being sent home at his/her expense, as well as the following actions:

- A. First offense will result in a one-month suspension from all team activities.
- B. Second offense will result in suspension from the team for the remainder of the season.
- C. Third offense will result in permanent suspension from team activities.

## **CATEGORY II**

It is further expected that the athletes will follow the instruction of coaches, chaperones, and officials at events to insure that the athlete:

- A. Conducts him/herself in a proper manner for the safety of him/herself and others.
- B. Remains in designated areas at all times.
- C. Treats all facilities with respect.
- D. Abides by all curfews and wake-up calls.
- E. Remains in own room unless permission is given to leave.

## **CONSEQUENCES**

Failure to comply with the Code of Conduct as established in Category II may result in the following actions:

- A. First Offense will result in any of the following actions:
  - 1. Athlete must travel and/or room with parent only.
  - 1. Athlete will have meet privileges revoked.
  - 2. Athlete will be sent home at parents' expense.
  - 3. Athlete will pay for incurred damages.
  - 4. Athlete will perform services for the YMCA or team.
  - 5. Athlete will be suspended from YMCA team activities for up to one month.
- B. Second offense will result in suspension from the team for the remainder of the season.
- C. Third Offense will result in permanent suspension from team activities.

## **CODE OF CONDUCT – Page 2**

### **CATEGORY III**

Also in order to take full advantage of this team's resources, the athlete is expected to:

- A. Attend and apply him/herself to all required workouts, meets, and meetings unless excused by the coach.
- B. Display proper respect, honesty, and sportsmanship toward coaches, officials, administrators, chaperones, parents, and fellow competitors.
- C. Maintain a lifestyle that will allow proper rest and nutrition for maximum performance.
- D. Display a positive and supportive attitude toward the YMCA program, coaches and team mates.

## CONSEQUENCES

Failure to comply with the Code of Conduct as established in Category III may result in the following actions:

- A. First offense will result in a written reprimand.
- B. Second offense will result in any of the following actions:
  - 1. Athlete must travel and/or room with parent only.
  - 2. Athlete will have meet privileges revoked.
  - 3. Athlete will be sent home at parents' expense.
  - 4. Athlete will pay for incurred damages.
  - 5. Athlete will perform services for the YMCA or Team.
  - 6. Athlete will be suspended from YMCA team activities for up to one month.
- C. Third offense will result in suspension from the team for the remainder of the season.

## PROCESS FOR DETERMINING VIOLATIONS

Coaches, officials, chaperones, YMCA personnel, athletes and parents should inform the coaches or YMCA officials of any violations.

In the event of a violation, the coach or his/her representative shall have the responsibility of exercising the consequences listed by category as soon as he/she has been notified of a violation. It shall be the coach's prerogative to exercise less than, but not more than the stated consequences if he/she feels it is in the best interest of the athlete. The coach shall notify the parents or guardian of the athlete of the violation as soon as it is practical. Thereafter, the coach shall arrange a meeting with the athlete and parents or guardian. The YMCA administration shall act as arbitrator if an athlete or the athlete's parent or guardian feels they have been treated unfairly. The athlete and parent will be given written notice of the violation and consequences.

I agree to abide by the terms of this code of conduct.

Name of Athlete (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I support my son's/daughter's adherence to this code of conduct.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## PARENT ROLE

Parents working together with coaches, officials and administrators, have a unique opportunity to influence the lives of young athletes. Positive support will help swimmers develop to their full potential while clarifying their personal values.

There are many ways to show this positive support. These include:

- Have swimmers at practice regularly and on time.
- Encourage children to get proper rest and develop good nutritional habits.
- Encourage participation at team social events.
- Attend swim meet competitions regularly.
- Be informed by reading the handbook, information sheets and newsletters.
- Praise your swimmer and other team members.

Parents are the backbone of the Swim Team Parent Club. Parent involvement is vital for a strong and effective team.

- Help support fund-raisers.
- Be available to work at home meets.
- Help chaperone at all meets or bus trips and on overnight stays.
- Attend the annual Parent Club meeting held each September and May.
- Be willing, if asked, to participate on the team Parent Group Committee.
- Serve on one of the eight team committees – 1. Meet, 2. Food Service, 3. Financial/Fundraising, 4. Senior/National Team, 5. Public Relations/Recruiting/New Parents/Retention, 6. Recognition/Awards Night, 7. Social/Travel, 8. Equipment.
- Enjoy the swim team season.

**All families are required to provide at least one parent to work at all home swim meets.** The meet schedule is made available far in advance of the meet date(s).

**All families will be asked to pay a food service fee for each day of all home meets.**

The fee will be \$5.00 per day for the first swimmer and an additional \$5.00 for any additional family member, with a maximum of \$10.00 per family per day. Families will be charged this fee for our December Sprint meet (1 day) and our January Winter Open (2 days). This fee will help to buy all food supplies and materials needed to run a food stand at our meets.

The Parent Club receives all monies raised at swim meets for their food stands and any additional fund raising activities such as selling meet shirts or sponsoring raffles.

The Parent Club receives half of the net from the swim meet with the YMCA taking the other half. The net includes all entry fees and admission fees minus the meet expenses. Meet income is also generated from fees paid by the suit vendor and meet photographer, etc.

## **YMCA SWIM TEAM PARENTS CLUB**

### **I. Membership:**

When a swimmer becomes a member of the team, his or her parents become members of the Parent Club. All swim team parents are required to work on one of the eight

team committees'. There is no sign up and dues are not required for the parents club. Committee sign-ups will take place at the Fall all-parent meeting and new-parent meeting.

## **II. Purpose:**

The primary purpose of the Parent Club is to support our swimmers, the coaches, and the YMCA professional staff and the program.

## **III. Meetings:**

A general members' meeting is held twice a year in September and May for the purpose of information sharing and for the announcement of new Parent Group Committee members. All new positions will become active in September.

Parent Group Committee meetings are held monthly and are open to Parent Club members. Open forum time (15 minutes allotted) at the beginning of each monthly Parent Group Committee meeting is for parents or swimmers to discuss items of interest.

Meetings for each of our eight team sub-committees will be held as needed. Meeting announcements will be posted in the weekly newsletter or you will be contacted by the committee leader. Most committee work and announcements can be done through e-mail. Sub-committees should meet as a group in October & November.

## **IV. Funds:**

All Swim Team and Parent Club income and expenses will be processed through the YMCA accounting office.

Swim Team program fees will be determined by the Downtown Center Executive Director and the Program Director/Head Swim Team Coach. Parents will be notified of current season fees by the September parents meeting.

## **V. Committee Organization:**

The Parent Club is run by a nine member Parent Group Committee which meets monthly on the second Monday of the month from 5:30-7:00pm at the Downtown YMCA. The Committee shall consist of 8 sub-committee chairs, and one at large member to act as facilitator of the monthly Parent Group meeting.

The Committee shall try to maintain equal representation of men and women and have parents who represent a variety of swimming age groups (8&under, 9&10, 11&12, 13&over).

Parliamentary procedure shall be followed at all Parent Group Committee meetings. And house rules for the meetings will be followed.

The purpose of the YMCA Swim Team Parent Group Committee is to organize the Parent Club, oversee all Parent sub-committees, and to provide the necessary support for the swim team and to serve as liaison between the Parent Club, the coaching staff and YMCA administration.

NUMBER AND TERM OF OFFICE: The business and operation of the parent club shall be managed and controlled by a Committee of nine representatives. Also included in these Committee meetings, but with no voting power, are swim team coaches, a representative of the YMCA (presently the Director of Competitive Swimming). Selection shall take place prior to the Fall All-Parent meeting by the Parent Group committee. Three new members shall be selected each year for a three-year term.

The Parent Group Committee plus the head coach at least one month prior to the fall general meeting will ask for volunteers to serve on the committee. The Parent Group committee shall select candidates to replace those Committee members whose terms have expired. All Parent club members are welcome to volunteer to serve on the Parent Group committee.

New Committee representatives shall assume their office at the September Committee meeting.

No Committee member shall serve more than two consecutive terms.

In case of any vacancy on the Parent Group Committee, a successor to hold office for the unexpired term shall be selected by the Committee at the following monthly meeting. Over a year remaining counts as one of the two possible terms.

The Parent Group Committee shall choose a facilitator and sub-committee chairs at the first meeting in September. They shall serve in this capacity for one year. The facilitator should be a Committee member for one year before becoming facilitator.

OFFICERS: The officers of the club shall be as follows:

FACILITATOR:

- Shall call and facilitate at all meetings of the Parent Group Committee.
- Shall set the agenda for meetings.
- Shall personally represent the club or appoint a delegate where representation is deemed advisable.
- Shall effect compliance with the house rules, regulations and policies of the YMCA.
- Shall execute the mandates of the Parent Group Committee.

VICE FACILITATOR:

- Shall have such powers and perform such duties as may be delegated by the facilitator.
- In the absence of the facilitator, shall perform the duties and exercise the powers of the facilitator.
- Shall be the chairperson for the parent group committee nominating committee.
- Shall chair the Awards sub-committee.

## Parents Group Committee – Pg. 2

### SECRETARY:

- Shall keep the minutes of all general meetings of all meetings of the Parent Group Committee and distribute same to members.
- Shall keep Committee records in a club file.
- Shall oversee all correspondence of the Committee.
- Shall send thank you notes when applicable.
- Shall chair the Public Relations/Recruiting/New Parents/Retention sub-committee

## Parents Group Committee – Pg. 2

### TREASURER:

- Shall keep the financial records of the Parent Club.
- Shall report the financial statement of the Parent Club at the general meeting and at each Committee meeting.
- Shall prepare a Budget with the Head coach in October for the upcoming year.
- Shall chair the Financial/Fundraising sub-committee

### SUB-COMMITTEE CHAIRS:

- Shall be chairpersons and responsible for directing and supervising committees for the following duties:

### **PUBLIC RELATIONS/RECRUITING/NEW PARENTS/RETENTION:** (14 members)

Responsible for all publicity both within and outside of the YMCA. To include maintaining all swim team bulletin boards. Creating flyers and posters to promote the swim team and to gain new members. Responsible for the assistance and leadership to all new families joining the team after the season has began. Help organize the new parents meetings and the annual mock meet. Be available at all team functions to assist new families. Organize team pictures. Ongoing – Maintain Swim Team Bulletin Boards; Welcome and help for all new families joining the team. Send results into newspaper.

September – Prepare for upcoming seasons; bulletin boards, new parent meeting, team suit sale

October - Prepare for upcoming seasons; bulletin boards, new parent meeting (October 27), team suit sale

November - Update bulletin boards; team suit sale (Nov 4); prepare for Mock Meet (Dec 2)

December – Update bulletin boards; prepare for team pictures (set dates)

January - Update bulletin boards; prepare for team pictures

February - Update bulletin boards; prepare for team picture nights

March - Update bulletin boards; Team picture dispersal

April – Update Bulletin Boards

May - Update Bulletin Boards

June - Update Bulletin Boards

July - Update Bulletin Boards

August – Prepare for upcoming season

**RECOGNITION/AWARDS NIGHT:** (12 members)

Responsible for all swimmer awards. Organizing and implementing the annual swim team awards night. Keeping track of team records and updating record board.

Ongoing – Keep team record file updated; keep list of new team records; plan, organize and put-on our annual team awards banquet. Fill key positions.

September – plan, organize and put-on our annual team awards banquet. Fill key positions.

October – plan, organize and put-on our annual team awards banquet. Fill key positions. Secure date and site for Banquet. Plan menu.

November – plan, organize and put-on our annual team awards banquet. Fill key positions. Secure date and site for Banquet. Plan menu.

December – plan, organize and put-on our annual team awards banquet. Fill key positions.

January – plan, organize and put-on our annual team awards banquet. Fill key positions.

Inventory all awards for banquet (stars, bars, swimmers, letters, certificates)

February – plan, organize and put-on our annual team awards banquet. Order Team Gift & Team award for banquet.

March – plan, organize and put-on our annual team awards banquet

April – plan, organize and put-on our annual team awards banquet; update team record boards

May – plan, organize and put-on our annual team awards banquet; update team record boards

June – ongoing

July – ongoing

August – ongoing

**MEETS:** (24 members)

Responsible for organizing all workers for all of our home meets. This includes putting together the worker list and insuring that leadership is provided for many of the key worker areas at swim meets. (meet director, head timer, admissions, clerk of course, awards, meet marshals, runners). Set up and tear down for all swim meets is the responsibility **of all** swim team parents. Meet committee will be responsible for maintaining and inventory of all meet awards. Computer and timing system operation will be handled by the equipment committee but coordinated through the meet director.

September – Put Meet director and key positions in place. Prepare for December 2, December 5 meet & January 22-24 meet.

October – Put Meet director and key positions in place. Prepare for December 2, December 5meet & January 22-24 meet. Inventory awards for both December & January Meet. Inventory all other meet equipment and create a list of items needed.

November – Put Meet director and key positions in place. Prepare for December 2, December 5 meet & January 22-24 meet. Meet worker sheet to newsletter by early November.

December – Put on Mock Meet and December meet. Prepare for January 22-24 meet. Meet worker sheet to newsletter by mid December.

January – Put on January 22-24 meet

February – Prepare for June 18-19 meet.

March – Prepare for June 18-19 meet.

April – Prepare for June 18-19 meet. Inventory Super Summer Splash awards. Make sure that all key positions are filled for SSS.

May – Prepare for June 18-19 meet. Meet worker sheet to newsletter by mid May.

June – Put on Super Summer Splash meet.

July – ongoing

August – ongoing

**SOCIAL/TRAVEL:** (4 members)

Responsible for planning and implementing social activities for the team. Secure hotel room blocks for away meets; and organize team functions while traveling.

September – Secure blocks of rooms for all of our travel meets.

October - Secure blocks of rooms for all of our travel meets. Secure Bowling alley for team party in December.

November – Prepare for Mock Meet social activity. Prepare for Holiday Relays social activity.

December – Any other social functions for fall winter season?

January – Secure hotel room blocks for summer away meets.

February – Prepare for social function at Y State Meet.

March – Social function at Y State Meet

April – Plan for summer baseball outing and any other summer activities.

May - ongoing

June - ongoing

July - ongoing

August - ongoing

**FINANCIAL/FUNDRAISING:** (6 members)

Responsible for creating annual Parents' Committee budget. Responsible for all swim team fundraisers connected with our swim meets (raffles, t-shirt sales, etc). Responsible for all team purchasing – including team suits, and team caps.

September – Prepare 2010 Parent Group Budget. Prepare for team suit sale. Order team caps for season. Decide on Team suit for season.

October – Prepare and submit 2010 Parent Group Budget. Prepare for team suit sale. Order team caps for season.

November – Team Suit Sale. Final Budget approved. Prepare for December, January meet fundraisers.

December – December meet fund-raiser.

January – January meet fundraiser.

February – Prepare for Super Summer Splash fundraiser.

March – Prepare for Super Summer Splash fundraiser.

April – Prepare for Super Summer Splash fundraiser.

May - Prepare for Super Summer Splash fundraiser.

June – Super Summer Splash fundraiser

July - ongoing

August - ongoing

**FOOD SERVICE:** (15 members)

Responsible for food service for all team meets and where needed. Includes setting up the food service area, creating a menu, the coordination of and preparation of all food items, and arranging to have all supplies needed for the activities food stand. Friday night of Winter Open and Super Summer Splash Food stands are handled by the Senior/National Team.

Ongoing – Prepare for both December & January swim meet food services.

September – Prepare for both December & January swim meet food services.  
October – Prepare for both December & January swim meet food services. Fill key positions.  
November – Prepare for both December & January swim meet food services. Fill key positions.  
Get food service menu for December meet out week prior to meet.  
December – December 5 swim meet food service.  
January – January 22-24 swim meet food service. Get food service menu for January meet out week prior to meet.  
February – Prepare for both December & January swim meet food services.  
March – Prepare for both December & January swim meet food services.  
April – Prepare for both December & January swim meet food services.  
May – Prepare for both December & January swim meet food services.  
June – Prepare for both December & January swim meet food services.  
July – Prepare for both December & January swim meet food services.  
August – Prepare for both December & January swim meet food services.

25

**SENIOR/NATIONAL TEAM:** (4 members)

Responsible for all Senior Team fundraising and organizing other Senior Team functions. Responsible for Food Service Friday night of the Winter Open, and for the Super Summer Splash. Responsible for the organization of team supervision at Y Nationals.  
Ongoing – Prepare for YMCA Spring & Summer Nationals Trip (hotel rooms) and team fundraisers.  
September – Prepare for YMCA Spring & Summer Nationals Trip (hotel rooms) and team fundraisers.  
October - Prepare for YMCA Spring & Summer Nationals Trip (hotel rooms) and team fundraisers.  
November – Prepare for YMCA Spring & Summer Nationals Trip (hotel rooms) and team fundraisers. Prepare for December 5 meet  
December – Prepare for YMCA Spring & Summer Nationals Trip (hotel rooms) and team fundraisers. Prepare for US Bank Eve food stand (New Years Eve).  
January – Prepare for YMCA Spring & Summer Nationals Trip (hotel rooms) and team fundraisers. Prepare for Friday night food service of Winter Open. National Team meeting??  
February – Prepare for YMCA Spring & Summer Nationals Trip (hotel rooms) and team fundraisers.  
March – Prepare for YMCA Spring & Summer Nationals Trip (hotel rooms) and team fundraisers. Hold National team meeting with swimmers and parents.  
April – Spring YMCA Nationals – April 6-9, 2010.  
May – Prepare for YMCA Summer Nationals Trip (hotel rooms) and team fundraisers.  
June – Prepare for YMCA Spring & Summer Nationals Trip (hotel rooms) and team fundraisers. National Team Meeting?  
July – Summer YMCA Nationals – July 26-30, 2010. National Team meeting with parents and swimmers.  
August - ongoing

**EQUIPMENT:** (20 members)

Responsible for all computer and timing system equipment relating to our swim meets. This committee will test all equipment prior to swim meets and report to parent's group committee if new or replacement equipment is needed. This committee will train all workers on the area of the timing system and the running of the computer for meets. This committee will set up and tear down both the timing system and computer for meets and trainings and tests prior to the meets.  
Ongoing – Keep all equipment tested and running smoothly for all swim meets. Run training session to get new parents involved with the timing system and computer.  
September - ongoing  
October - ongoing

November – Test all equipment. Run training session to get new parents involved and trained with the timing system and computer.

December – December 2 Mock Meet and December 5 meet.

January – Test all equipment prior to meet. Run training session to get new parents involved and trained with the timing system and computer. January 22-24, 2010 meet.

February - ongoing

March - ongoing

April - ongoing

May - Test all equipment. Run training sessions to get new parents involved and trained with the timing system and computer.

June – June 18-19 Super Summer Splash

July - ongoing

August - ongoing

## 26

All sub-committee chairpersons shall submit to the secretary a monthly written report to be presented at all parent group meetings. An annual report will be presented to all parent club members at the fall meeting. Additional reports may be requested from committee chairpersons or by the Director of Competitive Swimming.

Each committee chairperson shall keep a detailed file of its actions. This file is to be retained by the chairperson and to be passed on to each succeeding chairperson for committee use. If a committee is not to continue, the committee file shall be kept with the Club records by the secretary.

The Parent Club generates funds by their participation in hosting swim meets. The Parent Club and YMCA split the net meet income 50/50. Net meet income is generated by entry fees, admission fees and fees paid to the YMCA for vending at our meets. (Walter's Swim Supplies, Meet Photographer). All other funds generated at a swim meet by the work of the Parent Club go to the parent club 100%. These funds are raised by sponsoring a food stand, holding raffles and selling items such as t-shirts. All funds generated by the Parent Club are under the direction of the Parent Group Committee. All parent club members may recommend uses of the Parent Club Funds. A budget is prepared and approved yearly by the Parent Group Committee in the fall and will be published for the Parent Club. All Parent Group sub-committee funds are budgeted from year to year. Any additional funds needed by a Sub-committee will need approval of the Parent Group Committee.

