

**The YMCA of  
DARKE COUNTY  
SWIM TEAM HANDBOOK**





## Welcome

Congratulations on joining our YMCA swim team family. We sincerely hope that this commitment, with all its dedication, hard work, time and energy, will be a rewarding and educational experience for both the swimmer and his/her parents. Thank you for allowing the YMCA of Darke County to aid in your child's swimming success. Go Sharks!

This handbook has been written to acquaint parents and swimmers with the YMCA of Darke County swim team program. This handbook will be supplemented with newsletters, changes in meets or practice schedules and other special events or circumstances.

## Mission Statement

The mission of the YMCA of Darke County is to develop the whole person – spirit, mind and body – through character development programs that reinforce Christian principles and that build strong kids, strong families and strong communities.

The swim team wants to provide an opportunity for young people to participate in competitive swimming under conditions that will foster skillful aquatic ability, team spirit and sportsmanship. We encourage personal goal setting, self-discipline, achievement, commitment to team objectives, and parent involvement. Our philosophy is dedicated to the development of the total swimmer in ability, attitude, motivation, commitment, and dedication. Swimmers are instructed in all strokes and are encouraged to develop a well-rounded swimming ability. Our coaches provide the professional expertise to supplement the parent's encouragement and commitment.

## The YMCA of Darke County Staff

**Jeannine Davidson,** Head Coach  
**Sam Fulker,** Coach  
**Perry Hull,** Coach

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Jeannine Davidson, Aquatics Director  
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We are here to answer any questions a parent or swimmer may have. Please do not hesitate to ask. Open communication is vital to the success of everyone: the team, swimmers, parents, coaches and the YMCA.



## **Registration**

Registration is open to everyone.

A “Try It & Like It” week for the first week of practice will officially start the season. After that week, all registration forms need to be filled out and given to YMCA front desk. Swim team fees and membership requirements need to be paid at the time of registration. If you are unsure if you would like to join you may come for a one-week trial period. The cost of the trial week is \$20.00. If you decide to join the team the \$20.00 will be applied to your YMCA swim team fee. If you pay the full amount up front and decide not to join after less than one week than all except \$20.00 will be refunded. All registrations forms, and first installment of team dues, and YMCA memberships, MUST be paid and turned in PRIOR to entering the pool on the first Monday of the second week or you will NOT be allowed to enter the pool. After registration is complete, if at any time during the swim team season your child decides to withdraw from the swim team please notify the YMCA in writing/or email so that we have an accurate number of swimmers. This is also needed for us to plan end of the year gifts and activities.

### **YMCA Swim Team Fees:**

#### **YMCA Membership Fee:**

As a national YMCA rule, all swimmers must be members of the YMCA of Darke County to be eligible to swim on the team. Various family and individual student membership plans are available. The YMCA offers automatic monthly withdrawals and other financial services for your convenience. Information on YMCA memberships can be obtained from the front desk.

#### **Swim Team Member fee:**

The fee for the swim season is per child, based on level, there will be an initial deposit fee of \$50.00 and the first payment is due by October 1st. The fee total can be paid in one payment or divided into payments by bank draft for your convenience. Any swimmer who is not current on the payment schedule will not be allowed in the pool or to participate in any meets after the due dates until fees are paid.

AGE G R O U P	Deposit Fee	Due by Oct 1st	Due by Nov 1st	Due by Dec 1st	Due by Jan 1st	Due by Feb 1st	Due by March 1st
Bronze Level \$242.00	\$50.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00
Silver Level \$266.00	\$50.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00
Gold Level \$290.00	\$50.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Platinum Level \$314.00	\$50.00	\$44.00	\$44.00	\$44.00	\$44.00	\$44.00	\$44.00

Other costs such as team suits and pictures are additional. Dates are posted on the schedule for team pictures and to order suits. A demonstration of merchandise will be at the YMCA the first day of the season. Team suits can be ordered then for the season. A DCY swim team suit and DCY cap is highly recommended for competitions. We are a small team and this increases team unity and team spirit. All swimmers will be given a silicone swim cap from the YMCA to wear to meets.

### Invitational Meet Fees:

The DCY Swim Team participants are required to **pre pay** for each meet. Information about the meets will be posted (as it becomes available) on the DCY swim team board in the lobby. Prior to each meet a swimmer must fill out an entry form and pay for the meet at the front desk. An event fee is charged to the swimmer for all invitational meets. **There are no event fees for Dual or Tri meets.** The event fee is usually between \$3.50-\$4.00 per event and is paid for as a team when the team registers for the meet. The meet fees are **non-refundable** after the entry deadline because the team must prepay for all events.

If you do not want your child to participate in relays at a meet you need to sign the meet form on the appropriate line. Please remember this is a team commitment, and by checking these boxes you are telling the coach that you can be counted on to fulfill this commitment. All relay fees will be paid for by the YMCA swim team booster club, not by the individuals participating in the relays.

Travel, hotel accommodations, meals, etc. are not provided by the team and may be necessary for some meets.

**Practices:** There are three levels based on skill and/or commitment levels.

<b>Bronze</b>	This group will target the less experienced swimmers, focusing on teaching the four fundamental strokes. There will also be strong emphasis on starts and turns as well as introducing training principals to participants. This group is for the swimmers who are at a novice level or who may not be comfortable at a more competitive level.
<b>Silver</b>	The focus of this group will be to refine competitive stokes, starts and turns. This group will concentrate on training swimmers for competition. The <b>warm up</b> will be a continuous 8 laps.
<b>Gold</b>	This group will train swimmers for the highest level of competition. The training required for this group require that the swimmer is very committed to attending practice and most meets. The swimmer should strive to attend practice 4 days per week. 13 y.o. and over and as selected by the coaches.
<b>Platinum</b>	This group will train swimmers for the highest level of competition. The training required for this group require that the swimmer is very committed to attending practice and most meets. The swimmer should strive to attend practice 5 days per week. 14 y.o. and over and as selected by the coaches.

A committed practice regimen is appreciated and will show in the swimmer's performance. If a swimmer will not be able to attend **a meet** they have registered for, please contact a coach ASAP, especially if your child participates in relays.

### **Practice schedule: see attached**

Practices will be divided into appropriate sessions based on current swimming levels.

Swimmers are divided into practice groups, based on skill, maturity, and degree of commitment to the sport. We emphasize technique and a gradual increase in endurance.

Parents are not required to stay for practice. Lockers are provided for use during practice. Do not leave articles of clothing, gym bags, etc., lying around the locker room during practice. The YMCA is not responsible for lost or stolen items.

Our coaches are responsible for the team members during practice and will invoke appropriate and fair disciplinary procedures when necessary. Please discourage horseplay, refusal to practice, rowdy behavior, or any other inappropriate actions. We encourage development of self-discipline and self-control and hope that parents will support our efforts to conduct an organized and serious practice.

### **Swim Meets**

YMCA Invitational are hosted by a league swim team and are held as a fund-raiser. They include many teams and possibly hundreds of swimmers. Each event entered has a fee, usually \$ 3.50-4.00. The amount will be posted with the meet information as it becomes available.

Dual/Tri Meets are hosted by a league team and are designed to provide maximum opportunity to compete. They are held between two or three teams and have no fees/event.

#### Championship Meet Requirements

In order to qualify to swim in the "A" and/or "AA" and/or "Zones" and/or "National" meets a swimmer must have participated in at least **three inter-association meets**. Everyone can attend the first level of Championships "A", (if they have attended three inter-association meets) there are no qualifying times needed for this level. Swimmers must qualify to attend "AA" and "Zone" and "National" meets. Practice is officially over when you are done with your last championship meet. If you are not planning on attending "A" championship, then you will be completed with practices the week prior to that.

#### **During Swim Meets:**

Swimmers should always sit as a team in one area at all meets. An area will always be designated for our team. This helps build team spirit, keeps swimmers focused and helps the coaches and officials when they are looking for a swimmer.

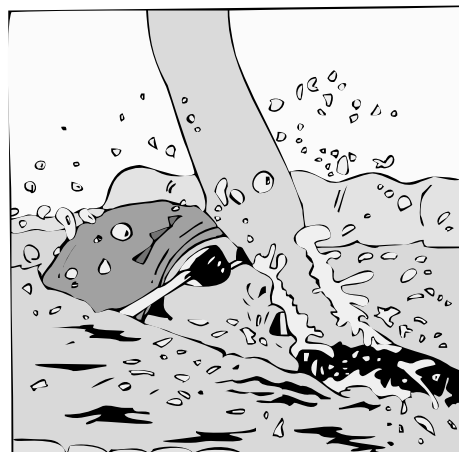
Swimmers must attend warm-ups before every meet. Warm ups are very important. They give the swimmer the opportunity to swim in and become accustomed to the pool. A good turn or a fast start could be the difference between first or second place, or the difference needed to make a time cut. This warm up time also helps a swimmer warm up mentally. It helps the swimmer become focused on the task at hand. Therefore, be ready to get into the water at the start of the assigned warm up time. During warm ups, swimmers in the sprint lane are to start off the block, swim down the full length of the pool climb out and walk back to the blocks. Public displays of affection are not appropriate during swim meets or practice.

**MEET SCHEDULE, Directions and Hotel** information will be distributed after registration.

Meet Schedule, Directions and hotels can also be viewed and printed from our YMCA web link.

<http://www.ymcadarkecounty.org/programs.html>

**If any directions need corrections, or hotels are less than optimal, or you have hotel suggestions, please contact Jeannine Davidson.**



#### **Age Groups (Age is determined as of December 1)**

8 & under Girls and Boys

9 & 10 Girls and Boys

11 & 12 Girls and Boys

13 & 14 Girls and Boys

## 15-18 Girls and Boys

### **FAMILY FILE BOXES: PLEASE CHECK YOUR FAMILY FILE EVERYDAY!**

An expandable file will be available for every family on the team. Your file will not be available until you have registered and paid your first team fee, this is the only way we know who is swimming. This file will contain important information such as deadlines, up-coming meets, newsletters and all new swim team news. This is the communication lifeline. We also try to email this information out so please put your email address on your registration form.

Before each Invitational each swimmer is responsible for filling out a meet entry form to select events. This process guarantees entries and will eliminate confusion before the event. Meet information will be posted on the swim team board in the lobby as it becomes available. The coach is responsible for determining all relay teams.

Concessions are available at most meets and the venues rarely allow coolers. Plastic sport drink bottles are allowed and snacks can also be brought. Glass containers are never allowed.

A few other 'necessities' to think about...

Blankets, Warm, comfy clothes, Team suit, Shoes (slip ons), Towels (a few for each swimmer), Goggles and swim cap

The day can be long, so a few enjoyable things for your swimmer can help a lot. Possible helpers...

\*Electronic games, Cards, Coloring books

\*\*But please **no** balls or Frisbees, etc., running around is not permitted.

### **Motivation/Parental Support**

You can help to motivate your child by offering encouragement and praise. Emphasize achieving personal best times rather than placement. If your child achieves a best time, praise and congratulate them on a job well done. If they do not achieve their best time, offer encouragement for their next swim. If your child is disqualified, assure them that it happens to many and that it is a learning experience. Being DQ'd can be a traumatic experience for swimmers. Comfort them and encourage them to talk with the coach.

The coach will be encouraging the thrill of competition and the personal rewards in achieving their best times, reaffirming this at home will improve their performance and self-esteem. Remember we learn best from our mistakes. Congratulate not only your child, but also his/her teammates. Encourage your child to cheer for teammates and to rejoice in their accomplishments.

**Remember...Progress isn't measured in wins or losses, but rather in Personal Bests.**

## **YMCA of Darke County Swim Team Booster Committee**

The swim team booster committee is responsible for assisting the YMCA swim team program director and swim team coaches in matters pertaining to the smooth functioning of the competitive swimming program within the framework of the YMCA's values, purpose, policies, and objectives.

## **Chairman of the Committee:**

**President** Mike Herrmann

**Vice-Pres** Sherri Herrmann

**Secretary** Becky Stump

**Treasurer** Open Position

**At-large** Open Position

All YMCA of Darke County Swim Team parents are members of the DCY Boosters Club. We request you to volunteer your time to help make our swim program a success. This is a wonderful opportunity to voice an opinion on such issues as special events, team goals and fund-raising ideas. All parents are welcome to attend any or all monthly parents meetings. All parents meetings will be held the **first Monday of every month at 5:30 p.m.** (during swim team practice hours).

A strong working parent's booster club is essential for all competitive teams. We are asking that one parent from every family sign up for a committee. Most committees do not take much work. Without parents to volunteer, our team has no room to grow. The Aquatics Director, Susan Ahrens, will attend the first meeting and will try to be available for all the others. The swim team booster committee is responsible for assisting the YMCA swim team program director and swim team coaches in matters pertaining to the smooth functioning of the competitive swimming program within the framework of the YMCA's values, purpose, policies, and objectives.

## **SWIM TEAM BOOSTERS CLUB CUSTODIAL ACCOUNT**

All money from fundraising is put into the Swim Team Booster Club Custodial Account. All money received from concessions stand income at home meets, and fund-raisers will be deposited into the Swim Team Boosters Club Custodial Account held at the YMCA. The YMCA Accounting Manager will monitor funds. These funds will be used to cover coaches' expenses for any away meets including lodging, meals, and mileage. They will cover relay fees at invitational, fundraising expenses, and team awards, and end of the year banquet gifts for swimmers. The Swim Team Boosters Club is responsible for keeping a positive account balance in the Swim Team Boosters Club Custodial Account at all times. The YMCA Accounting Department will issue monthly statements to the Aquatics Director and the Boosters Club Treasurer and President. The money will be held in the YMCA general fund and will be accounted for under a separate escrow account. All fund raising ideas can be brought to the attention of the Booster Committee or ideas can be brought to monthly meetings.

### **Swim Team members:**

All swim team members are required to raise (or donate) a minimum of \$25.00 per child in fundraising for the Swim Team Boosters Club Custodial Account. Of course, any extra efforts will be greatly appreciated. This is extremely important and necessary as a competitive team. We need funds for each and every meet. Since in the past many swimmers did not participate at all in fundraising, we have found it necessary to set a minimum requirement for fund raising for the booster club. Some families did not even contribute enough to cover their own children's end of year banquet gift much less coaches' expenses and other necessities for the team. We need everyone to make our team a success. Thank you in advance for your continued support in our fund-raisers. This year we will be having a swim-a-thon and a home invitational meet for our fundraisers. The home meet will include t-shirt sales and a raffle.

## **Committees**

### **Officials committee:**

Organizes team volunteers who may be interested in officiating. Researches and locates official courses and assists team volunteers in signing up for courses. Also insures that all meets requiring certified officials and other workers will be staffed accordingly.

**-Officials training** - Go to [www.swyswim.org](http://www.swyswim.org) and click this season's "schedule of events" or "what's new" to discover what officiating trainings are available. Distribute information to families and recruit volunteers to sign up for trainings. Fill out paperwork and submit to Aquatic Director to request funds for the payment.

**-Staffing meets** – Regularly communicate with the coaches and find out what Darke County's requirements are at each meet. This information is sometimes available very early on or sometimes the coach is not notified until the week of the meet. After this, distribute sign up sheets to families. It is this committee's responsibility the day of the meet to fulfill Darke County's requirements. If someone pulls out at the last minute, it is this committee's responsibility to find a replacement the day of the meet.

### **Home meet management committee:**

Coordinates swim meets hosted by the YMCA of Darke County and recruits meet volunteers and officials. Sets up the deck area in pool for all dual/tri meets, tears down and cleans up after the meets (including lobby, locker rooms, gym, etc). Also is responsible for delegating responsibilities of the concessions stand for all home meets. The Meet Director organizes all Hy Tec entries and prints the master heat sheet.

**-Home meets** – Planning should begin months in advance. This committee is responsible for the planning and running of any home meets. Workers needed: Starter, officials, timers, runners, scorekeepers, ribbon writers, concession workers, setup and teardown crews, etc. The YMCA should be notified if the pool needs to be shutdown during business hours. The YMCA will set up bleachers, chairs and tables if they are told in advance what is needed. This committee also needs to make sure that enough equipment is available and ready the day of the meet. Equipment needed: Ribbons, clipboards, pencils, backstroke flags, false-start rope, starting system, stopwatches, etc. Please see the Aquatic Director for questions regarding equipment that is property of the YMCA.

### **Social activities committee:**

Plans any non-profit activities such as pizza parties, family swim parties, parent get-togethers, etc. and the annual banquet. Also plans something to recognize swimmers during championships, such as good luck cards or event prizes.

**-Social events** – Notify the YMCA if the event is on site and reserve the area of the YMCA that will be used. The YMCA will set up chairs and tables if they are told in advance what is needed.

### **Publicity committee:**

Promotes swimmer achievements by providing articles and pictures to local newspapers on the happenings of meets, high point winners, age group winners, records broken, championship qualifiers and provides pictures when available. We include all swimmers names and times in these articles, not just the top swimmers.

**-Articles** – Inquire from the coach on swimmer achievements and meet results. Meets results can also be found for invitational at [www.swyswim.org](http://www.swyswim.org).

### **Communications committee:**

Develops, prepares, and distributes newsletters, updates website, posts new information on bulletin board. Also maintains family folder system.

**-Newsletters** – Communicates with the coaches on important notices or messages from the coaches. Updates families on current happenings of the swim team.

**-Web Site** – The YMCA will maintain the team’s website. The link is <http://www.ymcadarkecounty.org/programs.html>. Then scroll to the bottom of the page to “Sharks Swim Team” to view web site. Any articles, notices, messages, results, or pictures should be submitted via email in order to keep the website up to date. Email to Susan Ahrens, aquatic director. All submitted articles will be in the local papers and on the YMCA website at <http://www.ymcadarkecounty.org/media.html>.

**-Bulletin Board** – There will be a bulletin board devoted to Swim Team only. Any articles, notices, messages, results, or pictures can be posted on the bulletin board in the lobby.

**-Family Folder System** – Request current roster from coach to make sure every family has a folder. Make sure that all families receive communication through the system.

### **Fundraising committee:**

Coordinates fundraising activities.

**-Fundraisers** – This years fund-raisers will be the profits from our home meets and invitational concession stand. We may also run a swim-a-thon and heat sheet advertisements again. More information will follow.

### **Team Apparel Committee:**

The Team Apparel Committee will coordinate and order team suits, caps, warm-ups, T-shirts, etc. They will also schedule team photos. Our team colors are black and burgundy.

**Team Suits-** We will host a fitting for the team at the YMCA, see schedule for a date.

**Team Apparel-** We will host a fitting for the team at the YMCA, see schedule for a date. Screened T-shirts and sweatshirts can only be ordered as group purchases only.

**Team Caps-** the YMCA will provide everyone on the team with one silicone cap, if extra are available they may be purchased from Susan Ahrens.

**Team photo-** a team photo will be taken and individual pictures can be ordered, see schedule for the date.

### **Important Web Sites**

<http://www.ymcadarkecounty.org/programs.html>

<http://www.ymcadarkecounty.org/media.html>

[www.swyswim.org](http://www.swyswim.org)

[www.swimoutlet.com](http://www.swimoutlet.com)

DCY Sharks website

YMCA news articles (includes DCY)

YMCA South West Cluster Website

Good place for swimsuits