

Practice makes better swimmers. Please commit to practice.



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ORCAS Youth Swim Team

2018-2019 Parent Handbook and Information Packet

Oneonta YMCA



ONEONTA FAMILY YMCA
20-26 Ford Avenue, Oneonta, NY 13820
P 607 432 0010 F 607 432 6939
WWW.ONEONTAYMCA.ORG

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***Must be returned to Coach Tabatha**

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Welcome!

Head Coach: Doug Macomber

Assistant Coach and Team Manager: Tabatha Hartshorn

Team Administrator: Michelle Cook

Philosophy & Goals:

The Oneonta Family YMCA Orca Swim Team provides children with an opportunity to enjoy their swim team experience. Our focus is to create a positive environment where swimmers will develop mentally, physically, emotionally, and socially. We motivate all swimmers to do their best to work hard and honesty in all aspects. We reinforce the core values of the YMCA; caring, respect, responsibility, and honesty throughout practices and swim meets. Our goals include:

- ◆ Gaining confidence in individual abilities
- ◆ Building team spirit and interconnectedness*
- ◆ Fostering good sportsmanship and positive attitudes
- ◆ Identifying self worth and values
- ◆ A spirit of truth, honesty, and integrity

Electronic Device Policy

**In order to encourage team building and team interaction we do not allow personal electronic game devices during meets. Music devices are acceptable for music listening only.*

Disciplinary Policy

If a swimmer fails to meet expectations that are set before them, the child will go through the following disciplinary procedures:

First Occurrence: Conference between Coach and swimmer

Second Occurrence: Removal from practice, contacting parent with explanation of removal. Follow up conference between Coach and swimmer's parents

Third Occurrence: Swimmer will be suspended from practice for a period of time determined by the Aquatics Coordinator and Coaches

Fourth Occurrence: Further suspension and possible removal from the program

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The Parent Group Organization

Participants in the Parent Group Organization are program volunteers. The Parent Group Organization is expected to assist in the delivery of competition and competitive swim meets and is responsible to the Y staff. The Parent Group Organization is not policy-making committee for the association. All policy decisions affecting the competitive sports program and team will be made by the Executive Director; Team Administrator and coaches; and/or other committee assigned by the Board of Directors. The Parent Group Organization will facilitate fundraising for the team to have funds to be used for, but not limited to: equipment, team scholarships, team and coach travel expenses.

Parent Group Organization Meetings:

Throughout the season, parent meetings will be scheduled and an agenda will be set to go over fundraising activities, along with other events to help the season run smoothly. Meetings take place at the Y, and all parents are encouraged to participate.

Parental participation is *necessary* in order for the swim team to run, as it is the responsibility of all parents to volunteer throughout the season.

Please bring your thoughts and creative ideas to help make this year a great success!

What is the role of the Parent Group?

Every parent is expected to help with home meets.

This is a mandatory commitment and is expected whether your child participates or not. Parents are responsible for organizing and running home meets, which is a requirement for YMCA swimming. Please see the "hosting competitions" document for details! Team supporters play a major role in making our meets successful.*

Please refer to page 5 for a list of volunteer jobs/positions descriptions and expectations.

On occasion, parents may be asked to volunteer at other bigger meets that our team participates in.

The greatest reward you can give your child is to show your support by attending the swim meets, and helping where you can!

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Parent Group Organization (PGO) Volunteer Positions and Descriptions

The following positions are instrumental in a smooth and successful season. Although these parents are on the Advisory Committee and considered 'the point person,' all parents are asked to help within the organization.

President — The president of the PGO oversees parent meetings. The president works with the other parent coordinators, Aquatics Coordinator, and/or Team Manager to set an agenda for each upcoming meeting to discuss meets, events, and fundraising.

Secretary — The secretary attends all parent meetings to record the minutes of the meeting to send out to all parents

Treasurer — The treasurer reviews the current funds for the season and works with the coordinators of fundraising and concessions to keep track of fundraising money and concession money throughout the season.

Historian/Photographer — The team historian records the team through photo and video and collects such items from other parents to post on to social media, and gives to the team manager for use on Y media outlets. They are also in charge of recording any parent volunteer hours for historian work to be handed in to the team manager at the end of each event.

Fundraising Coordinator — The fundraising coordinator runs the fundraising programs throughout the season. The fundraising coordinator also facilitates and delegates jobs of fundraising and is the point person for any questions. They are also in charge of recording any parent volunteer hours for fundraising to be handed in to the team manager at the end of each event.

Concessions Coordinator — The concessions coordinator organizes donations to the concession stand as well as organize volunteers for the concessions management during swim meets. They are also in charge of recording any volunteer hours for concessions to be handed in to the team manager at the end of each event.

Timing Coordinator — The timing and floor coordinator is in charge of coordinating timers for home meets, and some possible away meets, as well as finding volunteers to bullpen at home meets. They are also the head timer and in charge of backing up timing if an issue arises. If there is a technical issue with stopwatches, plungers, or touch pads, they are to report to the administrative officials. They are also in charge of recording any volunteer hours for timing and bullpen to be handed in to the team manager at the end of each event.

Officials Coordinator— The officials coordinator will be the in charge of organizing officials for each swim meet. Meet officials are Y certified to officiate YMCA sanctioned swim meets. Officials can be Level 1 or Level 2. We need at least two level 2 certified officials (three is preferred) and at least three (or more) Level 1 certified officials for each home meet and may be asked to officiate at away duel, District, and/or State meets. They are also in charge of recording any volunteer hours for officials to be handed in to the team manager at the end of each event.

Administrative Officials — The Administrative Officials consist of a team of 2-3 volunteers to set up the meet line up in the computer with the selected software, touch pads, plungers, and prints meet sheets, announces events, and submits final times to coaches. They are also in charge of recording any volunteer hours for the table to be handed in to the team manager at the end of each event.

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Competition Levels and Practice Expectations

Team: A child must be at least five years old to participate in practice and meets. This is a program for those who are able to swim one length of front crawl with rotary breathing and one length of back crawl. Swimmers must be between 5-20 years of age for the Team level. The ages for levels are determined as of December 1, 2018. These "A-E" levels will swim against other YMCA swimmers in their own age and gender group. Oneonta Family YMCA swimmers are encouraged to participate in all dual meets, as it encourages Team spirit.

Level	Ages
E Team	8 & under
D Team	9 & 10 yrs old
C Team	11 & 12 yrs old
B Team	13 & 14 yrs old
A Team	15 & older

Orcas are required to be members of the Oneonta Family YMCA in good standing.

Please make sure registration forms and payments are made in a timely manner.

Please arrive on time for practice!

All swimmers will be required to wear a one piece bathing suit in any color to practice. When the team swims in any meet our team color is black.

Racing caps are recommended for all swimmers to keep hair out of their face and away from their neck as well as aid in decreasing resistance in the water.

Goggles and swim caps are *strongly* recommended.

Swimmers are also encouraged to bring a water bottle to all practices and meets for proper hydration.

Practice Expectation:

The code of conduct will be in place at all times during practices and meets. We expect that all swimmers try their best, demonstrate good sportsmanship, be kind to their fellow teammates, and show up on time.

At any time, if the coaching staff has a safety issue, we will address it immediately with the swimmer(s) and their parents.

A/B/C Swimmers are expected to attend at least three practices per week, and D/E two practices.

Practice times and days may change slightly due to the size of the team.

The first day of the regular season is Monday September 24, 2018

Please see practice schedule for your child's practice time and group.

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Registration Forms and Waivers

Forms:

Children will not be permitted in the water without completion of registration and waiver forms and a payment plan in place. A parent's permission letter and doctor's permission letter must accompany any medication administered during practices and/or meets, prescription or nonprescription.
All medications will need to be managed by your child.

Swim team application form

Adult/Child Release of Liability

Code of Conduct Contract

Health and Safety:

Your child's health and safety are critical to us. All staff are first aid and CPR certified. A life-guard will be on duty at all times during practices and during swim meets. The YMCA uses Fox Hospital in Oneonta for emergency room services, if necessary. Children who are ill will not be permitted to stay at the pool and a parent or guardian will be called to pick them up.

*The YMCA has a safety policy that all children **under the age of 11** must be accompanied by a parent/guardian at the beginning and end of their programming. If the parent/guardian is late picking up the child then they will remain in the program area until parents arrive.

Weather Related Cancellations:

Orcas practice runs unless the City announces a Snow Emergency or the YMCA closes. Please call the Y after 4:00 pm if you have questions about cancellations.

Communication:

*Important information will be posted outside the pool area on the bulletin board, as well as Facebook, Instagram, Twitter, and e-mail.

Make sure you stop by and read the posted information before or after practices.

Sign up sheets for parent volunteers will be sent through email, for home and away meets, as well as fundraising information.

Please make sure we have an active e-mail on file for each family.

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Payment Plans:

Five-Installment Team Payments (As shown below)

All fees due by the 15th of each month via bank withdrawal

NOTE: If paying in full, payment is due by October 15, 2018

Full Season Total Payment	October 2018		November 2018		December 2018		January 2019		February 2019	
	1st Child	Sibling	1st Child	Sibling	1st Child	Sibling	1st Child	Sibling	1st Child	Sibling
E & D Team \$423.00	\$84.60	\$77.20 (\$386)	\$84.60	\$77.20	\$84.60	\$77.20	\$84.60	\$77.20	\$84.60	\$77.20
C, B & A Team \$465.00	\$93.00	\$84.60 (\$423)	\$93.00	\$84.60	\$93.00	\$84.60	\$93.00	\$84.60	\$93.00	\$84.60

Late Joiner Plan/Fall Sports Participant: Four (4) Installments

Late Joiner Total Payment	October 2018		November 2018		December 2018		January 2019		February 2019	
	1st Child	Sibling	1st Child	Sibling	1st Child	Sibling	1st Child	Sibling	1st Child	Sibling
E & D Team \$338.40	N/A	N/A	\$84.60	\$77.20 (\$308.80)	\$84.60	\$77.20	\$84.60	\$77.20	\$84.60	\$77.20
C, B & A Team \$372.00	N/A	N/A	\$93.00	\$84.60 (\$338.40)	\$93.00	\$84.60	\$93.00	\$84.60	\$93.00	\$84.60

High School Boys Varsity Swim Team Participants: Total Payment due is \$260.00.

We have a **"NO PAY, NO PLAY" POLICY** and it will be strictly adhered to.

If your child is out for an extended period of time (a month or more), due to injury, illness, or other circumstances, it is **your responsibility** to talk to the Member Services about stopping your payment plan. A doctor's not must be accompanied by request for any credit to account.

Financial Assistance: Our hope is that every child who desires to be a member of the Y swim team has that opportunity. Scholarship assistance is available and awarded based upon need and availability of funds.

Please obtain a Scholarship Application at Member Services and hand in the completed form before the start of the season!*

***Applications are due by October 1st to apply for financial assistance.**

Applications will NOT be accepted after this date.

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Meets:

Meets are held on Saturdays and some Sundays. Meet transportation is the responsibility of each individual family. If your child does not plan to attend the meet, please notify the coaches. It takes time to prepare a meet line-up. Failure to inform the coaches of a swimmer not attending means changing the line-up.

Please inform coaches the Monday before the scheduled meets if your child will be attending the meet.

Any swimmer that does not attend AT LEAST four practices within two weeks prior to a swim meet will NOT be allowed to compete in that meet unless approved by the Head Coach and/or Team Manager.

All Swimmers are required to swim in at least 3 dual meets!

If you have special circumstances that prevent you from attending a meet please speak directly to the coaches!

You are on the Team to support each other at meets!

Meet Places & Times:

Home meets are held at Sidney Pool.

The Orcas are part of the Central New York Swim District and we compete against the following teams:

- Auburn
- Cortland
- Fulton
- Norwich
- Oneida
- Skaneateles
- Watertown

Meet Scoring: Each age and gender group is competing against those of the other teams.

Scoring is as follows:

Individual	Relays
1 st place- 5 points	1 st place- 7 points
2 nd place- 3 points	(no other places are scored)
3 rd place- 1 point	

District Swim Meet:

The 2019 District Swim Meet will take place February 2-3 by Fulton. All swimmers from the CNY league attend. There are no qualifying times for this meet. This is an all day meet with swimmers waiting nearby between their events. It is a good idea for the swimmers to have healthy snacks, extra towels, a sleeping bag or blanket, and a quiet game or book. All transportation costs and meet/event fees are the responsibility of each individual family.

States:

The 2019 State Swim Meet will take place March 15-17 in Long Island at the Nassau County Aquatic Center. Swimmers must meet a qualifying time at a regular dual meet during the season or at Districts to be eligible to compete in States. All transportation costs and meet/event fees are the responsibility of each individual family.

Nationals:

The YMCA Short Course National Swimming Championship 2019 will take place April 1-5 in Greensboro, North Carolina

Details regarding meets will be communicated by the Team Manager as soon as it is received