

YMCA CAPE COD MAKOS TEAM HANDBOOK



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INTRODUCTION

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The purpose of this handbook is three-fold: to explain to new members just what the YMCA Cape Cod Mako Swim Team (CCYM) is, to outline various policies that affect all swimmers year after year, and to serve as a comprehensive resource for the competitive swimmer and their families. All families should read it so that they may become familiar with important facts and rules of the team.

GENERAL DESCRIPTION AND OBJECTIVE

The YMCA Cape Cod Mako Swim Team, founded in 1990, is known as a first-class, year-round swim program. We offer a guided competitive program for swimmers age 6 to 22. Abilities range from the beginning swimmer to the most competitive and skilled swimmer.

When a young person becomes a member of the Mako Swim Team he/she learns the values of sportsmanship and teamwork. Swimming, through the Mako Swim Team provides physical, emotional and intellectual skills that will last a lifetime.

The mission of the Mako Swim Team, through the use of the four YMCA character values of respect, responsibility, caring and honesty is: To develop the character traits, technical skills and intense desire necessary for maximum realization of each individual's potential.

TEAM PHILOSOPHY

The team philosophy is encompassed in the words COURAGE, PERSEVERANCE, and EXCELLENCE.

COURAGE is the willingness to accept risk(s) and endure failings. Courage does not exist unless there is a situation that presents the opportunity for success. We encourage our athletes to embrace these opportunities and not fear the outcome.

PERSEVERANCE is the backbone of success in any endeavor in life. One cannot succeed at the highest levels without enduring some setbacks. These difficult times can create a lack of faith, low self-esteem, and an obvious drop in enthusiasm. Perseverance is the quality that transcends these difficult times. It allows the individual to find the true strength of their character.

EXCELLENCE is superior performance resulting from quality preparation. Excellence is more than just trying one's best. Rather, excellence is setting goals and achieving them.

The Mako Swim Team believes that COURAGE, PERSEVERANCE, and EXCELLENCE developed by swimming will prepare the individual for the challenges they will face in life.

WHY SWIM?

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The YMCA and USA Swimming age group swimming programs are America's largest programs of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits.

Physical Development

Many physicians and pediatricians consider swimming the ideal activity for developing muscular and skeletal growth. Why do doctors like it so much?

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Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swimming teams use every precious minute of practice time developing fitness and teaching skills.

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Swimming does a better job in proportional muscular development by using all the bodies major muscle groups. No other sport does this as well.

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Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.

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Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.

Swimming is the most injury-free of all children's sports.

Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Masters Swimming programs are still training and racing well into their 80's.

Intellectual Competence

In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally their accomplishments in learning and using new skills contribute to a stronger self-image.

1. Swimming is an outstanding activity for young people.
2. Swimming promotes fitness and teaches a child to strive for physical achievement. Many super-stars in other sports started out as swimmers and gained strength and coordination that helped them to excel.
3. Swimming is an exciting individual and team sport.
4. Swimming is a technical and specialized activity involving extensive skill development.
5. Swimming is a healthy "lifetime" activity. Participants may be 1 or 101 years old.
6. Swimming is relatively injury free in comparison to other youth sports.
7. Swimming teaches the life lessons of sport and sportsmanship which include learning to deal with winning and losing, as well as working with officials, teammates and coaches.
8. Swimming motivates participants to strive for self-improvement and teaches goal orientation.
9. Swimming cultivates a positive mental attitude and high self-esteem.
10. Swimming can prevent drowning.

Did you know?

Drowning is a leading killer of American children.

In ethnic communities, drowning rates are nearly three times the national average.

More than 30% of kids are at risk for obesity-related illnesses. Swimming is a cure.

While winning is nice, while setting a record, getting a best time, or making a qualifying time feels good, we hope that our young athletes learn more than it is great to swim fast. Nowhere in human history or theology do we learn that the ability to swim fast holds a very high priority in the grand scheme of the universe. From a practical standpoint, over-emphasis on speed, times and achievements will eventually end in frustration. No matter how fast a young athlete swims, there will probably be another swimmer in the next town, state, or country, swimming faster, if not now, then next month. So as coaches and parents, ask yourselves:

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Did the child learn to swim with more skill this past season so he or she is both stronger and safer in the water?

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Did the child learn to exhibit initiative, wanting to come to the pool and do the practice without having to be constantly pushed or prodded by parents and coaches?

Did the child learn something about unselfishness, sacrificing his or her personal wants for the good of others or the team?

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Did the child benefit from the competitive experience, learning how to handle winning and losing in our competitive society?

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Did the child learn more patience in overcoming obstacles, setbacks and problems?

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Did the child learn empathy?

In a few years, the medals and ribbons will be laid aside and best times will be a hazy memory. The friendships that will develop and the life skills learned will carry on for a lifetime.

HISTORY

The Mako Swim Team (CCYM) was founded in the mid 1980's as a developmental swim program. In 1990, under the direction of head coach Mr. Bill Molloy, the team joined the South Eastern New England Cluster of YMCA (SENECY) Swim League. While the team's purpose at that time was still to provide a developmental youth swim team, a more organized approach had begun. Since 1997, the team has expanded its goals to include establishing a more comprehensive competitive youth program for our community. CCYM has not only become recognized regionally, but has also stepped up into the national level by virtue of its YMCA National Championship Qualifiers.

COACHING STAFF

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. The YMCA Cape Cod Mako Swim Team staff consists of professionally trained coaches. They, as member coaches in the American Swimming Coaches Association, have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. Certified coaches in YMCA and U.S. Swimming programs possess training and experience in the physiology and psychology of adolescent development. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time. To read more about our coaches visit, <http://ymcacapecodmakos.com>. The coaches e-mail addresses are also available on the Web site.

The coaches job is to supervise the entire competitive swim program. The Mako Swim Team coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself-to be the best you can be. Therefore, the coaches must be in total control in matters affecting training and competition.

1. The coaches are responsible for placing youngsters in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/ she will be placed in a more challenging training group by the coach.
2. Sole responsibility for stroke instruction and the training regimen rests with the Mako Swim Team coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
3. The coaching staff will make the final decision concerning which meets Mako Swim Team swimmers may attend. The coaching staff also makes the final decision concerning events into which a swimmer is entered.
4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmers performance. (It is the parent's job to offer love, support, and understanding regardless of their youngster's performance)
5. The building of a relay team is the sole responsibility of the coaching staff.
6. The coaching staff and Parent Support Committee also work to build team camaraderie among all levels of swimmers. Many long lasting friendships have been formed among swimmers in our program.
7. The coaching staff is constantly updating and improving the Mako Swim Team program. It is the swimmers and parents responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

YMCA TEAM LEVELS

The YMCA Cape Cod Mako Swim Team uses a progressive age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced to the training program. In this respect, too much too soon is more often the cause of failure to achieve maximum potential in senior swimming than in the reverse situation.

In addition to emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers who are compatible in respect to abilities, commitment

levels and goals. Unfortunately, this is not always the most convenient approach to take, but it is always the most productive.

At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long-term goal of total excellence is always in mind. As each child is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making team assignments based on a swimmer's physical, mental, and emotional level of development.

National Team

Senior Team

Junior Team

Age Group Team

Novice Team

National Team

The national team consists of those competitors who have demonstrated a skill level commensurate with that needed to compete at the YMCA National Championship, USA National Championship, or Olympic Trial levels.

Senior Team

The senior team consists of swimmers that exhibit a high level of swimming and workout ability. These swimmers are expected to be mature, dedicated, responsible, and dependable. As our more advanced swimmers increase their commitment to swimming, we insist that they maintain a good academic standing.

Junior Team

Junior swimmers are well versed in technique and strategy. They are also a full-fledged training group. The goal of this program is to have a skill level commensurate with USA Regional Championship and YMCA New England time standards, as well as other time standards based upon USA Swimming progression for athlete development. Workouts for the Junior Team are offered five days a week and usually last 1 & 1.5 hours each day.

Age Group Team

These swimmers have started to exhibit good swimming skills. They spend their time equally between stroke technique and training skills and processes. These swimmers are offered practices five days a week where workouts are one hour.

Novice Team

This is a beginning competitive group with a major emphasis on stroke technique. This group

will be introduced to a few low-level competitions. The Novice team is offered in two groups 7 each meeting three times a week. One group will meet Monday, Wednesday, Friday and the other Tuesday, Thursday, Friday for 45-60 minutes per day.

USA SWIMMING

Swimmers who join the Mako Swim Team (CCYM) also have the opportunity to participate in USA Swimming. The following information is reprinted from *A Tradition of Excellence* by USA Swimming. USA Swimming is the National Governing Body for amateur competitive swimming in the United States. At its headquarters office, located at the Olympic Training Center in Colorado Springs, Colorado, USA Swimming staff interact with 59 Local Swimming Committees (LSC-s), athletes, coaches and volunteers at all levels to provide a variety of services to 220,000 registered athletes, 20,000 non-athletes and 2,500 swim teams.

USA Swimming was conceived in 1978 with the passage of the Amateur Sports Act, which decreed that all Olympic sports would be administered independently. Prior to this Act, USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. USA Swimming headquarters were moved to Colorado Springs in 1981.

Today, with its headquarters at the Olympic Training Center in Colorado Springs, Colorado, U.S. Swimming is a Group A member of the United States Olympic Committee. Independent and a model for all amateur sport national governing bodies, U.S. Swimming is in the vanguard of the Olympic movement around the world.

As the National Governing Body for the sport, USA Swimming is charged with the responsibility to formulate rules, conduct national championships, disseminate safety and sports medicine information, select competitors to represent this country in international competition, insure the development of its member teams and age group swimmers.

USA Swimming hosts three major swimming meets each year--the Phillips 66/USA Swimming Spring and Summer National Championships, and the US Open, sponsored by Speedo America.

Sixty-six percent (66%) of the revenues of the USA Swimming budget come from registration dues from athletes and membership fees from non-athletes and teams. Without the support of its membership, USA Swimming could not offer quality programs to its members. The remaining revenues are generated through corporate sponsorship, United States Olympic Committee development funds, event income, publications and promotional merchandise.

Year-round athletes pay an annual registration fee. Registration and/or renewal of membership is currently done during September-October. Athletes receive a membership card and have both liability and secondary medical insurance coverage.

CCYM is a team member of USA Swimming by paying the national fee, currently \$175.00. Membership benefits include USA Swimming Rules and Regulations, membership certificate and certificate of insurance. Teams joining USA Swimming have liability insurance coverage for approved insured activities.

USA Swimming is the ruling body of sanctioned swimming meets in the United States. USA Swimming meets are designed to protect the swimmer, provide fair and equitable conditions of competition, and promote uniformity in the sport so that no swimmer shall obtain an unfair advantage over another.

The International Center of Aquatic Research, dedicated in 1988, provides the opportunity for state-of-the-art research and testing in the sport. The information gained through this facility, which includes a swimming treadmill, will be applied to improving swimming performances.

Obviously, the ·wet· side of the sport receives a tremendous amount of money and attention, but the ·dry· side of the sport receives considerable study as well.

Coaches and athletes education play an important role in USA Swimming. Programs such as the successful Coaches College, presenting the most current coaching and scientific literature, assist coaches in their efforts to provide optimal training conditions for their athletes.

USA Swimming National Headquarters strives to educate and inform its membership through continued communication. Once a year USA Swimming publishes an updated version of the USA Swimming Rules and Regulations, the final word in technical swimming rules. Splash is a bi-monthly publication providing current and timely information of interest to all USA Swimming members. Lanelines, the USA Swimming coaches newsletter, is also included in Splash.

The USA Swimming Headquarters provides a variety of services and programs for its membership. Some of the additional services provided by USA Swimming are fund-raising activities, sports medicine programs, video resources and general information about swimming related activities. USA Swimming staff are available to assist in answering questions or providing additional information about USA Swimming. For information or assistance, contact:

USA Swimming National Headquarters
 One Olympic Plaza
 Colorado Springs, CO 80909-5770
 (719) 578-457

TRAINING SESSIONS

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the classes of swimmers. Training schedules are designed to provide only slightly more time than is required for a swimmer to accomplish this. Therefore it is important that each swimmer attend as many practices as possible in order to derive the full benefits of the program. Pool availability is our most limiting factor. Don't waste it.

* Please reference the team Web site and bulletin board for most updated practice schedule. All Group swim times are subject to change.

Typical Winter (Short Course) Season

September-March

Typical Summer (Long Course Season)

April-August

Novice

Monday, Wednesday, Friday 5:45-6:45 PM M-T-TH-F 5:30-6:30 PM Dryland

Tuesday, Thursday, Friday 5:45-6:45 PM Monday-Friday 6:45-8:45 PM Swim

Minimum 2 days/week Tuesday/Thursday 5:30-6:30 AM Swim (optional)

Minimum 4 days/week plus dryland

Age Group Team

Monday-Friday 6:45-7:45 PM Swim Senior/National Team

Minimum 3 days/week M-T-TH-F 5:30-6:30 PM Dryland

Monday-Friday 6:45-8:45 PM Swim

Junior Team

M-W-F 5:30-6:30 PM Dryland

Monday-Friday 6:30-8:30 PM Swim

Tuesday/Thursday 5:30-7:00 AM Swim (optional)

Senior/National Team

M-W-F 5:30-6:30 PM Dryland

Monday - Friday 6:30-8:30 PM Swim

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

1. Each training group has specific attendance requirements appropriate for the objectives of that group. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The team does, however, encourage younger swimmers to participate in other activities in addition to swimming. The expectation level of the coaches to attend practices increases as swimmers move to higher groups.
2. For the swimmer's protection, they should arrive on the YMCA grounds no earlier than 15 minutes prior to their workout time. They should also be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim five minutes prior to the start of their practice. PUNCTUALITY IS ESSENTIAL FOR PROPER WARM-UP TO PREVENT INJURY. Workouts cannot be adjusted to accommodate late swimmers without interruption to the entire group.
3. When a youngster is late for practice, it is our hope that the parents will send a note with the child explaining the reason for tardiness.
4. Arrive on time and plan to stay the entire practice. The last part of practice is very often the most important. Usually, there are announcements made at the beginning of each practice and it is very important that you and your child stay up to date on team information. In the event that your child needs to be dismissed early from practice, a note from the parent for each dismissal is required.
5. Occasionally, it may be necessary to change or cancel a practice. Parents and swimmers should check the bulletin board for updated information.
6. Swimmers are to enter the building at the lobby doors on the front of the building. They will then proceed to the Front Desk to sign in and give their membership card to the desk attendant. After doing so, they should proceed to the locker rooms to change. After changing, all swimmers must shower before entering the pool area.
7. While on YMCA grounds, the swimmers are the responsibility of the coaching staff.
 - A. During practice sessions, swimmers are never to leave the pool area without coaches permission.
 - B. Both swimmers and parents have an obligation to act as guests while on YMCA property. Every member of the team needs to do everything possible to respect this privilege. Any damages to YMCA property may result in financial liability for the swimmer's parents. Any damage may also result in the swimmer being asked to leave the team permanently.
8. PARENTS ARE NOT ALLOWED ON THE POOL DECK DURING PRACTICE UNLESS IT IS AN EMERGENCY.

9. Parents are allowed to observe practice from the pool lobby. Please be considerate and keep conversations at a low volume level. Do not try to communicate with any swimmer from the observation area. This is not only distracting to the swimmer, but can also be distracting to the entire team as well as the coach.

ILLNESS AND INJURY

Parents and swimmers are responsible for communicating with the coaching staff if your child is injured or ill. If your swimmer will be out of the water over a long period of time with an injury or illness, please notify the Mako Swim Team office (508-362-6500 ext. 109) so the coaching staff is aware of the problem.

SWIMMERS TRAINING RESPONSIBILITIES

As a swimmer's level of swimming ability increases so does his/her responsibility. The program is designed to encourage all swimmers to be Senior Swimming bound. As swimmers improve, this is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

Swimmers will be required to bring specified training accessories (i.e., goggles, water bottles, etc.) to workouts. It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as excuse to miss part of a training session.

PARENTS...

YOUR ATHLETE NEEDS YOU

To have a successful program there must be understanding and cooperation among parents, swimmers, and coaches. The progress your youngster makes depends to a great extent on this triangular relationship. It is with this in mind that we ask you to consider this section as you join the Mako Swim Team and reacquaint yourself with this section if you are a returning Mako Swim Team parent.

You have done a great deal to raise your child. You create the environment in which they are growing up. Your child is a product of your values, the structure you have provided, and the model you have been. Human nature, however, is such that a parent loses some of his/her ability to remain detached and objective in matters concerning his/hers children's athletics. The following guidelines will help you keep your child's development in the proper perspective and help your child reach his/her full potential as an athlete.

We want your swimmer to relate to his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and oftentimes insurmountable, confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint, please contact your swimmer's coach. Please speak with coaches at an arranged time convenient to both parties. *Please Note: If a parent has a question or concern about a final time posted by a meet director or disqualification by an official you are not allowed to argue the call with either. Instead, please bring the problem to a Makos coach. If the coach believes the time or call was wrong they can bring the protest to the appropriate official. Please do not approach officials at meets with any questions.

Best kind of parent: The coaches job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply the love, recognition, and encouragement necessary to make the child work harder in practice, which in turn gives him/her the confidence to perform well in competition.

Ten and Unders: Ten and Unders are the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmer alike! Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins Mako Swim Team, there may be a brief period in which he/she appears to slow down. This is a result of the added concentration on stroke technique, but this will soon lead too much faster swims for the individual.

Even the very best swimmer will have meets where they do not do their best times. These ·plateaus· are a normal part of swimming. Over the course of a season times should improve. Please be supportive of these ·poor· meets.

Often times, as swimmers age-up to the next competitive age group, they can be overwhelmed by the increase in competition. This is a normal reaction as swimmers move from the upper range of one age group to the lower age group of the next age group.

Parents should also recognize that the older swimmers may have only two or three meets a year for which they will be properly rested and tapered for peak performance.

Parents should contribute to the education of proper nutrition and eating habits (see the section on nutrition in this handbook). Physiologists have found that female swimmers should be

PARENT'S RESPONSIBILITIES

Please make every effort to have your swimmers at practice on time. Realize that your child is working hard and give all the support you can. Encourage good diet and sleeping habits. They will serve your children well.

1. The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent. In this handbook is a reprint of an article called, 'The Ten Commandments for Parents of Athletic Children'. It offers some very useful and sound advice on communicating with your swimmer.
2. In Appendix A located at the end of this book there is a copy of the Terms and Conditions for Participation in the Mako Swim Team that you signed when you registered with the Team. Please familiarize yourself with these items.
3. The YMCA Cape Cod Mako Swim Team has a reputation in the SENECA league of hosting swim meets of the highest caliber. A percentage of our operating budget is generated from the Team hosting at least three swim meets each year. One of the commitments made when you joined the Mako Swim Team was to help work our own swim meets. We expect that you will volunteer your time during our home and away meets when necessary. At certain Championship meets (YMCA and USA) we will be asked to supply a certain number of parents to time races.
4. The following is a transportation policy that is in effect for all functions related to the team: It is hereby the stated policy of the YMCA Cape Cod and until either revoked or restated, that transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a team function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by the YMCA Cape Cod as a purely private agreement between the parties involved and that neither the YMCA Cape Cod, the Mako Swim Team, nor the Mako Parent Committee, separately or as a group, except for the parties directly involved can be or will be considered as a party to such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved.

COMMUNICATION

EMAIL Most information will be disseminated via direct e-mail to participating members. This is not the only, but primary, way of communicating current information and team changes to parents and swimmers. Please confirm we have your current e-mail address upon registration and/or in the event you address needs updating.

MAKO Team Web site- Checking the team Web site daily is the best way to stay up to date on team news. Anything you need to know about Makos can be found at

<http://ymcacapecodmakos.com> Please use this resource as much as possible. We do our best to update important information as needed.

Mako Folders - Most written communication, such as invoices, meet fees, ribbons, etc., will be put in a file folder with your swimmers name on it. File folders can be found in the pool lobby. It is the swimmer's responsibility to check their folder daily.

Voice Messaging - The team has a voice messaging number (508-362-6500 ext. 109). The coaching staff requests that each swimmer or parent notify the coach ahead of time if they will not be at practice/meet either through direct communication or by leaving a message with the office.

Bulletin Boards - The bulletin boards at the pool provide meet information in detail and entry summaries for upcoming meets. It is the swimmer or parents responsibility to double check each meet entry after it is posted. Mistakes sometimes happen in meet entries, however, it is much easier to fix them prior to a meet than on the actual day of competition. Other upcoming event information can be found on the board.

When contacting the coaches, please be considerate. The best way to speak with the coaches is to contact the coach to set up an appointment convenient to both parties. Sending a note with your swimmer or an e-mail directly to the coach is a good way to get information to them. The e-mail addresses for the coaching staff are available on the team Web site.

PROBLEMS WITH THE COACH?

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often results in new problems being created.

Listed below are some guidelines for a parent raising issues with a coach:

1. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coaches goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group that can range in size from 20-200 members. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional

3. If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and procedures noted above. If the assistant coach cannot

satisfactorily resolve your concern, then ask that the head age group coach or head coach join the dialogue as a third party.

4. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

YMCA GIFT POLICY- The MAKO Swim Team Coaching staff cannot accept gifts from swimmers or parents. During the winter holiday season coaches are allowed to accept small consumable gifts only. Also, the coaching staff is allowed to accept team gifts at the end of the season banquet or during the holiday season. The coaching staff is never expecting gifts but we wanted to inform everyone of the YMCA's policy.

The Ten Commandments For Parents of Athletic Children

Reprinted from The Young Athlete by Bill Burgess

1. Make sure your child knows that - win or lose, scared or heroic - you love him/her, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic ability, his/hers competitive attitude, their sportsmanship, and their actual skill level.
3. Be helpful, but don't coach him/her on the way to the pool or on the way back, or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.
4. Teach them to enjoy the thrill of competition, to be out there trying, to be working to improve his/her swimming skills and attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun.
5. Try not to re-live your athletic life through your child in a way that creates pressure; you lost as well as won. You were frightened, you backed off at times, and you were not always heroic. Don't pressure your child because of your pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking, feeling, and sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his world turns bad. If he/she is comfortable with you - win or lose - he/she is on their way to maximum achievement and enjoyment.
6. Don't compete with the coach. If the coach becomes an authority figure, it will run from

enchantment to disenchantment, etc., with your athlete.

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7. Don't compare the skill, courage, or attitudes of your child with other members of the team.

8. Get to know the coach so that you can be assured that his/her philosophy; attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.

9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.

10. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches.

Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear of discomfort.

PARENT SUPPORT COMMITTEE

The Parent Support Committee oversees the administrative functions of the team. The Committee consists of nine parents elected for three-year terms. The elections for board positions are held annually in February (3 members are elected each year. See attached rules for specifics).

Mission Statement

The guiding mission statement of the Parent Support Committee, which all decisions are measured against, is:

With the main focus of the team always on the swimmer, the Parent Support Committee exists to ensure the continuation and excellence of the Mako Swim Team by:

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Providing necessary business functions

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Assisting and supporting the coaching staff

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Communicating

.

Communicating Committee Job Responsibilities

Each Committee member is assigned a specific area of responsibility. Following are the board positions and their general areas of responsibility:

President Responsible for:

Conducting meetings and calling special meetings

Counseling: Coaches, Committee members and membership

Facilitator

Coordinator
Appointing Committees
Delegating authority and responsibility
Holding elections
Maintaining staff
Committee membership/job descriptions

Vice President Responsible for:
Assisting with awards for banquet
Conducting of meetings in absence of President

Secretary Responsible for:
Maintaining business records
Team mailings
Recording minutes of meetings
Sending thank you notes
Writing necessary letters
Sending gifts/flowers
Maintaining historical records Press releases/publicity

Communication Responsible for:
Developing and maintaining handbook
Recruiting for try-outs
Maintaining contact with members
Team Website
Updating Bulletin Board

Social Director Responsible for:
Functions
Banquets (coordinates with team recognition/VP)

Meet Director
Assigning and assisting swim meet directors
Intra-squad meets (B&W meet)
Swim meet awards (coordinates with team recognition)
Serves as Meet Director
Oversees set-up & break-down of home meets

Team Recognition

Responsible for:

CCYM caps

Clothing: Shirts, Sweats, and Jackets

Team Paraphernalia

Team Awards

Team Apparel sizing and try-on nights

Team pictures

Team records

Banners

Volunteer Coordinator

Responsible for:

Proper distribution of assignments among all families

Maintaining record of missed and completed volunteer assignments - if policy is instituted.

Notifying Head Coach and Board President of missed assignments

Working with Head Coach, President, and families on alternative volunteer assignments

Snack Bar and meet volunteers

Registration Coordinator

Responsible for:

Distribution and collection of all registration/contract forms to new swimmers

Maintenance of all registration files

USA swimming registrations

Insuring all swimmers are current annual YMCA members

Assist in tracking of specific payments

Fund raising Coordinator

Responsible for:

Coordinator Swim-a-thon or fund raising activity for year

Other fund raising - as approved by YMCA

USA Liaison

Responsible for:

Coordinating USA meets for upcoming season - SC and LC.

Help coaching staff with details of USA component of program

Keep current on USA rules, changes, updates, etc.

Assist with season USA registration

FEE STRUCTURE

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Team fees

The current team fee requirements are:

- a. Swimmer must be an annual YMCA member in good standing with all registration fees, fund-raising obligations, and all meet entry fees current. Current fee information is available at the beginning of the season or upon request.
- b. The commitment to the Mako Swim Team is for a season of swimming. However, The Mako Swim Team dues are payable in installments per season. The dues are based on ten and a half months of swimming, (September through March (short course) and April through August(long course)).

Entry fees

At the beginning of the season you will receive a meet calendar for the remainder of the season. You will be billed separately for each upcoming meet in which your swimmer's training group is participating in. The entry fee bill will usually be due four days after the billing has been distributed. Typically, you can expect to be charged \$3.50-\$15.00 per swim depending on the meet entered. In most meets, swimmers can swim three to five events per day. The Mako Swim Team will then write the host team a check for all the entry fees collected for the swimmers on our team. These checks will often run over five hundred dollars for a large meet. There is no fee to participate in regular season dual meets. Meet fees will be due prior to competing in the meet.

Characteristic of any business, CCYM expenses begin the first day of every month. A positive cash flow is required to assure billing requirements and various other expenditures. It is, therefore, imperative for all CCYM parents to pay their swimmer's fees by the required date, just as you do your credit card, mortgage or utility payments. If fees are not current, your swimmer will not be allowed to participate in practice.

It is the responsibility of the member to notify the coach of intention to terminate, or cancel a team membership. Failure to notify the coach may cause a member to be unnecessarily billed for fees. If a member quits the program or is dropped from the program because of overdue bills, overdue and current account balances are immediately payable in full.

If you have any questions about any billing you may have received, please contact the head coach immediately at
508-362-6500 x109.

TEAM UNIFORM

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The team colors are navy and white. One of the two required items to wear in any meet is a team swim cap. This cap is dark blue in color with CCYM SWIMMING on it. The reason for this requirement is that each coach is responsible for many swimmers at each meet and as the MAKO cap is a unique design, it is easily spotted by both coaches and parents alike. This cap is available from specified members of the team. Most swimmers should have at least two for each meet.

The team suit is a navy-racing suit with a screened CCYM logo. All team members must wear a team racing suit at all YMCA dual and specialty meets. The first team suit will be ordered through the team. Please speak to the committees Apparel Coordinator for more ordering instructions. Alternate racing suits may be worn at USA Swimming meets or YMCA Championship meets. Wearing a team cap is always mandatory at meets.

Optional items are available for order during certain times in the season. The Apparel Coordinator and committee will make team members aware of other items that can be ordered through the team. All swimmers will receive a team cap and team T-Shirt at the Blue & White meet in October as long as the Parent Activity Fee (\$90) has been paid.

Examples of other team apparel offered:

Sweat Tops

Sweat Bottoms

Team Jackets

Bag

MAKO T-shirts

Junior and Senior swimmers are required to wear MAKO T-shirts and/or sweats at swim meets. It is highly recommended that each swimmer's name be placed inconspicuously on all pieces of the team uniform. This will assist us in returning any lost items to their owner.

COMPETITIVE STROKES

The four competitive strokes are (1) freestyle, (2) backstroke, (3) breaststroke, and (4) butterfly. In most meets, events are held in all of the competitive strokes at varying distances depending on the age group of the swimmer. In addition, there is a combination of the strokes swum by one swimmer called the individual medley (IM). Other swimming events include relays, which are a group of four swimmers who either swim all freestyle (freestyle relay) or each swim one of the competitive strokes in the order of backstroke, breaststroke, butterfly and freestyle (medley relay).

SWIM SEASONS

The swim year is divided into two seasons. The winter, or short course, season runs from mid-September to late March. The meets are held in a 25-yard pool. The summer, or long course,

season runs from mid-April to mid-August. Meets are generally held in 50-meter pools (Olympic size).

COMPETITION...and the winner is...

The YMCA Cape Cod Mako Swim Team staff does not see the first place person as the only winner. We'd rather look to see who behaves like a winner. There are certain characteristics of a winner, and every swimmer, no matter where they place, has the opportunity to emulate those characteristics: concentration, listening skills, and working toward goals.

Sports are not an end in itself, but a vehicle we use to teach children life skills and how to reach their potential. We use sport as organized play to demonstrate and measure one's abilities. Seen in that light, winning without learning is not the Mako Swim Team's desired intention. In competition, the important measure is not who collected the most medals, or even who improved the most seconds. The real critical measure is who learned the most from the competitive experience.

Swimmers quickly forget the medals, records, and other material benefits. They will, however, remember the development of interpersonal skills, discipline, listening skills, time management, goal setting, and enhanced self- image. These are the things that make the swimmer a more successful person with a better chance of living a life closer to their peak potential, and to contribute to the world they live in.

LEVELS OF ACHIEVEMENT

There are seven different age group classifications recognized by United State Swimming (the governing body of the sport): 8-Under, 9-10, 11-12, 13-14, 15-16, 17-18, and Senior. The senior classification includes any age-registered swimmer who has achieved the prescribed qualifying time for the event. Not all age group classifications are offered at every swim meet. The swimmers age on the first day of a meet will govern the swimmers age for the entire meet.

Within each age group there are different nationally recognized levels of achievement based on times. All swimmers begin as ·C· swimmers. As they improve, they advance from ·C·, to ·BB·, ·B·, ·A·, ·AA·, ·AAA·, and ultimately ·AAAA·. USA Swimming publishes the times required for each ability level each year. This permits fair, yet challenging, competition on all levels.

In some cases, a swimmer may be in a different class in each stroke. An example: a ·C· breaststroke time, a ·B· freestyle time, and an ·AA· backstroke time.

Some swim meets set certain qualification standards. In order to swim in a certain classification, a swimmer must have achieved the qualifying time for that particular classification.

1. Dual Meets- The YMCA Cape Cod Mako Swim Team will compete with one other team in a dual meet. These meets help promote team unity, but usually limit the number of events a swimmer may enter. Dual meets are mandatory for all swimmers.
2. Developmental Meets-These meets generally do not have any qualification time standards. Most of the time these meets offer each one of the competitive strokes in the two distances offered for each group. Each swimmer is usually allowed to enter from 3-5 events per day.
3. Qualification Meets-These meets have some type of qualification time standard(s) that a swimmer must meet in order to enter the meet (USA Regionals, Age Group, and Senior Championships as well as YMCA New England Championships).
4. YMCA Swimming sanctions SENEY League Championships-At the end of each short course (winter) a South Eastern New England YMCA (SENEY) League Championship meet.
5. Zone Championships - After the regional championships are held a swimmer may qualify to participate in the Eastern Zone Championships by swimming a national ·AAA· time. This is an all-star meet where swimmers compete as a member of the New England Zone team competing against other states from the East
6. YMCA, Swimming National Championships-One of the highest levels of achievement MAKO swimmers strive for is the participation in the YMCA National Championships. YMCA Swimming sponsors a spring and summer National meet. MAKO swimmers meeting qualifying time standards for this meet travel to different locations throughout the eastern half of the United States to compete against the best YMCA swimmers in the nation.
7. Phillips 66/USA Swimming National Championships (Senior Nationals)-Other than the Olympic Trials and the World Championships, each of which is held every four years, the highest level of competition for our senior swimmers is the USA Swimming National Championships. As with the YMCA Nationals, A MAKO swimmer meeting the national qualifying time standards travel to various cities throughout the U.S. to compete against America's best swimmers. Swimmers can qualify for national teams that represent the U.S. in international competition by their performances at Senior Nationals.

MEET SCHEDULE

Each season's meet schedule is distributed at the outset of the season. It also will be posted on the Mako web site.

1. The meet schedule has been established with the expectation that swimmers will attend every meet available at their classification level. In other words, all YMCA swimmers must participate in all dual meets. All YMCA swimmers have the option to participate in other YMCA invitational meets. USA swimmers should participate in the meets recommended by their coaches. We do not

schedule a meet unless we feel it is important to participate. However, it is not mandatory to attend USA or YMCA invitational meets. One can also choose to enter only one day of a two or three day meet.

2. On average, we want all team members to compete once every three or four weeks. The meet schedule is established with this philosophy in mind. In some cases, meets of a similar classification (two dual meets) are scheduled as close as two weeks apart or as far as one month apart. This happens when the meets that the coaching staff chooses offer no other alternative.

3. The coaching staff reserves the right to make the final decision concerning meets MAKO Swim Team swimmers may attend.

4. Team Effort Meets-Team championship meets are either indicated on the meet schedule or talked about in the parent meetings. Since the coaching staff places the most emphasis on these meets, Mako swimmers who are qualified are highly encouraged to attend. The SENEKY League and YMCA New England Championships are always considered Team Effort Meets.

5. Dual Meets- Dual meets are competitions between our YMCA, and another YMCA in our League (SENEKY). These are also considered Team Effort Meets. Although they are not championship meets, they are essential for creating a team environment. All swimmers are needed (and required) to participate in these meets. All swimmers in these meets have the potential to earn valuable points for the Makos. The points earned by each swimmer are then tallied to determine the winner of the meet.

PHILOSOPHY OF COMPETITION

The Mako Swim Team engages in a multi-level competition program with YMCA and USA Swimming that, like our training program, attempts to provide challenging, yet success-oriented competitive situations for swimmers of all ages and abilities. The following policies outline our philosophy:

1. We emphasize competition with oneself. Winning ribbons, medals, or trophies is not our main goal. Even if the swimmer finishes first, but has swum poorly in comparison to his/her own past performances, he/she is encouraged to do better. The individual's improvement is our primary objective.

2. Sportsmanlike behavior is of equal importance of improved performance. All the coaches teach swimmers how to behave like a champion when the swimmers have both a ·good· and a ·bad· swim. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the Mako coaching staff.

3. A swimmer is praised for improving his/her stroke or time. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way.

4. Swimmers are taught to set realistic, yet challenging goals for meets and to relate those goals to practice to direct their training efforts.
5. Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmer's ·best· stroke changes as they mature and his/her body goes through physical changes.

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT SWIM MEETS... BUT, WERE AFRAID TO ASK

(Or didn't know what to ask):

Swim meets are a great family experience! They're a place where the whole family can spend time together. Listed below are some very in-depth guidelines geared to help swimmers and parents through your first couple of swim meets. It may seem a little overwhelming, but we tried to be as specific and as detailed as we possibly could.

What To Take To The Meet

1. Most important: Swim Suit and Mako Cap--and goggles (if your swimmer uses them).
2. Baby or talcum powder--To ·dust· the inside of swim cap. This helps preserve the cap and makes it easier to put on.
3. Towels-Realize your swimmer will be there awhile, so pack at least two.
4. Sweat suits: bring one. Each swimmer may want to bring two because they can get wet and soggy.
5. T-shirts: Two or three. Same reason as above.
6. For Younger Swimmers-Games: travel games, coloring books, books, anything to pass the time.
7. Food: Each swimmer is usually allowed to bring a small cooler. It is better to bring snacks. They usually have snack bars at the meet, but the lines are long and most of the time they only sell junk food. Suggestions for items to bring:
 - a. Drinks: Water, Hi-C, Fruit juice, Gatorade
 - b. Snacks: Granola bars, Fun fruits, yogurt, cereal, jello cubes, sandwiches. No Glass Containers Allowed on Any Pool Deck!
 - c. The Mako Swim Team sponsors a snack bar at all home meets which is known league-wide for its excellent food. Once you have attended one or two meets this will all become very routine? Please do not hesitate to ask any other Mako Swim Team parent for help or information!

These meets are a lot of fun for the swimmers! He/she gets to visit with his/her friends, play games, and meet kids from other teams. He/she also gets to ·race· and see how much he/she has improved from all the hard work he/she has put in at practice.

The pool area is usually very warm. Therefore, you need to make sure you dress appropriately. Nothing is worse than being hot at a swim meet. It makes the time pass very slowly! At some of the meets, the parents are allowed to sit with the swimmers at the blanket area. If you don't think that a gym floor is comfortable, feel free to bring folding chairs to sit on.

Before the Meet Starts

1. Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. This time will be listed in the meet information posted for all CCYM swimmers.
2. Upon arrival, find a place to put your swimmer's swim bags. The team usually sits in one place together, so look for some familiar faces.
3. Find the check-in place or a coach and either you or your swimmer will need to check them in.
4. Once checked in; write each event-number on your swimmer's hand in ink. This helps him/her remember what events he/she is swimming and what event number to listen for.
5. Your swimmer now gets his/her cap and goggles and reports to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. Swimmer's bodies are just like cars on a cold day-he/she needs to get the engine going and warmed-up before he/she can go all out.
6. After warm-up, your swimmer will go back to the area where his/her team is and sit there until the next event is called. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in. The meet will usually starts about 10-15 minutes after warm-ups are over.
7. According to USA Swimming rules (because of insurance purposes), parents are not allowed on deck during USA Swimming meets unless they are serving in an official capacity.
8. All questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.
9. Heat Sheets. With the exception of dual meets, heat sheets are usually available for sale in the lobby or concession area of the pool. Heat sheets generally sell for one to two dollars per day. It lists all swimmers in each event in order of seed time. When the team entry is sent in, each swimmer and his/her previous best time in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a ·no-time· or ·NT·. A ·no-time· swimmer will most likely swim in one of the first heats of the event.

Meet Starts

1. It is important for any swimmer to know what event numbers he/she is swimming (again, why they should have the numbers on their hand). He/she may swim right away after warm-up or they may have to wait awhile.
2. A swimmer's event number will be called over the loudspeaker or posted on the pool deck. He/she will be asked to report to the blocks or to the bullpen. Swimmers should report with

his/her cap and goggle. Generally, girl's events are odd-numbered and boy's events are even-numbered. Example: Event #26, 10-Under Boys, 50 freestyle.

3.

- a. During dual meets, a coach or parent volunteer will give a card to each of the swimmers swimming in an event. This card will tell each swimmer his/her heat and lane number. The swimmer must bring this card with them to the bullpen.
- b. The clerk will usually line up all the swimmers and take them down to the pool in correct order.
- c. Depending on the meet, either the people at the bullpen will give the card to the timers at the end of each lane or the people at the clerk will instruct the swimmers to hand their cards to the timers when it is their turn to swim. These cards are important because they tell the people running the meet who actually swam each event.
- d. Except for dual meets, you can expect at least 4-8 heats of each event.

4. The swimmer swims their race.

5. After each swim:

- a. He/she is to ask the timers (people behind the blocks at each lane) his/her time.
- b. He/she should go immediately to their coach. The coach will ask him/her their time and discuss the swim with each swimmer.
- c. Generally, the coach follows these guidelines when discussing swims:
 - i. Positive comments or praise
 - ii. Suggestions for improvement
 - iii. Positive comments

6. Things you, as a parent, can do after each swim:

- a. Tell him/her how great they did! The coaching staff will be sure to discuss stroke technique with them. You need to tell him/her how proud you are and what a great job he/she did.
- b. This is another good time to check out the bathrooms, get a drink or something light to eat.
- c. The swimmer then returns to the area where the team is sitting.
- d. The swimmer now waits until his/her next event is called and starts the procedure as above.

7. When a swimmer has completed all of his/her events he/she and their parents get to go home. Make sure, however, you, as a parent, check with the coach before leaving to make sure your swimmer is not included on a relay.

It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and he/she is not there. (The coaches speak from experience on this issue). In the case of dual meets, all swimmers are required to stay until the meet is over to help cheer swimmers in later events.

What Happens If Your Child Has a Disappointing Swim

If your child has a poor race and comes out of it feeling bad, talk about the good things. The first

thing you say is, 'Hey, that is not like you. You're usually a top swimmer.' Then you can go on and talk about the good things the child did. You never talk about the negative things.

If your child comes up to you and says, 'That was a bad race, don't tell me it wasn't,' there is nothing wrong with a swimmer negatively evaluating a race. The important thing is for the child not to dwell on it. You should move the swimmer on to something good. 'All right, you have had a bad race. How do you think you can do better next time?' Immediately start talking about the positive things.

VERY BASIC SWIMMING RULES

Starts

The swimmers are not allowed a false start. If they jump the start and the starter thinks they are trying to get an advantage (whether intentional or not-it does not matter), they will be taken out of the race.

Turns and finishes

1. Freestyle: feet have to touch the wall
2. Backstroke: swimmers have to be on their back when they touch the wall. After he/she touches, he/she can then turn around, but he/she must push off on their back. At the finish a swimmer must finish on his/her back. A swimmer may not roll over and grab the wall until they have first touched it.
3. Breaststroke and Butterfly:
 - A. Swimmers have to touch with both hands at the same time.
 - B. A swimmer may not freestyle kick off the wall in either breaststroke or butterfly.
 - C. When swimming butterfly, both arms must move at the same time.

CHAMPIONSHIP MEETS

Policy One of our team goals is to qualify as many swimmers as possible for the Championship meet(s). Whether attendance is REQUIRED or OPTIONAL, the Championship meet is a special experience and extremely important in the athletes development. As our season progresses, all of the swimmers get excited and motivated to go for a Championship cut. Unfortunately, some of the swimmers do not have the consistent practice habits nor the swimming meet experience to make the cut, yet, through and extremely psyched swim and a lot of desire, they do the time. Because they don't have the practices and meet experience, the swimmer will probably not repeat the time at the Championship meet. They really don't belong there.

As an Age Group swimmer, our swimmers learn they swim faster at the Championship meet than at any other time during the season. They are prepared for this; they are taught this; we practice this. If a young swimmer goes to the Championship meet and is not properly prepared, the experience is negative and can affect other championships later in his/her swimming career.

We, as coaches, believe that the honor of competing in a Championship meet is earned through consistent practice habits and competitive experience at YMCA and USA Swimming swim meets. There's a big difference between *wanting* to go to the championships and *deserving* to be at the championships. Talent plays a supporting role to commitment.

To insure that all of our swimmers are properly prepared for their championships:

1. Meet attendance and participation through out the entire season is important. YMCA and USA Swimming meets offer the experience necessary for the championships.
2. Practice habits must be within our recommendations for the group the swimmer trains with. *Consistency* is the key word. The District Championship is not the ultimate goal. It is a seasonal goal that should lead to Zones, Sectionals, YMCA and USA Nationals, and beyond. Making the cut off time is simply a requirement to attend the meet. The goal is to be as prepared as possible and perform to the best of one's ability at the meet. Sometimes swimmers get the *end* and the *means* mixed up. Swimmers are special people and deserve to have positive experiences as rewards for their dedication and commitment. Let's make sure that parents, swimmers, and coaches, are laying the foundation for the best possible experience at the Championship meet.

PRELIMS AND FINALS

Meet Format in a preliminaries and finals meet format, the object of the preliminary swim is to qualify for the evening finals session. If a swimmer places among the top 8 (in an 8 lane pool) after his/her morning swim they then qualify to swim in the Championship finals in the evening session. Some meets also swim a Consolation final. If a swimmer places from 9th - 16th place from preliminaries, he/she qualifies to participate in the Consolation finals in the evening session. In the evening finals session, the Consolation heat is swum first followed immediately by the Championship heat. During the prelims, the results are usually posted within a half hour of the conclusion of the event. If a swimmer does not wish to swim in a final swim he or she may *scratch* the event and not be penalized. This must take place within a half hour of the posting of the preliminary results. Therefore, within approximately 1 hour of the end of an event, a swimmer should know if they have made finals. A swimmer should never leave the meet without making sure if they are a finalist or an alternate. USA Swimming rules dictate that if a swimmer makes a finals event and fails to show up they are barred from participating in the remainder of the meet (individual events and relays). Alternates (the 17th & 18th place swimmers) should check with his/her coach about attending finals.

CIRCLE SEEDING

Used only in the prelims of Championship meets with events that have *prelims & finals*. This

affects only the top 24 seeded swimmers (8 lane pool), which compete in the last 3 heats. All other heats are regular seeding. Circle seeding goes like this: The fastest seeded swimmer will be in the last heat in lane 4. The second fastest swimmer will be in the second to last heat lane 4. The third fastest swimmer will be in the third to last heat lane 4. The fourth fastest swimmer will be in the last heat lane 5 and so on. For an event with 60 swimmers, the seeding would look like this:

#=swimmers seed in prelims (Lanes 1 - 8)

Lane 1 Lane 2 Lane 3 Lane 4 Lane 5 Lane 6 Lane 7 Lane 8

Heat 1 #59 #57 #58 #60

Heat 2 #55 #53 #51 #49 #50 #52 #54 #56

Heat 3 #47 #45 #43 #41 #42 #44 #46 #48

Heat 4 #39 #37 #35 #33 #34 #36 #38 #40

Heat 5 #31 #29 #27 #25 #26 #28 #30 #32

Heat 6 #21 #15 #9 #3 #6 #12 #18 #24

Heat 7 #20 #14 #8 #2 #5 #11 #17 #23

Heat 8 #19 #13 #7 #1 #4 #10 #16 #22

The finals are seeded like a regular meet as are any events that are swum as timed finals such as relays, distance freestyles and other events most often held on Friday evening as a timed finals session.

AWARDS AND PLACINGS

The swimmers who participate in the championship finals receive awards as listed in the meet information. The swimmers who participate in the consolation finals often do not receive awards, but do score points for the team. One very important thing: Once a swimmer has made the championship final, the worst they can place is 8th, regardless of how slow they may swim in finals. The swimmers who participate in the consolation finals may place no better than 9th (the winner of the heat) regardless of how fast they swim. It has been known to happen that the winner of the consolation finals swims a time that would have placed him/her 2nd or 3rd in the championship finals, but the highest he/she can score is 9th. That is why it is important to swim very fast in the morning prelims session to make the championship finals. If a swimmer is disqualified in finals, they do not score points or get awards, however, a non-finals swimmer cannot be moved up to score. The place simply is not awarded. Alternates occasionally get to swim and can score the same as any other swimmer.

RECEIVING AWARDS IN PUBLIC

Whenever there is a system of presenting awards at a meet, it is customary for swimmers to be

prompt and to cooperate fully with dignity and respect at the presentations. A team uniform is to be worn when accepting the award. It is also customary for Mako Swim Team swimmers to be polite and modestly thankful for any awards they receive. It is appropriate to congratulate other swimmers and receive the same with poise and a thank you. Good sportsmanship is essential. If photos are being taken, we ask the swimmer to remain until the shooting is complete, being sure to cooperate with the photographer. Do not ham it up! The picture may be special to someone else. The image a swimmer presents is a direct reflection of the team.

OUT OF TOWN MEETS

Trips to meets in other cities become an important aspect of a swimmer's career while advancing through the age group ranks. The Mako Swim Team has established the following policies for the safety of the swimmer and peace- of-mind of parents:

1. Parents are to be responsible for arranging transportation and lodging to away meets, with the exception of Nationals or other competitions designated as team travel meets. **DO NOT ASK YOUR SWIMMER(S) TO HANDLE THIS JOB.** Occasionally, a certain hotel will be designated as team headquarters.
2. Parents are encouraged to attend out-of-town meets with their swimmers and to chaperone other youngsters. These trips can be great fun for parents and swimmers alike. They also are a rare opportunity to participate in a special way in each young swimmer's career.
3. A coach has too many responsibilities to the entire team to accept responsibility for an individual swimmer. Therefore, do not ask a coach to provide transportation.
4. Any swimmer riding in a car is responsible to the parent/driver for his/her behavior and is expected to adhere to the Mako Swim Team ·Honor Code· at all times.
5. A medical release and emergency telephone number should be given to the parent/driver with whom your swimmer is riding in case emergency medical treatment is required.
6. An appropriate contribution is encouraged from each passenger in a car to the driver/owner to help defray gasoline and related expenses.

RULES GOVERNING TEAM TRAVEL

It is important for swimmers to participate in meets both with and without their parents in attendance. This adds to the growth experience a child can gain from competitive swimming, teamwork, and individual initiative. As a swimmer progresses to YMCA and USA Nationals, oftentimes they attend these meets without his/her parents. It is, therefore, necessary for a swimmer to learn to travel without his/her parents.

1. All YMCA Cape Cod Mako Swim Team swimmers must travel with the team and stay in the hotel with the team on meets designated as bus trip meets. Very few meets are in this category.

2. Mako Swim Team swimmers must remain with the team for the duration of the trip (including meals and team functions).
3. If a Mako Swim Team swimmer would like to return with his/her parents, he/she may leave if his/her meet is over and arrangements were made prior to the start of the trip with a signed permission slip. However, the swimmer is still responsible for full round-trip transportation costs.
4. The full amount of designated transportation and hotel will be collected in advance or billed to accounts. These amounts are not refundable.
5. All release forms must be signed prior to the trip.
6. All swimmers will sign a second, team travel ·Honor Code·. Regulations must be followed as set forth by coaches and chaperones.

NATIONAL TEAM

Each member of Mako Swim Team's National Team receives a Mako National Team shirt.

Each swimmer also receives a reimbursement for travel costs from The Mako Swim Team Parent Board. The Mako Swim Team will reimburse a swimmer for going to both YMCA and USA nationals in one season. The reimbursement policy for short course and long course seasons is stated below.

Reimbursement Policy: The YMCA Cape Cod Mako Swim Team will reimburse each swimmer that qualifies and participates in future National (YMCA and/or USA meets) a maximum of \$300.00 for each meet. Additionally, the team will reimburse the swimmer the money they have fund raised for the team, above the minimum required during the current season, to be applied to one National meet.

CHAMPIONSHIP TEAMS

Any swimmer that is participating in either the USA age group championship or the YMCA New England championship meet in an individual or relay event will receive a specially designed t-shirt. This shirt is to be worn at the championship meets.

SWIMMER OF THE MEET

Two to four swimmers will receive ·Swimmer of the Meet· honors after each YMCA or USA Swimming meet we attend. This includes dual meets, specialty meets and championships. Swimmers are chosen based on their attitude and performance at the meet.

Because The Mako Swim Team believes that schoolwork is important to our athletes we have created our own ·A Team·. Any swimmer who maintains an ·A· average receives a special ·A· team swim cap. A swimmer is eligible for one cap a year. To receive the cap the swimmer needs to show his/her coach their report card.

COACHES INCENTIVES

Each of the members of the coaching staff are encouraged to recognize the successes and victories of their individual swimmers with the use of special motivational programs, caps, t-shirts, ribbons, etc.

RULES AND PROCEDURES OF THE MAKO SWIM TEAM

Adopted: July 2003

The name of the organization shall be the ·The YMCA Cape Cod Mako Swim Team· hereinafter referred to as the ·Team·.

The office address of the Team shall be:

YMCA Cape Cod
2245 Rte 132
Barnstable, MA 02668

The fiscal year of the Team shall commence on the first day of January and terminate on the 31st day of December the same year

There shall be two classes of membership in the Team: (1) Parent members and (2) Competitor members. Parent members shall be defined as the parents or legal guardians of Competitor members. Competitor members shall be those swimmers who are members of the Team during a competitive season.

The competitor membership shall be open to any annual member of the YMCA Cape Cod ages 6-22. The Membership shall also be contingent upon payment of such periodic registration fees and membership dues as the Parent Support Committee may determine.

The purpose of the Team, in accordance with the philosophy of the YMCA, shall include the following:

- A. To provide an opportunity for all children eligible for membership to engage in a wholesome, lifesaving, lifetime sport, and recreational activity;
- B. To promote physical fitness and good patterns of physical development and to encourage

proper conditioning and healthy habits;

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C. To provide opportunities for social, emotional, and educational development and to encourage peer and family participation; and

D. To promote the involvement in age-group programs and provide an opportunity for members to compete in organized swimming competitions.

E. To develop the swimmer as a member of the community through the YMCA Core Values of caring, honest, respect, and responsibility.

The responsibilities of the Team shall include the following:

A. The participation in and conducting of such meets and competitions as the Head Swim Coach shall determine from time to time to be in the best interests of the Team;

B. The publication and distribution of programs, newsletters and other publications designed to promote the activities and affairs of the Team;

C. The contribution of money or other things of value for scholarships, programs or other causes in furtherance of the affairs and interests of the Team;

D. The operation of food concessions and the sale of swimming equipment and paraphernalia to its members and other persons; and The authorization to engage in such other lawful activities as may be necessary to properly carry out the purposes of the Team and conduct its affairs.

Parent members shall have one (1) vote on all matters brought before a vote of the membership; provided, however, if both parents or legal guardians of a Competitor member are Parent members, then such parents or guardians shall only have one (1) vote between them. Competitor members shall have no voting rights.

The Team may hold a meeting of the membership annually at any time within six (6) months after the close of the fiscal year for the purpose of reviewing the activities and financial affairs of the Team, electing a Parent Support Committee, and conducting such other business as may properly come before the meeting. The Team may also hold other special meetings of the membership as may be necessary from time to time to properly conduct the affairs of the Team. Such special meetings may be called by the President of the Parent Support Committee, or by majority vote of the Parent Support Committee, or upon the written request of at least ten percent (10%) of the Regular members.

All meetings of members shall be held at a convenient hour and place designated by the Parent Support Committee. Written notice of the meeting shall be given to all members not less than ten (10) days before said meeting. In addition to the head swim coach, a YMCA representative must be present at all meetings.

At any meeting of membership attendance in person of at least fifteen percent (15%) of the Regular Members shall constitute a quorum. Only Regular members present at the meeting shall have the right to vote, as there shall be no voting by proxy.

A committee of nine (9) members shall be elected by and from the Parent members of the Team. The term of each committee member shall be three (3) years, or until his successor is elected and qualified, with three (3) committee members being elected in each year. Any vacancy in the Parent Support Committee caused by death, resignation, or disqualification of a committee member shall be filled by a majority vote of the remaining committee members until the next annual meeting. Candidates for the committee must be members in good standing and shall exclude employees or their spouses of the Mako Swim Team. Each family shall be limited to one adult member on the committee at any time.

The duties and powers of the Parent Support Committee may include the selection of the place, fixing the date, and making all arrangements necessary for holding meetings of the Team and the publication of whatever data the Committee may deem essential to the benefit of the Team. The Committee shall have the power to recommend rules and regulations, and to recommend alterations and amendments to the same from time to time, for the conduct of the business and activities of the Team. However, the Head Swim Coach shall be the final authority on all matters pertaining to the team.

The Parent Support Committee shall also have the authority to establish sub-committees as may be necessary to further and promote the interests and activities of the Team. Such committees may be comprised of both Committee members and other Parent members.

The President shall preside at all meetings of the membership and of the Parent Support Committee, shall perform such other duties as may be determined by the Parent Support Committee.

The Vice-President shall perform all duties incumbent upon the President during the absence or disability of the President and perform such other duties as may be prescribed by the Parent Support Committee.

The Secretary shall have the custody and care of the corporate records of the Team, shall attend all meetings of the members and of the Parent Support Committee, shall keep a true and complete record of the proceedings of all such meetings, shall file and take charge of all papers and documents belonging to the Team, shall keep a list of members entitled to vote at the Team's principal office and make them available for inspection by Team members, and shall perform such duties as may be prescribed by the Parent Support Committee.

In case of the absence of any officer of the Team, or for any other reason that the Parent Support Committee may deem sufficient, the Parent Support Committee may delegate the powers or duties of such officer to any other Director, for the time being, provided a majority of the Parent Support Committee concurs therein.

The presence of at least four (4) members of the Parent Support Committee shall be necessary in

order to constitute a quorum for the purpose of conducting business at any meeting of the Parent Support Committee.

Special meetings of the Parent Support Committee shall be held on the call of the President or a majority of the Directors. All members of the Board shall be advised, either orally or in writing, as to the time and place of any such meeting. Notice shall be given at least three (3) days prior to the date of the meeting. Attendance at any meeting shall constitute a waiver of notice thereof.

The power to make, recommendations to alter, amend, or repeal these rules is vested in the Parent Support Committee, with the approval of the Head Swim Coach. The affirmative vote of a majority of the actual number of Committee members elected and qualified, from time to time, shall be necessary to effect alteration, amendment, or repeal of the rules.

TERMS AND CONDITIONS FOR PARTICIPATION
YMCA Cape Cod Mako Swim Team

1. All team members are expected to maintain a current (annual) YMCA membership and be responsible for fees associated with the team. Group fees, parent activity fees, USA Swimming fees and meet entry fees must be paid on or before the due date. If any fees, including meet entry fees, are not paid then the swimmer(s) will not be able to participate until payment is made. Alternative payment arrangements can be made with the Head Coach if needed. New swimmers to Mako Swim Team may participate for a maximum of two weeks prior to payment of the registration fees.
 2. When a swimmer is moved from one group to another, he/she must pay the fee for the highest group in which they participate during that season.
 3. Should a swimmer decide to discontinue participation in the program with the Mako Swim Team, the dues for the portion of which he/she swims and any outstanding entry fees are considered an obligation to the Mako Swim Team, and are payable upon termination of participation.
 4. All swimmers, who are members of the Mako Swim Team, are required to participate in YMCA duals and the SENEKY Championships, as well as at their highest level of achievement in championship meets (including relays).
 5. Each parent and swimmer is responsible for reading and understanding the contents of the Mako Swim Team Handbook.
 6. Parents and swimmers are expected to encourage and support all members of the MAKOS Swim Team. Negative attitudes and immature behavior are not acceptable. The image of the MAKOS Swim Team is in your hands.
 7. We are striving to promote an excellent environment for all swimmers to achieve their goals and grow into outstanding young adults. All members of the MAKOS, including parents, must be working towards this same goal. Every swimmer and parent will be asked to sign the "Honor Code". Failure to comply with this code may result in the family being asked to leave the team.
 8. Every swimmer will be asked to sign the "Honor Code" and "Terms and Conditions" contracts. Every parent will be asked to sign the "Terms and Conditions", "Parent Code of Conduct", "Fund-raising", "Mako Volunteer" and "Honor Code" contracts. Failure to comply with these terms may result in the family being asked to leave the team.
- I understand and agree to the above terms and conditions of the Mako Swim Team in exchange for the privilege of my child(ren), registered with this form, to participate in the activities and swimming program of the Mako Swim Team.

(Signature of Parent or Guardian)_____

(Signature of Swimmer)_____

HONOR CODE

The following Honor Code is in effect throughout the year. Anyone who, in the opinion of the coach or coaches, acts in a manner that would interfere with the objectives listed below will be asked to leave immediately (at the expense of the parent and/or swimmer). Other consequences include removal from future meets, other competitions, and/or dismissal from the team. Additionally, the Mako Swim Team will seek out of town swimming competition for the following reasons:

- A) Different individual competitions;
 - B) A higher quality of competition;
 - C) Experience in trial/finals competition;
 - D) Conditions conducive to exceptional performances.
1. Any swimmer who is known to use, possess, distribute or under the influence of alcohol, drugs, or tobacco is subject to suspension from the team.
 2. Profanity, inappropriate jokes, sharing of intimate details of one's personal life, and any kind of harassment in the presence of children or other parents are prohibited.
 3. At all team functions, whether practice, meets, or social gatherings, we expect each swimmer/parent to behave in such a way that their actions reflect positively on the team.
 4. A swimmer/parent must never interfere with the progress of another swimmer, during practice, competition or otherwise.
 5. CCYM may travel as a team to these meets and everyone is expected to behave in an exemplary manner. The reputation of CCYM, as well as the other athletes with you, is dependent on your behavior.
 6. If a swimmer/parent has a problem or difference of opinion with a coach, they are expected to resolve the issue with the coach calmly, appropriately and quickly.
 7. It is important that a parent calls the Head Coach at 508-362-6500 x109 in advance when they know their child will not be able to attend a meet they signed up for. This includes YMCA and USA Swimming meets. If a swimmer signs up for a YMCA or USA Swimming meet and does not attend the family is still responsible for paying any meet fees that might be owed.
 8. It is the responsibility of the swimmer/parent to stay up to date with meet information/team events by checking the team Web site (<http://ymcacapecodmakos.com>), reading the bulletin board and checking file folders, located in the pool lobby, for information.
 9. All members of the Mako Swim Team, whether parents or swimmers, should continue to protect and improve the excellent reputation of the team. We recognize our responsibility to abide by the rules and requirements of the Mako Swim Team we represent and acknowledge that we have received and read such.

Swimmer _____ Dated _____

Parent/Guardian _____ Dated _____

YMCA Cape Cod Mako Swim Team
SWIM MEET VOLUNTEER CONTRACT

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As one of the families that will enjoy the benefits of belonging to the Mako Swim Team, the following facts concerning the financial significance of well-run swim meets are worthy of your recognition:

I. The Mako Swim Team funds its activities from two main sources. The first source is the snack bar at all home meets. The second is through fund-raisers throughout the year. Families are expected to volunteer throughout the season.

II. It takes approximately 40 people to run every meet we host at the YMCA Cape Cod during the short course season!! The presence and participation of EACH ONE of these people is ALL THAT ASSURES CONTINUANCE OF SUCCESSFUL RESULTS.

III. The Makos have the reputation of hosting the best meets in the SENECA League.

The following conditions are part of your agreement to be a member of the Mako Swim Team:

1. EACH FAMILY WILL PROVIDE WORKERS TO SATISFY THE MEET REQUIREMENTS AS SET FORTH BY THE COMMITTEE.

2. Parent members are expected to volunteer in various roles at swim meets (home and away). The Volunteer Coordinator will post a sign up sheet with available positions prior to each meet. Parent members who do not sign up may be assigned to fill all remaining slots.

3. At each meet there will be a registration table for you to sign in when you arrive at the pool. It is your responsibility to make sure that you have signed in properly.

4. Any family with swimmers participating in USA Swimming or any Championship meet is expected to volunteer during those meets as needed.

5. Several championship meets (USA and YMCA) will have volunteer requirements for our team. The Head Coach will receive our team timing assignments a few days prior to the meet. It is the responsibility of the parents attending the meet on those days to time. If a parent does not volunteer during our time slot then our team will risk being eliminated from the meet.

Signature of Parent or Guardian_____

**YMCA Cape Cod Mako Swim Team
FUND RAISING CONTRACT**

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There is a fund raising obligation of \$75.00 per Mako Swimmer per family. This obligation will encourage each Mako Swim Team family to participate in Mako Swim Team fund raising efforts of their choice.

The following conditions are part of your agreement to be a member of the Mako Swim Team:

1. All families agree to raise a minimum of \$75.00 per swimmer in the family.
2. Families of National Team members are obligated to raise \$125.00 per swimmer in the family. Families with members of both the National Team and another training group (i.e. Age-Group Team, Junior Team, etc.) are obligated to raise \$125 per National Team member and \$75.00 for each swimmer in other training groups.
3. The CCYM primary fund raiser is to be determined each year.
4. Any family who fails to raise the required minimum will be assessed a fee of \$75.00.
5. Families who wish to donate money directly to the team in lieu of participating in fund raising may do so with a minimum donation of \$100.00. This amount reflects the team philosophy that participation in fund raising is as important as the funds raised.
6. All funds raised or donations are due on or before the day of the Swim-a-thon or fundraiser.
7. Families may also donate training equipment or other items at the discretion of the Head Swim Coach.
8. Any fund-raising obligation not received by the Swim-a-thon or fundraiser may result in suspension of team privileges and/or inability to register for continuation in the program until payment is received.

Printed Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

Date _____

YMCA Cape Cod Mako Swim Team
PARENT CODE OF CONDUCT

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As a parent of a swimmer on the YMCA Cape Cod Mako Swim Team, I will abide by the following guidelines:

1. Practice teamwork with all the parents, swimmers, and coaches by supporting the values of Respect, Responsibility, Caring and Honesty.
2. Never coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches and/or officials on the pool deck.
3. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials, and the coaches at meets and practices.
4. Maintain self-control at all times. Know my role.

Swimmers • Swim

Coaches • Coach

Officials • Officiate

Parents • Parent

5. Understand that criticizing, name calling, use of abusive language or gestures directed toward the coaches, officials, other parents and/or any participating swimmer will not be permitted or tolerated.
6. Enjoy involvement with the YMCA Cape Cod Mako Swim Team by supporting the swimmers, coaches, and other parents with positive communications and actions.
7. During competitions, and throughout the swim season, questions or concerns regarding decisions made by the meet officials are directed to a member of our coaching staff. All other questions or concerns relating to all meets - YMCA or USA - will be directed to a member of the Mako coaching staff. Parents address officials via the coaching staff only.

Sanctions: Should I conduct myself in such a way that brings discredit or discord to the YMCA Cape Cod Mako Swim Team and USA Swimming, I voluntarily subject myself to disciplinary action. The YMCA Cape Cod Makos maintain the right to remove parents from the practice and/or swim meet facilities and terminate any membership with/without cause in the interest of our vision, mission and objectives.

Signature of Parent/Guardian

Please print your name

Date

Signature of Parent/Guardian

Please print your name

Date

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