



Parent Handbook

Western CT YMCA Mako Swim Team (WCYM)

The Mako Swim Team is a multi-level competitive team meeting the needs of the individual swimmer

Website: www.makoswim.org

Coaching Staff:

Director of Competitive Aquatics	Rob Bouchey, rbouchey@regionalyymca.org 203-775-4444, ext. 122
Head Coach	Roger Simmons, rsimmons@regionalyymca.org 203-775-4444, ext. 124
Head 8&U Coach	Kelly Moen, KJMR21Willow@yahoo.com
Assistant Coaches	Kathleen Banks, Sarah Bednar, Richard Bell, Jeff Bonaccorso, Paige Brewer, John Jurkowski, Amy Kennedy, Katie Meleg, Frank Oakes, Bill Ragatz, Nancy Sedensky

Support Staff:

Personal Trainers	Scheduled through Allison Coleman, Physical Director, 203-775-4444 x 103
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Parent Committee:

Greg Dembowski	President, gregdembowski@yahoo.com
Karen Delia	Recognition & Publicity, kddelia@charter.net
Elio Petta	Treasurer, epetta@sbcglobal.net
Kim Harrison	Concessions, kaharrison4@gmail.com
Pat Dembowski	Team Administration, patholahan@yahoo.com
Mary Ann Jacob	Supermeets Coordinator, MJacob4404@Charter.net
Michele Janofsky	Apparel, miteach@aol.com
OPEN	Fundraising
Heather Wootton	Social, heatherwootton@comcast.net

Other Key Volunteer Positions

Kathy Miller	Webmaster, kathycmiller@yahoo.com
Patti Kane Carlsen	Supermeets Backup, carlsenrobert@sbcglobal.net

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1. Message from the Mako Parent Committee

WELCOME TO THE MAKO SWIM TEAM!

Our team is managed by Rob Bouchey, Director of Competitive Aquatics a full-time employee of the YMCA. In addition, Roger Simmons, Head Coach leads a qualified and skilled group of assistant coaches that make up a very strong, dedicated coaching staff. It is not uncommon to see 4 or more coaches on deck and in the water when there are multiple age groups practicing. We continue to work closely with the YMCA to provide an enhanced practice schedule that includes Saturday workouts for our older senior and NF swimmers. This handbook has been written to answer the many questions you may have. The Mako Parent Committee extends a warm welcome to all, and we look forward to meeting our new swim families in person.

While having the support of the YMCA and a strong coaching staff is critical to our swimmers' development, the key to any successful swim team is parental involvement. With a team our size, we need help from every family. We require volunteerism and will award points for participation by parents. This is a common approach that many teams use. There are opportunities for everyone to get involved; from helping at the concession stand or a fundraiser, to timing at a meet, the more parent involvement we have, the more our coaches can focus on the development of our swimmers.

The Mako Parent Committee is comprised of parent volunteers.

The committee's role is to:

1. Advise the YMCA and the coaching staff on matters important to the Mako Swim Team.
2. Organize and coordinate the various subcommittees and their activities.
3. Manage funds in the Mako Custody Account.
4. Represent the Mako team, with the Head Coach, at League meetings.
5. Provide the opportunity for parents to become YMCA officials as offered by the league and USA Swimming Officials.
6. Keep the website current with timely and accurate information and assist the coaching staff with other communications as needed.

Please note, the coaching staff works for the YMCA, not the Parent Committee, thus all questions about the Mako program should be first directed to the coaching staff. The YMCA and the head coach seek the advice of the Committee on an as-needed basis. Committee meetings are held monthly during the season, and as needed between seasons.

We need your help to make this a wonderful year for you and your swimmer(s)! If you have any suggestions, please contact a parent committee member.

Greg Dembowski
President, Mako Parent Committee

2. Message from the Mako Coaching Staff

The MAKO coaching staff extends a hearty welcome to all Mako swimmers, those returning from last season, as well as new Mako swimmers. We will have a great season, for sure! Before I continue, it is important that we are all aware of the Mission Statement of the Regional YMCA of Western CT.

**The Regional YMCA is a community service organization
dedicated to building strong kids, strong families, and strong communities
through the development of spirit, mind and body.
We strive to serve all, regardless of financial or physical need.**

The Makos are a program that is sponsored by the Regional YMCA of Western CT. The WCYM Swim Team, its swimmers, coaches, and parent volunteers are expected to embrace the goals noted in the above Mission Statement. Specific examples that are relevant to a competitive swimming program include:

Development of Spirit: The challenge of setting and surpassing both short and long term, individual and team goals will help swimmers develop a sense of purpose and accomplishment.

Development of Mind: For competitive swimmers, this is more than half the battle. Yes, physical conditioning will make it easier to achieve your goals but your mental strength and attitude is what makes it possible to even set goals for yourself and your team. Your coaches strive to help swimmers learn how to RELAX under the pressure of competition, VISUALIZE the race before it is swum, FOCUS while swimming in a race, and most importantly, EVALUATE their performance to identify where improvement can take place or establish new goals to promote continued success.

Development of Body: The Mako Swim Team is a competitive program that tries to meet the needs of all swimmers, Novice to Nationals. Competing requires a significant amount of preparation, some of it quite intense. The swimmer should not take his/her participation in this sport lightly. To be successful, the swimmer must make a commitment to the program, to the coaching staff, and to the other members of the team. Also, developing the proper technique for each of the four competitive strokes will be a primary focal point of each practice session. Remember that before you can learn how to swim fast, you must learn how to swim correctly.

In addition to the Mission Statement mentioned above, the YMCA also has a system of Core Values. All individuals associated with the WCYM Swim Team are expected to adhere to these moral guidelines when representing the team.

Caring: All should be mindful of how their words and actions affect those around them.

Honesty: All should represent themselves and the team in a truthful and straightforward manner.

Respect: All should treat others the way you expect to be treated...if not better.

Responsibility: All should hold themselves accountable for their own actions and the adherence to the rules of any organization and/or facility

Your other coaches and I look forward to a great season. Thank you.

Coach Roger Simmons

3. Practices – Format, Expectations and Schedule

We believe that all young people who wish to swim competitively should have the opportunity to do so. We also believe that there should be no limitations as to the level of swimming for which these athletes wish to train and compete.

Each beginning Mako Swim Team member must have fundamental skills in swimming. All new swimmers to the team must meet with the Head Coach prior to joining. Also, interested swimmers must have completed at least one session of YMCA Minnow swim lessons (for 9&unders) or Fish swim lessons (for 10&overs), Junior Mako, Mini Mako and be judged by the Mako Coaching staff as “ready”. Swimmers who have not been involved in the YMCA swim programs must be able to swim 25yds of Freestyle (with rotary breathing) and 25yds of Backstroke (back crawl) and must be evaluated by the Mako coaches before joining. If they are not ready a developmental plan will be suggested to keep the swimmer progressing.

Practices for the Mako Swim Team do not just involve swimming laps. Practices will include pool work, dry land training, and meet preparation. Pool work will focus on preparing swimmers to RACE. Dry land training will focus on building team unity, learning of proper technique and physical conditioning. Meet preparation will consist of goal setting (basic goal times for 8 & under through to specific seasonal plans for 13&over swimmers) and meet etiquette training (how to read heat sheets, what to do before you go behind the blocks and after you swim). Please bring an extra towel to sit on. Swimmers should arrive on the pool deck 10-15 minutes before the scheduled start time for practice. Swimmers should bring with them to all practices and meets: Water bottle, 2 pairs of goggles, and if they wear caps, 2 caps. Other equipment such as fins and hand paddles will be specified by the coach. Deck sandals are recommended for the deck and locker rooms.

Attendance Requirements: If a family has a conflict that may cause a swimmer to miss a significant number of practices please contact the Head Coach. Practices are designed to teach new skills and to improve existing skills that will in time develop increased strength and endurance. Participants are encouraged to have fun. There are, however, some ground rules. Swimmers are expected to be prepared to begin practice on time – and this includes ANY scheduled dry land activities - and to swim the entire practice to the best of their ability. Swimmers are expected to be respectful at all times. Swimmers who are disruptive will be asked to sit out for a period of time. If problems continue, parents will be contacted and the problem resolved between the coach(es), the parent(s) and the swimmer(s) concerned. In the event that a swimmer is asked to leave the team, there will be no refund.

Greenknoll YMCA Rules - Anyone not conforming to these rules will be suspended from the team.

- Swimmers MUST show membership cards upon entering the building.
- Walk at all times when on the pool deck.
- NO diving is permitted unless specific permission is given by the coaching staff.
- Shirts and footwear are required in the lobby and gym areas.
- Members MUST conduct themselves properly in the locker rooms, pool and lobby.
- Swim Team Members may not monopolize locker rooms and must respect fellow member rights to the facility. Belongings must be stowed in a locker and not left out on the floor or benches.

- Swim team members **MUST** obey the coaches and all YMCA staff members.
- Parents are not allowed on the pool deck during practice but are encouraged to watch swimmers from the observation window. If you need to speak to the coach, please do so after practice.

4. High School Swimmer Participation Commitment

This participation commitment applies to High School (HS) Swimmers (Senior 1, pre-senior, or National Focus groups) and their parents for short course season that overlaps with HS swim seasons. It addresses the special situation that results from swimming on both a club team and a HS team. Most girls' HS teams swim as a Fall sport and are in full season from September until late November (Bethel, and Immaculate are noted exceptions); Most boys' HS seasons start in Winter, which makes them free for club swim until early December. We understand that during HS season athletes will be able to participate in only a few meets with our team, and that they will be practicing or swimming meets about 6 days each week. The team fully supports HS swimming and the value that it brings to a student.

The following expectations apply to HS swimmers as members of the Mako Swim Team:

1. For all athletes, aged 14 and over, USA swimming is *strongly encouraged* for short course (fall/winter) and *required* for long course (summer). USA swimming offers a broad array of meet types and the opportunity to face swimmers of a highly competitive caliber. Please talk to the Head Coach if you are unable to swim USA for short course, he needs to approve any exception to this guideline.
2. For HS boys, a minimum of 3 YMCA meets, or 2 YMCA and 1 USA meet is recommended before the HS season starts. There are typically 3-4 YMCA dual meets by mid-December, likely before the HS meets begin. We may also attend 1-2 YMCA invitational meets early in the season as well as a couple USA meets, making the minimum requirement of 3 meets attainable. This also allows the swimmer to participate in the YMCA New England Regional Championships meet in March, if qualified. To be eligible for YMCA Nationals in April you must compete in 4 closed YMCA meets, at least 1 one of which must be a nationally sanctioned YMCA meet, in addition to meeting qualifying times. These same requirements apply for HS girls, except their minimum meet requirement would generally be completed after their HS season, and they are expected to participate in a minimum of 4 YMCA meets, having a longer season in which to do so. In addition, HS swimmers are expected to attend Mako practice once per week during the HS season. If your HS coach will not allow this, bring it to my attention immediately as I need to approve any exception to this guideline.
3. Participation in the minimum number of meets not only satisfies a swimmer's eligibility to swim in championships, but also helps build the competitive stature of our team while bringing excitement for younger swimmers/families that enjoy seeing what years of dedication to the sport can bring.

The athlete and parents are advised to contact the Head Coach to discuss any situations that are unique to them.

5. YMCA Swimming

The YMCA swim program emphasizes sportsmanship, competition, development of mind and body, and team spirit. Our team belongs to the “**Yankee Cluster**” League, which is part of the YMCA New England Region. The primary competitions offered in the YMCA League are known as “dual” team meets. Each season we will swim in a minimum number of dual meets against other YMCA teams in our league. They will be either “home” or “away” meets and are typically on Saturdays. The schedule will be posted on the website makoswim.org. It is subject to change and should be monitored regularly. The League Championship (“Yankee Cluster Meet”) is open to all swimmers who meet minimum participation requirements for each particular season.

The YMCA New England Championships and the YMCA National Championships are the culmination of our competitive swim season. They are open to all swimmers who meet stringent minimum cut-off times (COTs) AND participation requirements for the season.

Short Course and Long Course Seasons: The Short Course (sc) Season runs from September to March with some championships in April. The primary sc competition venue is a 25-yard or 25-meter pool (short pools). The Long Course (LC) Season runs from April through July with some championships in August. The primary LC competition venue is a 50-meter pool, or long pools.

Age for YMCA Meets: When swimming in a YMCA meet the swimmer competes according to the age he/she was (will be) on December 1st of that short course season <or> June 1st of that long course season. Some YMCA Invitational meets may use alternate aging systems, usually the swimmer’s true age as of the first date of a meet.

Dual Meets: The meets last about 4 hours and are typically on Saturdays. Y dual meets ‘work’ because parents provide invaluable volunteer assistance. Parents of the “home” team bear primary responsibility to serve as timers, officials, runners, scorers, etc. with the assistance of parents from the visiting team. Parents have a great opportunity to role model team spirit and good sportsmanship for their swimmers by helping out at home and away meets. Swimmers aged 10 and under will receive 1st through 6th place ribbons for official swims in all Dual Meets.

Some typical rules about participation in YMCA dual swim meet events:

- A swimmer is permitted to swim in an official or scoring capacity only in a specified number of events, usually a maximum of 3 individual events and 1 relay, or 2 individual events and 2 relays, depending on the meet format chosen by the coaches.
- A swimmer may swim in an age group above their chronological age, but must swim all events for that meet within the same age group. A swimmer may not swim in a age group below his/her age. The YMCA age categories are E (8 and U), D (9, 10), C (11, 12), B (13, 14) and A (15 and over). A swimmer may not swim in an age class lower than their own.
- It is imperative that parents notify the coach prior to a meet if a swimmer is not able to participate. If your child is ill the morning of a meet, parents should contact the coach ASAP.

- On the day of the meet: If you must notify the coach of absence due to illness, call the YMCA and leave a voice mail message (775-4444, ext. 124).

Yankee Cluster Championships: This meet is the culmination of the dual meet season and marks the beginning of the championship season. To be eligible, a swimmer must have competed in at least 2 YMCA Dual meets during the current season. There are no cut-off times required to participate and all Mako swimmers are expected to attend.

YMCA New England Championships: This will be the meet that we will focus on as our Team Championship; it includes YMCA teams from many of the surrounding New England states. To be eligible to participate swimmers must have competed in 2 YMCA meets that season and have verifiable times that meet the minimum time standards <or> place first in the Yankee Cluster championship in lieu of meeting the qualifying time standard. The YMCA New England Championships are usually held at Harvard University in Boston, MA. See current schedule for details.

National YMCA Championships: To be eligible to participate in “Y Nats”, swimmers must have competed in at least 4 YMCA closed inter-association competitions during the short current season, at least one of which must be sanctioned by the YMCA of USA. For long course, the prior short course meets may be used to meet this requirement. The “current season” runs from September 1 through August 31. A closed inter-association meet is one in which only YMCA teams compete. Candidates must also have posted verifiable times that meet the minimum time standards. The most current time standards are posted at the YMCA of USA Swimming and Diving website <http://www.ymcaswimminganddiving.org/>. “Y Nats” is held over a 4-5 day period (usually Monday – Friday) at the International Swimming Hall of Fame in Ft. Lauderdale, FL (Short Course) or at the University of Maryland in College Park, MD (Long Course).

Fees for YMCA Meets: The cost to participate in the Yankee Cluster Championship is paid from funds in the Mako Custody account. Swimmers must pay the entry fees for the YMCA New England Championship, the National Championships, and any YMCA invitational meets. Typical fees are \$4-5 for each event (individual or relay) with the National fees are higher. YMCA Dual meets are free.

6. USA/Connecticut Swimming

United States Swimming (USA-S) is the National Governing Body for competitive swimming in the USA. Connecticut Swimming, Inc. (CSI) is the local governing body for competitive swimming in the state of CT. For more information on either of these organizations please ask the Head Coach or go to their web sites (www.makoswim.org has links to both). Mako swimmers are encouraged to join USA swimming and participate in USA meets during the season as this will give them more opportunities to qualify for championships and a higher level of competition. Registration forms for USA Swimming are included in all registration packages. While there is an annual registration fee, swimmers may sign up for USA membership at any time during the year. Please include a copy of swimmer’s Birth Certificate or proof of birth date when you return your registration if you are a first-time USA Swimmer with CT Swim. When swimming in a USA meet, the swimmer usually competes as their age on the first day of the meet. The swimmer is responsible to cover the cost of USA meet

entries; typically the cost is \$4-5 per event (slightly higher for championship level meets) and it is deducted from a meet fee account balance maintained for each swimmer.

Format for USA Meets: CSI USA meets can be a one-day meet (with different age groups swimming in the morning and afternoon) or they can be as long as a 3½ day event that may include trials and finals for some age groups, with different age groups swimming in the morning and afternoon with the top swimmers returning to swim “finals” that evening. The Mako team is required to supply timers at these meets and can be fined if we do not fill this obligation. Assignments are proportionate to entries and therefore, all parents are expected to share our timing responsibilities.

Short Course (sc) and Long Course (LC) seasons noted under YMCA details above also apply to USA Swimming.

7. Team Code of Conduct

Mako Swimmers Code of Conduct

THE CODE OF CONDUCT GOVERNS PARTICIPANTS IN THE MAKO SWIM TEAM PROGRAM AT ALL TIMES, INCLUDING PRACTICES, MEETS, AND ANY TEAM ACTIVITY.

SWIMMERS WILL:

1. **Respect Coaching staff.** Look at your coach when he or she is speaking. Any disagreements with a coach should be addressed in private before or after practice. Speak positively about the program and take pride in being a Mako. Remember the younger kids look up to you and will follow your behavior. Without respect we cannot function as an excellent program.
2. **Attend at least 80% of all recommended practices in order to compete in any championship meet.** The swimmer should not take his/her participation in this sport lightly. To be successful, the swimmer must make a commitment to the program, to the coaching staff, and to the other members of the team. Excused absences will be given in the event of illness, school activities, dr. appointments, etc., when notified via email, phone, or paper.
3. **Be on Time.** Swimmers must be on deck prepared to begin swimming at the time practice is scheduled to start. Any tardiness beyond the scheduled start of practice will require some form of communication from a parent, guardian, or teacher. In the event that a swimmer comes on deck past the scheduled start of practice without the above communication he/she may not be allowed to swim and will be charged with an unexcused absence. Arrival at meets later than the scheduled check in time may lead to the swimmer being scratched from the meet. Arrange your schedule so that you have plenty of time to get to the meet on time.
4. **Wear team suits, caps and designated uniform at all competitive events.**

5. **Engage in sportsmanlike behavior.** Sportsmanship is required at all times. Including behavior at practices, meets, locker rooms, on deck, and in public areas inside and outside of facilities being used. Sportsmanship is demonstrated by respectful behavior toward coaches, officials, parents, teammates, and other swimmers. No profanity, snapping towels, vulgar or crude jokes, etc...

VIOLATIONS OF THE SWIMMERS CODE:

Sanctions shall be determined by the coaching staff and may include one or more of the following:

1. **A written warning from the coaching staff to the swimmer and parents.**
2. **Swimmer being scratched from meet.**
3. **Swimmer being sent home from a meet or practice at his/her expense.**
4. **Swimmer being suspended from some or all team activities until the swimmer and his/her parents meet with the coaching staff.**
5. **Swimmer being terminated from the team.**

Coaches are expected to:

1. Serve as role models.
2. Provide an appropriate vision for the children.
3. Foster sportsmanship, esprit de corps, fair play, building mind/body in a competitive atmosphere.
4. Provide a level of discipline at all practices and meets, with emphasis on team enthusiasm.
5. Provide technical direction to the swim team.
6. Plan all practices and communicate to parents the practice and meet times.
7. Maximize both participation and the competitive 'swim to win' philosophy.
8. Be understanding of, empathetic with and sensitive to, the emotional and physical developmental needs of children.

Parents are expected, at home and away meets, to:

1. Support the coaches.
2. Provide support that is unconditional with respect to their child's efforts and swimming results/times at competition.
3. Actively participate and volunteer at meets and with the Parent Committee. See next 2 sections to learn the different ways you can volunteer.
4. Provide general parental guidance to the children.
5. Provide transportation to and from meets and practice.
6. Pay all team dues and fees on time.
7. Set an example of sportsmanship, leadership and fair play for the children.
8. Equip your swimmers with suits, goggles, caps, and any other equipment that you feel is helpful to your child's development and performance as a member of the Mako Swim Team.
9. Check the team website (www.makoswim.org) at least 2-3 times per week to keep up with any changes that may occur.

The YMCA is responsible to provide:

1. A reasonable amount of pool practice time, both in duration and the time of day to allow the coaches to provide adequate instruction.
2. Provide enough qualified coaches for the swim team program that they have designed.
3. Training equipment and other physical or educational resources that may be needed by the coach to provide the team with the most up to date and proper coaching.
4. Assist the Parent Committee in an advisory capacity.
5. Provide executive direction to the Head Coach.
6. Act in a custodial capacity for the Mako Custody Account treasury.

8. Roles and Responsibilities for a Successful Meet

a. Swim Meet Officials (certification required)

The 3 positions are Stroke and Turn Judges, Starters and Referees. These officials assure compliance of the team with all relevant rules governing a meet. Specifically trained by the League, these officials provide oversight at all meets. At the home meet, officials coordinate and manage all aspects of the competition under the rules adopted by the League. We are always in need of certified officials. Notify any official or Parent Committee member if you are interested.

b. 10 and Under Deck Helpers

This position has responsibility for E age group, 8 and under, and D age group, 9 and 10. Responsibilities include helping the coach on pool deck, taking attendance at the swim meet, helping line up swimmers for relays, making sure they are in the proper lane, and handing out entry cards or heat/lane information as applicable. Team parents acting as “Deck Helpers” for these age groups, timers, runners, and officials are the only parents allowed on pool deck at swim meets.

c. Timers/ Runners

No experience is required—instructions are given at the beginning of each meet. Volunteer carries time cards or sheets from the timers to the meet manager or scoring table.

d. Many other jobs which are always listed in the Supermeets volunteer section of makoswim.org a week or more before meets

9. Volunteer Policy

Mako Swim Team Volunteer Policy

The Mako Swim Team has a Volunteer Policy, the intent of which is NOT to raise money, but to emphasize how important it is that we all work together to provide a well-run program for our children. The team cannot run without adequate parent support. This policy is intended to provide flexibility for families throughout the season by providing many opportunities to volunteer for work assignments. Those families not doing their share jeopardize the smooth management and operation of team events that can lead to overburdening those families that do more than their fair share. The work / credit requirements will vary each season, depending on the work that needs to be done and the number of swimmers and families on the team. The current point requirements we are using are:

Short Course Work Credit Requirements (September through March):

USA Swimmer	4 credits, family maximum 12
YMCA Swimmer	3 credits, family maximum 12
High School Swimmer	2 credits, family maximum 12

Long Course Work Credit Requirements (April through July):

USA Swimmer	4 credits, family maximum 12
YMCA Swimmer	3 credits, family maximum 12

How the Credit Program Works

- a. Families shall earn credits on a per swimmer basis. The total family credit requirements shall be calculated and posted on Supermeets, the online volunteer sign up system we have licensed to facilitate this volunteer process, on the Mako website (www.makoswim.org).
- b. A list of work assignment opportunities, work description and associated credits shall also reside in SUPERMEETS. Swim meet and special event assignments shall be posted as soon as possible before the first day of the meet or event. Non-meet assignments are posted at the beginning of each season, or when they are identified. . More assignments may be added as the season progresses.
- c. SUPERMEETS will be locked at specified time preceding the day of the meet or activity. This means no additions or no changes can be made.
- d. The sooner one signs up, the more likely one is to get the assignment one likes best as the assignments will be filled first come, first served. Volunteers must reserve their work assignment in SUPERMEETS.
- e. The full assignment or session must be worked in order to earn the credit. Volunteers are responsible for finding a substitute for their assignment in case they can't attend. Volunteers can not leave an assignment early without a substitute. Failure to fulfill an assignment or provide a substitute without approval from the Volunteer Coordinator will result in a \$25 fine that will be deducted from your swimmers meet account or you will be billed if you do not have a meet account.
- f. After completion of the activity (i.e., swim meet, social event, etc.), each volunteer shall be responsible for informing the Volunteer Coordinator for that particular activity that they have completed their assignment. The Volunteer Coordinator shall record this information in Mako Credit Tracking System.
- g. Only full points can be earned. Any volunteer wanting to split an assignment, like timing a meet or working the concession stand, must work out the details on their own. The Event Coordinator is not responsible for managing partial credits.
- h. There will be ample credits available during the season. They can be earned at YMCA home, or away and USA meets. They can be earned by volunteering for non-meet activities (like fundraising, working an event or joining the parent committee). Sign-up early to lock in the jobs that fits you best.

Non-compliance

Families not meeting the minimum credit level shall be assessed a penalty of \$25 per credit. Swimmers in families who do not meet the minimum and who do not pay the any penalty assessed by the last day of practice before the first Championship meet shall not be allowed to swim any championship meet or attend practice until the penalty is paid. If the penalty is not cleared by the end of the season the swimmer(s) shall be removed from the team roster and not considered for in-house priority enrollment the following season.

Win \$100 Cash

Families who earn credits above double their family minimum have the opportunity to win \$100 cash. For every credit earned above twice their family minimum, they will be given 1 raffle ticket per credit. These ticket(s) will be put into a special drawing held at the spring banquet or summer BBQ. One winning ticket will be drawn and the winner will receive \$100 cash (do not have to be present to win). EXAMPLE: The Smith family has 1 YMCA swimmer and 1 USA swimmer and earns 15 credits during the season. They were required to earn 7 credits. But because they earned 15 credits, they will receive 1 ticket $[15 - (7 \times 2)]$ toward the special raffle.

Families who have met their minimum credit requirement are encouraged to give plenty of time to let others sign up for work assignments. Within 2 days of the event, any open assignments can and should be filled by anyone seeking additional credits, or willing to do the job.

Hints for Earning Credits

1. Become an official. We reward officials with twice as many points per session as timers due to their training and their criticality to running a good team.
2. Learn a new job work the Colorado Timing System, manage the set up of touch pads etc, learn the computer role, help with concession, work on deck, it can be more fun than sitting in the stands.
3. Check SUPERMEETS regularly on the website and sign up early to get the assignment that you like best.
4. Work a session that your child is swimming or take an assignment that allows you to volunteer sometime other than during a meet or social event.
5. Have capable family members contribute. For example responsible high school age students can do many of the jobs.

Additional Information

An adult other than a parent may satisfy a volunteer obligation, as long as the substitute can perform the entire task. New members who join the team mid-way through the year will have a pro-rated credit obligation, rounded up to the nearest full integer.

Coaches with swimmers on the Mako team are exempt from this policy, but are still obligated to contribute to the USA Swimming meet point requirements.

Note to USA Swim Families

While points can be earned for timing at USA swim meets, no one shall be excused from performing their share of work assigned to our team when the team lacks a sufficient number of willing volunteers to fill the team's work assignment. USA meet hosts apportion timing assignments to each team based on the number of entries for each team. This means that each family shall be expected to time at USA meets in proportion to the number of swimmers entered in each meet session if no one on the team has taken the job to earn their points. **The more swimmers/entry events a family has in a session, the higher their level of responsibility.** Most USA meet hosts give work credit to teams who supply USA officials on a one-for-one basis, thus reducing the team's workload. Families with USA officials who work at a USA meet session shall be excused from timing at that session.

10. Communications

Please help by following a few guidelines when communicating with the coaching staff and parent committee.

- Please speak to the age group coach who is working directly with your swimmer if you have any questions and concerns. If you are not satisfied with the response or need more information, please speak with head coach. If further help is needed, contact the Director of Competitive Aquatics.
- Our coaches hold the safety and progress of our swimmers as their highest priority. Thus, during practice they are appropriately focused on the swimmers and are not able to respond to questions or engage in discussion. Please do not attempt to direct your concerns to the coaches during or in between practices.
- The coaching staff would like to give every question, concern or suggestion their full attention, so please set up an appointment to meet with them if necessary.
- If you have a team related question, please contact the appropriate committee chairperson or the parent committee president for direction.
- We use email extensively – please read messages promptly and carefully for important information

It is important there be effective communication between the coaching staff and the swim parents. The webmaster is responsible for posting on the website communications of interest and importance to all. The web page for the Mako swim team is <http://makoswim.org>. Our website is the most updated form of communication used by the Mako swim team. Each parent should view it on a regular basis, not less than twice per week. This, plus email, is the PRIMARY means of prompt communication to parents. It is your responsibility to stay informed and be aware of what is going on, and to meet deadlines.

In addition, there is a Mako file box, with a folder for each family, available on a table in the viewing lobby each day during practice. This box is used to distribute ribbons and other items to swimmers. PLEASE CHECK YOUR FOLDER REGULARLY.

There is also a bulletin board in the pool viewing area. This is where general team information will be posted.

INCLEMENT WEATHER: In the event a meet has to be cancelled due to inclement weather, when possible, an e-mail will be sent by either the Webmaster or the Head Coach. The Webmaster will also post this info on the website. We do not use a call tree. If in doubt, call the Y to confirm. Also, be sure the Team Administrator and your registration documents have your most current e-mail address.

11. Miscellaneous

Transportation

Since parents of many swimmers choose to accompany the team to away meets, carpooling is fairly common. Please make car-pool arrangements in advance.

Team Swim Suits and Caps--Required

A team suit fitting is offered at the beginning of each season (at a date to be announced). This is a ONE- SHOT chance to get an imprinted team suit, so please make every effort to attend or fill out an order form in advance. The order forms will be distributed at the start of each season. Payment for the suit is required at the time of the order.

Mako Custody Account

Custody Account fees (WCYM Dues) collected at registration, proceeds from the concession stand sales and other fundraisers are kept in a separate account by the YMCA for the Mako Swim Team. The Parent Committee controls disbursement of these funds for team expenses such as supplies, recognition awards, Yankee Cluster Championship entry fees, official's registration fees or other items deemed necessary for the continued success of the Mako Swim Team.

Practice Attendance Requirements:

These are detailed in your registration package along with the practice schedules.

12. Meet Rules

- a. Meet attendance - most important – call your Coach no later than Wednesday before the meet if you are not able to attend. When late-occurring illness or unplanned situations prevent attendance, call or e-mail your Coach. “No shows” at a meet cause delays, confusion, and can defeat many hours of lineup preparation. It is assumed that unless the Coach has been notified, the swimmer will be there. Swimmers who repeatedly “no show” at meets may be excluded from future lineups.
- b. All swimmers must wear their team suit to meets. When caps are worn, they must be team caps. All swimmers are encouraged to wear caps.
- c. All swimmers must be on the deck and in their suits at check-in time, which is 15 minutes prior to the scheduled warm-up. It is difficult to take attendance once the swimmers are in the water and the coaches focus has shifted to running warm ups. Late-arriving swimmers may be pulled from their scheduled events.
- d. Only parents assigned to a task at the meet are allowed on the deck during the meet. No one else is allowed on deck. This prevents crowding and also keeps the deck clean. (It can be very uncomfortable for swimmers to walk barefoot on dirt and debris).
- e. The Mako team is a competitive team. The Coach schedules swimmers events to develop them as “well rounded” swimmers and to compete successfully on an individual and team basis. This task is not trivial. Respect the Coach’s decisions. If you have specific goals for your swimmer, discuss them privately with the Coach at a mutually agreed time and place. Never sidetrack the coach at meets to discuss your swimmer or to attempt to have a conference.
- f. No flash photography while swimmers are on the starting blocks, prior to the start. (Timers use a flash system to start their watches and photo flashes cause confusion).

- g. The Head Coach requests that each swimmer go directly to him promptly after their event so he can provide immediate feedback and encouragement. Swimmers should also ask the head timer for their time and be prepared to tell that time to the Coach.
- h. Parents are not permitted to take their swimmer from the meet without first talking to the Coach. Doing so delays the meet and is not fair to the other swimmers who may depend on that swimmer for a relay event.

Special note to young and new swimmers and swim parents

YMCA dual meets are about 4 hours in length. These meets are 70 or 82 events. It is common to have multiple heats for an event; this is especially true when swimming against other large teams.

Young swimmers should bring an extra towel, healthy snack and some entertainment (like a book, Gameboy, playing cards, etc) to keep them entertained between events.

- a. At dual meets the “8 & Under” age group often finishes their events about half way through the meet; they are permitted to leave the meet only after the Coach releases them from the deck. “8 & Under” swimmers are required to ask the Coach for permission if they leave the deck for any reason during a meet.
- b. Don't be discouraged if your swimmer is disqualified. Officials go out of their way to kindly and respectfully explain the disqualification to the swimmer at the end of their event. Coaches use this information to help swimmers improve their skills.
- c. Parents are encouraged to talk to experienced swim parents to learn more about meets, the swim team, and for answers to their basic questions.

13. Refund Policy

Our team has limited capacity for swimmers and once a swimmer has enrolled and the season has progressed it is not a highly viable time to add new swimmers to fill vacancies. Therefore, should a swimmer choose to withdraw from the team they are to notify the Head Coach in writing as soon as possible and the following policy shall apply. The WCYM Dues (\$50 per swimmer for Short Course and \$25 per swimmer for Long Course) are non-refundable and subject to change. For those who have enrolled in either the short course season or the full annual season, up until the last day of September, 100% of the team fee shall be refunded, after this date, and up until the last day of October, 50% of the short course fee and all of any paid long course fee shall be refunded. After the last day October and up until the last day of April only the paid long course fee shall be refunded at 100%. Up until the last day of May, 50% of the long course fee shall be refunded, and after that date there after that date there are no refunds. USA meet fee account balances are fully refundable to the extent that the monies have not been used for registration and meet fees, or any other purpose that the athlete may have agreed to use them for.

Revised 4/28/10