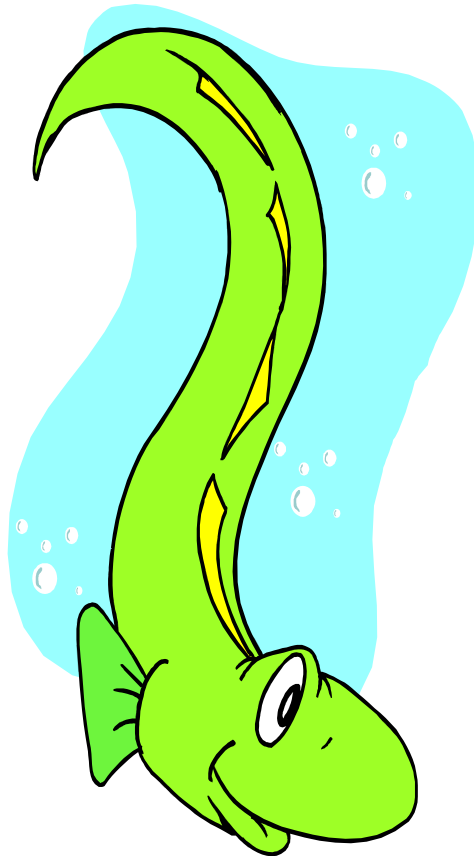




HANDBOOK SWIM TEAM Electric Eels



I. Introductions

The Duanesburg Electric Eels are a team of swimmers in grades K through 12. The club is open to swimmers from all school districts. The Duanesburg Swim Club competes in the North Country League in the Fall/ Winter season and the Suburban League in the Summer season. Swimmers are also encouraged to become part of the USA swimming program. The team is owned by the Duanesburg Area Community Center.

The club seeks to provide positive experiences for all its members by offering a program, which is challenging, yet fun. While emphasis is on swimming strokes, techniques and speed are our main focus; our program also strives to develop character, sportsmanship and an enjoyment of swimming as a lifelong activity.

Our Club is self-funded by the parents and swimmers through fundraising, registration fees, concession stand and donations. The Club is responsible for; coach's salaries, league and meet fees, ribbons and awards, end of season banquet and miscellaneous supplies to maintain the Club.

Our team policies and guidelines are included in this handbook. All swimmers and parents are responsible for knowing and following the policies put forth in this handbook.

Registration Fees:

The Duanesburg Swim Club has a fall/ winter season running from October to February and a spring/ summer season running from May to August. The fees for the seasons are set by the Duanesburg Area Community Center. Those participating in USA swimming will have the opportunity to swim a pre-season session starting one month before each season at an additional cost.

The swim club program is a self-sustaining program with all expenses paid out of registration fees, fundraisers and donations. Generally no refunds may be given after the season begins.

Discounts will be given for families that are paid members of the Duanesburg Area Community Center and that have multiple swimmers. Scholarships are also available based on economic need and will be determined based on C.A.P. program criteria.

Additional fees to consider include; team suits, team cap and goggles.

Skills Evaluation:

Skills evaluation will be held prior to the start of each season. Each swimmer must be able to complete at least 25yds. of freestyle.

Previous members of the club will be asked to attend skills evaluation at the start of every season. This allows coaches to re-evaluate skills and place them into the appropriate training group.

II. Practice Information

Training Groups:

The Duaneburg Electric Eels have 3 main training groups, which are outlined as follows:

Group 1 is for swimmers who have never swum competitively before. As a prerequisite, the swimmers should be able to swim the basic front crawl 25 yards of the pool. The swimmers will be taught the four competitive strokes: freestyle, breast, back and butterfly stroke. The swimmer will also learn basic start and turn techniques. We teach that technique comes first, speed comes later.

Group 2 swimmers have a basic knowledge of all 4 competitive swim strokes and can maintain their stroke for 50 – 100 yards. These swimmers generally have some competitive swimming background. Though more swimming is done than in Group 1, the emphasis is still technique first, speed later.

Group 3 swimmers are ready to work on endurance and basic interval training. They are ready, willing and able to spend more time at the pool than Group 2. We start emphasizing speed and endurance, but not at the expense of stroke technique. These swimmers should be able to demonstrate ability of all four competitive strokes and maintain their stroke for 100 – 200 yards. Swimmers generally have 1 or more years experience as a competitive swimmer.

Group placement will be at the discretion of the Head Coach.

Attendance:

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 attends as many practices as possible in order to derive the full benefits of the program.

Attendance is mandatory. Attendance will be taken daily. Unexcused absences will be addressed by the Head Coach and may result in meet ineligibility. Swimmers attend all practices listed for their training group.

Group	Practices
Group 1	2 days a week
Group 2	3 days a week

Practice Policies

1. Arrive at the pool 10 minutes (no earlier) before the start of practice to change, use restroom and check mailbox.
2. Plan to stay the entire practice. The entire practice is very important and often, announcements are made at the end of practice.
3. In the event that a swimmer needs to be dismissed early from practice, a note from the parent/ guardian is required.
4. Swimmers who do not meet practice requirements will be approached by their coach to discuss the problem.
5. If your swimmer will be out of the water for a long period of time with an injury or illness, please notify the swimmer's coach.
6. Practices are closed to parents and other observers. Open practice days will be posted in the club calendar and posted on the club bulletin board.

Practice Behavior

1. Arrive 10- minutes before practice starts.
2. Use restroom before practice.
3. Perform stretching and strength exercise exactly as taught.
4. Never walk on the bottom or bob during practice.
5. Never perform legal strokes and turns.
6. Perform all drills exactly as instructed.
7. No talking during drill instruction!
8. No hanging on lane lines.
9. No chewing gum in practice.
10. Finish each training set all the way to the wall with a good touch
11. Adjust goggles before practice, not during.
12. Stay an extra 5 minutes after practice to help store equipment.
13. Maintain proper eating, sleeping and studying habits.
14. Ice sore muscles.
15. Swimmers are expected to follow verbal directions of the coaching staff.
Disrespectful attitudes will not be tolerated from any swimmer.
16. Support your teammates at practice as well as in competition!

Locker Room Behavior

1. Our locker rooms are often crowded at the beginning or end of practice. Swimmers must be on their best behavior to ensure safety.
2. Be respectful to other people using the locker room facilities.
3. No running is allowed in locker rooms.
4. No horseplay of any kind will be tolerated.
5. Showers should be limited to a maximum of 5 minutes.
6. Please dry off in the shower area before entering the changing area.
7. Turn showers OFF when you are finished showering.

8. Locks are not permitted
9. Do not bring valuables or money to practice; Coaches are not responsible for lost or stolen items.

Coach's responsibilities:

The coaches' job is to supervise the entire competitive swim program. The Duanesburg Area Community Center's 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 swimmers in practice groups based on age and ability level.
2. Sole responsibility for stroke instruction and the training regimen rests with the Duanesburg Swim Club coaching staff. Each group's practices are based on sound principles and are geared to the specific goals of that group.
3. The coaching staff decides which events a swimmer is entered into at meets and competitions.
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 and understanding regardless of their youngster's performance).
5. The building of a relay team is the sole responsibility of the coaching staff.

The coaching staff is constantly updating and improving the Duanesburg Swim Club program. It is the swimmers and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

III. Swimmer's Code of Conduct:

All swimmers will:

1. Commit to training guidelines and goals.
2. Attend and apply themselves to all required workouts, swim meets, and meetings, unless excused by the coach.
3. Conduct themselves in a manner that reflects positively on the Club.
4. Display respect, honesty, and sportsmanship toward coaches, officials, parents, and fellow competitors.
5. Comply with the instructions of the coaching staff.
6. Comply with all rules and regulations of host facility.
7. Not use illegal drugs, alcohol, or tobacco.
8. Not commit any unlawful acts.

Consequences and/ or Disciplinary Actions:

In appropriate behavior will not be tolerated at anytime.

Disciplinary action will include a verbal warning, parent notification, and removal from practice and possible expulsion from the club. Disciplinary actions are left to the discretion of the coaches with support of the board of directors and the Duanesburg Aquatics Director. Swimmers shall at all times remain subject to any academic or other eligibility requirements imposed by the schools they attend.

1V. Meet Information:

About Meets:

The purpose of competitive swimming is to compete, and this means going to meets. For many new swimmers going to his or her first meet can be a little scary. The coaches understand this and are more than happy to help the swimmers with information about meets.

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

Entering meets:

Members of the Duanesburg Swim Club should understand that we are a competitive team, not a recreational team. Swimmers should accept the responsibility of membership and participate in as many meets as possible.

An "I Can't BE AT The Meet" sheet will be posted near the Club mailboxes at least one week prior to the sign up deadline. Please sign up on this sheet only if you will NOT be in attendance at the stated meet. Deadlines for sign-ups will be strictly enforced.

Coaches will enter swimmers in individual events and relays. The coaches know what events are appropriate for the swimmers. It is possible that a swimmer will occasionally be entered in an event that he/ she has never swim before. It is important for the swimmers not to specialize in one particular stroke but to become experienced with competing in all of the strokes.

Competition Guidelines:

1. Parents must have athletes to competitions on schedule.
2. Parents are responsible for making sure your child has transportation to and from all meets.

3. Every athlete is required to be at the competition site 15 minutes prior to warm-up time. If athlete is not present at this time they could be scratched from the meet or competition
4. Team announcements will be made and attendance taken at this time.
5. All team members are required to sit together as a team.
6. Athletes should stay until the end of the meet to support teammates unless excused by the coaching staff.
7. Talk to a coach about problems or concerns before warm-up, not during the meet.
8. Parents are required to sit in the spectator stands.
9. Before each race, the starter announces the event number and heat. The officials do not call each individual's name. A volunteer may assist first time athletes to blocks. Seasoned athletes are expected to be responsible to be at the blocks at the appropriate time. The ultimate goal is to have each athlete responsible for his/ her own race.
10. If a swimmer wins a race, remember that it does not necessarily mean that he/ she has won the event. The winning time of ALL heats will decide the first place finisher.
11. Leave the pool area in a clean condition at the conclusion of the meet.
12. No one is perfect. Occasionally a swimmer may: Get left out of an event, get entered in the wrong event, get disqualified or miss their event and lose.

Swim Meet Survival List:

We suggest bringing:

1. Team suit
2. Goggles (2 pairs)
3. Swim cap
4. Sweatshirt and pants
5. Towels
6. Water bottle
7. Quiet activities
8. Healthy food
9. Money (for concession and meet programs)

V. Parent's Role

Human nature is such that a parent may lose 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.

The coach is the Coach! We want your swimmer to establish a relationship with his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces best results. When parents express opinions as to how the swimmer should swim or train, it causes considerable, and often times insurmountable,

confusion as to whom the swimmer should listen. If you have a problem, concern or complaint, please contact the coach. See communication guidelines.

The coach's 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.

Parent support takes two forms. One is encouragement for your child. Cheer for your swimmer and their teammates, congratulate them when they achieve best times and be there to see their races. Parents should remember that their swimmer is racing against his/ her own time and that time is much more important than place. The second part of parental support is participation in team committees. Please remember we need your help in order to provide the best possible program for your swimmers.

Grievances:

Please direct grievances by contacting the Aquatics Director at 356-6400, the head coach or any board member. Necessary changes to the club handbook and or club policies will be voted on by board members at the monthly board meeting.

Parent Involvement:

Being a club, our team is run by parents of the swimmers. We will have bi-monthly meeting for all parents to discuss changes, meets, fundraisers and other important information. At least 1 adult member of a swimmers family is asked to attend all parent meetings.

Our swim meets are run by parent volunteers for duties such as: timers, chaperones, concession stand workers, ribbon writers and other tasks. (No experience is necessary – training will be provided). Sign-up sheets for meet workers will be posted about 1 week in advance of a meet. Parents will be asked to volunteer in swim meets throughout the season.

Communication:

Communication between swimmer, coaches, parents and board members is essential for the smooth functioning of the team. Parents are required to check the bulletin board and athlete's mailbox **daily**. Practice schedules, meet information, and other items are all subject to last minute changes. If you car pool, that parent should pass information along. Please make note of the following:

Mailboxes: Each family has a folder in a file box. It can be found in the pool lobby. Meet information, fundraising information, schedules and other things can be found in these folders. Either the swimmer or parent should check this folder at every practice.

Coaches will also have a folder. Swimmers and parents are welcome to leave a message for a coach in their folder.

Bulletin Board: The club bulletin board is located in the pool lobby. Meet schedules, open swim dates, meet results and other information will be posted here.

Telephone (alert) Roster: All names and phone numbers will be published at the beginning of the season and handed out to all. We will utilize this in the event of an emergency and/ or last minute changes to scheduled events.

Electronic mail: E-mail is a primary source of communication for the swim club. E-mail addresses will be collected at registration. If you do not have e-mail capabilities notify the registrar and another means of communication will be determined

Club Newsletter: A Club newsletter will be published on a regular basis.

If you have any questions during the season please contact one of our Aquatics committee members or the Aquatics Coordinator listed at the end of this handbook. They are here to help parents and swimmers of the team.

At times during the season we may express a need for help with a particular task or on a certain committee. Parents will be asked to volunteer whenever possible.

Parent Aquatic Committee Positions:

Volunteer Coordinator: The Volunteer Coordinator is responsible for assigning tasks as such as: Timers, scorers, officials, concession workers, locker room attendants, set-up, clean-up, meet chaperones, drivers for away meets or any other task that is needed within the club.

Fundraising Coordinator: Oversees all fundraising activities for the club. Organizes all aspects of fundraising consistent with Community Center policies.

Apparel Coordinator: Responsible for ordering and providing the team with the necessary apparel, which may include but is not limited to: Team suits, swim caps, goggles, fins, team sweatshirts, parkas, or towels.

Other: Other coordinators, representatives will be created as needed by the coaches, Aquatics Director and board members.

VI. Risk Factor in Sports:

Participation in sports is a very rewarding experience. However, as with any sports competition, there is a certain risk of injury. Each sport has its own activities, which can lead to injury, and the danger involved can vary from sport to sport. The nature of

athletic injuries can run from minor injuries, such as fractures, dislocations and concussions.

Safety is number one. Duaneburg Electric Eels swim coaches and parent volunteers may make on the spot corrections when unsafe acts occur.

A swimmer must report any injury immediately, no matter how slight the injury may be. Medical expenses resulting from any injury must first be submitted to your own insurance carrier and any remaining balance can be submitted to the Community Center's accident insurance carrier. Injury should be reported to the coach; if a coach is not available, the injury should be reported to the Lifeguard on Duty. Coaches will complete an injury/ incident report and submit it.