



The Purpose of this manual is to bring together all the information pertaining to the Benton Harbor-St. Joseph YMCA Dolphins Swim Team.

SWIM TEAM RULES AND MEMBERSHIP PURPOSE

1. The swim team is open to all boys and girls between the ages of 5-18 capable of swimming 1 length of freestyle (front crawl) and 1 length backstroke (back crawl).
2. The purpose and content of this swim team is:
 - a. Introduce the swimmer to the fun sport of competitive swimming.
 - b. To teach the swimmer the skills and discipline of competitive swimming.
 - c. To teach the swimmer good sportsmanship.
 - d. To promote a positive self-image among all swimmers.
 - e. To teach swimmers the value of setting and striving for personal and team goals.
 - f. To teach swimmers how to function as responsible members of a group.

3. Practice Attendance ***recommendations*** are as follows:

Age Group	# of practices per week
8 & under	2-3
9-10	3-4
11-12	4
13 and over	4 or more

A swimmer may attend as many practices as they like. If a swimmer cannot make the recommended number of practices, they will not be penalized. Please inform coaching staff of special circumstances.

4. Each swimmer shall be dressed in the pool area ready to swim on time, according to the given practice schedule.



5. **In order to be eligible to swim at conference level or above, each swimmer must participate in at least 3 meets. In order to participate at state level, swimmers must swim in the conference meet.**
6. **In order to be eligible for spring awards, each swimmer must participate in at least 3 meets, plus conference.**
7. Each swimmer will be expected to treat the coaches with respect at all times.
8. Proper use of pool equipment (kickboards, fins, pull boys, etc.) is expected.
9. There will be **no** towel snapping, throwing things, or horseplay in the locker room.
10. Any swimmer misbehaving at practice will:
 - a. *First Time*—be warned
 - b. *Second Time*—be asked to sit out for the day
 - c. *Third Time*—be asked to leave and the parent will be called
 - d. *Fourth Time*—be suspended for a week from practice and a conference will be set-up between the coach, parent, and swimmer.

(If any of these occur the parent will be notified)

RULES REGARDING PRACTICE

Swimmers are expected to attend practices. There are conflicts that arise from time to time and these are taken into consideration.

If a swimmer is to leave a practice early, a note, email or a visit to the coach (before practice) is helpful, so we know who is leaving when.

If a discipline problem should arise and the swimmer is removed from practice, the parents will be notified immediately after the practice, either by phone or in person. All discipline problems will be handled on an individual basis. However, if something becomes chronic, the swimmer will be suspended or off the team permanently.

The swimmers are under the coaches' supervision while at practice. If there are any issues that come up please let us handle them. If a situation grows out of our control we may ask for the parents help. Parents are welcome to watch every practice.



Please make your best effort to be on time for practice. It is easier for the coaches to run an efficient practice when everyone is there to start. *Time conflicts will be taken into consideration.*

Please pick up children promptly from practice.

It is **not** the coaching staff's responsibility to monitor the children in the locker rooms. Parents are asked to watch their children in the locker rooms to prevent accidents and incidents.

RULES REGARDING MEETS

Swimmers are expected to attend all meets provided that they qualify, including the conference meet. Swimmers must check in with the coach in the pool area at the beginning of warm-ups (usually ½ hour before the meet starting time). During a meet – especially a dual – the swimmers will be in an area designated by the coaches. They can leave only by the permission of the coach. A swimmer needs to be in close proximity to the coach to receive instructions, and to make their next race on time.

Under our present system, there will be a sign-up sheet for each meet on the bulletin board. Parents are expected to be **responsible** for signing their swimmers up for each meet by the designated deadline

If at the last minute your child is unable to participate in a meet because of illness or family emergency follow these steps.

◆ ◆ ***Call EARLY, we don't mind getting woken up for an emergency!!!!*** ◆ ◆

Call Head Coach Emilie Fiskars

Emily Nannfeldt Aquatics Director (428-9622)

If you have not talked to a real person yet **call the YMCA @ 428-9622**

◆ **DO NOT** e-mail the coaching staff the **day of a meet!!!!**

◆ **DO NOT** assume a message on an answer machine is good enough **TALK** to one of the coaches!!!!

There are no fees for dual meets. There is a fee for events at invitational meets, which is forwarded to the sponsoring club for that meet. Check the SJYD bulletin board for information about swim meet fees. There is also a charge for districts, conference, 8 and under state, state, zones, and nationals.

If you have signed up to swim at an invitational, or one of the other listed meets, you are expected to pay the fees for your events by the deadline posted. Checks can be made payable to SJYD and can be put in the Swim Team Mailbox behind the front desk. (No cash, please) **If you have entered into one of these meets and cannot attend you ARE still responsible for the meet fees.** If a swimmer is



entered in a relay and does not appear at the meet, causing the relay to be forfeited, **the swimmer will be responsible for the cost of the entire relay.**

INFORMATION TO PARENTS

Ribbons, meet information, and additional notices will be placed in a swimmer's pocket. . It is the swimmers' **responsibility** to check the board **every** time they come to practice for vital swim team information. We will also use email and our web site to put out this information.

A bulletin board by the diving board will post additional information. Parents are to look for any changes that may be posted. Sign-ups for meet workers and concessions will also be posted on the bulletin board.

SWIMMER'S INFORMATION

All swimmers are required to have a Swimmer's Form on file with the coaching staff. See Appendix B for the form.

CANCELLATIONS OF PRACTICES AND MEETS

Practices cancelled by the coaching staff will be written up on the bulletin board and distributed to the swimmers and parents **at least** 1 week before the date of the cancelled practice. If the YMCA is closed due to bad weather or open with all programs cancelled, there will be **no** practice. If the pool is shutdown due to maintenance reasons the coaching staff or YMCA front desk staff will try to contact swim members at their home phone numbers and email.

If a meet is cancelled for any reason the coaching staff or YMCA front desk staff will try to contact all swim members going to the meet at their home phone numbers ASAP and send an email. If you are unsure if a meet is cancelled or not you can call the YMCA front desk at 428-9622.

If you are unsure if something has been cancelled call the YMCA at 428-9622.

RECOGNITION OF SWIMMERS

Every year in March, the SJYD swim team will hold its annual banquet. Year awards will be presented at this banquet. Coaches' choice awards will also be awarded for outstanding, male and female, achievement during the past season.



The Golden Dolphin award will be presented to the swimmer who best displays all the qualities of the individual awards and Y philosophy.

There are two types of year awards that are given to swim team members. The first is a *Year Certificate*. A swimmer obtains a *Year Certificate* if they did not meet the required numbers of meets (**3 plus conference**) but did practice with the team. A swimmer that participates in 3 meets plus conference is given a *Year Certificate and Award*. Any member of the team who comes and practices for ½ the season or less will be recognized as a *Team Member Certificate*.

MEMBERSHIP FEES

All swim team members **must** have a full membership at the Benton Harbor-St. Joseph YMCA. In addition all swim team members **must** pay swim team fees at the front desk.

The Benton Harbor-St. Joseph YMCA has a Financial Assistance Policy: **“No one** will be turned away for an inability to pay.” If you need financial assistance please contact the scholarship coordinator at 428-9622.

WINTER LEAGUE

The Dolphins swim with a YMCA league (members listed below) September to May, with competitions occurring on Saturday's beginning approximately at the end of October through February. A schedule is provided as soon as it is available. There are away meets as well as home meets. Dual meets are followed by Districts, Conference, 8 & under State, State, Zones and Nationals meets. Swimmer's age is determined by December 1st of the swimming season. According to our YMCA league a swimmer must swim **at least** 3 meets to swim conference level or above. The age groups are 8 and under, 9-10, 11-12, 13-14 and 15 and over. Also, according to the Michigan Cluster Guidelines; **“A swimmer may not swim for a YMCA team and a different USA team. A swimmer may swim unattached for USA or attached with the YMCA. “**

Members of the winter league include: Benton Harbor-St. Joseph YMCA, Grand Rapids Area Y, Battle Creek YMCA, Grand Haven (tri-cities), Muskegon, Sturgis, Niles, Jackson, Shiawasee.

We also swim against some non-league teams they are: Michiana YMCA, LaPorte YMCA, Michigan City YMCA and Elkhart YMCA.

USA SWIMMING

“Effective September 15, 1994, the YMCA Dolphins Swim Team Parent Association approved USS membership, now called USA. YMCA Dolphins Swim Team members’ times from USA meets held on or after that date will be included in the team records and posted to the team record board if qualified. The swimmer must be registered with USA as a SJYD-USA member, not as Unattached-USA.”

Our team also maintains membership with USA Swimming. All YMCA dolphin swimmers are eligible for USA affiliation. The cost is approximately ? per child, this includes a membership card and insurance coverage. In addition, each swimmer will be given a booklet published by Michigan Swimming, which includes information about swimming at the state and national levels. Swimmers receive their cards in December for the following year. USA Swimming entitles swimmers to participate in USA sanctioned levels. At USA meets, swimmers are usually grouped according to their age on the day of the meet.

RECORD BOARD GUIDELINES

The swimmer **must** be a paid and active SJYD team member. An active swimmer is one that practices with the team on a regular basis and is eligible to swim at Y championship meets.

The swimmer’s age group will determine record times, not by the event age. Remember that for the fall/winter season, December 1st is the age up date; for the summer it is June 1st.

For a record to be changed, the time MUST be improved, not matched.

Times will only be entered into the team records from official Meet Results.

Lead-off relay splits from any meet will only be entered into the team records if printed in the Official Meet Results.

Swimmers who are returning from other teams, have newly joined the Dolphins or swim Unattached USA will be able to use their best times from the season to qualify for Y championship meets. However, these times **cannot** be entered into the team records. If a swimmer has times faster than their SJYD swims, please notify the coaching staff so these times can be used for their Championship entry. The coaching staff **requires** a proof-of-time before changing the entry time. Proof-of-time includes: official meet results, computer-generated form from a licensed program; like Hy-Tek Team Manager, and award labels.

All YMCA rules for conversion of Yards to Meters and Meters to Yards will apply to USA Meets.

RELAY RECORD BOARD GUIDELINES

Swimmers may swim-up, a maximum of 2 age groups, and qualify for a relay record. Again **for a record to be changed the time MUST be improved, not matched.** Mixed Relays **cannot** be used for the record board.

RECORD BOARD UPDATE

The coaching staff will notify a swimmer if they have broken a record. The first letter of the swimmer's first name and last name of the swimmer will be placed on the records board that is on the pool wall.

PRACTICE SCHEDULES

Fall → September - December

Day	Practice Time
Monday	6:30-7:30pm
Tuesday	6:30-7:30 pm
Wednesday	6:30-7:30 pm
Thursday	6:30-7:30 pm
Friday	4:30-5:30 pm
Saturday	Meet Day

COMMON SWIMMING TERMS

Swimming Strokes Abbreviations:

FR- Freestyle (Front Crawl)
BK- Backstroke (Back Crawl)
BR- Breaststroke
FY or FL- Butterfly
IM- Individual Medley



Other Swimming Abbreviations:

IE- Individual Event

In an individual event only 1 swimmer per lane is permitted. That swimmer will swim the entire distance for that event.

RE- Relay Event

In a relay event there will be 4 swimmers per lane. Each swimmer will swim only once for that relay. The swimmer will swim a quarter of the total distance.

DQ- Disqualified

When a swimmer does not swim the stroke properly an official can disqualify them. A disqualified swimmer is not eligible for points or awards.

SCR- Scratched

When a swimmer does not show up for a meet the coach will scratch the swimmer from their events.

NS- No show or DNS- Did not show

When a swimmer is not scratched but does not show for their event marshalling will say that the swimmer is a NS or DNS.

DNF- Did not finish

When a swimmer starts the race but does not complete the entire distance the swimmer will have no time and will not be scored. On the results the final time will be DNF.

EX- Exhibition

Meets only allow so many swimmers from one team to enter in a swimming event. Because of this some swimmers will swim exhibition, the swimmer swims for a time and not for points.

NT- No Time

This is used when a swimmer does not have a time for the event they are swimming.