



## HARRISON COUNTY YMCA

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### SWIM TEAM PROGRAM

#### I. AUTHORITY

All programs associated with the Harrison County YMCA (YMCA) shall function within Policies and Procedures adopted, and as amended from time to time, by the YMCA Board of Directors.

To articulate the expectations for Harrison Area YMCA Swim Team (HAYST) swimmers, as well as any YMCA members using the pool, the Board of Directors of Harrison County YMCA has adopted policies to guide the Aquatic Program.

#### II. POLICY

**A. Responsibilities.** (Generally, see job descriptions for more detailed lists of responsibilities).

**1. Program Director.** Together with the Executive Director, exercises appropriate oversight and supervision to ensure that the aquatics program operates in accord with these policies.

**2. Aquatics Director.** The Aquatics Director exercises appropriate oversight and supervision to ensure that the aquatics program is operated in accord with these policies. He or she also performs the following specific functions:

a. Together with the Program Director and the Executive Director, hires and evaluates instructors, coaches, and lifeguards.

b. Makes recommendations to the Program Director regarding the retention of and compensation of instructors, coaches, and lifeguards.

c. Directs instructors, coaches, and lifeguards regarding the performance of their duties.

d. Determines how to allocate pool time and other resources.

e. Directs the maintenance of the pool and makes recommendations to the Program Director and Executive Director regarding acquisition of equipment.

**3. Head Coach.** The head coach directs other coaches, whether paid or volunteer. He or she is in charge of all aspects of swim team scheduling, training, and competition. He or she enforces this aquatics policy and disciplines swimmers who violate this policy.

**4. Assistant Coaches.** Assistant coaches perform those duties relating to swim team training and competition, or support thereof, as may be assigned by the head coach.

**5. Parents.** The role of parents is to support their children. Parents have formed a swim team association for the purpose of coordinating their collective efforts to support their children. Examples of swim team association support include fund raising, running a concession stand, recruiting and recommending officials, participating in interviews of coach candidates, assisting coaches with meet entries, planning and coordinating team social activities, assisting coaches with publicizing meet results and team successes, assisting coaches with set up and equipment for home meets, and acquiring equipment.

The swim team association is governed by a board of directors. The board of directors may adopt bylaws, elect officers, and form such committees as it deems appropriate to promote effective governance and to carry out the mission of the association. Swim team association bylaws and policies must be approved by the YMCA. In addition, the following YMCA rules govern swim team association activities:

a. In order to avoid problems with taxes and grants, the swim team

association will deposit all funds in YMCA accounts. Fund raising must be approved beforehand by the YMCA. The YMCA will not unreasonably withhold association funds, nor will the YMCA spend association funds for purposes not approved by the swim team association. The swim team association shall be provided with a monthly accounting of funds deposited with the YMCA.

b. The swim team association may not hire, contract with, or retain coaches, officials, or instructors, whether for compensation or as volunteers. This is a YMCA function delegated, where appropriate, to the head coach, the aquatics director and/or the program director. The swim team association may assist the YMCA by making recommendations to the head coach, the aquatics director, or the program director.

### **B. Code of Conduct - Swimmers**

An acceptable standard of behavioral conduct is expected of all swimmers. The YMCA professional coaches will work to develop our children into better swimmers and more importantly, disciplined people. It is absolutely essential that all swimmers, parents or guardians give the coaching staff the respect and authority they deserve to run the swim team. YMCA coaches are hired for that purpose. The following is the YMCA standard of swimmer behavior and conduct:

- Do your best in school just like you do your best in the pool. The respect you earn is for the total person, not just the swimmer. The better you do in school the better you will feel about yourself and the better you will perform. Be the person you want others to look up to.
- Listen to your coaches! They are on deck, at the meets and at all HAYST activities for your sole benefit. Use their wisdom, experience and advice for its intended purpose: to bring out the best in you and your swimming!
- Drowning, slip and fall, and other injuries are always a present risk. Therefore, children not participating in swim practice or competitions must be accompanied by a responsible adult.
- No one should ever submerge below a pool cover, nor climb on lane lines, cover reels or lane line reels.

- Running, pushing or horse play on the deck area and locker areas is not permitted.
- Never misuse training equipment. Weights, medicine balls and other exercise equipment should be used with supervision and only in the way they were designed and intended for exercise.
- Refrain from judging or criticizing other members of HAYST.
- Remember: Praise in public and correct in private.
- Swimmers who are waiting for transportation should always wait inside the YMCA or aquatic complex.
- Persons who seem out of place or unfamiliar, or engage in activities of an unsafe, unusual nature should be reported immediately to the HAYST coaching staff or responsible parent.
- Each swimmer shall have an up to date Emergency Form and medical release on file with the head coach.
- Each swimmer should make the HAYST coaching staff aware of any and all medical conditions or other special circumstances which they believe the club should be made aware.
- It must be remembered at all times that as an athlete and member of HAYST you will be traveling to meets and using other pools and athletic facilities. When visiting these locations you are not permitted in areas of the building other than the pool, locker rooms, the hallway adjacent to the pool and other areas identified by the host team. These are typical restrictions imposed as a condition of our use of the facility.
- As a student athlete with HAYST you will treat all members of the team, including coaches, swimmers and parents, together with members of other teams, with the utmost dignity and respect.

- Equipment is a key part of your training and success. You are responsible for its care and proper use. Remember: practice is not over until all supplies and training aids are returned to the storage closet. The more people helping the faster it will go!
- Make some noise! Support each of your teammates in the pool, whether it is at practice and, especially, at meets. Encourage them to do their best and deliver an outstanding performance. Not only will they do the same for you, people will know HAYST is in the pool!
- Always remember to wear your HAYST apparel. People will know who you are when wearing your suit, shirt and cap and that HAYST is in the building!
- Never interrupt or confront the coaching staff in an inappropriate manner; give them the respect they deserve.
- Never use abusive language.
- Never engage in any behavior that brings discredit or disruption to your fellow swimmers and HAYST.

Have Fun!

Should a HAYST swimmer conduct themselves in such a way that brings discredit or discord to HAYST or YMCA/USA Swimming, they voluntarily subject themselves to disciplinary action. The YMCA maintains the right to terminate any membership, with cause, in upholding the YMCA mission.

### **C. Swim Meet Policies**

- No swimmer shall attend a meet unless accompanied by a parent or a chaperone arranged by the swimmer's parents.
- No swimmer shall drive a car to or from an away swim meet unless accompanied by a parent.
- Meet warm-up times, which are set by the coaching staff and published in the team meet information, are to be strictly adhered to by all team members.

- Team members must check with the coaches prior to leaving a meet.
- Swimmers are expected to meet with their coach before and after each of their events.
- In preliminary and final meets, all swimmers who qualify to compete in the finals are expected to participate in the finals.
- All team members are strongly encouraged to return to the finals sessions to support the team and take advantage of the opportunity to learn from watching the finals. At times, alternate and relay positions open up that need to be filled.
- All team members are expected to follow the team uniform policy. Be proud to wear your HAYST colors. Your personal appearance shall be neat and appropriate at all times.
- Swimmers are expected to sit with the team and participate in all team meet activities and team meetings.
- Team members and parents are expected to display proper respect and sportsmanship toward coaches, officials, meet administrators and fellow competitors.
- As a matter of team pride and courtesy to the meet host, swimmers are expected to leave the HAYST team area in a neat and clean condition at the conclusion at each session of the meet.
- All questions swimmers or parents may have concerning meet results, an officiating call or the conduct of a meet should be referred to the HAYST coaching staff only. Our coaches, in turn, will pursue the matter through appropriate channels on behalf of the club.
- In accordance with YMCA/USA Swimming rules, parents are expected to remain in the spectator area and off the immediate competitive deck unless they are working the meet in an official capacity.

#### **D. Team Travel Policies**

- All team members are reminded that when traveling on trips, competing in meets, and attending other meet-related functions, you are representing both yourself and the HAYST program. Your behavior must positively reflect the high standards of our club.
- All swimmers and chaperones traveling with the team will attend all team functions and are expected to know all travel / meeting schedules and strictly adhere to them. Coaches will establish warm-up times and other trip related timetables as needed. Being prompt and on time is essential.
- Swimmers are expected to remain with the team at all times during a trip. Swimmers are not to leave the pool, the hotel or any other place at which the team has gathered without the permission of a coach or chaperone.
- Rooms are to be treated with respect and kept neat. Belongings should be kept together and all trash deposited appropriately. Any damage to rooms will be the responsibility of the parties involved and may result in being sent home early from a trip.
- Male swimmers are not allowed in female swimmers' hotel rooms, nor are female swimmers permitted in male swimmers' rooms unless a chaperone / coach has granted permission (i.e., for a small group to watch a movie). Swimmers are to refrain from inappropriate physical contact. All swimmers are expected to strictly adhere to the curfew established by the coaching staff. At curfew, all lights, TV's, electronic equipment, etc. must be turned off and no talking is permitted.
- Swimmers are expected to be quiet and respect the rights of teammates and other hotel guests during evening hours and the rest time between preliminaries and finals. There is to be no telephone use after curfew and no room-to-room telephone use during afternoon rest time.

- All telephone and incidental room charges must be paid prior to curfew on the final night of the trip.
- When group meals are contracted for with a hotel or restaurant, all swimmers and chaperones on the trip are expected to participate in and share the cost of these meals.
- Swimmers are expected to travel with and stay with the team on team travel trips. Any exceptions to this policy must be approved by the Head Coach or his or her designee prior to the trip.
- Chaperones must agree to fulfill their responsibilities to the swimmers entrusted to their care and to the other chaperones and coaches. Swimmers may not be chaperones.
- Violation of these rules will result in disciplinary action, including the possibility of being sent home from the meet at the expense of the swimmer's family.

#### **D. Drug, Alcohol & Tobacco Policy**

The YMCA's goal is to promote the health and safety of swimmers. The YMCA is committed to an alcohol, tobacco, and drug-free swim team. So that they can be mentally and physically prepared for the challenges of training and competition, team members are prohibited at all times from using, possessing, selling, manufacturing, or dispensing alcohol, tobacco, or illegal drugs. Team members are also prohibited from abusing prescription or over-the-counter drugs. Team members violating this policy will be subject to discipline depending upon the circumstances, up to and including expulsion from the team and/or revocation of membership.

#### **E. Parent Code of Conduct**

The following standard of the Harrison County YMCA is expected for parental behavior and participation:

- Open communication between parents, swimmers and coaches for the purpose of goal-setting and focusing on the performance expectations of both the swimmer and the parents;
- Meeting with the coaches / swimmers / parents during normal operating hours to discuss issues;
- Positive reinforcement of all swimmers in all situations - team spirit, team loyalty;
- Parental involvement on the Board of Directors and in organizing and running of meets and other team events.

**Harrison County YMCA and HAYST will not tolerate the following parental behavior:**

- Coaching your children at practice or during meets; that is the coach's job;
- Interrupting or confronting the coaching staff on the pool deck during practice or meets;

- Abusive language;
- Any behavior that brings discredit or disruption to our swimmers and our organization.
- Practice teamwork with all parents, swimmers and coaches by supporting the values of Discipline, Loyalty, Commitment and Hard Work;
- As a parent, not to coach or instruct the team or any swimmer at practice or meets (from the stands or any other area) or interfere with coaches on the pool deck;
- Demonstrate good sportsmanship by conducting themselves in a manner that earns the respect of their children, other swimmers, parents, officials and the coaches at meets and practices;
- Maintain self-control at all times. Know their role:

**Swimmers - Swim**

**Coaches - Coach**

**Officials - Officiate**

**Parents - Parent**

During competitions, questions or concerns regarding decisions made by the meet officials are directed to a member of our coaching staff. Parents address officials via the coaching staff only.

Should a parent of a HAYST swimmer conduct themselves in such a way that brings discredit or discord to Harrison County YMCA and the Harrison Area YMCA Swim Team (HAYST), or YMCA/USA Swimming, they voluntarily subject themselves to disciplinary action. Harrison County YMCA and the Harrison Area YMCA Swim Team (HAYST), maintains the right to terminate any membership with cause.

**F. Electronic Communication.**

This is mandatory for participation in USA Swimming and must be signed by all swimmers/parents. This policy is accessible on the USA Swimming portal and should be included in the handbook.

**G. USA Swimming Bullying Policy.**

This is mandatory for participation in USA Swimming and must be signed by all swimmers/parents. This policy is accessible on the USA Swimming Portal and should be included in the team handbook.

**H. Coaching Hiring Process**

The Head Coach is an employee of the YMCA and is subject to all employment policies and procedures. However, the swim team association board may provide up to two member to participate in the interview process. The head coach position shall be with a 90 day probation period to ensure a good fit with the swimmers. After the 90 day period the same association member(s) will meet with YMCA staff to offer the feedback.