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## Mission Statement

The mission of the Door County YMCA is to strengthen Christian values. Through quality program, services and community partnership, the YMCA helps to develop potential in Spirit, Mind and Body.

We are a non-profit organization that strives to serve everyone in our community regardless of race, creed, age, sex, economic circumstances and physical and mental abilities.

### YMCA of the USA National Mission Statement

The YMCA strives to put Christian principles into practice that build spirit, mind, and body for all.

The Door County YMCA: Making a difference for over 20 years.

## Welcome to the Doorfins

Congratulations on being a part of the 2008-2009 Swim Team Program. Welcome back to our many returning swimmers as well as swimmers who will be with us for the first time. We are proud to continue to grow in size and ability year after year.

The Doorfins program is designed to meet the needs of swimmers with a wide range of ages, experiences and abilities. The practices, events, and meets develop skills, sportsmanship, work ethics and team spirit while emphasizing fun. While there is only one winner to every race, all of our swimmers are winners when they give their very best.

**Parents are encouraged to volunteer in a variety of ways.** Swim parents are truly what makes a successful swim program. We encourage parents to seek out the head coach with questions or concerns.

As the Doorfins continue to grow, we will strive to retain the personal touch and family atmosphere as our numbers increase. Every swimmer and every family is important to us. Your concerns are our concerns. Your enjoyment of the time you spend with our team is the true measure of success.

**Welcome to the Door County YMCA Doorfins Swim Team!!!**

Coach McHugh

## **Team History**

In 1969, the team we now know as the Doorfins was born. The first Head Coach was Fred Cross with Assistant Coaches Lefty Klimek and Diane Corrigan. The Doorfins swam under the AAU, the Amateur Athletic Union. The swimming division of the AAU is now under USS, or United States Swimming. The Doorfins now swim in YMCA sanctioned competition thanks largely to Ingrid Stroschein.

Ingrid Stroschein is the person responsible for what the Doorfins have become. She built the Doorfin program into a team that was over 100 kids strong in 1978. Ingrid then stepped down as Head Coach until she took over again in 1986. Ingrid had to start building the program again, for there were only about 35 kids enrolled that year.

Another huge change in the history of the Doorfins was the opening of the beautiful new Carla and Ellsworth Peterson Aquatic Center. As we said good-bye to the old Peterson Pool with fond memories, we welcomed a new facility to accommodate a growing swim program. The Doorfins now have everything needed to be a successful swim team.

Fall of the 2003 season marked the first year where the Northern Door Program Center became involved with the Doorfins. Swimmers can now practice at either facility and participate in the scheduled meets, home and away. This addition only helps us in adding depth to our team and increasing the talent pool coaches work with.

From 1986 until the present, the Doorfins have made positive strides every year. Every year, more swimmers are qualifying for State and National level meets. Our lists of YMCA State Champions and YMCA “top 16 times in the Nation” grow every year. With participating swimmers from all over the Door Peninsula, the future looks bright for Doorfins swimming.

### **Coaching Staff Over The Years:**

1969 – Fred Cross, assistants: Lefty Klimek, Diane Corrigan  
1970 – Gary Hinz, assistants: Lefty Klimek, Judy Schaeffer, Marie Degeneffe  
1971 – Gary Hinz, assistants: Lefty Klimek, Judy Schaeffer, Marie Degeneffe  
1972 – Gary Hinz, assistants: Lefty Klimek, Judy Schaeffer, Marie Degeneffe  
1973 – Gary Hinz, assistants: Lefty Klimek, Judy Schaeffer, Marie Degeneffe  
1974 – Diane Roombus, assistants: Ingrid Stroschein, Pam Marsh, Bonnie Schulz, Marie Degeneffe  
1975 – Diane Roombus, assistants: Ingrid Stroschein, Pam Marsh, Bonnie Schulz, Judy Klimek  
1976 – Ingrid Stroschein, assistants: Pam Marsh, Judy Klimek  
1977 – Ingrid Stroschein, assistants: Pam Marsh, Judy Klimek  
1978 – Ingrid Stroschein, assistants: Pam Marsh, M.A. Bennett  
1979 – Judy Klimek, assistant: Linda Ciganik  
1980 – Lee Anderson, assistant: Sara De Jardine

1981 – Lee Anderson, assistant: Sara De Jardine  
1982 – Paul De Jardine (8&u), Nannette Henderson (10&u), Carrie Stroschein (11-18)  
1983 – Nannette Henderson, Co-Coach – Carrie Stroschein  
1984 – Nannette Henderson, assistants: Maureen Gasser, Ted Ciganik, Carrie Stroschein  
1985 – Laura Jones and Ted Ciganik  
1986 – Ingrid Stroschein, assistant: Ginny Laser  
1987 – Ingrid Stroschein, assistant: Kristen Kok  
1988 – Ingrid Stroschein, assistant: Maggie Stover (8&u)  
1989 – Ingrid Stroschein, assistant: Maggie Stover (8&u)  
1990 – Ingrid Stroschein, assistant: Maggie Stover (8&u), coach’s aid: Tom Hall  
1991 – Ingrid Stroschein, assistant: Maggie Stover (8&u), coach’s aid: Tom Hall  
1992 – Ingrid Stroschein, assistant: Maggie Stover (8&u), coach’s aid: Tom Hall  
1993 – Ingrid Stroschein, assistant: Maggie Stover (8&u), coach’s aid: Tom Hall  
1994 – Ingrid Stroschein, assistant: Kate Shortall (8&u), coach’s aid: Tom Hall  
1995 – Ingrid Stroschein, assistant: Maggie Stover (8&u), coach’s aid: Tom Hall  
1996 – Ingrid Stroschein, assistant: Dale LaViolette (8&u), coach’s aid: Mike Ziniel, Trudy T. Dupuy  
1997 – Ingrid Stroschein, assistant: Ellen Knipfer (8&u), coach’s aid: Mike Ziniel, Trudy T. Dupuy  
1998 – Ingrid Stroschein, assistant: Ellen Knipfer (8&u), coach’s aid: Mike Ziniel, Trudy T. Dupuy  
1999 – Ingrid Stroschein, assistant: Ellen Knipfer (8&u), coach’s aid: Kelly McDougall-Smith, Mike Ziniel, and Trudy T. Dupuy  
2000 – Ingrid Stroschein, assistant: Ellen Knipfer (8&u), Mike Ziniel, Brenda Curtis, Kelly McDougall-Smith  
2001 – Ingrid Stroschein, assistant: Ellen Knipfer, Kelly McDougall-Smith, Brenda Curtis, Erik Olson, Mike Ziniel  
2002 – Ingrid Stroschein, assistant: Ellen Knipfer, Brenda Curtis, Erik Olson, Kelly McDougall-Smith  
2003 – Scott Okhuysen, assistants: Becky Heller, Kelly McDougall-Smith  
2004 – Eric Hirsbrunner, group coaches: Tony Smith, Ellen Knipfer, Mike Ziniel, Kelly McDougall-Smith  
Northern Door – Jamie Buddemeyer, Bob Clare  
2005 – Matt Richard, group coaches: Eric Hirsbrunner, James Biles, Mike Ziniel, Mike McHugh, Kelly McDougall-Smith, Northern Door – Jamie Buddemeyer  
2006 – Mike McHugh, group coaches: Kelly McDougall-Smith, Dave Bubnik, Martin Kelsey, Katie Rock  
Northern Door-Jamie Buddemeyer, Alicia Kropuenske  
2007 – Mike McHugh, group coaches, Kelly McDougall-Smith, Dave Bubnik, Chris Friese, Martin Kelsey, Jamie Buddemeyer, Northern Door – Jamie Buddemeyer, Alicia Kropuenske  
2008 – Mike McHugh, group coaches, Kelly McDougall-Smith, Dave Bubnik, Sarah Spude-Olson, Pete Stevenson, Martin Kelsey, Tahna Evers Northern Door: Brian Wood

## Team Organization

**Membership:** The Swim Team is sponsored by the Door County YMCA and is open to any boy or girl age 6 and up able to swim two lengths of the pool. YMCA membership is required of all swimmers during the entire season. Scholarships are available; please see Sue Crass (SB)/Michael Fearing (ND) at the YMCA front desk for more information regarding this policy.

**Administration:** The team is directed by the Head Coach who is hired by the YMCA as a member of the professional staff. The coach is evaluated and supervised by the YMCA Aquatics Director. There is a Swim Team Parents Advisory Committee to support the team consisting of swim team parent volunteers to work with the administration and head coach to insure parent and swimmers' needs and concerns are being addressed.

**Communication:** This is very important when trying to stay organized with the swim team. The most important practice to follow in trying to stay up to date with the Doorfins is checking your mailbox, e-mail and web-site everyday and bulletin board every day.

**Season:** The team swims one distinct competitive season each year. The winter season runs from late October through early April.

**Fees:** Separate training fees (or team fees) are charged to participate in the competitive "Doorfins" season. These training fees cover coach's salaries, team supplies, and some degree of overhead costs. These fees may be paid in full or on a payment system (fund raising options are available to help offset this cost). If you choose to fund raise, the final accounting will include all credits for fund raising. The final payment is due by March 2, 2009. We have several payment options available to help meet the needs of our participants.

Event/splash fees also have payment options this year. You will be able to choose \$50, \$100, or \$150 event/splash fees to correspond with your level of away meet participation and pay for that amount as if it was a class, separate from the team fees. Event fees are fees charged per event per swimmer that the DC YMCA pays to another organization on behalf of the swimmer to swim in an away meet. Splash fees are fees charged by another team in addition to event fees per swimmer to swim in a meet. Any balance due or amount overpaid will be collected or refunded at the end of the season. A report of these fees will be generated for you at the end of the season. Fund raising fees will be figured into the final accounting.

**PAYMENT OPTIONS:** 1. Payment in full during registration week of Fall 2 session – October 20 -27. 2. Monthly drafted payments via credit card or EFT– Five monthly payments will be deducted on the 1<sup>st</sup> or the 15<sup>th</sup> of November, December, January, February, and March. **Coaches will be given a list of swimmers who have completed payment arrangements once the program starts, if a payment plan has not been set up, your child may not be allowed to participate in practice or meets until payment arrangements are made.**

3. Scholarships are available to help defray costs associated with this program, as well as all other programs within the YMCA. Scholarships are awarded based on a sliding income/fee scale. See Sue Crass/Michael Fearing at the YMCA front desk for questions regarding financial assistance.

If these payment arrangements do not work for you, please contact Julie Wilson, or Mary Heimann.

### Financial Obligations

**1. YMCA membership is required of all participants.**

- Annual membership for youth under 12 - \$25 joining fee and \$14.00 monthly draft dues.
- Annual membership for teens 13 through High School - \$25 joining fee and \$20.50 monthly draft dues.
- Annual membership for families - \$75 Joining fee and \$63.50 monthly draft dues.
- See Front desk for full membership benefits. Membership must remain in-tact for duration of swim season. (Above prices are subject to change – based on 10/15/08 rates)

**2. Team Fees** are assessed according to swim training group assigned. 10% discount for additional children. Swim team fee payment schedule is as follows for Sturgeon Bay site:

Swim Team Fees	*Total due no event fees/monthly fee for 5 months	*Total due including \$50 event fee/monthly fee for 5 months	*Total due including \$100 event fee/monthly fee for 5 months	*Total due including \$150 event fee/monthly fee for 5 months
Group	<u>Total Monthly</u>	<u>Total/Monthly</u>	<u>Total/Monthly</u>	<u>Total/Monthly</u>
Junior – 2 day option	\$230/\$46	\$280/\$56	\$330/\$66	\$380/\$76
Junior - 3 day option	\$290/\$58	\$340/\$68	\$390/\$78	\$440/\$88
Junior Elite – 3 day option	\$340/\$68	\$390/\$78	\$440/\$88	\$490/\$98
Junior Elite – 4 day option	\$410/82	\$460/\$92	\$510/\$102	\$560/\$112
Senior – 3 day option	\$400/\$80	\$450/\$90	\$500/\$100	\$550/\$110
Senior – 4 day option	\$515/\$103	\$565/\$113	\$615/\$123	\$665/\$133
Winter Sports participant pro-rate – 2 day option	\$90/\$18	\$140/\$28	\$190/\$38	\$240/\$48
Winter Sports participant Pro-rate – 3 day option	\$140/\$28	\$190/\$38	\$240/\$48	\$290/\$58
Winter Sports participant Pro-rate – 4 day option	\$180/\$36	\$230/\$46	\$280/\$56	\$330/\$66

\*You can choose your event fee level depending on your plan for participation at away meets.

**When you register your child, please register for both a group/#of days practice per week and event fee level option.**

Swim Team Fees	*Total due no event fees/monthly fee for 3 months	*Total due including \$50 event fee/monthly fee for 3 months	*Total due including \$100 event fee/monthly fee for 3 months	*Total due including \$150 event fee/monthly fee for 3 months
	<u>Total Monthly</u>	<u>Total Monthly</u>	<u>Total Monthly</u>	<u>Total Monthly</u>
January pro-rate - 2 day opt	\$150/\$50	\$200/\$40	\$250/\$50	\$300/\$60
January pro-rate - 3 day opt	\$210/\$70	\$260/\$52	\$310/\$62	\$360/\$72
January pro-rate - 4 day opt	\$300/\$100	\$350/\$70	\$400/\$80	\$450/\$90

- Once a team participant has committed himself/herself to the team and has paid the first team fee, that participant will be a member of the team for the duration of the season. Parents will sign a contract for a fee payment commitment for the entire season. However, if training groups change, the new group fee will be charged for the remainder of the season.

**3. Meet Entry Fees (Event/Splash Fees):**

Swimmers are NOT required to participate in all of the meets that are offered during the season. Families can make these choices individually as meet information is made available. However, it should be the goal of the family to make as many meets as possible, as this is the “fun” part of the season and a lot of team spirit and team camaraderie is shared. To be eligible for Sectionals in March, swimmers must participate in at least two YMCA sanctioned meets throughout the season.

**4. Meet Relay Assignments:**

Relays will be organized by the coaches. An agreement to be on a relay does not mean a child will be involved in a relay. An agreement says that if a relay spot needs to be filled, your child is willing to do so, and that you are willing to pay the event fee. This holds true even in the unfortunate event that a relay gets cancelled due to somebody not showing, etc. Empty slots will be filled if possible. Confirmed swimmers will be posted in advance of the competition dates. COACHES HAVE THE FINAL SAY IN ALL RELAY DECISIONS.

**5. Equipment needed for the season:**

- Training and/or practice suits (purchase on your own)
- A Solid Black suit for meets (team order will be coordinated by the Y although this particular suit is NOT mandatory); white stitching is acceptable.
- Towel (bring 2 dry towels to meets, one to practice)
- Goggles (2 pair)-available at the Y front desk or any sports store

- Swim cap, if desired (“DCY” swim cap is required for meets if a cap is worn-available at the front desk; any cap is fine for practice)
- A bag for everything
- Warm Ups, or something to wear at the meets that is warm and can get wet
- “DCY” apparel may be available for order during the season (optional purchase)
- Swim shoes (flip flops) may be worn in the shower and at meets to walk around in and take off quickly before competing. These are optional, but recommended.
- Swim fins (the Y will NOT provide these, although they will be used in practice)

## 6. Meet Expenses

For all meets, swimmers will need

- transportation to and from the competition,
- spending money for breakfast, lunch or snack depending on the length of competition
- arrangements for a place to stay if the competition exceeds one day. Hotel information and directions to the meets will be posted on the Aquatics board as these meets approach. Lodging and transportation arrangements are the responsibility of the parents.
- Admission fees and/or heat sheet fees may be charged for non-swimmers to attend the competition. These fees vary and are paid to and set by the hosting YMCA.

## 7. Team Photographs

A team photo, as well as individual shots, will be coordinated during the course of the season. Prints will be available for purchase for those who are interested. Fees are due upon ordering and individual shots will only be done for those who commit to purchasing the print. Matt Orthober will be taking the team pictures this year. A date will be selected late in the season and you will be notified as to the date and time.

## FUNDRAISING

### **Fund Raising to off-set Team Fees –**

Fund raising opportunities are available to all families that wish to take advantage of reducing their out-of-pocket payments. All Fund Raising is due by January 15 to offset team fees. Fund raising over the allotted amount cannot be transferred to other families, it will be allocated to general swim team operations.

**All Fund Raising monies should be turned into the YMCA front desk. Make sure your name and fund raising event is written on the envelope and tell the front desk what the funds are for....be specific!**

### **No Solicitation List:**

These are people or organizations that regularly donate to the YMCA and we secure an annual commitment from once per year. As a courtesy, and out of respect for their generosity, please do not ask the following for additional donations for swim team fundraising:

Aurora	Baylake Bank	Door County Memorial Hospital
Raymond James	Pinkert Law Firm	Sarkis Realty
Starr Realty	Wulf Brothers	Thrivent
Ross Law Office	Carl Stiehl	Optimist Club
Coca-Cola	Be's Vending	Tri-County Publishing
The Cookery	Flanagan Distributing	Coldwell Banker
Babler Bussing Service	Kerber Rose & Associates	Carla & Ellsworth Peterson
Tatman Foundation	Sister Bay Lions Club	Dennis and Pam Starr
Lakeside Surgical	Peninsula Title	Bay Pharmacies
Hedeen Foundations	Robert W. Baird and Co.	Pepsi-Co.
Eric Peterson-Edward Jones	F&M Bank	Smith's Europe Lake Cottages

**Christmas Tree Sales** – Proceeds from the Christmas Tree sales will be divided between the Gymnastics Team and the Swim Team to help offset swimmers/gymnasts going to nationals. Ben Rikkola will arrange Christmas trees to be delivered to the Y. Swimmers, gymnasts, and parents will be asked to volunteer their time to help sell the trees during the month of December. We are encouraging lots of swimmer participation in this event this year, we would like one parent to be available for each shift to supervise our swimmers. Volunteer schedule will be posted in November for sign-up. Two swimmers and one parent per shift should work well.

### **Schedule of Opportunities:**

The following are fundraising options available to you – these ARE NOT mandatory! If you choose not to participate in these events, your fees, as stated in the previous section, will be due in full according to the schedule provided.

**Heat Sheet Ads** – Advertisements from local supporters are sold and displayed in the heat sheets for the home swim meets. Ads will be sold at \$30.00 each and will appear in all 4 home heat sheets (ads will be accepted after the due date, but will only appear in the remaining heat sheets for the season). You will be credited \$25.00 per ad sold toward your fundraising fee. **MAXIMUM NUMBER OF HEAT SHEET ADS ALLOWED PER SWIMMER IS 4!! ADS ARE DUE BY December 6th to be included in the December 13<sup>th</sup> meet.** To place an ad, we just need a copy of an advertisement, formatted in the size of a regular business card. The ads and money should be turned into the front desk at the YMCA, in an envelope with the swimmers name for credit on it. Upon receipt, the accounting department will confirm the dollars received with the swim family. The Y will also send a donation receipt to the donor to be used for tax purposes.

## II. Special Events

A. Swim-a-long: Tentatively on February 20.

## III. Group Fund Raising Efforts – to be determined later

- A. Christmas Tree Sales
- B. Wreath Sales

## **(NOT A PART OF INDIVIDUAL FUND RAISING)**

**EconoFoods** - We will be collecting EconoFoods Receipts again this year. With this program, all you need to do is deposit your receipts from purchases at EconoFoods into the appropriate box by the pool. From there, an Advisory member will be collecting the receipts and totaling the gross sales. Econo will allocate back to us a percentage of total sales.

**Pick n' Save "We Care Program"** – This is a very similar program to that of Econo's, except here you have to fill out a card with the organizations account number on it. Once this is submitted to Pick n' Save, every time you go through the check out and use the Advantage card, a percentage of your gross sales will be added to our account and paid out each quarter.

### **Coaching Staff Profiles**

#### **Mike McHugh: Head Coach**

Mike started coaching swimming in 1983 at Oshkosh North, where he coached Boys High School. He swam 4 years in college at the University of Wisconsin-Oshkosh. Mike started coaching boys swimming in Sturgeon Bay in 1991 and girls in 1993. He has coached 30+ state qualifying swimmers in individual events and relays. Mike is the Director of the Peak Performance Summer Clinic which improves athletes speed, vertical leap, power and strength. Mike has also been the Athletic Director for Sevastopol Schools and is currently teaching physical education/health classes.

#### **Kelly McDougall-Smith: Sturgeon Bay Assistant Coach**

Kelly is entering her tenth year of involvement with the Doorfins program. Although the time that Kelly spends on the pool deck is limited, her presence is felt in a big way by the swimmers. Kelly's positive attitude spreads throughout the team giving us a great environment in which to practice. We appreciate all that Kelly shares with our team.

#### **Dave Bubnik: Sturgeon Bay Assistant Coach**

Dave has worked as a swim instructor, Dolphin Club Instructor, and Assistant Swim Team Coach for the Doorfins. Dave began swimming competitively in grade school for the Doorfins until he went to high school. He swam on the boy's high school swim team for 4 years. He spent 5 years as a Door County YMCA swim lesson instructor, 2 years as Dolphin Club Instructor and now continues his commitment to the kids and the Y as one of our assistant swim team coaches. He has a can do attitude and is a great asset to our program.

#### **Martin Kelsey: Sturgeon Bay Assistant Coach**

Martin swam with the Doorfin swim team for 3 years and then swam with the high school boy's swim team. He was Captain of the high school boy's team his senior year and the team was first in state. Martin then went on to coach the Dolfin Club for one year and has been coaching the Doorfin's Junior and Junior Elite teams for four years. Starting in 2007 Martin began working with the senior group. We are proud to have Martin as part of our coaching staff.

**Sarah Spude-Olson: Sturgeon Bay Assistant Coach**

Sarah is a Door County native who recently moved back to Door County with her husband and young daughter Annika. Sarah's family just expanded to include new arrival Mia. Sarah has been involved in swimming since she was a Doorfin. Just before moving back to Door County Sarah was an assistant coach for the Manitowoc team. In 2007 Sarah started working with our Junior swimmers. Sarah may take a short break at the beginning of the season to take care of her new arrival, but we hope to have her back mid-season.

**Tahna Evers: Sturgeon Bay Assistant Coach**

Tahna is new to Door County, but not new to swimming. Tahna has been a competitive swimmer for 13 years. Tahna is currently teaching swim lessons for us and spends her days with her 2 young sons. We would like to welcome Tahna to our Door County community and our DCYMCA swim team family.

**Brian Wood: Northern Door Head Coach**

Brian was a competitive swimmer in high school and is starting his second year as the Northern Door Head Coach. We are fortunate to have such a committed and swimmer oriented coach. Brian faced a lot of challenges last year in Northern Door and he has persevered to learn through experience and has become a stronger coach. He continues to strive to learn as much as he can and enjoys working with the swimmers. We are happy to have Brian as part of our team again.

**TEAM COMMUNICATION**

**Coaches Updates**

General information regarding the status of the team and individual/team accomplishments will be highlighted. Also, see the Special Event Calendar and/or watch the Team Information boards for more information regarding these dates and events.

**WDOR Radio Station**

Any practice/meet cancellations or last minute schedule changes will be announced on WDOR

**Front Desk**

Front desk staff should be able to help with general team information. If they can't help with a specific question, please contact Coach McHugh.

**Website**

Our current website ([www.doorcountymca.org](http://www.doorcountymca.org)) will have a link to reach this site:  
[www.doorfins.org](http://www.doorfins.org)

## Team Calendar

This is a tentative Schedule of Special Events/important dates for the team, as known at the time of printing this handbook. Please watch the team bulletin board and mailboxes for more information on these and other events that are planned in the future:

<u>Mon., Oct 29th</u>	<u>Doorfins Season begins!</u>
Mon, Oct 20	Team Registration Begins at the Front Desk
Fri. Oct. 31	Halloween – no practice
Fri, Nov. 14	Team Suit Order will be placed 9:00 am
November	Special Event (TBA)
Thurs. Dec. 4	Boy’s High School Swim Meet – no practice Junior Elite, Senior
Sat. Dec. 6	Heat Sheet Ads due to YMCA front desk
Wed-Fri. Dec. 24 – 26	Christmas Holidays – no practice
December	Special Event (TBA)
Sat, Dec 13	Home Meet – Jingle Bell Meet
January 14	Final Fund Raising payments are due
January	Special Event (TBA)
Sat, Jan 17	Home Meet
Thurs. Jan. 22	Boy’s High School Swim Meet – no practice Junior Elite, Senior
Tues. Jan. 27	Boy’s High School Swim Meet – no practice Junior Elite, Senior
February	Special Event (TBA)
Sat. February 14	Home Meet – Sweetheart Meet
March 13-15	Sectionals – Beaver Dam?
March	Special Event (TBA)
March 20-22	State Meet
April	Nationals

### The Doorfin’s Code of Conduct

Among the many goals of the swim team program is the objective of promoting growth in performance. An emphasis is placed on the values of honesty, respect, responsibility, and caring. The team provides many opportunities for swimmers to interact with teammates, members of other teams, coaches, and officials; and, therefore, swimmers must always behave in an exemplary fashion.

By participating as a team member, each swimmer is required to demonstrate exemplary behavior. In addition to representing yourself, you represent the team, your community, your Door County YMCA, and your family. Misconduct will not be tolerated.

As parents, your involvement is critical to a successful Doorfins swim season. The Doorfins program requires parents to dedicate a tremendous amount of family time for meets and special

events, to participate as volunteers and become actively involved in their child's swim team experience. In addition, it is imperative that we have parental support for the YMCA coaches and management in the operation of this program. Positive parental involvement is essential to a quality swim team experience for all children that participate. Please review the responsibilities and the guidelines/ procedures established. Parent's can help set a positive tone for the season and contribute greatly to the success of the program by becoming engaged in a positive manner. Please work with us to promote a positive and rewarding swim team season for our swimmers.

**All members of our program and their parents will be bound by the code of conduct which is found at the end of this manual and as addressed in TEAM EXPECTATIONS, as stated in the following 2 pages.**

In the event of unacceptable behavior by either the swimmer or their parent, the offender will be removed from the situation and the head coach will address the issue. The offender will be allowed to return to the situation when the head coach feels the misconduct has been acknowledged and rectified.

For repeated and more serious offenses, the offender will be removed from the situation and an incident report will be written. Parents and Y Management will be notified, and if appropriate, offender will be banned from designated activities.

### **Team Expectations**

#### **The YMCA Professional Staff will be responsible for**

- Strict and fair adherence to this handbook rules & expectations
- Guidance and communication to the team and its members
- Budget, scheduling, staffing decisions, and daily operations of the team.
- Collection and accounting for fees and other revenue & expenses of the team
- Accurate and timely registration of Membership and Meet Requirements
- Hiring/firing of all coaching staff
- Ensure implementation of Values in a competitive environment
- Scheduling and sanctioning team meets

#### **The YMCA Coaching Staff will be responsible:**

- To teach and support the philosophy of the YMCA, upholding the values and mission of the YMCA in all that they do.
- To classify athletes into practice groups and assist with meet entry selections.
- To attend, in a coaching capacity, all Door County YMCA practice sessions and meets as scheduled.
- To set an example of good behavior and sportsmanship for all athletes at all times.
- To give athletes an opportunity to develop skills and to promote their involvement as part of a team and as individual participants.

- To monitor the following:
  - Attendance (tardiness and absenteeism) at practices and meets
  - Conduct at practices, meets and during travel to and from meets
- To instruct, supervise and conduct all workouts for the team so athletes might reach their potential in accordance with the principles and philosophy of YMCA competition.
- To organize events and participants for all scheduled Door County YMCA meets. Non-YMCA meets attended by swimmers by their own choice are not to be considered as team functions. YMCA coaches have no responsibility for entries or coaching duties for such meets, although they may relay information of the meets to interested and qualified swimmers.
- To report to the YMCA Aquatics Director any conflicts in performing coaching duties as outlined above.

### **Expectations of the Swim Parents:**

In order to have a successful youth competitive team, parents as well as children should participate in the program. A strong working parents group is the backbone of any competitive team.

- To support the decisions made by the coaches and cooperate with them and the Y staff to make the competitive program the most meaningful for the team member.
- To assist with timing, scoring, officiating, selling concessions, volunteer coaching, distributing awards, set-up/clean-up, monitoring locker rooms, rest areas at meets, etc. See Parent Sign-up sheet at the end of this manual to select your roles for the year. (If a completed form is not filed, you will be assigned a job if your child is swimming at a home meet or assessed a \$40 fee).
- To assist in fundraising efforts as organized by the team.
- To participate on the team Advisory Group or committees, when asked.
- To take responsibility for accurate and timely payments of all fees.
- A commitment from the parents is needed as well as commitment from the participants to make this swim season the best it can be. Getting your child to and from practices and meets is a good way to show your dedication to the program.
- Any complaints of the program should be **first addressed with the Head Coach**. If further input is desired, the **next step is to discuss the issue with the Head Coach and Aquatic Director**. If you skip the first step, the Aquatic Director will immediately refer you to the Head Coach as soon as it becomes apparent there is an issue. Please take these initial steps, if issues cannot be resolved during the initial steps, all parties involved will meet with the **Executive Director** for further consideration and follow-up. Please do not address the coaches during practices and meets as they need to be focused on our swimmers. Email, phone, or directly after practices are avenues to contact the coaches with problems or issues.

## **Expectations of the Swim Team Advisory Group:**

In accordance with the policies set forth by the Door County YMCA, and in keeping with the goals and objectives of the Door County YMCA Swim Team, the Advisory Group will be the sounding board for general operations of the team. This is to be done by working with the YMCA professional staff and the head swim team coach.

### **1. Advisory Group Composition**

- The Door County YMCA Swim Team Advisory Group shall consist of at least eight (8) individuals. Each member is charged with the responsibility of fully supporting the YMCA and Swim Team Operations and “being the ears for team”; offering suggestions for improvement and helping to meet the goals of the program.
- The term of office will be annual, to begin in October each year and conclude in April with the annual banquet

### **2. Duties of the Swim Team Advisory Group**

- To support and coordinate the YMCA competitive swim program with the YMCA Aquatic Director and coaches
- To represent the best interests of the Door County YMCA and the YMCA Swimmers and Parents.
- Organize fundraising events after approval by the Financial Development Director.
- Organize and assist in all meets as needed.
- Help to achieve an effective communication system between the coaches and participants with their families.
- To coordinate attire orders as determined feasible by the YMCA and coaching staff.
- To assist the coaches and YMCA management in any way relating to the successful operation of the Team.
- To become the eyes and ears of the program advocating a positive image in the swim team community

## **2008/2009 Volunteer Responsibilities**

### **MEET MANAGER (HOME)**

Jim Sarkis/Mary Heimann

- Coordinate job duties for home meets (work with Concessions/Timing coordinators to make sure all areas are covered)
- Sale of Heat Sheets

### **MEET INFORMATION:**

Julie Wilson

- Coordinate the delivery of all swim meet information to parents and swimmers

through various communication vehicles

**MEET ENTRIES**

Julie Wilson

-Coordinate meet information and enter events for all meets in meet manager

**APPAREL COORDINATOR/TEAM PHOTOGRAPHS** Sandy Smith/Jeanine Kelsey

-Sale/Ordering of Suits, Caps, Goggles  
-Coordination of optional apparel purchases  
-Coordination of Attire store for Home Meets

**NEWSLETTER COORDINATOR**

Mike McHugh

-Work with Coaches and Staff Liaison to publish a Swim Team newsletter

**FUNDRAISING COORDINATOR**

Sandy Trelka

-Coordinate fundraising for:  
Heat Sheet Ads, and other events as they arise

-Coordinate fundraising events: Swim-a-long

**AWARDS COORDINATOR**

Volunteer Welcome!!!

-Coordinate distribution of meet awards and personal awards  
-Assist in coordination of the end of year banquet  
-Coordination of pictures

**CONCESSIONS COORDINATOR**

Sandy Trelka

-Coordinate the sale of food and beverages for sale at home meets  
-Work with Meet Supervisor to coordinate volunteers

**TIMING COORDINATOR**

Rick Townsend

-Act as Head Timer for Home Meets, coordinating on-deck timers  
-Update Team Records Board

**NEW SWIMMERS/FAMILIES PROGRAM COORDINATOR** Megan Sarkis

-Coordinate the new swimmer/families program

**WEB SITE MAINTENANCE**

Craig Pomeroy

**Tentative Doorfin's Meet Schedule**  
**Revised 10/06/2008**

Nov. 8-9	Steven's Point Fall Invitational
Nov. 21-23	Oshkosh Champions Meet
Dec. 6	Green Bay Sprint Meet
Dec. 13	DCY – Jingle Bell Invitational Meet – Home Meet
Jan. 10-11	Oshkosh
Jan. 17	DCY – Hawaiian Invitational Meet – Home Meet
Jan. 23-25	Green Bay Winter Open
Jan. 31- 2/1	Steven's Point - Underdog
Feb. 6-8	Schroeder A+
Feb. 14	DCY – Sweetheart Meet – Home Meet
Feb. 28	Wausau Iceberg
March 13-15	Sectionals – Beaver Dam?
March 20-22	State
April	Nationals (Fort Lauderdale, Florida)

## Swim Meet Information

Competing in swim meets can be the most rewarding as well as the most stressful part of the swim team experience. Competition can produce a number of positive results when approached as a personal challenge. Our goal in competing is to do our personal best, push our limits, and continually improve performance. Parents, coaches, and swimmers work together to determine when to begin competing in meets and which meets are appropriate for each swimmer. Every swimmer is encouraged to participate in the meets appropriate to their age and ability.

Our team participates in a variety of competitions that offer fun and challenge for a wide range of swimmers. The YMCA provides meets on a sectional, state, and national level. Everyone qualifies for sectionals if they participated in two or more YMCA sanctioned meets during the season. From then on, time standards must be met to go to state or nationals.

**Sign-Up:** (In Sturgeon Bay) Check the bulletin board outside the Aquatic Director's Office in the file holders on the wall for meet information and sign-up sheets for the upcoming meets. When meet information for the individual meets becomes available, it will be available to everyone in this manner with a due date for individual entries and relay agreements. When entries are received (ENTRY FEES ARE NOT PAID WITH ENTRIES – THEY ARE SET UP FOR PAYMENT AT THE TIME OF TEAM REGISTRATION) we will process them. We ask that you please turn in your meet entries by the deadline. We have limited time available for staff to process these entries after the deadline. Please be aware that if your entries are late we do not guarantee that your swimmer(s) will be able to get into the meet. We will post meet entries on the bulletin board prior to the meet for you to check. If there is a problem, please contact Julie Wilson. (In Northern Door) Hand meet entry information to the coach. Based on the size of this group, coordination can be done on a more individual basis.

Relays will be created by the coaches based on the amount of eligible swimmers who are entered into the meet and had marked yes to relays. Agreeing to a relay is also agreeing to the fee associated with that relay even if a swimmer decides not to swim in that event or meet.

Times from meets not sanctioned by the Head Coach will not be counted. As a courtesy to the coach, please let him know if you plan to attend meets other than the ones sanctioned by our team.

**Transportation/Lodging:** Parents are responsible for arranging and funding transportation and lodging, if needed, based on competition times. Car pooling is encouraged if parents cannot attend the meet.

**What to Bring:** Pack a swim bag the night before to include goggles (two pair), TEAM suit, DCY cap, 2 dry towels, dry clothing for trip home, and warm ups/flip flops to wear between events, if desired. Pack a nutritious snack food. A concession stand may be available, so bring money for food purchases, if desired. Take a sleeping bag to spread out on the rest area floor for a place to relax and keep your belongings. Books, cards, games, CDs, etc. may help pass the time between events and keep kids from running around using energy. Make sure everything is marked with a name. **Plan to arrive at the meet 15 minutes before warm ups begin!!!**

**Remember:** Team suit and DCY cap (if cap is worn) are required parts of the Doorfins uniform. You will not be able to participate in any meet without these unless you have prior approval of the Head Coach.

**Swim meet Tip:**

This is an example of what swimmer can draw on their arms/hand/leg (wherever they choose) to remind them of their events during a swim meet. Permanent markers or pens are used for this. This is not required, but helps swimmers, as well as others, get them to their events and lined up in the right order so they do not miss their event.

Event	Heat	Lane	Description
4	2	4	50 Fly
30	4	7	100 Free
52	3	2	25 Breast

HOME MEET RESPONSIBILITIES

Assistance at each of the home meets is expected by at least one parent of each swimmer. This is the only way that these meets can be pulled off! A volunteer form is included in the back of this manual. These are all jobs that need to be filled by volunteers to pull-off the season and our home meets. You will be contacted by the Volunteer Coordinator for the area you are volunteering in for commitment prior to home meets. If you do not complete this form, your assistance will be assigned and expected for your child to continue swimming with the team. None of these are not tough jobs – training will be provided if necessary.

Practice Organization

Practices are the heart of the Swim Team program. Each practice session is designed to incorporate skill development, fitness, team building, and fun. Swimmers are encouraged to train hard and challenge themselves. Workouts are individualized, as much as possible, to meet the specific needs and goals of each swimmer. Group activities are included in practice to promote team unity and spirit.

**Training Groups:**

The team is divided into three training groups, each with their own workout plan. The levels are progressive and accessible to every swimmer as their **ability** and **level of commitment** increases. Swimmers, coaches, and parents will work together to determine which level is most appropriate for each individual. Groups are ultimately the coach’s decision, please trust that. Decisions made at the beginning of each season will be based off of past performances, Fall Prep, age, and experience.

**Juniors:**

**Ability:** Beginning level for swimmers new to competitive swimming or still working to achieve all four competitive strokes in good form.

**Emphasis:** To teach basic concepts of the four competitive strokes with individualized attention. To introduce training principles while stressing fitness, fun, and the value of participation. Swimmers are encouraged to participate in low stress meets when they feel ready.

**Practices:** 2-3 practices per week recommended. Junior swimmers are limited to a maximum of three practices per week to avoid burnout.

**Junior Elite:**

**Ability:** Basic knowledge of the four competitive strokes. Ability to repeat distances of over 50 yards.

**Emphasis:** To work on refining the four competitive strokes plus starts and turns. To begin interval training, endurance work, and preparation for racing. Activities to promote sportsmanship and team unity are included.

**Practices:** 3 practices per week strongly recommended

**Seniors:**

**Ability:** Proficiency at the four competitive strokes, starts, and turns. The ability to train for up to two hours at a time. A commitment to strenuous training is a must.

**Emphasis:** To improve physical condition through progressive, strenuous training. To introduce racing strategy. To emphasize goal setting. The ultimate goal is to participate in national competition. Basically, a “commitment to excellence.”

**Practices:** 4 practices per week recommended

**\*\*\*NOTE\*\*\***

Swimmers are encouraged to come as often as they enjoy coming and it fits into their schedules. The optimum number of practices for each swimmer is determined by what they want to accomplish. A combination of practice quantity and quality determines how quickly a swimmer is able to reach their personal goals. In other words, the Doorfin program is a tool for you to use to be a better swimmer. We cannot make swimmers better without the commitment to practice.

## Practice Schedule

**For Sturgeon Bay Program Center participants:**

<b>Weeks of October 27th through March 13<sup>th</sup></b>					
	<b><u>Monday</u></b>	<b><u>Tuesday</u></b>	<b><u>Wednesday</u></b>	<b><u>Thursday</u></b>	<b><u>Friday</u></b>
Junior		3:30-5:00	n/a	3:30-5:00	5:15 – 6:00
Junior Elite	5:15 – 7:00	5:30 – 7:00	n/a	5:30 – 7:00	5:15-6:30
Senior	5:15 – 7:00	5:00 – 7:00	n/a	5:00 – 7:00	5:15 – 6:30
			<b>Wednesday option: 2 lanes open 5:15-7:00p – discuss personal workout w/coach</b>		

### **Sturgeon Bay (Wednesday-Optional Practices)**

The Wednesday optional practice times are established for those swimmers in the Junior Elite and Senior Groups and no sign-up needed. We only have one lane available during the 3:30 – 5:15 time slot and 4 lanes open during the 5:15-7:00 time slot. A workout will be posted, no coach will be on deck. There is no additional fee.

### **Early AM Workouts:**

With the change in coaching staff this year, we do not have the flexibility to offer am workouts that will be under a coaches guidance. Coach McHugh is willing to write workouts for those kids that are interested and have those available on a regular basis. Please see Coach McHugh for further information. Wednesday and Friday morning times available after 6:20 am due to Water Fitness classes.

**For Northern Door Center participants:** Monday practice at Sturgeon Bay if swimmer is registered for this option from 5:15 – 7:00 pm. All groups: Tuesday, Thursday, Friday from 3:45 to 5:00pm - See 2, 3, and 4 day per week practice options on Northern Door Fee Schedule.

Note: Practices may be cancelled prior to meets or in the case of other event at the YMCA, Please watch Aquatics Boards for notice regarding these dates! Allowance for these cancellations have been assumed in season’s team fees.

Initial group placement: The Coaching staff will tell the swimmers that are swimming Fall Prep/Pre Swim Team which group they should start in. For those not swimming these, talk with Coach McHugh or ND Coach about your placement. They will place you based on previous times and/or abilities.

Switching of groups mid-season: To make the most of your practice and the others that are in the groups, there will be no switching groups due to personal schedule conflicts without Coaches consent. However, during the year you may be asked to switch groups based on performance/commitment. If this happens, we will prorate the difference based on the number of weeks remaining. This will be an optional move that will be decided by the Coaching staff.

**Team Social Functions** – Occasionally social functions will be organized outside of practice time as a teambuilding/fun venture. These events may be for swimmers and/or families and are always optional. We will try to give you plenty of notice for these events, but make sure you check the team calendar and all communication spots as regularly as possible. Parent Volunteers will be needed to assist with these events.

Other Resources available to help assist in swim training:

1. Greg Lucas/Bill Herbst, athletic trainers, consultations by appointment
2. Fat Composition tests
3. Lectures
4. Personal Training – when available
5. Stroke Clinics
6. Dryland Training
7. YMCA Lifestyle Center – for those old enough to qualify

Please talk with Coach McHugh about these if you are interested in finding out more.

### **Practice Policy**

The following are coaching staff suggestions regarding practice. Following these guidelines will help ensure a safe and fun practice for all.

Arrive on time (10 minutes early) and ready to swim. Remember to bring everything you need including a towel, suit, cap, goggles, water bottle, lock for your locker, and your YMCA membership card. Apparel is available at the front desk.

Wait **on deck** for your coach to start practice. Respect your coaches by not talking while they are giving directions. If you have questions, raise your hand and ask your coach. There will be no diving from the shallow end of the pool. Do not use the ladder to get out of the water. Every time you pull yourself out of the water you make yourself stronger. **Check your mail and bulletin boards for new information.** Lastly, always strive to help your teammates. **There is no I in team.** Helping your teammates to improve is the best way to help yourself improve. Make the most out of every practice – our time in the water is limited, so every drill and every minute counts! Please remember to walk on pool decks as they may be slippery.

**Practice guidelines to be followed everyday:**

1. All swimmers must scan their membership cards at the YMCA front desk upon entering the facility.

2. Swimmers should be in the pool area no earlier than 10-15 minutes before the start of practice. A stretching/gathering area will be designated. Swimmers must stay for the entire workout unless prior arrangements have been made with the coaches.
3. Showers are mandatory before entering the pool. **No shoes are allowed on deck.**
4. All personal items must be stored in a locker during practice and meets. It is recommended to bring a lock (preferably combination) to secure money or other valuables. Locks may not be kept on overnight. Annual locker rentals are available for a cost of \$25 per year (in Youth Locker Rooms). See YMCA front desk for more information.
5. Coaches are to be on deck and therefore are unable to supervise the locker rooms or rest areas.
6. Younger children should be encouraged to use a buddy system so they can look out for one another. If there is trouble in the locker room, let the coach know immediately.
7. The Sturgeon Bay participants should be using the Youth Locker Rooms for changing and showering (the tiled floors). The Men's and Women's Locker rooms are for our adult members.
8. The team will practice according to age groups and ability. A swimmer may, at the discretion of the coach, swim with a different group according to skill level and the need for instruction.
9. Parents, please make sure that your child understands that s/he is **responsible** for his/her behavior and is to abide by the rules and regulations of the YMCA. Each swimmer and his/her conduct is a reflection on the Door County YMCA. Each swimmer and Parent will need to sign the attached Code of Conduct, agreeing to the rules laid out in this handbook prior to the start of the season. Failure to do so will result in the child being asked not to swim with the team until this document is on file.
10. Only the coaches and YMCA Aquatic Staff are allowed on deck. Parents may view practice from the mezzanine or multi-purpose room corridor (in SB) and the viewing area on Monday's only. The balance of the week, practice times are closed to parent observation. Parents are not allowed on deck. If any parent refuses to leave the deck when asked, practice will be stopped immediately.
11. A courtesy phone is provided for your use in the YMCA lobby. No calls are allowed from the YMCA phone located in the pool office...this phone is for Door County YMCA staff business only, not for personal calls.
12. The lifeguard(s) on duty will be in charge of administering the rules of the pool. If any request from the lifeguard is refused, the Head Coach and Aquatic Director will be notified immediately. The lifeguard is in charge of the pool and the safety of the participants. There requests must be respected.
13. Bad weather policy – practice will go on as scheduled unless the decision to close the pool due to lightning and/or the YMCA due to bad weather is made by the Executive Director. This decision will be announced on local radio stations. Only the Executive Director can make the final decision for any building closings or program cancellations. Practice will be cancelled for lightning visible from the YMCA and for 30 minutes after the last strike.
14. Please refrain from bringing food onto the pool deck.

15. Please refrain from chewing gum in the pool.

### **Understanding the Rules -Swim Meet Eligibility**

The following rules will help to clear up any confusion regarding the meets our team swims each season.

**For all YMCA and Conference meets, a swimmers age group is determined by their age on the December 1, 2008.**

For the YMCA Sectional Championship, the swimmer must be a full privileged YMCA member by Dec. 1<sup>st</sup> of the current season. They must have represented our YMCA in at least two different meets during the current season. There are no qualifying times for this meet.

**All swimmers are encouraged to participate in meets for which they qualify.**

To advance to the YMCA State Championships in an individual or relay event, the following criteria must be met. The first place finishers at sectionals automatically qualify for the State meet. Additional qualifiers are those who meet or exceed the qualifying time standard while representing their YMCA team at any meet during the current competitive season. Only A, B, and C relays are allowed from each team at State.

To advance to the YMCA National Championships in an individual or relay event, swimmers must meet national time standards while competing for their YMCA team any time going back to the previous year's National meet.

### **NUTRITION**

Countless studies of extremely active people, young and old, have shown that a normal, well-balanced diet best meets the daily demands of any athlete. This means that, like everyone else, about 10% to 15% of your calories should come from protein, no more than 30% from fat (mostly unsaturated) and 55% to 60% from carbohydrates.

The main and most efficient fuel for muscles during vigorous activity comes from carbohydrates. This carbohydrate fuel is stored in your muscle tissue as glycogen, with an extra supply housed in the liver. Body stores of glycogen are limited, amounting to only about one-half of a day's supply for a sedentary person. That's why someone who is active should be sure to replenish the body's supply of muscle fuel by eating carbohydrates several times during the day. Athletes should choose nutritious carbohydrates like bread, cereals, pasta, potatoes, rice and fruit as a regular part of meals and snacks.

Few people appreciate the critical importance of water in keeping the body's machinery operating at peak efficiency. If the muscles are not well hydrated, they will feel weak

and tired and will, eventually, stop working. The most important thing to realize is that thirst is not an adequate indication of the amount of water your body needs. Your thirst can be satisfied during strenuous physical activity. Rather, you have to actively think about drinking and actually “force” fluids to be sure you get enough. Water is the best choice of fluids before and during swimming competition and practice, but other drinks might include low-fat milk and 100% fruit juice. Avoid carbonated drinks since they bloat you with gas.

The pre-event meal should be eaten about three hours before competition to give your stomach time to process it before you begin exercising vigorously. The idea is to have your stomach and upper small intestine relatively empty before the event. Thus, the meal should be low in fats and proteins, which take a relatively long time to digest, and high in carbohydrates. Avoid sugar for “**quick energy**”. Swimming events are too short for it to make a difference and it is not good for your glycogen level to be going up and down. Cut down on fibrous foods (beans, bran, cabbage, onions, nuts, etc.) for 48 hours before a meet as these foods can cause bloating, gas and cramps during strenuous activity.

### Sectional Groupings

<u>Northwest:</u>	Chippewa Valley Eau Claire La Crosse Steven’s Point Woodson Marschfield	<u>Southeast</u>	Fond du Lac Racine Sheboygan Lake Geneva Schroeder
<u>Southwest</u>	Beaver Dam Green County Madison East Madison West Oconomowoc		
<u>East Central</u>	Fox Cities <b>Door County</b> Manitowoc Oshkosh South Wood County		
<u>Northeast</u>	Green Bay Marinette-Menomonee Upper Peninsula The Wave		

## AWARDS

During the season a number of recognition methods will be used to acknowledge individual and team accomplishments. You will hear more about these awards as the season progresses and at the Monthly visit with the Coaches meetings.

A Recognition Banquet is held at the end of the swim season for swimmers and their families. All swimmers on the team will receive a certificate acknowledging their participation and individual accomplishments. The following annual awards will also be given out:

### **Virgil F. Starr Trophy**

- Most Improved Overall Girl & Boy (9 years and up eligible)

In order to be eligible for the Most Improved trophies, a swimmer must have participated in a full season. This award will be given based on the coach's decision of which child improved the most in these categories: meet performance, practice ability, work ethic, and team spirit.

### **Fred J. Peterson Trophy**

- High Point Overall Girl & Boy (9 years and up eligible)

The High Point award is given based on how many points were accumulated by a swimmer in a season. These points will not include relay points earned by an individual swimmer.

### **Most Valuable Swimmer Trophy**

- Girl & Boy in each age group

The Most Valuable award will be given to a swimmer that best displays they are committed to the betterment of the team and the best person to go on to swim in High School or College and help that team succeed. The coaches will determine these awards based on various criteria that will include but not be limited to; sportsmanship, commitment, dedication, and the YMCA core values.

### **Coach's Award/Spirit Award**

- Girl & Boy in each ability group

The coach's award will be given in each ability group to the swimmer who best represents the Doorfins throughout the entire season. This award will be determined by the ability level coach, in conjunction with the head coach, and will recognize the swimmers who best role model the YMCA character values (caring, respect, honesty, responsibility) among other criteria that constitute a well-adjusted athlete.

## GLOSSARY OF SWIMMING TERMS

- Backstroke:** One of the four primary competitive swimming styles. It is performed with swimmer on their back and side. Legs alternate kicking, the arms alternate pulling.
- Breaststroke:** The oldest of all the strokes, it is one of the four primary competitive styles. It is performed face down. The legs are kicked in unison and the arms must stroke simultaneously and symmetrically.
- Butterfly:** The newest of the primary competitive strokes, an outgrowth of the breaststroke, swum in the Olympics for the first time in 1956. The butterfly is performed with the swimmer face down. The legs must be kicked in unison and the arms must stroke simultaneously and symmetrically. The arms are recovered over the water.
- Clerk of Course:** Area at a swim meet in which swimmers report to be organized before each race. Usually is available for 8 and unders.
- Crawl:** The fastest competitive stroke; the crawl is a style of face-down swimming in which the arms pull independently of each other and the legs kick individually. Because it is by far the most commonly used stroke in freestyle competition, crawl is used as another word for freestyle. This is the only stroke with its own relay.
- Dolphin Kick:** This is the kick used in the butterfly stroke. The feet move up and down together, simulating the movement of a dolphin. This has become the fastest way to move through water, revolutionizing the way freestyle, backstroke, and butterfly races are swam.
- Flip:** A commonly used tumbling turn in which the swimmer bends and twists his body with a corkscrew movement and pushes off the wall with his feet.
- Flutter Kick:** The kick used in the freestyle, in which the swimmer's knees bend and then straighten in a whip like motion as each leg and foot press down under the water. The legs alternate, moving up and down, twice, four, or six times to each complete arm cycle.
- Freestyle:** One of the four basic individual and team swimming competitive strokes. The last leg of any medley race, individual or team. Crawl and freestyle have come to be used synonymously.
- Whip Kick:** The kick used in breaststroke. The swimmers feet are drawn up behind them in a flexed position their knees stay in line with legs. Feet turn out to the side in the

flexed position. Then they whip their feet around to the starting position with a forceful snap. The toes are pointed at the last instant.

- Heat:** A qualifying swimming competition that precedes semi-final and final swimming races. Heats are used when the number of event entrants exceeds the number of lanes in the pool.
- Heat Sheet:** The swimming version of an event program. This is a reference to a swimmer's race number, heat number, and various other meet directions. A heat sheet follows a meet's predetermined order of events and arranges swimmers by age, sex, and seed times.
- Medley:** A race in which all four basic competitive strokes are used, each for one fourth of the total distance. In an individual medley, one swimmer does all the four strokes - butterfly, backstroke, breaststroke, and freestyle - in that order. Relays are swum back, breast, fly, free in that order.
- Relay:** An event in which four individuals per team swim either the same stroke or, in prescribed order, one of four different strokes. Each competitor swims one-quarter of the race distance. Combined times of each team determines the winner.
- Seed Time:** A time a swimmer has done in the past. Swimmers are entered into a meet with their best times so that they are placed next to close competition in meets. If a swimmer has never swum a race, they are entered as NT for "no time."
- Split:** An intermediate section of a race. In the 200-meter, for instance, there are four 50-meter splits or two 100-meter splits. Your split time would be how long you took to swim a particular section of a race or relay.
- Sprint:** A short distance competition, such as a 25-yard, 50-yard, or 50-meter race. The 100-yard and 100-meter races are also referred to as sprints.

## SWIM TEAM PARENT SIGN-UP

Name: \_\_\_\_\_

With my child(ren) involved in the Doorfins Swim Team, I understand that assisting with the team is an essential part of being involved and showing support for my child and the program in general. I further understand that filling these roles is the basis for keeping our fees in-check and making the program as successful as possible.

Parent involvement is essential to pulling off a home meet, therefore, **ALL Families must fulfill a role in EACH home meet** that their child(ren) participate in. You will be placed into a role, by the Job coordinator, for one of the areas you select. **You must select three areas to assist in.** Below, please rank your first choice with a 1, second choice with a 2, and third choice with a 3. We will do our best to place you into one of these choices, however, all slots need to be filled, so this may not always be possible. Training will be provided.

\_\_\_ Concession Sales

Assistance is needed in helping prepare, sell and clean up the concession area for the meet. Having this stand available and well-run is a primary function of the swimming parents. Blocks of time will be established for workers. Stand is usually set-up in the Multi-purpose room. Taking money and preparing food is the primary function. Help will be needed the day before the meet to prepare the food items.

\_\_\_ Lane Timer

Stop watches and plungers are used with the timing system for the recording of swimmers time in an event. At least two timers per lane are necessary to run the meet. Quick reflexes and the ability to stand for a long period of time is required.

\_\_\_ Heat Sheet Sales/Results Runner

A listing of events for the day is sold in the YMCA entrance for each meet. One person is needed 1 hour prior to each meet to sell these. This person then becomes the results runner during the course of the meet, taking the results/times from the mezzanine to the awards stand and posting results on the wall for swimmers/spectators to see.

\_\_\_ Award Distribution

Medals or ribbons, depending on the meet, will be awarded to the top finishers in each event. The awards are normally distributed in the multi-purpose room. The awards distributor(s) receive the results from the runners, place the results stickers on the awards, file and distribute awards during the meet to the qualifiers.

\_\_\_ Meet Set-up and Clean-up/Locker Room Assistant

Assistance with setting up and cleaning up the Y will be needed. This is a more physical job, with the moving of tables and chairs, and other supplies. Regular walk through of the Locker rooms is also necessary to make sure there are enough supplies, provide quick pick-ups, and irregular supervision. This job will be combined with other jobs, if additional assistance is needed in other areas.

\_\_\_ False Start Rope Attendant

An attendant is needed on-deck, at about mid-pool, to “drop the rope” when the false start whistle is sounded by an official. This rope “snags” swimmers, if they do not hear the whistle, and indicates that the event will be re-started.

\_\_\_ Meet Announcer

An announcer is needed throughout the meet to announce current event, upcoming events, results of previous events, seeding times for 8& unders, and other general announcements during the meet. The announcer also relates to the Event Communicators located outside of the pool area. This position requires effective communication and organization skills.

\_\_\_ Computerized Timing System Attendant

Attendants are needed to help run the computerized timing systems. Because these systems dictate the timing of the meet, these positions require an ability to deal with “fast-paced situations” and computer knowledge. Training will be necessary for these positions.

\_\_\_ Eight and Under seeding

Assistance is needed in helping to get the young swimmers, aged 8 and under, into proper line-up for their events. A specific area will be marked as the Clerk of Course area where this will take place. Swimmers are put into order by event, heat and lane. They are sat in chairs in this order and led out to the pool deck when it is their time to swim.

\_\_\_ Event Board Communications

White boards are used in the concession and resting areas to alert swimmers and spectators as to the current event in the pool, and events that are seeding in the Clerk of Course area. Communication comes from the announcer to these people via walkie-talkies.

\_\_\_ Official

Officials are used on the pool deck to start events and watch for illegal strokes, starts or turns. A certification is required to serve in this capacity. Certification will be provided annually through the YMCA.

\_\_\_ Lifeguard

A Lifeguard is required on deck for safety reasons throughout the meet. Current certification is required to serve in this capacity.

Only one parent is **REQUIRED** to assist with the meets, however, the more assistance we get the better meets we will be able to provide.

**If more than one parent, or someone else you know, is willing to help in addition to the person indicated above, please indicate name, phone number, and which jobs they would be willing to help with.**

## Volunteer Opportunities

There are also opportunities to help with the team, outside of home meets. If you are willing to assist with the following tasks (if and when they become needed), please indicate your willingness to do so:

\_\_\_ Updating Team Record Boards

The Record board is located in the entrance to the mezzanine in SB. As records are broken, this board will need to be updated. It is our intent to update this board at least once per season, but more often if we have assistance.

\_\_\_ Advisory Committee Member

A team of 6-8 parents meet on an irregular basis (not more than once a month) to discuss team issues and prepare for home meets. This is a good way to assist in the inner-workings of the team.

\_\_\_ Organizing Team Social Events

We will try to organize social events for the swimmers and their parents during the season. These events are always optional, but are a good for the swimmers to develop team spirit and camaraderie and also for the parents to get to know other swimming families. These will only happen with parent involvement.

\_\_\_ Distributing mail/awards into team mailboxes

Flyers, awards, announcements, etc. will be put into swimmer mailboxes as a form of communication. Assistance in doing this task would be appreciated, as our coaches time is best spent with the swimmers.

\_\_\_ Meet Manager

Major responsibility for the management of all home meets

\_\_\_ Timing Coordinator

Recruit and assign timers for all home meets

\_\_\_ Awards Coordinator

Responsible for placing orders for home meet awards as well as distributing awards to swimmers mailboxes following away meets

Name \_\_\_\_\_

**Door County YMCA**  
**Honor Code for Parent and Participants of YMCA Teams & Clubs**

1. Participants/Parents are expected to display high standards of behavior, practice good sportsmanship, show respect for others, be neat and well groomed and model the core values of the YMCA – caring, respect, responsibility and honesty.
2. Team members and their Parents will display proper respect and sportsmanship toward coaches, officials, administrators, fellow competitors and the general public. The coaches hold the final word on rules, regulations, coaching and team decisions, and disciplinary actions.
3. Participants and their Parents will be positive and supportive in all interactions relating to the team. Concerns will be addressed in an appropriate way. Concerns regarding practice methods or meet decisions will be addressed with the head coach in a respectful and Values-Appropriate way.
4. The consumption or purchase of alcohol, smoking, or chewing tobacco, or use of any illegal drug or substance will not be tolerated, while at a team event or practice. Any team member found, or suspected to be in the presence of others, partaking in any of the above activities will be subject to non-participation and expulsion from the team. Any investigation in this regard, at the school level, will be grounds for investigation at the DC YMCA as well. Parents who are suspected of being under the influence will be asked to leave the event/practice immediately. If any hesitancy is felt, the police will be contacted.
5. Any damages to others property and/or thievery will be investigated and replacement expense will be the responsibility of the participant. Participants are responsible for their own equipment and behavior in and out of the scheduled practice times.
6. At outside events, the safety and well-being of the participants is the responsibility of the parents/guardians they are with. The YMCA is NOT responsible for the participants, other than when they are participating in their assigned events.
7. To be eligible to participate, participants in these club and team activities must have the following:
  - a. Code of conduct signed by both parent and participant
  - b. Complete Registration form and payment of fees
  - c. Volunteer Sign-Up Form completed by the Parent(s)

Any participant/parent suspected of violation of any rules outlined above, or as listed in the Handbook, are to appear (together with a parent or guardian) before a review committee composed of the Head Coach, the Aquatic Director, the Executive Director, and one member from the Parents Advisory Group. Appropriate disciplinary action will be determined at that time. All rulings are final.

In signing this Code, I agree to comply with all of the provisions listed in the Honor Code, as well as in the Handbook, for the duration of the season. Failure to comply with the Honor Code and Team Rules will result in disciplinary action, including, but not limited to:

- 1 Non-participation in team events, meets and/or practices
- 2 Dismissal or suspension from the team
- 3 Loss of YMCA membership privileges

Athlete's Name: \_\_\_\_\_

Athlete's Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Team/Club Participating in: \_\_\_\_\_