

FERNLEY **A**QUATIC **S**WIM **T**EAM

HANDBOOK

&

RULES

Revised 2017

Welcome to the Fernley Aquatic Swim Team!

Fernley Aquatic Swim Team (FAST) is a non-profit organization that exists for the purpose of sponsoring a youth competitive swimming activity in Fernley. Our club is a year round competitive swim team offering high quality professional coaching and technique instruction for all ages and abilities. One goal of our team is to provide every member an opportunity to improve swimming skills and achieve success at his or her level of ability, from novice to very serious competitor. The main goal we hold to is simple, "Only look to improve on your own personal best."

Our coach is USA swimming certified and ensures that the time children spend in swimming will be quality time.

FAST is run by its elected Board of Directors, which meets quarterly. All team members are welcome at each meeting and expected to be involved in team activities and fundraisers. Our Board positions are President, Vice-President, Treasurer, Secretary, and Sergeant at Arms; Board member positions are held for 1 year. Letters of interest in Board positions are welcomed and encouraged. Being involved in the decision making process as well as bringing new ideas will make a positive impact on our team.

We are constantly growing and training young swimmers to maintain a well-rounded competitive swim team. Swimmers may sign up for the team anytime of the year by dropping by practice for a tryout. Thank you for joining us. We are looking forward to meeting you. Please feel free to [ask another member or coach](#) any question you may have.

A little about our governing bodies...

USA SWIMMING and SIERRA NEVADA SWIMMING

Fernley Aquatic Swim Team is one of 4,500 local clubs belonging to USA Swimming. USA Swimming is the National governing body of the United States and is responsible for the conduct and administration of USA Swimming. USA Swimming is divided into four Zones, which are further broken down into Local Swimming Committees (LSC). Fernley Aquatic Swim Team is in the Western Zone and belongs to the Sierra Nevada Swimming (LSC) (SN3). Each team is assigned a four-letter code/club abbreviation that is used for entering meets and team identification. Our code is **FAST**. Sierra Nevada Swimming is responsible for setting standardized guidelines under which all member teams operate as well as sanction meets, certifies officials, establishes the time standards, publishes the swim guide and meet schedules.

There are two major categories of competitive swimming, **age group** and **senior** (also known as Open) swimming. Age group is divided by sex and age into the following groups: 6 and under, 7-8, 9-10, 11-12, 13-14, 15-16 and 17-18 year old. Swimmers must compete in their age group.

The Athletic Triangle

To have a successful swimming program, there must be understanding and cooperation among parents, athletes, and coaches. An athlete's progress depends to a great extent on this relationship. Sports psychologists and youth sports professionals call this relationship the "athletic triangle." Each person in this triangular relationship plays an essential role in the success of the athletic endeavor. Therefore, it is important for the parent, athlete, and coach to understand and fulfill their distinctive roles in this relationship in order to achieve the highest possible level of success. The coming together point for the three roles is to create an environment that allows the athlete **"to be the best they can be"**. To this end, the responsibilities for each player in the athletic triangle are presented below.

Coaches' Responsibilities

The coaches are aquatic professionals and serve as positive role models. The job of the coach is to provide a program for children that will enable the swimmers in their charge **"to be the best they can be."** The coaching staff is responsible for:

- Designing a training program that is appropriate and conducive to the level of the swimmer. Each group's practices and objectives are based on sound scientific principles and are geared to the specific goals of that group.
- Determining the meet schedule and objectives for the meet.
- Conducting and supervising warm-up procedures for the team at meets.
- Assisting the swimmer in setting realistic goals and guiding the swimmer towards their goals.
- Evaluating and analyzing practice and meet performance, providing necessary instruction and feedback to enhance performance.
- Communicating with the swimmers and parents by educating and listening.
- Determining the rules of conduct and disciplinary matters. In all areas of swimmer conduct and discipline, at practice and meets, the coach is the final authority.
- Determining practice group objectives and selection criteria and placing swimmers in practice groups appropriate to their age and ability.
- Updating and improving the **FAST** program.

Athletes' Responsibilities

The swimmer athlete is responsible for choosing to participate in the sport and for deciding what he or she desires to accomplish in swimming. The motivation **"to be the best they can be"** must start with the swimmer. In general, the role of the swimmer includes:

- Cooperating with the coaching staff at all times!
- Respecting their teammates and coaches to contribute to a positive practice and team environment.
- Conducting themselves as athletes and representatives of **FAST. (This means following the pool rules as well as the teams)**
- Resolving problems in a respectful manner and talking to the coach about any problems.
- Maintaining the requirements of the practice group.
- Following practice and meet guidelines. Learning to take responsibility for their swimming.
- Eating a well balanced diet by maintaining proper fluid intake and following nutrition guidelines.
- Learning how to set meaningful goals and maintaining a commitment level that is consistent with their goals.
- Communicating with coach and parents.
- Having fun and becoming as good as they want to be.

Parents' Responsibilities

The parent is responsible for the development of the child. Most parents have their children involved with sports because their children *want* to participate in the sport. After recognizing the benefits these programs provide for their children, most get involved. Research done on youth sports found that parental involvement plays a key role in shaping their child's athletic activities and attitudes. Providing the necessary support for the child to **"be the best they can be"**. Swimming, as a sport, requires parents to be a vital role model. The parent is the #1 Fan of the swimmer. Parent's responsibilities fall into several categories. They include:

1. SUPPORTING THE COACH
2. DEMONSTRATING LOYALTY TO THE TEAM
3. FULFILLING TEAM OBLIGATIONS AND ASSISTING WITH TEAM FUNCTIONS
4. COMMUNICATING WITH THE COACH WHEN QUESTIONS OR CONCERNS ARISE
5. MAINTAINING A MOTIVATIONAL AS WELL AS COMPETITIVE ATTITUDE.

(Swimming is a VERY individual and competitive sport)

Volunteer Requirements

The sport of swimming has many benefits, including the people you and your child will meet. The camaraderie among swimmers is unique, and many swimmers become lifelong friends. **FAST** wants your child to succeed in our program. Your child's success depends on your support. Supporting your child in swimming can be a very rewarding experience. The more involved you are, the greater the benefits will be and the more connected you will feel. Parent participation is essential to smooth club operation. Without parent volunteers, **FAST** would not exist. The people who volunteer their time and energy to make **FAST** an effective organization do so in the belief that they are helping provide a positive activity for young people. Remember:

Your child isn't the only one joining the team; you are, too!

Volunteering is not optional; it is essential to the operation of our team!

Committee chairs, committee members, bingo managers, officials, and social events are just some of the areas you can be involved in. None of that is possible without your help. Stay informed of team events by reading all communications, handouts your swimmer brings home, and notices posted at the pool. Or ask your swimmer if they have received any important information from their coach.

Practice Guidelines for Parents

Parents are welcome to remain and watch the practice session. Please keep in mind the following:

- The practice session is a learning situation and the swimmer needs to be able to concentrate.
- Please stay clear of the immediate practice area and do not talk to your child during practice.
- Coaches have a plan for every practice and may emphasize some aspects to the exclusion of others (example: new swimmers, workshops).
- Leave the coaching to the coach. Avoid analyzing your child's practice performance or instructing your child in swimming.
- When a coach is in the process of handling practice, please do not interfere. If you wish to speak to the coach, please contact them before and after practice, or via the telephone, a note, or e-mail.
- Please have your child at practice on time (or earlier) and pick them up 10-15 minutes after the conclusion of practice. Talk to the coach in advance about any circumstances that may cause your swimmer to be late to practice (example; Doctors appointment, parent works late, etc.).

Meet Guidelines

For All Athletes

- On meet day swimmers should arrive by the time designated by the coach, change into team swimsuits and report to the coach on the pool deck in time for the team warm-up.
- Swimmers **should** check in for their events at the clerk of the course.
- Swimmers **should** report promptly to the designated area to obtain their heat and lane assignment.
- Swimmers must be aware when their event is coming up and be listening for their event to be called.
- **BEFORE and AFTER an event, swimmers must report to the coach.**
- Swimmers are always expected to demonstrate courtesy and sportsmanship since their behavior is a reflection on FERNLEYS AQUATIC SWIM TEAM AND THE COMMUNITY AT LARGE.

For Parents/Families

- You are responsible for taking your swimmer to the meet.
- Please have your child on time for the warm-up session.
- Make sure your child has checked in for their events. This is not the coach's responsibility.
- Leave the coaching to the coach. **Offer love and understanding regardless of your child's performance.**
- Please enter your child's best times at the meets. Ask your child's coach for an "*estimated time*" if you do not have a time for the event. Keep a logbook of your child's best times for each event (recommended/optional).
- After registering for a meet, forward the coach your meet summary notification. **Notify** the coach if your child is going to meets not on the schedule.
- Talk to your coach if you have any questions about the meet schedule or meet entry times.
- You may need to volunteer as a timer at the meet. Meets are run by volunteers, there are times when the team will be assigned to supply a lane with timers. The parents at the meet will be required to cover this responsibility.
- **Never** approach an event official to contest a call, speak with the coach. The coach will investigate the reason for the call, but will not argue the call. If anyone is interested in becoming an event official, there are instructional classes offered, we can get the information to you.

Resolving Problems with the Coach

Our team has a Parent Advocate Board Member who is responsible for bringing parent concerns to the Board Meetings as well as assisting parents with resolving any disagreements with the Coaching staff. Please feel free to contact the current parent advocate, which currently is vacant. One of the traditional swim team communication gaps is that some parents feel more comfortable discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but also often results in new problems being created.

Listed below are some guidelines for a parent raising some difficult issues with a coach:

- A. Keep in mind that the coach is committed to this sport and has your child's best interest in mind. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy a good rapport and a constructive dialogue.
- B. Remember that the coach must balance your perspective of what is best for your child with the needs of the team or a training group that can range in size from 5-20 members.
- C. If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines noted above. If the assistant coach cannot satisfactorily resolve your concern ask the head coach to join the dialogue as a third party.
- D. If another parent uses you as a sounding board for complaints about the coach's performance or policies, encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.
- E. When contacting the coaches, please be considerate. The best way to speak with the coaches is to meet them after practice. Sending a note to the coach with your swimmer is also a good way to get information to them.

Dues and Financial Obligations

Dues:

Fernley Aquatic Swim Team dues of \$80 a session goes directly toward team related expenses (USA swimming team registration, storage unit fees, P.O. Box fees, meet hosting expenses, and other team related costs). Dues are charged by session and are payable at the beginning of each session. Checks should be made out to FAST and dropped in the box at the pool, or you can pay online through the Fernley Pool website.

The Coach is not responsible for collecting dues, USA Swimming fees or meet payments. It is the parents' responsibility to participate on the child's behalf and see that the fees are paid in a timely manner.

1. Each Session is \$80.00 you can purchase your session on-line at www.fernleyswimmingpool.com
2. The fee is due at the beginning of each session. If it is not paid by the 5th of the month for the whole session, then the swimmer will not be allowed to practice.
3. \$30 dollar non-sufficient funds returned check fee.

Note: Swimmers will be charged for the ENTIRE SESSION regardless of actual time in the water. Breaking the year into sessions, allows for the swimmers to participate in other activities and only sign up for the sessions that they want to participate in.

Multiple swimmers from same household

- 1st swimmer pays 100%
- 2nd swimmer pays 50%
- 3rd swimmer No Charge

New swimmer fees are as follows: First month pays pool fee and swims for a 2 WEEK/8 PRACTICE DAY TRY-OUT period. After the 8 session try-out pays annual USA Swimming Registration fee, buys pool swimming pass, and pays the session dues. On each subsequent session the session fee is again paid within 5 days of the start of the session and additional swim pool entrance passes will need to be purchased.

ADDITIONAL FEES

USA SWIMMING REGISTRATION AND INSURANCE: \$73.00 (current annual fee required) Parent remits to Sierra Nevada Swimming for each swimmer. Annual USA Swimming Registration fee due November of current year. This fee insures the swimmer while at meets and at practice. USA Swimming dues are required annual fees for any athlete swimming on any swim team club.

Swim Team Pool Pass: must be purchased at the pool. This fee is payable to the Fernley Pool. Each swimmer is responsible for his or her pass. The pool staff will deduct them every day for each practice. Please help your swimmer remember the pass each day for attendance. The pool doesn't want to turn kids away but it will be a real hardship for the pool to remember who came on what day and forgot their pass. Swimmers will not be allowed to swim unless they have a swim pass.

Parent Signature

Date

MEDIA RELEASE AND PERMISSION FORM

I _____, DO HEREBY GRANT MY PERMISSION,
PARENT OR GUARDIAN PRINT NAME

WITHOUT RESTRICTION, TO FERNLEY AQUATIC (SHARKS) SWIM TEAM TO PHOTOGRAPH, AUDIOTAPE, VIDEOTAPE, SOUND RECORD, PRINT IN NEWS PUBLICATIONS, ETC. MY SWIMMER (S) :

PRINT SWIMMER NAME _____.
PRINT SWIMMER NAME _____ (if applicable)
PRINT SWIMMER NAME _____ (if applicable)

I GRANT THE RIGHT TO USE THESE MATERIALS FOR EDUCATIONAL AND PROMOTIONAL USE AS DIRECTED BY THE FERNLEYAQUATIC (SHARKS) SWIM TEAM, WITHOUT PAYMENT FOR ANY APPEARANCES, USE OR DISPLAYS. I ACKNOWLEDGE THE FERNLEY AQUATIC (SHARKS) SWIM TEAMS RIGHT TO CROP OR TREAT THE DISPLAY OF MY SWIMMERS PHOTOGRAPH AT ITS DISCRETION.

I UNDERSTAND THAT THE FERNLEY AQUATIC (SHARKS) SWIM TEAM MAY USE THESE MATERIALS IN PRINTED AND INTERNET PUBLICATIONS AND PRESENTATIONS THAT THEY PRODUCE, AND THAT THEY MAY ALSO GIVE THESE MATERIALS TO NEWS MEDIA AND OTHER ORGANIZATIONS FOR EDUCATIONAL OR PROMOTIONAL PURPOSES.

I AGREE ALSO THAT THE ABOVE REFERENCE INFORMATION MAY BE USED AT ANY TIME AFTER THE EXECUTION OF THIS WRITTEN RELEASE WITHOUT ADDITIONAL CONSENT.

I UNDERSTAND THAT I MAY TERMINATE CONSENT FOR THE FUTURE USE OF THE ABOVE REFERENCE MATERIALS WITH WRITTEN NOTICE PROVIDED TO FERNLEY AQUATIC (SHARKS) SWIM TEAM. SUCH TERMINATION DOES NOT APPLY TO INFORMATION GENERATED PRIOR TO THE RECEIPT OF THE CONSENT TERMINATION.

PARENT OR GUARDIAN PRINTED NAME AND SIGNATURE ARE REQUIRED:

SWIMMERS PRINTED NAME: _____
SWIMMERS PRINTED NAME: _____ (if applicable)
SWIMMERS PRINTED NAME: _____ (if applicable)

PARENT OR GUARDIAN PRINT NAME: _____
PARENT OR GUARDIAN SIGNATURE: _____

FERNLEY AQUATIC (SHARKS) SWIM TEAM
PARENT/CHILD UP-DATE FORM

CHILDS NAME _____
CHILDS NAME _____ (if applicable)
CHILDS NAME _____ (if applicable)

ADDRESS _____

PHYSICAL _____

PHONE# _____

DOCTOR _____

HOSPITAL _____

EMERGENCY CONTACT _____

ALLERGIES _____

MOTHERS NAME _____

WORK# _____

CELL (OPTIONAL) _____

E-MAIL ADDRESS _____

FATHER'S NAME _____

WORK _____

CELL (OPTIONAL) _____

E-MAIL ADDRESS _____

E-MAIL ADDRESS FOR INFORMATION PURPOSES ONLY

Team Code of Conduct

1. I will obey all pool rules. Respect the Coaches and handle myself with composure in disagreement, submitting any complaint of treatment after practice to the Coaches.
2. I will be ready to begin practice at the designated time. I will inform the coach before practice starts if I need to be dismissed early from practice.
3. I will not disrupt the other team members' practice by talking or messing around.
4. I will listen attentively to the coach while receiving instructions.
5. I will perform technique drills and training sets correctly and at the proper level of effort.
6. I will come to practice fully prepared. I will bring proper practice equipment (swimsuit, goggles, swim cap, etc) and put equipment away after practice.
7. I understand that the use of foul language, derogatory statements towards teammates and coaches, uncooperativeness, fighting, disruption during practice, chronic complaining, or any other unsportsmanlike conduct are grounds for immediate dismissal from practice.

Any action perceived to be against pool or team policy will be taken under advisement of the coaches.

Disciplinary actions/steps taken (Non-Safety Violations)

1. Verbal Warning.
2. 5-10 min `Time-Out period.
3. Suspension for the remainder of practice (parent notified)
4. Repeated misconduct will result in the dismissal from practice and any swim team activity for a period of 1-5 days A conference with the swimmer, parent(s), and coach will be arranged before the swimmer resumes practice.
5. If misconduct continues, the swimmer will be dismissed from practice for an indefinite period of time. A conference will be arranged with the swimmer, parent(s), Board Member and the Head Coach. The Head Coach & Board vote will decide the outcome suspension/removal of swimmer from team.

Disciplinary actions/steps taken (Safety Violations)

1. Discussion with swimming in violation by the Coaches.
2. Suspension for the remainder of practice (parent notified)
3. If misconduct continues, the swimmer will be dismissed from practice for an indefinite period of time. A conference will be arranged with the swimmer, parent(s), and the Head Coach. The Head Coach & Board will decide the outcome suspension/removal of swimmer from team.

I understand the above literature and agree to follow the rules as stated and that I have received and reviewed the team packet.

The code of Conduct applies to all swimmer and family members.

Swimmer Signature _____ Date _____

Swimmer Signature _____ (if applicable) Date _____

Swimmer Signature _____ (if applicable) Date _____

Parent Signature _____ Date _____

