



*Caring*

*Honesty*



# Caiman Swim Team Handbook

[www.ncyac.org](http://www.ncyac.org)

2021-2022 Swim Season (SC & LC)

*Respect*

*Responsibility*



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## **COVID ADDENDUM**

- Please stay at home if you or someone in your household is feeling sick
- Masks are required to enter and exit the pool area
- Drop off and pick up will be at the side door by the Valles Pool.
- Wash your hands before practice and as you enter the pool area, you will be given hand sanitizer as you enter the pool area.
- Swimmers to arrive no more than 10 minutes before practice and must arrive in their swimsuit ready to swim with all of their required practice groups equipment.
- Swimmers to exit the pool area as soon as possible, no hanging out after practice times since there is only 5 minutes passing time.
- Locker rooms will remain closed as of right now.
- All meets during this fall period will be virtual (updates will be given as information becomes available.)
- MWP (mandatory work points) will still exist for this year. The amount needed is to be determined and will be communicated as soon as the team knows the number of virtual meets and the number on deck that will be allowed.
- No spectators will be allowed at the current time.

## **Practice Philosophy and Training Program**

The Caiman swimming program is a well-planned and well-organized series of developmental stages implemented by the coaches and directed with a clear set of objectives. The main purpose of practice is to improve the swimmer's technique and increase his/her speed and endurance. Each practice will be targeted toward our goal of the week as determined by the coaches. There is a direct relationship between the amount of practice and the level of improvement. Targeted hard work at practices will show great improvement on the swimmer's times and endurance level. Practice is the key for a swimmer to become better.

The coaches recognize that attendance may be restricted by other activities as well as by studies. Nearly any swimmer's schedule can be accommodated if the swimmer or their parents discuss the situation with the coach in advance.



The Caimans would like to have every swimmer succeed at the highest possible level (Regional Championships, Age Groups, Seniors, Zones, Y Nationals, Juniors, Senior Nationals, Olympic Trials). If you have a conflict that makes the usual practice attendance difficult, discuss it with your coach so that they can make an appropriate arrangement. Changes in practice schedules do happen, especially during the winter months. These changes will be sent via email. The annual swim season is long. It is comprised of two smaller seasons - short course and long course. Short course practices begin in September with competitions ending in March or early April. Competitions take place in 25-yard pools. The long course season starts in late April or early May. The last Long Course swim meets are in late July or early August. Competitions take place in 50-meter pools.

Attending Caiman practices for both the short and long course season helps your swimmer meet their goals by allowing the training program and practice goals to be met. Summer club practices are not the same as Caiman practices. One is not a substitute for the other and should not be viewed that way. Your year-round club practice remains the key practice.

### **Weight Training Philosophy**

The Caimans team does not do a traditional heavy weightlifting program at any of the levels of the program. We believe that is the last layer of stimulus to add and should be taught before they leave for college. We do a comprehensive dryland program including shoulder pre-hab and swimming specific work that we build throughout the season as well as over the lifetime of the swimmer to build them correctly without skipping steps.



## Practice

Good attendance is directly correlated with positive development. Please see squad descriptions for expectations.

No other swim teams may be represented in practice. This includes high school and summer league caps.

### **Parent Viewing (please see COVID addendum)**

The NCY coaching staff encourages parents to watch practice from time to time. It's probably not best to watch practice every day nor is it healthy to never come to the pool. The reality of transporting young athletes and carpools is that many parents are present every day, however, you don't necessarily need to watch every minute of practice. Here are some important guidelines to keep in mind when observing a practice. Currently, due to COVID, there are no spectators allowed in the Valles Pool for competition or intersquad meets:

**First**, young swimmers want their parents' approval more than anything. If they know you are watching practice, it's only natural for some of their attention to be directed at you. However, for the swimmers to learn as much as possible, it is imperative that the coaches have your child's undivided attention during practice. We ask that you not communicate with your child during practice and compete with the coach for his/her attention.

**Second**, we insist that parents do not interrupt the coaches on deck while they are coaching. If you need to communicate with a coach, please do so before or after practice (if they are not coaching another group) or by appointment.

**Third**, our coaches spend a considerable amount of time planning weekly training sessions for each of their practice groups. Each training set or instructional drill has a purpose and one practice and/or practice set often builds on another throughout the week. If your child has not attended all practice sessions, you may not understand the purpose of what the swimmers are doing on any given day.

**Finally**, please do not try to coach your child based on what you see (or think you don't see) him/her do. Many times, when teaching stroke skills, the coaches ask our swimmers to do things that might not look correct or might be illegal according to the rules but does have an important purpose in teaching skills (i.e.: swimming one-arm fly or breaststroke with a flutter kick).



With these various reasons in mind, we ask parents to stay off the pool deck during practices and not attempt to coach your child based on what you observe at practice.

Practices will only be open to parent viewing on Saturday Mornings.

**Videotaping of swimmers during practice by anyone other than the Caimans Coaches is not permitted!** Anyone observed videotaping practice will be asked to leave the spectator area immediately.

## **YMCA Policies**

### **YMCA Policy: No Child Left Alone**

- Y members in 4th grade and younger must be always under the supervision of an adult/guardian while at the YMCA.
- Adult/guardian must be at least 16 years old. (Exception is family swim)
- Youth involved in an activity or sport at the YMCA are under the supervision of the activity director or coach and are not considered unsupervised.
- The YMCA reserves the right to contact a guardian if a child is left unattended more than 15 minutes before or after their activities.

### **Parking and Pickup (please see COVID addendum for this years policy)**

Parents should come in when dropping off or picking up children 11 years old or younger. Please Park in the parking lot when coming inside to drop off or pick up your child. Do not park in the childcare parking area or fire lane. If you are waiting outside to pick up your child, do not block the fire lane. When waiting for your child to leave practice you **MUST** park in a parking spot. As of right now, the pickup location is the Valles Pool door on the right side of the building.

### **Family Locker Room (please see COVID addendum for this years policy)**

The aquatic teams are expected to change in their respective locker rooms. If you have a young child and need to assist them in changing, you must be present in the locker room. They may not be in the locker room without a parent/guardian/babysitter



## Digital Devices

Photography or video recording and the use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, restrooms or locker rooms.

## FEES

The New Canaan YMCA competitive swim program is affiliated with both the National YMCA and United States Swimming (USA). Our Local Swimming Committee is **Connecticut Swimming, Inc. (CSI)**. The fees indicated for our program are reflective of the Club's participation in both programs and are required of all participants.

- **YMCA MEMBERSHIP:** The Y membership fees are used for covering the actual YMCA facility expenses--use of pool, building, gym, lockers, showers, free weight room (high school and older),
- **PROGRAM FEES:** This fee covers the coaches' salaries and administrative costs. The YMCA requires full payment of program fees upon registration and prior to the first day of practice. Special payment plans may be extended to families in need for the program fee. Special Payment plans require an E-Wallet be set up with the Y with a valid credit card to be charged each month – no exceptions.
- **TEAM DUES:** Our team has established a system where the commitments necessary to run the club from a personal and financial standpoint can be met. We have expenses for running the team that the YMCA does not cover, i.e. printing, equipment, purchases, repairs, computer supplies, awards, coaches' clinics and certification, timing system, and travel expenses for coaches. Your family's Team Dues are determined at registration and must be paid in full at registration.
- **PRORATING POLICY:** No portion of the team dues will be prorated for any swimmer unless there is a medical reason. Our program is a year round program and is intended to be used as such.
- **PORTAL ACCESS FEE:** NCY Caimans subscribes to Team Unify for swim team management. Each member is able to access the team portal [ncyac.org](http://ncyac.org).





The portal is used to manage registration, meet information, team events, volunteering and other team information.

- **USA SWIMMING MEMBERSHIP/REGISTRATION:** USA Swimming is the national governing body for swimming in the United States. The New Canaan YMCA Caimans Club is a member of USA Swimming through the Local Swimming Committee (LSC) of Connecticut Swimming Inc. NCY Caimans participates in USA sanctioned and YMCA meets throughout the course of the year. As a member of NCY Caimans, you are required to register with USA Swimming, in order to participate in these meets, as well as be insured while participating in practices and meets. A membership fee for each athlete is **effective from the September registration date through the December of the next year.**
- **USA DEPOSIT ACCOUNT:** All competitive NCY Caimans swimmers are required to participate in USA sanctioned meets as well as YMCA meets held during the year. Entry fees are charged for each event and swimmer at the time they are entered, regardless of whether they compete. Charges per event (Splash Fee) generally range from \$5.00-\$20.00 depending on the meet. The amounts indicated on the Program Fee Schedule under USA Fees include monies which will be held on deposit for each swimmer by the **NCY CAIMANS-STAFF**. The required deposit amounts were determined based upon average charges incurred in prior years by swimmers at each team level. When meet entries are submitted, each participating swimmer will be charged the appropriate fee against this deposit. This deposit **BALANCE** is refundable, to the extent it is not needed to fund meet activity or fulfill other NCY Caimans financial commitments. Swimmers may be asked during the course of the season to make additional deposits to their account, as they cannot be entered in a meet if their account has a negative balance. Requests for additional deposits, if needed, will be sent as appropriate. If at any time you have questions regarding a balance or meet charges, contact our **NCY CAIMANS-STAFF**.
- **The specific team fees and the New Canaan YMCA refund policy for aquatics teams are spelled out in the registration packet.**



## **Practice Groups**

### **Seniors**

Swimmers in this program concentrate on training for competition. In addition to acquiring advanced workout skills and experience, swimmers learn advanced methods of race training with the goal of qualifying for national level meets. Swimmers are expected to attend a minimum of 6 practices per week. Additional practices are expected as the athlete ages and should be discussed with the coaches.

### **Junior Olympians**

The “JO” group focuses on the transition from technique to training. While technique improvement is still a major priority, swimmers are introduced to training techniques designed to increase aerobic capacities as well as different race pace effort levels. Swimmers are expected to attend 5-6 practices per week. Minimum to remain in the group is 4, but the athlete will not be eligible for move up while only attending the minimum.

### **Stars**

Stars swimmers in this program concentrate on perfecting stroke technique in preparation for competition. They also learn the fundamentals of being a competitive swimmer, from practice habits to racing strategies. The goal of the Stars Squad is to build well-rounded swimmers who are working towards qualifying for CT State Championship meets. Minimum to remain in the group is 3, but the athlete will not be eligible for move up while only attending the minimum.

### **Pride**

The Pride swimmers learn the basic fundamentals of the sport focusing on each of the four strokes, push offs, starts and turns. There is an emphasis on drills and building confidence in the sport. The goals for the Pride group are to be able to swim each of the four strokes legally, to have the confidence to compete in swim meets, and most importantly to enjoy the sport. Minimum to remain in the group is 2, but the athlete will not be eligible for move up while only attending the minimum.

### **Squad Advancement**



Moving to the next higher squad level is a coach's decision and is not based on age or speed at a meet. Many factors go into this decision (attendance, coachability, commitment, maturity, squad space etc.). Typical timing for changing squads is after the end of long course, however coaches will move swimmers when they deem it the right time.

### **Required Equipment:**

We are an ARENA sponsored team. Our team apparel supplier is **Elsmore Swim**. We will be doing completely online ordering. Our team Portal is open year-round by going to

<https://elsmoreswim.com/teams/iowa/clubs/new-canaan-ymca.html>.

This is where you buy any team equipment and all team apparel. Cap orders will only be open a few times a year. Any Arena item purchased from this site will give a percentage back to the team. Please remember to use Elsmore for your Tech suits as well.

It is mandatory that all swimmers have the necessary equipment for training and developmental purposes. Fins and snorkels are not supplied by the YMCA and there will be no extras available for hygiene purposes. All athletes must come to practice prepared with caps and goggles and appropriate team equipment.

**Dryland Attire:** T-shirts, Shorts, Sneakers, Water Bottle (no outside clothing will be allowed i.e. boots, crocs, flip-flops, jeans etc.)

**Senior Team:** Snorkel, fins, mesh bag, water bottle

**JO Team:** Snorkel, fins, mesh bag, water bottle

**Star:** Snorkel, fins, mesh bag, water bottle

**Pride:** Appropriate swimsuit, fins

**Pre Caimans:** Appropriate swimsuit, caps and goggles

### **Short Course and Long Course Seasons**

Short course season takes place from September to April. Swimmers compete in 25 yard pools. Long course season takes place from April to July and swimmers compete in 50 meter pools.

### **Waveny Practice**

Summer practice in Waveny Pool typically begins the day after the last day of school for New Canan Public schools. The pool is 50 meters long and is located in Waveny Park at 663 South Ave in New Canaan. Only weekday practices will be at Waveny during the summer. Saturday practices will continue to be at the YMCA.

Senior squad swimmers begin morning practice at Waveny in May. All are expected to help with pool set up and clean up (lane lines in an out of pool, flags, etc) The more



hands there are the faster the job gets done.

Parents are not allowed on the pool deck at Waveny during practice hours.

### **Competition (please see COVID addendum)**

**Meet Info Availability:** All information for meets will be available on TeamUnify once Connecticut Swimming makes the information available. Meet information may also be found at [ctswim.org](http://ctswim.org)

**Sign Up Procedure:** When the meet information becomes available to the coaches, each squad's coach enters ALL their athletes. A preliminary entry for each meet will be sent out with a time limit for changes/corrections. This date will also be posted on the Team Unify website. Any requested changes/corrections **MUST** be made prior to the deadline. Once the deadline passes the final meet entries will be sent to the meet host. At this time, you will be financially responsible for the meet entry fees. If, after the deadline passes your swimmer cannot make the meet, you must email the coaching staff to let them know so that the coach may scratch them at the meet and your child is not considered for relays at the meet. You will still be responsible for the meet fees if you miss the original deadline.

**Meet Arrival:** Athletes are responsible for arriving at meets on time (15 minutes prior to the start of the first warm-up session). If you do not check in by this time you will be scratched from the meet. Please contact the coaches if you are on your way to the meet and running late.

**During the Meet:** All swimmers are to stay in the team area when not swimming. They must ask permission to leave the team area when not swimming. Swimmers are asked to speak with a coach prior to and after each race. It is the responsibility of the swimmer to know what events they are swimming as well as their heats and lanes. Event information will be posted in the team area and heat and lane assignments will always be posted in multiple locations on the pool deck.

**Feedback:** Feedback is an important part of an athlete's development and overall success. Each swimmer is expected to speak with their coach after each race then step away from the coach. Stepping away allows the coach to watch other swimmers race and allows for privacy as the coach provides feedback to other swimmers. Athletes must report to their coaches to receive feedback. Coaches will not seek out Athletes to give them their feedback.

**After the Meet:** All swimmers are expected to help clean the team area before leaving.

**Relays:** All relay decisions are up to the coach and will be determined at/during the meet. If you leave a meet early and it results in a relay scratch you will be held



accountable for the scratch fee.

### **Relay Only Swimmers**

At times, the team will bring relay only swimmers to the meets. These are typically championship meets where there are individual qualifying times to attend. Coaches can select a swimmer to join their teammates at these meets to allow for a relay team to be formed. Like all relays, this decision is up to the coaches. Relay only swimmers are part of the team and are subject to the same expectations and athlete conduct as their teammates are.

**Trials / Finals Meets:** All swimmers are expected to swim finals if they qualify to do so. You must discuss with the coaching staff if you are not able to come to finals. It is the swimmer's responsibility to check the results prior to leaving the pool after the trials session to confirm whether they are swimming in finals. After the conclusion of each event swimmers have 30 minutes to scratch out of that event for finals. On occasion, a swimmer who does not qualify to swim in the final's session will be scratched into finals because of other swimmers scratching out of that event, so it is important to wait until your swimmer's event closes before leaving the meet.

**Parents of swimmers competing in finals are responsible for filling any volunteer jobs assigned to the team for the finals session, regardless of how many credits you have earned or sessions you have already worked at that particular meet.**

### **Travel Meets:**

All out of state meets including YMCA Nationals will be family travel meets. The team will not be responsible for any travel arrangements, accommodations, food or rental cars. All swimmers regardless of their age that are participating in the meet must have a parent or guardian travel with them. This does not need to be the swimmer's individual parent but there needs to be someone that is older than 21 that is going to be responsible for the athlete.

(YMCA Nationals is the only team travel meet that the swimmers travel as a team with the coaches and a chaperone. Parents are encouraged to attend to cheer on the team, but they are not responsible for their swimmers. All logistics are handled by the coaches. Costs are paid by the parents in advance (this includes all meals, rental cars, gas, splash fees, National Team gear, flights). Parents may not stay at the same hotel as the team.)

Meets that are longer than an hour driving distance away are sometimes referred to as travel meets and many families elect to stay in hotels. Each family is responsible for their swimmer(s) travel, meals and accommodations. There are no chaperones for these meets. When possible, room blocks may be secured at local hotels.

**Unattached:** As a New Canaan Caiman you are not allowed to compete unattached with another team or organization except during the high school season. High School Team swimmers must swim as unattached when competing in a non-high school meet. They may participate as unattached, a maximum of four (4) meets per season. There is



a maximum of three (3) meets (high school or unattached) per week. Unattached swimmers may not swim relays.

**Meet Conduct:** Swimmers are also to remember they are representing NCY and the YMCA. Swimmers are expected to conduct themselves in an appropriate manner. This includes no horseplaying, use of foul language, derogatory comments, inappropriate displays of affection, causing damage to the facility, use of any alcohol or tobacco products.

**Technology:** Digital devices will not be allowed in the locker rooms and will not be allowed for anything except music prior to a race. We want the swimmers to be engaged in what is happening at the meet so they will cheer for their teammate as well as avoid missing any races. During practice, their phones must be stored on deck in either the cell phone pocket located on deck or their individual swim bags, you may also opt to have your child leave their cell phone at home. If you would like to have your child leave their phone at home, please send us a note, so that when we check to make sure phones are in the pocket, we know who does not have one.

**Volunteers:** Parents are not allowed on deck unless they are volunteering. These parents may not approach any of the Coaches or swimmers unless it is within the scope of their volunteer job. Please refer to the Parent Volunteering Section of this Handbook for more information on Volunteering.

### **Nationals Travel Assistance Policy**

One time per year, the YMCA will supplement the YMCA Nationals qualifiers with a percentage per year based on number of years qualified for nationals. Percentages by year are as follows: first year 25%, second year 50%, third year 75%, all subsequent years 100%

### **Apparel**

**Team Apparel:** No other aquatic team caps or apparel other than NCY Caimans may be worn at a meet or at practice. This includes other high school caps as well as summer league caps. If you arrive at a meet wearing anything other than New Canaan Caimans apparel you will be asked to change. If you are unable to do so you will be scratched from the meet and be held responsible for those entry fees.

**Team Suit and Cap:** Every fall we have a team suit fitting at the Y. Any team suit bought this day will be billed through the Y's Active billing system. All other items bought at the fitting need to be paid for prior to your leaving the fitting. The current blue team suit and team cap are what is expected to be worn at the meets. No out of season caps or national team caps should be worn during a regular season swim meet. National team suits are not to be worn at regular season meets.

**Swimsuit Guidelines:** Swimsuits are to cover the body appropriately (in particular female suit backs). Swimmers who fail to wear suits that adequately cover the rear will





be asked to change their suit. If they do not have another suit with them, they will be sent home.



Not allowed:



Allowed:

### **Meet Shirts:**

Thursday: Choice

Friday: Red

Saturday: Grey

Sunday: Blue

### **Tech Suits**

“Tech Suits” are engineered to reduce a swimmer’s drag in the water, artificially enhancing performance. The Caiman Coaches do not believe it is appropriate for younger swimmers to use a swimsuit to this effect. We want our developing swimmers to value hard work, skill, and technique as the means to improvement. We feel that “tech suits” undermine these values. We will save the boost from a “fast suit” for when our swimmers are older. Tech Suits may be worn only at Trials/Finals Meets, Championships or if directed by a coach. Any time a tech suit is worn the coaches need to be consulted prior to you wearing it.



### **CTSwim 12/U Tech Suit Ban**

**The House of Delegates voted to ban 12/U athletes competing in technical suits effective September 1, 2020 at any CSI sanctioned, approved or observed meet.**

Swimmers can still wear knee skins, but they cannot be bound with tape (laser bonded seams)

### **Transfers**

Release forms are needed for transferring swimmers. This is done online at [www.ctswim.org](http://www.ctswim.org).

The NCY Caimans swim team reserves the right to withhold the release of a swimmer if their family's financial status with the team is in arrears.

The NCY reserves the right to deny the request of release to a swimmer transferring to a neighboring team within 90 days of a YMCA championship meet.

### **TEAM AFFILIATIONS**

The team strongly encourages families with multiple swimmers to swim with the same team. Philosophies are different from team to team which can lead to confusion amongst the swimmers and families.

### **Private Lessons**

“Private instruction is impossible at a team practice. Most instruction is given at a group level and the swimmer that pays attention is the one that gains” said Daniel Brand.

That being said, the Caiman coaches are happy to schedule private lessons. Receiving private lessons from your swimmers year round club coaches is more valuable than going to “outside” coaches. This is driven by the fact that these coaches know the lesson plan, goals, and objectives for each squad. They know where your swimmer is in their training and what is coming down the road for their training.

Receiving “outside” coaching can be confusing for the swimmer. Just as getting “coaching” from parents results in conflict and confusion for the swimmer, so does outside instruction. If you feel your swimmer(s) are not getting what they need out of practice please discuss this with their coach.

As Michael Brooks (a former head coach for the North Baltimore Aquatic Club) said in July 2002:

*“DON'T coach your kids. If the swimmer is hearing one story from his coach and another from his parent, we have one confused swimmer. A swimmer must have trust in his coach and in the program, and he will not if his parents are implicitly telling him they know best. If you have concerns about the coaching or the program, your best course is to find a team whose coach you trust. Your swimmer has a coach; she needs you to be a parent”.*





## **Nutrition**

### **Before Practice**

A lot of energy is spent, and a lot of fluids are lost during practice. It is important to have a snack and be well hydrated before practice. Carbohydrates provide energy to your muscles during practice. Oatmeal, fruit, bagel, whole wheat or whole grain toast or crackers, yogurt are good examples to have before practice.

### **Before Meet**

Eat two to three hours before your race time. This allows you time to digest your food. Avoid fatty or spicy foods and do not overeat before a meet. Complex carbohydrates and some proteins are longer lasting and will provide you fuel throughout the meet. Some suggestions include eggs, whole grain bread and pasta, turkey sandwich, cottage cheese, oatmeal, sweet potatoes and yams, whole grain toast with nut butter, whole grain waffles with sliced fruit.

### **During Meet**

Eat small amounts of carbohydrate rich foods. Fruits (fresh and dried), yogurt, dry whole grain cereal, granola or energy bars are good to have between races. Chocolate milk, fruit, dried fruit and fruit smoothies help restore used up energy after races. If you have longer amounts of time between races pasta, bagel or a simple sandwich will fill you a little more. Vegetables, nuts, crackers, pretzels and trail mix are also good snacks. Do not overfill yourself. Avoid snacks with processed or refined added sugars such as cookies, cake, and candy. Don't forget your water bottle. Drink plenty of water.

### **After Meet**

Refuel after a meet by eating a healthy meal with a balance of protein, carbohydrates, and healthy fats. Pasta with meat sauce, bean burritos with rice, eggs, fish, green vegetables, rice, fruit and a sandwich are suggestions to eat after a meet. Avoid fast food, especially if you are racing again the next day. Remember to drink plenty of fluids to rehydrate.

### **Hydration**

Staying well hydrated is important for optimal performance. Dehydration can decrease the body's capacity to do work by about 30%. Plain water is the best fluid choice to maintain hydration and to replenish the body of fluids lost during practice and competition. The easiest way to tell whether you are hydrated enough is to check the color of your urine. Your urine should be clear to light yellow if you are adequately hydrated.

### **Sports Drinks**

Sports drinks contain carbohydrates, minerals, and electrolytes that are best used for replacement of fluids lost during prolonged and vigorous exercise. Sports drinks also contain extra calories and can contribute to weight gain. It is unnecessary to have sports drinks during or after practice. Water is your best choice.



## **Energy Drinks**

The American Academy of Pediatrics recommends that children and adolescents do not consume energy drinks. Energy drinks contain unregulated amounts of stimulants such as caffeine, guarana, taurine which have been linked to harmful health effects in children and adolescents on their developing neurologic and cardiovascular systems such as irregular heartbeat, increased blood pressure and even sudden death. Other harmful effects include anxiety, insomnia, digestive problems, and dehydration. **Energy drinks are never appropriate for children and adolescents as well as any legal or illegal performance enhancing substances (i.e. C4).** Common energy drinks include Red Bull, Monster, NOS, 5-hr Energy and Rockstar.

## **Senior Squad Volunteering**

Senior Squad swimmers are responsible for three (3) hours of giveback to the team during the entire season. Give back hours can be accomplished by helping with team functions. These include set up and take down of swim meets, the silent auction, the team meeting at the beginning of the year, and any team party within the year.

The giveback hours may also be spent coaching either the pre-caiman or pride squads. There will be a sign-up sheet available for swimmers to choose the days and times that work best for them. If a swimmer does not show up for the time he/she has chosen, 45 minutes will be added to their give back hours. Two hours must be done by December 31, 2020 and the other two must be completed by March 1, 2020. Two (2) hours of giveback will also be required of senior swimmers during the Long Course season. Senior Squad swimmers who have not completed their give back hours may not compete in Championship meets and will be fined \$500. This fine will be billed at the end of each season.

## **Parent Volunteering (please see COVID addendum)**

All parents need to share in staffing jobs necessary to run home and away meets as well as team special events. Mandatory Work Points (MWP's) are a way of representing these work requirements that parents need to fulfill each season. MWP's are assigned at the beginning of each season and need to be worked off by accumulating credits



through participation in meets and special event activities. Six (6) Mandatory Work Points (MWP) are assigned to each family for their first child on Senior, JO or Stars. Four (4) Mandatory Work Points are assigned to families with their oldest child on Pride. One (1) MWP is added for each additional swimmer. Failure to work off all assigned MWPs will result in an assessed fine of \$200 per outstanding MWP (as calculated at the end of the season). Failure to pay the levied fine will result in the suspension of a family's membership in the team and all swimmers' participation on their respective squads until such time as the fine is paid in full.

1 MWP **MUST** be earned on the pool deck (i.e. timer, official)

Fulfilling your MWP's does not relinquish you from being assigned a job or further volunteering. The expectation is for parents to help out at all meets where they have a swimmer participating (regardless of credits earned).

Families are limited to two (2) jobs per session upon initial sign up. If after 48 hours, there are spots left to be filled, the two job limit per family will be lifted. Minimum age for volunteers is 18.

Below is a chart of volunteer jobs and their corresponding credit value:

### **Volunteer Credit Account**

You may view your volunteer credit status on TeamUnify by following these instructions.

- a) Sign in
- b) Select "\$My Invoice/Payment"
- c) Select "Service Hours" tab
- d) Scroll to the right to view jobs completed and credited
- e) MWP/Credit balance is the last column on the right

### **Officials**

Officials ensure swim meets are run according to the USA Swim rules. Parents may volunteer to become officials. Certification is acquired through **usaswimming.org** and **ctswim.org**. Annual USA registration is required and reimbursed by the team for officials as well as background checks. A receipt must be submitted for reimbursement. Other expenses related to being an official eg. uniforms shirts, travel are not reimbursed. Officials receive two (2) volunteer credits per session worked. Officials should also be available to work as many sessions as possible for home meets. As needed, officials are expected to volunteer in another capacity if they are not officiating in a given session.



## **Athlete Communication**

Athlete's parents at the beginner level will have full communication with coaching staff. As the Athlete moves up in the program they will be expected to communicate with coaches, while parents have some aid in this process. Pre-Caimans: Parent to Coach, Pride: Parent to Coach, Star: Athlete and Parent to Coach, JO: Athlete to Coach, Senior: Athlete to Coach. For example, if an Athlete is interested in swimming a specific event at the upcoming meet it is their responsibility to meet with their coach and discuss.

## **Parent Communication**

Coaches are always available to speak with parents to discuss their swimmers. Please do not interrupt coaches during practices and meets. You may contact coaches by email and/ or schedule an appointment.

## **Parent Meetings**

Coaches hold monthly parent meetings during the short course season. It is important to attend these meetings to understand the swim program, training, meets, tech suits and other general team information. If you are unable to attend a meeting, please be sure to get the meeting details from another parent.

## **Coaches Office**

The coaches office is their work and meeting space. It is their private area. It is not for social gatherings. Do not enter unless you have been invited or given permission to enter. No athlete is to be in the office alone with one coach. Two adults must be present with any athlete in the office at any time.

## **USA Swimming Safe Sport Initiative**

The U.S. Center for SafeSport ("the Center"), the separate, independent, organization that oversees all sexual misconduct reports in the Olympic and Paralympic Movement created the Minor Athlete Abuse Prevention Policies to set a baseline for acceptable safety standards that limit one-on-one interactions between adults and minor athletes. The agreement to these policies for youth and older teens is in the registration packet. The full policy can be found on the USA Swimming website @ [www.usaswimming.org](http://www.usaswimming.org) and on the Caiman Team Unify site @ [www.ncyac.org](http://www.ncyac.org)



## New Canaan YMCA Caimans

### Athlete Code of Conduct

#### GENERAL CONDUCT

1. Team members will practice teamwork and sportsmanship toward coaches, officials, administrators, fellow competitors and the public by supporting the YMCA core values of respect, honesty, caring and responsibility.
2. All NCY swimmers are expected to be active participants in the NCY Program. This includes attending practice, meets and team functions unless otherwise excused or instructed by the Head Coach.
3. When wearing any item representing NCY, the athlete should remember that his/her actions and words reflect on the team.
4. Coaches may dismiss an athlete from NCY related activities if he or she disrupts and/or limits the performance of another athlete in practice or at meets.
5. No athlete will physically or verbally assault a teammate, competitor, parent or coach.
6. The consumption or purchase of alcohol, tobacco products or use of any illegal drug or substance is prohibited. Any team member found to be in possession of or partaking of any of the above activities will be subject to suspension and/or expulsion from NCY.
7. Photography or video recording and the use of audio or visual devices, including a cell phone, is not permitted in changing areas, rest rooms, or locker rooms.

#### PRACTICE AND MEET CONDUCT

1. Athletes will be punctual and prepared for every training session. **PUNCTUAL:** arrive 10 min before practice starts, either in a suit, cap and goggles and ready to swim or if there is dryland, in appropriate clothing. **PREPARED:** athletes will be ready to work and will have all necessary training equipment and water bottle.
2. Swimmers must notify coaches if they will be late or have a conflict with any practice session.
3. Athletes are responsible for knowing the location and time of their meet session
4. All athletes must arrive 15 minutes before the start of the scheduled warm-up and be prepared to swim. The Coach must be notified in advance if an athlete will be late to warm-ups or not attending a session.
5. All team members are expected to wear NCY team suit and caps. No other team apparel from other teams will be permitted during practice or meets.
6. No digital devices are allowed during a meet session except for individual music through headphones.



7. No horseplaying, use of foul language, derogatory comments, inappropriate displays of affection, or causing damage to the facility is allowed.
8. Swimmers are expected to speak with a coach before and after each of their events.
9. In prelim/finals meets, all swimmers who qualify to compete in finals are expected to participate in finals.
10. Swimming in a relay is an honor and privilege and not a right at any level of competition. Competing in a relay is mandatory when a swimmer has been assigned.
11. Questions athletes have concerning meet results, an officiating call or the conduct of the meet should be directed to the NCY Coaches. The coaches will pursue the matter through the appropriate channels.
12. Team members must check with the coaches prior to leaving a meet.
13. As a matter of team pride and courtesy to the meet host, swimmers are expected to leave the NCY team area in a neat and clean condition at the conclusion of each session.

### **TEAM TRAVEL CONDUCT**

1. All team members are reminded that when traveling with the team, you are representing yourself and NCY. Your behavior must positively reflect the high standards of NCY.
2. All swimmers traveling with the team will attend all team functions and are expected to know all travel/meeting schedules and strictly adhere to them.
3. Swimmers of opposite gender are not permitted in hotel rooms with each other unless supervised by a chaperone or coach.
4. Swimmers are to refrain from inappropriate physical contact.
5. When traveling, swimmers are expected to be quiet and respect the rights of teammates and other hotel guests.
6. Violations of these rules will result in disciplinary actions, including the possibility of being sent home at the expense of the swimmer's family.



## New Canaan YMCA Caimans

### Parent Code of Conduct

As a parent of a swimmer and a member of NCY, I will abide by the following guidelines:

1. Practice teamwork with all parents, swimmers and coaches by supporting the YMCA core values of respect, honesty, caring and responsibility.
2. As a parent, I will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pooldeck.
3. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices.
4. Maintain self-control at all times. Know my role:
  - Swimmers – swim
  - Coaches – coach
  - Officials – officiate
  - Parents – parent
5. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
6. Enjoy involvement with NCY by supporting the swimmers, coaches and other parents with positive communication and actions.
7. As a parent, I will reinforce with my swimmer all NCY team policies including the use of digital devices and the NCY Athlete Code of Conduct. I will also reinforce the importance of teamwork and good sportsmanship.
8. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff. Parents address officials via the coaching staff only.
9. Parents will not be on the pool deck during practices or competitions.
10. Parents may not video record any child during any practice.
11. At meets, parents may not video record any child not their own without the consent of the parent or guardian of the child to be recorded.

Should I conduct myself in such a way that brings discredit or discord to NCY, CT Swimming or USA Swimming, I voluntarily subject myself to disciplinary action.