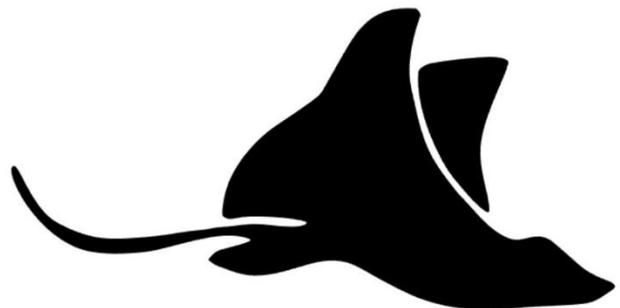




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**MUSCATINE  
COMMUNITY YMCA  
MANTA RAYS  
SWIM TEAM**

**TEAM  
HANDBOOK**





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INFORMATION
About the Manta Rays Swim Team (Mission and Vision Statements)
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## **ABOUT THE MANTA RAYS SWIM TEAM**

The Manta Rays Swim Team is a competitive swim program of the Muscatine Community YMCA. Over the years, the team has gone through many changes and was formerly known as the Muscatine Swim Club.

The Manta Rays Swim Team competes in YMCA Leagues.

The "Fall/Winter" Season will run from approximately October-March.

Fees and membership details are listed later in the handbook and are subject to change.

In addition to our traditional swim team practices and meets, we occasionally will offer stroke clinics, individual or mini group practice sessions, or prep-programs for those already enrolled in swim team or those that do not meet minimum basic requirements. Details on these additional offerings vary each season, and are communicated via email and team app.

Our swimming program is geared toward developing great swimmers to their maximum potential as well as building great self-esteem.

The Mission of the Manta Rays is to provide swimmers an opportunity to realize their potential both in and out of the pool, while displaying the YMCA Core Character values of Caring, Honesty, Respect and Responsibility.

This handbook is designed to help you understand what we can do for our swimmers and how you can help.

### **MUSCATINE COMMUNITY YMCA VISION STATEMENT**

The Muscatine Community YMCA, a membership movement, strengthened by diversity, nourished in its roots in Christian values, is dedicated to the empowerment of women, girls, men, and boys and the development of spirit, mind, and body, to attain a common vision of dignity for all.





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## REQUIREMENTS

### ABILITIES/SKILLS

As a competitive program, the Manta Ray Swim Team has basic minimum requirements for each age group that all swimmers should be able to meet before participating in the program. This is for the safety and well-being of all swimmers and coaches. Participation is at the discretion of the Manta Rays Swim Team Coaching Staff.

#### **Entry level 8 & Under Swimmers must be able to:**

- Swim 25 yards of continuous freestyle without aid demonstrating the basic concept of rotary breathing and good balance in the water.
- Swim 25 yards of continuous backstroke without aid demonstrating good balance in the water.

#### **Entry level 9-10 year old Swimmers must be able to:**

- Swim 50 yards of continuous freestyle demonstrating the basic concept of rotary breathing and good balance in the water.
- Swim 50 yards of continuous backstroke demonstrating good balance in the water.
- Demonstrate 25 yards of basic butterfly and/or breaststroke.
- Perform 50 yards of strong flutter kick with or without a kickboard

#### **Entry level 11 & up Swimmers must be able to:**

- Swim 50 yards of continuous freestyle with effective rotary breathing
- Swim 50 yards of continuous backstroke
- Demonstrate 25 yards of basic butterfly and/or breaststroke.
- Perform 50 yards of strong kick with or without a kickboard of each of the 4 competitive strokes (flutter kick on front, flutter kick on back, butterfly/dolphin kick, breaststroke kick)

### LEADERS ACADEMY

The Manta Rays will have an established period categorized as "Leaders Academy". These practices will only be open to our veteran swimmers by invitation only. This is an opportunity for selected swimmers to assist our coaching team with pre-season protocols & guidelines. In addition, we will be setting goals and expectations for our team leaders to assist with peer coaching, mentoring and other leadership aspects during Rookie Academy & throughout the season. This will ensure that Rookie swimmers have a veteran swimmer to connect with and look to for guidance as the season progresses. All required forms must be on file in order to participate. Invitations will vary from season to season.

### ROOKIE ACADEMY

The Manta Rays Swim Team will have an established period (usually 4-5 days), categorized as "Rookie Academy". These practices times are for swimmers who have never participated in the fall/winter YMCA competitive swimming season before. This gives the coaches and swimmers an opportunity to meet each other, see their swimming abilities and establish good practice etiquette prior to regular season practices. "Rookies" should plan to attend as many practices during this period as possible so coaches can evaluate & acclimate the swimmers to the best of their ability. Selected veteran swimmers will also be asked to attend Rookie Academy to assist coaching staff. All required forms must be on file with the team in order to participate.





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## PRACTICE GUIDELINES, REQUIREMENTS & GROUPS

Practice times and dates vary each season. Manta Rays practice at both the YMCA and Carver Swim Center (at Muscatine High School). Whenever possible, practices will be scheduled at Carver and only at the YMCA when Carver is unavailable for use (either due to maintenance or scheduling conflicts with high school activities).

Coaches have the following rules and expectations regarding practices:

- Swimmers should attend as many practices per week as possible. We attempt to be as flexible as possible with minimum practice attendance, but there are recommendations so that coaches can strategically plan workouts to benefit all swimmers.
  - 8 years & under athletes should attempt to attend at least 3 practices a week minimum on average.
  - 9-10 year old should attempt to attend at least 3-4 practices a week minimum on average.
  - 11 years and older should attempt to attend 4-5 practices a week minimum on average.
- Swimmers should arrive at their practice locations promptly before practice is scheduled to start. Practice times are limited. Late arrivals cause confusion and interrupt the workout of other swimmers. We understand the occasional delay but regular tardiness should not be the norm, and will be addressed.
- Swimmers are expected to be ready to practice at scheduled times. This refers to physically as well as emotionally and mentally. Swimmers should be in suits with caps, goggles, and other gear ready to go at scheduled start times. We also expect swimmers to focus, listen, and follow directions of the coaching team. Any swimmer's that can't follow instructions, try to skip sets repeatedly, or are just not putting their best foot forward, may be asked to leave practice for the day. Coaches should not have to sacrifice safety or the workout of other swimmers to repeatedly coax effort from an unwilling swimmer.
- **Communication!!!** If your swimmer is unable to attend practice, is struggling, has additional needs that will effect practices, etc... please communicate with the coaches. Lack of communication leads to confusion, disruption of practices, assumptions and other situations that are not beneficial to the swimmer or the team. Please communicate with us!
- Parents are welcome to attend and observe practices on a limited basis, but should not interfere with practice or coach their child from the sidelines. If a parent is a distraction to their athlete, the coaching team may ask you to leave practice.
- **Let the coaches' coach.** If you need to communicate with coaches, please do not interrupt practices. Please wait until practice is over, email or direct message via the team app. Coaches have spent and will spend a considerable amount of time planning. They may have swimmers do things that look odd, or that violate the competitive regulations, but they have a purpose in teaching skill and technique, so please, let the coaches coach!
- Swimmers should never enter the water prior to practice times at either location.
- Parents, Swimmers and Coaches are expected to follow our Code of Conduct, as well as all facility rules and guidelines at all times.

## PRACTICE GROUPS

Due to COVID-19 recommendations and to ensure the safety of our swimmers and their families the following practice protocols will be in place for the 2020-2021 YMCA Swim Season:

- Masks/Face Coverings are strongly encouraged for anyone that is not fully vaccinated or anytime social distancing cannot be safely maintained. Face masks/coverings should not be worn in the water.



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- Locker room use will be limited to:
  - Showering prior to entering the pool
  - Changing into or out of practice attire. **Swimmers should come to practice in their suits & ready to swim so that locker room use is not required other than to shower.**
  - Use of toilet facilities.
- Swimmers will only be allowed to attend their assigned practice days & times.
- Swimmers will be assigned to a lane and an end of the pool.
- Each swimmer will be required to have their own practice gear & headset.
  - The headset fee is included with team registration for the 2021-2022 season. If your athlete already owns a headset, the fee will be deducted at time of registration.
  - Practice gear may be purchased by families on their own or through the team at time of registration. Swimmers without the appropriate practice gear will not be allowed to attend practice. Gear requirements vary by swimmer ability/age. The Coaching team will determine what gear is appropriate for each swimmer.
- Swimmers will not share any equipment on the practice gear list.
  - Practice gear will remain at practice locations
  - Swimmers are not allowed to share any gear that is designed to touch the face: goggles, caps, nose clips, snorkels. We recommend having multiple sets of goggles and caps in case there is an equipment failure, athletes have a back-up.
- Parents volunteering with check-in & check-out will be allowed to remain on deck during practice times, but must follow social distancing & mask recommendations. Limited parents will be allowed during practice times.
- To follow with Safe Sport regulations & Manta Rays Swim Team policies, our coaching staff will always maintain “two-deep” leadership before, during and after practices.

Athletes will NOT be allowed to attend practices of other groups. Athletes are assigned to practices based on their age group for the competitive season.

All practice & meet protocols are subject to change based on guidance from YMCA of the USA, USA Swimming, Iowa State guidelines & recommendations for youth sports, Muscatine Community School District, and other governing agencies.





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## SWIM MEETS/COMPETITIONS

Swim Meets are competitions designed to be a learning experience for swimmers. By implementing what has been learned at practice, swimmers test themselves against the clock to mark improvement. Participation in meets is crucial for swimmers, parents and coaches in order to gauge progress.

There are various levels of meets. The levels are explained in more detail in "Manta Rays Competitive Swimming 101 & Swim Meet Survival Guide".

Throughout the Fall/Winter YMCA season, there are approximately 5-8 regular meets as well as 3 Championship meets for those that qualify.

Throughout the Fall/Winter season, the number of meets to participate in will vary based on locations, eligibility, and cost.

Rookie athletes are required to participate in at least one regular/dual meet; veteran athletes are required to attend at least three regular season meets.

To be eligible for Championship meet participation, every athlete must participate in at least three regular season meets.

Failure to attend practices regularly, may affect athlete eligibility for meet registration. Competition is the best way for coaches to gauge progress, we strongly encourage meet participation whenever possible; above and beyond the minimum requirements for Championship eligibility.

## COMMUNICATION

Each coach has a team email address. Many of the other important administrators associated with the team will also have a team email address instead of a personal email.

Please communicate with coaches via their team email addresses or via direct message through our team app: HEJA. HEJA can be downloaded from iTunes app store or Google play free of charge and you can join our team by entering code: NE-152443

CONTACT PERSON/GROUP	EMAIL ADDRESS
JOCELYN PAXTON, AQUATICS DIRECTOR	jpaxton@muscatiney.org
MANTA RAYS SWIM TEAM	muscatineswimclub@gmail.com
JOB ASSIGNMENT COORDINATORS	mscjacs@gmail.com





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### TEAM FEES & MEMBERSHIP

Outlined below is the membership requirements and fee structures for Manta Rays swim team for the 2021-2022 Season.

- A YMCA membership is required for all athletes. YMCA memberships must be current at least 90 days prior to any championship/sanctioned meet and 30 prior to any competition. Membership options and rates vary.
- Many different options are available for YMCA membership.

### SEASONAL FEES

Fees are subject to change prior to each Fall/Winter season.

Monthly fees must be paid via auto withdraw (from a checking or savings account).

A discount will be applied to each additional swimmer in the family after the first swimmer for monthly fees. **For the 2021-2022 Season the team registration fee includes: headset, personalized team t-shirt & personalized team cap. Personalization will only be guaranteed if Registration is completed by the requested deadline.**

	Monthly Fee (auto withdraw only)	Full Pay Fee
YMCA Fall/Winter Fees (1 <sup>st</sup> swimmer in the family)	\$52.50 per month (approx. 6 months)	\$315
YMCA Fall/Winter Fees (additional swimmer in the same family/household)	\$47.50 per month (approx. 6 months)	\$285

### SWIM MEET FEES

Swim Meet fees vary by league and are the responsibility of the swimmer/family to pay by the requested deadline. Meet fees are non-refundable. Swimmers with unpaid meet fees may be ineligible to enter additional meets until balance has been paid. Any special arrangements that need to be made for payments, must be approved by the Aquatics Director. **Coaches have no authority to adjust fees or take payments.**

- YMCA regular season meets are free to attend.
- YMCA Sanctioned/Championship meets at the end of the season have a fee to participate
  - Sectionals: \$15 per swimmer
  - State Championship: \$10 per swimmer
  - Regional Swim Meet: \$35 per swimmer

### ADDITIONAL FEES FOR THE 2021-2022 SEASON

All Swimmers will be required to have their own gear for practice. The Coaching team will determine which gear is required/appropriate for each swimmer. Gear "groupings" are not practice group assignments.

Gear can be purchased at the time of registration through the team or families can purchase gear on their own. Costs are listed below if purchased through the team at time of registration.

Gear requirements are listed by group on our team store on SwimOutlet.com. A portion of any sales through our team store come back to the team.





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### **Manta Rays Swim Team Practice Gear 2021-2022**

EVERY swimmers will need:

- **A mesh bag** (large enough to hold all items required-18"x29" is recommended)
- **A kickboard** (should be hard, closed cell EVA foam-not inflatable or flexible foam). Please be sure it is appropriately sized for your athlete.
- **A set of floating fins** in the appropriate size (coaches prefer younger swimmers have the longer fin/blade; older athletes can use either short or long blades...see Swim Outlet team store for reference)

***These THREE items are all that is required for swimmers in the TRITON group.***

Those swimmers in the **NEPTUNE** group will also need:

- A pull buoy (should be appropriately sized for your swimmer)

***These FOUR items are all that is required for swimmers in the NEPTUNE group.***

Those swimmers in the **POSEIDON** group will also need:

- A set of swim/hand paddles (should be appropriately sized for your swimmer)
- A Swim Snorkel (please make sure that it has a similar shape to the one shown on the team store, it is a front position & has a one-way purge valve).
  - If your athlete has never used a snorkel before, you may also want to purchase a nose plug to help them adjust to using the snorkel.

### **Gear Breakdowns**

Please note that gear assignments have nothing to do with practice times/days assignments, but are solely assigned by skills and drills that will be done during practice times.

#### **TRITONS:**

- All veteran 8 & under athletes will fall into this category unless otherwise noted.
- All ROOKIE 8 & Under athletes will fall into this category unless otherwise noted.

#### **NEPTUNE:**

- All veteran 9-10 athletes will fall into this category unless otherwise noted.
- All Rookie 9-12 athletes will fall into this category unless otherwise noted.

#### **POSEIDON:**

- All veteran 11 & up athletes will fall into this category unless otherwise noted.
- All Rookie 13 & up athletes will fall into this category unless otherwise noted.

### **PARENT INVOLVEMENT**

We are fortunate to have wonderful, engaged families that help support our program. In order to keep our excellent reputation in the competitive swimming community and continue to run such a fantastic program, we rely on parents and families to volunteer their time to make our team successful. Listed below and on the next page are very brief descriptions of Committee positions.

Parents/families that volunteer and are active on a parent committee may be eligible for a fee reduction/other incentives.





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## **CORE COMMITTEE**

### **Core chair/co-chairs (1-2 people)**

- Provide support to the Aquatics Director in regards to scheduling meets, budget, special events, fundraising, inventory, equipment, technology, and all other aspects of swim team.
- Assist with recruiting new committee members.
- Provide support to all other parent committee members.
- Assist with delegating responsibilities among committee members.

### **Coach rep**

- Represent the coaches at all meetings.

### **Athlete rep**

- Represent the athletes at all meetings. Must be 11 years or older.

### **Swim meet committee chair/meet director**

- Represent the Swim Meet Committee at meetings

### **Special events committee chair**

- Represent the Special Events Committee at meetings

### **Communications/Social Media/P.R. (1-2 people)**

- Assist the Aquatics Director in maintaining the swim team website, sending emails, updating Facebook etc...
- Assist the Aquatics Director in submitting club information (meet results, flyers, etc...) out to the community (Journal, Chamber, etc...)

## **SPECIAL EVENTS COMMITTEE (3-5 PEOPLE)**

- Responsible for coordinating all special events for Manta Rays Swim Team (season kick off, team pictures, end of season banquet, fundraisers, suit exchanges, etc...)
- Responsible for collecting donations for all special events or designating responsible parties.
- Responsible for working with vendors regarding Manta Rays Swim Team merchandise.

## **SWIM MEET COMMITTEE (5-10 PEOPLE)**

### **Swim meet committee chair/meet director (1-2 people)**

- Responsible for ensuring all aspects of the swim meet run smoothly (Coaches, officials, volunteers, events, etc...)

### **Officials' coordinator (1-2 people)**

- Responsible for meet verification form, proper number and level of certified officials, assisting the Referee/Starter with timers/officials meeting, and any other issues that arise during the meet.
- Responsible for setting up additional "training/refresher" events during practices for new and returning officials.

### **Computers (2-3 people)**

- Responsible for entries, programs, seeding the meets, meet prep, meet results, awards, etc...
- Responsible for communicating with coaches, parents, etc... regarding meet registration deadlines, support for online registration, individual and relay events, etc...
- Responsible for assisting with computers during the meet both Stations 1 and 2, being familiar with both Hy-Tek and IST programs, running the scoreboard, etc...

### **Job assignment coordinator (1-2 people)**

- Responsible for tracking and assigning parents to jobs for all home meets
- Responsible for sending the schedule of assignments out in a timely fashion and ensuring that only parents with swimmers participating in the meet are scheduled, assigned appropriately.





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## MANTA RAYS SWIM TEAM SWIM MEET VOLUNTEER CONTRACT

In order to run our home swim meets effectively, we have approximately 70-80 positions (including required Officials) that must be filled each meet. If your swimmer(s) plan to participate in a home meet (regardless of the number of events) **at least one person from that swimmer's family will be assigned to work a job for that meet.**

### HOW JOB ASSIGNMENTS WORK

- After your swimmer has been registered for the meet online, our computer people generate a list of all the swimmers participating and give that to the job assignment coordinators (JAC's).
- The JAC's then take that list (along with the information provided by the parents at the beginning of the season from the Volunteer Contract), and assign a job to each swimmer participating. *The swimmer's name will be listed on the job assignment sheets, not the parent/other worker* (with the exception of officials, lifeguards, Silver Cord Participants, or other special circumstances). It will be the responsibility **of the family** to determine which parent/person will be working the assigned spot-**not the Manta Rays Swim Team.**
- As long as everyone does their part and we have enough swimmers participating, we will **try our best** to make sure you are working only ½ of a meet; however please be aware that you may have to work the full meet if we are short on meet participation, you have multiple swimmers participating, or you have a special skill set (officials, training, etc...)
- Don't worry!! **We'll train you!** Don't be intimidated by "scary" job titles like "Timer" or "Computers". We will always put experienced folks with you if you've never been assigned to a job before. Most jobs aren't tough at all. So don't be scared-we'll help you out and make it as easy & painless as possible. Keep an eye out for additional training sessions on the calendar too!
- Please note that some jobs require physical strength so it may not be appropriate for older adults or children to fill in at these jobs.
- If your family has other members (older siblings, grandparents, aunts, uncles, etc...) that are willing and able to fill in jobs on meet days, please let us know, any extra help is always appreciated!!
- Once the schedule is completed it will be sent out via email and posted at both Carver pool and the YMCA. If you are unable to cover your position **YOU** are responsible for finding a replacement and letting THE JOB ASSIGNMENT COORDINATORS know who will be covering for you.

\*Preferences listed are not guaranteed for day of meet. You may be assigned to other jobs if additional help is required.

**THE MOST IMPORTANT THING TO REMEMBER ABOUT JOB ASSIGNMENTS ON MEET DAY IS THAT WE CAN'T MAKE A MEET RUN WITHOUT ALL THE JOBS FILLED. THE SWIMMERS ARE DEPENDING ON YOU!**





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## SWIM MEET JOB ASSIGNMENTS

LISTED BELOW ARE THE DESCRIPTIONS OF POSITIONS THAT NEED TO BE FILLED EVERY MEET.

- **Pre-Meet Set-Up (Friday night, during regular practice times)** : setting up tables and chairs, switching practice/competition lane lines, etc... Should be able to lift approximately 25 pounds.
- **Officials (Level 1, 2 or AO)**: Must obtain certification and meet Officials criteria. If interested in officiating, please contact Jocelyn for more information.
- **Timer**: 2-3 timers are required per lane. Timers operate a stopwatch and write down times so they can be compared to our electronic timing system times.
- **Swimmer Escort**: Once swimmers have been arranged in their rows for their events, the Swimmer Escort helps keep the swimmers in order as they walk from "Clerk of Course" area to the pool deck and then again down to the starting block end of the pool.
- **Timer Slip Collector**: Timers write down times from each event on timer lane slips. The "Collector" collects these sheets after each heat/event and gives them to the Computer Station people.
- **Computer Stations**: Computer Station 1-is responsible for ensuring the swim meet program starts with each event, correctly runs during each event, and stops when the last swimmer is finished. Computer Station 2 is responsible for time verification (USING TIMES PROVIDED FROM STOP WATCHES-COMPARES TO TIMING SYSTEM). Station 2 is must be a certified official.
- **Ribbon Table**: Ribbon labels are printed during the meet (approximately every 10-15 heats) and placed on the corresponding ribbon. Ribbons are sorted by team, placed in bags or boxes and coaches take ribbons home at end of meet.
- **Program/Sales Table**: We sell programs of the events for the first half of the meet. Responsible for collecting money, making change, returning inventory to appropriate place, and turning in cash bag. Restricted to those over 18 years of age.
- **Clerk of Course**: Clerk of Course is the area where the swimmers are organized for each heat/event. Parents line up swimmers according to lane assignments, help keep swimmers organized and promote good behavior while awaiting their next event. (This includes Pre-Stage Area-where swimmers are lined up, Swimmer Escort: where an adult guides swimmers from one area to another, while keeping them in order, & Card Runner/Event Updates: where you collect laminated cards after a few events and post which events are called into the COC)
- **After Meet Clean-up**: help put the pool back to non-meet set up. Put practice lane lines back in pool, put away all equipment used during meet in pool area and other areas used in high school (cafeteria, commons, upper gyms, etc...) Help pick up trash, debris, and lost and found items.





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## **SWIM OFFICIAL TRAINING CERTIFICATION**

Certification is available for anyone wishing to volunteer and paid for by the Manta Rays Swim Team. This training gives information on how to time and officiate as well as aids parents in understanding YMCA of USA swimming rules. Certification opportunities are planned every fall prior to the start of the FALL/Winter Swim season. Please refer to the "Calendar of Events" for Training opportunities and registration deadlines.

**PARENTS/FAMILIES THAT BECOME CERTIFIED OFFICIALS AND OFFICIATE AT MEETS MAY BE ELIGIBLE FOR FEE REDUCTIONS.**

## **LEVEL 1 & LEVEL 2 & A.O. OFFICIALS POSITIONS**

**TIMERS-LEVEL 1 (ONLY REQUIRED TO BE OFFICIALS FOR CHAMPIONSHIP MEETS)**

Operate timing devices (stopwatches and automatic timing systems) and record official times per lane

### **STROKE AND TURN JUDGES-LEVEL 1**

Observe from each end of the pool and ensure that the rules relating to each stroke and/ or turn and/ or finishes are being followed. Fills out and turns in a "DQ slip" for infractions.

### **STARTER-LEVEL 2**

Controls the flow of the meet. Directs start of each event.

### **REFEREE-LEVEL 2**

Has overall authority of the competition. Assigns and instructs all officials and volunteers. Decides all questions relating to the conduct of the meet.

### **ADMINISTRATIVE OFFICIAL (A.O.)**

Determines the official, order of finish, scoring, etc... of individual races, events & meets. Understands the steps to be taken in investigating & resolving potential timing system problems. Knows the rules for determining official times/places. This is a "dry deck" official.





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## POLICIES

### INCLEMENT WEATHER/CANCELLATIONS PRACTICES

- On scheduled No-School days, early dismissals, holidays, or if there is a late start, etc... practices will be held as normal.
  - Practices will not be held on holidays: Halloween, Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day or New Year's Day.
  - Practices may be modified on days surrounding holidays, please check team calendar and app for adjustments to practice calendar.
- In case of school cancellation/early dismissal due to inclement weather all swim practices will be cancelled.
- Whenever possible, if Carver pool is unavailable due to scheduling conflicts (high school swim meets/activities); practice will be held at the YMCA instead.

### SWIM MEETS

- In the case of inclement weather on scheduled meet dates the coaches, committee members and Aquatics Directors from all traveling teams and Manta Rays Swim Team will decide if the meet is to be cancelled, postponed, delayed, etc... The Muscatine Community YMCA will be notified of the status, a mass EMAIL generated through the Swim Team's G-Mail account will be sent out to all parents and may be posted on Facebook, through the team app, and the swim team's website, if time allows. We encourage all parents to call the YMCA Member Services or Welcome Center at 563-263-9996 if the weather appears to be uncertain for running a meet.
- If you feel it is unsafe to travel to a meet due to weather conditions you may scratch your swimmer individually. Please send an email to muscatineswimclub@gmail.com or direct message the coach via the team app **immediately** so that coaches have time to make changes to the meet/relays. If you do not have access to email, please call the YMCA 563.263.9996 and they will contact Jocelyn.

### LATE PICK-UP POLICY

Swimmer's should be picked up promptly after practices.

**YMCA Facility Restrictions:** Children in the facility who are 7 years or younger must be supervised by someone 16 years or older or in a structured program. YMCA staff are on site at all times.

**Carver Swim Center:** Coaches will remain on site with any swimmers not promptly picked up after practices have ended. Two-deep leadership will be maintained at all times. Coaches will make attempts to contact parents/guardians for any swimmers that remain at practice locations beyond 15 minutes after the conclusion of practice. If no parent/guardian is available after 30 minutes, Muscatine Police Department will be contacted per YMCA policy.

### BEHAVIOR/BULLYING PREVENTION

The YMCA is founded on four core values: caring, honesty, respect, and responsibility. We expect and require everyone associated with the Manta Rays Swim Team (our swimmers', parents and coaches) to conduct their behavior in accordance with these core values. Swimming is a team activity. No member is above any other and everyone will treat everyone else with dignity and respect.

The Manta Rays Swim Team has a Bullying Prevention Policy, which will be enforced if needed. Any misbehavior will be dealt with on an individual, situational basis as we become aware of them. The administration will do whatever is necessary to maintain a healthy, safe environment, for everyone associated with the team.





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## ATHLETE CODE OF CONDUCT

Each athlete and a parent/guardian needs to read this section and discuss it together. When both the swimmer and the parent/guardian are satisfied that they fully understand what is expected and required of a Manta Rays Swim Team member, the athlete should sign and date this form.

### As a representative of my team, my YMCA and my community, I WILL:

- Demonstrate good sportsmanship at all practices and meets through my words and my actions. I will exemplify behavior that builds up and does not tear down.
- Set a good example of behavior and work ethic for my younger teammates.
- Be respectful of my teammates feelings and personal space. Swimmers who exhibit sexist, racist, homophobic or otherwise inappropriate behavior will be faced with consequences.
- Refrain from foul language, violence, behavior deemed dishonest, offensive or illegal.
- Arrive on time (that means ready to swim, equipment and self ready) to all practices. This is very important as our time is limited and there is much to cover each and every practice session.
- Check in properly at the YMCA Welcome Center if practicing at the YMCA.
- Listen to and respect all YMCA staff (i.e. coaches, life guards, building supervisors, and other staff).
- Not enter the water until given permission by the coach.
- Observe all YMCA and Carver Swim Center swimming pool rules. Swimmers should not be in the water for Rec/Family swim prior to practice times.
- Observe all YMCA/Facility rules, regardless of what facility we may be swimming at. Swimmers are to be courteous and respectful at all meets, home or away.
- Use locker rooms only for their intended purposes. Respect others who may be using the locker rooms at the same time. Damage to locker rooms or other facilities at any swimming site will be assessed to the responsible swimmer's family. Offending swimmers will be ejected, and may be dismissed from the team and/or expelled from use of the YMCA.
- Set, plan and strive to achieve reasonable goals for myself and for my relay teammates.
- Share my successes and disappointments with my team and coaches.
- Communicate my needs with all involved.
- Uphold and practice the core values of the YMCA (caring, honesty, respect, responsibility).
- Listen and learn to the best of my ability and respect my coach's time and effort in what they are teaching me.

### AT SWIM MEETS:

- **AT HOME or AWAY:** Arrive and check in with the coaches, unless instructed otherwise, at least 15 minutes before our scheduled warm-up time.
- Wear shoes, sandals, socks at all times when walking around any facility.
- Go to our designated swimmer holding area and remain there except for: Warm-ups, Event calls (to report to Clerk of Course), Restroom visits, and/or Concession stand visits.
- Sit with the team whenever possible so coaches can locate me quickly.
- Stay off the pool deck unless there to swim in your event.
- Stay out of locker rooms unless showering, changing, or using the restroom facilities.
- Stay out of the spectator viewing area and "off-limit" areas.
- Talk to your coach after each event.





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- Watch for your events being called and report to Clerk of Course promptly. Swimmers are expected to be courteous, respectful, and well-behaved while in Clerk of Course. Clerk of Course personnel have the authority to scratch swimmers from an event if they are misbehaving.
- Tell the head coach if you have to leave a meet before you complete all of the events you have entered. This is especially important if you are entered in a relay and cannot swim in that relay. Relay swimmers who “stand up” their teammates may be dropped from consideration for relay competition at the sectional, state, or regional levels.
- Clean up the holding areas before leaving the swimming meet. Wipe up spills and throw away trash in proper waste containers. This means **EVERYONE**. At our home swimming meets, remember that any food and drink other than water is to stay in the cafeteria and commons. PLEASE do not bring food and drink, other than water, into any other area of the building. For away meets, please eat in designated areas. Please respect the rules of our host facilities at all times.
- Make sure to take all personal belongings with you when you leave any practice or swim meet. YMCAs usually maintain “Lost and Found” areas, but please do not depend on your missing items being there.

Any swimmer who disrupts a practice or a meet, interferes with other swimmer’s workouts, damages the property of others, or threatens, intimidates, or injures others will be ejected. A second incident, of any sort, will be cause for dismissal from the team. Courtesy, citizenship, and sportsmanship are as fundamental to our competitive swimming program as stroke, technique and speed. These qualities derive naturally from the YMCA core values: Caring, Honesty, Respect, and Responsibility. Please follow these rules and remember, when we are at other YMCA’s and facilities we will be representing ourselves, our families, and our own Swim Team. Let’s have fun, but let’s also respect others and others’ property.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the Aquatics Director.



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## **CONFLICT RESOLUTION POLICY**

Communication is the best way to reduce conflicts within any team. The best way to communicate with your child's coach is to meet with them after practice. Coaches usually have time after practice to answer questions or provide information. Direct messaging a coach through the team app is also a good way to open communication.

Please keep in mind that the coaches have the best interests of your child at heart. Also, keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a practice group.

The following procedures regarding problems, questions, or complaints should be followed by Manta Rays Swim Team families.

- If a parent has a concern about their swimmer, they should speak with the coach outside of practice time.
- If there is a conflict between a parent and the coach, the parent should air their concern with the Aquatics Director.
- If still dissatisfied, the parent should air their concern with the Executive Director who will make every effort to resolve the situation.
- Any member can ask the Aquatics Director to organize a parent meeting, if the issue has not been resolved to the satisfaction of the member.
- If another parent uses you as a sounding board for complaints about a coach's performance or policies, encourage the other parent to speak directly to the coach and follow the conflict resolution guidelines listed above.

## **CELL PHONE POLICY**

As a program of the Muscatine Community YMCA, the Manta Rays Swim Team's number one priority is to provide a safe environment for its participants and therefore adheres to the Muscatine Community YMCA's policy regarding the use of cell phones and other electronic devices.

Cell phone (and other electronic device that can access the internet) use is strictly prohibited within the pool area (on the pool deck, in the locker rooms, or in the Pool Offices). If you need to use your cell phone for any reason (calls, texts, e-mails, etc...) please restrict your usage to the hallways or lobby of the pool area (where the swimmers enter the locker rooms/sit in clerk of course).

Failure to adhere to this policy may result in disciplinary action for parents and/or swimmers up to and including warnings, suspension from activities (practices and/or competitions), expulsion from the program, loss of membership privileges with the Muscatine Community YMCA.





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## **ELECTRONIC COMMUNICATION POLICY OF THE MANTA RAYS SWIM TEAM**

(This is a summary, for a full version of the policy, please email the Aquatics Director).

### **Purpose**

The Manta Rays Swim Team ("the team") recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the team acknowledges the value of these methods of communication, the team also realize that there are associated risks that must be considered when adults use these methods to communicate with minors.

### **General Content**

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

### **Facebook, Instagram, Twitter, Blogs, and Other Similar Sites**

Coaches may have personal social media site pages, but there are not permitted to have any athlete member of the team join their personal page as a "friend". A coach should not accept any "friend" requests from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook or other social media sites, not monitored by the team. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM methods not monitored by the team.

The team, has an official Facebook and/or Twitter page and team app that athletes and their parents can follow for information and updates on team-related matters.

Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

### **Texting**

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7 am until 9 pm (if the coach chooses to distribute their personal contact numbers). Texting only shall be used for the purpose of communicating information directly related to team activities.

### **Email**

Athletes and coaches may use email to communicate between the hours of 7 am and 9 pm. When communicating with an athlete through email, a parent, another coach or a core committee member must also be copied.

### **Request to Discontinue All Electronic Communications**

The parent or guardian of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.





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## **ACTION PLAN OF THE MANTA RAYS SWIM TEAM TO ADDRESS BULLYING**

(This is a summary, for a full version of the policy, please email the Aquatics Director).

### **PURPOSE**

Bullying of any kind is unacceptable at the Manta Rays Swim Team (the "Team") and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Team is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Team's Bullying Policy and Action Plan:

1. To make it clear that the Team will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that the Manta Rays Swim Team takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

### **REPORTING PROCEDURE**

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Team Coach, Board Member, or other designated individual;
- Write a letter or email to the Team Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate team leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

### **HOW WE HANDLE BULLYING**

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our team or it is reported to be occurring at our team, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:





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## PARENT CODE OF CONDUCT

### Purpose:

The purpose of a code of conduct for parents/guardians is to establish consistent expectations for behavior by parents. This form also contains consent and authorization for participation in Manta Rays Swim Team, Photo Release and authorization to treat in a medical emergency.

Athletes will not be allowed to participate until there is a signed form on file for each family.

### As a parent/guardian of a Manta Rays Swim Team Member, I WILL:

- Set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- Get involved by volunteering beyond swim meets whenever possible, observing practices, cheering at meets, talking with my child and their coach about their progress.
- Refrain from coaching my child from the stands during practices or meets.
- Support the decisions of my swimmer's coaches, even if I have a different agenda.
- Understand that criticizing, name-calling, use of abusive language or gestures directed towards coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- Respect the integrity of the officials.
- Direct my concerns first to my swimmer's coach; then if not satisfied to the Aquatics Director.
- Keep myself and my swimmer informed of swim team activities and events.
- Help my swimmer plan, set, strive and achieve reasonable goals for their age and ability.
- Communicate with my swimmer's coaches frequently if my swimmer has conflicts with practices, meets, etc... A lack of attendance and communication will be viewed as a lack of commitment.
- Get your swimmers to practice on time (that means ready to swim, equipment and self) to all practices. This is very important as our time is limited and there is much to cover each and every practice session.
- Check in properly at the YMCA Welcome Center if practicing at the YMCA.
- Listen to and respect all YMCA staff (i.e. coaches, lifeguards, building supervisors, and other staff).
- Provide positive support and encouragement for my swimmer.
- Place the emotional and physical well-being of my child ahead of my desire to see my child succeed.
- Observe all YMCA and Carver Swim Center swimming pool rules. Swimmers should not be in the water for REC/Family swim prior to practice times.
- Observe all YMCA/Facility rules and Manta Rays Swim Team Policies both home and away.
- Use locker rooms only for their intended purposes. Respect others who may be using the locker rooms at the same time. Damage to locker rooms or other facilities at any swimming site will be assessed to the responsible swimmer's family. Offending swimmers will be ejected, and may be dismissed from the team and/or expelled from use of the YMCA.
- Swim team coaches are not babysitters, nor are other YMCA personnel. Each swimmer at any practice or swimming meet, home or away, should be under the supervision of an adult. Parents or guardians unable to attend with their swimmer(s) need to make arrangements for the child's supervision. This includes siblings that are not participating in practices or meets.
- Complete meet entry information in a timely manner. Meet sign up, along with entry deadlines and payment information will be emailed throughout the season. There will be no blanket or "default" entries to any of our meets. All swimmers must enter each meet they desire to swim in by filling out





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the proper entry form for that swimming meet. If you are unsure of what to enter, please ask a coach. E-mail reminders concerning entry deadlines will be sent, but the responsibility of entering meets on time rest with each family. **Late or phone in entries will NOT be accepted, no exceptions!**

On swim meet days:

- **AT HOME or AWAY:** Arrive and check in with the coaches, unless instructed otherwise, at least 15 minutes before our scheduled warm-up time.
- Tell the head coach if you have to leave a meet before you complete all of the events you have entered. This is especially important if you are entered in a relay and cannot swim in that relay. Relay swimmers who "stand up" their teammates may be dropped from consideration for relay competition at the sectional, state, or regional levels.
- Clean up the holding areas before leaving the swimming meet. Wipe up spills and throw away trash in proper waste containers. This means **EVERYONE**. At our home swimming meets, remember that any food and drink other than water is to stay in the cafeteria and commons. PLEASE do not bring food and drink, other than water, into any other area of the building. For away meets, please eat in designated areas. Please respect the rules of our host facilities at all times.
- Make sure to take all personal belongings with you when you leave any practice or swim meet. YMCAs usually maintain "Lost and Found" areas, but please do not depend on your missing items being there.

Any parent/guardian who disrupts a practice or a meet, damages the property of others, or threatens, intimidates, or injures others will be ejected. A second incident, of any sort, will be cause for dismissal from the team. Courtesy, citizenship, and sportsmanship are as fundamental to the YMCA competitive swimming program as stroke technique and speed. These qualities derive naturally from the YMCA core values: Caring, Honesty, Respect, and Responsibility. Please follow these rules and remember, when we are at other YMCA's and facilities we will be representing ourselves, our families, and our own Swim Team. Let's have fun, but let's also respect others and others' property.



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