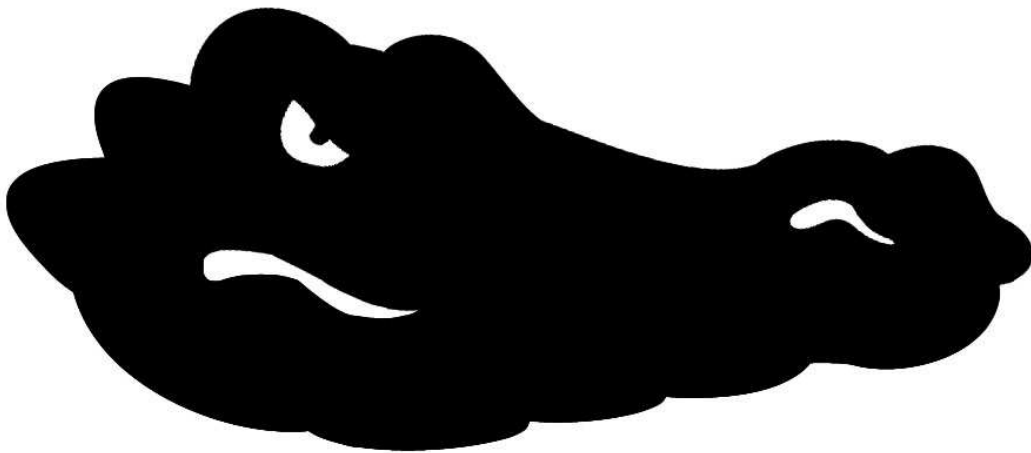


Parent Handbook



Our Mission:

To create an environment in Central Minnesota where every swimmer, from beginner to advanced, has an opportunity to achieve personal excellence in the sport of swimming, while striving to promote the character values of honesty, caring, respect, and responsibility.

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WELCOME TO THE TEAM!

Welcome to the St. Cloud YMCA Swim Team. We are the GATORS! If you are new to competitive swimming, there are many things you need to get acquainted with—terminology, schedules, meets, time standards, and finances. The St. Cloud YMCA Swim Team Handbook attempts to answer some of the questions you might have regarding competitive swimming. If you cannot find the answer to your question in the Handbook, please contact the Head Coach, or a member of the Parent Steering Committee. We are here to answer any questions. If you are already familiar with competitive swimming, the St. Cloud YMCA Swim Team Handbook explains many things about our club.

Although the St. Cloud YMCA Swim Team has been in existence for many years, it has undergone some major changes over the past few seasons. This Handbook reflects those changes. We believe volunteering is very important. From timing at meets, to heading up fundraisers, parent-volunteers make this a successful swimming program. As you read through this handbook, you will see many references where volunteer help is needed. If you would like to volunteer for a specific job, please feel free to call the Head Coach or a Parent Steering Committee member at any time. Please don't feel bashful—we want to get to know you!

With best wishes for your swimmer's success,

Evan Shanley
Head Coach, STC YMCA Swim Team
320-253-2664
swimteam@scymca.org

St. Cloud YMCA Swim Team

The St. Cloud YMCA Swim Team is a year-round program of competitive swimming for young men and women from age 5 and up, including a Masters Program. Our primary objective is to:

Foster the ideal environment for swimmers of all ages and abilities. We strive to be the premier competitive swim team within Central Minnesota, through offering quality opportunities for all swimmers looking to be involved in competitive swimming. We place emphasis on good sportsmanship, team unity, self-discipline, self-confidence, community service, competition, and health and wellness.

The team is organized as part of the St. Cloud Area Family YMCA and USA Swimming. Our financial support comes from our fund raising activities.

The Team is also a member of United States Swimming (USA), which is the national governing body for amateur competitive swimming in the United States. USA is responsible for the conduct and administration of swimming in the United States. In this capacity, USA establishes the rules, implements policies and procedures, disseminates information, conducts national championships, and selects the athletes to represent the United States in international competition.

USA Swimming is divided into 59 Local Swimming Committees (LSCs); Minnesota Swimming, Inc. (MSI) consists of the geographical area of Minnesota except for Polk and Pennington counties; and including the counties of St. Croix, Dunn, and Pierce in the State of Wisconsin. Most of the swim meets we attend will be within the boundaries of our LSC. MSI is part of Region 7 of USA, which also includes the LSCs of Iowa, Midwestern (State of Nebraska), and Wisconsin. MSI is also part of the Central Zone of USA, which includes most of the Central United States. Both Region 7 and Central Zone host a championship meet each year for qualifying swimmers.

Benefit of USA/YMCA Swimming

The St Cloud YMCA Swim Team offers both USA Swimming and YMCA Swimming year-round. The benefit of both organizations operating in one club is that you get the best of both worlds. The YMCA offers a more low key and local option within our state with the motto "Everybody swim, everybody wins". YMCA meets are free are complete in one day (except for championships). You also have the opportunity to qualify for YMCA Nationals each year. As a USA Swimming member you will be able to compete locally, regionally, nationally, and internationally. USA Swimming offers a low key atmosphere all the way to a highly competitive setting it will give your swimmer insurance protection while attending any USA swim meet or practice. Because you will be a YMCA and USA member you are able to compete in both arenas as you choose.

TEAM MANAGEMENT

Head Coach

The Head Coach is the lead staff member of our organization. This means that the Head Coach plans the strategy, administrates the program, and develops the tactics necessary to make our organization work.

Evan Shanley
253-2664 (W)
swimteam@scymca.org

Office Hours vary depending on schedule. For appointment call or e-mail.

Responsibilities

Besides being responsible for the successful management of team, the coach is responsible for the overall development and direction of our swimmers during practices and competitions. This includes technical skill development, proper training methods, encouraging high self-esteem and sportsmanship, and maintaining a positive team philosophy. Parents are asked to not coach their children during practice (or outside of practice), and they are asked to not interfere with the coaches during practice or meets.

Conferences/Swimmer Counseling/Goal Setting

Swimmers & parents can arrange conferences with the coach. Conferences can cover any number of topics that the swimmer is interested in discussing. Contact the Head Coach to set up an appointment.

Parent Steering Committee

The Parent Steering Committee is the support body of the Team. Yearly elections will be conducted by ballot box at the annual Awards Banquet following the Fall/Winter season; the parents of member swimmers will elect its upcoming Committee Members. The Parent Committee meets the **Second** Tuesday of each month at 6:00 p.m. at the YMCA located at 1530 Northway Dr. All parents are welcome and encouraged to attend. Matters relating to the Team are decided at these meetings, and it is important to have the input and suggestions of as many members as possible.

Steer Committee Positions

- President/Vice President
- Secretary
- Treasurer
- Meet Director
- Social Coordinator
- Fundraising Coordinator
- Members at Large

Information is available on each position. Please ask the Head Coach for a Steering Committee Packet.

Parent Volunteers

We are an organization of volunteers, and need members to provide support in the form of volunteer time at team activities. Over the course of a year,

we will need volunteers for our swim meet and for fund-raising activities. Each team in the League is encouraged to provide Officials at out of town meets. Parents interested in becoming an Official will be trained for this position. It is a great way to meet other parents from other clubs and learn more about the sport of swimming. Please contact the Head Coach for more information. Our program cannot be successful without the help and participation of all parents involved.

Team Fundraiser

Most home meets are team fundraisers. Teams raise money from their heat sheet sales, concession stands, t-shirt sales (each meet may have its own custom imprinted shirt), and commissions from aquatic supply companies (each meet usually has a booth where suits, goggles, and other supplies are sold.). Please support these moneymaking endeavors as much as possible.

Fundraising – Swim Meets

Each year, the STC Y Swim Club hosts up to five (5) home meets. The organization, planning, and staffing of the meets is the responsibility of the Meet Director and related committee members. The success of these meets requires the participation of ALL parents to ensure that they run in accordance with YMCA/USA rules.

Parents are asked to sign up for various jobs to be conducted before and during the meet through www.signupgenius.com . Each family will be contacted and asked for their assignment preference.

Social Functions

During the year, the Swim Team holds several functions that are important for team building and are designed to promote team spirit. These could range from pasta parties, summer cook outs or meeting at a restaurant following a meet.

Awards Banquet

Each year an Awards Banquet is held at the end of the Fall/Winter season. This is a special event for all swimmers who have been on the team at any time during the year. Each swimmer is recognized. Several awards for excellence in personal improvement, team spirit, and hard work are presented.

COMMUNICATION

The process of communication between parents, coaches, swimmers, and the Parent Steering Committee is critical to the current and future success of the team. Since we have several sites operating at the same time we have two main methods of communication:

Emails

All day to day business and communication of information for the team will be handled by the Head Coach and sent out in blind copy form to all parents. This has been a great way to get all families the proper information in a quick and efficient manner. We aim to cover everything in one weekly e-mail (usually sent on Mondays). As important information comes up, we will send more e-mails if necessary.

Website

All information will also be on our team website. This includes practice schedules, meet registration information, practice groups, team pictures, and other announcements. Please check this site often for changes and updates. This is where you will be signing up for swim meets. Please use the website as your first option when looking for information. If you cannot find what you are looking for, please contact the Head Coach for assistance.

Text Message (Twitter)

Twitter is a handy way for the coaches to get last minute information out quickly to all members of our team through text message. Text "Follow STCSwim" to 40404 (see notes below) and you will receive text messages whenever a tweet is created. We will only use this as a means of communicating last minute, important information. For example weather cancellations, or registration deadline reminders, etc. If at any point you want to stop receiving text alerts, text "stop" in response to any message received.

* If you don't already have an account, you may be asked to set one up. Once your account is established, you may need to resend the "Follow STCSwim" request to 40404.

TEAM POLICIES

Discipline & Code of Excellence

The STC YMCA Swim Team swimmers conduct themselves in a manner that reflects favorably upon the St. Cloud Y Gator Swim Club at all times. It is expected that swimmers exhibit good manners both at the YMCA and when traveling. Athletes not behaving in a manner deemed appropriate are subject to removal from the meet. Good sportsmanship is expected at all times. Foul or abusive language will not be tolerated. The use of alcohol or

other drugs during a swim team function is a serious infraction and will result in disciplinary action.

Practice Etiquette & Expectations

Swimmers are expected to be on deck, with equipment (caps, goggles, etc.) adjusted, and **ready to swim** at their scheduled start time. If a swimmer is not able to get to practice on time, prior notification from the parent is appreciated. If not possible, please let your coach know upon arrival. No swimmer should enter the pool until the coach has given this direction. When swimmers are early for practice they are expected to wait on the pool deck.

Before the start of all practices swimmers should use the bathroom. At the start of practice swimmers will enter the pool feet first with one hand on the side of the pool. The coach will direct swimmers to the lane they will swim in. Swimmers swim on the right side of the lane, turning around on the left side of the lane. If a swimmer is not able to swim for any reason they should get to the side of the pool, get out and inform the coach. Asking the coach to be excused to go to the bathroom is expected.

During times when the coach is giving verbal direction swimmers will not talk until the coach is finished or he/she has asked for questions. Swimmers are expected to be focused during practice to insure the best practice possible for the individual as well as the Team. Foul language, negative attitudes and comments, and especially the word "can't" will not be tolerated during practice.

Practice is meant to be fun, challenging and exciting--we ask that you bring your suit, goggles, and towel and, most importantly, your commitment to excellence.

Registration, Fees & Payments

No program can be successful on a long-term basis unless it has a strong financial base. Our program is financed through seasonal fees. It is each member's responsibility to pay his or her fees. The funds raised through these fees are used to pay for professional coaching, pool rental and administrative expenses, and other expenses incurred in providing a successful swim program. Please see payment options below.

If for some reason you are not able to pay your bill in full, please contact the Head Coach to make other arrangements. Scholarships are available to those who qualify. You may pick up an application at the YMCA. ***All YMCA monthly memberships can be automatically withdrawn from your checking account.*** The success of our program depends on all members paying their bill on a timely basis.

Season Registration

- Registration for the season must occur prior to the athlete's first practice, including the completion of all required paperwork. Athletes

are permitted to participate in a free week trial with proper paperwork completed.

- Athletes registering for the Fall or Winter season (whichever they register for first) will pay a \$57 registration fee that will cover registration with USA Swimming. Athletes registering in the Summer who did not participate the previous Fall or Winter will pay a \$37 registration fee. Athletes who paid the registration fee for fall/winter will not pay the \$37 fee in the summer.
- Athletes wishing to participate in YMCA meets must be members of the Saint Cloud Area Family YMCA.
- At the time of registration, the athlete is committed to registering for the entire season. Payment options are as follows:
 - Pay in full: Payment for the season in its entirety is accepted.
 - Monthly: Payment will be automatically drafted from the participants account on the 15th of each month. Banking information must be supplied to the Front Deck for this to occur. The full season fee is spread out equally across each month.

Meet Registration

- All swim meets have a registration deadline that is reflected on the meet schedule section of the swim team website (www.scymca.org). Athletes not registered for swim meets by the required deadlines will not be allowed to participate.
- Meet registration occurs through a link on the website. Completing and submitting this form sends an e-mail to Evan that includes all information submitted. Please see the "Meet Entry Procedure" section of the handbook for more information.
- All athletes participating in meets must have their banking information on file with the YMCA. Fees will be automatically drafted the week after the meet occurs.

Policy for Controlling Delinquent Accounts

Reason for the Policy

Past-due accounts are unfair to everyone—to those who owe them and those who subsidize them. Few members will be affected by it, but we all need to be reminded that our responsibilities are real and not meeting them will have direct, tangible consequences. The policy defines the team's expectation for payment of dues and fees and allows for exceptions only in special cases. It defines membership in good standing, how one can lose that status and the consequences. It also provides for tracking and reinstatement. Swimmers who are not paid in full are not able to take part in practice or team functions until fees have been settled.

Payment Expectations

Members can pay season fees in full at the beginning of the season, or monthly through automatic draft on the 15th of each month. A registration fee may be processed depending on whether an athlete is already registered with USA Swimming for the current year.

Consequences and Loss of Status

Members who cease to pay dues on time may lose privileges for themselves and their swimmers, including ineligibility for participation in workouts and meets. Members may also be terminated if problem continues.

Exceptions

Members with special financial situations will be accommodated if they make arrangements with the St. Cloud Family YMCA. Such arrangements will include a schedule for payment for determining "current" status for accounts.

Severe Weather

In the event of severe weather, practice may be cancelled. This is based on the local school district of our three practice locations. Saint John's practice is cancelled if Rocori cancels school, the Y's practice is cancelled if St. Cloud cancels school, and Foley practice is cancelled if Foley cancels school. A text (tweet) may be sent out to notify you of any schedule changes.

Athlete Uniform Requirements

Practice

Any suit that appropriately covers the body may be worn. Multiple suits and tights may be worn to create drag. Team suits or tech suits should not be worn in practice. Two piece suits for females are not allowed.

Athletes may wear any cap they would like during practice assuming the message on the cap is family friendly and appropriate. Team caps should not be worn during practice.

Meets

Team suits are optional, and can be purchased through any vendor. Athletes may wear any suit they prefer during meets. Two piece suits for females are not allowed. Tech suits should not be worn until Championship meets, or as encouraged by the head coach.

If an athlete elects to wear a cap during meets, they must wear a Saint Cloud YMCA team cap. Caps can be purchased through the coaching staff. Custom caps with the athlete's name may be purchased at the beginning of the season. Caps can have an athlete's first name, last name, or first initial and last name, but they may not have nicknames.

SWIM MEET INFORMATION

Swim Meet Schedule

Each September & April, the St. Cloud YMCA Swim Team sets its schedule for the corresponding season. We attend meets throughout our region, and additionally attend national level meets as athletes qualify.

While swimmer attendance at meets is optional, meet participation is very important. Swim meets allow coaches and athletes to more accurately measure growth, while also providing motivation for athletes to work toward steady improvement. Participation in meets is important also because it gives athletes the opportunity to practice racing, and strategy.

Each practice group has meet participation goals. As swimmers progress through the practice groups and achieve higher time standards, they are encouraged to attend more and larger meets.

Most meets on the schedule are "Team Meets". Members of the team are encouraged to attend most designated "Team Meets." A coach will attend all meets. "Qualifying time" meets can be attended if you have met the qualifying standard set for the meet. Please check with the coach.

Meet Expenses

Travel, lodging, meals, and meet entry fees are additional costs. USA meets all have meet entry fees, while YMCA meets do not (except for Y Sectionals, State, Regionals & Nationals). For information regarding the cost of attending swim meets, please talk to the coach.

Types of Meets

The STC YMCA Swim Team participates in two broad categories of meets: YMCA and USA. They include the following:

Dual Meets (YMCA)

Dual meets are meets between only two clubs. They often are organized on an exchange basis and are "team" efforts. Individual awards may not be given

Invitational Meets (Usually USA)

An invitational meet is a meet open to anyone "invited" by the host team. These meets will include many teams and as many as 50-400 swimmers. The criteria for entering an invitational meet will be included in the meet invitation.

Team Meets (YMCA and USA)

All Gators are encouraged to attend! The Team meet schedule is available in September and April of each year.

Regional and National Meets (YMCA and USA)

Regional and national meets are available at the YMCA and USA level. These are "championship" meets and qualifying time standards must be met for participation. These meets include YMCA Regional's and YMCA Nationals, Zones, USA Sectionals, and beyond.

Meet Entry Procedure

Your First Swim Meet

Your first meet begins with a sign-up approximately 3-4 weeks before the meet date. Meet information is provided on the website.

Entry Procedure

As soon as meet information is available from the host team, the invitation will be posted on our website, and the registration link will be posted as well. Swimmers and parents are to complete the online registration form by filling out all required information.

Picking Events

Having an athlete swim a variety of events is important for their development. The coaching staff will choose all events for YMCA meets. For USA meets, athletes will be allowed to choose the number of events they participate in, and they will be able to suggest events they would like to swim. Final decisions are at the coach's discretion.

Entries must be submitted ON TIME!

All entries must be received by the head coach no later than the deadline listed on the website. Entries submitted later than the due date WILL NOT be accepted. A list of swimmer entries will be posted on the website.

Swim Meet Fee Collection

Please see "Registration, Fees & Payments" section for details.

At the Swim Meet

What To Bring To a Meet

The following items are only suggestions. You may want to create your own list after a few meets. Remember to put names on everything!

Swimmers:

Team suit, Cover up (T-shirt/Sweats), Team Cap, Flip Flops, Extra suit and cap, Goggles (2 pair), Shampoo, 2-3 Towels, Games, cards, books, etc..., Old sleeping bag or quilt (will get wet)!

Parents:

Lawn chairs (collapsible camp chairs), Money for a meet program, Highlighter to mark the program, sharpie to write events on swimmers hand,

Lightweight, comfortable clothes to wear on pool deck, Money for meet T-shirt, Sense of humor, Patience, Healthy snacks (trail mix, raisins, granola bars, fruit, etc.), Non-carbonated drinks in plastic containers

Food is usually available at meets for reasonable prices. These are host-team fundraisers and we encourage you to support them.

Our children need our support and encouragement. Make sure they know when their events are. A few of them will miss events and be disqualified. This is to be expected with new swimmers (and some old ones). Don't let them get discouraged from this. Keep your sense of humor!

Non-swimming siblings

Swim meets can be very boring for your non-swimming children. Bring plenty for them to do and plan on keeping an eye on them!

Procedures at Meets

Arrive **ON TIME** for warm-ups, usually 15 minutes BEFORE the posted warm-up starting time. Athletes who are tardy for warm-ups are subject to removal from relays, or being scratched completely from the meet. A team area is usually set up. It is helpful to the coach and the parents if the swimmers stay within this area for the duration of the meet.

Swimmers are seeded in a race according to their entry time. Swimmers will swim slowest heat to fastest heat with 6-8 swimmers (varies according to # of lanes in pool) to a "heat." Swimmers and/or parents should check heat sheets (program listing events, swimmers and entry times) at the beginning of the day. Write event, heat, and lane numbers on your swimmer's hand.

Swimmers should check in with the coach after each of their events. They may stop in to see the coach before the event if they wish to do so. The coach will not provide active supervision of swimmers not competing during the meet, as they are expected to watch and give feedback to competing swimmers. It is the parents & athletes responsibility to make sure they are on time for their events. The coach will NOT ask for an event to be held up so a swimmer who wasn't paying attention may arrive for their swim.

A meet is scored based on the finish of the top 8-16 swimmers in each event.

Some meets offer high point trophies in each age group for both boys and girls—these are awarded to the individuals who amass the most points during the meet. Meets may also offer team trophies. The total number of points all members of a team earn throughout the meet including all relay swims determines these.

Results of each race are posted. Please take the time to check your swimmer's posted time and placement. No final time, points, or placement are given to a swimmer should he/she be disqualified from an event.

Time Standards

Not every child is destined to be a national caliber swimmer no matter how hard the swimmer, the parents, or the coaches work; therefore, the Team

stresses individual improvement. A swimmer who is continually improving his/her time can feel a great deal of satisfaction and should be encouraged. Trophies, medals, and ribbons are NOT a means of measuring individual success in swimming.

Time standards are also used when entering some meets. Several of the meets the STC Y Swim Team attends have qualifying standards. These may be National Standards or standards set by the local YMCA Swimming Committees or USA Committees. Qualifying standards are used when entering USA State, Zones, YMCA Regional's, and YMCA Nationals. These change from year to year based upon the results of the previous year's times.

Best times are kept by the coach and are available to each swimmer. Meets are held in 25-yard pools and 50-meter pools. Sometimes it becomes necessary to "convert" a time to enter a meet. This means that a 25-yard time can be changed to a 50-meter time. This is only done for meet entry purposes and only done if absolutely necessary. Converted times are not considered accurate, or best times.

Traveling to the Meet

Allow plenty of time to get to the meet. For most meets you will be driving to your destination the day of the meet. Be sure to get directions to the pool—check posted meet information on the website.

Helping During the Meet

Each team is expected to provide parent volunteer timers during the meet. Please take a turn—it is easy to learn how to time and a great way to meet other parents on our team and other teams. Parents can also learn how to be officials. Official's Clinics are held throughout the year. Swim meets cannot be run without officials. If you are interested in officiating, please tell the head coach.

After the Meet

Please be sure your swimmer has all of his/her belongings. Remind swimmers to pick up their area--we want to leave a good impression, not trash, clothing, and towels! For meets where awards are made available for pick up during the meet, athletes are expected to pick up their own awards. The coaching staff will not spend time to pick up awards, unless prepared by the host team and given to the coach upon exit.

STC YMCA Gators Swimmers' Travel and Behavior Guidelines

As a "swimmer" on the STC YMCA Swim Team, understand and comply with the following guidelines as set forth by the YMCA/USA for team meets and activities.

1. The possession or use of alcohol, tobacco products, or controlled substances by a swimmer of the STC YMCA Swim Team is prohibited.
2. Swimmers will attend all team functions, including meetings, practices, competitions, and activities during a swim meet unless otherwise excused or instructed by the head coach or chaperon.
3. Swimmers will refrain from any illegal or inappropriate behavior that would distract for a positive image of the STC YMCA Swim Team.
4. Swimmers will display proper conduct in boy/girl relationships. If not, disciplinary actions should be followed:
 - A. First offense - warning by chaperon (coach informed).
 - B. Second offense - conference with both people, parents, coach. Punishment set for next offense.
 - C. Third offense - punishment performed. The YMCA and the Head Coach will handle severe cases.
5. Swimmers will display YMCA core values toward fellow swimmers, coaches, officials, and the public.

Failure to comply with the Behavior Guidelines as set forth in this document will result in disciplinary action that may include, but are not limited to the following:

1. Vandalism - Restitution for damage, write an apology, two (2) weeks off team.
2. Stealing - Restitution, write an apology, one (1) month and next major meet suspension.
3. On-sight violations that come to the attention of the chaperon or coach may result in, but are not limited to the following disciplinary actions:
 - A. Scratched from one or more events, or all events of the meet/activity.
 - B. Parents contacted, dismissal from the meet/activity and immediate return home as feasible.
4. All violations of any type will be presented to the YMCA for further review and action as necessary.
5. Swimmers may appeal any disciplinary action to the YMCA.

Any appeal taken from any disciplinary action shall be presented to the YMCA. Swimmer must understand and will comply with the previously stated guidelines.

STC YMCA SWIM TEAM SUBSTANCE ABUSE POLICY

It is the policy of the STC YMCA Swim Team to prevent and prohibit the possession, use, sale, distribution, and/or intent to distribute any illegal or controlled mood-altering chemical, medications look-alike drug, abused chemical, tobacco, or alcohol by any swim team member both at the YMCA and at Swim Team activities. Any infringement will be turned over to the YMCA immediately, in writing.

GUIDELINES

Access to the swimmer must occur at the request of the YMCA after receipt of a written complaint. Denial of access will result in revocation of Swim Team membership.

FIRST INFRACTION

On the occasion of a first infraction, the YMCA will have a meeting with the swimmer and his/her parents. The incident will be reviewed and if the evidence supports the accusation, the swimmer will be suspended from the next competitive event (not practice). A drug and alcohol assessment is recommended. The swimmer's family, at their expense, will arrange this. The swimmer/parent will be advised of his/her right to appeal. If the swimmer agrees to and completes the recommendation made by the YMCA, the suspension will be waived. Suspension will be understood to allow the swimmer to practice with his/her team but not to travel, dress, or associate with the team at its next scheduled competition. The YMCA may reinstate the initial suspension whenever the swimmer fails to follow through with the recommendations. The swimmer/parent will be advised of his/her right to appeal.

SECOND INFRACTION

On the occasion of the second policy infraction within 12 months of the first, the swimmer will be suspended for 1 month from practice and up to 6 months from the next two scheduled competitive events as a STC YMCA Swim Team member. The swimmer's dues shall continue to be paid and the swimmer's place on the Team shall be held. The swimmer should repeat the assessment and follow the recommendations before the YMCA may reconsider the suspension. If on the first infraction, the swimmer did not complete the assessment or follow the recommendations of the YMCA, his/her place on the Team shall not be held during the suspension for a second infraction. The swimmer/parent will be advised of his/her right to appeal.

THIRD INFRACTION

On the occasion of a third infraction of the policy, within 12 months of the first, the swimmer will be suspended from all participation with the team at practices and at any competitive events. The swimmer's place on the Team shall not be held. The suspension may be removed if the swimmer agrees to and follows through on the recommendations of the assessment. The swimmer and parents will be required to develop a contract with the YMCA based on the aforementioned recommendations. Readmission will be subject to review by the YMCA and availability of space on the Team.

I _____, as legal guardian of,

_____ have read the STC YMCA Swim Team Substance Abuse Policy.

Signed

Date

Parent Volunteer Contract

Purpose: This policy is intended to ensure appropriate levels of parental volunteerism within the club to successfully host meets.

Overview: The success of the St. Cloud YMCA Gators Swim Team relies on parent volunteers in order to provide the best program possible for our swimmers. Your assistance helps the Gators maintain an enthusiastic and efficiently managed swim team. By participating in this service program, you have the opportunity to meet other swim families, team members, and show active support for your child's swimming efforts. Your participation is crucial for this team to succeed.

Requirements: To ensure the responsibilities of these tasks are evenly divided, all families are required to participate in the volunteer program.

Administration: The Swim Team administration will do their best to make it as easy as possible for everyone to fulfill their volunteer obligations. Opportunities will be available before, during and immediately following the meet. Training will be conducted prior to the start of the meet and new volunteers will always be paired with those who have previous experience.

The following conditions are part of your agreement to be a member of the St. Cloud YMCA Swim Team:

- 1) It is the intent of the St. Cloud YMCA Swim Team to host:
 - Three (3) USA meets annually
 - Two (2) YMCA meets annually
 - A championship meet e.g., C Finals, Midwest Regionals, YMCA Sections, YMCA State every four years.
- 2) Parents will be required to volunteer for **EVERY HOSTED SWIM SESSION** in which their child(ren) participates. Additionally, all families will be required to work at least two (2) sessions for hosted championship meets.
- 3) If you do not fulfill your volunteer obligation, **you will be assessed a \$30 fee for each session you were required to work.** The fee will be applied when entry fees are collected the Monday following the meet. Your child will not be allowed to compete until the fee has been paid.
- 4) The meet schedule is posted in the pool and online. In general, these meets fall between October and July. Please mark them on your calendar. These meets are fundraisers for the club to cover the cost of operations throughout the year. They are an essential part of our annual budget.

- 5) Volunteer positions are filled on a first-come first-serve basis, so sign up early if there is a job or session (first or second half) you prefer.
- 6) The meet sign-up link will be posted on our website and communicated through e-mail. They will go up 4-6 weeks prior to the start of the upcoming meet. You must sign up for your volunteer position online at least seven (7) days prior to the first day of the meet.
- 7) If there are still vacancies after the closing date for job sign ups, the Volunteer Coordinator will assign and e-mail positions to families not already committed. An e-mail acknowledgment will be requested followed by a phone call if necessary.
- 8) If you cannot fulfill your assignment commitment, you MUST (1) inform the Volunteer Coordinator, Meet Director or Head Coach and (2) find a replacement. It is YOUR responsibility to find someone to work for you.
- 9) At each meet there will be a "sign in" sheet when you arrive at the pool. It is your responsibility to make sure that you or your replacement sign in properly to ensure your sessions are accurately credited.
- 10) Working as an official at the meet also fulfills our volunteer the requirements. Contact the Head Coach or Volunteer Coordinator for details on how to become a certified official.
- 11) Occasionally, you may not have a swimmer competing in the meet but may still be called upon to volunteer (thank you!). In these instances that are non-championship meets, the \$30 fee will not be assessed if you are unavailable.

Note: Bringing items to the hospitality room is always needed and appreciated. However, this does not fulfill the requirements of the volunteer policy. Only if a volunteer works a session in the hospitality room/concessions does it fill the requirement.

IF YOU HAVE QUESTIONS ABOUT OUR VOLUNTEER POLICY, CONTACT THE HEAD COACH OR STEERING COMMITTEE PRESIDENT

Parent Volunteer Contract Acknowledgement

THIS FORM MUST BE SIGNED AND RETURNED BEFORE YOUR CHILD CAN PARTICIPATE

I have received and reviewed the obligations as outlined in the Parent Volunteer Contract. I acknowledge my agreement to participate in the program and adhere to the guidelines.

Printed Names of Parents or Guardians:

Signatures of Parents or Guardians:

Date:

**St. Cloud YMCA Swim Team
Handbook Acknowledgement**

I, _____, have received a copy of the St. Cloud YMCA Swim Team Handbook and I understand that it is my responsibility to read and abide by it. I understand that the handbook and its contents are intended as a set of guideline regarding my involvement in the Club. I understand that I have the opportunity to ask questions or seek clarification from the Head Coach or any Officer of the Club regarding the contents of this handbook.

I further understand that I am a participant at will and as such, either I or the YMCA may terminate the relationship at any time for any reason. At no time shall any oral statement by any representative of management imply or create any contract for participation.

This copy is for the Clubs records. Sign and return this copy to the YMCA Pool.

Date:

Signature: