

Sea Colony Sharks 2019/2020 Winter Handbook

Philosophy: Building a community based swimming program that will develop team sportsmanship, confidence in swimming and the ability to compete in dual, invitational & championship swim events.

Delmarva Swim Association (DSA): Sea Colony Swim Team is part of the DSA Summer Swim League and Winter Two Bay League. We must abide by all their rules & regulations to be considered eligible for any meets. Fines and revoked privileges will be the result of any break in their rules & regulations.

Eligibility

Swimmers are eligible to join the team if they are 18 or under as of December 1, 2019.

Swimmers- Ages 5-10- Must be able to swim one length of the pool freestyle, breathing on the side and one length of backstroke.

Swimmers- Ages 11-12 Must be able to swim 100 yards of legal free and back and 50 yards of breaststroke and 25 yards of butterfly.

Swimmers- Ages 13-18- Must be able to swim 100 yards of legal free and back and 50 yards of breaststroke and butterfly.

If you are unsure about your child's ability, attend the practices as scheduled. The coaches will determine each swimmer's ability and decide if a swimmer meets the requirements. If a swimmer is unable to meet the requirements, a full refund will be made.

Per DSA League Rules:

- o Age groups are: 6 & under, 7-8, 9-10, 11-12, 13-14, 15-18.
- o Standard Events: Free Relay, Breaststroke, Freestyle, Butterfly, Individual Medley, Backstroke, and Medley Relay.

Organizational Structure

The Sea Colony swim team is managed by the Sea Colony Activity and Fitness management in conjunction with the coaching staff and parent team representatives in order to plan, organize and execute the policies and procedures set in place by Sea Colony.

Sea Colony Activity and Fitness Management

- Create and implement team policies, registration form and waiver of liability form.
- Hire and supervise all coaching staff.
- Plan, create and implement with the coaching staff to organize age group requirements, schedule practice times and dual meets.
- Create, implement & manage the team budget in accordance to Sea Colony Recreation Association & Resort Quest Policy and Procedures.
- Attend DSA meetings if the coach is unable to attend.
- Recruit new parent team representatives.
- Work to make the Sharks program the best it can be.

Coaching Staff

- Plan, create and implement along with Sea Colony Management to organize age group requirements, schedule practice times and dual meets. (Head Coach)
- Create and implement an effective practice program.
- Require prompt attendance at all scheduled workouts, meets and team functions.
- Has proper coaching coverage at all meets, conducts and supervises warm-up procedure for the team.
- **All swimmers will automatically be signed up for each scheduled dual/tri meet. There will be a sign out binder available at each practice to sign your child out of a meet if unable to participate. This will need to be done NO LATER than one week prior to each scheduled meet.**
- Select the events for swimmers at all dual meets. Coaches decisions on events are final unless a child is sick or injured. (Head Coach)

- Attend 6-8 meetings throughout the year with the Sea Colony Activity and Fitness Manager and Parent Team Representatives to plan for the upcoming season.
- Attend mandatory DSA meeting in May. (Head Coach)
- Has authority to dismiss any swimmer temporarily. (Head Coach)
- Work to make the Sharks program the best it can be.

Parent Team Representative

- Attend 4-6 meetings throughout the year with the Sea Colony Activity and Fitness Manager and coaching staff to plan for the upcoming season.
- Responsible for the supervision of the team's activities in accordance with the policies and procedures set in place by Sea Colony.
- Recruiting & organizing volunteers for meets.
- Organize and execute all meets in conjunction with the coaching staff.
- Keep families informed of team activities, policies, or anything pertaining to the season through email.
- Maintain swim team supplies.
- Work to make the Sharks program the best it can be.

Swimmers

- **Arrive at practices and meets on time and go directly to the bullpen to sign in.** Be ready to swim at the scheduled arrival times located in your informational packet.
 - Mandatory number of practices that must be attended on a weekly basis- 10 & Under- 2 per week, 11 & Up- 3 per week.
- **NEW- All swimmers will automatically be signed up for each scheduled dual/tri meet. There will be a sign out binder available at each practice to sign your child out of a dual meet if unable to participate. This will need to be done NO LATER than one week prior to each scheduled meet.**
- Have the proper equipment- goggles, swim fins and swim caps, should be adjusted before practice.
- Responsible for missed practices that drop the swimmer below stated attendance requirements. Unexcused absences will result in reduction of participation at competitive meets.
- Maintain positive behavior and be respectful of others in the pool, pool deck, locker room, and facility.
- Non-sportsman like conduct at any level is unacceptable and intolerable. (refer to "Code of Conduct")
- Stay in bull pen and/or alert parent in bull pen if you are leaving; it is your responsibility to get to the starting block on time (participants 13 years or older, will be responsible to line up at the starting blocks); failure to do so will result in a "no swim".
Clean up trash in bullpen.
- Swimmers are expected to stay through the entire meet to be supportive of their teammates and encourage them during the competitions.
 - This is an important aspect of the Sea Colony Swim Team spirit.
- Swimmers must check with the coach before leaving any meets.

Parents/Guardian

- Arrive at practices and meets on time with your swimmer ready to participate. Late arrival to meets will result in a “NO SWIM” for an event at the next meet.
 - Meet Check in- Parents/Guardians that are signed up to volunteer at a meet are asked to arrive and check in at the arrival time designated on the Meet Schedule.
 - If you are signed up for a position and cannot attend the meet please contact the Parent Volunteer Coordinator listed on the contact information sheet.
- **NEW- All swimmers will automatically be signed up for each scheduled dual/tri meet. There will be a sign out binder available at each practice to sign your child out of a dual meet if unable to participate. This will need to be done NO LATER than one week prior to each scheduled meet.**
- Please do not disrupt coaches during practice. Parents can discuss any issues with the coach for their child’s practice group before or after practice or if needed by emailing the head coach. (refer to the contact information sheet)
- Contact the head coach by cell number if your child is signed up for a meet and cannot attend due to illness/emergency. If your child is signed up and does not show up and no contact is made to the head coach, they will not be able to participate in the next meet. (refer to the contact information sheet)
- If your child is signed up in a relay and has not arrived by the start of warm-ups they will be replaced.
- Parents need to ensure that swimmers stay in the bull pen area during the meet.
- Parents may communicate with the Sea Colony Manager or Sea Colony Swim Team Parent Representatives with any suggestion about the swim team program.
 - You may at any time pre-season, season or post-season contact the Activity and Fitness Manager with any concerns, comments or suggestions you may have. (Please refer to the contact information sheet)
- Team email is to be used only as a forum for administrative information related to practices and swim meets.
- Non-sportsmanlike conduct at any level is unacceptable and intolerable. (refer to “Code of Conduct”)

The Meet (what to bring)

- Sea Colony Swim Team suit (required for participation).
- Swim cap & goggles
- 2 or more towels, blanket, sweatshirt, jacket
- Games, cards, books
- Fruit, protein bars, water, juice, sports drinks and healthy snacks (concessions are available at meets)
- Chairs

Parent Volunteer Point System

Like every great swim club, the Sharks depend on the efforts of parents to volunteer their help with meets and other events to run the club. Volunteering is a great way to share in your swimmer's life as well as to enjoy meeting other swim parents. The goal of the Parent Volunteer Point System is to encourage all families to participate and support the Shark's Swim Team and evenly distribute the workload. Each family is asked to earn 8 points (*may be adjusted depending on number of families that are signed up, will be communicated by email*) for the season for the return of their \$150.00 deposit.

Position	Volunteers Needed	Points	Activity Description
Referee	1	3	Must be familiar with the USS rules governing turns, touches for Freestyle, Breast, Back & Butterfly stroke. Report all DQ's to the referees (Training is required) Please note may be asked to be a starter (starts meet, explains distance, stroke, and # of laps & which heat) as well if home team can not provide one.
Stroke & Turn	2	3	Must be familiar with the USS rules governing turns, touches for Freestyle, Breast, Back & Butterfly stroke. Report all DQ's to the referees (Training is required)
Timers & Recorders	10	2	Timers -Brief instruction is provided prior to the start of the meet. Uses stop watches to time swimmers in the heat. Provides recorder with swimmers time. Recorders -Records finish time on swimmer's Event Card
Bull Pen	12	2	Responsible for the conduct of the team at meets. Mans the table for swimmer check in at the start of the meet. Advises coaches on no shows, latecomers for accurate swim line up. Manages the swimmers in the bullpen. Lines up swimmers for events.

How to sign-up:

Each parent/guardian is responsible for signing up for volunteer positions throughout the season and must do so through our volunteer sign up system in order for your points to count. These positions are first come, first serve.

1. An email will be sent out for you to register on Sign Up. This is where you will sign up for all volunteer positions.
2. Please contact the Parent Team Representatives or Sea Colony Activity and Fitness Management if there are circumstances that arise that prevent you from fulfilling your family's commitment to the Volunteer Point System. (Points are not transferable)(scsharks2017@gmail.com or Michael.Pitts@resortquest.com)
3. On meet days please check in at the designated area. You will get your supplies needed and/or communicated where you need to go. If you are signed up for a parent volunteer position during a meet and will not be able to attend due to an illness/emergency, please send an email ASAP to scsharks2017@gmail.com and in the subject line write, Today's Meet.

End of Season: At the end of the season the Parent Volunteer Coordinator will submit the Volunteer Point System log to the Activities and Fitness Management to determine the fulfillment of points. Management will then issue the volunteer deposits back to the families that fulfilled the volunteer points for the season and/or inform the families that did not by a letter in the mail instructing them that their deposit will be deposited into swim team.

Code of Conduct

- Swimmers are required to respect the Sea Colony employees, coaching staff, parent team representatives and other swimmers and all adults participating in the practices or any swim team related event.
- Coaches are required to respect swimmers and their families.
- Parents must respect Sea Colony employees, which includes the coaching staff, parent team representatives and each other.

Compliance

To ensure that all Sea Colony Sharks swimmers are putting forth their best sportsmanlike behavior, our coaching staff may find it necessary to reprimand a swimmer who is behaving disrespectfully toward another swimmer, an adult or a coach. **The disciplinary action will be as follows;**

1. The swimmer will receive a verbal warning by the head coach. The date and action will be documented in the swim team log.
2. The Head Coach will arrange a meeting with the swimmer and their guardian. The date and action will be documented in the swim team log.
3. The swimmer will receive a formal write up and will be required to have this form signed by their guardian. The swimmer will also need to write a letter of apology that is directed to the head coach and/or affected individual. The swimmer will be suspended from the team until all of the above is completed and returned. The date and action will be documented in the swim team log.

Termination: In exceptional cases, a swimmer may be removed from the team, and the registration fee for the remainder of the year will be forfeited. The date and action will be documented in the swim team log

Weather Affecting Practice/Swim Meet

Thunderstorms over or near the Sea Colony Fitness Center will cause practice to be canceled. If lightning is visible, practice will be canceled or interrupted. Any cancellations for practices and/or meets will be communicated via email or in doubt, please either call the Fitness Center at 302-539-4511 or come to the pool to get the final word. Please do not assume. The weather can be very different from one area (although close in proximity) to another.

Sea Colony Policies and Rules

Introduction

1. These policies and rules have been established to promote health, safety and enjoyment by swim team participants at Sea Colony
2. Swim Team participants are responsible for compliance with these policies and rules and they shall ensure all other participating parties are made aware of them.

Access

1. Non-Sea Colony Homeowner Swim Team members are not permitted to use recreation facilities at any other time.

Parking

1. All vehicles must display a valid Sea Colony parking permit while on Sea Colony property. These passes are dated and cars with expired passes are subject to tow without notice.
2. Swim Team members will be issued one pass per member/family valid for the season.
3. Vehicles shall only be parked in designated parking spaces.
4. No vehicle is to be parked in a fire zone or alongside yellow curbs.
5. No unauthorized vehicle shall be parked in a reserved parking space or vendor space.
6. Vehicles in violation of these parking regulations are subject to enforcement procedures without notification to the vehicle's owner and at vehicle owner's expense.

Pets

1. Swim Team participants are not allowed to have pets on Sea Colony property at any time.

Safety

1. Speed Limit. The speed limit on all Sea Colony roads is 15 MPH.
2. Motor vehicle operation on Sea Colony property is a serious safety concern and is to be considered a privilege contingent upon observance of the rules. Violators will be required to remove their vehicles from the property or will be subject to towing.
3. Any activity which endangers life or property is prohibited.

Appearance

1. Towels, swim suits and other such items shall not be hung from balconies or other railings.

Noise

1. All persons shall control noise level so as to not disturb other owners and guests. « Quiet hours » are from 11:00 pm to 8:00AM.