

# Plumas Swim Team

## Parent/Swimmer Handbook



Welcome to Plumas Swim Team. We are a non-profit seasonal swim team that provides opportunities for children and families to experience the joy of competitive swimming. We hope that this is a place where your child not only experiences physical development, but personal and social development as well. The environment of daily workouts and competition is ideal for learning and developing these skills. We hope that this handbook will provide useful information to you, but if you have further questions, coaches and members of the board of directors would be happy to answer them at any time. We hope you enjoy our “family” and look forward to another exciting season together!

## **Philosophy and Goals**

Plumas Swim Team is an affiliate of USA Swimming and shares the same philosophies of physical, social, and personal development of its members. That philosophy is to inspire and enable members to achieve excellence in the sport of swimming and in life. We believe swimming is a comprehensive understanding of self-awareness. The physical, mental, social and emotional experiences within each swimmer can combine to produce results far greater than the sport itself. PST will promote team unity, maintain a safe environment where every swimmer is encouraged to build friendships, work hard and have fun. We provide motivation and discipline necessary to develop self-esteem and set these objectives for our swimmers:

- Swimmers will **complete mastery of strokes** related to their age and skill level.
- Swimmers will **exhibit sportsmanlike behavior** during practice and at swim meets.
- Swimmers will **set and meet realistic, yet challenging goals** for themselves.
- Swimmers will **learn the importance of team cooperation**.
- Swimmers will **learn responsibility** in their workouts and preparation.
- Swimmers will **learn that swimming is part of a healthy lifestyle**.
- Swimmers will **respect** coaches, members, parents, volunteers, and families at all times.
- Swimmers will **learn the value of competition** within oneself. Setting records is not our main concern. The individual’s development is our primary concern.

## **Swimmer's Responsibilities**

### **At Practice**

- ❖ Exercise safety in and around the pool area.
- ❖ Listen attentively during coach's instruction.
- ❖ Avoid vulgar, profane or derogatory language.
- ❖ Be on deck ready to begin stretching, dryland or swimming practice at the scheduled starting time.
- ❖ Check goggles and cap before practice starts.
- ❖ Do legal strokes from wall to wall.
- ❖ Perform sets and drills as instructed.
- ❖ Have respect for equipment and facility at all times by returning things to their proper place and remaining outside of the Pioneer Pool Office.
- ❖ Say something positive to a coach or teammate every day.

### **Elsewhere**

- ❖ Attend all required events.
- ❖ Support the coach and your teammates.
- ❖ Compliment those around you and be aware of their efforts.
- ❖ Establish goals and train yourself to achieve them.
- ❖ Show your competitors the respect they deserve.
- ❖ Stay informed of club events and meets.
- ❖ Make sure handouts and announcements get home.
- ❖ Treat swim meet officials and volunteers with respect.
- ❖ Have fun and enjoy swimming!

### **Role of Coach**

- ❖ Serve the swimmers on their team.
- ❖ Use their knowledge and experience to guide swimmers in their physical and personal development.
- ❖ Provide a safe environment for swimmers to develop.
- ❖ Teach skills of stroke mechanics.
- ❖ Teach values of sportsmanship and respect.
- ❖ Design and monitor organized workouts.
- ❖ Provide support during practice and swim meets.
- ❖ Provide and receive communication to meet the needs of each swimmer on the team.
- ❖ Be empathetic to his/her athletes.

## **Role of Parent**

Good parental support is the foundation of a successful swim program. Parents are needed in many areas for the club to function efficiently. Parents of swimmers are asked to take an active role in helping the swim team. This includes serving on committees, helping at meets, fundraising and social activities. Everyone has something to offer.

## **How to help the team**

- ❖ **Keep yourself informed** by reading all handouts and publications, especially this handbook.
- ❖ **Be prepared to work at the Quincy Invitational** the last weekend of July. This meet is the biggest contributor financially to our team. Without parental help we would not be able to host this event.
- ❖ **Volunteer** a couple of hours timing at meets hosted by other clubs.
- ❖ **Volunteer** to serve on the Board of Directors or an Invitational committee.
- ❖ **Support the coaches and team** with a positive attitude.
- ❖ See that your swimmer gets the proper rest and maintains a well-balanced diet.
- ❖ **Communicate** with the coach if you have questions or concerns, not other parents.

## **How to help your swimmer**

- ❖ **Be Positive.** Help your child work toward their goals. Accentuate the positive and eliminate the negative.
- ❖ **Be Patient.** Swimmers develop at different paces. Never compare them to other swimmers and don't push them towards unrealistic goals.
- ❖ **Never “bug” your swimmer** about his or her swimming. Let the coach communicate what the swimmer needs to do to better their performance.
- ❖ **Bring your swimmers on time** to practice and meets. If they are late, they may miss proper warm-ups or important communication from the coach.
- ❖ **Follow your child's lead.** Your swimmer will perform as well as he or she wants to, not how you want them to.
- ❖ **Let your child dream big dreams.** Big dreams, whether they come true or not, often lead to diligent and disciplined practice habits and to giving full attention to a coach's instructions.
- ❖ **Teach your child** the difference between constructive criticism and negative instruction.
- ❖ **Help your child** develop a strong sense of sportsmanship and positive self-image.

## **How to Be the Best Possible Swim Parent**

- ❖ **DON'T TRY TO TALK TO THE COACH DURING PRACTICE TIMES.**

Please wait until after practice time is over and the swimmers have left the pool. The coaching staff will be happy to talk to you when they can give you their full attention.

- ❖ **THE COACH IS THE COACH.**

Your child will get the best possible experiences if he or she is not confused who to listen to. When parents interfere with opinions as to how the child should swim, it causes considerable confusion. Respecting the coach's abilities also gives the opportunity for bonding between coach and athlete, which provides results. The coach's job is to develop the athlete. Their basic tool for evaluation is congratulations or critiques based on performance. The parent's job is to grow a healthy, functional individual with strong self esteem.

- ❖ **WATCHING WORKOUTS**

If you watch practice, please do so from behind the fence. Parents are not allowed on pool deck close to the swimmers. Avoid the urge to talk, signal, or wave to children in the pool. It distracts them from their workouts and impairs them from giving their coach their full attention.

- ❖ **ATTENDING SWIM MEETS**

Let your child experience the joy and fun that their hard work deserves by encouraging and participating in swim meets. They often work hard every day and never get to experience the benefit of their work. Meets are a great place for them to develop friendships with their teammates and members of other teams and to watch other swimmers abilities. This is a great inspiration for them to train harder toward their own goals.

- ❖ **EVENT SELECTION**

Enter swimmers in events that they have been training for and include challenging events. The coach knows better than anybody what your child is ready for or could be challenged with, so be sure to communicate with them.

- ❖ **COMMUNICATE**

Above all, communicate. If you question any aspect of the swim program, please make an appointment and discuss it with the coach.

### **At Swim Meets**

Parents should allow their children as much autonomy as possible at swim meets. Except for entry level swimmers and very small children, parents should not escort their children to the coaching area at a swim meet. Experienced swimmers should report independently to the coach before and after each race. Parents should avoid discussing their child's performance with the coach at a swim meet. This distracts the coach from being able to watch the other team members. Try to watch other swimmers on the team and cheer for them. This will give you an idea

of where they are improving or what seems to be common strengths or shared skills. Never offer cash or elaborate gifts for swimming successes. This will only make your child fearful of failing. It is not the end result, but the development, cooperation, and effort of the child that is important. (See Appendix B)

## **PARENT HOURS**

**IT IS REQUESTED THAT AN ADULT MEMBER OF EACH SWIM FAMILY VOLUNTEER AT LEAST 10 HOURS OF HELP DURING THE SEASON. WE NEED THE MOST HELP DURING OUR QUINCY INVITATIONAL, BUT ALSO NEED ASSISTANCE WITH FUNDRAISERS, PHONE CALLS, ETC.**

**PEOPLE NOTICE WHEN YOU HELP AND ALSO WHEN YOU DON'T HELP.**

## **Staff and Volunteers**

Plumas Swim Team consists of parent volunteers who make up the Board of Directors, a head coach, one or more assistant coaches, a team captain, the Meet Director, and many volunteers.

**Coaches** are required by USA Swimming to be certified in the American Swimming Coaches Association's Foundations of Coaching course and to pass an exam. Coaches then are encouraged to finish the accreditation process with ASCA which includes courses of stroke technique, physiology, leadership and business. Along with swim training, all coaches are certified in CPR and First Aid instruction.

The team's **Swim Captain** position is held by a Senior Swimmer who possesses the ability to be disciplined, respectful, hard-working and helpful to other swimmers through the course of his or her years on the team. They are to provide the other members with positive role-modeling and be available to support the coaches with development of the team.

The **Board of Directors** is comprised of volunteers who donate their time, energy and expertise at every level to ensure that Plumas Swim Team adheres to all regulations of the North Valley Aquatic League, Sierra Nevada Swimming, and USA Swimming. The Board of Directors is also responsible for overseeing the coaches and all committees that pertain to the function of the team and the Quincy Invitational. See appendix A for a current list of board members.

The **Meet Director** is responsible for the organization of all aspects of the Quincy Invitational. This is an important role because without this successful event, our swim team may not function. The Quincy Invitational generates revenue that funds our team's coaching and their training and provides us the ability to

purchase new equipment for the development of its members. This is also a volunteer position.

A **Volunteer** is a person who is willing to help perform any one of the necessary jobs in USA Swimming and your club. Your role as a volunteer is important and vital to the sport of swimming. With a positive attitude and a willingness to lend a hand, you will also have a great impact on your child's athletic environment and love of swimming.

There are many opportunities to get involved in almost any capacity from graphic design to parent communication. The rewards are meeting new people, making new friends, being involved in your child's interests, and having a rewarding feeling that you have helped one of the organizations in which volunteers are the most important people.

### **Workouts & Equipment**

Workouts are designed by the coaches to teach and enhance swimming techniques, endurance, and speed. The coaches try to make all workouts interesting, challenging, and fun. Some workouts may encourage endurance through swimming consistently during practice times. Other times, the team may play games that teach swimmers how to race, how to be aware of their competition, produce team work and fast swimming.

Each swimmer is required to wear a swimsuit that enables them to swim efficiently. Traditional "U" shaped girls suits tend to slip off the shoulders, so it is recommended that girls wear racer back suits. Caps are essential for long hair as it keeps it away from the face. Goggles are advised due to the high amount of chlorine in the pool. Also, it is a good suggestion that swimmers bring a towel and warm clothes to put on after practice. Team suits and caps are available for purchase at the beginning of the season and are recommended for competition at swim meets. It helps the coach to identify their own swimmers amongst many other teams.

### **Calendar & Events**

#### **Practice Times and Scheduling**

Plumas Swim Team is available to all interested participants between the ages of 5 and 18 with the requirement that they can swim one 25 yard distance of the pool. We do not discriminate against any member on the basis of age, gender, race, ethnicity, sexual orientation, religion, or disability.

The team meets from the end of May to mid-August. We train daily throughout the summer, participating in several swim meets on the weekends. Practice times

vary from year to year with the amount of registered members. For general purposes, we will say that returning swimmers will start training in the evenings after Memorial Day for two hours a night until school lets out for the summer. All new swimmers will swim in the evening during the last week of school. At the end of that week, all swimmers will be told individually what time their morning practice will start the following Monday. Once morning practice begins, there will be 2 or 3 practices that fall between 6:30 a.m. and 10:00 a.m., Monday thru Friday. Your child's age and skill level will determine what practice he or she will attend. Advanced swimmers attend an evening practice, as well, throughout the summer which is held Monday thru Thursday from 7:00 p.m. to 9:00 p.m.

## **Swim Meets**

Swim Meets are held in different regions of Northern California on weekends throughout the summer. The meets that PST attends as a team are Paradise, Durham, Yuba City, and Quincy. A swimmer must attend at least two of these meets to qualify for the North Valley Aquatics League (NVAL) championships in August. This means that you only need to travel to one of the away meets in the valley for your swimmer to go to championships. Championships are a great time as the team generally stays together in a hotel and has an annual team dinner on the Saturday evening of the weekend. NVAL championships fall around the first weekend of August. For more information on swim meets see appendix B.

**PRACTICE AFTER THE QUINCY INVITATIONAL WILL BE ONLY FOR THOSE SWIMMERS QUALIFYING FOR NVAL CHAMPIONSHIPS. IF YOU ARE NOT ATTENDING CHAMPIONSHIPS, THE SEASON ENDS AFTER THE QUINCY INVITATIONAL. THE POSSIBILITY OF A FUNDRAISING SWIM-A-THON MAY BE HELD AT THIS TIME.**

## **Holidays & Closures**

Practice will not be held on the Fourth of July or Memorial Day if the season falls during this time. Practice will be cancelled the first Monday after the Quincy Invitational for rest and recovery. .

Due to pending thunderstorms and rain activity, practice may be cancelled by the coach. Coach or board members will communicate to parents when practice is cancelled. Be sure to check your messages if the weather looks questionable.

If the pool shall close for any reason beyond weather, the team will still meet to practice dryland training. Dryland training is stretching and exercising outside of



the water to promote muscle strengthening and training for proper stroke technique.

A summer calendar will be available the first week of practice with schedules for swim meets, possible closures, and important meetings and events.

## **Meetings and Special Events**

Periodic meetings are scheduled on weekday evenings to inform parents of upcoming events, happenings, and goals for the team. There may be one mandatory meeting during the summer to coordinate committees and volunteers for the Quincy Invitational. If there is an emergency or important reason for not attending this meeting, let the secretary or President of the Board of Directors know that you cannot attend. This meeting and your help is vital to the success of the Quincy Invitational and your child's team.

Occasionally the team gathers together on evenings to enjoy carefree social interaction with each other and to build friendships outside of the water. This is also important for parents to gather and meet other parents of the team. These events are usually announced through handouts, emails, and phone calls.

## **Awards Potluck**

After the Quincy Invitational, there will be an annual potluck and ceremony to honor your child's hard work for the summer. Awards will be given to swimmers in all age groups and skill level.

## **Discipline**

We believe discipline is a tool that helps swimmers to set boundaries for their own personal and physical development, as well as be respectful to other members of the team. We follow a code of conduct that ensures the safety and respect of all swimmers on a physical and social level. This code of conduct is as follows.

- ❖ Attend practice regularly and prepared. Prepared means arriving on time with proper equipment and a positive attitude.
- ❖ Work hard during the entire practice. Do not disrupt other swimmers in their attempt to excel.
- ❖ Show respect for your teammates and coaches through your actions and words.
- ❖ Be as competitive with yourself as you are with others.
- ❖ Display good sportsmanship at all times, this includes both in victory and in defeat.
- ❖ Remember that your actions reflect on both you and Your Team.

- ❖ Talk to the coach if you have any problems whether they are physical injuries or conflict with another swimmer.
- ❖ Be patient with yourself and others as you all learn to swim better.

**Occasionally, we experience swimmers who are still developing appropriate social skills. We will not tolerate bullying or extremely disruptive behavior on the team. Measures will be taken to ensure that this does not happen. The coach will decide what the discipline shall entail when a swimmer is being disrespectful to a coach or team member. If a problem persists with a child, a meeting will be called between coach and parent to discuss options to encourage better behavior. If an agreement cannot be reached or adhered to by the swimmer, he or she may be asked to leave the team.**

**If your child is asked to sit out a practice because of disciplinary behavior, please respect the coach for his or her decision. Children learn best with boundaries that are reinforced at home.**

### **Emergency Procedures**

If an accident happens during practice time, the parent(s) will be called immediately. If a parent cannot be reached, a coach will call people on the swimmer's emergency form. If the incident is life threatening, the coach will take the appropriate measures to contact 911, administer First Aid until they come, and contact the parent immediately.

### **Policies**

**Cost:** The current membership prices are as follows:

**Single Swimmer Annual Fee:                      \$172.00**

**Family Membership Fee (3 or more swimmers):  
   \$420.00 flat rate**

#### **Fees are divided as such:**

USA Swimming/SNS Membership (non-refundable):	\$ 45.00
NVAL (non-refundable):	\$ 2.00
Online Registration fee (non-refundable):	\$ 3.00
Pioneer Pool Fee (non-refundable):	\$ 50.00
Plumas Swim Team Membership Fee:	\$ 72.00
Late fee after June 1, per swimmer	\$ 10.00

**All swimmers are required to pay membership fees at time of registration.**

## **Refunds**

Non-refundable fees are fees that we as a team are required to pay before any swimmer enters the pool. If a swimmer does not stay in the program, we do not receive this money back. Therefore, we cannot pass this money back to you. Refundable fees will be given only during the first two weeks of practice if a swimmer should choose to drop from our program. **Refunds must be requested in writing to the board before the end of the first week of practice.**

## **Attendance**

Daily attendance is highly advised for the development of the swimmer, although we understand the need for family vacations and days off. If your swimmer plans to be gone more than 3 days in a row, please let the coaches know how long you will be gone and when you will return. However, the registration fee will still be the same regardless of your vacation.

## **Drop off/Pick Up**

Please drop off your child and pick them up on time. Neither the coaches nor the Central Plumas Recreation District provide a babysitting service. We are not responsible for your child before and after practice.

## **Transportation**

We do not provide transportation to and from practice or swim meets. If your child would like to attend an away meet, but you cannot transport them, you are free to ask another parent. Plumas Swim Team is not liable for children going to or coming from swim meets.

## **Facility Rules**

The Central Plumas Recreation District requests that all swimmers and parents remain outside of the pool office at all times. No food or drink shall be allowed on the pool deck with the exception of water in a plastic container.

APPENDIX A

PLUMAS SWIM TEAM  
BOARD OF DIRECTORS  
2013

President: Aimee Heaney  
283-4813  
[aimeeheaney@yahoo.com](mailto:aimeeheaney@yahoo.com)

Vice-President: VACANT

Secretary: Laura Walmer  
283-3425  
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Treasurer: Theresa Belsher-Howe  
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Head Coach: Tanya Meyer  
283-0961  
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Asst. Coach: Paul Vaughn  
283-1012

## APPENDIX B

### Swim Meet Survival Tips

- Check in at the check-in desk at about 8 a.m.
- Locate your team “camping” area and set up camp.
- Check in with the coaches for your warm-up instructions.
- Warm up in the main pool and get to know the pool.
- After warm-ups find out where they are posting the heat sheets.
- About 2 events before your next event check the heat sheets for your heat and lane assignment.
- Tell your coach your heat and lane assignment and get last minute instructions.
- Report to the area behind your lane.
- When your heat is called, get to the back of your starting block.
- Swim your race.
- Ask the timers for your time. Older swimmers will warm down at this time.
- Report to coach for feedback.
- Follow coach’s instructions.
- Return to the team area and rest for the next event.
- Try to stay until the last event to help your team in their timing lane.
- Check in with your coach to let him or her know that you are leaving.

THE SWIM MEET WILL RUN THROUGH THE LUNCH HOUR. IT IS A GOOD IDEA TO EAT A LITTLE BIT AFTER EACH RACE. IT IS NOT A GOOD IDEA TO TELL MOM “I’M HUNGRY” AND EAT JUST BEFORE YOUR RACE.

**IT IS THE SWIMMER’S RESPONSIBILITY TO KEEP TRACK OF THE EVENTS IN THE POOL. PARENTS SHOULD HELP THEM BE AWARE OF THE CURRENT NUMBER. NO ONE WILL COME LOOKING FOR A SWIMMER WHO IS NOT IN BACK OF HIS OR HER LANE READY TO SWIM.**

Thank you for taking time to read this handbook. If both you and your swimmer could sign below and return to the coach, it would be greatly appreciated.

I, the parent of \_\_\_\_\_ have read this parent handbook and understand all policies and procedures of Plumas Swim Team. If I have any questions or concerns, I will ask the coach or a member of the board of directors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

I, \_\_\_\_\_ understand that as a swimmer of Plumas Swim Team, I will abide by my responsibilities and will follow the swimmer's Code of Conduct found on page 9 of the Parent/Swimmer Handbook. If I have any questions or concerns, I will ask one of the coaches for help.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date