

Keene Family YMCA Dolphins Swim Team Handbook

The Keene Family YMCA Mission Statement

The Keene Family YMCA is committed to serving all people through programs and services that build spirit, mind and body with a focus on Youth Development, Healthy Living and Social Responsibility. OUR VISION is a community where everyone is welcome and thriving.

The Dolphins Swim Team

Mission Statement

Sport is one of the many elements contributing to personal holistic development. The Dolphins Swim Team strives to develop each individual to *their* maximum potential as a swimming athlete.

Vision Statement

The Dolphins Swim Team trains athletes between the ages of 6 and 18 from the greater Keene, New Hampshire area to become competitive swimmers. Our training philosophy is built upon the YMCA's 4 Core Values: Caring, Honesty, Respect, and Responsibility. We believe that competitive swimming nurtures healthy development, and we encourage dedication to sportsmanship, academics, community involvement, and life-long fitness. Our coaches work with all swimmers to set goals and foster commitment to achieving those goals as a responsible member of a team.

KYD Coaching Staff

Pedr Seymour, Head Swim Coach:

Pedr swam in high school and Division 3 college. He started as an assistant coach for the Brattleboro Swim Team in 1984. In 1993 he started The Edge Swim Team in Essex, Vermont where he coached for 3 years. In 2012 he joined the Connecticut River Valley Stingrays and became the head coach in 2013. He left the Stingrays and joined KYD in 2016. Pedr's coaching philosophy is based on developing the whole athlete; water-comfort, body-awareness, progressive nutrition and conscientious behavior are some of the topics contributing to his coaching philosophy. Pedr lives in Brattleboro, Vermont with his wife and 2 daughters.

Megan Weltler, Lead 10 & Under Coach:

Megan swam for the Beverly YMCA where she became a coach. Her exceptional skills at transitioning our youngest swimmers from lessons to a structured competitive team are apparent whenever she's on the pool deck. Megan is an elementary school teacher and is finishing her Masters Degree in Education.

Team Registration

Terms of Team Membership

To be a member of the Keene YMCA Dolphins Swim Team (KYD), one must be a full member (Youth, High-School, One-Parent Family, or Family) at the Keene Family YMCA.

Registration Process

All new families interested in becoming a member of KYD should inquire with the Aquatics Director or Head Coach at the Keene Family YMCA. Pending approval, they will complete the registration packet for the current season. The packet includes Health Forms, Proof of Active Membership, Copy of Birth Certificate, and Acknowledgement of Swimmer and Parent Codes of Conduct, and USA Swimming Registration. KYD is a dual-affiliated YMCA/USA swim team and requires all team members be registered members of USA Swimming. More information on USA Swimming can be found at www.usaswimming.org.

*Swimmers new to the team will need to schedule an evaluation to ensure they possess the required skills to be on the team and ensure proper training group placement. If a swimmer has not yet developed the required skills, options will be suggested to prepare your athlete to be a member of KYD.

Payment of Dues

Maintaining good financial standing is a requirement in order to continue participation with the team. Season dues can be paid in two ways: dues paid monthly September through March or payment made in full at the time of registration. All payments will be drawn through EBT OR paid at the Keene YMCA Front Desk!

Consequences of Non-Payment of Dues

If dues are not paid on time members could receive a warning, a late fee, and/or be subject to suspension from all team activities until dues are paid in full. Excessive non-payments could result in termination of team membership with or without possibility of reinstatement.

If foreseen issues arise in your ability to make timely payment, please communicate these issues so arrangements can be made to avoid penalty. (This will be handled on a case-by-case basis.)

Team Fundraising Requirements

All families registering for KYD will be required to participate in team fundraising efforts. A family's financial obligation for raised funds is determined by the number of athletes in that family with the first athlete being equal to a standard level and each additional athlete being valued at a sibling rate. Team Sponsored Fundraisers will be communicated to families at the beginning of each season, a buy-out option is available for families not wishing to take part in the actual fundraiser (more information on the buy-out option is included in the registration packet at the beginning of each season).

Members of The Dolphins Swim Team Gold & Gold Senior Group may have additional fundraising requirements that help fund team travel to Age Group, Senior, Zone, Sectional and National Level meets. Swimmers in this program are required to participate in these fundraisers to be granted access to these raised funds to help alleviate the burden placed on the family for team travel expenses. Swimmers not participating will not receive aide for travel expenses and can be subject to discipline for not meeting their expected commitment level to the program.

KYD Training Group Description and Requirements

One must consider the required commitment and skill set required for each type of training group. This includes the training regimen, the coaches, your friends, and your family's ability to support the requirements of each program. Coaches, swimmers, and parents all play a role in ensuring the best training program is most appropriate for each child. An important first step for determining the best program is for swimmers and parents to consider the athlete's individual objectives, and how those objectives align with the programs described below. As you will see KYD has a place for any skill level and commitment desired.

The following is the general process for training group placement. Group selection depends on the following three factors:

1. Age

Chronological age is important for group placement, however, emotional and physical maturity can vary greatly among children of the same chronological age. Even, if a swimmer is fast, he or she may not be prepared for the workload of a particular training group. Social considerations are prioritized to ensure children have a positive social experience while training.

2. Background

Athletic history is strongly considered when assigning new swimmers to a particular training group.

3. Swimming Skills

Participants must possess the swimming skills necessary to swim with a given group. If a child has not yet mastered the skills necessary to move up to the next group it is more difficult to progress through the next set of skills. Consequently, that group's coach will be unfairly focused on that swimmer, neglecting the others who have mastered those skills.

4. Coach's Prerogative

The coaching staff possess decades of experience working with children in schools, as parents and as coaches. All of them were competitive swimmers. This experience guides the coach's intuition in placing a candidate in the appropriate practice group.

KYD Training Programs

Pre-Team (age 6 to 12 years)

Our competitive swim instruction program is designed to teach swimmers the basic necessary skills for swim team. Participants must attend two sessions per week. When the participant has exhibited the necessary skill base, he or she will be encouraged to join the swim team.

Spinners—Development Program

Water comfort and body awareness are the foundations of teaching for this program. This group focuses on developing the 4 competitive strokes they've already learned in Pre-Competitive swimming lessons. Starts and Turns, Lane Etiquette and Sportsmanship are the fundamental skills mastered in the Spinners group. Participants will also be shepherded through their first swim meet. There are 2 Spinners groups: **Junior** for 10 & Under and **Older** for 11 & Up.

Commitment:

Swimmers not meeting the minimum standards will be referred to Swim Lessons. When minimum standards have been met, the group coach will recommend team membership. All swimmers must register for USA Swimming Membership.

Strypers—Ages 8 to 12 years

This group is for solid swimmers who swim the four competitive strokes legally and have developed the endurance to swim a 100 IM legally. Technique is the prime focus for this group as swimmers experience their first taste of conditioning and cardiovascular training.

Commitment:

Swimmers in this group must participate 2 days per week. Stryper practices are available as specified by the Team Training Schedule. This program recognizes the importance of other youth activities, and encourages participants to benefit from the cross-training gleaned from other sports, dance, etc. Swimmers admitted to this program possess age-appropriate cognitive learning skills and exhibit advanced swimming skills with a basic understanding of all four competitive strokes. Swimmers will be evaluated before being admitted to this group.

Swimmers looking to advance to the Strypers must be able to swim repeat 50s of freestyle, backstroke and breaststroke and 25 yard swims of Butterfly at set intervals. Swimmers must also have a basic understanding of how to read a pace clock and a swim workout.

Silver—Ages 10 to 13 years

Athletes in the Silver group have mastered the four competitive strokes, turns and starts. The Silver group is all about refinement. These athletes have participated in many swim meets. Age-appropriate Dryland Training may be introduced to those 11 & up. Silver group athletes must be USA registered through New England Swimming.

Commitment:

Swimmers in this group must participate 3 days per week. Silver practices are available as specified by the Team Training Schedule. This program recognizes the importance of other youth activities, however, **swimmers in this group must prioritize swimming as their primary activity**. They must demonstrate the cognitive learning and advanced swimming skills required of all four competitive strokes. Swimmers will be evaluated before being admitted to this group.

Swimmers looking to advance to the Silver group must be able to swim repeats of 100 yards of freestyle, backstroke and breaststroke and 50 yard swims of Butterfly at set intervals. Swimmers must also have a complete understanding of how to read a pace clock and a written swim workout.

Gold—Ages 12 to 18 years

This group is for those who have dedicated themselves to the sport. These athletes must be USA registered through New England Swimming. Competition begins in October and ends in March. Some may continue competing throughout the year. Permission of Head Coach is required for participation in the Gold and Gold Senior groups.

Commitment:

The Gold group is *expected* to practice 4 times per week. The Gold Senior group is *required* to attend 5 practices per week. Absences must be excused by the head coach. Participants must also have shown a history of dedication to the sport. Swimmers will be moved to the Silver group if the time commitment proves too rigorous. This group will be limited in size.

Practice requirements at certain times of the season will include Saturdays or Sundays when no meets are scheduled.

Attendance requirements may be satisfied through participation in an approved high school swim program and unlimited KYD practice participation is encouraged and welcomed during the athlete's high school season. USA membership is required and swimmers in this group must register for and enter 75% of USA meets. The goal of this group is to qualify for and compete at New England Age Groups and YMCA New England Championships.

Selecting the proper program and group for new swimmers:

- Coaches will evaluate each candidate for group placement
- Initial group placement is primarily age-based. It is also important to consider the child's swimming background and skill level. In some cases a swimmers background and skill level might supersede an age-based group program.
- Parents and swimmers should determine what their short-term and long-term goals are and, with the coach's assistance, determine if a specific group placement fits the swimmers goals.
- Based on the selected training program and group, parents must be committed to assist their swimmer to meet the group-specific goals listed above.
- Coaches will evaluate each athlete's training progression through the swim season.
- When appropriate, coaches will offer their opinion regarding group and program changes.
- Athletes and parents must discuss potential practice group and program changes with the head coach.
- **Parents cannot move their child to another training group without the consent of the head coach.**

Practice Schedules, Guidelines, and Expectations

2020 & 2021 Practice Times

Because of restricted lane space participants have been assigned individual schedules based on their availability. The practice schedule from the previous season is provided below as an example.

2019-20 Practice Times

Spinners

Jr. Spinners - Monday & Wednesday 4:00–5:00
Older Spinners - Tuesday & Thursday 4:00–5:00

Strypers

Tuesday, 4:00–5:00
Wednesday 5:00–6:00
Thursday 4:00–5:00

Silver

Monday, Tuesday, Thursday 5:00–6:30
Friday 4:30–6

Gold

Monday through Thursday 4:30–6:30
Friday 4:30–6

*All practice times are subject to change based upon pool availability and possible inclement weather. All changes will be communicated with as much notice as possible. Cancelled practices will not result in any partial refund of swimmer dues and may not be rescheduled for make-up.

Practice Behaviors

All members of KYD are expected to adhere to the KYD Codes of Conduct at all times, however, during practice sessions swimmers will adhere to the following guidelines to ensure a positive experience for all.

1. YMCA and Swim Team dues must be current. Swimmers will not be allowed on the pool deck if registration has not been completed and dues are not current. Don't wait to register on the first day of practice in September. Swimmers will have first-day meetings which are essential and can't be missed. They cannot participate in these meetings if they haven't registered. Please don't ask for exceptions.
2. * A parent or guardian **MUST** escort swimmers under the age of 11 to the pool deck. Swimmers 10 & Under may not be dropped off at the front door of the YMCA. Swimmers 10 & Under must be escorted through the family changing room and onto the pool deck for every practice. No exceptions. Guardians must be agreed upon ahead of time with the coaching staff by text or email. Older siblings 15 and older may be considered guardians of younger siblings, if you trust them in that role. This must be agreed upon ahead of time by text or email.
3. * Swimmers must check in at the front desk of the YMCA every time they attend practice.
4. All swimmers should arrive before the practice start time to allow enough time to dress and be on deck ready to perform dryland or swim.
5. Swimmers should have all necessary equipment gathered and placed neatly behind their lane before practice begins.
6. All swimmers may use the Community locker room. Swimmers may also use the Men's and Women's locker rooms, located off the pool deck.
7. * Parents may observe practice from the bleachers located alongside the pool. Parents will not interrupt or interfere with the coaches or swimmers during a practice session. Parents attempting to "coach" from the stands will be asked to leave and will no longer be allowed to observe practice.
8. Parents may not photograph or film any or part of a practice without express written consent from the Head Coach and The Aquatics Director of the Keene Family YMCA. Parents found in violation of this will be asked to leave, will no longer be allowed to observe practice and will relinquish photos and video taken without permission.
9. * Swimmers should help to return equipment to its storage location on the pool deck at the of practice. Any personal equipment left behind may be held by the coaching staff. Swimmers frequently leaving their own equipment on the pool deck may be charged a minimal fee for its return which will go towards the team fundraising efforts.
10. The locker rooms should be considered a place to change before and after practice, not a place for swimmers to play and socialize. All swimmers will be respectful when using and leaving these areas. We need to make sure that we're taking all of our clothes, swimsuits, bags and trash with us. These locker rooms are used by all members of the Keene Family YMCA and at times there may be other groups sharing this space. Smartphones, phones and other handheld computers are **NOT** allowed in any of the Keene YMCA's locker rooms. The swim team considers this a zero tolerance policy. Swimmers will face disciplinary action specified by the Head Coach in response to violations of the policy.

*** Temporarily exempted as a result of NH State COVID Restrictions.**

Recommended Equipment

While some training equipment is available for public use at the Keene Family YMCA it is a good idea to purchase your own set of equipment to ensure availability and proper fit. **REMEMBER TO MARK ALL EQUIPMENT WITH SWIMMER'S NAME**, (most equipment looks identical) to ensure that it is not lost. The Keene Family YMCA is not responsible for items left on the pool deck.

Snug Fitting Swimsuit (Specified for competitive swimming)
2 Caps (Required for swimmers with longer hair)
2 pairs Competitive Swimming Goggles

Additional and optional equipment

Kick Board
Pull Buoy
Fins
Water Bottle(not glass)
Mesh Bag for Equipment

Swim Meets (Competitions)

All swimmers in the program must be available for all league events. The Head Coach will evaluate exceptions on a case-by-case basis. End of Season Championship Meets are **REQUIRED** for all team members, if qualified. **Any swimmer unable to fulfill team swim-meet and practice requirements should not register for the program!**

YMCA Swimming Meets

- 1. League Meets:** Typically afternoon events lasting 2-4 hours. Low pressure meets. Perfect for first-timers.
- 2. Championships:**
Western Mass YMCA Regional Championships
YMCA New England Championships

USA Swimming Meets

- 1. Invitational:** Meets are generally 1-3 days in length and may or may not require some travel (these meets may also require cut times which will be outlined in the meet information on the website). We will usually travel to UVAC and WPI which are no more than 80 minutes away from Keene. These are attended by a large number of teams and tend to run 3-4 hours **per session**.
- 2. Championships:** USA Regionals, Silver Championships, Age Group Championships, Senior Championships and Sectionals.

Team Travel Meets: KYD will attend a number of travel meets throughout the calendar year including, but not limited to, Championship Meets. Swimmers will be either invited to attend these meets by the head coach or will be required to achieve time standards established at the beginning of the season.

Swimmers attending travel meets as members of KYD will be held to a certain standard of behavior. *Swimmers not adhering to these guidelines will be subject to disciplinary actions outlined later.*

Meet Entry Process

Meet entries are made at the prerogative of the coaches. Period. Parents and swimmers are very welcome to discuss entries with their coach and make requests. These are almost always honored.

Payment of Swim Meet Fees

YMCA League meets typically do not have an additional cost associated with them, however, USA meets and larger YMCA invitationals and championship meets may have a swimmer surcharge and a cost per event associated with the entry process. These fees vary and can be found in the meet information packet located in our Google calendar. All of these fees will be billed separately from team membership fees and will be deducted from your account by the Keene YMCA. Bills will be emailed to you.

How to be a Successful Keene Dolphins Parent

Importance of Communication

Open, Honest, and Timely communication is the key to a successful experience as a member of the Dolphins Swim Team. If at any time you have questions or concerns, please speak with your Group Coach or The Head Coach outside of the scheduled practice time. In most cases questions concerning your swimmer's development can best be handled by speaking directly to the Group Coach. If the problem or question is not resolved or is not being handled please bring your concern to the Head Coach.

Do not hesitate to bring questions or problems to the Dolphins Staff; we want to ensure that you are getting the experience that you signed up for when you joined KYD.

Avenues of Communication

In order to keep our team members well informed, we have developed several avenues to communicate information.

TeamSnap: Last minute, Emergency, and Timely information will be communicated through TeamSnap via SMS and e-blasts. It's very important to provide a current cell phone number with SMS(Text) service.

E-mails: Group emails provide practice group and meet updates.

Parent Meetings: KYD periodically conducts general parent meetings and specific practice group parent meetings.

Websites:

These websites are full of information about swimming in New England, swimming for a YMCA and USA Swimming.

- [New England Swimming: www.neswim.org](http://www.neswim.org)
- [YMCA Swimming: www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)
- [USA Swimming: www.usaswimming.org](http://www.usaswimming.org)

Supporting Your Swimmer

It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's role to provide love, recognition, and encouragement necessary to help a young athlete feel positive about him/herself. Be the person that your swimmer can look to for constant, positive reinforcement.

- Strive to provide your swimmer with the basic opportunities s/he needs to have a positive swimming experience. Make sure your swimmer arrives on time and regularly attends practice and swim meets.
- A parent's attitude influences their child's attitude. A swimmer might not be consciously aware of what is taking place, while subconsciously absorbing powerful messages about a parent's

desires and feelings. Be enthusiastic about taking your swimmer to practices. Volunteer to support the team and its activities. Don't frame these activities as obligations. Use approach strategies to foster the development of a positive attitude in your child.

- Every individual learns at a different pace and responds differently to the various methods of skill presentation. Some swimmers take more time to learn. This requires patience on the part of the coach and the parent
- Avoid comparing the skill, courage, determination, attitude, performance, or improvement of your swimmer to other swimmers. Swimmers mature physiologically and psychologically at different ages; the weakest swimmer in a practice group this year could be leading practices in the future.
- The etymology of the word "competition" goes back to the Latin words "com" and "petere," which mean "together to strive." It is important to teach young swimmers to compete with, not against, others and to use competition to help them strive to be their own best self.

Guidelines for Watching Practice

- Parents are encouraged to watch practice from time to time. Here are some important guidelines when observing practice.
- First, most young swimmers seek parental approval in most things they are participating in. For swimmers to learn as much as possible during practice, it is imperative that coaches have each swimmer's undivided attention. Please do not communicate with your swimmer during practice and do not compete with the coach for your swimmer's attention.
- Second, we insist that parents do not interrupt the coaches on deck while they are coaching. If you need to communicate with a coach, please do so before or after practice (if they are not coaching another group). Communicating with coaches by email is preferred. They can take the time to respond to and discuss your questions when not on the pool deck.
- Third, our coaches spend a considerable amount of time planning weekly training sessions for each of the practice groups. Every training set and instructional drill has a purpose. One practice and/or practice set is often part of a progression of launching or building on new or previous sets. If you have not watched all of the practice sessions, you may not understand the purpose of what the swimmers are doing on any given day.
- Finally, please do not try to coach and advise your swimmer based on what you see (or think you don't see) he/she is doing during practice. Many times when teaching stroke skills, coaches ask their swimmers to do things that may not look correct or actually might be illegal during competition. However, the drills have an important purpose in teaching skills. Swimming a one-arm butterfly stroke or using a flutter kick with breaststroke are examples of drills with a specific purpose.

Supporting the KYD Program

Important: Know and understand the [KYD Behavior Standards](#) and [Codes of Conduct](#). Keep in mind, we consider a long-term, multi-year approach to each swimmer's participation in the program.

Strive to stay informed. Watch practice periodically, and communicate with the coach. Indirect involvement with the program sends a powerful message to your swimmer regarding your interest in his/her activity.

Remember: Involved Parents = A Successful Program! Volunteers are needed in nearly every aspect of the KYD program. Your gift of time is a great way to have fun, make new friends, and contribute to your swimmer's team.

Always declare meet entry intentions and respond to requested information on time and fully completed.

Use our open lines of communication. When you have a specific question or concern regarding your swimmer, go directly to your swimmer's coach. Most questions are answered quickly at this level.

If you need additional help, or you feel that your question has not been answered satisfactorily, please consult the Head Coach, then the Aquatics Director. The final link in the chain of communication is the Aquatics Director.

All Parents are strongly urged to volunteer and take part in making KYD successful! KYD hosts between 2 and 3 meets each year between league duals and larger invites. Parental Involvement is crucial to maintain our history of hosting well-run, well-staffed meets. Parents are also invited to attend Parent Advisory Committee (PAC) meetings to discover how other parents help make KYD a successful program.

Keene Dolphins Behavior Standards

Expected Behavior at all Dolphins activities:

1. Act and conduct myself with dignity and respect for others and the property of others.
2. Always practice and teach good sportsmanship.
3. Promote positive team spirit and morale.
4. Offer congratulations to my opponents, win or lose, and cheer on my teammates.
5. Be a goodwill ambassador between the sport of swimming and the public.
6. Remember that my commitment to minimum recommended practices requirements not only affects me, it also affects my contribution to the team.

Prohibited Behavior at all KYD activities:

1. Use of alcoholic beverages.
2. Use of illegal drugs.
3. Smoking or other use of tobacco products.
4. Destructive behavior.
5. Inappropriate or unruly behavior, including failure to adhere to team standards.

At Travel Meets:

1. Swimmers must attend all scheduled team meetings.
2. Swimmers must wear the designated team uniform.
3. At all times, swimmers must show respect towards adults and fellow swimmers especially in matters of safety and discipline.
4. Swimmers and parents acknowledge that coaches and adult chaperones (if utilized) are in charge of policies and procedures at Travel Meets. Other parents who attend merely as spectators do not function in a supervisory role unless a coach expressly asks a spectator parent to do so.
5. When staying at hotels swimmers must obey the established nightly curfew.

Possible Consequences for Violations of the Code of Conduct:

1. Sending a swimmer home at additional expense, to be borne by the swimmer and his/her parents.
2. Scratching the athlete from subsequent events.
3. Eliminating all non-swimming privileges during a meet.
4. The swimmer may not be invited to attend a future Travel Meet.
5. Temporary or permanent dismissal from the team.

TEN COMMANDMENTS FOR SWIMMING PARENTS

By Rose Snyder (adapted from Ed Cledaniel's "Ten Commandment for Little League Parents")

1. Thou shalt not impose your ambitions on thy child. Swimming is your child's activity. Improvements and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes and don't push them based on what you think they should be doing. Thou shalt be supportive no matter what. There is only one question to ask your child, "Did you have fun?" If meets and practices are not fun, your child should not be forced to participate.
2. Thou shalt not coach your child. You have taken your child to a professional coach. Do not undermine that coach by trying to coach your child on the side. Your job is to support, love and hug your child no matter what. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy. That is not your area. This will only serve to confuse your child and prevent that swimmer/coach bond from forming.
3. Thou shalt only have positive things to say at a swimming meet. If you are going to show up at a swimming meet, you should cheer and applaud, but never criticize your child or the coach.
4. Thou shalt acknowledge thy child's fears. At a first swim meet any race can cause a stressful situation. It is totally appropriate for your child to be scared. Don't yell or belittle, just assure your child that the coach would not have suggested the event if your child was not ready to compete in it.
5. Thou shalt not criticize the officials. If you do not have the time or the desire to volunteer as an official, don't criticize those who are doing the best they can.
6. Honor thy child's coach. The bond between coach and swimmer is a special one, and one that contributes to your child's success as well as fun. Criticizing the coach in the presence of your child, will only serve to hurt your child's swimming.
7. Thou shalt not jump from team to team. The water isn't bluer at the other team's pool. Every team has its own problems, even teams that build champions. Children who switch from team to team are often ostracized for a long, long time by the teammates they leave behind. Often, swimmers who do switch teams never do better than they did before they sought the bluer water.
8. Thy child shalt have goals besides winning. Giving an honest effort regardless of the outcome is much more important than winning. One Olympian said, "My goal was to set a world record. Well, I did that, but someone else did it too, just a little faster than I did. I achieved my goal and I lost. This does not make me a failure, in fact, I am very proud of that swim."
9. Thou shalt not expect thy child to become an Olympian. There are over 300,000 athletes who swim. There are only 52 spots available for the Olympic Team every four years. Swimming is much more than just the Olympics. Ask your coaches why they coach. Chances are, they were not Olympians, but still got enough out of swimming that they want to pass that love for the sport on to others. Swimming teaches self-discipline and sportsmanship; it builds self-esteem and fitness; it provides lifelong friendships and much more. Most Olympians will tell you that these intangibles far outweigh any medal they may have won. Swimming builds good people and you should be happy that your child wants to participate.

Keene Family YMCA Dolphins Swim Team

Swimmer Code of Conduct

As a member of the Keene Family YMCA Swim Team, I will comply with the following guidelines:

1. Team members will display the utmost respect and sportsmanship toward coaches, officials, administrators, fellow competitors and the public.
2. Team members will refrain from any illegal or inappropriate behavior that would detract from a positive image of the Keene Family YMCA Swim Team, the Keene Family YMCA and/or USA Swimming. This includes all team functions (practices, meets, etc.), and social gatherings.
3. Any damages to team property or the property of others (including other teams) are prohibited and will be the financial responsibility of the swimmer doing the damage.
4. The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or substance of any kind will not be allowed. Any swimmer who is known to use alcohol, drugs, or tobacco is subject to, but not limited to, suspension from the team.
5. Never interfere with the progress of another swimmer, during practice or otherwise.
6. Swimmers will abide by the travel policies of the team.
7. The coaching staff holds the final word on any rules, regulations, or disciplinary action.

IMPLEMENTATION: The checked "Yes" box constitutes an agreement to comply with the Keene Family YMCA Swimmer Code of Conduct. Failure to comply with this code of conduct may result in disciplinary action. Such discipline may include, but not be limited to:

- Athlete's removal from a practice, meet event, or entire meet.
- Athlete's temporary removal from the team.
- Athlete's permanent removal from the team.

I have read and hereby agree to abide by the code of conduct as set forth in the above document and acknowledge that failure to do so can result in disciplinary action.

YES, I AGREE.

Name: _____ Signature: _____

Keene Family YMCA Dolphins Swim Team

Parent Code of Conduct

As a parent of a swimmer of the Keene Family YMCA Swim Team, I will comply with the following guidelines:

1. I will encourage good sportsmanship by demonstrating positive support for all swimmers, coaches, and officials at every meet, practice or other youth sports events.
2. I will place the emotional and physical well-being of my child ahead of a personal desire to win.
3. I will support the implementation of the YMCA's four character development values, caring, honesty, respect and responsibility.
4. I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
5. I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and will refrain from their use at all YMCA youth sports events.
6. I will remember that the sport is for youth, not for adults.
7. I will do the very best to make the youth sports experience fun for my child.
8. I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan or providing transportation.
9. I will teach my child to treat other players, coaches, fans, officials with respect regardless of race, sex, creed or ability.
10. I will read the KYD Team Handbook.

I have read and hereby pledge to provide positive support, care and encouragement for my child participating in the Keene Family YMCA Swim Team by following this Parents' Code of Ethics.

YES, I AGREE.

Name: _____ Signature: _____

Keene Family YMCA Dolphins

Bullying Policy

Action Plan of the Keene YMCA Dolphins Swim Team to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at the Keene Family YMCA and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. KYD Swim 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, the aquatics director or the CEO.

Objectives of KYD's Bullying Policy and Action Plan:

1. To make it clear that the KYD Swim Team will not tolerate bullying in any form.
2. To define bullying and give all 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 KYD takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

causing physical or emotional harm to the other member or damage to the other member's property; placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;

1. creating a hostile environment for the other member at any USA Swimming activity;
2. infringing on the rights of the other member at any USA Swimming activity; or
3. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member team or LSC).

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 Coach or other designated individual;
- Write a letter or email to the Coach 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 appropriate 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 on our team or it is reported to be occurring on our team, we address the bullying by [FINDING OUT WHAT HAPPENED](#) and [SUPPORTING THE KIDS INVOLVED](#) using the following approach:

FINDING OUT WHAT HAPPENED

1. First, we get the facts.

- a. Keep all the involved children separate.
- b. Get the story from several sources, both adults and kids.
- c. Listen without blaming.
- d. Don't call the act "bullying" while you are trying to understand what happened.
- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves [social bullying](#) or [cyber bullying](#). Collect all available information.

2. Then, we determine if it's bullying.

There are [many behaviors that look like bullying](#) but require different approaches. It is important to determine whether the situation is bullying or something else.

- a. Review the USA Swimming definition of bullying;
- b. To determine if the behavior is bullying or something else, consider the following questions:
 - i. What is the history between the kids involved?
 - ii. Have there been past conflicts?

- iii. Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
- iv. Has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

3. Support the kids who are being bullied

- a. Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the team and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone who is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the team, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don’t work or have negative consequences:
 - i. Zero tolerance or “three strikes, you’re out” strategies don’t work. Suspending or removing from the team swimmers who bully does not reduce bullying

behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.

- ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

5. Support bystanders who witness bullying.

Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or YMCA employee;
- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let's go, practice is about to start.”
- d. Set a good example by not bullying others.
- e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.