



Team Handbook

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www.MartinCountySwimming.com

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INTRODUCTION

This handbook describes Martin County Swimming club (MART) and its policies. All families should read this handbook to become familiar with important facts and rules of MART.

BENEFITS OF SWIMMING

The USA Swimming age group swimming program is America's largest program of guided fitness activity for children. Swimming builds a strong foundation for a lifetime of good health by teaching healthy fitness habits.

Physical Development

Many physicians and pediatricians agree that swimming is the ideal activity for developing muscular and skeletal growth. The benefits of swimming include:

- *Endurance:* Swimming develops high-quality aerobic endurance, the most important key to physical fitness. In other sports, an hour of practice may yield as little as 10 minutes of meaningful exercise. Swim teams use every precious minute of practice time developing fitness and technique.
- *Muscularity and Flexibility:* Swimming does a better job in proportional muscular development by using all of the body's major muscle groups. No other sport does this as well. Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.
- *Coordination:* Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.
- *Safety:* Swimming is the most injury-free of all children's sports.
- *Longevity:* Swimming provides fitness and enjoyment for life. Participants in Masters Swimming programs still train and race well into their 80's and older.

Intellectual Competence

In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally, their accomplishments in learning and using new skills contribute to a stronger self-image.

ABOUT MARTIN COUNTY SWIMMING

Martin County Swimming (MART) is a 501c3 non-profit, coach-run organization supported by swimmers' families and Masters Swimmers. USA Swimming and the Florida Gold Coast Swimming LSC (FGC) govern our club. MART has been serving Martin County and surrounding communities for almost 50 years, providing a year-round program for athletes. MART operates in Stuart at the Dick Wells Training Center at the Community Pool located at Martin County High School, and at times in the Sailfish Splash pool located in Stuart.

Mission Statement

MART welcomes swimmers of all ages and capabilities, teaching the values of teamwork, self-discipline and sportsmanship, resulting in well-rounded individuals capable of achieving their potential in all aspects of their lives.

Vision: MART's vision is to develop and maintain a program that will produce elite swimmers to represent MART in all levels of swim competition. MART would like to be the aquatic organization that trains these athletes for State, National, International, and Olympic level performance.

Philosophy

Teamwork: MART thrives upon the commitment, support, and participation of coaches, swimmers and their families, and the community at large. MART's success is dependent upon the cooperation of all members.

Coaching: MART is committed to providing comprehensive, expert swim/stroke training by an experienced coaching team. In addition to swim training, MART promotes the practice of healthy lifestyle habits, such as good nutrition, sleep, and consistent exercise.

The Swimmer: MART believes that each swimmer is an individual with different backgrounds, needs, and goals. Coaches focus on the development of positive self-esteem and individual goal setting, and encourage swimmers to represent MART by participating competitively on a year-round basis. MART believes that all members should model team spirit and sportsmanship.

History of MART

MART, established in 1975 by a group of parents and coaches interested in promoting competitive swimming in the Martin County area, is a self-supporting non-profit organization.

MART families and coaching staff are extremely proud of the accomplishments of their athletes over the years. Since its inception, MART has represented the County in all levels of competition producing swimmers in Olympic Trials, Senior & Junior Nationals, USA Swimming Top 16, Sectionals, Southern Zones, and Florida Gold Coast Junior Olympics.

PROGRAMS

MART has created a comprehensive swim program that serves swimmers of all levels:

Swim Lesson Program: The MART Swim Lesson Program offers private and semi-private swim lessons for individuals of all ages. USA Swimming Certified Instructors provide beginning instruction for the non-swimmer, as well as advanced stroke training for experienced swimmers.

Masters Program: MART offers a Masters Program at the Dick Wells Training Center located at the Martin County Community Pool on the campus of Martin County High School for adults interested in swimming for fitness, training for triathlons, as well as participating in competitive Masters events.

Year Round Competitive Swimming: MART offers year-round swimming for more serious competitive swimmers with the opportunity to practice up to 11 times per week, including weekday mornings/evenings and Saturday mornings.

Coaches assign swimmers in the summer and year-round programs to a group based on ability to maximize the growth and development of swim techniques. Typically, swimmers of similar age and abilities will be grouped together to reach the goals set for each level. Upon fulfillment of the group's goals, coaches may promote swimmers to the next level at the completion of long course and/or short course season. Coaches may modify an assignment during the swim year if they believe a different group would be more appropriate for the swimmer.

Group Descriptions

Bronze (approx. age 7-12)

Eligibility: Swimmers must be able to swim 25 yards freestyle and backstroke.

Goal: To compete in USA Swimming meets.

Focus: Learn and improve all four strokes, plus turns and starts.

Age Group (approx. age 12 and under)

Eligibility: Swimmers must be able to swim all four strokes.

Goal: To compete in Invitational and Junior Olympics meets.

Focus: Swimmers focus on improving technique in all 4 strokes, as well as the 200 IM. They also learn proper starts/turns and race strategy with an emphasis on aerobic swimming, and introduction to "training".

Junior (approx. age 11 and over)
Eligibility: Swimmers meet USA Swimming “B” standards for their age group.
Goal: To compete in Invitational and Junior Olympics meets.
Focus: Swimmers continue learning proper technique and build an aerobic base. Swimmers experience competing in 200 yard/meter races of each stroke, the 400 individual medley, as well as longer freestyle events. Training/attendance at a higher level is introduced and expected.

Senior (12 years and older)
Eligibility: Swimmers meet USA Swimming “A” time standards.
Goal: To compete in Sectional and National meets.
Focus: Swimmers accept responsibility for their training (and practice attendance!), and prepare for specific events and distances to maximize their potential.

ROLE OF COACHES

Head Coach Mark Corley is ultimately responsible for all operating and coaching decisions concerning MART.

All MART coaches must meet high criteria set forth by USA Swimming: Each coach is a certified lifeguard and holds current First Aid and CPR Training for the Professional Rescuer certification. Coaches are also required to complete USA Swimming Safety Training and Athlete Protection Training, plus SafeSport training per the US Olympic Committee. Coaches must also keep current background checks.

Our coaches’ main responsibility is to mold all of our swimmers into the best swimmer that they can be. In addition, coaches mentor swimmers in life skills and positive values. Coaches build relationships with team families, to achieve mutually set goals for each swimmer. Coaches also help the team to build relationships with other aquatic organizations.

MART also submits grant applications under its 501(c)(3) non-profit status. The parent committee seeks business sponsorships to establish a strong financial base for future growth, and maintains vital relationships with the City of Stuart, Martin County, Martin County School District, and the community. The committee makes our team more visible to the community and recruits new swimmers by facilitating:

- Media – monthly submission of articles that highlight the accomplishments of our swimmers to The Stuart News and other local news media.
- Community Events – participation in local events, such as the Aaron Vaughn Memorial Swim and other family fairs.

- Team Website – timely maintenance of MART’s website highlights our team providing a valuable recruitment tool. The website also provides sponsorship opportunities for interested businesses.
- Social Media – enhanced communication and visibility through Facebook and Twitter.
- Recruitment Visits – visits to schools and children’s groups, i.e. boy scouts and girl scouts, to give presentations about MART.

ROLE OF FAMILY

The main responsibility of swim families is to provide a caring and supportive environment, which encourages the swimmer to feel good about his/her interest in competitive swimming. The family shows support by ensuring swimmers’ attendance at practices and swim meets, and by volunteering at various team functions and meets.

Swim families contribute greatly to the success experienced by the swimmer and his/her team. Our team can’t operate without you, the parents! Parents/guardians serve as positive role models, since children frequently emulate their attitudes. Most importantly, families exhibit respectful attitudes and good sportsmanship at all times toward coaches, officials, and other swimmers and teams.

MART requires all parents/guardians to attend necessary meetings, to meet all annual Fundraising and Volunteer Requirements, and to adhere to the following Code of Conduct. This form is on the registration section of the website, and must be signed by parents/guardians.

Parent Code of Conduct

As a Parent of a Martin County Swimming (MART) swimmer, I will abide by the following code of conduct:

1. I will practice teamwork with all parents, swimmers & coaches by supporting the values of Discipline, Loyalty, Commitment, and Hard Work.
2. I will not coach or instruct the team or any swimmer at practices or meets (from the stands or any other area) or interfere with coaches on the pool deck. I will communicate with the coaching staff either prior to the start of a coach’s shift or after the conclusion of his/her coaching day.
3. I will demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials & the coaches at meets and practices.

4. I will maintain self-control at all times & know my role.
Swimmers Swim,
Coaches Coach,
Officials Officiate,
Parents Parent.
5. I will enjoy involvement with MART by supporting the swimmers, coaches, and other parents with positive communications and actions.
6. Motivated by a sense of fairness, I will volunteer to help the team, especially during meets that MART hosts. "All hands on deck!"
7. During competitions, I will direct questions or concerns regarding decisions made by meet officials only to a member of the MART coaching staff (Note: this is per USA Swimming rules).
8. I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated. I have read and understand MART'S Policy on Bullying (see below).
9. I understand and agree to the above terms and conditions of Martin County Swimming in exchange for the privilege of my child(ren), registered with this agreement, to participate in the activities and swimming program of the Martin County Swimming Swim Team.

If I conduct myself in such a way that brings discredit or discord to MART, or USA Swimming, or Florida Gold Coast LSC, I voluntarily subject myself to disciplinary action. MART maintains the right to terminate any membership with/without cause in the interest of our vision, mission and objectives.

POLICY ON BULLYING

PURPOSE: Bullying of any kind is unacceptable at Martin County Swimming, and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. MART is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

OBJECTIVES

1. To make it clear that MART will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that MART 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:

- A. causing physical or emotional harm to the other member or damage to the other member's property;
- B. ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- C. creating a hostile environment for the other member at any USA Swimming activity;
- D. infringing on the rights of the other member at any USA Swimming activity;
- E. 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 club 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 Club Coach, Board Member, or other designated individual;
- Write a letter or email to a MART coach.
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club 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:

- A. Intervene immediately. It is ok to get another adult to help.
- B. Separate the kids involved.
- C. Make sure everyone is safe.
- D. Meet any immediate medical or mental health needs.
- E. Stay calm. Reassure the kids involved, including bystanders.
- F. Model respectful behavior when you intervene.

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

A. GET THE FACTS.

1. Keep all the involved children separate.
2. Get the story from several sources, both adults and kids.
3. Listen without blaming.
4. Do NOT call the act “bullying” while you are trying to understand what happened.
5. 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.

B. DETERMINE IF IT’S BULLYING. Many behaviors look like bullying, but require different approaches. It is important to determine whether the situation is bullying or something else.

1. Review the USA Swimming definition of bullying;
2. To determine if the behavior is bullying or something else, consider the following questions:
 - a) What is the history between the kids involved?
 - b) Have there been past conflicts?
 - c) Is there a power imbalance?
 - d) 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.
 - e) Has this happened before? Is the child worried it will happen again?
3. Remember that it may not matter “who started it.” Some bullied kids may be seen as annoying or provoking, but this does not excuse the bullying behavior.
4. Once you have determined if the situation is bullying, support all of the kids involved.

C. SUPPORT THE KIDS WHO ARE BEING BULLIED.

1. 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.
2. 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:
 - a) Ask the child being bullied what can be done to make him or her feel safe. Remember to minimize changes to routine. The bullied child 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 bullied child should not be forced to change.
 - b) Develop a game plan. Maintain open communication between coaches and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
3. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

D. ADDRESS BULLYING BEHAVIOR.

1. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
2. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
3. Work with the child to understand some of the reasons he or she bullied. For example:
 - a) 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.
 - b) 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.
4. 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:
 - a) Write a letter apologizing to the athlete who was bullied.
 - b) Do a good deed for the person who was bullied, for MART, or for others in your community.
 - c) Clean up, repair, or pay for any property they damaged.
5. Avoid strategies that don't work or have negative consequences:
 - a) Zero tolerance or "three strikes, you're out" strategies do not 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.
 - b) Conflict resolution and peer mediation do not 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.
6. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how their actions affect other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

E. 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.

1. Be a friend to the person being bullied;
2. Tell a trusted adult – your parent, coach, or club board member;
3. 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."
4. Set a good example by not bullying others.
5. Do not give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Release of Liability

The Release of Liability is in the registration section of the website and must be signed by all MART families.

ROLE OF SWIMMER

MART expects all swimmers to demonstrate good sportsmanship and to act as appropriate ambassadors for MART. MART swimmers should be role models for other swimmers at all times. Swimmers should be on deck and eager to swim prior to the beginning of practice and meets. MART expects swimmers to adhere to the following code of conduct.

Swimmer Code of Conduct

As an authorized representative of Martin County Swimming (MART), Florida Gold Coast Swimming LSC, and USA Swimming, I will abide by the following code of conduct:

1. I will comply with all team rules, and I will respectfully follow directions of the coaching staff.
2. I will demonstrate and encourage good sportsmanship, and I will promote positive team spirit and morale. In addition, I have read and understand the team's Bullying Policy (see above).
3. I will support my teammates at practice and at competition, recognizing that this will benefit each team member and myself and is an important part of MART Tiger Shark spirit.
4. All of my communications, including any internet related activity, will be courteous, concerning coaches, officials, administrators, teammates, fellow competitors, and volunteers.
5. I will offer congratulations and encouragement to my opponents.
6. I will conduct myself with dignity and respect for others and their property, and I will not enter the locker room of the opposite sex.
7. As a matter of team pride and courtesy to others, I will throw away my trash and leave the MART team area in a neat and clean condition at the conclusion of each practice or meet session. I understand this also applies to pool locker/rest rooms, bleacher areas, pool decks, etc. and includes the respecting the rights and space requirements of other groups using the swimming facility. Likewise, I understand that swimming facilities prohibit shaving on the premises, and "deck changing" is always prohibited.
8. I will work to train consistently (show up as much as possible to practices) and with a positive attitude, and I will be on time for practice, training sessions, and meets.
9. I will work to improve my technique and proficiency in all strokes, sprints and distance events, starts/turns/finishes, and I will train the way I want to race by practicing race turns and finishing fast.

10. I will come to all team sponsored events in the appropriate attire, wearing team logos and / or colors, as required.
11. Prohibited Behavior: I understand that at no times will the following be accepted:
 - Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco).
 - Inappropriate or unruly behavior, including fighting or striking another athlete.
 - Inappropriate language (swearing or derogatory comments). Lying, bullying, unsportsmanlike or divisive conduct, and/or isolating another swimmer, in any form, including any verbal, written, or electronic communication.
 - Destructive behavior, stealing and/or vandalism.
 - Interference with the progress of another swimmer during practice or at any other time.
 - Use of cameras or videos in the locker room, changing area, or behind starting blocks.

Coaches may establish additional guidelines, as needed.

I understand that my failure to comply with this Code of Conduct may result in disciplinary action, such as:

1. Verbal warning, reprimands, repetitions of a drill, push-ups, etc...
2. Barring from competition or practice with a written warning sent home.
3. Parental accompaniment to practice.

The Martin County Swimming reserves the right to terminate the membership of any individual whose behavior places MART in an unfavorable light or jeopardizes our participation in any pool use or sporting event.

EQUIPMENT

In addition to a practice suit, goggles, and cap, coaches may require swimmers to bring equipment, such as fins, paddles, swimmer snorkel, and/or pull-buoys. Practice suits must be specifically designed for competition and training. Please check with your coach, as required equipment differs by group.

TEAM ATTIRE

MART team caps and suits (or other competition suits) are required for all swimmers at meets. Tech suits must be FINA approved suits. (Please ask your coach or search the web for the latest "FINA Approved Swimwear" list on the

fina.org website before making a tech suit investment.) Swimmers save their tech suits for championship meets, but sometimes they wear them when they are trying to qualify for a championship meet (per their coach).

Practice equipment and team suits may be purchased from our team vendor, at meets or online. Coaches usually have team caps available before/after practices and at swim meets.

T-shirts, sweatshirts and other items, marked with our team's name and/or logo are available for purchase from MART, and are typically ordered 2-3 times per year. Ask your Coach how to purchase other team apparel.

Swim parkas are great for keeping swimmers comfortable after workouts, between events at meets and during inclement weather.

CLUB COMMUNICATION

MART encourages open communication. Please feel free to text via the REMIND app, or email your swimmer's coach. MART's primary methods of communication are e-mail, REMIND app text, and the team website, so please make sure that your texting and email information is up to date in the website.

Please note: for any formal questions, please email!

Occasionally, coaches need to communicate with their swimmers about urgent matters. Click on the swimmer's name in the 'Members Under This Account' and you will be presented with an interface to add mobile numbers and email addresses. If you need to be added to REMIND, email the coaching staff for information. Please abide by Safesport policy and only contact a coach between 8:00 am – 6:00 pm (unless urgent...like at a meet).

E-mail: MART will send e-mails to inform swim families and swimmers of upcoming events, such as swim meets, team social events, fundraising events, volunteer events, etc. **Be sure to keep your e-mail address current on the website. If you need help updating your email, ask your coach or send an email through the website or to markcorley@gmail.com**, or use the "help" tab on the team website regarding how to update your card. You may also e-mail the team with any questions, concerns, or notifications.

Text Messaging: Use the communication editor located in your account on the website to add or remove email addresses and text messaging devices. Text messaging is used for coach-driven time-sensitive messages, such as pool closures.

Use the 'Add' buttons to add an address/number.

Double-click on an item in the list to edit it.

Click on the red 'X' button to delete an item.

NOTE: The first account email address is your login ID. Changing it will change your login username.

Your swimmers can receive text messages too!

Web site: The website includes calendars, news and events, and job sign-up tabs. The site is updated regularly, so please check for new and updated information frequently.

On Deck app: On Deck is a free mobile swimming app (that is integrated to/with our team website) that can be used on iPhone, iPod Touch, iPad, or Android devices. Swim parents can obtain information about their swimmer, such as their swimmer's best times and Florida Gold Coast LSC and national times standards. MART team information is also available through this app. In addition, parents can participate in jobs sign-up process without being in front of a computer. You can also sign up for meets! Your swimmer(s) best times are available their too.

Deck Pass Plus app: This is a USA Swimming app. Tons of valuable information. You can access your swimmer(s) best times via this app.

Social Media:

Facebook: Martin County Swimming

Twitter: Martin County Swim

DUES & FEES

Monthly Dues

In consideration of the participation of the swimmer(s) in MART's competitive swim program, the Parent/Guardian agrees to pay the dues for the Swimmer's practice level that is set forth. Monthly payment of dues are due and payable on the first day of each month. Payment is due for the entire month and will not be prorated based on the number of practices swimmers choose to attend. If coaches transfer a swimmer to a different group, MART will invoice the fees for the new group level in the next billing cycle. Dues may be prepaid at any time, and will be credited to the swimmer's account. If monthly dues are not received in full by the 5th of the month, MART will assess a monthly late fee to the swimmer's account. If monthly dues are not received in full by the 10th of the month, the swimmer will not be allowed to participate in their group's practice until the account is brought current. **Payments are to be made through the website via credit card.** Families unable to make payment through this online source must discuss other arrangements with their coach.

Coaches may waive dues when the parent/guardian notifies the coaching staff of their planned absence, in writing, at least 5 days prior to the start of the month in which the swimmer will be absent. Parents/guardians may reactivate the account by notifying the coaching staff in writing at least 5 days before the start of the month in which the swimmer will return. Please note that fundraising and volunteer

requirements will remain in effect, regardless of the dates a swimmers is active, as they are annual commitments.

Annual MART Registration Fee

All families are responsible for an **annual team registration fee** upon enrollment and every year in January, thereafter, upon renewal.

USA Swimming/ Florida Gold Coast Swimming Membership

All swimmers must be registered with USA Swimming or U.S. Masters Swimming, as appropriate, through Florida Gold Coast Swimming (FGC), our local USA Swimming organization. This **annual membership fee is per swimmer**, and is due upon new membership registration and will be billed upon renewal of memberships each December. These memberships are from January through December each year (new athletes can start membership Sept 1st, through December 31 the following year).

FUNDRAISING REQUIREMENT

MART is a parent supported non-profit organization, and we must engage in fundraising to purchase and maintain our equipment. Your family will be responsible to raise a pre-determined minimum amount per swimmer per year. This is an annual commitment and will not be prorated if you take time off or temporarily leave the team.

Opportunities to Meet Fundraising Requirement

MART's fundraising opportunities include events and ongoing programs, such as:

- Selling sponsorships for home meets and/or meet program advertising
- Selling website sponsorships, e.g. family physician, dentist, insurance agent, restaurants, banks, etc.

VOLUNTEER REQUIREMENT

MART Home Meet Volunteering

Swim families (excluding Masters) must provide one responsible person to volunteer at EACH session of MART hosted meets for the FULL session. If your particular job is completed, look around for other ways to help during the session. Your family is required to volunteer regardless of whether your swimmer(s) participates in the meet. Failure to meet this requirement will result in an assessment of \$150.00. Please see the team website or the Florida Gold Coast website for dates of meets our team will be hosting and save those dates on your calendar. Dates are generally available for the next calendar year beginning around September. Home meets (at MCHS/Sailfish) have a significant impact to the bottom line of our annual budget and operating expenses.

Methods for volunteering at home meets are on the website under Parent Info. Look for [MART Hosted Swim Meet Job Descriptions](#). Generally, home meet jobs include:

- Working as a USA Swimming Official (special training and certification required). Please talk to your coach, if you are interested in training to become an official.
- Timing (no experience necessary!)
- Working concessions (setting up, preparing, cooking, cleaning up).
- Hospitality cart service to keep all volunteers nourished and hydrated.
- Preparing the deck before meets and breaking down after meets, including locker room/toilet cleanup.

You may sign up for jobs on the website as soon as the Job Signup icon shows up next to the meet on our website, usually about 2-3 weeks before the meet.

Pro tip: Sign up early for swim meet jobs to get the job you want.

At swim meets, volunteers must sign in (with the time) and sign out (with the time) to have volunteer hours credited to the family's account.

TRIAL MEMBERSHIPS

Trial Memberships are available to new members only. The purpose of trial membership is to give families an opportunity to try the sport of competitive swimming prior to making a financial commitment. Trial memberships are complimentary for the first week.

FAMILY DISCOUNTS

MART offers a \$5 discount on monthly dues for each subsequent swimmer in families with two or more swimmers (excluding college and masters). For example, a family with three age group swimmers receive a total discount of \$10 per month. There are no sibling discounts for scholarship participants or swimmers receiving otherwise discounted dues.

MART SCHOLARSHIPS

MART offers a limited amount of need based scholarship memberships annually, which allow families to participate on the MART swim team at a discounted rate. The MART annual budget determines the number of scholarships available each year. Families on MART scholarships must meet the fundraising and volunteer requirements through **active** participation. **Scholarship participants are not permitted to 'buy out' of volunteer or fundraising requirements.**

Please talk to your coach if you are eligible and interested in applying for a swim scholarship. Swimmers must reapply every year. Scholarship applicant's accounts must be in good standing. Scholarships will not be considered for

families who did not meet the volunteer requirements or terms of a previous scholarship. The Coaching Staff will consider each application and keep information submitted strictly confidential. Once MART awards the maximum number of annual scholarships, the coaches will place remaining applicants on a waiting list.

ANNUAL MANDATORY MEETING

This brief approx. one hour meeting will include a brief presentation by the parent committee, a few words from the Head Coach, and a brief question and answer session. This is one of the few **MANDATORY** events we have. All MART families will need to have an adult representative in attendance at this meeting.

SWIM MEETS

By its very name, the purpose of competitive swimming is to compete and that means attending swim meets! Individuals seeking membership in Martin County Swimming should understand that we are a competitive team. Swimmers should be willing to accept the responsibility of membership and participate in meets. For many new swimmers, taking the first step and going to their first competitive meet is a big undertaking. Our coaches understand this and are happy to share information about each meet and what meets may be good for beginners. Detailed information for each meet is available on the Florida Gold Coast website at <http://www.fgcswim.org/>. You can find Meet Information, by clicking the appropriate meet on the Home page.

Short & Long Course Seasons

USA Swimming recognizes two seasons within each calendar year. Our training is cyclical (periodized), and focuses on “peaking” during championship time in Feb/March and July/August.

The season beginning around mid-August and ending in mid-March is referred to as the short course season. During the short course season, meets are recognized as “yard” events (“SCY” short course yards, such as our pool at MCHS).

Long course swim season begins in March/April and ends in mid-July to early August and meets are comprised of “meter” events (“LCM” long course meters, Olympic size pool = 50 meters long).

Refer to the meet schedule available on our team website for MART’s current swim meet schedule. Also, please note not all swimmers are eligible to swim in all of the team’s meets as some meets have qualifying standards to participate (refer to signing up for a meet below).

Please reference the meet schedule when planning family vacations. It can be frustrating for a swimmer to train for weeks and months, only to not be able to attend a season ending championship meet due to a vacation. If you need advice on “when” to plan a vacation, please talk to your child’s coach.

Swim Meet Procedures

As a competitive swim team, we encourage all of our swimmers to attend swim meets and compete in events recommended by their coaches. Swim meets

provide an opportunity for the swimmers to measure the progress of their training and practice. This is how swimmers progress in the sport. No meet = no progress! Meets also provide valuable insight for the coaching staff. Coaches can identify strengths and weakness of athletes they coach, and make adjustments in subsequent practices. Meets are also a social time, which enable swimmers to build friendships with fellow teammates, as well as competitors from other teams.

All swimmers must compete in all of the MART home meets they qualify for, unless excused by the coaching staff.

Swimmer Events

While the swimmer may request the events they want to swim in a meet, the coach has final approval on the events in which they will actually compete. Coaches consider the swimmer's ability, coach-swimmer goals, required qualification times, and other factors during the event approval process. Initially, coaches want swimmers to compete in events in which they will succeed. As their skills build, coaches will encourage swimmers to compete in more challenging events.

Meet Fees

Meet surcharge and event fees, which vary by meet and are listed on the Meet Information sheets, are required for participation in swim meets and are the financial responsibility of the parent/guardian. MART will invoice the swimmer's account for meet fees along with the following month's dues. Delinquent meet fees will result in a suspension in meet privileges until the swimmer's account becomes current.

Upon passage of the meet sign up deadline, MART submits all entries and meet fees to the meet host. Our Team Unify website does not integrate with any other teams. Our coaching staff must download meet events and email our team entries to the meet host. Meet fees are non-refundable to MART once they have been submitted to the host team, so if a swimmer is unable to attend the meet (for any reason) after the submission of the entries and payment, the swimmer (and our team) will still be responsible for payment of the meet fees. If MART coaches or staff make an error in a swimmer's entries, the team will be responsible for the subsequent erroneous fees.

Signing Up for a Swim Meet

Not all groups / swimmers attend the same meets throughout the season. Several meets require that the swimmer have met a certain time standard for entry into a meet's events, so please check with your child's coach and/or the Meet Information sheet to determine if a swim meet is appropriate for your swimmer's level before you commit.

Please pay particular attention to the sign-up deadline and commit your swimmer through your on-line account as early as possible! Each meet has an entry

deadline. This gives our staff sufficient time to finish entries, and then submit entries to the host team by the required entry deadline.

E-mail from Team

Each family will receive an e-mail from MART approximately 3-4 weeks before each swim meet. The e-mail will contain a link to the MART website. Click on the link to go to the EVENT SIGN UP page of the MART website.

Home Page Access

If signing up through the home page of the MART website (instead of directly through the e-mail link), find the swim meet you would like to enter under TEAM EVENTS. Click on the rectangular box beneath the heading "Attend this event." "Attend this event" will also take you to the EVENT SIGN UP page of the MART website. (NOTE: you must login to enter a swim meet).

Commit to this Event

The EVENT SIGN UP page will bring up a chart with the swimmer(s)' name(s) from your family. Click on the swimmer's name in the left column. A commit to the event heading will appear for that swimmer. When accessing the pull down bar, there will be a choice of "yes, please sign (name) up for this event" or "no, thanks (name) will not attend this event." Please mark NO if you do not plan on attending, so that the coach knows that you have considered your attendance at the meet. If you mark YES, you will have a choice of session to attend. If the meet is held on Saturday and Sunday, you may select one or both days to attend. Make sure to select the rectangular box on the bottom right corner that states "save changes" or your request will not be processed. The screen will change to show the athlete's name, a box with a check mark, and "committed." You must repeat this process for each of the swimmers in your family.

Notes to the Coach

On the EVENT SIGN UP page, there is a rectangular box for notes. Although the coaches will select the events that your swimmer will participate in, you may place a request or suggestion to the coach in the notes section. Please note that your swimmer may not be able to participate in various events due to a minimum or maximum time requirement. The coach will ultimately determine if the event is appropriate for the swimmer.

Confirming your Events

MART recommends that you return to the EVENT SIGN UP page before the meet to see which events your coach has selected for your swimmer. Do this as soon as possible after the meet closing date found on the meet form. If you find an error, please contact your coach immediately.

IMPORTANT SWIM MEET INFORMATION

Meet Information Sheet

Each swim meet will have a Meet Information sheet that provides pertinent details such as location, date, time, directions, events, cost of events, etc. Please consult this meet sheet prior to signing up. When they become available, meet information sheets are located on the MART website.

Timeline for the Swim Meet

Most meet host provide a timeline for the swim meet once entries have been collected and the meet put together with swim meet software. Typically, a timeline will be made available in 2-5 days prior to the meet. The timeline will show the estimated time for each event, which will allow you to better plan your weekend. Remember, it is an *estimated* timeline. Events (races) may actually happen earlier/or later than it shows on the timeline. When available, these may be posted in the Meet section of the MART website. Do not use this timeline to determine your arrival time at the meet, as the coaches inform swimmers when to arrive for warm-up. Swimmers must warm up with our team at the assigned time.

Psych Sheet

Most meets will publish a Psych Sheet prior to the meet. This will show every event (race) at the upcoming meet and list each swimmer entered in that event (race) in order of fast to slow based on their entry time.

Heat Sheet

This is what drives the swim meet. It will list the events (races) in the order they will race. An event may have only one heat, or it may have numerous heats based on how many entrants the event has. Swimmers are not only racing their heat; they are racing swimmers in other heats! In some cases, a meet will arrange heats with all ages mixed (sometimes genders as well) and then after the event concludes, they will separate the age groups for scoring and awards. How this will be done can be found in the meet information sheet posted on the meet event page on our website.

Swimmer Events

Many meet host will make Heat Sheets available online prior to the competition. If this is the case, watch for an email explaining where to find them. If this is the case, we suggest you have your athlete arrive with the Event number, heat/lane (and if necessary, stroke and distance) already written on the swimmers' hand with a sharpie PRIOR TO ARRIVAL AT THE POOL.

Swimming Glossary & Swim Meet Packing List

A Swimming Glossary and a suggested Swim Meet Packing List are available on the website under the tab "Swim Families / Volunteers".

LOST & FOUND

Please ensure that all of your swimmer's belongings are clearly labelled to make it easier to return items to swimmers. Unless they have a locker, swimmers should keep all personal belongings on the pool deck and not in the locker room during practice sessions, as the locker rooms may be used by others groups. **MART is not responsible for lost or stolen items.** Talk to your coach if you are interested in renting a locker for the year.

CONCERNS

As in any large organization involving significant numbers of families, MART cannot always be all things to all people. Although conflicts in our club are few, they occasionally arise, and we have a protocol for dealing with them.

If you have a concern about administration of MART, coaching, finances, or other related matters, please contact the Head Coach. If you have an immediate concern, please share it with your coach.