



# **COLONEL CRAWFORD**

# **SWIM TEAM HANDBOOK**

## **DESCRIPTION:**

The COLONEL CRAWFORD SWIM TEAM is a developmental and competitive swim club open to swimmers age 5 years and older. The club is divided into Developmental (Eagles), Age Group (Black Eagles 1 and Black Eagles 2), and Senior Programs (Gold). All swimmers are placed into groups according to their *age, ability, and commitment level*. This structure allows us to meet the individual needs of each swimmer.

## **MISSION:**

Our mission is to provide coaches, facilities, and support for increased proficiency in competitive amateur swimming; to encourage and develop sound swimming skills; to develop good sportsmanship, individual integrity, and a positive team atmosphere.

## **OBJECTIVES:**

1. To build a base from which we can expand our membership in order to share our sport with as many people as possible.
- 2 . To encourage and develop excellence in developmental and competitive swimming.
- 3 . To promote competitive swimming on a local, regional, and national level.
- 4 . To provide training, development, and support for the coaching staff.
- 5 . To develop and promote a club social program, encourage attendance, develop team unity, and build long-term friendships between team members and club families.
- 6 . To encourage and develop a supportive parent and administrative body.
- 7 . To develop and administer an adequate evaluation system of swimming skills.
- 8 . To provide equipment and facilities which promote excellence in the sport of swimming

### **NEW SWIMMER TRYOUTS:**

All new swimmers must try out for CCST. The minimum skill requirements are: Individuals ages 5 and over must be able to swim 1 length of continuous freestyle with rhythmic breathing (face in the water, turning the head to the side to breathe), 1 length of continuous backstroke, be able to go underwater and touch the bottom of the pool in the shallow end, and be comfortable swimming in the deep end of the pool. Swimmers who can successfully complete this criterion will be placed in a specific group based on age and ability.

### **DEVELOPMENTAL PROGRAM – Eagles:**

The CCST Developmental Program (Eagles) is designed for children ages 5-10 who are novices or relative novices to the sport of swimming. Emphasis is placed on learning proper competitive stroke technique and skills, developing positive self-esteem, making new friends, and having fun! Swimmers are taught the basics of the four competitive strokes and competition starts and turns, while building their endurance. The main goal is to prepare swimmers for the CCST Age Group Program.

### **AGE GROUP PROGRAM – Black Eagles:**

In our Age Group Program, we offer 2 levels for swimmer ages 14 and under. Within this age group program, there are 2 levels, Black 1 and Black 2. The primary focus of the Black 1 level is to learn and develop the technical aspects of all four of the competitive strokes, racing starts, and turns. Swimmers will experience an introduction to training concepts, and acquire skills in preparation for competition. The Black 2 level is more advanced, and composed mostly of swimmers who have achieved "B" times from the USA Swimming National Age Group Motivational Time Standards. In these groups swimmers will build upon elements previously learned, while continuing to improve their technique, and expanding on training concepts.

### **SENIOR PROGRAM – GOLD**

Our Senior Program is designed to incorporate the training the training needs of all high school swimmers (eighth graders may be placed in this group if they are ready to train at this level). There are 2 groups within the Senior Program (Gold I and Gold II) and the Head Senior Coach will have the final say on group assignments.

Gold 1 is intended to provide both a training environment for athletes to be successful not only within CCST, but also the high school level. Swimmers are encouraged to attend at least 75% of workouts and communicate with the Coaching Staff about their training schedule with their JH/HS team.

## **GROUP ASSIGNMENTS AND ADVANCEMENT:**

We have established minimum requirements for swimmers to be assigned to certain groups. What is **expected** of swimmers is to do more than the minimum requirements, especially if they desire to progress and advance. What swimmers do in their current group will affect their group placement as they get older and move towards the Senior Groups.

Group placement and advancement are major concerns of most swimming families. Usually, these concerns arise from a combined motive of: (1) wanting what's best for the child and (2) logistical conveniences such as practice time.

From a coach's perspective, the placement and advancement of swimmers is also of great importance, but for somewhat different reasons. The goal of the coach and the swim program is to provide the swimmer with the best possible opportunity to develop his or her fullest swimming potential. Also, given the diverse age and ability levels on the swim team, athletes must be grouped to facilitate maximum benefit from the practice environment.

The CCST coaching staff uses ability, age, physical and emotional maturity of the swimmer, performance in competition, sizes of groups, and experience to place swimmers in the appropriate groups. Coaches evaluate each swimmer throughout a swim season at practice and meets.

**It is the goal of our program that each swimmer reaches his/her full potential. By focusing on self-improvement through technique training, each swimmer should attain this goal. The criteria the coaching staff uses was developed over many years of coaching experience. Every swimmer develops at a different rate, no individuals are alike.**

## **COMMUNICATION:**

**Website** – Our website contains practice schedules, news, swim meet info (directions, results, and entries), registration information, etc. Visit the CCST website often at [www.ccsteagles.com](http://www.ccsteagles.com) and sign up for meets online. ***PLEASE CHECK ON A REGULAR BASIS! ALL MEET REGISTRATION IS DONE THROUGH THE WEBSITE AND YOUR PARENT PORTAL LINK.***

**E-Mail** – E-mail communication goes both ways: E-mail blast messages will be sent out via the Head Coach.

**Like us on Facebook-** A great place for team last minute news, swim meet and event pictures can be found here. Our Facebook page is also a great place to find articles and links related to swimming.

## **FUNDRAISING:**

It is very important that you help out with the fundraising efforts since your family is a part of this team. The first and largest fundraiser is the Swimathon. Depending on how much money your child raises, he/she receives prizes for that price level.

## **VOLUNTEERING:**

**#1VOLUNTEAM**



There are a few events that require volunteering throughout the year for the team. This may include timing, Safety Marshal, and/or awards at championship meets. We also have committees for the swimathon, team gatherings, team board, etc.

## **SWIM MEETS:**

### ***WHEN PARTICIPATING IN MEETS ALL CCST SWIMMERS MUST WEAR A CCST CAP.***



For Championship meets, the wearing of “high tech” suits will be decided on an individual basis, with the coaches having the final say on what suit will be appropriate to wear.

It is assumed that all swimmers who qualify for Regional, Age Group, Senior, National meets will be available to compete. Meet entries for these swimmers will be handled on an individual basis by the coaches. If you foresee a conflict with any of these dates, please inform the coach as soon as possible, preferably at the beginning of the season. When signing up your child for a swim meet, please note that ***all swimmers, regardless of their practice group, should sign up for the session in which their age group competes.***

### **EQUIPMENT FOR SWIMMERS AT ALL MEETS:**

Goggles – Always have an extra pair of goggles available in case the first pair breaks.

Team Caps – Always have an extra team cap in case one breaks.

Towels – Bring 2-3 towels, they get wet fast!

Deck Shoes or Sandals – Pool decks are not kind to bare feet.

Water Bottle – It is very important for swimmers to remain hydrated at meets.

Extra Clothing – Swimmers must remain warm between races, so shirts, pants, parkas, gloves, hats, shoes and socks are recommended for meets. Bring more than one set since items will get wet.

Healthy food or \$ for concessions.

### **TYPES OF MEETS:**

***USA Meet*** – A multi-team meet that runs 1-3 days. Each age group competes in one session per day, usually lasting about 4 hours. Friday sessions usually offer distance events, for more experienced swimmers. Swimmers need to sign up for these meets well in advance.

***Family or Regular Travel Meet*** – In a family or regular travel meet families must provide and pay for their own transportation and accommodations. Blocks of hotel rooms may be arranged under “CCST”, but parents will need to make their own reservations. Basically, a travel meet is like a regular meet but farther away. We do travel meets to take advantage of swimming in different facilities and against different competition.

***Regional Champs*** – This meet is for swimmers who have not surpassed the state meet cut. This is a “last chance” meet to qualify for Age Group Champs. This is held at the end of the winter season in February.

***10 & Under Champs*** – This meet is for 9-10 year old swimmers with BB cut or faster. 8 & under also compete at this meet and do not have any qualifying times. This meet is held at the end of the winter season in February.

***Age Group Champs*** – This is the championship meet for swimmers age 14 and under. Swimmers who achieve at least one qualifying time or qualify for a relay are expected to compete. This meet is held at the end of the winter season in March.

***Senior Champs*** – High School swimmers and relays may compete in this meet. This meet is held at the end of the winter season.

***USA Swimming Speedo Sectionals*** – Swimmers and relays (no age restrictions) who achieve at least one Sectional Championship qualifying time may compete in this meet. The purpose of this meet is to qualify individuals and relays for the National Championship Meet. This meet is held after the Senior Champs in March.

***ISCA Junior Meet*** – These meets are open to any swimmers who achieve the qualifying times. These meets are held in Florida at the end of the winter season, usually late March or early April.

### **OTHER INFORMATION ON MEETS:**

*Event Fees* - Once our team entry is submitted to the team hosting a meet, we are required to pay for these entries, or “splashes”. Please only sign-up for meets you plan to attend and let the coaches know as early as possible if a conflict arises. Once entries have been accepted, our team treasurer will post the fees due.

*Events* – When selecting events for your swimmer, please follow these suggestions: First, swimmers compete only in the strokes that their coaches feel they can legally swim. Second, swimmers compete only in the distances that they are physically and mentally ready to handle. However, coaches regularly challenge swimmers to attain greater levels of performance. Finally, swimmers are placed in a wide variety of events (not just their best/favorites!) to gain experience in every stroke and distance.

*Relays* – The coaches make the final decision at the meet as to which swimmers will swim on which relay, and in what order. In general, the four fastest swimmers in each age group will make up the “A” relay; the next four will make up the “B” relay, etc. Coaches may consider how individuals are performing on that day to make final relay decisions. ***If you sign up for a meet you should plan to be there for the entire session.*** If a swimmer is not scheduled to participate on a relay, he or she may leave after the last individual swim, provided they have been given the ok from their coach. With regards to championship meets, coaches will make every effort to give as much notice as possible to “relay only” swimmers. Final relay selections will be decided by the final USA meet.

*Positive Check-in* – Swimmers must check-in with their coach at least 15 minutes prior to warm-up. Some meets require a Positive Check-in. In this case, swimmers must check in at the Positive Check-in table by high lighting their name. When positive check-in closes, all swimmers who have not checked in are taken out of the meet.

*Stretching/Meet Warm-up* – All swimmers will participate in stretching and warm-up before all meets. This warm-up may last from 30 min. to 1 hr. The reason for stretching and warm-up is to allow all swimmers to loosen up their muscles and to make final preparations before competition. The warm-up is mandatory for all CCST swimmers. All CCST swimmers must be on deck ready for to go 15 minutes before warm-ups begin.

*Reporting to Coaches* – Every CCST swimmer is expected to see his or her coach before and after each race. This is important so that before a race their coach can give them reminders to help ensure a successful swim. The first person a swimmer should go to see after each race should be the coach so that the swim can be discussed.

## **RULES AND REGULATIONS:**

1. You must wear a CCST **team cap** at all meets.
2. At meets you should ALWAYS see your coach before and after each race
3. When the coach is speaking, you are ALWAYS listening!
4. Never say "I CAN'T"! Nothing is impossible, always try your hardest and give 100% effort.
5. Always swim from wall to wall – No stopping or walking on the bottom of the pool.
6. There will be no arguing with other teammates about the order of the lane.
7. There will be absolutely NO running on deck.
8. Locker room privileges may be revoked if a swimmer causes problems in the locker room.
9. If you have a question, always ask your coach, and please raise your hand.
10. When you are at the wall, keep your head above the water and your eyes on the coach.
11. Stroke work is our main goal; you need to concentrate hard and work on your strokes.

## **MONITORING:**

COLONEL CRAWFORD SWIM TEAM does not provide locks for locker rooms. Swimmers are highly encouraged not to leave their personal belongings in the locker rooms during practice, but instead to bring their belongings onto the pool deck. We do not promise or warrant that the locker rooms are secure from theft or that articles will not be lost.

Coaches make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts.

COLONEL CRAWFORD SWIM TEAM has overlapping practices, with different teams arriving and departing throughout the day. While we do not post coaches inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Coaches conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete. Again, this assistance should be provided by the same sex parent.

## **USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES:**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area: **305.3** *Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.*

COLONEL CRAWFORD SWIM TEAM prohibits the use of mobile devices with recording capability in locker rooms. This absolutely applies to cell phones even if the person is not using the photo, video or other recording device. Please understand that the actual use of a photo, video, or other recording device can violate state law and lead to serious consequences. Your child should be specifically advised that cell phones are not things that they require at practice. Further, if they bring a cell phone to a practice or meet, it should be locked in a locker or must remain in a gym bag or pocket the entire time until that swimmer leaves the locker room. Please ensure that all swimmers are aware NOT to use any function on any mobile or recording device whatsoever while in a locker room.

## **SAFE SPORT:**



The COLONEL CRAWFORD SWIM TEAM and USA Swimming are committed to the safety and well-being of all of our members, with the welfare of the athletes as the top priority. All our coaches are trained in safe sport practices. So are swim meet officials and our parent board. For more information on the safe sport program, including safe sport courses for parents and swimmers, log on to [usaswimming.org](http://usaswimming.org) and the tab “safe sport”

## **SWIMMER CODE OF CONDUCT:**

1. As a swimmer representing CCST, I will conduct myself with dignity and behave in a way that always reflects positively on me and the team.
2. I will put forth my best effort during every practice I attend and complete any training set my coach gives me with honesty and integrity. My focus is only on my own practice no one else's.
3. I will demonstrate sportsmanlike behavior and respect for officials, coaches, parents, volunteers, and swimmers always.
4. I will never interfere with the progress of another swimmer; this includes pushing or pulling other swimmers under the water.
5. I will not bully or cause harm to another swimmer during practice and/or at any other swim team function. This includes practice, warm-ups, meets, locker rooms or off- site functions. If I witness this behavior, I will report it to a trusted adult right away.
6. I will not gossip about or be unkind to my teammates.
7. I will be supportive of my teammates at practice and in competitions. I understand that working as a unit will benefit each team member and is an important part of the CCST spirit.
8. I'll respect the staff and other guests at Colonel Crawford by following the safety rules, keeping the locker rooms clean, keeping my voice low in the locker room, showering in a timely manner and showing my respect for the building by leaving all areas as clean as, or cleaner than when I arrived.
9. During away meets, I will be courteous to meet hosts and pool facility operators. I will leave the CCST team area in a neat and clean condition at the conclusion of each meet. This applies to pool locker rooms, bleacher areas, pool decks, etc.
10. I will support and encourage my teammates and other fellow competitors.
11. I will know all my events/relays I will be swimming at swim meets and check-in with my coach before and after each event.

## **Parent Code of Conduct**

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. I agree with the following statements:

1. I will always set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy to the team members, coaches, competitors, officials, parents, and all facilities.
2. I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
3. I will refrain from coaching my child from the stands during practices or meets.
4. I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
5. I will respect the integrity of the officials.