



2019 Parent Handbook

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Welcome to the Durbin Crossing Dolphins Summer Swim Team!

This is a fun filled team open to boys and girls who have achieved at least a beginner level of swimming. This program is designed to bring out the best in each swimmer! Participants will be taught how to become proficient in competitive swim strokes and will be given the tools to take their swimming to the next level.

Mission Statement

The mission of the organization shall be to provide a swimming program that will accommodate all levels of ability. The goal is to promote physical fitness and a sense of pride through teamwork, team spirit and sportsmanship, values that athletes will take on into other areas of life, school, work and family.

Purpose

The purpose of the Dolphins swim team is to provide a place where all children that are eligible for participation can engage in a sport that demands determination, commitment and teamwork. The promotion of physical fitness, proper conditioning and a healthy lifestyle are all expectations that our program strives to achieve!

Commitment

The Dolphins coaching staff take great pride in the techniques, training program and discipline that will be provided to our young swimmers. Our commitment is to the building of character, courage and confidence – the outcome... SUCCESS!!

Eligibility Requirements

Only current residents of Durbin Crossing may participate as members of the swim team. At this time our CDD does not allow for non-resident participation. Should it be found that a swimmer is not a current resident of the community, he/she will not be allowed to continue participation on the team. Any fees will be refunded per the refund policy outlined in the “Registration & Fees” section of this handbook.

Qualification requires that the swimmer must be able to safely swim the length of the pool without assistance as well as float on their back. The swimmer must be able to follow coach’s directions. Each swimmer must participate in a swimming evaluation performed by one of our coaches. This evaluation will determine eligibility. This evaluation is performed in fun filled way and is not meant to cause any type of worry! Each group has a defined skill set that is required for participation. This allows each group to progress efficiently and effectively over the course of the season.

Age groups are currently based on the swimmers age as of June 1, 2019. Groups are divided as follows: 6 & U, 7-8, 9-10, 11 & up.

All new swimmers to the team will be required to try out regardless of experience level. This allows the coach to identify the skill level of each swimmer. Generally, swimmers will be assigned to their group based on age but exceptions may applied on a case-by-case basis with approval of head coach.

Summer Swimmers must be 18 years or under on June 1, 2019.

The Dolphins Swim Team does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and/or activities.

Code of Conduct – Swimmer

This code of conduct is to enhance the positive experience of all swimmers and ensure that we are providing a fun, safe and positive learning environment for all participants and spectators. Please note that this code of conduct is for all programs and activities associated with the Dolphins Swim Team.

All members as well as their parents and/or guardians of the Dolphins Swim Team must follow the code of conduct as listed below. Failure to comply will result in immediate disciplinary action determined by the guidelines listed below.

Any member or prospective member of the St Johns Summer Swim League (SJSSL) may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from SJSSL if such member violates the provisions of the SJSSL Swimming Code of Conduct.

Bullying is unacceptable and will not be tolerated by the Dolphins Swim Team. The Dolphins Swim Team is committed to providing a safe, caring and friendly environment for all of our members. Bullying is defined as the use of aggression, whether intentional or not, to hurt another person. Bullying can result in emotional distress and/or harm to his/her self or their property. Bullying can also disrupt the training process or the orderly operation of any swim team activity (practices, workouts, events etc.). Violation of this procedure is a direct violation to the Dolphins Swim Team Code of Conduct and may result in suspension and/or termination from the Dolphins Swim Team.

Swimmer Reporting Procedure:

An athlete that feels that he or she has been bullied is asked to do one or more of the following things:

1. Talk to your parents
2. Talk to your Coach, Parent Liaison, other member of the board or other supervising adult
3. Write a letter or send an email the Dolphins Swim Team, board member or other designated individual

As a participant in the Dolphins Swim Team, I agree to the following:

1. I will act in a sportsmanlike manner towards my teammates and fellow competitors.
2. I will understand and follow proper lane etiquette and refrain from behavior that will inhibit the progress of my fellow swimmers.
3. I will not enter the pool without approval from a coach or official.
4. I will not use tobacco products, alcoholic beverages or drugs other than those prescribed by physician before or during a practice or meet.
5. I will be respectful and supportive of my teammates whenever and wherever possible.
6. I will refrain from any and all hurtful behaviors including but not limited to pinching, hitting, kicking, teasing, fighting, name calling etc.
7. I will not use inappropriate language or gestures. I will not make insulting or derogatory remarks, gestures, and acts to include taunting.
8. I will not influence or show disgust with a coach or official's decision.
9. I will be respectful of all coaches, officials and meet staff at all times.
10. I will not talk while coaches, officials or meet staff are speaking. I will answer respectfully when spoken to and follow directions/instructions.
11. I will bring all necessary equipment, supplies and uniform to each practice/meet and be responsible for my belongings.
12. I will arrive on time to all practices and meets.
13. I will have a positive attitude, always do my best and HAVE FUN!!

Code of Conduct – Parent/Guardian

Parents play a key role in developing a positive team and family environment. The following are offered as guiding principles of the Durbin Crossing Dolphin Swim Team. Summer swimming is an opportunity to have fun with your children, build relationships and enhance your community spirit.

1. Do not force an unwilling child to swim.
2. Encourage your child to follow the rules. Take the time to review and educate each child on the expectations of behavior.
3. The pool deck is the coaches domain. Any and all questions or comments can be directed to the coach as per the coaches preference. Complaints or concerns about the coaching must be posed to the Parent Liaison or a current board member. Do not expect to have the coach address questions before, during or after practices, as there will be limited time.
4. During swim meets the coaches will be focused on the competition. Do not attempt to discuss issues with the coaches at this time. For issues that need immediate attention during a meet, contact a board member.
5. Applaud good effort by your child. Offer praise for competing fairly and trying hard. Personal improvement is as important, if not more so, than winning a heat or event!
6. Respect the value of volunteers and officials. They are parents trying to do their job well. Please voice your concerns to the Parent Liaison or Board Member rather than confronting the officials or volunteers directly.
7. Direct all concerns in a positive, constructive manner. Issues that arise need to be dealt with promptly as it is a short season.
8. Swimming has a harassment policy. The Dolphins support and abide by this policy. All incidents of this nature should be reported to the team representative or Parent Liaison.
9. Accept your role as an ambassador for the Dolphins Swim Team – your behavior and positive support help our community look good!

As a parent or guardian of a participant I agree to the following:

1. I will act in a sportsmanlike manner towards members of the team, their family members and fellow competitors.
2. I will not use inappropriate language or gestures.
3. I will refrain from any and all hurtful behaviors to include physical contact of any fashion including shoving, striking a person before, during or after a practice or meet.

Discipline Plan

If a swimmer or parent feels that he or she is not being treated in accordance to the above expectations, they should ask to schedule a meeting with the Parent Liaison and President to address the concerns.

If any coach finds that a swimmer or parent is in violation of the above Code of Conduct, discipline will be handled in the following manner:

1st Offense: Warning to swimmer and meeting with parents. Parent offense: warning

2nd Offense: Written warning to swimmer and parents. Immediate removal of swimmer from current practice or meet and suspension of the next day's practice or meet at a minimum. Parent offense: Parent will be asked to leave the practice area or the meet. *Swimmer/Parent may be suspended for additional practices/meets as warranted by situation.*

3rd Offense: Dismissal from team for the remainder of season and possibly indefinitely if merited – no refunds will be issued.

When you complete the online registration process, you will be asked to affirm that you have read and understand the above Code of Conduct and agree to act in accordance with the above Code of Conduct and that you understand the consequences that will occur as a result of your child or yourself not following the Code of Conduct.

Registration and Fees

The Dolphins swim team offers one summer swimming program.

Summer Program (April 15, 2019 thru July 13, 2019)

The registration fee for the 2019 summer program is as follows:

1. First swimmer = \$200
2. Second swimmer = \$190
3. Third+ swimmer = \$180 each

Refunds will be issued as follows:

- 1st and 2nd week(s) of practice –100% refund (less any applicable credit card processing fees & any league fees already paid to the league)
- 3rd & 4th weeks of practice – 50% refund (less any applicable credit card processing fees & any league fees already paid to the league)
- After 4th week of practice – No refunds

Payment Options

For your convenience we offer three payment methods for registration fees: credit card, cash or check. For credit card payments, you will pay when completing the registration process online. If paying by check or cash, please coordinate payment with the team treasurer via email: dcdtreasurer@gmail.com

Please contact our team treasurer DCDTreasurer@gmail.com with any billing questions that you may have.

Parent Volunteer Responsibilities

Parent support is vital to the success of the Dolphins Swim Team! Adults are needed to help in many different capacities. All parents who agree to volunteer must sign the Volunteer Liability and Release and Indemnification Form when you are registering your swimmer for the team. Volunteers who interact with the swimmers on deck, including Stroke & Turn Officials and Head Meet Officials must complete a background check prior to volunteering.

All parents are required to volunteer for four (4) volunteer shifts during the regular summer season and one (1) session during Champs. This is five (5) shifts per family, not per swimmer.

Listed below are generally defined volunteer job descriptions for summer swim programs, and are subject to change:

Starter: A position that requires certification by SJSSL Swimming. To be eligible for the position of starter an individual must have worked one season as a Stroke and Turn judge. The Starter is responsible for the correct start of each event during a meet.

Computer Operator/Data Entry: Record swimmers' times during the meet and complete all entries by the conclusion of the meet. Combining entries to create the meet and heat sheets for distribution.

Clerk of Course/Ready Bench: Organize the swimmers in the waiting area before their event, seat swimmers in the order in which they will swim their event by lane and heat.

Timer: Operate the timing system plungers as well as run a stop watch for each heat. Record the time on time sheets provided to serve as backup to the computer system should there be a computer failure.

Runners: Collect timing sheets and deliver to computer table. Collect DQ slips and deliver to HMO. Other errands as requested by HMO and computer operator that may be necessary during the event.

Stroke and Turn Judge: A position that requires certification by SJSSL Swimming. The responsibilities include: watching assigned lanes during event to determine if the strokes and turns are being completed correctly and completing DQ slips for swimmers that have committed a stroke violation.

Event Flip Board: Keep track of each swim event and update the flip board to show event number and heat.

Concessions: Set up and break down concession stand at home meets. Sell food and drinks.

Set Up: Set up the pool and deck before each meet according to specification provided by the team.

Clean Up: Return the pool and pool deck back to the condition it was before the meet.

Board of Directors Job Descriptions / Other Committees

President: The President shall oversee operations including conducting the planning and commencement of swim meets, team registration, and the championship meet. The President shall be responsible for attending all Saint John's Summer Swim League meetings and shall be the designated voting representative for DCD during such meetings.

Vice President: The Vice President shall act in lieu of the President in the event the President is incapable of acting by reason of death, illness, resignation, or absence. The Vice President shall coordinate and integrate changes to the DCD Articles of Incorporation and By-Laws. The Vice President shall perform duties as delegated by the Board of Directors or the President.

Treasurer: The Treasurer shall have primary custody of and maintain detailed records of the DCD bank account and all DCD related financial transactions, unless otherwise determined by the Board of Directors. The Treasurer shall inform the Board of Directors of total receipts, specific expenditures, and remaining balances at each regular meeting of the Board of Directors. The Treasurer shall maintain a *profit & loss statement*.

Secretary/Junior Coach Liaison: The Secretary shall make and keep minutes of all meetings of the Board of Directors and the General Membership using an approved standardized format. The Secretary shall maintain a list of all participating DCD members with name, address, telephone number, email address, and names and ages of swimmers and will enter the appropriate information in the approved team software program. The Secretary shall also maintain a comprehensive record of all documentation generated by the Board of Directors or used by the Board of Directors. The Secretary is also responsible for managing records for the junior coach program, including volunteer logs and schedule. Additionally he/she is responsible for selecting junior coach team, working closely with president and head coach.

Committees: Committees may be established by and under the direction of the Board of Directors in accordance within the guidelines established by the DCD By-Laws. The Board of Directors may establish other committees as it sees necessary for the conduct and management of DCD. The Board of Directors

will determine the committee chairperson of all committees. Committee chairpersons shall not be voting members of the Board of Directors.

Team Suit, Cap and Equipment

The Dolphins team colors are orange and black. A team suit and cap has been selected and will be professionally produced for the team. All swimmers participating in the summer programs are encouraged to purchase an official Dolphins suit. The team cap is included in the registration fee and will be distributed on the first day of practice. Team caps are mandatory during meets.

Swimmers are strongly encouraged to purchase a team suit. This suit is a competition suit and we encourage all swimmers to wear them at meets to foster team spirit. The cap is also required. Suits take up to 6 weeks to arrive so please be sure to take this into consideration when ordering. Swimmers must wear a team cap during SJSSL swim meets if they wear a cap. Suits must be a team suit or plain black. No two-pieces are permitted for girls, and no tech suits are allowed.

Practice Suits: Summer swimmers are required to wear appropriate suits to practice. These must be competitive in nature (**training suits only, no two piece suits, no ruffles & no surf/board shorts**). No summer style suits will be permitted.

All swimmers must have goggles.

Team Email

For general team inquiries, please send an email to the team president: dcdolphinspresident@gmail.com. For specific coaching questions you can email the head coach: DCDHeadCoach@gmail.com. For billing questions please email DCDTreasurer@gmail.com.

Team Website

www.DurbinCrossingDolphins.com is the current team website. Please use this site to find important information about the team.

Swimmer Folders

A folder is labeled with each swimmer's name and placed in a file box located at the pool entrance. Please check your folder regularly for ribbons. It is the responsibility of parents and swimmers to check their folder regularly for ribbons during the season. The boxes will be available at the banquet to collect any ribbons remaining from the season.

Social Events, Pep Rallies & Team Spirit Activities

In addition to regular practices and meets, the team may have social activities to help build team spirit. On occasion, the team will designate a time where the swimmers and parents can assist with sign painting, cheers and team spirit activities. Participation is voluntary. Ideas for new team social events are appreciated!

Team Sponsors

In order to support the ongoing initiatives of the team, we seek out sponsorships for the team. If you are interested in sponsoring the team, please contact the sponsorship coordinator.

The Dolphins Awards Banquet

Swimmers and their parents will be invited to attend our annual awards banquet. Please note that date and cost are to be determined.

Practice Schedule

Practices will be held in the mornings, evening and/or weekends. Details on the schedule of these practices will be provided on our team website at www.DurbinCrossingDolphins.com.

Swimmers will be expected to come prepared to practice with goggles, swimsuit, cap and equipment bag.

It is important to note that no swimmer will be permitted in the pool until the coach is on deck and has directed the swimmers to do so. Upon the completion of practice, the swimmer will be expected to exit the pool. Under no circumstances will any swimmer be permitted to enter the pool without approval from the coach.

Absentee Policy

Practices are not mandatory, though we certainly prefer that your swimmer attends regularly. Swimming is a sport that requires regular practice to see improvement.

Meet participation is also not mandatory; however, we prefer that your swimmer participate. Please know that preparing your swimmer to participate in a swim meet takes a good amount of planning and preparation to enroll each of the swimmers in their individual or relay events. If your swimmer is to be absent from a meet, you must RSVP on the website no less than 5 days in advance of the meet. We know and understand that they do get sick at the last minute, so in this instance, please be sure to notify the team president via email (DCDolphinsPresident@gmail.com) as soon as you know they will not be participating.

Punctuality for Swim Meets:

All swimmers must be on time for all swim meets! Please communicate with your head coach and the team president if you have any difficulty attending the meets!!!

Swim Meet Schedule

To be announced and published on the team website.

Directions to Meets

To be announced based on schedule.