

PARENT HANDBOOK 2019

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ELIGIBILITY AND QUALIFICATIONS

Anyone who is:

- A resident of the Copperfield Villages (Copperfield Place, Easton Commons, Middlegate, Northmead, Southcreek, Southdown, or Westcreek) whose family is in good standing with his or her neighborhood community association and is eligible to use the pools in that neighborhood;
- ❖ 4-18 years of age as of May 31, 2019. Eligibility for an age group is determined by the individual age as of the end of the day on May 31 of the current year; and
- ❖ A novice swimmer as defined by the Northwest Aquatic League. (A novice swimmer is anyone of age who does not participate in USA competition from the beginning of the NWAL season until the end of the NWAL season. The NWAL season begins on the Thursday (May 10th) before the first sanctioned meet and ends on the Monday (June 17th) after the Divisional meet. This rule is not intended to preclude any types of organized practice;
- ❖ A resident of a surrounding neighborhood which does not have its own swim team;

May join the Copperfield Swim Team.

Safety for each swimmer is of utmost importance. Each swimmer is required to be able to swim one complete length of the pool in less than 3 minutes by Time Trials, April 27th. Swimmers unable to meet this requirement will have money refunded as detailed on page 3.

TEAM GOALS FOR 2019

- Emphasize the teaching of sound competitive swimming skills.
- Athletic training through work on basic stroke, start and turn techniques.
- Promote individual swimmer improvement.
- Keep swimmers apprised of their progress through online records showing meet times.
- Demonstrate good sportsmanship at all times.
- Have a good time and make new friends!

TEAM SWIMSUITS AND T-SHIRTS



Team members can purchase the team swimsuit from A-Gleam Sports. They will be available at registration, parent meeting and time trials for your convenience.

The purchase of a team suit is not required, however, a one-piece suit for girls is required.

Team swim caps will be available for purchase at time trials and swim meets.

APPROPRIATE ATTIRE

Participants in NWAL meets may display insignia for the NWAL team for which they are swimming. They must **not** display insignia or other items that are from any other swimming organization or team or **they will be disqualified**. We strongly recommend that all swimmers at meets wear team swim caps.

FEES AND REFUND POLICY

Program registration fees for the 2019 swim season are as follows:

\$ 20.00	Registration Fee per returning family
\$ 20.00	Registration Fee per NEW family
\$ 125.00	1st swimmer
\$ 90.00	2 nd Swimmer
\$ 80.00	Each additional swimmer
\$ 0.00	Swimmers age 15 – 18
\$ 25.00	Late fee for Registering after April 9th
\$ 35.00	Out-Of-Boundary fee



Registration fees are due at the time of registration. Team T-shirts are included in the registration price. Please make **checks payable to** *Copperfield Swim Team*. All fees must be received before your child starts swimming. Anyone who decides not to swim will receive a refund for 50 percent of the <u>swimmer fee</u> for the year (i.e. \$62.50 for 1st swimmer, \$45 for second swimmer, and \$40 each additional swimmer, etc. – does not include family registration or out-of-boundary fee). **Absolutely no refunds will be given after time trials on April 27, 2019.** A letter of resignation must be submitted to the Board prior to April 27th to apply for a refund. Coaches' salaries and insurance are based on the number of swimmers. A fee of \$25 will be assessed for returned checks.

PARENT VOLUNTEER COMMITMENT

It takes approximately 2,000 hours of volunteer time to run time trials and our swim meets. Therefore, we require each family to serve a minimum of 20 hours of volunteer time including one 2nd shift timer slot. Families with only a 6-and-Under swimmer are not required to serve a 2nd timer shift but are required to serve 20 hours. A deposit of \$150 will be assessed for each family. *PLEASE pay for this with a separate check*. The check will not be deposited for families with 20 service hours and the timing slot recorded in the official record in the team website. Volunteers must sign in on the volunteer roster (located at the DJ booth during home meets and volunteer table at away meets) in order to get credit for time served. The volunteer coordinator will verify hours served in the website after each meet. Please inform the volunteer coordinator if you notice any problem with hours recorded as soon as possible. No changes will be made after June 20, 2019.

Please be aware that the team does not intend to deposit any checks as **your volunteer hours are needed**. When slots are not filled to run a meet, we reserve the right to auto assign families of swimmers declared to swim in the meet who have not yet met their volunteer requirement.

We will deposit the check of any family that does not meet these requirements by June 22, 2019. The volunteer coordinator will contact individuals to inform them of the deposit.

SWIM-A-THON

As part of our fundraising campaign for the 2019 season, we will be holding a Swim-A-Thon even during practice on Friday, May 3 at the Park Falls pool. If you or any of your friends would like to help the team by organizing this event, please contact Kristey Bohannon via the Contact Us portal on www.CopperfieldDolphins.com or CopperfieldDolphinsTX@gmail.com with "Swim-a-thon" in your Subject line.

In the past, we have hosted this event in order to raise funds to purchase and maintain necessary equipment (i.e. equipment for the Dolphin Diner, backstroke flags, pace clocks, starting system, printers, computers, etc.).

TECHNOLOGY & COMMUNICATION

Copperfield Dolphins uses available technology (website, email, REMIND app & Facebook) to keep our members informed. Most information which we distribute to members will be sent through one of these methods.

We use the website, www.CopperfieldDolphins.com, for online registration, news updates, volunteer sign-up and to provide a central location for newsletters, meet results and registration forms. For your privacy and protection, you will need to log in to get access to some information. (Past results, account information, volunteer selection etc.) Please verify your account information and confirm we have current e-mail addresses. We use these e-mail addresses to send out news and updates

The CONTACT US portal on the website or CopperfieldDolphinsTX@gmail.com are the best methods to contact the Board members with questions. We will do our best to respond in a timely manner.

PRACTICE

The Copperfield Swim Team will conduct practices four days per week (Tuesday – Friday) throughout the season. We encourage all swimmers to attend every practice. As with all sports, practice is a necessity for developing athletes. Being on time for practice is also crucial. It is very disruptive for the coach to stop and instruct a latecomer, so please make every effort to come to practice on time.

Parents and siblings are welcome to stay and observe practice from the park area. You must stay outside of the pool area as only the swimmers, coaches and BOD Members are covered under the insurance policy. We ask that parents refrain from talking to coaches and swimmers during practice. Our coaches must instruct a large number of swimmers in a short amount of time and need to devote 100% of their attention to the swimmers. Please feel free to contact the Practice Pool Volunteer assigned to your child's practice time.

PRACTICE SCHEDULE

See www.CopperfieldDolphins.com for latest Practice Schedule.

See "Pool Locations" on page 10.

DIVISIONAL PRACTICE – Check Practice Schedule

**Please note: Practice is only for those swimmers entering the Divisional Meet. No exceptions.

INVITATIONAL PRACTICE – Check Practice Schedule

Invitational practice will be held **only** for those who **ENTER** an invitational meet.



TIME TRIALS

Under NWAL rules, no swimmer may be entered in an event unless entered by fastest time achieved at an official meet or time trial. We will conduct time trials on **SATURDAY**, **April 27**, **2019 at the PARK FALLS POOL**. Check-in at 12 P.M. Warm-ups begin at 12:15 P.M. Time trials begin at 1:00 P.M., and will end at approximately 5:00 P.M. **THIS IS NOT AN OPTIONAL EVENT**. If you are not timed at time trials, you may not have a chance to be timed prior to the first swim meet and will not be able to swim. Time trials are run like an official meet to give new swimmers an opportunity to gain experience. It is imperative that all swimmers participate in time trials.

NEW THIS YEAR! Following Time Trials on April 27, the Board will be hosting a Pre-Season Kickoff Party from 5:00 – 7:00 pm. Food and drinks will be available for purchase.



TEAM PICTURES

Swim team pictures will be taken at the Autumn Laurel Pool on Monday, May 6th. The team photograph will be taken promptly at 5:30 PM and individual photos will begin at 4:30 and run through 5:15PM and resume after team picture is completed. All swimmers are asked to wear team swimsuits and the team T-shirt. A portion of the proceeds will be returned to the swim team this year as a fundraiser.

SWIM MEETS

There will be one (1) time trial meet, five (5) dual meets, and one (1) divisional meet during the 2019 regular season. All meets are held on Saturday mornings (see "Swim Meet Schedule" below for check-in times and meet locations). Meets start at 8:30 AM, and usually end about 2:00-3:00 PM. There will also be several invitational meets offered for swimmers who qualify (see "Invitational Meets", page 8). Each meet consists of 80 events.

Swimmers compete only against their own age group. Each event is broken down into several heats to accommodate all entries, and all swimmers are seeded by their best times. Each swimmer can be entered in as many as 5 events, but no swimmer may enter more than 3 individual events. The coach will determine the event entries for all swimmers. The events are as follows:

Free - 50 yd. 10 and under Free - 100 vd. 11-14, 15-18 Medley Relay 8 and up Freestyle all ages Backstroke all ages Breaststroke all ages Butterfly all ages Individual Medley 8 and up Free Relay all ages



MEET ENTRIES

Meet entries must be made early in the week and that once the entries are exchanged with the other team they cannot be changed. There is an Absence from Meets Form to fill out indicating any meets that you will not be able to attend. Please fill out this form as soon as you know of any plans and give to your coach at practice. We must know at least one week before, if you will not be at a meet. This is an extremely important guideline! Your absence at a meet might affect a relay team and disappoint the expectations of other team members.



THE DECISION OF THE COACHES ON MEET ENTRIES IS FINAL.

Meet entries will be emailed out on the Friday before the meet.

SWIM MEET SCHEDULE

Please check the website Team Calendar for exact schedule! Any updates will be posted on there as well.

DIRECTIONS FOR AWAY MEETS - Maps will be posted on the website www.CopperfieldDolphins.com .

<u>Home meets - check-in 6:45-7:00 AM</u> at the check in table, then with your age group coordinator under your tent. Warm-ups are from 7:10-7:40 AM. Meets start at 8:30 AM. Every child needs to warm-up!

<u>Away meets - check-in 7:15-7:30 AM</u> at the check in table, then with your age group coordinator under your tent. Warm-ups are from 7:45-8:15 AM. Meets start at 8:30 AM. Again, every child needs to warm-up!

It is very important for you to have your swimmer check-in for both home and away meets so that last minute adjustments can be made for missing swimmers in the relays and individual events. SWIMMERS WHO FAIL TO CHECK-IN BY 7:00 AM for Home Meets and 7:30 AM for Away Meets WILL BE EXCLUDED FROM THE FIRST RELAYS. Each family is responsible for checking in their own children.

DIVISIONAL MEET

The Divisional Meet will be held on June 15, 2019 at Tomball High School. This very important meet will determine the division champion. We encourage every child to swim at the Divisional Meet. Please note the only limitation to this meet is only one relay team will be allowed per event.

Awards are as follows: Individual events-medals will be given for 1st - 8th place and ribbons for 9-16th place; Relays-medals 1st -3rd place.

Keep in mind: Under NWAL rules, to qualify for a divisional meet, a swimmer must participate in at least 2 of the dual meets. There are no exceptions.

INVITATIONAL MEETS

Red, White, and Blue Invitational, June 28-30 Ponderosa Invitational, June 29-30

Invitational meets are a fun and exciting experience for swimmers whose times qualify them for participation. We encourage our swimmers who qualify to participate in these meets. This year our swimmers may attend two NWAL sanctioned meets: Red, White and Blue Invitational and the Ponderosa Invitational. Qualifying times for the Ponderosa Invitational meet and the Red, White, and Blue Invitational meet will be posted as soon as they are available.

Please note that these meets are not part of the team's regular season, and while the team does turn in registration materials and provides coaching, it is the individual swimmer's responsibility to register and pay for the events in which he may qualify.

Swimmers may register by completing an available entry form, and turning in the form, along with all entry fees to Laura Cardona. Swimmers may register **no later than Tuesday, June 12**th. Late entries will be accepted only for events qualified for at the Divisional Meet. These late entries must be given to Ryan Hause or Heather Ugron at the Divisional Meet. Entries are due to the host team on Sunday after Divisionals. *If you qualify at Divisionals, turn your entries in immediately.*

OPTIONAL MEET - PENTATHLON

(See website for Date)

This is a fun meet for our swimmers. It is the only meet where they have the opportunity to swim all 5 events. For this meet, each swimmer must enter all five events (fly, back, breast, free, and IM). Qualifying times will be a composite time of all 5 events. Individual times (official times) must be submitted but there are no individual qualifying times. Personal times obtained at this meet DO qualify swimmers for the Invitational meets at the end of the season!

All 8 & unders must swim an IM. All swimmers who are disqualified or absent from an event become ineligible for Pentathlete composite awards.

Further information for this meet will be available in late April and we will include this information in our weekly newsletter or can be found at www.NWAL.org.

SCORING AND AWARDS

Points are awarded for the top six finishers in each individual event for each age group. The points are:

- 1st place 7 points
- 2nd place 5 points
- 3rd place 4 points
- 4th place 3 points
- 5th place 2 points
- 6th place 1 point

In relay events,

- 1st place 7 points
- 2nd place 3 points

The same team cannot take all 10 points.



The Copperfield Swim Team will award ribbons to swimmers finishing 1st through 6th place in individual events, and to the 1st through 3rd place relay team winners at our home meets. We will award ribbons each time a swimmer achieves a Personal Best time. Personal best times are awarded after each meet beginning with the 2^{nd} dual meet.

Awards at Away Meets are determined by the Home Team.

END OF SEASON AWARDS

Every swimmer participating in at least 3 of the 5 dual swim meets will receive an award at the END-OF-THE-SEASON PARTY. Date and time to be announced on the website.

In addition, awards will be given for:

Most Improved Swimmer - awarded to one boy and one girl in each age group by stroke. High Point Swimmer – awarded to one boy and one girl scoring the most points in their age group. *Eligible points can be accumulated only during dual meets.

Discipline Policy

Our goal is to create a safe and congenial environment for all swimmers. Although discipline problems are unusual, we have established a procedure to deal with any problems. If a swimmer is at practice or at a meet, the coaches may have the swimmer sit out for a few minutes or call the parents to pick them up, if necessary. Repeated disruptions or violent behavior may result in suspension for several days or even expulsion from the team with no refund. Any decision to suspend or expel a swimmer will be made by the Swim Team Board.

PLEASE REMEMBER THAT PARENTS ARE ULTIMATELY RESPONSIBLE FOR THEIR CHILDREN'S BEHAVIOR AT MEETS, NOT THE PARENT COORDINATOR ASSIGNED TO THE AGE GROUP.

***The Team Reps reserve the right to remove any swimmer or parent who persistently exhibits disruptive behavior at practice or meets. See page 12 for NWAL parent/coach Code of Conduct.

RAIN POLICY



During the spring and summer months in Houston it inevitably will rain some days when swim practice or meets are scheduled. Please bear in mind the following policies:

Practices: We **WILL NOT** conduct practices if there is **THUNDER or LIGHTNING**. If your good judgment as a parent dictates that the weather is not appropriate for swim practice, keep your swimmer at home.

Meets: Even if it is raining heavily and shows no signs of letting up, you should assume the meet will be held. Under NWAL rules, only the home team has the prerogative of postponing a meet due to inclement weather, and swim meets often are simply delayed until later in the day. You should report to the appropriate check-in station, as listed in the meet schedule, where you will be advised of cancellations or delays.

PARKING POLICIES

Team parking at practice and at home meets is a major concern of our Copperfield Village Associations. We are guests at their pools and are working with them to create the safest possible environment. Please help us by following these policies. Refer to the website for parking at maps at our home pools.

Practices: Due to the large number of swimmers on the team, parking can be a problem at all of the

pools. We ask that swimmers walk, ride bikes, or carpool to practice whenever possible. <u>AT THE AUTUMN LAUREL POOL:</u> <u>YOU MUST PARK ON THE OPPOSITE SIDE OF THE STREET FROM THE POOL if you are parking on Autumn Laurel and Royal Gardens.</u>

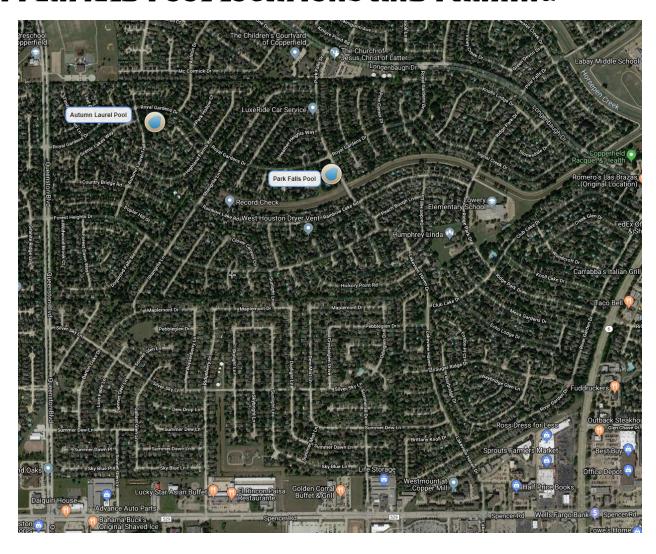
This is very important so that residents can get down the street with ease.

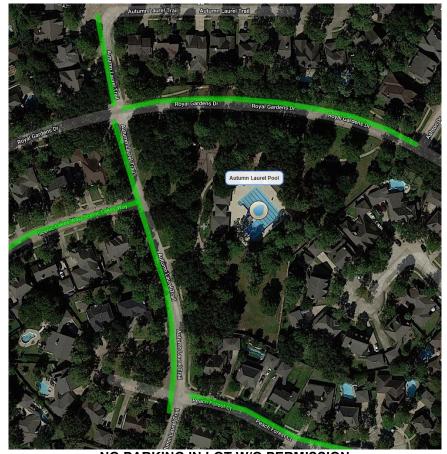
Home Meets: When visiting teams travel to our meets, there are many cars, which can cause problems for

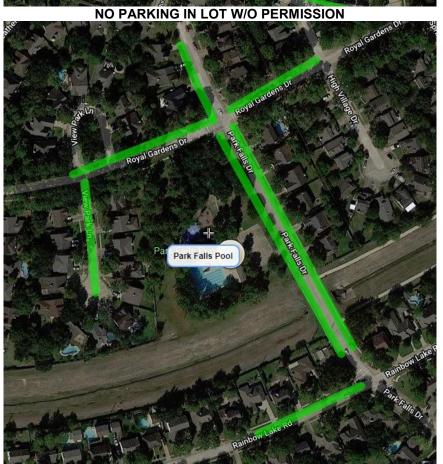
our neighbors. At the PARK FALLS POOL, PARKING WILL BE PERMITTED ON BOTH SIDES OF PARK FALLS BETWEEN LAKEVIEW HAVEN AND ROYAL GARDEN ONLY. ON ALL OTHER STREETS, PARKING IS PERMITTED ON THE OPPOSITE SIDE OF THE STREET FROM THE POOL. This is to allow for the passage of emergency vehicles. "No Parking" signs will be posted, and a police officer may be assigned to help with traffic. Please walk or carpool to the meet, if possible. There will be a designated drop-off point for

swimmers. Parking in the lot is reserved and requires a permit.

COPPERFIELD POOL LOCATIONS AND PARKING







MEET SURVIVALTIPS

- 1. Report On Time and Check-In For Home meets, check-in by 7:00 AM. For Away meets, check-in by 7:30 AM. All swimmers must first report to the check in table, then their age group tents. Swimmers will be told the events they will swim. (Swimmers may write their event numbers on the arms or hands). Check-in is very important so that last minute adjustments can be made for missing swimmers in the relays and individual events. SWIMMERS WHO FAIL TO CHECK-IN BY THE ABOVE TIMES WILL BE EXCLUDED FROM THE FIRST RELAYS. Young swimmers should be accompanied by an adult to all meets.
- 2. Team Area At Home meets, our team area will be outside the fenced area under the trees.
 The Splashpad is OFF LIMITS for swimmers. At Away meets, look for our team tents. SWIMMERS
 SHOULD REMAIN IN THE AREA AT ALL TIMES and will NOT be allowed to hang out in the coaches tent pool side. The coaches must have the team together in order to get the swimmers to their events at the correct times. Swimmers should be reminded that the team area is not a place for wild behavior. In order to be prepared to swim, swimmers should rest between events.
- **3.** <u>Warm Up</u> Be ready to warm up with your age group when the coaches or tent parents instruct you. Warm ups are <u>mandatory</u>. It is especially important for 11 and up swimmers at away meets since it's their only chance to gauge their turns in an unfamiliar pool before competition.
- **4. Event Status** Our announcer will call what event is in progress and what number of event is "on deck". Be aware of the status of your race at all times. When your race is "on deck," you should be in the staging area by the ready bench where you will be placed in heat and lane positions.
- **5.** Ready Bench Calls The tent parent will line up swimmers for each event as it is called. Swimmers will then be taken to the ready bench area. It is important to stay in your tent so that you do not miss lining up for your event. If you miss the final ready bench call for your event, you will be scratched from the event (you will not get to swim that event).
- **6. Stay At The Meet** Please tell the coaches and tent parent if an emergency arises and you must leave. Be sure to check if your child is on a relay before leaving the meet. Everyone is encouraged to stay until the last event and help cheer the Dolphins to victory.

7. Swimmer's Check List: LABEL EVERYTHING!

- Swimsuit, Goggles, Cap (remove after each event)
- 2 towels (one for sitting, one for drying)
- Sunscreen
- T-shirt, Shorts, Shoes
- Water Bottle
- Nutritious snacks
- Concession money (Please support our concession stand.)
- Games, Toys, Books, Cards, Music player
- Chair

Don't forget to drink lots of liquids over the entire course of the day!



NORTHWEST AQUATIC LEAGUE PARENT/COACH CODE OF CONDUCT

Children's sports are supposed to be fun-for the *children*. Unfortunately, many parent, fans and coaches don't realize that their actions, whether verbal or nonverbal, can have a lasting emotional effect on children. Too many children are leaving sports activities because the fun is unfairly taken away by adults. This following **Code of Conduct** is for parents and spectators to abide by at every practice and meet.

Preamble

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, and caring and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

I therefore agree:

- 1. I will remember that children participate to have fun and that the sport is for youth, not adults.
- 2. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- 3. I will learn the rules of the sport and the policies of the league.
- 4. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all swimmers, coaches, officials and spectators at every meet, practice, or other sporting event.
- 5. I (and my guests) will not engage in any kind of unsportsmanlike-like conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
- 6. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
- 7. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- 8. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- 9. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a race or his/her performance.
- 10. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
- 11. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
- 12. I will emphasize skill development and practices and how they benefit my child over winning. I will also deemphasize meets and competition in the lower age groups.
- 13. I will promote the emotional and physical well being of the athletes ahead of any personal desire I may have for my child to win.
- 14. I will respect the officials and their authority during meets and will never question, discuss, or confront coaches or officials at the meets, and will take time to speak with them at an agreed upon time and place.
- 15. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
- 16. I will refrain from coaching my child or other players during meets and practices, unless I am one of the official coaches of the team.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach and/or head of league organization
- Written warning
- Parental meet suspension with written documentation of incident kept on file by organizations involved.
- Meet forfeit through the official or coach
- Parental season suspension.

The basis for this code of conduct is produced by the National Youth Sports Safety Foundation

COPPERFIELD DOLPHINS SWIM TEAM PHOTO RELEASE FORM

I hereby grant the COPPERFIELD DOLPHINS SWIM TEAM permission to use my likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration.

I understand and agree that all photos will become the property of the COPPERFIELD DOLPHINS SWIM TEAM and will not be returned.

I hereby irrevocably authorize the COPPERFIELD DOLPHINS SWIM TEAM to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

I hereby hold harmless, release, and forever discharge the COPPERFIELD DOLPHINS SWIM TEAM from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I HAVE READ AND UNDERSTAND THE ABOVE PHOTO RELEASE. I AFFIRM THAT I AM AT LEAST 18 YEARS OF AGE, OR, IF I AM UNDER 18 YEARS OF AGE, I HAVE OBTAINED THE REQUIRED CONSENT OF MY PARENTS/GUARDIANS AS EVIDENCED BY THEIR SIGNATURES BELOW. I ACCEPT:

Swimmer Name	Age	Gender (for verification)
Swimmer Name	Age	Gender (for verification)
Swimmer Name	Age	Gender (for verification)
Swimmer Name	Age	Gender (for verification)
Swimmer Name	Age	Gender (for verification)
Signature (Age 18 or older)		Date
IF PERSON ABOVE IS UNDER 18, E	BOTH PARENTS MUST SIG	GN INDIVIDUALLY AND AS PARENTS:
Parent or Legal Guardian	Date	
Parent or Legal Guardian	Date	

Please send signed copy to CopperfieldDolphinsTX@gmail.com by April 13, 2019, if not returned at Parents Meeting.