
Buffalo Grove Park District



Team Manual

Program Philosophy

The purpose and philosophy of the Hurricane Swim Team is to provide a constructive environment promoting the growth of swimmers. That growth should and will be in the areas of swimming ability and acceptance of self-responsibility. While swimming is a team sport, each swimmer must swim on his/her own. No coach or other swimmer can swim for any individual, and therefore, each individual must contribute to his/her own ability. It is the goal of this program to build that ability for a team purpose, the result being a self-confident individual with team values and responsibilities. The coaches and staff of this team, as well as the swimmers and families of this team, will always delight in winning performances, but swimmers will be rewarded on individual effort regardless of wins or losses.

Goals of Programs

Summer Team

The summer swim team participates in 5 to 6 swim meets, culminating in the end of season conference meet, where the top swimmers in each age group will be invited to compete in the name of the team for the pride of the team. This season usually only lasts about 7 to 8 weeks, with practices in the mornings and evenings. It is a very short season and requires that we get all our swimmers into good shape quickly and provide a strong unified front for conference competition.

Fall In-House League

This in-house team provides a positive swimming program to keep younger and newer swimmers interested and busy during the off season. Most important is to provide a program for swimmers that have never been in a competitive program. They can come and get a feel for what being on a team is about and decide if this is something that they might like to do. Swimmers receive instruction in all four competitive strokes and turns. Fall In-House League is a feeder program for the Hurricane Swim Team.

Winter Team

This 20 to 21 week season starts in October. It is designed to develop strong, skilled swimmers. The season is filled with about 8 to 10 meets, again ending with the conference meet in early March. This program provides evening practice times and requires that swimmers make a strong commitment to coming to practice on a regular basis. The longer season allows us to incorporate more fun nights at the pool, including seasonal celebrations.

Spring Conditioning and Skill Clinics

These off-season conditioning and clinic sessions provide a formal program to develop stroke skills using special drills and video taping sessions (when possible). These programs recognize that some swimmers need smaller groups and more formal structure to learn the finer points of the strokes, starts and turns. For this reason, these sessions limit the number of swimmers.

Roles and Responsibilities

Swimmers

Swimmers have the easiest, yet hardest responsibilities of all. Each swimmer is required to come to practice and work at being the best swimmer he/she can be. Swimmers are required to swim their assigned events to the best of their ability demonstrating proper team spirit and etiquette. Swimmers should come prepared to do their best at all times.

Each swimmer is responsible for his/her own actions during all swim team functions (practices, meets, outings, etc.). Swimmers will obey facility rules and all directions of coaches and staff whenever they are present at a team function, wherever that might be. Swimmers who disrupt that environment will be asked to leave. Basically, coaches will be dedicated to coaching swimmers, not acting as babysitters.

Parents

Parents have many responsibilities on this team. Most importantly, parents are responsible for insuring their children arrive to the pool on time, helping with meets (timing, concessions, meet setup etc...), and helping to coordinate special functions. The parents as a group provide assistance for raising of additional funds to help pay for transportation, special awards, and specialized equipment, etc.

On a family level, the parents are responsible for

- *getting their swimmers to the pool for meets and on time to practices,
- *supporting the swimmer through positive reinforcement for good efforts,
- *informing the coaches and staff of a swimmer's conflict with a scheduled event , and
- *informing the coaches and staff of other problems that might interfere with the swimmer's performance.

Parents are the only link the coaches have to the swimmers when they are not at the pool, which is about 92% of the day.

Coaches

Coaches are required to be at their assigned practices unless previously arranged otherwise. They are required to maintain discipline in their practice groups, and to be dedicated to the betterment of each and every swimmer through positive reinforcement, constructive criticism and praise for each swimmer's effort. Coaches will be assigned to practice groups and they will work toward the betterment of skills for the group as a whole. Individual attention to those in need or deserving is encouraged when and where time permits. Coaches will attend all swim meets and prepare line-ups for age groups. Coaches are also required to observe as many swimmers as possible during the meet and give feedback to those swimmers as soon as possible. Coaches are to act as a positive role model for the swimmers. Each coach as the responsibility to correct any swimmer who violates team and pool rules quickly and fairly using appropriate discipline.

Administrator

The program administrator (the park district employee in charge of this program) will have the responsibility of assuring that there are qualified coaches assigned to this program and assign the responsibility of head coach to the individual who they see fit to supervise this program on a daily basis. The administrator will officially be the hiring and dismissal authority over the coaches and staff, being the full-time park district employee through whom they report. They shall provide budgeting and fee collection services through the course of park district policy. They will assign and allocate pool time and support services such as life guards as per insurance and general safety rules. They will provide advertising and marketing literature dispensed through the area in the form of park district program bulletins and inter-school newsletters.

Job Descriptions

Head Coach

The head coach is ultimately responsible for coaches actions and for the day-to-day management of the team. The head coach will aid in the selection of coaches and in the evaluation of all coaches. He/She is responsible for the direction of the team and will set the tone for the other coaches to follow. He/She will assure that all members of the staff perform their functions and will act as final arbitrator in any swimmer problems. The head coach will take on the coaching responsibilities of at least one age group and help direct the work of the other coaches for the other groups. He/She will lead all team/parent meetings. The head coach will represent the team at all meet disputes as the teams official representative.

Assistant Coach

All assistant coaches will be given age group responsibilities for meet situations. Coaches may be moved around from group to group to give them more exposure to the team and to give the swimmers more exposure to them. Assistant coaches will be responsible for practices based on their schedule and will work with the head coach to submit a line-up for age groups several days in advance of the meets. All assistants are required to inform the head coach of any disciplinary or otherwise unusual occurrences that happen during his/her absence or outside of the head coach's attention.

Team Manager

The team manager is the liaison between the parents and staff on the team. It is preferred, but not required, that the manager be a member of the parent group. The manager will organize all bake sales, volunteers for meets, fund raisers, and other team activities as the season progresses. The manager will order team suits, shirts, and other team clothing. He/She will arrange for all swimmers awards for season ending banquets. The manager will act as the point person to allow the head coach to concentrate on the swimmers during the meets and prior to large events.

Communications

Phone List

The team will have a phone and email list of all the families on the team (please include a mobile number if you would like to receive a text message). It will be used to call families when practices or meet schedules change on short notice. Text messages may be sent, so it is best to have a mobile number on file. Verify that your number is listed correctly.

Mail Boxes

A mail file-box contains a folder for each swimmer may be used to hand out

- *meet ribbons

- *whatever else the coaches decide to put in them

A separate mail file-box contains a folder for each coach. This is where you can put notes to the coach. Please do not leave notes laying around, as they tend to get lost or misdirected.

Newsletters

Newsletters are published every 1 to 2 weeks, as needed to inform swimmers and families of meet results, schedule changes, and upcoming events.

Team Equipment

Swim Suits:

Competitive racing suits are recommended attire for practice and meets, and any color or style you choose is acceptable. Two-piece girls suits, boy board shorts, and shirts are not appropriate. Team suits are NOT required, though it does display a tremendous sense of team spirit and camaraderie to arrive at a meet with all of the swimmers wearing the team suit.

If you would like to purchase a team suit, you may order it from Kiefer or purchase it from a store of your choice. Kiefer offers Hurricane swimmers a discounted price, just mention to them that you are with the Hurricane Swim Team when your checking out. The nearest Kiefer store is located at 2747 Pfingsten Rd, Glenview, IL 60025; phone: (847) 400-5360.

T-shirts:

Team t-shirts are ordered for all swimmers registered within the first week of the program start date.

Bags/Towels/Caps/etc:

Minimum quantities are required to order these items. They may or may not be ordered during the season, based on demand.

Attendance Policy

Practices

It is up to each family to determine which and how many practices to attend. The Hurricane Swim Team recommends that you attend at least 2 of the 3 practices per week during the winter season and at least 3 to 4 practices per week during the summer season. Of course, the more practices each swimmer attends, the greater their chances of improvement in technique, speed, and endurance. Though we do not have a minimum requirement, we encourage all swimmers to attend as many workouts as possible for maximum benefit from the program.

The regular season ends after the final dual meet of the season. A date will be set each season to announce the championship lineup. After that date, only championship meet participants and alternates are allowed to attend practice.

Dual Meets

All swimmers are expected to participate in meets. However, a lack of participation in practice or other circumstances may result in a swimmer being excluded from a dual meet line-up.

Each swimmer must sign up for each meet they plan to attend. A sign-up form will be distributed at the beginning of the season for each meet. Failure to sign up for a meet will result in the swimmer being excluded from the line-up. If a swimmer's plans change their availability to attend a meet, the head coach must be notified one week or more in advance. Notification must be in writing to prevent confusion and/or misunderstandings. Line-ups are prepared approximately one week prior to a meet. The sooner we are notified of attendance changes, the easier it is to make line-up changes.

Championship Meet

The top swimmers in each age group are expected to attend the final meet of the season. The Hurricane Swim Team will be competing against all other teams within the same division of the NISC Conference. If a swimmer cannot participate in this meet, notification ***must*** be given in writing to the head coach three weeks prior to the meet. Line-ups are submitted to the host team well in advance of the meet. Once the line-up is submitted, substitutions can only be made with a note from an MD explaining why the original swimmer is unable to compete.

Drop-off & Pick-up Policy

A Hurricane coach will open the facility approximately

- *15 minutes prior to practice start time.
- *20 minutes prior to bus departure for an away meet.
- *30 minutes prior to warm-up for a home meet.

A Hurricane coach must be present at the facility, home and away, until all swimmers have been picked up by an adult. Please be considerate to the coaches and swimmers by picking up your swimmer(s) promptly after practice, meets and all team functions. The coaches appreciate your promptness.

NOTICE: *Police have ticketed cars parked in front of the Aquadome.* You are allowed to stop and wait for a child to get from the building into the car. You are not allowed to stay parked on the driveway or roadway for an extended period of time.

When Practice Or Meets Are Outside...

It is up to the coaches' discretion as to whether or not a practice or meet will be held. If a meet is canceled, the coaches will attempt to contact you before the meet begins.

Home Meet Procedures

- *Parents involved in the set-up of the meet are asked to show up at least 1 hour prior to the start of the meet. A set-up checklist will be posted.
- *All swimmers will check-in with their age group coach by the start of warm-ups.
- *Swimmers not reporting on time without prior notice run the risk of being removed from the meet entirely.
- *At home meets it is customary to have some kind of food and drink sales for the comfort of the patrons.
- *At all home meets we are responsible for keeping score and preparing ribbons for each event.
- *At the conclusion of the meet, the head coach from the visiting team should be given his/her team's ribbons and a final results sheet with the final score.
- *At the conclusion of the meet, all equipment needs to be broken down and stowed in their appropriate storage locations.

Away Meet Procedures

*Swimmers will meet the bus at the posted time and location (Aquadome or Willow Stream)

*Parents must talk to the head coach if they wish to drive their child to the away meet, and must arrive at the host team's pool at least 15 minutes before the start of the warm-ups.

*Directions to away meets will be supplied to the parents. Look for them in the newsletter.

*All swimmers will check-in with the head coach (or their meet assistant) and report to their age group coach by the start of warm-ups. Swimmers not reporting on time without prior notice will run the risk of being removed from the meet entirely.

*The head coach will collect all ribbons and meet results.

Hurricane Coaches' Code of Ethics

» I WILL place the emotional and physical well-being of my swimmers ahead of any personal desire to win.

» I WILL remember to treat each swimmer as an individual, remembering the large spread of emotional and physical development for the same age group.

» I WILL do my very best to provide a safe playing situation for my swimmers.

» I WILL review and practice the necessary first-aid principles needed to treat injuries of my swimmers.

» I WILL do my best to organize practices that are fun and challenging for all my swimmers.

» I WILL lead, by example, in demonstrating fair play and sportsmanship to all my swimmers.

» I WILL insure that I am knowledgeable in the rules of the sport, and that I will teach these rules to my swimmers.

» I WILL use those coaching techniques appropriate for the skills and skill levels that I teach.

» I WILL remember that I am a youth coach, and that the competition is for the children and not for adults.

Hurricane Parents' Code of Ethics

» I WILL expect good sportsmanship from my child and will encourage it by demonstrating positive support for all swimmers, coaches, and officials at every meet, practice or other youth sport event.

» I WILL help my child develop a sense of responsibility to the team. He/She will be prepared for every practice and meet and will notify a coach in advance if unable to attend.

» I WILL expect my child to treat other swimmers, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.

» I WILL place the emotional and physical well-being of my child ahead of any personal desire to win.

» I WILL do my very best to make swimming fun for my child.

» I WILL insist that my child swim in a safe and healthy environment.

» I WILL provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.

» I WILL remember that the competition is for children and not for adults.

» I WILL help my child enjoy this experience by becoming involved with the team in some capacity.

» I WILL require that my child's coaches be trained in the responsibilities of being a youth sports coach, use techniques appropriate for the skills and levels they are teaching, and be knowledgeable in the rules of the sport.

Hurricane Swimmers' Code of Ethics

- » I WILL exhibit good sportsmanship and be an example to my teammates.
- » I WILL encourage good sportsmanship from fellow swimmers, coaches, officials, and parents at every meet and practice.
- » I WILL attend every practice and meet that is reasonable possible and notify my coach in advance if I cannot attend.
- » I WILL come fully prepared to work, bringing to every practice and meet goggles that fit, a suit, a cap, a water bottle, and a positive attitude.
- » I WILL do my very best to listen to and learn from all my coaches.
- » I WILL ask for help if I'm unsure of what is expected.
- » I WILL treat all my coaches, teammates, and officials with respect regardless of race, sex, creed, or abilities, and I will expect to be treated accordingly.
- » I WILL expect to receive a fair and equal amount of swimming time. I understand that un-excused absences from practice and/or meets will result in less competition opportunities.
- » I WILL encourage my parents to be involved with my team in some capacity because it's important to me.
- » I WILL remember that sports is an opportunity to learn and have fun, and I will alert my parents or coaches if it stops being fun.
- » I WILL do my very best in school.
- » I WILL follow the rules of the team.