



HEAT TEAM HANDBOOK

(rev. 08/08)

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Section I

General Information

1. INTRODUCTION

Welcome to the **HEART OF TEXAS AQUATICS TEAM (HEAT)**. HEAT is Waco's exclusive USA-Swimming sanctioned, parent-run, nonprofit swim team that offers competitive swimming in Central Texas. Our team is committed to the concept that swimming is an exciting and beneficial sport that supports the student in his or her athletic and academic pursuits, promotes a healthy lifestyle, and encourages a lifelong love of swimming. There is a place for every swimmer on our team, from the serious competitor to those new to year-round swimming, and we at HEAT look forward to working with **you**.

Our Mission: "The mission of the Heart of Texas Aquatics Team is to provide a quality year round swim team for the communities of Central Texas that will be capable of competing at all levels of the sport and promote the lifelong values of discipline, goal setting and good sportsmanship through excellent coaching."

HEAT Vision:

The vision of the Heart of Texas Aquatics Team is to be recognized and respected as "the" elite swim team of Central Texas.

2. WHY SWIM?

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

3. BENEFITS OF SWIMMING

A. PHYSICAL DEVELOPMENT

Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much?

- 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. Age group swimming teams use every precious minute of practice time developing fitness and teaching skills.
- Swimming does a better job in proportional muscular development by using all

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.
- 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.
- Swimming is the most injury-free of all children's sports.
- Swimming is a sport that will bring kids fitness and enjoyment for life.

Participants in Master's Swimming programs are still training and racing well into their 80's.

B. 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.

4. HEAT GOALS AND OBJECTIVES

To meet the coaching needs of all HEAT members, from beginning to Masters level, through:

- Training programs that allow swimmers to reach all their competitive goals;
- Instruction which accommodates both the competitive swimmer, as well as the recreational participant;
- Maintenance of an educated, responsible and professional coaching staff; and;
- Ample opportunities to compete at a variety of levels and meets.

To provide a positive learning experience including:

- An atmosphere of positive reinforcement and age-group appropriate activities; and
- Supportive parental involvement.

To promote an atmosphere of team respect and sportsmanship by

- Fostering open communications among each team member, parents, and coaches;
- Modeling positive interaction within the greater swimming community.

5. THE SWIMMING COMMUNITY – HOW IS SWIMMING ORGANIZED?

A. HEAT is a **club** team, which operates on a year 'round basis. Each team is part of an **LSC (Local Swimming Committee)**. There are 59 LSCs in the United States. Most states consist of only one LSC. Texas is unique in that it is so large; we are divided into five LSCs: Gulf (Houston area), Border (El Paso), North (Dallas area), West Texas (Midland area) and South Texas Swimming (Austin, Temple, San Antonio, Corpus Christi, Laredo and McAllen). HEAT is part of **North Texas Swimming LSC**. In addition to meet participation, our coaches represent us at LSC yearly meetings, where discussion and voting on a variety of policies and issues regarding regional topics (i.e., assigning championship meet hosts) are held. For further information, see the North Texas Swimming site at www.ntswwim.org

B. TSA (Texas Swim Association) is a state-level organization made up of coaches and other officials who affect some statewide decisions, such as setting standards for TAGS, Senior Circuit and Texas Senior Champs. For more information on the Texas Swimming Association, see www.tsaswim.org.

C. USA Swimming is the national organization that governs all the LSCs. Each of our swimmers is required to become an athlete member of USA Swimming when he or she registers with the team. Our coaches are all USA Swimming members, as is our Board of Directors. This membership provides HEAT with secondary insurance coverage at practices and meets. USA Swimming also monitors members and sets guidelines and policies for swimming throughout the country. Learn more about USA Swimming at their Website, www.usaswimming.org.

D. USA Swimming is a member of the **National Governing Body of the United States Olympic Committee (USOC)** and **Federation Internationale de Natation Amateur (FINA)**.

E. Divisions of US Swimming

The United States is divided into four zones: Eastern, Southern, Central, and Western. Texas belongs in the Southern zone. Each zone may also be divided into sections.

MEET STRUCTURE

Each LSC schedules and runs its own meets. When a meet is set, the LSC decides **time standards** requirements (times a swimmer must have previously achieved in order to compete in an event at that meet). Those meets that have time standards are either **qualifying** or **classified**.

In addition, meets may be further **unclassified** by those who may participate. **Invitational meets** are restricted to those swimmers, organizations and clubs invited by the host, **open meets** may be attended by any qualified club, organization or individual and **closed meets** are open only to the members of one organization or group

7. TIME STANDARDS

There are various time standards for swimming. These are the most commonly used by our team.

· **National Age Group Motivational Standards** are determined through analysis by USA Swimming of the previous years' results. Time standards are broken down by age and sex as well as divisions, such as C, B, BB, A, AA, AAA and AAAA, with C encompassing swimmers with the slowest official times through AAAA, which is the fastest time standard. They are established separately for both Short and Long Course and are further noted as pertaining to "yard" or "meter" length pools.

· **TAGS (Texas Age Group Swimming) Standards** are age group time standards for the State of Texas, determined from the previous year's results for both Short and Long Course.

For a complete listing of the time standards visit the North Texas Swimming webpage at <http://www.ntswim.org/> and click on "Time Standards".

8. COACHING STAFF

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. The **HEAT SWIM** staff consists of professionally trained coaches. They, as member coaches in the American Swimming Coaches Association (ASCA), have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. Certified coaches in U.S. Swimming programs possess training and experience

in the physiology and psychology of adolescent development. Our coaching staff provides the assurance that the time your child spends in swimming will be quality time. For biographical information on our coaches, please visit our website.

9. COACHES RESPONSIBILITIES

The head coach's job is to supervise the entire competitive swim program. The **HEAT** coaching staff is dedicated to providing a program for swimmers that will enable them to learn the value of striving to improve oneself--"to be the best you can be." Therefore, the coaches must be in total control in matters affecting training and competition.

1. The coaches are responsible for placing swimmers in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/she will be placed in a more challenging training group by the coach.
2. Sole responsibility for stroke instruction and the training regimen rests with the **HEAT** coaching staff.
3. The coaching staff will make the final decision concerning which meets **HEAT** swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer is entered into.
4. At meets, the coaching staff will conduct and supervise warm-ups for the team. After each race, the coaches will offer constructive criticism regarding the swimmers performance. (It is the parent's job to offer love and understanding regardless of their swimmer's performance.)
5. The building of a relay team is the sole responsibility of the coaching staff.

The coaching staff is constantly updating and improving the **HEAT** program. It is the swimmers' and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

10. PROBLEMS WITH THE COACH?

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

- Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
- Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group that can range in size from 10-70 members. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short term inconvenience.
- If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head coach join the dialogue as a third party.
- If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

11. SWIMMERS' TRAINING RESPONSIBILITIES

A. AT PRACTICE

To establish a distraction-free environment that encourages continued progress and development, all HEAT swimmers will be expected to:

- Wait in bleachers for instructions from coaching staff to enter the pool, swimmers are not allowed to dive into lanes, or horse-play on deck prior to practice.
 - Complete each exercise exactly as described.
 - Be on deck ready to begin stretching, dry land or swimming practice at the scheduled starting time for each session.
- Conform to the following practice rules:
1. Check goggles and cap before practice starts.
 2. Swim every set without stopping during a lap.
 3. Do legal strokes from wall to wall.
 4. Do streamlined legal turns on all strokes.
 5. Begin each repeat on time and finish at the wall.
 6. Perform all sets and drills exactly as instructed.
 7. Do not hang or sit on lane lines.
 8. Do not sit on kickboards.
 9. Listen attentively during coach's instructions.
 10. Drink water during practice.
 11. Always put equipment back in its proper place.
 12. Avoid vulgar, profane or derogatory language.
 13. Say something positive to a coach or teammate every day.

B. AND ELSEWHERE

In addition to the above responsibilities, HEAT swimmers should follow these guidelines as well:

- Attend all required events.
- Let your coach know when you must miss a practice.
- Wear a team cap to all "team" events and meets.
- Support the coach and your teammates.
- Compliment those around you and be aware of their efforts.
- Establish goals and train yourself to achieve them.
- Show your competitors the respect they deserve.
- Stay informed of club events, happenings and meets.
- Make sure handouts and announcements given out at the pool get home.
- Treat swim meet officials with respect; if a problem arises, talk to your coach.
- Work hard and enjoy the benefits that the team has to offer.
- Follow the program your coach has outlined.
- Have fun and enjoy swimming!

12. PARENTS RESPONSIBILITIES

Below are some guidelines that will help you and your swimmer.

- Keep yourself informed by reading all publications from the club, especially this handbook. Our team communicates primarily through email and our webpage. Check your email and visit the team website (www.heatswim.org) on a regular basis.
- If you have a special skill and are willing to volunteer that skill to the club, please let

us know. Previous officiating experience, computer and graphic arts skills are always needed.

- Support the coaches and the team with a positive attitude.
- See that your swimmer gets the proper rest and maintains a well-balanced diet.
- **BE POSITIVE.** Help your child look beyond today and towards his or her goals. Accentuate the positive and eliminate the negative. However, don't exult too loud or long over great results. That could signal your child that he/she can best earn your love through sports success.
- **BE PATIENT.** Swimmers develop at different paces, but all swimmers need time. No matter how your child seems to be doing in comparison to other swimmers, don't push. When he or she is ready, the big improvement will come. When they get in a slump, as all athletes do, they won't need any extra help feeling poorly about their performances.
- Never "bug" your swimmer about his or her swimming. It will only irritate your child. Leave it to their coach to dissect the reasons why his/her performance isn't up to par.
- Please make sure that your swimmers arrive to all practices and meets on time. If your child is late, they will not benefit from proper warm ups and/or miss receiving important communications from their coach.
- **BE A FOLLOWER, NOT A LEADER.** Your swimmer will perform as well as he or she wants to, not as either you or the coaches want.
- Let your child dream big dreams. Big dreams, whether they come true or not, often lead to diligent and disciplined practice habits and to giving full attention to a coach's instructions. Use Olympic-size dreams to make gentle points about the work habits of high achievers.
- Encourage your child to play other sports at young ages. Experience shows that preteen age group swimming success is short lived. Ultimate swimming success at the highest levels stems from a wide foundation in "motor programs". Of all the American Swimming Olympians, only Janet Evans was nationally ranked as a 10-Under.
- Although swimming has strong individual elements, your child is, most of all, part of a **TEAM**.
- Teach your child the difference between critical instruction and negative instruction.
- The single most important thing you can do for your child is to help develop a strong sense of sportsmanship and positive self-image. With your help this will be swimming's best benefit to your child.

13. HOW TO BE A PERFECT SWIMMING PARENT

To have a successful program there must be understanding and cooperation among parents, swimmers, and coaches. The progress your swimmer makes depends to a great extent on the relationship between the coach, the swimmer and the parent. It is with this in mind that we ask you to consider this section as you join the **HEAT SWIM CLUB** and reacquaint yourself with this section if you are a returning **HEAT SWIM CLUB** parent.

· DON'T TRY TO TALK TO THE COACH DURING PRACTICE TIMES

Consider the pool deck a classroom. Would you interrupt a classroom teacher in the middle of a lecture? If a coach is not talking to the swimmers, they are thinking, watching and analyzing. If you need to ask questions, please wait until practice time is over and the swimmers have left the pool. The coaching staff will be glad to talk with you when they can give their full and undivided attention. (If a coach thinks he

can and must talk with you during practice, they will speak to you first.)

· **THE COACH IS THE COACH**

We want your child to relate to his/her coach as soon as possible concerning swimming competition, technique and training. The better the relationship and bond between swimmer and coach, the better the results will be. When parents interfere with opinions as to how the child should swim it causes considerable confusion as to whom the swimmer should listen to. The coach's job is to develop the athlete. Their basic tool of evaluation is congratulations or criticism based on performance. The parent's job is to grow a healthy, functional individual with strong self-esteem. This will develop out of the type of unconditional love that doesn't become confused by sports performance.

· **WATCHING WORKOUTS**

If you choose to watch our practice sessions, you may do so from the bleacher area. Avoid the urge to talk, signal, wave to or admonish your child while he/she is in a practice. If you notice a problem, talk to their coach about it at a later time. Avoid timing your child during practice. The repeat times are something for the coach and the child to discuss. If your swimmer has a poor workout, offer encouragement for them to swim better at the next one.

· **BE AS STRONG AS YOUR CHILD**

Anything worthwhile usually means sacrifice and hard work. Avoid complaining about the practice schedule your child logs every day. When your child needs to be at morning practices during the school year, wake up earlier than they do to get them ready. Make your swimmer realize that you will support them in every way.

· **COMMUNICATE**

Above all, communicate. If you question any aspect of the swim program, please make an appointment and discuss it with a coach.

· **AT SWIM MEETS**

Parents should allow their children as much autonomy as possible at swim meets. Except for entry level swimmers, parents should not escort their children to the coaching area at a swim meet. Experienced swimmers should report independently to the coach before and after each race.

Parents should avoid discussing their child's performance with the coach at a swim meet. Usually the coach is too busy coaching and watching other athletes to carry on a discussion with parents in the coaching area. Try to watch other swimmers on the team and get an idea of where they are improving or what seems to be common strengths or shared skills. Avoid talking to other parents about only what your child is doing well in. Never offer cash or elaborate gifts for swimming successes. This will only make your child fearful of failing.

Even the very best swimmer will have meets where they do not do their best times. These "plateaus" are a normal part of swimming. Over the course of a season times should improve. Please be supportive of these "poor" meets. The older swimmers may have only two or three meets a year for which they will be rested and tapered.

· **NOVICE AND INTERMEDIATE SWIMMERS**

Swimmers ten and under are the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmers alike! Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins HEAT, there may be a brief period in which he/she appears to slow down. This is a

result of the added concentration on stroke technique, but this will soon lead to much faster swims for the individual.

14. TEAM LEVELS

The **HEAT SWIM CLUB** uses a "progressive" age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. In addition, it is also important that we establish training groups of swimmers who are compatible in respect to abilities, commitment levels and goals. Unfortunately, this is not always the most convenient approach to take, but it is always the most productive.

At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long term goal of total excellence is always in mind. As each child is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making team assignments based on a swimmer's physical, mental, and emotional level of development.

15. TEAM DESCRIPTIONS

A. SENIOR HEAT TEAM – The senior team consists of swimmers that exhibit a high level of swimming and workout ability. These swimmers are expected to be mature, dedicated, responsible, and dependable.

B. BLACK HEAT TEAM – The junior team consists of swimmers well-versed in technique and strategy. They are also a full-fledged training group comprised of highly motivated swimmers.

C. RED HEAT TEAM – Consists of intermediate swimmers who are perfecting their strokes. They spend their time equally between stroke technique and training skills and processes.

D. ORANGE HEAT TEAM – A transition team designed for beginning intermediate swimmers to refine stroke mechanics. These swimmers have started to exhibit good swimming skills and will be introduced to some training skills and processes.

E. YELLOW HEAT TEAM - This novice group is introduced to the competitive swim environment with a major emphasis on stroke technique. Stroke technique is introduced in a fun and stimulating learning environment. This group will be invited to a few low-level competitions.

F. MASTERS SWIMMING – The Masters Program is for adults who want to improve their technique through a strenuous cardio workout that builds endurance. If you are interested in pursuing USA Masters Swim competitively, please see the coach for more information.

16. TRAINING SESSIONS

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the classes of swimmers. Training schedules are designed to provide only slightly more time than is required for a swimmer to accomplish this. Therefore it is important that each swimmer attends as many practices as possible in order to derive the full benefits of the program. Pool availability is our most limiting factor. Don't waste it. For a full listing of the practice schedule, please visit our webpage.

The team trains at the Waco Family YMCA located at 6800 Harvey Drive. HEAT Swim Club rents this space for the team. We are fortunate to have a centrally located facility like this available to accommodate the size of the team.

17. SWIM MEETS

A. HOW DO I SIGN UP FOR MEETS?

The meet schedule is posted online. Please check the website regularly to keep up with the meet schedule. To get information about a particular meet on the schedule go to the *Members* section on the webpage and click on the *Meet Schedule* link. If you are having trouble with a link to the meet document you can go directly to the site to access the meet you are needing meets in the south of Waco can be found at www.stswim.org, Meets located north of Waco can be found at www.NTswim.org Both web pages have the meet schedule for their LSCs posted. Click on the specific meet you wish to enter to get the meet information. Take note of the days and times as well as the specific events (including the event numbers) so that you can fill out the entry forms. After you have determined the days and events your child would like to swim sign- up sheet for the corresponding meet will be available at practice, sign up your swimmer (s) with name, date which they can attend and the coach will enter the events for the swimmer. Your account will be billed for the meet entry charges. **Please do not mail entries.** Entries will not be accepted after the designated entry deadline.

B. HOW DO I PAY FOR MEET ENTRIES?

Meet entry fees are assessed on a per event basis (i.e., per race). Fees range from \$2.50 - \$8.00 per event, depending on the LSC and club hosting the meet. Additional fees may also be assessed if your child participates in a relay. Entry fees will be billed on a monthly basis and are due with your tuition. All payments should be mailed to the P.O. Box. If swim meet entry fees become delinquent your child will not be able to swim until those fees are paid. PLEASE NOTE: ONCE A SWIMMER IS ENTERED IN A MEET, THE PAYMENT IS DUE REGARDLESS OF WHETHER OR NOT THE SWIMMER ENDS UP ATTENDING THE MEET.

C. WHICH MEETS SHOULD MY CHILD ATTEND?

To determine which meet your child should attend read the meet information provided by the host team. Each meets lists the eligibility requirements for the meet. If all your times are less than "A" times, you may only swim at "BB/B/C" meets. If you have 1-2 A times, you may swim all events except the events in which you have "A" times at any "BB/B/C meets". You may enter "A" meets, but may only swim the 1-2 events for which you have received "A" times. Once you have achieved 3 or more "A" times, you may no longer compete at "BB/B/C" meets, but may enter any event at "A" meets. It is the responsibility of the parent to keep track of swimmer's times. To keep up with your times: print off the National Time Standards at www.ntswwim.org. You can register your swimmer with www.usaswimming.org once your swimmer is set up you can track your swimmer's progress, times, and rankings. The swimmers best times are available on the team website by clicking on TMOOnline.

D. WHICH EVENTS SHOULD MY CHILD ENTER?

The HEAT coaching staff will choose the events for each swimmer entered. Good rule of thumb: Beginning swimmers should only enter Freestyle and Backstroke for the first meet. It is not advisable for swimmers to swim strokes they are unable to do legally as this will eventually become discouraging. Older swimmers who are beginning to specialize in specific events or distances should swim other events as well to avoid burnout. At the coach's discretion, the swimmers may be STRONGLY ENCOURAGED to race certain events.

E. WHAT ABOUT MISSING SCHOOL ON FRIDAYS?

The coach will make a form letter to submit to parents upon request.

F. HOW DO WE GET RESULTS?

Meet results will be posted on the web. You can view your child's results by clicking on *TM Online* you can access individual results, or results by meets. Swims that were "no shows," disqualifications, or scratches will be omitted for privacy purposes. You may also check on www.usaswimming.org , www.ntswim.org , or www.stswim.org

G. WHAT TO DO AT THE MEET

- Arrive 15 minutes before the warm-up in order to find a place to sit and stretch with the team prior to warm-ups.
- All swimmers must check in before warm-ups. This means to find the place where you check-in, and place a small check beside each of your events. If you must leave early, let your coach know please go to the check-in and scratch all events you will be missing. See the Member Code of Conduct for rules.
- Find the team and sit together. If swimmers are "camping out" on the pool deck, they must all be together. Parents are encouraged to sit together in the stands.
- Swimmers should discuss their races with the coach before and after every race.
- Everyone must respect the National Anthem. Stand still, and either be silent or sing.
- At BB/B/C meets, parents should write the event numbers of each child's race on his/her arm. Parents should also identify the location of the ready bench and the number-board.
- At "A" meets the swimmers are responsible to keep up with the events without a ready-bench.
- Also, at "A" meets, the swimmers are expected to warm-up and cool-down before and after every race. THERE IS TO BE **NO PLAYING IN THE WARM-UP POOL.**
- At every meet the coaches will keep the parents and swimmers informed of any anomalies that occur in order to help the meet run smoothly.
- Each team is expected to provide some timers. Parents may trade off with one another and watch each other's children as necessary.
- Parents are to be positive with words and actions toward swimmers regarding races. Please leave the critiquing to the coaches, and bring up any additional concerns appropriately. (Email the coach or approach the coach after practice.)
- Snacks are helpful. Please avoid high-sugar content. Good suggestions are bread-based snacks such as, bagels, raisin bread, dry cereal, granola bars, etc.
- **DRINK LOTS OF WATER!!!!!!!**
- Cheer on your teammates, and **HAVE FUN!!!!!!!!!!!!!!!**

SECTION II

HEAT POLICIES AND PROCEDURES

HEAT SWIM TEAM POLICIES AND PROCEDURES

1. FEES

· Annual Heat Swim Team Fee

The annual team fee is due each September or upon joining the team. The fee will be prorated for swimmers joining the team during the months of May through September. The cost is \$50.00 per Masters swimmer, \$75.00 per non-Masters swimmer or \$100.00 per family. This fee helps cover the administrative and travel expenses of our team.

· USA Swimming Registration

All HEAT swimmers must register with USA Swimming. The cost of registration is \$55.00. (This fee is subject to an annual \$1.00 increase.) This is a mandatory fee required to cover swimmers' liability insurance during practice and meets. Registrations must be renewed each November. Swimmers who qualify for the free lunch program at school also qualify for a reduced rate from USA Swimming. For more information about the reduced rate please contact the Board Secretary. Masters swimmers are not required to be USA members, but they must be members of the Waco Family YMCA. *Masters Swimmers may elect to register with United States Masters Swimming, if they choose to compete in Master's Swim Meets.

· Monthly Fees

A current schedule of monthly fees is available on our website. Each family will receive a dues notice (via E-mail) each month on the 25th or next business day. Fees are due on the **first of each month**. Fees not postmarked by the fifth are subject to a \$10.00 late fee. All payments must be mailed to the team P.O. Box. Please do not give payments to the coaches, and never pay with cash.

Swimmers with delinquent fees will not be allowed to swim until all fees (including late charges) are paid. Swimmers who have not paid all delinquent fees by the end of the month are considered to have withdrawn from the team.

Please note: swim fees are **not** waived for vacations, illness or conflicting activities.

· Leave of Absence for Illness or Injury

If your child has an illness or injury that will require them to miss practice for a period longer than thirty days, but does not necessitate them quitting the team, you may request the Board to waive your monthly dues for one month. All requests must be in writing with a physicians note and provided to the Board President or Board Secretary. The Board will consider these requests on a case by case basis.

· Terminating Membership

We require one month (final months tuition) along with written notice to discontinue the team. It is

the responsibility of the member to notify the **coach and treasurer** of intention to terminate, or cancel a team membership. Notice to the coach is requested in writing or via email. Notice to the treasurer must be given in writing, sent to the P.O. Box., or via email. If the treasurer is not notified, the Treasurer will continue to bill the member's account for monthly dues. If a member quits the program or is dropped from the program because of overdue bills, overdue and current account balances are immediately payable in full.

· Checks Returned for Non-Sufficient Funds

A fee of \$25 is assessed for checks returned for non-sufficient funds. Your swimmer(s) will not be allowed to return to the water until the NSF charge has been paid in full. If you have any questions about any billing you may have received, please contact the treasurer immediately at the email address listed on our website click on *About us* then board information.

2. EQUIPMENT

For a complete list of equipment and uniform requirements please visit the website (www.heatswim.org).

If you have any questions or concerns about the equipment list please contact the head coach during office hours.

3. PRACTICE AND ATTENDANCE POLICIES

The following guidelines are to inform parents and swimmers of the coaches' policies regarding practice. These policies are designed to provide the best possible practice environment for all.

A. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The club does, however, encourage intermediate and novice swimmers to participate in other activities in addition to swimming. The expectation level of the coaches to attend practices increases as swimmers move to higher groups.

B. The safety of the swimmers is our utmost concern. For the swimmers protection, they should arrive at the pool no earlier than 10 minutes prior to their workout time. Swimmers should remain seated in the bleachers until a coach directs them to enter the pool. HEAT swimmers should not be diving, swimming, or horseplaying in lanes prior to practice.

The policy of the YMCA is that children up to age 12 must be accompanied by an adult at all times. This means that a coach must stay with the swimmers until all children are picked up. Please be considerate of their personal time. All swimmers should be picked up no later than 10 minutes after their practice is over. Swimmers should be ready to swim five minutes prior to the start of their practice.

C. In case a swimmer is late for practice or has a scheduling conflict, it is our hope that the parents will contact the coach explaining the reason for tardiness so the coach can make adjustments. The coach's contact information is available on our webpage.

D. Plan for your swimmer to stay the entire practice. The last part of practice is very often the most important.

Usually, there are also announcements made at the end of each practice. In the event that your child needs to be dismissed early from practice, please contact the coach as a courtesy.

E. Occasionally, most of a practice group may be attending a meet, in which case you will be notified via email of a practice change or cancellation.

F. During practice sessions the swimmers are the responsibility of the coaching staff.

During practice sessions, swimmers are never to leave the pool area without coach's permission.

G. The club has an obligation to act as guests while in the YMCA (both swimmers and parents).

Every member of the club needs to do everything possible to respect this

privilege. Any damages to YMCA property may result in financial liability of the swimmer's parents.

Any damage may also result in the swimmer being asked to leave the team permanently.

Only YMCA members have permission to use the YMCA facilities, non YMCA members that swim for

HEAT are limited to the **pool area only** during the swimmers designated practice time.

H. Parents are allowed to observe practice on the pool deck. Our certified coaches are trained and experienced. If you have questions or comments about workout, please do not disrupt the coaches' instruction during practice. Address your concerns with the head coach before 5:00 p.m. or immediately after practice. The head coach can be contacted by phone or email. For contact information, please visit our website.

I. Any health related illnesses such as diabetes or asthma that could require emergency attention during practice should be reported to all coaches

Members must complete an Emergency Treatment form and Medical Release upon joining the team. These forms will be kept on deck and taken to meets. It is the responsibility of the parent to update changes of medical conditions or contacts.

4. Alternative Offsite PE Credit

HEAT is pleased to provide alternative PE Credit as long as the following criteria are met:

1. Student applying for alternative PE credit is a current HEAT member in good standing (current USA Swimming athlete membership, team fee and tuition up to date).
2. Parents/Guardians of the swimmer must provide written request(email or US mail) to the head coach and Board President **by June 1st prior to the start of each upcoming school year.**
3. Swimmer's current team level(hours of practice) at the time of the written request must meet the minimum requirement for each school district. Currently, TEA requires 5 hours a week for public schools. Not all team practice times meet this minimum and HEAT nor its coaching staff will adjust a swimmer's practice times, team advancement, or provide assistance to help a swimmer meet the alternative PE Credit requirements.

5. Out-of-town Guest Swimmers

As a courtesy HEAT allows swimmers from out-of-town to join our team while visiting our area following the teams policy:

An **out-of-town** guest USA Swimming member (membership must be current) may swim with HEAT during its regularly scheduled practices for up to five practices at no charge during a 6 month period. After the fifth practice session, a **pre-paid** drop-in-rate will apply per practice session(see rates below) for each guest swimmer during the same 6 month period.

Drop-In-Rates for Team Level:

*\$4.00 per practice Black or Senior
\$2.00 per practice Yellow, Orange, or Red*

Guest swimmer's team level will be determined by the HEAT coaching staff.

6. ILLNESS AND INJURY

The coach should be informed if your child will miss practice due to an illness or injury. If your swimmer will be out of the water over a long period of time with an injury or illness, please notify the Head Coach so that the coaching staff is aware of the problem.

7. TEAM COMMUNICATION

It is important for swimmers and parents to stay informed about what is happening within

their group and the team as a whole. There are many ways that information is distributed. Here is a list of the information sources available to you on a regular basis.

A. EMAIL

HEAT's primary method of sharing information is via E-mail. Contact addresses are supplied at registration. Please notify the Board Secretary if you need to make any changes or updates during the season. **In accordance with the North Texas Swimming privacy policy these E-mail distribution lists are not for general membership use.** Communications that are distributed through team E-mail lists are limited to those originating from the coaching staff, Board of Directors and committee chairs. If you would like to reply to an email sent to you, please reply directly to the sender of that email, rather than the "Reply All" option which sends your response to the entire list. Birthday party invitations, personal announcements, and the like should be handled on a more personal level, such as being distributed by hand.

B. THE HEAT WEBSITE (WWW.HEATSWIM.ORG)

If it's happening, it's posted on the website! Meet schedules, meet results, registration forms, Board member and coach contact information, links to other informational sites, and more are available for viewing at our website.

C. COMMUNICATING WITH THE COACH

If you and/or your swimmer have a specific need, question or concern your coach is the first person to speak to about them. Please approach coaches **BEFORE** or **AFTER** practices, **never DURING**. If your questions are more involved than a quick conversation, please contact the head coach during office hours. The coach's office hours are posted on the webpage.

D. COMMUNICATING WITH THE BOARD

The Board of Directors meets once a month and these meetings are open to team parents and swimmers for observation and/or participation. Questions about fiscal management, facilities and the like should be addressed to the Board, which is governed by our team by-laws. The Board also acts as a mediator between parents and coaches should the need ever arise. To have an item placed on the Board's agenda please submit your agenda item in writing to the Board Secretary at least eight days prior to the scheduled Board meeting. All Board contact information is available on the website.

8. TRANSPORTATION

The following is a transportation policy that is in effect for all functions related to the club:

*It is hereby the stated policy of the **HEAT SWIM CLUB**, effective immediately and until either revoked or restated by the **HEAT SWIM CLUB** Board of Directors, that transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by the **HEAT SWIM CLUB** as a purely private agreement between the parties involved and that neither the **HEAT SWIM CLUB**, nor the **HEAT SWIM CLUB** Board of Directors, separately or as a group, except for the parties directly involved can be or will be considered as a party to such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved.*

9. MEET ATTENDANCE

Due to financial considerations, the following numbers of swimmers are required to register in order for HEAT to attend a meet:

- "B/C" and slower times – 6 swimmer minimum,
- "BB" times only – 3 swimmer minimum
- "A" and faster times only – no minimum.

If the required numbers of swimmers do not register for a meet, the meet will be cancelled.

If a meet has a combination of times (for example "A/BB" Meet or "BB/B" Meet), the slower letter time minimum requirements will prevail. If the Coach and/or the Board deems it necessary, days that HEAT swimmers can participate may be limited in multiple day meets.

These limitations may be based upon time and budget constraints and swimmer participation numbers. The Head Coach or the Board will notify the swimmers/families if this is to occur.

HEAT will be financially responsible for the Coach's travel only when the following criteria Have been met:

- The minimum number of swimmers have registered by the deadline date set by the Head Coach;
- The meet entry is submitted to the Head Coach by the deadline.