



Handbook of Rules & Policies

We are excited that you have chosen Isle Swim as your new swim team and look forward to getting to know you and your family! We have a great group of coaches, swimmers, and parents who enthusiastically support each other in and out of the pool. New friendships, rewarding experiences, and fun activities are just a few of the exciting possibilities that await your family as you enter the world of USA Competitive Swimming. As with any program, the more familiar you are with the standard operating procedures, the easier it will be to relax and enjoy the ride. On the following pages you will find general team information and policies. The Isle Swim website offers additional information for parents and swimmers. If you don't find the answers to your questions on the website, please feel free to contact an Isle Swim coach at any time.

Thank you for joining Isle Swim Club
We are happy you are here

See you on the deck!

Coach Mary Kate Bourquin

Coach Mary Donn Bowman

Please read carefully and keep for your records

Introduction

By joining Isle Swim Club you are becoming a member of the country's largest organized youth sport: United States Swimming. Your child is getting involved in what can truly be a "lifetime sport" and hopefully, will make lifetime friends. Isle Swim is a sanctioned member of Florida Swimming, our LSC (Local Swimming Committee) in USA Swimming, the national governing body for swimming in the United States. The purpose of this Handbook is to explain to new members of the Isle Swim Club various rules and policies that affect all parents and swimmers. All families should read it so that they become familiar with important facts and rules of the team.

Mission Statement:

Isle Swim Club is a year-round comprehensive competitive swim program serving swimmers of all ages and levels of experience. Isle Swim strives to promote excellence, both in and out of the pool, inspiring our swimmers to be physically fit, to use their talents to the fullest, and to be contributors in our community.

Vision Statement:

At Isle Swim Club we strive to be successful at all competitive levels, recognizing that achievements at each stage of development are vital to the success of all swimmers. We believe that by being dedicated and following the highest principles characterized by moral integrity, discipline, compassion, humor, and joy - we can be one without limits.

Coaches:

We are excited about working with each swimmer in our inaugural year. We believe that swimming teaches children how to work together, motivate each other, bring out the best in each other – to walk on deck, swim hard and leave better and stronger than when they arrived. At the heart of all great teams are synergy, spirit, and cohesion, and our team provides an atmosphere that encourages those ideals. An environment where respect, camaraderie and sportsmanship flourish; where every swimmer is supported - from the youngest Sandpiper to our most advanced racer the Big Kahuna. We also want all our swimmers to swim to the best of their ability and to feel good about what they are accomplishing. Please feel free to contact any of us with comments, questions or concerns. You may contact our coaches via email IsleSwimClub@gmail.com.

Privacy Statement:

Isle Swim respects the privacy of its members. No information is shared with the general public. Email addresses are used only for team communication. Our email list is never sold or given to any other organization.

Team Structure

The Isle Swim program is separated into practice groups providing individual training for competitive swimmers five years of age and older. Placement into groups is by recommendation of the coach during a try-out and subsequent trial week. Each group is designed to benefit swimmers who are grouped together by ability. The frequency, duration, and training intensity of practices define each group.

One Week Trial:

A swimmer may practice with Isle Swim for one week, coordinated with the coach, before deciding whether he/she would like to join. A *Registration/Week Trial* form must be completed before a swimmer may enter the pool for their trial week. Upon deciding to join the team all fees will need to be paid before a swimmer is allowed to practice with the team after the one week trial.

Pool Locations & Practice Sites:

Martin Luther King Pool 1200 Elm St. ~ This is our Home Pool Practice Times will vary throughout the year.

Atlantic Rec Pool 2400 Atlantic Ave. ~ You will be notified when we will be using this facility.

** Subject to change as team sizes fluctuate and working around high school schedules, summer break and holiday breaks.

Practice:

Swimmers should arrive early enough to be ready to enter the pool at their assigned practice time.

Swimmers should have their suit, goggles and cap on before practice start time. Swimmers should use the bathroom BEFORE practice. However, if a bathroom break should become necessary, swimmers are required to inform a coach prior to exiting the pool and the must use the outside bathrooms.

Training Groups:

Training groups are broken into three levels: Sandpipers, Riptide and Big Kahunas.

Isle swim uses a progressive age group program that is designed to develop a swimmer physically, mentally and emotionally in a systematic order. The emphasis in the early stages of participation is on developing technical skills and the love for the sport. Then the swimmers will be introduced more demanding physical and psychological challenges and the ownership of their sport. Swimmers will be placed in their group by age and ability. Advancing to the next training group will be determined by the coaches. The Walk Up and Tryout will determine whether the athlete is ready for the challenge of a competitive team.

Sandpipers - Will focus on stroke technique and kicking with an emphasis on breathing, balance and having fun. Swimmers are also introduced to relays, turns, the clock, drills and basic water safety. Development of good training habits are a big part of this group. With improvement they begin to swim longer distances, applying skills with more fluidity and confidence.

Riptide - Swimmers are introduced to more complex sets and start to generate ownership of their sport. There is a consistent emphasis on technique as well as building stamina. Swimmers begin to understand the importance of setting personal goals and maintaining a supportive team environment.

Big Kahunas - This level of training is for committed athletes. The workouts are challenging and there is an emphasis on goal-setting for personal growth. Technique continues to be foundational to practice, and building stamina and speed is integrated into drills. Swimmers need to be self motivated and 'own' swimming as their sport without parental pressure to attend either practice or meets. Understanding personal achievement, team unity and competitive excellence is a priority at this level. This group is expected to attend dryland core training.

Dryland Core Training - Is conditioning that is done out of the pool as a form of cross training. This includes cardiovascular, flexibility, and strength activities. This age-appropriate core training program has been designed by the Isle Swim Coaches to compliment the in-pool training cycle, and is appropriate for all ages. Swimmers train with activities designed to target specific muscle groups and build strength and endurance.

Team Suit and Team Wears:

Female Team Suit - (Plum) Arena Mast MaxLife Thin Strap Open Racer Back
Arena Madison MaxLife Athletic Thick Strap Racer Back

Male Team Suit - (Plum) Arena Board Jammer Swimsuit

Suits Available at arenawaterinstinct.com, SwimOutlet.com, Amazon and/or other retail online store

Team Cap - Available from team

Team Shirt - Available from team

Uniform - Suit / Clothing:

All Isle Swim Club swimmers are required to wear team suit & shirts as a uniform at all meets that they represent Isle Swim Club. Practice suits are to be worn for all swim practices not your team racing suit. All suits must be worn as designed for full coverage front and back.

Practice Equipment:

A practice suit and goggles are needed every day for all swimmers. In addition each group will need the listed below items and a mesh bag to keep their equipment in.

Equipment available at SwimOutlet.com and/or other retail online store

Sandpipers – *Water bottle, Junior Kickboard, Fins (short blade)*

Riptide – *Water bottle, Junior Kickboard, Fins (short blade), Junior Pull Buoy & Snorkel*

Big Kahunas – *Water bottle, Junior Kickboard, Fins (short blade), Junior Pull Buoy, Snorkel & Hand Paddles*

Practice Changes/Cancellations:

In the event of inclement weather practice changes or cancellations will be communicated as soon as possible. We will always strive to hold practices. Just a light rain, we will swim. Hard rain with no lightning, we will swim. If Thor-Guard is activated, the pool and deck will be cleared until the all clear is given by Thor-Guard. If the pool is cleared due to lightning and there are 30 minutes or less of practice remaining, practice will be over. If there are

more than 30 minutes remaining, we will wait it out in most cases. If storms move in before practice starts and it looks like they are going to remain over the area for the duration practice, we will make every effort to cancel practice as early as possible.

Communication:

Communication between parents, coaches, and swimmers is a top priority for Isle Swim Club.

There are several important ways to stay current:

Team website – IsleSwimClub.com will have the most up to date information

Team email – emails are occasionally sent out during the week/month for various reasons

Social Media – follow us on Facebook, Instagram, and Twitter

Text Messages – a text messaging system will be used to get pertinent information out

Parent Meetings – Parent Meetings are held at least once every season Long/Short Course

Explanation of Fees

Isle Swim is self-supporting through membership dues and fundraising. Fees and fundraising efforts go directly towards the team's operating expenses including pool rental, coaches' salaries, travel expenses, equipment, and supplies.

Registration of Swimmer:

Swimmers new to Isle Swim Club may enroll at anytime during the year. The annual \$125 Registration Fee per swimmer is an all-inclusive and non-refundable. These funds include USA Registration, April Long Course commitment fee, and operating expenses. A \$25 family commitment fee is due at the beginning of each season (April Long Course and August Short Course).

All registration fees and first month fee will need to be paid before the swimmer can begin training.

All swimmers, new and/or returning, will be required to register or re-register with USA Swimming for the upcoming calendar year in the Fall USA Swimming registration.

Payment of Monthly Fees:

Monthly fees are invoiced the 1st of each month and due by the 7th.

Payments by check are to be made payable to Isle Swim Club or paid online.

One Swimmer	\$85 per month	Three Swimmers	\$240 per month
Two Swimmers	\$165 per month	Four or more Swimmers	\$310 per month (max per family)

Discounts:

There is a multi-swimmer discount for families with more than one swimmer. Additional swimmers in each family will receive a \$5 per month reduction in fees as stated above. See above monthly fees. If a new swimmer joins the team after the 15th day of the month, the first month's fees will be prorated by 50%

USA Swimming Transferring Fee:

A transfer fee of \$10 will cover the cost of transferring a membership to Isle Swim from another team. This only applies to swimmers with a current USA swimming membership transferring from another USA swim team.

Delinquent Accounts:

Account balances are expected to be paid by the 10th of the month. Fees past due will be charged a late fee of \$15.00 per each month they are unpaid. Any families with accounts more than 30 days past due will be placed on an Inactive Status (which includes not participating in any *Isle Swim* activities, meets or practices). All outstanding accounts must be paid in full before a swimmer can practice again.

Leave of Absence Request:

You may request for a leave of absence by the 20th of the month. There will be a \$25 fee to hold your spot on the team. If you do not request a leave of absence you are financially responsible for the entire month your swimmer is registered regardless if your swimmer attends practices.

High School Swimmers:

Swimmers participating in a High School-sponsored swim season must provide a two week notice prior to the start of the High School season. Monthly fees will not be charged while a swimmer is inactive. The \$25 will be waived for any swimmer if they are training with their local High School Team.

Leaving the Team:

Should your swimmer decide to quit the team for any reason the team should be notified, in writing, by the person responsible for the account. An email must be sent to Isle Swim by the 20th of the month prior to leaving. A \$10 service fee may be charged if notification is given after the 20th of the month prior to leaving. Fees will not be refunded when a swimmer leaves the team.

Fundraising and Community Events:

Isle Swim Club treats fundraising as a very important method of keeping our swim fees as low as possible. To offset your swimmer's expenses, a number of fundraising events will be organized throughout the year. Isle Swim will also attend and be involved with community efforts throughout the year. All events will be posted and you will be notified of the dates.

Supporting Sponsors:

Supporting sponsors are businesses, organizations or individuals who provide support to the Isle Swim Club. Often their support is related to their business, such as donation/loan of equipment. Or it may be financial support to help the activities of the club and swimmers. We are indebted to the generosity and interest that these groups provide for Isle Swim. In joining us as sponsors, they assist the coaches and the club in supporting our developing athletes in their commitment to excellence.

Swim Meets

All swimmers must wear club colors (Plum- Dark Purple, Coral & Navy) and team wears at all swim meets.

Many USA swim meets are offered throughout the year for all levels of ability. We like to see as many of our swimmers as possible at these meets. A meet schedule is posted on the website (*Long Course is posted in spring, Short Course Season is posted in late summer*). Average meets are 2 days Saturday & Sunday there are some meets that will begin on Friday - you do not have to participate all days. Once the swimmer has been entered in a meet, you are responsible for the meet fees even if the swimmer does not participate in meet.

Always remember swimmers are working not only to win races but also to get new "best times". A child can take 25th place and be thrilled because he/she got a faster time than before. A word of praise and support from family, other teammates and team families is a great way to reward and acknowledge their hard work. Last but not least, expect to have FUN at a meet! It's exciting to be on a relay or to cheer on teammates. Sharing snacks, playing games, and building friendships are all part of the meet experience. Setting and achieving goals, as well as perfecting skills, is rewarding.

Entering Meets:

You will be notified of the current season meet schedule. Families who are not sure which meets are appropriate for their swimmers are encouraged to contact your coach. Meet information and entry deadlines are posted as early as possible on the team website. Meet sign-ups will be conducted through the team website. The sign-up will consist of the athlete's name, days he/she plans to swim. Coaches will then enter the swimmers in their events and send the team's entries to the host team. If you have any questions or specific requests for a certain meet, please communicate with your coach.

Meet Fees:

There is a flat meet entry fee to compete in swim meets.

Fees for Days Attending:

One Day \$30

Two Days \$50

Three Days \$70

State Meet fees will vary pending the amount of events qualified for.

Meet fees are to be paid the Wednesday prior to the meet. Meet entry fees must be paid and cannot be refunded whether or not a swimmer attends the meet, even if due to illness or change of plans. A \$25 fee will be charged for swimmers requesting late entry into a swim meet. Emails are sent in advance to the meet entry deadline.

All swim meets will be listed on our website for the current season.

What To Expect at a Swim Meet:

Each meet is different and is determined by the host team. Most swim meets are two (2) days long – Saturday and Sunday and some meets begin on Friday. The Friday schedule usually begins between 4:00-6:00 PM and has events for age groups 10 and under through Senior/Open. The schedule for Saturday and Sunday has each age group either swimming in the morning or the afternoon. Expect a full morning or afternoon spent at the pool. For example, if your child's age group swims the morning session, plan on getting to the pool for warm-ups at approximately 7:00-8:00 AM and leaving when the session is over at Noon-1:00 PM, depending on the size of the meet. Swimmers usually spend down time in a "Crash Area". This is usually an area near the pool. Bring chairs or a sleeping bag or blanket to throw down. Most meets have concessions but it is a good idea to bring extra snacks, water or sports drinks. The most important item is liquids– swimmers need to replace liquids. *Do not drink dairy products before swimming – these can cause stomach cramps.* Remember to pack your team suit, cap, goggles, towels, shoes for on deck and your team wears. It is a good idea to have back-up cap, goggles and suit. Dress accordingly for the weather. Don't forget a change of clothes to wear home from the meet.

Heat Sheets:

Most meets have "heat sheets" available to purchase or you will receive your heat sheet via email prior to the meet. Heat sheets will specify heat and lane assignments your child will be swimming. It is a good idea to write the event number and stroke on your child's arm or leg as a reminder (Event #, Heat and Lane). It is the swimmer's responsibility to make sure they report to their event in time to swim. Swimmers will report to their assigned block/lane. Make sure your swimmer is aware of their event. Experienced swimmers and parents will assist new swim families/swimmers – please do not be afraid to ask for assistance!! Each swimmer is to report to the coach prior to race and as soon as they have completed their event so the coach can give them pointers and feedback for their races.

Warm Up Times:

Swimmers should be ready to enter the pool at the time designated for warm-up, therefore they should arrive at the pool NO later than 15 minutes before that time – this will give them enough time to find the team in the *Crash Area*. Swimmers need to make sure that they have their team suit, cap, shirt, goggles and towel before they leave home!

Before Leaving the Meet:

Please do not leave the meet until you or your swimmer has checked with the coach about whether or not he/she is on relay. If a member of the relay leaves before the event, the other three team members will not be able to swim. Most relays are announced or posted either before the meet and/or in the heat sheet.

Competitive Strokes:

The four competitive strokes are (1) freestyle, (2) backstroke, (3) breaststroke, and (4) butterfly. Events are held in all of the competitive strokes at varying distances depending on the age group of the swimmer. There is an event called (IM) Individual Medley which is combination of the strokes swum by one swimmer. The order of the (IM) is butterfly, backstroke, breaststroke, and freestyle. Additionally there are swimming Relay events. Relays, when a group of four swimmers who either all swim freestyle (Freestyle Relay) or each swims one of the competitive strokes in the order of backstroke, breaststroke, butterfly, and freestyle (Medley Relay).

Nationally Recognized Levels of Achievements

There are different nationally recognized levels of achievements based on times for each age group. Swimmers begin as a novice swimmers and as they improve, they advance from novice to "B" to "A" then to "AA", "AAA", "AAAA". This permits fair yet challenging competition on all levels. In some cases, a swimmer may be a different class in each stroke. An example: novice breaststroke time, "B" freestyle time and "A" backstroke time. Some swim meets will have certain qualification standards. In order to swim in these meets, a swimmer must have achieved one or more of the qualifying times. These meets will be noted on the sign-up information. Please feel free to ask a coach if you have questions about signing up for these meets. National Motivational Time Standards can be found on the Florida Swimming website or will be posted on the team website.

Parent's Role

A successful swimming experience depends on parents playing the right role on the parent-athlete-coach team. Here are a few Do's and Don'ts for success:

- Don't coach – Leave coaching to coaches. This includes pre-race psyching, motivation, after race critiquing, setting goals, enforcing additional cross training, interrupting practice, changing a swimmers events, etc.
- Support the Coaches & the Program – Your coaches are the experts and they need your support for everyone to “win.” Do get involved with the team, talk the program up and volunteer.
- Be your child's best fan and do not bribe or offer incentives – Support your child unconditionally. Your job is not to motivate - leave this to the coaching staff. Bribes will only distract your child from proper race concentration.
- Take your concerns directly to the coach - If you have a problem with the coach, do not go to other parents to discuss it. Go straight to the coach involved and make an appointment to discuss the issue.
- Understand and display appropriate meet behavior – Do not coach your child at a meet. Remember your child's self-esteem and race performance is at stake. Be supportive and cheer, but always be appropriate.
- Be an appropriate liaison to the coach – Keep the coach informed as to how your child is responding to the experience (when appropriate). If your child is having trouble with something that happened at practice or with something the coach said, help the child deal with it and if necessary, speak directly with the coach.
- Please make every effort to have your swimmers at practice on time.

Your Athlete:

To have a successful program there must be understanding and cooperation among parents, swimmers, and coaches. The progress your child makes depends, to a great extent, on this triangular relationship. The following will help you keep your child's development as an athlete in the proper perspective and help your child reach his/her full potential under the coach's direction.

Ten and Unders:

Ten and unders are the most inconsistent swimmers and this can be frustrating for parents, coaches and the swimmer alike! Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins, 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. 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.

11 and Older Swimmers:

The older swimmers may have only two or three meets a year for which they will be rested and tapered. Sportsmanlike behavior and improved performance are of equal importance. All the coaches teach swimmers how to behave like champions whether the swimmers have a “good” or a “bad” swim. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are examples of great behavior. Swimmers are taught to set realistic, yet challenging goals for meets and to relate those goals to practice to direct their training efforts. Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his potential in the wide range of events offered in competitive swimming. Often times, a swimmer's “best” stroke changes as they mature and his/her body goes through physical changes.

Policies & Rules:

All rules and policies are strictly enforced. This allows every Isle Swim member to have the opportunity to reach their fullest potential. While belonging to Isle Swim Club we want to have a positive influence on every members lives.

Our team motto is: One Without Limits!

Photography:

Photographic images of swimmers and adults participating in team functions may appear in print materials (i.e., newsletter, newspaper, print publications, team photographs) or electronic media (i.e., Facebook, Instagram, Twitter and website). No names or other personal information will be identified about a swimmer without notification and consent by the parent/guardian first. These pictures may from time to time be used by the team in print or electronic form for internal team use or in promotional materials for the team. If a family has any questions

or concerns about this policy, please speak directly with a coach. All are expected to abide by the *Photography Policy* as signed during registration.

Safe Sport:

Protecting young athletes is all of our responsibility, as coaches, volunteers and parents. In order to create a positive experience and a safe environment for athletes, USA Swimming's Code of Conduct provides specific, mandatory policies that must be followed at all levels of the organization.

Team Code of Conduct:

To maintain a safe and structured environment which is of utmost importance for continued viability and growth of our organization all swim team participants, family members and staff are expected to abide by the *Isle Swim Club Code of Conduct* as signed during registration. It is important to note that in most cases these regulations are not only common sense methods of maintaining discipline, but mandated requirements for our use of the pool/facilities and necessary to maintain liability insurance coverage. These rules will be strictly enforced and all swimmers and parents are subject to disciplinary action or termination of Isle Swim Club.

No Drama:

“This means the following and inclusive to the athlete & parents conduct on digital platforms” such as, but not limited to (Facebook, Instagram, Twitter etc.)

1. Isle Swim swimmers and parents shall respect the reputation and values of Isle Swim, both public and private. This includes all images, written statements, electronic and digital presence. Any damaging, derogatory or inflammatory remarks are prohibited.
2. Isle Swim swimmers and parents are expected to demonstrate sportsmanship and integrity at all times. This includes behavior at practice and swim meets and anywhere you represent the Isle Swim.
3. Isle Swim swimmers are expected to support and respect each team member and coaching staff. Each team member must value the achievements of all the individuals and the team.
4. Isle Swim Club’s No Bullying policy is in accordance with USA swimming policy. In short, no prima donnas –Athlete or Parent.
5. Dating within the Isle Swim Club is highly discouraged -- if and when it ends it will make for an awkward time on and off the pool deck. These things are disruptive to practice and competitions.
6. Isle Swim will not tolerate disruptive, disrespectful, rude, vulgar or indiscreet behavior or language.
7. Use of the following are strictly prohibited and fall under the zero tolerance for Isle Swim swimmers:
 - Tobacco • Alcohol • Drugs

Teamwork and Team Expectations:

Isle Swim Club promotes unity and a positive fun team experience. Commitment to our team goals is essential and may sometimes take precedence over individual goals. The coach and staff believe that all swimmers should be treated equally and fairly. Isle Swim swimmers are expected to exhibit a level of selflessness that promotes team goals.

To achieve team cohesiveness:

- Swimmers must treat all team members and coaches with respect and manners.
- Swimmers and parents must be positive at all times with their actions and words.
- Cheering and encouragement is critical to promote team cohesiveness.
- Phones and electronics are prohibited during practice or dry lands.
- No negative comments, postings or pictures are allowed in any format, including, but not limited to, all social media (Instagram, Twitter, SnapChat, Facebook, etc.)
- There is a “zero” drama policy. The following will NOT be tolerated:
 - Bullying, Badgering, Harassing
 - Teasing Clicks
 - Dating on pool deck, practice or meets
 - Private groups
- Intentionally leaving teammate out of team activities