

YMCA Sea Dragons Team Handbook



<http://YMCASeadragons.usswim.net>

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YMCA Sea Dragons Swim Team

I. Introduction / Coaches

Welcome to the YMCA Sea Dragons Swim Team! The purpose of this handbook is two-fold: to explain to new members just what the YMCA Sea Dragons swim team is and to outline various policies that affect all swimmers, year after year. It should be read by all families (both swimmer and parent) so that they may become familiar with important facts and rules of the team.

Coaches

The coaches operate all phases of the YMCA Sea Dragons Swim Team. They are “full time” aquatics professionals and active members certified by the *American Swimming Coaches Association (ASCA)*.

Aquatics Director / Head Coach

Ozzie Quevedo:

Coach Ozzie is originally from Venezuela. Ozzie was a member of the Venezuelan National Swimming Team from 1987-2004 and represented Venezuela in the 2000 Sydney Australia Olympics. He attended Auburn University which consistently is among the top ranked NCAA Division 1 swimming teams. While at Auburn he was coached by David Marsh, National Coach of the Year eight times.

Ozzie's collegiate career included capturing many All-American honors, SEC Crowns and NCAA Titles. In 1999, he became part of Auburn history by being a member of their second NCAA Championship team. Swimming for the Tigers, Ozzie focused on the sprint freestyle and butterfly. At the 2000 NCAA meet, Ozzie swam the third leg of the 200 free relay that set the World Record at 1.25.14, a record that stood for four years.

Ozzie has 2 Pan American Game medals in his collection along with multi South American Records and Championships.

Ozzie's coaching career began as an assistant coach at Auburn University from 2000 until 2004. He also was an Assistant Coach for Auburn Aquatics. In addition to being part of many National Championship squads as an athlete or assistant, throughout his career Ozzie has worked with NCAA champions, Olympians and World champions as well as Age group swimmers and Junior National qualifiers.

Ozzie is married to Irene, a school teacher. They have a daughter named Victoria.

Coach Barbara Bertram:

Coach Barb has been a part of the DeVos – Blum YMCA since 2002 and has been associated with the YMCA in various capacities since 1978. She began coaching in the Boca Raton area in 1972 with the FAU – Swim Club and the Boca Raton Swim Club. In 1978 she became Physical Director of the YMCA of Boca Raton. Her love of the competitive swimming and working with young swimmers lead her to start her own swim club in 1980. In 1986 she returned to the Boca Raton Swim Team at St Andrew's School under Duff Tyler and returned to Meadows Park Pool, swimming and coaching the Boca Raton Masters. In 1993 Barbara left swimming for a brief time returning in 2001 to the YMCA of Boca Raton coaching the swim team. When returning to the YMCA she wanted to make a difference, reduce drowning rate, and improve the health and well being of the community – young and old. Finally Barbara came to the YMCA of Boynton Beach in 2002 and has been part of the Aquatics department and swim team ever since. Aquatics have always been a part of Barbara's life, teaching all ages to swim and enjoy the water.

Coaches' Office Hours and Contact Information

In general, office hours are weekday afternoons. You can call for an appointment or leave a message on their voice mail at 561-536-1407. You may also call the YMCA at 561-738-9622 and ask the front desk staff person to transfer to Aquatic's office. If absolutely necessary Coach Ozzie's cell phone number is 561-351-6126, and Coach Barbara's cell phone is 954-695-3166.

II. Sea Dragons Team Structure

The swimming program is structured into several different practice groups in order to provide quality instruction and maximum development for each individual team member. Swimmers are placed in practice groups based on ability, commitment level, age and peer group.

Practice Schedule

Please check the website and bulletin board for monthly practice schedule

Sea Dragons Team Uniform

The Sea Dragons Swim team's colors are Black and Yellow. We have a team cap and suit in order to identify our team when participating in meets. Team suits, equipment and accessories are available through [our team apparel and equipment vendor, All American Swim Supply. Their website is ~~www.allamericanswim.com~~ ~~www.swimoutlet.com~~ or Total Team Wear](#). When visiting their site click on the team pages button and then All American Year Round Teams. Click on YMCA Sea Dragons for all your swim needs. (Remember the Team Suit will last longer if it is not worn during practice!)

- Other Suggested Items
 - Practice suit(s)
 - Back pack
 - Fins bag
 - Fins
 - Extra pair of goggles
 - Check with Ozzie and Barb for other equipment

III. Team Fees

YMCA Membership Fee

Each swim team member must be an active member of the YMCA. Members of the YMCA receive a discounted swim team membership fee. Non members of the YMCA can be part of the swim team but will pay non member swim team fees. Members pay a monthly fee that is handled through a bank or credit card draft.

Swim Team Membership Fee

Fees are paid monthly or quarterly directly to the YMCA, and may be pro-rated if starting mid quarter. Payment is handled through a bank or credit card draft. Each swimmer will be charged a fee with a sibling discount offered. Fees are based on which group the swimmer participates in.

USA Annual Swimming Membership Fee

All swim team members are required to join USA Swimming. If you need further information the USA Swimming website address is: <http://www.usaswimming.org/>

In order for a swimmer to participate in a swim meet they must be registered with USA Swimming - the National Governing Body of swimming. Annual membership is for a calendar year period (January-December); new memberships processed on or after September 1 are valid through December 31 of the following year. If you are a member and currently active on the swim team the YMCA will bill you for your annual USA Swimming membership fee at the end of December.

Annual Team Registration Fee

The annual team registration fee is collected and managed by the Sea Dragons Parents Advisory Committee (SDPAC, see SDPAC section). The fee covers all swimmers including families with more than one swimmer. The team registration fee is required for all swimming groups. The funds collected are used throughout the year to support the Sea Dragons team with items such as website fee, equipment, etc. Fees can be paid by check made payable to the YMCA. Reference Sea Dragons Annual Fee on the check memo. Please give your check to the SDPAC Treasurer. Annual fees are due the first week of April. The fee is not prorated for swimmers joining throughout the year.

Escrow Swim Meet Fee

To participate in a meet, payment for all of our swimmers must be submitted to the host swim club prior to the meet. Meet entry fees and event fees are not covered by your monthly YMCA swim team fees.

At the beginning of April each swimmer must have a \$50.00 credit (balance) in their Escrow Swim Meet account. Throughout the season money will be deducted from this account based on the meet / event fees you pay for the meets entered. Replenishment of your account is determined by the frequency and cost of entering swim meets. It is expected that each account will maintain a positive balance of \$10.00. All Escrow Swim Meet fee checks should be made payable to the YMCA. Reference Sea Dragons Escrow Meet Fee on the check memo. Please give your check to the SDPAC Treasurer. Swimmers cannot participate in a meet if funds are not available in their Escrow Swim Meet account. **Once entered into a meet entry fees are nonrefundable even if you don't show up to swim.**

Team Orientation Package Fee

When you become a member of the Sea Dragons you will receive a Sea Dragons towel, T-Shirt and Swim Cap. The Team Orientation Package Fee covers the cost of these items. Please give your check to the SDPAC Treasurer.

2010 Team Fees

Type of Fee	Membership Type	Monthly Fee	Payable to	Due Date
YMCA Swim Team	Family	Monthly YMCA Membership plus Yellow / Green = \$45 All other groups = \$55 10% discount per sibling	YMCA	Monthly
	Youth	Monthly YMCA Membership plus Yellow / Green = \$50 All other groups = \$60 10% discount per sibling		
	Non Member	\$100 per child*		
USA Swimming Membership		\$55	YMCA	Annual - October
Sea Dragons Registration		\$30	YMCA	Due upon joining and annually in April
Escrow Swim Meet Account		\$50 Initial Deposit	YMCA	Replenished when account is \$10.00 or less

*Non Membership fee increase effective January 1, 2010. Any swim team member on the team prior to January 1, 2010 who does not have one of the YMCA memberships will not be affected by the rate increase.

All fees in arrears from the previous season must be paid before a swimmer can participate in the next season.

IV. Swim Meets

Swim meets are a great family experience! They're a place where the whole family can spend time together. Listed below are some guidelines geared to help you through your first couple of swim meets.

As a team...

1. We emphasize competition with yourself. Individual improvement in time or skill is more important than your place in the race.
2. Consideration for fellow teammates, opponents, officials, and parents is just as important as how you swim. We encourage support for others; positive attitudes and good meet behavior.
3. We encourage swimmers to learn to set reasonable and logical goals and to strive for excellence even when they experience short-term setbacks.

Types of Meets

There are two main swimming seasons. The *short course* season is primarily swam in 25-yard pools during the fall and winter months. Meets generally start in late October and end in late March. The *long course* season is held in the summer months and is primarily swam in 50-meter pools. Since younger less-experienced swimmers sometimes have trouble swimming well in pools more than twice as long in the summer time, there are also a few short course, age 8 & under meets held during the summer.

Meet Fees

When a swimmer enters a meet there is a fee charged by the hosting swim club. There is typically a meet facilities fee (surcharge) and an additional fee for each event. The surcharge is typically \$5.00 and event fees are typically \$2.00 per event. For example if your child enters a meet and swims in 4 events, you would owe \$13.00. This amount would be deducted from your Swim Fee Escrow Account. **Once entered into a meet entry fees are nonrefundable even if you don't show up to swim.**

Meet Conduct

Sit with the team in the team area at all times. Support your teammates by cheering, offering congratulations, and being positive. Show respect for the meet officials, as well as other teams and coaches. Be responsible for yourself. Remember, you represent the YMCA Sea Dragons Swim Team! Handle yourself with pride and dignity.

What to Bring to a Meet

- Towels (at least 2 or more)
- Printed list of your events (On website or sent to you via email)
- 2 Sharpies – (used to write Event, Heat, Lane on arm)
- Highlighter – (used to highlight heat sheets purchased at meet)
- Goggles – bring extra pair just in case...
- Sea Dragons Cap
- Chairs for swimmer and family members
- Sun Screen
- Parka / Jacket for cold meets
- Shoes / flip flops, Crocs
- MP3 Player, Books, Homework, etc.
- Cooler
- Healthy Snacks
- Drinks – Propel / Water
- \$\$ - Entrance fees, heat sheets, and snacks

(Remember to put your name or initials on everything!)

Once you have attended one or two meets this will all become very routine. Please do not hesitate to ask any other YMCA Sea Dragons parent for help or information!

At the Meet Warm-up

Team warm-ups are usually held at least one hour prior to the start of the meet. Swimmers should be on deck, dressed, and ready to swim 15 minutes before the warm-ups begin. Upon arrival at the meet find the team area (Tent with Sea Dragon banner) and get settled in and ready to swim. Check in with the coach so the coach can turn in the correct scratches for the day. If you are late, you run the risk of being scratched from your events. It is important to be on time or inform the coach of possible delays. A good warm-up is vital to a successful meet. Be aware that the ages and numbers of swimmers determine warm-up schedules and that this may change for a given meet. There are a number of warm-up rules to insure safety when a large number of swimmers from different teams are warming up at once. The most important of these is that there is to be no diving. During warm-up, swimmers must enter the water feet first with a minimum of jumping to make sure that no one is injured. At the end of warm-up there is usually the "one-way" sprint line where swimmers can practice diving from the starting blocks.

After Event Warm-up and During the Meet

Immediately after warm-up, put on your warm-up or sweat suit including socks and shoes. Stay warm. If it is hot and sunny, stay in the shade. If you have some time before and between your events relax with your team. Eat a light snack, drink fluids and stay calm. Report to the coach before you go to the bullpen area. Be sure you know what event, heat, and lane you will be swimming. Report to the bullpen area in plenty of time to be by yourself and concentrate on your race. In general try and be in the bullpen area 5 heats before your event. After your race, get your time from the timers and report to your coach. The coach may ask you to do a "cool down" swim after your race. After your race or cool down go back to the team area and stay warm and relaxed.

V. Nutrition

Swimmers are totally dependent on you, the parents, for the development of sound nutritional habits. Swimming demands a tremendous amount of physical and mental energy and these requirements are directly related to the swimmers nutritional habits.

Guidelines for Good Eating

- Eat two or more kinds of whole grain daily (wheat, oats, brown rice, barley, buckwheat, etc.) in
- the form of cereals, side dishes, pasta, and bread.
- Eat two or more servings of raw vegetables or salad and two or more servings of raw or cooked
- green or yellow vegetables daily. Potatoes may be eaten every day.
- Eat one piece of citrus fruit and up to three or four fresh fruit servings daily.
- Eat beans or peas one to three times weekly, as you wish.
- Eat three full meals daily. Don't go hungry between meals; snacks are encouraged. For snacks, eat fruit, vegetables and raw salad, or whole grain bread or crackers that are free of oil or sweeteners.
- Flavor with herbs and spices instead of salt. Keep salt intake minimal.
- If you need to lose weight, increase vegetables and decrease grains. If you need to gain weight, decrease vegetables and increase grains.
- Vitamin supplements are recommended as well as sound nutritional habits.

Pre-Competition Meal

- Prepare your own food. It's better for you, less expensive and it eliminates fast, junk food.
- Eat a meal that is composed primarily of carbohydrates. This should be food that the swimmer enjoys but is not high in fat content or hot and spicy.

- If it is a morning meet, rise with enough time to eat breakfast. The meal should not be heavy but sufficient to start off what may be a long day.
- Eat 2 to 4 hours before competition begins, so the body has time to digest the meal.
- For snacks, eat fruit. Food high in processed sugar content is detrimental to a swimmer's performance.
- Meals should not be skipped entirely, because the overall performance of the athlete may suffer.
- Be sure to drink plenty of water during the meet. Do not let yourself become thirsty. A water bottle is required during practice and should be brought to meets.
- Some young swimmers direct their anxieties about the upcoming competition to their stomachs, making it difficult for them to eat a pre-meet meal. In this situation, a liquid pre-meet meal is a sound alternative to solid food.

VI. Sea Dragons Parent Advisory Committee (SDPAC)

The Sea Dragons Parent Advisory Committee (SDPAC), whose membership includes all USA registered Sea Dragons swimmers' parents, assists in many aspects of the Sea Dragons swim team program. During the swim season, activities include supporting and assisting the coaching staff, fund raising, purchasing of equipment, setting up and running meets and other activities that are necessary to support the team. To perform all the tasks needed to be done volunteers are always needed (See below).

The parents' efforts are greatly appreciated by the coaches and swimmers. The Y Swim Team is a YMCA program, and the coaches are employed by the YMCA. The Parents' Advisory Committee is designed to support the coaches and enhance the swimming program. All coaching concerns should always be referred to the coaching staff, since it is not the responsibility of the Parents' Advisory Committee.

The Sea Dragons Parent Advisory Committee is comprised of a five member board, which provides administrative, financial and general support for the Y's swim team program. All parents need to get involved and take an active role in making the program a fun and rewarding experience. We urge you to attend the parents' meetings that are held throughout the year and to contact any member of the executive committee if you have questions or concerns. Your interest and support of our team contribute to and are important to the success of Sea Dragons swimming.

The Sea Dragons Parent Advisory Committee is an organization of interested parents like you and we welcome your contributions. If you would like to contribute in any way, please feel free to tell any committee member of your interest. Any parent or swimmer is welcome to attend the meetings and participate. If you have a significant concern that you wish to discuss, please inform the Committee in advance so you can be placed on the agenda.

The Parent Advisory Committee Board will formally meet bi-monthly with the Head Coach and any other YMCA staff members (if necessary) to discuss team business, planned events, financial report, etc. On a quarterly basis (or when necessary) a general team meeting will be held for all parents at the YMCA. Check the Sea Dragons Web Site and bulletin board for times, updates and changes.

Elections / Appointments

The Committee for next season will be elected at the January meeting. February is a transitional month, with new committee members learning and assuming duties from the departing members. The new committee actively plans for the forthcoming season, especially in a budget sense, and takes full responsibility in March; the team is on a March 1 – February 28 fiscal year.

The following gives a brief description of the many opportunities that exist to be involved in Sea Dragon activities.

Sea Dragons Parent Advisory Committee Board Positions

President: Preside over all meetings and supervise the business affairs of the club. The President is an official representative of the club and a member of all committees.

Vice President: Work closely with the President, preside at meetings when the President is unable to attend and act in the President's absence. Also, Responsible for holding committee meetings to coordinate activities when needed.

Treasurer: Collect and deposit all Sea Dragon related funds and provide reports at Advisory Committee meetings. Request that YMCA disburse funds as authorized by the President and Advisory Committee. Maintain written records of physical assets of the team. Maintain deposit accounts for each team member, post entries to each account and regularly notify members of account balances, particularly if their account is soon to be depleted.

(2) **Member-at-Large:** Attend each Advisory Committee meeting as a member, helping with issues that may be raised by the Committee or Coaches.

2010 Board Members

Name	Position	Phone		Email Address
		Home	Cell	
Don Exner	President	561-641-6907	561-351-5015	Dexner@Gmail.com Dexner@SterneAgee.com
Joe DiMatteo	Vice President	561-737-5402	561-374-1734	Joe.Dimatteo@jmfamily.com AnnDimatt@Bellsouth.net
Lori Tavoletti	Treasurer	561-637-8566	561-302-0757	Tavsplace@Comcast.net
Christina Christmas	Member at Large	561-735-9518	561-329-0201	CKxmas2@bellsouth.net
Doren Saunders	Member at Large	561-965-2405		Dsaunders827@yahoo.com

Sea Dragons Committees

Fundraising: Responsible for coordinating all activities which raise funds for the team. Provide report to Treasurer on funds raised. Track status of each Sea Dragon member's fundraising commitment and communicate status as required.

Team Apparel: Establish procedure and organize sale of coach-approved team swimwear, primarily at the beginning of the fall season. Act as liaison to Total Teamwares for order fulfillment. Keep appropriate records.

Newsletter / Bulletin Board: Responsible for keeping Bulletin Board poolside updated with current information and upcoming events. Also helps compile and print newsletters.

New Swimmer Welcome Committee: Introduces new swimmers and their families to the YMCA and helps answer any questions they may have. Also responsible for distributing the Welcome Package to all new families.

Publicity / Team Pictures: Photograph team members, coaches and parents throughout the year for use in publicity and for year-end awards banquet. Organize annual team photograph day.

Social Committee: Plans and organizes non-swimming activity for the swimmers and their families. This allows everyone to get to know each other outside the sometimes hectic and/or stressful environment of a swim meet.

Meet Operations Committee: Plans organizes and coordinates all aspects of hosting a meet at the YMCA. This committee will work closely with the Head Coach and other meet committee

members and should begin organizing activities 4- 6 months prior to the meet. See addendum for detailed activities and roles required to host a successful meet.

VI. Miscellaneous Team Information

Website

The Sea Dragons have their own web page to enhance communication with the parents, swimmers, and other teams. The web page is updated at least weekly (more often when information is available). All web page communications are also posted on the Bulletin board poolside.

The Sea Dragon Web Page address is <http://YMCASeadragons.usswim.net>

Here you can find:

- Calendars (Practice Schedules, Meets, Functions, and misc.)
- Meet Information (timelines / Official Meet Entries)
- Meet sign up / registration
- Newsletter
- Meet Results
- Directions to pools
- Qualifying Times and Time Standards
- Press Releases
- Photos
- Parent Advisory Committee Information (meeting minutes, officers, etc)

Bulletin Boards

All information regarding team functions is posted on the team bulletin board located in the poolside hallway. You should check it regularly to be aware of deadlines, swim meets and activities. Please try to check the bulletin board at least twice a week.

Automated Telephone Calling System

The Head Coach may send out a message to all swimmers using the ALL Call system. This will normally be used for information that is urgent or of interest to all members of the team.

Team Meetings

There are usually general parents' and swimmer meetings held throughout the year. Please see that one adult from your family attends them. This is an opportunity to ask questions and get the latest information. Please see the website or bulletin board for meeting postings.

Releases to Join Another Team

A release from the Sea Dragons is needed in order to become affiliated with another USA Swimming team. All outstanding fees must be paid before the Sea Dragons will provide this release.

VII. Appendix

Meet Related Job Descriptions

The following outlines the jobs that are required to run a meet, including a brief description of what the job entails and the time frame required. A "session" starts at the time of warm-up and ends after the last event. Please note that some jobs require that you be available to work before a session begins or after it ends.

Meet Manager: Organize the meet, identify and coordinate meet workers and assist the Meet Referee the day of the meet to ensure that everything runs smoothly and efficiently. Must be USA Swimming registered. *Time estimate:* 2-3 hours prior to meet plus meet session(s).

Assistant Meet Manager: Assist Meet Manager. Often, this person is training to become a Meet Manager. *Time estimate:* Same as Meet Manager.

Officials:

Referee: Responsible for running the meet once the warm-up session has started. Gives instructions to other officials working the meet. Must be USA Swimming registered. *Time estimate:* Meet session.

Starter/Recall: Reports to Referee. Responsible for starting the swimmers from the blocks. Must be USA Swimming registered. *Time estimate:* Meet session.

Stroke & Turn: Reports to Referee. Insures that strokes and turns are done legally. Illegal strokes/turns are reported to the Referee and the swimmer is disqualified (DQ'd). Responsible for speaking with swimmer to identify what was done incorrectly. Must be USA Swimming registered. *Time estimate:* Meet session.

Meet Coordinator: Provide Meet Manager(s) with support for all home meets. Contact visiting teams to identify their responsibilities at our meets. Order and coordinate delivery of awards. Post worker sign up sheets. Work with meet food coordinator on concession. Work with meet entry coordinator to finalize number of swimmers and timelines. Contact YMCA with the information on meets. Work with safety coordinator to insure pool safety.

Computer: Responsible for running the swim meet computer program. Includes, scratches, heat lane assignments and retrieving results from the timing system and printing event results. Training on the computer is required; length of training is based on an individual's understanding of the program and comfort level in operating the computer at a meet. *Time estimate:* Meet session plus pre-session preparation time and post-session completion of results.

Computer Assistant: Assist Computer person as required including sorting papers, checking results, etc. Should be in training, or already comfortable with computer system. *Time estimate:* Meet session plus pre-session preparation time and post-session completion of results.

Timing System: Operate the timing system that is used to record the swimmers' times. Training on this system is required and is usually done during a meet; length of training is based on an individual's understanding of the system and comfort level in operating it during a meet. *Time estimate:* Meet session.

Timing Assistant: Assist Timing person. *Time estimate:* Meet session.

Head Timer: Responsible for stopwatch and lane assignments. Also serves as "Back-up" timer and assists Runner as required. *Time estimate:* Meet session.

Timer: Responsible for operating the stopwatch to record a swimmer's time on the timer sheet. These times are used as a back-up time in case the touch pads of the Timing system do not function properly. There are 2 timers per lane. In addition to operating the stopwatch, one timer records the stopwatch times on the timer sheet and the other operates the back-up button of the Colorado Timing system. *Time estimate:* Meet session.

Runner: Responsible for distributing and retrieving timer sheets during the meet. *Time estimate:* Meet session.

Poster: Responsible for posting heat/lane assignments and results. *Time estimate:* Meet session.

Announcer: Responsible for warm-up session music and announcements. Announces results of events and, in the case of trials and finals, takes scratches for finals. *Time estimate:* Meet session.

Awards: Responsible for getting the award labels from the computer person, placing them on the awards and filing awards in appropriate team envelopes. *Time estimate:* Meet session until all awards are filed.

Hospitality: Work in the hospitality area to provide meals for coaches and officials between meet sessions. *Time estimate:* Varies with meet timing, but requires attendance between sessions of a meet.

Food Shopper: Purchases food required for the Concession area, , and delivers it to the YMCA. *Time estimate:* Approximately 4 hours. Must coordinate with Meet Manager and Concession Food Coordinator.