



Coaches Packet for the Parents

TEAM GROUP CRITERIA.

Swimmer's wishing to test up to the next level can only do so on the days offered each season and at the location and times that the Crown Point Swim Club is holding them. No exceptions.

Red – Group 1.

- ❖ Swimmers must be able to do one length (any stroke) without stopping/holding onto the side of the pool.
- ❖ Swimmers must demonstrate a desire to improve skills to return the following season.
- ❖ **CRITERIA TO MOVE TO WHITE GROUP:**
 1. Swimmers who are turning 10 years old by end of the season will automatically be moved up to White group,
 2. Must have basic knowledge of all four competitive strokes and be able to legally swim those strokes in a meet,
 3. Must be able to do a competitive forward and back start and know how to do a legal flip turn and open turn,
 4. Coaches approval to move up.

White - Group 2.

- ❖ Swimmers must be able to :
 - ✓ Perform all four strokes & turns legally
 - ✓ Dive
 - ✓ Bilaterally breathe on Freestyle
 - ✓ Show proper finishes and proper streamlines of starts and turns.
- ❖ Swimmers are encourage to sign up and participate in 2 team meets each season excluding championships.
- ❖ **CRITERIA TO MOVE TO BLACK GROUP:**
 1. Swimmer's who are turning 13 years old by the end of the season will automatically be moved up to the Black group.
 2. Swimmers must be able to perform in one practice (not in any particular order): Bulldog 25's on :40, 10 x 100 on 1:50 - Freestyle Swim, 20 x 50 on 1:25 - I.M. Order Kick.
 3. Coaches approval to move up.
 4. Swimmers must be at least 9 years old by the first day of the championship meet of the following season to **TAKE** the test.

Black – Group 3.

- ❖ Swimmers must be able to:
 - ✓ Start off the blocks
 - ✓ Have proficient turns
 - ✓ Perform pullouts on Breaststroke or streamline kick to the flags on Freestyle, Backstroke or Butterfly

- ✓ Must show proper head & hip position on Freestyle and Backstroke and proper stroke timing and coordination on Butterfly and Breaststroke
- ❖ Swimmers are expected to attend practices at least 75% of the time or more.
- ❖ Swimmers encourage to sign up and participate in 3 team meets (including at least one dual and the NWISC Championships) each season excluding the state championships
- ❖ **CRITERIA TO MOVE TO GOLD GROUP:**
 1. Swimmers must be at least 11 years old by the first day of the championship meet of the following season to **TAKE** the test.
 2. Swimmers must be able to perform in one practice (not in any particular order): Bulldog 25's on :30, 4 x 500 on 7:30 - Freestyle Swim, 20 x 50 on 1:15 – I.M. Order Kick, 10 x 100 on 1:30 - Freestyle Swim.
 3. Coaching Staff's Discretion based on several factors and coaches approval to move up.

Gold – Group 4.

- ❖ Swimmers are expected to attend practices at least 85% of the time or more.
- ❖ Swimmers are encouraged to sign up and participate in 5 team meets each season (including at least one dual and the NWISC Championships) each season and are expected to participate in any state championships they qualify for.

Senior – Group 5

- ❖ Swimmers are considered to be part of this group only once the first day of their freshman year begins.
- ❖ Swimmers are expected to attend practices at least 90% of the time or more.
- ❖ During High School season, swimmers are only expected to sign up for one of the club's home invitational's, the NWISC Championships meet as well as any championships they qualify for.

TEAM GROUP WORKOUT CONTENTS.

Red – Group 1.

- ❖ Monday – Wednesday – Friday practices run from 5:15-6:15 p.m.
- ❖ Occasionally, practices may be moved to either a Tuesday or a Thursday evening (at the same times) if prior school scheduling conflicts arise.
- ❖ The first 10 to 15 minutes is set aside for stretching.
- ❖ Swimmers are taught to perform all four strokes legally.
- ❖ Swimmers are also taught how to dive and do proper legal turns.
- ❖ The focus of this training group is to develop the stroke competence and start and turn mastery of each and every swimmer at the pace in which their personal skills allow. Swimmers are separated within the group to help develop the swimmers abilities at the pace in which will best suit the swimmers future development.

White – Group 2.

- ❖ Monday through Friday practices run from 5:15-6:45 p.m.
- ❖ The first 15 minutes is set aside for stretching.
- ❖ Swimmers are coached to maintain legal/correct strokes and introduce a more fine tuned knowledge of stroke rules and regulations.
- ❖ All swimmers should be able to compete in all four strokes by mid-season.
- ❖ The focus of this training group is to continue to develop the stroke competence and start and turn mastery of each and every swimmer at the pace in which their personal skills

allow. Swimmers are separated within the group to help develop the swimmers abilities at the pace in which will best suit the swimmers future development.

Black – Group 3.

- ❖ Monday through Friday practices run from 6:15-8:15 p.m.
- ❖ The first 30 minutes are split equally between stretching and dry land.
- ❖ The focus of this training group is to maintain legal/correct strokes, introduce endurance and sprint training for all four strokes, as well as advanced stroke, start, & turn mastery.
- ❖ All swimmers should be able to compete and score in every stroke and every event.

Gold – Group 4.

- ❖ Monday through Friday practices run from 6:15-8:30 p.m.
- ❖ Saturday practices run from 7:00-10:00 a.m.
- ❖ Morning practices are scheduled to run during Christmas and summer break
- ❖ The first 15-20 minutes of every practice are set aside for stretching and the next 15-30 minutes are set aside for dry land training every day.
- ❖ The focus of this training group is to maintain legal/correct strokes, increased endurance and intense sprint training for all four strokes, as well as advanced stroke, start, & turn mastery.
- ❖ The yardage and intensity of practices is increased to fit the ability of the swimmers within the group.

Senior – Group 5

- ❖ Monday through Friday practices run from 6:15-8:30 p.m.
- ❖ Saturday practices run from 7:00-10:00 a.m.
- ❖ Morning practices are scheduled to run during Christmas and summer break.
- ❖ During high school season, the above practice times change back to after school, with the high school coaches, two weeks before the official start of the high school season and change back after the high school state championships
- ❖ The first 15-20 minutes of every practice are set aside for stretching and the next 15-30 minutes are set aside for dry land training on Monday – Wednesday - Friday and weight training on Tuesday - Thursday.
- ❖ The focus of this training group is to maintain legal/correct strokes, increased endurance and intense sprint training for all four strokes, as well as advanced stroke, start, & turn mastery.
- ❖ The yardage and intensity of practices is increased to fit the ability of the swimmers within the group.

COACHES' RESPONSIBILITIES.

Head Coach.

- ❖ Attend all team meets, unless other arrangements made with Board.
- ❖ Seasonally plan, write, and coordinate both the Black & Gold practices, plus oversee coordination of Red & White practices and assistant coach's duties.
- ❖ Correcting strokes and maintaining discipline at practices and meets, and addressing any discipline issues.
- ❖ Coordinating meet entries, scheduling dual meets and invites, maintaining and updating all computer records for team following meets.

- ❖ Report to the Board of Directors any serious issues of well being of the swimmers.
- ❖ Anything else deemed necessary by the Board.

Assistant Coaches.

- ❖ Assist in running practices assigned to each coach.
- ❖ Correcting strokes, starts, and turns at all practices as frequently as possible.
- ❖ Attend meets assigned by the Head Coach.
- ❖ Assisting with split taking at all meets, assisting any new swimmers at meet to make sure they know where they should be, making comments to swimmers at meets.
- ❖ Making any suggestions of changes that may be necessary to Head Coach.
- ❖ Report to the Head Coach any serious issues of well being of the swimmers.
- ❖ Anything else deemed necessary by the Board or Head Coach.

SWIMMERS' / PARENTS' RESPONSIBILITIES.

Swimmers.

- ❖ Everyone must enter the high school practices through the glass doors to the north of the pool doors. The pool doors will be allowed for emergency exit purposes ONLY! Anyone exiting the pool doors and wishing to reenter must do so through the glass doors again.
- ❖ NO one should be on the pool deck until a coach has arrived. Even if the pool doors are open, please wait in the hallways until one of the coaches arrives. This is for liability reasons and will be strictly adhered to.
- ❖ All swimmers must be aware that no one will be allowed to roam around in the hallways while practice is going on, and running and playing in the hallways are absolutely off limits. School administrators have made it clear that if we do not follow this rule we will lose pool privileges. Going out to get drinks is OK, but you must return to the pool immediately!
- ❖ Swimmers **MUST** wear a Crown Point Swim Club cap or no cap at all at swim meets.
- ❖ Swimmers are required to come see a coach immediately following a race in order to get post race comments about the swim and their splits.
- ❖ No swimmer will be allowed to swim during a group time that is not their own. **NO EXCEPTIONS!** Swimmers are not required to come to all practices, and one day off won't hurt them.
- ❖ Swimmers must try to the best of the swimmer's/parent's ability to be on time to practice because stretching not only is very vital to a productive and safe practice, but it is critical to team unity. Attendance taken will be adjusted for those who are late to practices or must leave early.

Parents.

- ❖ It is the parent's responsibility to check their mailboxes, the bulletin board, the website, and their e-mail's for any changes to practice schedule, practice cancellations, meet cancellations or changes, meeting announcements, or any other important information that the Board or Coaching Staff may need to get out. All efforts will be made to get as much information as possible in all places but it is still the parents responsibility to find the information on a daily basis in all the ways of communication listed above.

- ❖ If a swimmer must leave early, swimmers must be accompanied by a signed note from a parent stating not only the time in which they must leave but also the reason for leaving early.
- ❖ Everyone must enter the high school practices through the glass doors to the north of the pool doors. The pool doors will be allowed for emergency exit purposes ONLY!!!! Anyone exiting the pool doors and wishing to reenter must do so through the glass doors again.
- ❖ NO one should be on the pool deck until a coach has arrived. Even if the pool doors are open, please wait in the hallways until one of the coaches arrives. This is for liability reasons and will be strictly adhered to.
- ❖ NO parents will be allowed on deck during practice and especially during meets, for any reason! Parents can request time to talk with a coach after their child's practice time. The more time parents interrupt the coaches during practice the less time the coaches will be teaching your children.
- ❖ At a meet, any parent (NO exceptions!) on deck (who isn't currently working the meet on deck) will be asked to leave the deck. If the parents still remain on deck thereafter, the coach will ask the head official to ask the parent to leave from the deck.
- ❖ Parents need to let coaches do the coaching. That is what the coaches are paid for. Parental coaching can be detrimental to the success of the child and the coach/swimmer relationship. The coaching staff asks that all parents please refrain from coaching in and from the stands and limit your role to the role parents should play - a cheerleader and supplier of positive reinforcement and comment.
- ❖ It is the parents' responsibility to make sure that while you may have swimmers in the water at practice, you make sure that any of your other children remain in the stands area for the remainder of practices. NO swimmers or other children will be allowed to roam or play in the school hallways.

CPSC SWIMMERS CODE OF CONDUCT

Swimmers will be required to adhere to the following Code of Conduct:

- ❖ Whether arriving in a car pool or individually, swimmers should arrive on time. Remember to allow time to get changed before practice begins.
- ❖ If for any reason a swimmer must miss a practice or a meet, the swimmer or a parent should let the coaching staff know in advance. This is a sign of respect and responsibility.
- ❖ We are guests of the Crown Point school system. Please conduct yourself as such in the hallways and locker rooms, both before and after practice.
- ❖ During practices, swimmers are to follow the workout instructions of the coaches and refrain from any disruptive behavior.
- ❖ Restroom use should be restricted to before and after practices, to emergencies, in between sets, or at the coach's discretion. The use of restrooms during practice is disruptive and results in the loss of valuable practice time. **DO NOT USE THE POOL AS THE BATHROOM!**
- ❖ The coaches are the best source for answers and/or solutions. Parents should direct any questions or problems to coaches at a scheduled time other than during practices or meets. Parents are not to be on deck during practices or meets.
- ❖ Unsportsmanlike behavior, indiscreet or disruptive behavior, or the use of profanity will not be tolerated from anyone.

- ❖ Every effort should be made to avoid “guilt by association”. Any Crown Point swimmer present when a rule of conduct is broken should immediately leave the area or be assumed to have participated in the infraction.

DISCIPLINE.

General Policy.

- ❖ Routine disciplinary issues relating to swimmers will be handled directly by the coaching staff. Repeated or more serious infractions by swimmers, as well as any disciplinary issues relating to parents, will be resolved by the Board of Directors.

Disciplinary Procedure for General Misbehavior at Practices.

- ❖ While great effort will be made to give children the benefit of the doubt, constant misbehavior at practices or meets to the point of team disruption will not be taken lightly.
- ❖ Initially, the swimmer will be warned by the coach as to what he/she is doing wrong and be requested to stop.
- ❖ If after being warned the swimmer continues to misbehave, he/she will be removed from the pool for a period of 15 minutes.
- ❖ If the misbehavior continues, the swimmer will be dismissed from that practice and escorted to a telephone to call home. The swimmer must then wait poolside until his/her ride home arrives.
- ❖ Dismissal from a second practice will result in a meeting with the Head Coach & the swimmers parents to discuss ways to rectify the problem.
- ❖ If after a meeting with the parents and swimmer, the swimmer is excused from another practice, the matter will be brought to the Board’s attention for a decision regarding a suspension or expulsion from the team.
- ❖ Any swimmer who does not immediately comply with a coach’s enforcement of the above steps will be subject to the next level of discipline (e.g., a swimmer who refuses to leave pool when directed will be immediately dismissed from practice; a swimmer who refuses to leave practice and call home when directed will have their matter brought before the board).

Notes on Disciplinary Procedures.

- ❖ Any type of physical altercations or verbal abuse of teammates or opposing team athletes will not be tolerated. After gathering all facts from any witnesses to incidents, if it is found that a Crown Point Swim Club member did physically or verbally abuse anyone while at practices or at meets, they will immediately be suspended for a minimum of one month and must ask the permission of the Head Coach to remain a member of the Crown Point Swim Club.
- ❖ The discipline policy is aimed primarily at the upper level training groups, and is not intended to punish young children acting like young children.
- ❖ All of our children have bad days, and it is possible that your swimmer will be sent home. You are encouraged to discuss the incident first with the coaches, and then with the Board if necessary.

TIME TRIALS.

Eligibility.

- ❖ Whether it is during the winter or summer season, time trials are reserved only for those swimmers wishing to attain the state cuts designated for those particular trials.
- ❖ A swimmer that already has a state cut in an event may not swim it at a time trial in order to better either their state seeding or year-end trophy status. The only exception applies to our senior swimmers, who may swim any event at a time trial.
- ❖ Time trials are not used for relay positioning or improvements, only to qualify a relay that has not already done so.
- ❖ Swimmers may only swim events that are applicable to their age groups (for example, no 13-14 swimmer may swim a 50 of back, breast, or fly at the time trials because it is not a state meet event for their age group).
- ❖ No Age Group swimmers will be allowed to have another swimmer pace them to achieve a cut. Senior swimmers are under the discretion of the Senior coaches.

RELAY POLICIES.

Invites.

- ❖ All relays are chosen based on individual times.
- ❖ The four fastest swimmers will make up the “A” relay, the next four will make up the “B” relay, etc. It is at the discretion of the coaching staff, however, that if a particular swimmer has not been working hard and putting any effort into practice, they will be replaced by the next fastest in line for the relay team and bumped to a lower relay.
- ❖ Except for the notification of swimmer’s intent, the Scratch Policy is the same as below in “Championship Relay Scratches”.

Championship Relays.

- ❖ All championship relays will be determined by the last non-championship meet (no time trials will be used) prior to the championship meet being affected. Championship meets are Hoosier State Games, Divisional Championships, Age Group State Championships, Senior State Championships, Sectionals, and Nationals.
- ❖ You earn your spot by individual times only!
- ❖ In order to remain eligible to stay on the state championship relay, ALL swimmers swimming on relays must attend ALL taper time practices to stay on the relays or will be bumped off in favor of the next available alternate. The only exception to this will be a brief illness, doctor’s appointment, parental work conflicts, or death in the family. PLEASE DO NOT PLAN FAMILY VACATIONS OR CAMP VISITS AROUND STATE CHAMPIONSHIPS TIMES OR YOUR SWIMMER WILL NOT BE ABLE TO COMPETE ON RELAYS!
- ❖ Summer championships will be determined by fastest meter times (first and yard times second), winter championships are determined by yard times.

Championship Relay Scratches.

- ❖ ANY relay swimmer not intending to compete on a relay team after they have been told they have qualified must notify the Head Coach the day after the last qualifying opportunity. Failure to do so will result in automatically being scratched from the next championships relays. This will carry over to the next season’s championships, if no more relays are being swum in the current season’s championships. IT IS THE RESPONSIBILITY OF THE SWIMMER TO NOTIFY THE COACHES OF THEIR INTENT WHEN REQUIRED TO. Any swimmer/parent who has notified the Head

Coach of their intent TO swim the relays and then backs out after such notification will be REQUIRED to pay the missed cut fine for that particular championship so that all relay swimmers may still swim. ALL swimmers attending a meet must check-in with the Head Coach prior to the start of warm-ups. ALL swimmers are expected to be on deck ready to begin stretching as a team 15 minutes prior to the start of warm-ups. ANY swimmer that hasn't checked in with the Head Coach by the time warm-ups are over may be scratched from the relay(s), for that day. The lone EXCEPTIONS would be a car accident or family illness/injury (accompanied by a doctor's note). Also, for team continuity and sportsmanship, any swimmer listed on 2 championship relays that choose not to swim one of them, for reasons others than financial, health, or emergency, will automatically be scratched from the other.

OTHER MISCELLANEOUS ITEMS AND TEAM POLICIES.

Practice Policy.

- ❖ It is the policy of the Crown Point Swim Club that all practice sessions are open. This means that the parents will be allowed to sit and observe practices during the normal course of the practice week. However, if a parent is in constant interference with the progress of the coaching staff's efforts or is constantly drawing the attention of their child from the coaching staff, they will be asked to leave practices. This is not intended to restrict the parents but is intended to allow the coaches to do the job they've been hired to do without any interference from the parents.

Meet Entry Times.

- ❖ It is the policy of the Crown Point Swim Club coaching staff that times submitted for swim meets will not be made up when entering meets in either the Long Course or Short Course seasons. It is the parents responsibility to bring it to the Head Coach's attention if they feel there was an error in the times that are held within the club's database. There will be only one exception made to this. If an event is limited, then the staff will either estimate a time for that swimmer or convert from the prior season if they have not swum the event in the current season. For all other events not limited, a "No Time" will be submitted whether or not they swam the event the season prior.

Non-Team Designated Meets

- ❖ It is the policy of the Crown Point Swim Club coaching staff that meets not designated on the team schedule will not be attended by the coaching staff. Meets will be selected that will benefit all levels of our club and with the frequency deemed necessary by the Head Coach. If a swimmer wishes to attend a meet that is not on the team schedule, it will be that swimmers/parents responsibility to first ask the permission of the Head Coach (prior to submitting an entry), submit the entry, and bring back the results on disk to the Head Coach. If results not received from the hosting team, times will not be put into the team database. No meet results will be used in the team database that have not first been approved by the Head Coach. No meets will be approved that are scheduled on the same days as team meets with the exception of choosing to participate in a Long Course meet over a Short Course meet during the Long Course season.

Event Scratch Policy

- ❖ It is the policy of the Crown Point Swim Club coaching staff that swimmers are entered into events that the staff feels they are ready to compete in. We realize that some

swimmers and parents are tentative about competing in certain events. No swimmers will be entered into events the staff feels they are not capable of competing in.

- ❖ Neither swimmers nor parents are allowed to scratch events the swimmers are entered in, in any swim meet, for any reason except the following.....

- Swimmer illness
- Swimmer injury
- Family illnesses or injuries that occur at the meet

.....**without prior approval from the Head Coach.** Only the Head Coach can scratch swimmers. Swimmers who are concerned about swimming in certain events should come and discuss these concerns with the Head Coach. Any pre-existing injuries or limitations due to past illness or injury that swimmers have, **MUST** be conveyed to the coaching staff on the Medical Information section of the online registration at the time of registration. It is the parent's responsibility to communicate any pre-existing medical conditions to the club.

Retesting Black & Gold Group

- ❖ At the end of each season, any registered swimmer in either the Black or Gold training groups will be required to retake the test sets in order to remain in those groups for the subsequent season. Any swimmer who does not take or does not pass the test sets will be moved back down to the prior training group for one full season and will be allowed to retest to move back up at the end of that season. Swimmers with documented (from a doctor) illnesses or injuries may be excused on the testing days but will have to make up the testing at a later date.

Taper Time Attendance Mandatory

- ❖ In order for our season's work to have the ultimate results, it is mandatory that all swimmers swimming in the Divisional Championships, Age Group State Championships, or Senior State Championships attend all practices during taper time. That time frame is as follows....2 weeks out from Divisional, 3 weeks out from Age Group State, and 3 weeks out from Senior State. The most important part of this being mandated is the relays**. Teammates need to know they can count on teammates to step it up to the next level of success by working all taper practices and relay exchanges. Any swimmer missing practice during taper time will be removed from their relays and replaced with the next swimmer in line for that relay. Swimmers that are removed from relays can still swim their individual events but will not be on a relay. Please do NOT plan any camps, vacations, or parties during this time that would keep the swimmers from attending their practices. Any families who feel that they cannot meet this expectation can certainly remove themselves from relay consideration. Any swimmer with a documented illness from a doctor may be excused from this for the length of the illness. Documentation **MUST** be in script form from the doctor.

** Relays are chosen by the swimmers individual efforts and the four fastest make up the "A" relay, then next four the "B" and so on. In the winter season, all relays are chosen first using YARD times then meters. In the summer season, all relays are chosen first using METER times then yard. If individual times do not add up to the cuts, then we will review any relays swum in meets to see if they swam the cut together to make the relays. **This is not a change just an explanation.**