



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**



# **Swim Team Handbook**

**2023-2024**

**Welcome!**

## **Welcome Ashland YMCA Aqua Aces Swim Families,**

We are so excited to be starting our 2023/2024 Winter Swim Season! What a thrill to be getting back into the pool! Our goal will continue to be the same; challenge your kid to become the best they are able to be in and out of the pool. We are passionate about what the sport of swimming offers to kids.

Our focus this year will continue to be on stroke technique, goal setting, team unity, and giving their best for each practice. We want our swimmers to see their own personal growth in the sport as well as pride in being an Aqua Aces!

Please refer to this handbook for needed information about the season. Please remember to stay flexible, we will do our best job to keep you informed of changes when they arise. We cannot do what our program does without the partnership of parents, so thank you in advance!

We are looking forward to a great season; PRs made, strokes improved, lots of racing, and pride in being an Aqua Ace. Thank you for letting us coach your swimmer. Please contact us if you have any questions!

It's going to be a great year!

### **Contact information**

Misty Santarossa

[aquatics@ashlandy.org](mailto:aquatics@ashlandy.org)

Head Coach/Aquatics Director

567-215-5891

### **Coaches:**

Abbi Ellenwood

Alana Howman

Cindy Wallery

Scarlett Drake

**The mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.**

# The League

## General Information

The Aqua Aces winter team competes in the Northeast Ohio Y Swim League. This year we will compete in the South Team division and will compete against teams such as David, Green, Lake, Louisville, North Canton, Tuscarawas, West Stark, and Wooster.

## Team Eligibility & Try Outs

The Aqua Aces welcome swimmers from any town or school district. The team is for anyone ages 5-18 who can swim at least two lengths of the pool doing a front crawl stroke (with at least a beginning understanding of competitive breathing techniques) and two lengths of back crawl without stopping. Swim team is not the place for those needing swim lessons. Swimmers not meeting minimum requirements will be referred for swim lessons and participation in the swim team at a later time. All new swimmers are asked to come to tryouts before the first week of practice.

## Practice Schedule

Swim practices will be held at the Ashland Y starting on Monday, October 2nd. We practice M-Th 630-8pm. Some groups will start to get out by 730 pm. This might change from week to week.

## Needed Equipment

All swimmers are required to purchase a team suit and cap to wear in dual meets. Team suits are currently being determined. Your team suit should not be worn for practices to help make sure they last the entire season. Therefore, you will also need 1-2 competition-style suits for practice. Each swimmer will need competition-grade goggles and a cap if they need one. Swimmers will be required to wear a black cap for all dual meets, but can wear any cap they choose for practice and invitationals. [Swimoutlet.com](http://Swimoutlet.com) is a great resource for caps, goggles etc.

## Lane Assignments

Swimmers will be divided into lanes for training depending on ability levels, NOT AGE. This allows coaches to customize practices to challenge every swimmer and help them improve. During the first weeks of practice, swimmers will be evaluated and assigned to a lane based on test sets administered by the coaches. As swimmers progress throughout the season, their training lane may be changed. As swimmers progress through lanes, there will be additional attendance requirements. Advanced swimmers are expected to attend a minimum of 3 practices per week.

## **Communication**

This is a key component for a successful season. Here are a few ways we will communicate with you:

**Team Snap** - we will continue to use this.

**Newsletters** – Weekly, we will put out a newsletter via email. PLEASE make sure to read this. It will contain any practice information, meet information, any changes to the schedule and other important information.

**Facebook** – We will utilize the team’s Facebook site on a regular basis for updates and photos. “Like” us on Facebook @ “Ashland Aqua Aces Swim Team” to be a part of that community.

## **Team Options**

### **Full YMCA Team:**

As a member of the full YMCA team, you can practice as many nights each week as your schedule allows. You will swim in both home and away meets, and are welcome to attend any invitationals you choose (additional fees apply for invites.)

### **High School Team:**

Students swimming for any area high school team are invited to be a part of a wrap-around program with the Aqua Aces. You can practice and compete with us from September through your first high school meet, and then join us again when your high school season is complete. All High School swimmers MUST compete in three Y meets in order to be eligible to swim in the Zone Championship or National meet with the Aqua Aces.

### **Ashland Junior High Club Team:**

Students in 7th or 8th grade at any of the local schools are invited to be a part of the Junior High club program.

### **Junior Team:**

We understand some families of younger children are not ready to commit to meets every weekend or traveling around the state for competitions. You may want your kids

to know the benefits of being a part of a team, work on their swimming ability, and "ease" into a full team commitment.

As a member of the Junior Aqua Aces team, swimmers typically 8 years of age and younger can practice two nights a week.\*

In order for your child to compete in the Divisional meet they are required to **compete in 3 swim meets**. We have 2 at home, so therefore they would have to travel to one of the away meets or an invitational. They are encouraged to compete at the Divisional Championship meet as well as any other championship meets they qualify for. They're also welcome to participate in all team functions as well as any invitationals you choose.

\*Exceptions to the age of 8 and under can be made for anyone child brand new to the team and under the age of 10 by December 1.

## **Financial Information**

### **Team Fees**

<b>Swim Team Fee</b>	<b>\$340.00</b>
<b>Junior Team Fee</b>	<b>\$215.00</b>
<b>Middle School Swimmers (before and after season)</b>	<b>\$250</b>

**Swimmers are required to have a membership at the Ashland Y. Please see the Y front desk for information and pricing on memberships.**

The Ashland YMCA has a financially based scholarship program to help with your swimmers' membership fees. If you would like to see if you qualify for the program, please submit a *Partners With Youth* form (available at the front desk) along with the specified financial information to Shala Parrish, Membership Coordinator. Please be advised this may take a week to process, so paperwork must be turned in promptly.

### **Multiple Family Members Discount**

If there is more than one swimmer per family, we will deduct \$25 from your team fee for all children after the first registered child.

### **Booster Fee**

There is a booster fee that goes directly into the parent fund for us to buy things that relate to the pool. In the past we have used that money to purchase lane lines, touch

pads, timing equipment, record board etc. This fee will be \$25 for one child or \$50 per family.

### **Payment Plans**

The Y offers payment plans. Automatic withdrawals.

\*Payment in full is expected before the first night of practice, unless a payment plan has been established with the YMCA. If there has been no payment or payment plan established by October 16th, swimmers will not be able to practice or compete with the team until this happens, this will also happen if payment plans are not paid on time. Please make sure you are setting up an automatic payment with Misty or coming into the YMCA to pay the fees on time, if this becomes a problem, your child will not swim. If this payment plan creates a hardship for you, please contact

Misty Santarossa @ [aquatics@ashlandy.org](mailto:aquatics@ashlandy.org) or 419-289-6126, we will certainly work with your family to make sure your child swims!

### **Dual Meets**

The Ashland Y Aqua Aces participate in six dual meets. A meet schedule is included in your participant packet. Sign-ups for all meets will be done electronically. Please watch newsletters for meet sign-up deadlines. If you have not responded by the deadline, we will assume your child is not competing & therefore will not enter him/her in the meet.

Please note that dual meets usually run about 3-4 hours. Swimmers are expected to stay the entire meet even if you are done early. We've run into problems with needing relay swimmers at the end of the meet and having no one available. Please stay and cheer on your team and be available to help clean up at the end. If you must leave before the conclusion of the meet, please see Coach Santarossa first.

Swimmers may swim up to 2 individual races & 2 relays per meet. Coaches determine what events swimmers will compete in so you will only need to indicate whether or not you are attending the meet. We will encourage swimmers to try all events throughout the season. Please remember that your swimmer is a part of a team & that sometimes this means they will be asked to swim events that are not their favorite. We do this to either give that swimmer a different experience or to gain points we would not be able to get otherwise.

### **YMCA Invitationals:**

There are a number of invitationals or optional meets throughout the season. Many have themes and are fun for the swimmers. There will be teams other than those we normally compete against at the invitationals. We will choose at least one invitational each month to attend as a team. We will publish other invitational information and you can choose to go on your own if you wish. For those additional invitationals, parents may need to act as coaches if one of the Y coaches is not attending.

**Keep in mind invitationals have extra fees.** The YMCA will not be billing for invitational fees, the fees will be added to your account after receiving them from the coach. Please pay for these as soon as possible, either at the front desk or online.

If the fees are not paid before the next meet, our child will not be permitted to swim in the next meet. Payment for all meets can be done using your YMCA account online, at the front desk when you drop your child off for practice or pulled from your account (as long as there is a card on file) with your permission. A list of these has been added to the end of this packet.

### **Additional Meet Information**

1. Please arrive 15 minutes prior to our warm-up time and be ready to go at the designated time.
2. Please sit with your team so we don't have to track you down for your events.
3. At home meets, all age groups will go through the bullpen. Please pay attention to the order of events and present yourself at the bullpen 2-3 events prior to yours. Parents of younger swimmers, please help them with this!
4. During away meets, it is the responsibility of the parents to make sure their children are at the blocks at the correct time. We will not have a designated coach or parent who is tracking down swimmers and making sure they are ready for their events.
5. We will gather after warm-ups for a team cheer and pep talk by the coaches. ALL swimmers are expected to be present and enthusiastically participate in this cheer.
6. Swimmers are expected to wear their team suit and cap to all meets.
7. At the end of a meet, please clean up your area before leaving.
8. Swimmers should congratulate the other swimmers in their events and show good sportsmanship at all times.
9. After each event, swimmers are asked to talk to Coach Santarossa. This allows her to give immediate feedback or correction to swimmers.

### **Championship Meets:**

#### **YMCA Divisional Meet:**

This is considered our team "championship" meet. We require all swimmers to attend this meet since every point counts for our team standing. Also, swimmers cannot go on to swim in the League championship meet unless they qualify in the Divisional meet.

#### **YMCA Leagues:**

After the completion of all divisional championships, all swimmers in each event are ranked. The top swimmers will move on to the League meet. This is where all three

Divisions of our League compete. Swimmers must qualify at the Divisional meet in order to attend the League meet.

### **YMCA Zones:**

Time standards for the Zone Meet are determined by the YMCA Zone Committee. These times will be posted on the bulletin board at the Y and are on the website. We are members of the Great Lakes Zone and compete against swimmers from Ohio, Indiana, Kentucky, Michigan and West Virginia. Swimmers must make a qualifying time to attend Zones. Swimmers will be responsible for hotel accommodations and food during this meet (the team will book a block of rooms to help us all stay together).

### **Zone's Qualification:**

Each year one of our major team goals is to send the largest most competitive team to Zone Championships as possible. Determining which swimmers get to go can be a complicated and confusing process, so we have set the following guidelines and policies to help explain the process.

How does a swimmer make Zones?

1. Qualify for an Individual Event. This is the most straightforward way to make Zones. Swim a qualifying time at any sanctioned meet, including YMCA Dual Meets, YMCA or USA Invitationals, YMCA or USA Championship Meets, or a YMCA Last Chance Meet.
2. Be selected by your coach to participate in a Zone Relay. This is where things get a bit more complicated. There are two ways a relay can qualify for Zones.
  - A relay swims a qualifying time at a meet. In this case the relay, not the swimmers who swam the relay, qualifies for Zones. When the time comes to put the Zone team together the coaches will determine who the best 4 swimmers are at that time and appoint them to the relay. For example, Susie may swim on a relay in October that qualifies for a Zones time. However by the time the coaches are submitting entries for the Zone meet in March, Susie may not be one of the 4 best swimmers for that relay and therefore Susie might not be selected for that relay for Zones.
  - A relay can qualify by using the composite times of 4 swimmers' individual events. A relay doesn't necessarily have to swim a Zone time as a relay at a meet. Instead a coach could add up their best individual times as though they were a leg of a relay. If the total is faster than the Zone relay time, then those swims qualify the relay. In this case, if your individual time is used to qualify a relay then you will be selected for that relay.



Relays are made at the sole discretion of the Coaches. Some of the things a coach might look at when making these decisions include but are not limited to:

- Swimmers fastest times
- How recently the swimmer swam their fastest time
- Consistency of the swimmer
- Trending of the swimmer (When looking at two fairly evenly matched swimmers, the swimmer who has been showing time drops at his/her recent meets may get the edge over a swimmer who has not dropped time recently.)

### **Dual Representation (Rule III)**

Rule I defines dual representation as occurring when “an athlete represents more than one team in a particular sport during the current season.” Rule III further explains that “A YMCA athlete may represent a non-YMCA team in the same sport, provided that the non-YMCA team could not compete against the athlete’s YMCA team in opening competitions,” (ex. A high school team). Because it is possible for YMCA teams to be members of USA Swimming, and thus compete against non-YMCA teams in the USA Swimming meets (which are considered open competition), it is a violation of the dual representation rule for a swimmer to represent a YMCA team and a separate USA Swimming team during the current season. The word “could” in the permissible dual representation statement refers to the possibility, not the actuality of whether or not a YMCA team is also a member of USA Swimming.

USA Swimming competition is open because although all teams and swimmers must be members of USA Swimming, teams with other affiliations (YMCA, prep school, college) are permitted to join and participate.

YMCA Swimming competition is closed because only YMCA teams may participate. Other examples of closed competition include interscholastic (ex. high school) competition and summer league competition in which only member teams of a local summer league compete.

In the case of a transfer from one team to another during the current season, please see Transfer rules below.

When a YMCA team is not also registered with USA Swimming, a member of that YMCA team may participate in USA Swimming competitions as an unattached swimmer. A member of a YMCA team may practice with a separate USA Swimming club, if permitted by the YMCA team’s coach/director, but needs to be aware of the YMCA dual representation and transfer rules. YMCA leagues, states and regions have the right to further restrict such dual participation.

A swimmer may represent only his/her YMCA in closed or open completion for a period of at least 90 days prior to the first day of a YMCA championship meet. The only exception is

for closed interscholastic competition. A swimmer may represent his or her high school in closed interscholastic competition and not be in violation of this rule. When an interscholastic institution, usually a prep or boarding school, offers a swimming program which also competes in open (USA Swimming) competition, a YMCA swimmer may not represent the school in open competition and still be in compliance with the permissible dual representation rule. He or she may compete in the open competition but must be unattached.

## **Parent Involvement**

Our team has been successful because our coaches have been able to focus on coaching, and not worry about all the details of running meets and extra activities. This is possible because we have an amazing group of parents who get involved and lend a hand. All parents are required to get involved to help make the season successful. Each family is required to work three sessions at home meets. A session is typically half the meet. Parents will be assigned to work a session by our coaches. If you are unable to work the sessions you are assigned, it is your responsibility to find another parent to fill in for you. When you arrive to work your assigned session, please check in at the Meet Worker Check-In table beside the timing table on the pool deck.

Here are some of the tasks you can sign up for:

- Concession Worker
- Timers
- Officials (must be trained), details of trainings being offered will be published as we hear of them.
- Timing system operators
- Bullpen Workers (staging)
- Meet set up and CLEAN UP!

## **Extra Parent Involvement:**

Parent Leadership Team: This is a core group of parents including officers and anyone who serves as a committee chairs. The Parent Leadership Team will meet periodically throughout the season to ensure the coaches are supported, communication with the YMCA is running smoothly, and the season is going well.

What happens if a family cannot meet this requirement?

If a family fails to meet this requirement, their child / children will be unable to participate in any championship meets, no awards may be collected at the end of the

season, and a \$25 fine may be assessed per missed work session. Parents wishing to not work at any meets may pay \$50 upfront.

If you have special circumstances which prevent you from attending the meets or physical disabilities which make it impossible for you to work during a meet, there are other duties you can do to help the team and meet this requirement. Please let us know and we will give you those tasks.

### **Fundraisers**

Throughout the season we typically run a fundraiser or two. Please take the time to look over the information. We may choose to participate in the fundraiser or pay \$50/child instead. If this is your passion to do fundraisers please let us know. Last year we did one through AU bookstore for our apparel and it was great. I also have other ideas but I need help executing those.

## **Code of Conduct**

The undersigned athlete participating on the Aqua Aces YMCA and/ or USA Swim Team agrees to abide by the standards of conduct outlined below in addition to those established by the staff for both short and long course seasons. All team members are expected to:

1. Offer congratulations to opponents, win or lose, and cheer on their teammates.
2. Follow the directions of the coaching staff during practice, meets, and other team activities.
3. Not possess, sell, or use alcohol, tobacco, or any non-prescribed drugs. This behavior is not tolerated.
4. Not remove or take any article that does not belong to them, such as clothing, jewelry, or money.
5. Respect the property of the YMCA and any other facility the team may visit or use.
6. Display proper respect and sportsmanship toward coaches, officials, and administrators, fellow competitors, parents, and the public.
7. Promote positive team spirit and morale, which includes being humble in victory and courageous in defeat. Deal justly, kindly, impartially, and intelligently with all fellow team members.
8. Refrain from all illegal or inappropriate behaviors that would detract from a positive image of the team or be detrimental to its performance objectives.

### **Swim team Family Conduct**

Our parents and supporters are expected to be Second-Goal Parents ® (from the Positive Coaching Alliance), who “leaves the scoreboard and meets coaches and athletes and focuses on the life lessons a child takes from sports.”

1. Support your child no matter how they perform.
2. Behave well, accept, and support any calls/officials decisions, especially when in disagreement.
3. Cheer for and recognize accomplishments of all athletes, even those on the other team.
4. Avoid critiquing/criticizing your child’s performance- that is the coach's job.
5. Know and use the ELM Tree of Mastery (E for Effort, L for Learning, M for bouncing back from Mistakes)
6. Recognize and help reinforce life lessons to guide your child to becoming a well-rounded person.

### **Failure to comply with the Code of Conduct may result in, but not be limited to:**

- A. Swimmers are not allowed participation in some or all team activities.
- B. Swimmer immediately being sent home at their expense
- C. Swimmer being temporarily or permanently dismissed from the team

The coach in charge, along with the Head Coach and the Aquatics Director will make the final decision in matters of discipline or dismissal based on the degree of violation of the

above code by the swimmer or parent(s). Any swimmer removed from the team for behavior reasons will not be refunded any money.

**\*\*If at any point a parent/guardian needs to address an issue with a coach or the Program Director, a time needs to be set up with the Program Director to discuss any questions or concerns. This meeting may or may not include the athlete depending on the need for the meeting and will not take place prior to or at the end of a competition meet.**

\_\_\_\_\_  
Family Signature

\_\_\_\_\_  
Date

**Illicit Activity Policy**

Possession or intention of the following is a violation of the Ashland Family YMCA and Ashland City Schools rules and policy and will not be tolerated. Any infraction dealing with the following items will be cause for immediate removal from the team without refund. There will be a zero tolerance when dealing with these violations.

- Any illegal drugs
- Drug paraphernalia
- Cigarettes
- E-cigarettes
- Alcohol
- Theft
- Entering the opposite gender team locker room
- Looking at inappropriate materials via cell phone, computer or any other method
- Any other behavior deemed inappropriate

Your signature is your guarantee to the team that the issues above will not be a problem and that you intend to conduct yourself in an appropriate way at the YMCA and at YMCA events, ie. swim meets.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

Swimmer/Parent Signature

**ASHLAND YMCA EMERGENCY MEDICAL AUTHORIZATION**

**(Pursuant to the Ohio Code 3313.712, revised)**

Swimmer's Name _____	Mother's Name _____
Home Address _____	Mother's Work Place _____
Home Phone _____	Mother's Work Phone _____
School Attended _____	Father's Name _____
Swimmer's Birthday _____	Father's Work Place _____
Cell Phone (mom or dad) circle one _____	Father's Work Phone _____

**Purpose** - to enable parents to authorize emergency treatment for children who become ill or injured while under YMCA authority, when parents cannot be reached.

**PART I OR II MUST BE COMPLETED**  
**(Part I to grant consent)**

In the event of reasonable attempts to contact me \_\_\_\_\_ (Name) at \_\_\_\_\_ (Phone Number) or \_\_\_\_\_ (Other Name) at \_\_\_\_\_ (Phone Number) have been unsuccessful, I hereby give my consent for: (1) the administration of any treatment deemed necessary by

Dr. \_\_\_\_\_  
(Preferred Physician and number) or

Dr. \_\_\_\_\_  
(Preferred Dentist and number), or in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) their transfer of the child to

\_\_\_\_\_ (Preferred Hospital and number) or any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained before surgery is performed.

Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted:

\_\_\_\_\_  
Parent's Signature \_\_\_\_\_ Date

**DO NOT COMPLETE PART II IF YOU COMPLETED PART I**  
**Part II refusal to consent**

I do not give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the YMCA to take no action or to: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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# 2023 Winter Swim Team Registration Form

Swimmer's Name \_\_\_\_\_

Birthday \_\_\_\_\_

Age (as of 12/1/23) \_\_\_\_\_

Address \_\_\_\_\_  
Street Address City/State Zip Code

Medical Information: Please list any allergies or medication your child is currently taking

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent or Guardian #1

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Parent or Guardian #2

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

# Aqua Aces Winter Swim Team Payment Form

I, \_\_\_\_\_ would like to put my child(ren), \_\_\_\_\_ on the Aqua Aces Swim Team.

Please circle the applicable fees

- |   |       |
|---|-------|
| € Swim Team Fee (members)                         | \$340 |
| € Junior Team (new team members)                  | \$215 |
| € Middle School Swimmer (before and after season) | \$250 |
| € Single Child Swim Team Fee                      | \$25  |
| € Multi Child Swim Team Fee                       | \$50  |

\*Must be a YMCA member

\*\*\*Additional Child Discount \$-25

\*\*\* {This discount is offered to any family with more than one child on the swim team.}

Name of Paid in Full Sibling \_\_\_\_\_

Total: \_\_\_\_\_

I understand that all payments or payment plans must be in place before the first night of practice. I also understand that payments must be up to date for my child(ren) to participate in practices or swim meets.

- Paid in Full
- Automatic Withdrawal (card or bank account on file) Please specify the day you would like this withdrawal to be taken. \_\_\_\_\_
- I would like to set up a payment plan, other than automatic withdrawal (please call to talk with Misty about this)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
YMCA Aquatic Director Approval Signature

\_\_\_\_\_  
Date



## **DUAL MEET SCHEDULE**

<b>Date of Swim Meet</b>	<b>Oct. 21st</b>	<b>Nov. 4th</b>	<b>Nov. 18th</b>	<b>Dec. 2nd</b>	<b>Jan 6th</b>	<b>Jan. 20th</b>
	<b>HOME</b> with Louisville	@ Orrville	@ Wadsworth	<b>HOME</b> with Mansfield	@ Tuscarawas	@ Massillon

**Divisional Meet: Feb 3/4** \*Must attend 3 total meets (2 must be dual meets)

**League Meet: March 2/3** \*Must qualify at the Divisional Meet, top 30 amongst all the divisional meets move on.

## **OPTIONAL INVITATIONALS** **\*COST EXTRA**

<b>Invitational Dates</b>	<b>Oct.15</b>	<b>Oct. 28</b>	<b>Nov. 12</b>	<b>Dec.10</b>	<b>??</b>	<b>Jan. 14</b>
	Rocktober Pentathlon - Part 1 <a href="https://www.poseidonchampionshipseries.com/">https://www.poseidonchampionshipseries.com/</a>	Boo-rracuda	Turkey Goggle Invite	Sleigh Ride Invite - Part 2	Christmas Cadet	Hang 10 - Part 3
<b>Location</b>	University of Akron	Green Family YMCA	Ashtabula	U of Akron	West End	U of Akron

\*Not all these Invitationals will be options for us to attend as we need to have a coach available.

<https://www.teamunify.com/Home.jsp?team=neoleague>