DAYTON RAIDERS SWIM CLUB, INC.

Swim Team Handbook

For Swimmers, Parents, and Coaches.

Guidelines for the team, meets, and everything Raider.

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1. OVERVIEW

1.1 Organization

The Dayton Raiders Swim Club, Inc is the only self-sustaining, truly financially independent, non-profit swim club in the state of Ohio and has been in continuous operation for over 50 years. The club is volunteer ran, parent supported, and welcomes swimmers from the novice to the most elite. Our aim is to compete big but feel small.

1.2 Vision Statement

Developing world-class citizens and athletes so that every swimmer in our program achieves their maximum potential.

1.3 Mission Statement

The Dayton Raiders (OH) Swim Club is a competitive program dedicated to creating and maintaining an enjoyable and productive swimming environment while encouraging positive mental attitudes and mutual respect, teaching and developing life skills, and advancing the sport of swimming.

2. COMMITMENT AND CODE OF CONDUCT

2.1 Commitment

a) The success of the Swim Team is dependent on a team effort from the Coaching Staff, parents, and swimmers.
b) All Swim Team parents and swimmers must satisfy the specific requirements monetarily, through working assignments, and proper training when necessary.

2.2 Code of Conduct

Each member, both swimmer and parent, shall be familiar with and when applicable, have signed and submitted any forms regarding the code of conduct found in the Policy Document Library. Some of the following forms are signed electronically by a parent or guardian during the registration process. If not found in the Policy Library, the appendix of this handbook will have the others.

- Policy for Parents Code of Conduct.
- Swimmer Code of Conduct.
- Travel Policy for Dayton Raiders Swimmers.
- Adult Chaperone Agreement
- Anti – Bullying Contract

2.3 Swim Meet Policies and Guidelines

a) Meet warm-up times are to be strictly adhered to by all swimmers. Such warm-up times are set by the coaches and may be published in the Meet Information, with updates as

needed. Swimmers who show up late for assigned warm-ups may be taken out of relays, and not be able to warm-up appropriately.

b) Swimmers must check with their coach prior to leaving a meet. Should it become necessary for a swimmer to leave a meet early, his/her coach must be notified as soon as possible.
c) Swimmers are expected to meet with their coach before and after each event.
d) In prelim/final meets, all swimmers who qualify to compete in the finals are expected to participate in the finals unless excused by coaching staff. At times, alternate and relay positions do open that need to be filled.
e) Swimmers are expected to follow the team uniform policy. Specific meet uniform requirements will be found in the meet information posted on the team website and/or disseminated by the coaching staff prior to the meet. Each swimmer's personal appearance should always be neat and appropriate.
f) No "deck changes" are permitted. Swimmers are expected to use available changing facilities. Swimmers are expected to sit with the team and participate in all team meet activities and team meetings. As a matter of team pride and courtesy to the meet hosts, swimmers are expected to leave the Raider team area in a neat and clean condition at the conclusion of each session of the meet. All questions swimmers or parents have concerning meet results, officiating calls, or meet conduct, should be referred to the Raider coaching staff only. Raider coaches will pursue the matter through the appropriate channels.
g) In accordance with USA Swimming policy, parents are expected to remain in the spectator area and off the immediate competitive deck unless they are working the meet in an official capacity.

2.4 Swim Meet Expectations

a) Swimmers should bring warm sweats and towels to all meets, preferably with shoes and socks.
b) Swimmers are always required to sit with the team during a meet. Swimmers must keep their surrounding area clean and abide by facility rules.
c) All swimmers are to report to their coach immediately before or after each race.
d) Team caps are part of the team uniform. A swimmer wearing a team cap during a swim meet is more easily spotted by coaches and parents.
e) Swimmers are best prepared to swim well for a meet if they follow these tips:
    i. Get a full 8-9 hours of sleep, the night before the meet.
    ii. Eat a nutritious meal an hour before warm-ups.
    iii. Report ON TIME for warm-ups.
    iv. Do NOT eat junk food on meet days.
    v. Rest between races.
    vi. Verify swimmers have their suit, cap, goggles and towels prior to arriving.

2.5 Tips for Parents

a) Do complete your meet and committee work responsibilities
b) Stay current on all fees
c) Do leave the coaching to the coaches. Please do not pressure or volunteer swimming advice to your swimmers. Parental coaching can cause much confusion and harm to the swimmer. Your swimmer only needs one source of coaching input - from the coach.
d) Do be a supporter and stabilizer through the ups and downs of your swimmers' successes and not-so-good days. Encourage disgruntled swimmers to take their swimming related problems to the coach and solve for him/herself. If your swimmer cannot find a good solution, then all three parties should meet.
e) Do address your coaching concerns. Arrange a meeting (or phone discussion), work it out, and drop it. Do not carry grudges.
f) Do help swimmers maintain good health habits: Pre-practice and pre-meet meals, appropriate diet, sleep patterns, appropriate dress, positive outlook, etc. Communicate any problems with these items to coaches.
g) Do be patient for swimmers' progress. Your swimmer will plateau in time progressions during the season - especially when working hard. Remember, the program goal is for races to come together for CHAMPIONSHIPS.
h) Do keep informed – check the website and team email often.
i) Do talk to other swim parents. They have been in your shoes and are willing to help you. Their advice is invaluable.
j) Have fun…laugh a lot, cheer hard, and celebrate your swimmers' accomplishments, no matter how small.
k) If you have concerns or suggestions about any part of our program, utilize the swim team suggestion box, talk to the board member responsible for that area or contact the Parent contact for your swimmers' Group.

3. FINANCIAL AND VOLUNTEER OBLIGATIONS

3.1 Financial obligations

The Dayton Raiders Swim Club has many levels of swimming instruction and competition available depending on the swimmer's experience and the desire to compete. The financial obligation is divided into three categories: an annual fee that is used for registration, whether for the Raiders or USA Swimming, and a monthly fee which is further broken into two parts – the training fee and the fundraising fee. In real terms, the sum of the monthly fee and fundraising together is the proportional cost required to operate the team (i.e. each swimmers real cost). We have assigned part of the real cost to be labeled as a fundraising fee so that members will have opportunities to earn money that can reduce the monthly out of pocket costs of your family's real cost. The Fundraising fee is a monthly fee per family, not assessed per swimmer. Raider families have the option of just paying this commitment in cash or participating in the

many fundraising opportunities. Participating in fundraising activities is optional For the most current information on fundraising for the team, please visit our fundraising page.

Financial obligations for each group are set annually by the Board of Trustees. For the most current cost breakdown for each group visit the Cost page on the Team Unify website.

3.2 Volunteer obligations

A swim team is made up of an army of volunteers. All swim teams require volunteers to operate, whether in governance, chaperone supervision on travel team trips, or, of course, on-deck at a hosted swim meet, there are plenty of opportunities to help. Unlike most teams, the Dayton Raiders operate their own facility, which, while being a tremendous asset, also means we have more opportunities to serve the team. Our success depends on the successful administration/management of our team, the condition of our facility, our ability to host successful meets, our participation in away meets, our ability to maintain excellence in coaching, the physical and mental condition of our swimmers and more.

Our goal for the volunteer obligations for each family is **SIMPLIFICATION**. The point requirement will be 300 volunteer points in short course and 100 in long course. The exception is FIRST YEAR only Red/White Group families (150 points) and Dayton Raider Swim Academy transfers (0 points).

Volunteer points will be a per family obligation. It does not matter how many kids you have or in what group your child participates. Every family uses the facility, benefits from the coaching, participates in activities, outings and meets and only has 1 or 2 adults performing these volunteer duties. For the most current version of the Raiders volunteer point obligation, please visit the volunteer point policy on the Team Unify website.

3.3 Home Meet Workers

One of the largest parts of any swim team are the meets. There are numerous positions and duties that need to be filled for every home meet. Participation in the meets are a required part of helping our athletes compete and the saying “it takes a village” is never more clearly understood than when we host a meet. For the most current information on our home meet worker obligations, please visit the Team unify website.

3.4 Involvement

Whether this is your first year of being a part of a swim team, or if you have been part of a team for years, there are many ways to become a vibrant part of the team. The team

requires families to not only donate their time but also their talent and the ways to get involved are numerous. There are meet positions that must be filled, committees that must be chaired, and administrative positions that could use your talent. For a current list of the ways to get involved, please visit the involvement page on the Team Unify website.

3.5 Financial Assistance

Swimming, as with many sports, can become expensive, which is why the monthly cost is broken down into separate parts. Some of the costs are fixed but others can be adjusted through external fundraising. The team also recognizes that there may be times when the costs are simply too great, and we would like to help. The Dayton Raiders have established the *Becki Rine Scholarship Fund* to help "bridge the gap" and keep swimmers in the pool during a period of financial hardship. The fund will assist families in supplementing, or even reducing to zero cost, the training fees for a Dayton Raider family. The appendix at the end of this handbook has more information concerning how a family can qualify for this fund.

4. BECOMING A DAYTON RAIDER

4.1 How do I register?

There are times when the Dayton Raiders will advertise "evaluation periods" or "Trial Weeks", when prospective swimmers may join the team. These usually happen in the Fall, but we welcome new swimmers throughout the year as well. By contacting the team, a new swimmer can be evaluated and placed in the correct group. Once this takes place, a swimmer will need to register with the team to activate an account. The Dayton Raiders utilize the Team Unify website and our URL is www.daytonraiders.com. New and current members should select the "Swim Team Registration" link that is found on the right side of the page. A step-by-step overview of the registration step can be seen here.

4.2 The Team Unify website

The Dayton Raiders uses the Team Unify platform for our website. Our website is packed with information that covers almost every aspect of the swim team. To a new family, it can be a bit daunting and we have created a slideshow to help explain the ins and outs of successfully navigating it. You can access our Website 101 tutorial here.

4.3 What group will I be in?

There is a group for every swimmer. From novice, when making a turn at the end and getting back is plenty of challenge, to the highly competitive SR 1 group, where 10,000 yards during a practice is common, the Raiders strive to finding the right fit for each person. Our coaches not only look at ability but also consider other factors such as emotional maturity and what just "feels right". Most of the time it is simply swimming

with your age group and most of the time, that is exactly what will happen. A swimmer will most often practice, compete, and advance to the next level with the group of like-aged swimmers. Swimming can be an individual sport but most often the group dynamic is what makes swimmers thrive. There **IS** a group for every swimmer and our current listing of offerings (practice, competition, and attendance expectations) can be found here on the Team Unify website.

4.4 Need Assistance? Your Group Contact is there for you

If you are new or a veteran family to the Dayton Raiders, we do not want you to feel overwhelmed with seeking information. Each training group has a parent Group Contact. It is not always convenient to ask administrative questions to the coaches, therefore the Group Contacts acts as a liaison between the families, the coaches, and the Parents Board. Group Contacts are available to answer general questions about the team, guide parents to specific areas of the website, help facilitate fundraising events & deliverables, provide "how to" answers to entering and attending swim meets, distributing equipment, spirit wear and swim caps when needed. We ask that Group Contacts try to attend or be at the pool 50% of the practices for the younger groups (at least 2 practices per week) and be accessible for communication for the senior groups. The names and contact information for this season's Group Contacts can be found on our website under "Team Management" here.

5. SWIM MEETS

5.1 The Short and the Long of it

The Dayton Raiders participate in two distinctive seasons as defined by Ohio Swimming and USA Swimming. The short course season is swimming in a 25-yard pool and is considered the "winter" season. Short course usually begins in September and concludes with some championship meets in late March.

Long course is our "summer" season and it starts in early April and has concluded by the first of August. The long course pools are 50 meters in length.

Typically, August is an "off" month for the Raiders. Enjoy the break!

5.2 Why do we host meets?

The Dayton Raiders Swim Team hosts 2-3 swim meets per year. These swim meets and the funds raised through hosting them allow us to meet our budget for the year. One of the most important jobs for you as a parent is assisting each other in running our home swim meets. There are many veteran parents that will organize the work, but it takes the entire team to run it. So, what is needed to run a swim meet? The governing bodies,

USA Swimming (National) and LSC (Ohio), establish rules for conducting the meets. The Dayton Raiders host one timed final meet consisting of five sessions, one prelim/final meet consisting of seven sessions, and one-time trial meet consisting of a single session. To run a single session in an 8-lane pool requires approximately 60 volunteers. These volunteer jobs include meet director (1), announcer (1), awards (1), crowd control (3), clean up (5), clerk of course (7), concessions (3), deck marshals (4), event call (1), facility monitoring (2), timers (18), admission & heat sheet sales (2), runners (2), hospitality (2), referee (1), starter (1), administrative official (1), timing equipment operator (1), and stroke and turn officials (4). In addition, there is pre-meet coordination that must be done, including applying to host the meet, set up of the computer database, accepting entries from visiting teams (and our team), set up and testing the timing equipment, and set up and coordination of hospitality and the volunteers. Finally, there is post-meet reporting that must be done to Ohio Swimming and the visiting teams.

We are incredibly fortunate to OWN our OWN facility where we can host meets, but that also requires several volunteers and countless hours to maintain the facility. So, why do we host meets? The main reason we host meets is for our athletes, they put a lot of effort into their sport, and competition is where it all pays off.

5.3 How do I register for a meet?

You will utilize the Team Unify website to declare the interest of your swimmer to compete at a swim meet. Whether it is a home meet or away, as it approaches, an email reminder from the team will remind you of your need to sign up. A step-by-step explanation of the registration process can be seen on our slideshow here about how to enter swim meets on the website. At some meets, coaches will interact with your selections to make sure your swimmer is entered in the right events. While improvement is our hope for every meet, effort is the true measure of success in the pool.

5.4 The Terminology behind the Meet

There is a new vocabulary to learn when it comes to swim meets. Unless you are familiar from your own youth, it can a be a little confusing in the beginning. We have put together a document of terminology common at swim meets, take a look and you'll sound like an old pro in a meet or two.

5.5 Traveling to away meets

Ask any of our younger swimmers, some of their fondest memories are from the travel meets. From bonding with teammates between events, cheering on teammates during their events, and getting high-fives after dropping time and getting a PB in your event, meet memories can be a lot of fun. Stopping by the donut store on the way home never hurts either. Early on, the meets will be close, and you will most likely return home

within a few hours; later, meets can be a far distance and might last several days. Much like our athletes' train for their events, learning to travel well is something that you learn with experience. As our athletes mature and take a larger interest in their development, they will naturally take a larger interest in preparing their bodies to perform well. They will understand what it is they need to succeed. Eventually, they will travel just with their team and coach to prepare for the next stage of their swimming. At that stage in their career, the Travel Team policy will need to be followed.

6. ATHLETE PROTECTIONS

6.1 Safe Sport

USA Swimming is committed to fostering a fun, healthy and safe environment for all its members. For that reason, there is a detailed Code of Conduct in place. The rules, policies, reporting structure, education and tools are intended to serve the membership to help maintain a safe environment.

The Safe Sport Handbook was designed to help USA Swimming members implement safe sport practices at the local level and includes detailed information on USA Swimming policies, guidelines, best practices, strategies and tools. Please visit the USA Swimming Safe Sport website to view all of these materials and the 2019 Minor Athlete Abuse Prevention Policy (MAAPP).

6.2 Lindsay's Law: Sudden Cardiac Arrest in Youth Athletes

What is Sudden Cardiac Arrest?

A Sudden Cardiac Arrest (SCA) occurs when the heart suddenly and unexpectedly stops beating, cutting off blood flow to the brain and other vital organs. Sudden cardiac arrest is fatal if not treated immediately, most often by a defibrillator.

Who is Lindsay?

Senate Bill 252 is named for national heart health advocate and former Miss Ohio Lindsay Davis who suffers from a heart condition and has since dedicated her career to raising awareness of this potentially fatal condition.

"Sudden cardiac arrest is the number one killer of student athletes," said Davis. "At any moment I could have died because coaches and teachers had no idea this was even a possibility for someone who looked as healthy as I did at that age."

Lindsay's Law

Lindsay's Law, Ohio Revised Code 3313.5310, 3707.58 and 3707.59 went into effect in 2017.

In accordance with this law, the Ohio Department of Health, the Ohio Department of

Education, the Ohio High School Athletic Association, the Ohio Chapter of the American College of Cardiology and other stakeholders jointly developed guidelines and other relevant materials to inform and educate students and youth athletes participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest. For more information on Lindsay's Law, please click HERE.

6.3 Concussions / Return to Play

Ohio's Return-to-Play law (ORC 3313.539 or ORC 3314.03) requires that Ohio youth athletes who are suspected of sustaining a concussion, MUST be removed from practice or play. Ohio laws prohibit a child to return to play (practice or competition) on the same day that he/she is removed on suspicion of having sustained a concussion. He/she may return the following day if cleared in writing by a physician (MD or DO) or other authorized healthcare provider that he/she did not sustain a concussion. Dayton Raider coaches, administrators and officials are trained to recognize and comply with the guidance outlined by the Return to Play Law. For more information on concussions, please visit the Ohio Department of Health website.

Appendix A: DR Payment Terms and Termination Policy

This is presented electronically during the registration process.

On or about the 25th of each month, a billing summary will be emailed and should be reviewed for accuracy (this does not preclude the ability for each family to log into their account 24 hours a day, 7 days a week to view their account balance). Payment on the account will be drafted on the 1st of each month. If the 1st occurs on a non-business day, the drafting will take place on the following business day. A $30 fee will be assessed for insufficient funds.

SWIMMERS WITH PAST DUE ACCOUNTS WILL NOT BE ALLOWED TO PRACTICE OR PARTICIPATE IN TEAM SPONSORED EVENTS.

WRITTEN NOTICE is required for any swimmer leaving the Dayton Raiders. Notice must be received by the **20th of the current month** to avoid incurring training fees for the following month.

Payments are made via ACH of Credit Card through the team's website. If you choose to use a credit card, bank fees of $0.28 plus 2.9% of the transaction amount will be added. I have read the Dayton Raider policy for Termination of Membership Due to Non-Payment.

Appendix B: Liability Waiver and Team Policy Acknowledgement

This is presented electronically during the registration process.

By registering my child(ren) with the **Dayton Raiders Swim Club**, I agree to participate (or allow my child(ren) and family member to participate) in the Dayton Raiders Swim Club, and hereby release Dayton Raiders Swim Club, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the Dayton Raiders Swim Club program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the **above mentioned organizations** and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the Dayton Raiders Swim Club program.

I agree to abide by the **Dayton Raiders Swim Club's** policies and procedures including fee, payment process and payment options; family volunteer commitment; family fundraising requirement, parent code of conduct and media release.

Appendix C: Medical Release Waiver

This is presented electronically during the registration process.

I certify that I am the parent or legal guardian for my child(ren).

I certify, to the best of my knowledge and belief, that my child is in good physical condition and has no condition which would impair participation in the swimming program. In case of injury, of whatever kind or nature and however caused, in the event I am unable to be reached, I hereby give the **Dayton Raiders Swim Club**, the **Dayton Raiders Aquatic Center**, and their respective representatives permission to act on my behalf in seeking medical treatment from any licensed physician, hospital or clinic for my child in the event that such treatment is deemed necessary while my child is participating in Dayton Raiders Swim Club activities. I give permission to those administering medical treatment to do so using methods deemed necessary.

I hereby release and absolve the **Dayton Raiders Swim Club**, the **Dayton Raiders Aquatic Center**, and their respective representatives from all liability while acting on my behalf in this regard. I will be responsible for and all costs associated with any necessary medical attention and/or treatment.

I hereby unconditionally release the **Dayton Raiders Swim Club**, its employees, officers, directors, and volunteers and any facility used by the Dayton Raiders Swim Club from any liability arising out of any injury to my child which may occur while my child is participating in the Dayton Raiders Swim Club program, including, but not limited to practices, meets, travel and other team activities, or while my child is using facilities leased or used by the Dayton Raiders Swim Club.

On April 26, 2013 Ohio's Return to Play Law went into effect regarding concussion management. I certify that I have reviewed the Ohio Department of Health Concussion Information Sheet for Youth Sports Organizations. Clink on the link for Frequently asked questions.

On August 1, 2017 Lindsay's Law goes into effect regarding sudden cardiac arrest training. I certify that I have reviewed the materials provided on the Ohio Department of Health website (click here). **Please ensure that you have printed the signature form and return it signed to the team administrator or coach**. Your athlete will not be permitted to practice until this has been turned in.

Appendix D: Becki Rine Scholarship Fund

Purpose: This policy is intended to regulate the granting of financial assistance in the form of fee reductions for individuals and families unable to pay the established program fee.

Philosophy: The Dayton Raiders Swim Club believes that community values are strengthened when the individuals of a community can be assisted by the community. This program is designed to assist, financially, an individual family that is a member of our community. While the hope of this fund is temporary assistance, it may be utilized by qualified members for the duration of the club's fiscal year. Financial hardship, we realize, does not always leave as quickly as it has appeared.

Background: Becki Rine, a former Vice President of the Dayton Raiders Swim Club, was a very ardent supporter of her family, this club, and of the sport of swimming. Becki was a key component of the team's transition to the DRAC and her perseverance allowed that to happen. A friend to all Raiders, Becki will always be remembered.

I. **Eligibility**.
   A. Applicant's family must qualify for Free or Reduced Price Lunches thru the National School Lunch Program (NSLP) or the Supplemental Nutrition Assistance Program (SNAP).
   B. Applicants who qualify for Free Price lunches thru NSLP may be eligible for reduced monthly dues rates.
   C. The Dayton Raiders Swim Club will not cover the following costs associated with swim team membership:
      1. Monthly fundraising requirement
      2. USA Swimming membership fees (There is an associated Outreach program).
      3. Meet entry fees
      4. Swim wear and required equipment

II. **Verification**.
   A. A letter from the appropriate school district verifying participation in the NSLP.
   B. Current verification requirements must be met before consideration of the application for the upcoming fiscal year. The Dayton Raiders Swim Club's fiscal year runs from September 1st to August 31st.

III. **Application**.

A. Individuals should contact either the club President, Treasurer or the Billing Coordinator to inquire about entry into the fund. Supporting documents should be provided at this point.
B. The Dayton Raiders Swim Club board of trustees, once notified of the request, will decide, on a case by case basis, the applicability of the request.
C. All applicants must allow thirty days for processing. Applicants should keep their account in good-standing until they are notified be email or phone of acceptance into the fund.

IV. **Guidelines for the Scholarship Approval Process**.

A. The Dayton Raiders Swim Club Board shall determine the availability of scholarship funds within the upcoming fiscal year's budget each September or when notified. The goal for scholarship funds shall be 5% of the total monthly dues collected per year.
B. Incomplete or falsified information during the application shall result in denial of requests.
C. Applicants must meet the requirements described in Section I, Eligibility.
D. All program participants granted financial assistance shall remain in good standing with USA Swimming and also with the Dayton Raiders Swim Club fundraising and volunteer requirements. Failure to do so may result in dismissal from the fund. Unsportsmanlike conduct and/or conduct detrimental to the program shall be grounds for removal of all financial assistance present and future. Revocation may be immediate in the examples above.
E. Applications should be made annually, and applications from individuals found to be delinquent in other areas (fundraising, volunteer) shall be denied.
F. The Dayton Raiders Swim Club reserves the right to terminate any and all scholarship assistance at any point during the fiscal year, due to extreme crisis of the team. In this extreme case the Dayton Raiders shall give 30 days' notification to the member upon revocation of the assistance.
G. In the event that the maximum scholarship funds available have been disbursed and additional applications are received, a waiting list shall be established and as financial funds become available, the funds shall be made available to the first position on the waiting list.
H. This list shall not be considered all-inclusive, and the Dayton Raiders reserves the right to refuse financial assistance.