

CENTER GROVE AQUATIC CLUB

Parent-Swimmer Handbook

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www.cgacswim.org

CENTER GROVE AQUATIC CLUB

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CGAC PARENT-SWIMMER HANDBOOK

PURPOSE

The purpose of this handbook is two-fold: to explain to new members just what the Center Grove Aquatic Club is and to outline various policies that affect all swimmers, year after year. All families should read it so that they may become familiar with important facts and rules of the club. The USA Swimming age group swimming program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits. Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much? Swimming develops high quality *aerobic endurance*, the most important key to physical fitness. *In other sports an hour of practice may yield as little as 10 minutes of meaningful exercise.* Age group swimming teams use every precious minute of practice time developing fitness and teaching skills. Swimming does a better job *in proportional muscular development* by using all the body's major muscle groups. No other sport does this as well. Swimming enhances children's *natural flexibility* (at a time when they ordinarily begin to lose it), by exercising all of their major joints through a full range of motion. Swimming helps develop superior *coordination* because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement. Swimming is the *most injury-free* of all children's sports. Swimming is a sport that will bring *kids fitness and enjoyment for life.* Participants in Master's Swimming programs are still training and racing well into their 80's. In addition to physical development, children can develop greater *intellectual competence* by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes and develops lifetime habit patterns for physical activity. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally, their accomplishments in learning and using new skills contribute to a stronger *self-image.*

GENERAL DESCRIPTION AND OBJECTIVE

The mission of the club is to provide an aquatic program to the residents of White River Township and surrounding communities.

The Center Grove Aquatic Club, founded in *1980*, is one of the top year-round swim programs in Indiana. We offer a guided age-group youth program for children age 2 and up, from the beginning swimmer to the most competitive and skilled swimmer. When a young person becomes a member of the Center Grove Aquatic Club he/she learns the values of sportsmanship and teamwork. Swimming, through the Center Grove Aquatic Club, provides physical, emotional and intellectual skills that will last a lifetime.

Succinctly, our goal is to attain the highest level of success for both team and athlete. This is achieved through progressive development in and out of the water in our training groups. Constant improvements in mechanics, endurance, mental and physical maturity contribute

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equally to the long term development of the mature athlete. We strive to excel at all levels, but long term goals are never sacrificed for short term gain.

HISTORY

Mr. Denny Davis, the Center Grove High School men's varsity swimming coach at the time, founded the Center Grove Aquatic Club (CGAC) in 1980. The club's purpose at that time was to provide a feeder system for the high school team. This remains one of the club's major goals today. However, since 1982, when Mr. Jim Todd became the head coach, club goals have expanded to include establishing a comprehensive competitive program for our community. Coach Todd is currently the Men's and Women's Center Grove High School Varsity Head Coach. CGAC has not only become recognized as one of Indiana's finest programs, but has also recently stepped up into the national level by virtue of its Junior and Senior National qualifiers.

COACHING STAFF

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. The Center Grove Aquatic Club staff consists of professionally trained coaches. They have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. Certified coaches in U.S. Swimming programs possess training and experience in the physiology and psychology of adolescent development. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time. (See Appendix B for biographies of coaches)

COACHES' RESPONSIBILITIES

The coach's job is to supervise the entire competitive swim program. The Center Grove Aquatic Club coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself--"to be the best you can be." Therefore, the coaches must be in total control in matters affecting training and competition.

1. The coaches are responsible for placing youngsters in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/she will be placed in a more challenging training group by the coach.
2. Sole responsibility for stroke instruction and the training regimen rests with the Center Grove Aquatic Club coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
3. The coaching staff will make the final decision concerning which meets Center Grove Aquatic Club swimmers may attend and the events they will swim.
4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism

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regarding the swimmers performance. (It is the parent's job to offer love and understanding regardless of their youngster's performance)

5. The building of a relay team is the sole responsibility of the coaching staff and is generally based on the four fastest swimmers' times for that season.

The coaching staff is constantly updating and improving the Center Grove Aquatic Club program. It is the swimmer's and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

PROBLEMS WITH THE COACH?

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact, this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach: When contacting the coaches, please be considerate. The best way to speak with the coaches is to meet them after practice. They usually make themselves available for 10 minutes to answer questions, or provide information. Sending a note to the coach with your swimmer is a good way to get information to them.

1. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group that can range in size from as many as 20-100 members. On occasion, an individual child's interest may need to be subordinate to the interests of the group; but, in the long run the benefits of membership in the group compensate for occasional short-term inconvenience.
3. If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconditions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head age group coach or head coach join the dialogue as a third party.
4. If another parent uses you as a sounding board for complaints about the coach's performance or policies, encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

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TRAINING SESSIONS

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the classes of swimmers. Training schedules are designed to provide only slightly more time than is required for a swimmer to accomplish this. Therefore, it is important that each swimmer attends as many practices as possible, in order to derive the full benefits of the program. Pool availability is our most limiting factor. The Center Grove Aquatic Club trains at the Center Grove High School pool year round. Free use of the high school pool is a privilege that many teams in the country do not have. The High School teams naturally have priority in scheduling of practices and meets; therefore, scheduling parameters described above are goals. A practice and meet schedule will be provided.

TEAM LEVELS and TRAINING EXPECTATIONS

The Center Grove Aquatic Club uses a "progressive" age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced to the training program. In this respect, "too much too soon" is more often the cause of failure to achieve maximum potential in senior swimming

In addition to emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers who are compatible in respect to abilities, commitment levels and goals.

At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long-term goal of total excellence is always in mind. As each child is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making team assignments at the Elementary School level based on a swimmer's physical, mental, and emotional level of development. The following is a list of each team.

LEARN TO SWIM LESSONS

The “**Learn to Swim**” lessons follow American Red Cross progressions, which incorporate a specific skills level. The “Learn to Swim” program is offered year round at different times depending on scheduling constraints at the Center Grove High School Pool.

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SHARKS & MINNOWS

Training:

- Average Age 6-8 Years old
- Two sessions a week, 30 minutes each
- No dry land
- 10 week program

Expectations:

- Introduction to Skills and Stroke mechanics
- Learn to enjoy swimming
- Interact with others and coaching staff
- Make new friends
- Willing to learn and try new skills
- Learn to train as an athlete

WHITE

Training:

- Average Age 7-10 Years old
- Two sessions a week (Tue , Thu) 60 minutes sessions
- Dry land
- 800-1200 yards per session

Expectations:

- Working toward "B" or better cuts
- 75% Attendance
- Learn to enjoy swimming
- Make new friends
- Willing to learn new skills and strokes
- Learn to train as an athlete
- Learn how to use training equipment (buoys, kickboards, paddles)
- Learn pace clock techniques
- Proper starts and turns
- Individual medley

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RED

Training:

- Average Age 8-10 Years old
- Three sessions a week (Mon , Wed , Sat) 60 minutes sessions
- Dry land
- Test sets
- 1500-2000 yards per session
- Swim interval 2:10

Expectations:

- Working toward "A" or better cuts
- 75% Attendance
- Make new friends
- Learn to train as an athlete
- Individual medley
- 100/200 yd freestyle race technique
- Learn pace clock techniques
- Proper starts and turns

OLYMPIANS

Training:

- Average Age 9-11 Years old
- Five sessions a week (Mon, Tue, Wed, Thur, Sat) 90 minutes sessions
- 2000-3000 yards per session
- Dry land
- Test sets
- Medicine balls and nutrition
- Swim interval 2:00

Expectations:

- Enjoy sport of swimming
- Learn history and heroes of swimming
- Working toward "A" or better cuts
- 80-90% Attendance
- Four stroke competent
- 200 im, 100/200/500 freestyle race techniques

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PRESENIOR1

Training:

- Average Age 11-14 Years old
- Five sessions a week (Mon, Tue, Wed, Thur, Sat) 120 minutes sessions
- 3500-5000 yards per session
- Dry land
- Weight Training and Nutrition
- Goal setting
- Swim interval 1:45

Expectations:

- Enjoy sport of swimming
- Learn history and heroes of swimming
- 90-100% Attendance
- “A”-“AA”, Divisional and State cuts
- Learn training techniques
- 200/400 im racing skills
- 100/200/500/1650 freestyle racing skills

PRESENIOR2

Training:

- Average Age 11-14 Years old
- Five sessions a week (Mon, Tue, Wed, Thur, Sat) 120 minutes sessions
- 3500-5000 yards per session
- 100/200 Stroke training
- Dry land
- Weight Training and Nutrition
- Goal setting
- Swim interval 1:30

Expectations:

- Enjoy sport of swimming
- Learn history and heroes of swimming
- 95-100% Attendance
- “A” cut or better, Divisional and State and Zone cuts
- Learn training techniques
- 200/400 im racing skills
- 100/200/500/1650 freestyle racing skills

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SWIMMER'S TRAINING RESPONSIBILITIES

As a swimmer's level of swimming ability increases so does his/her responsibility. The program is designed to encourage all swimmers to be Senior Swimming bound. As swimmers improve, there is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice. Swimmers will be required to bring specified training accessories (i.e., goggles, caps, etc.) to workouts. It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as excuse to miss part of a training session.

Swimmers are required to follow these basic behavioral rules:

- Strive to do your best in your school work
- Have and show respect for coaches, other swimmers, and parents
- Have and show respect for meet officials and volunteers
- Come to each practice with all equipment designated by coaches and be prepared to train at your highest possible level
- Take responsibility for your performance and actions
- Set high, yet realistic goals and work toward those goals
- Seek advice of coaches and take encouragement and criticism in the context it was given
- Pay attention to coaches at all times
- Have a positive attitude
- Have FUN

Swimmers are required to follow these specific dry land rules:

- Be dressed and prepared for each training session
- Work to your level of ability
- Don't stop or interfere with the training of others
- Always try to do your best in each skill development drill
- **REPORT ANY AND ALL INJURIES TO COACHING STAFF IMMEDIATELY**
- In the weight room pay strict attention and keep noise and other distractions to minimum
- Increase weight resistance only after consulting with coach

Swimmers are required to follow these specific swim training rules:

- Be prepared for the start of practice
- Have all equipment ready and in good working order
- Have water bottle filled
- Enter water in safe feet-first manner
- Each push off is done in a tight streamline position
- Proper training skills are to be practiced at all times
- Test sets and drills are set up to challenge the swimmers ability, keep a positive attitude and do your best at each opportunity.

Swimmers are required to follow these swim meet rules:

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- Arrive early, be ready to warm up with the team
- Stretching will be completed prior to beginning of warm ups
- Check in with deck coach before and after each swim
- Be respectful to all meet officials, volunteers, and the facility
- Do not leave meet without first notifying deck coach
- Enjoy the experience with friends and family

PRACTICE AND ATTENDANCE POLICIES

The following guidelines are to inform parents and swimmers of the coaches' policies regarding practice. These policies have been developed over many years and are designed to provide the best possible practice environment for all.

1. Each training group has specific attendance requirements appropriate for the objectives of that group. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The club does, however, encourage younger swimmers to participate in other activities in addition to swimming. The coaches' expectation that swimmers attend practice sessions increases in more advanced training groups.
2. For the swimmer's protection, they should arrive on the school grounds no earlier than 15 minutes prior to their workout time. They should also be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim five minutes prior to the start of their practice.
3. Plan to stay the entire practice. The last part of practice is very often the most important. Usually, there are also announcements made at the end of each practice. In the event that your child needs to be dismissed early from practice, a note from the parent or the presence of a parent is required.
4. Swimmers are to enter the building at the activities entrance on the South side of the building and go directly to the pool area. A swimmer found in any other part of the building, when not authorized, could damage our relationship with the High School; and therefore, will be subject to dismissal from the Center Grove Aquatic Club without refund for that season.
5. While on school grounds, the swimmers are the responsibility of the coaching staff. During practice sessions, swimmers are never to leave the pool area without coach's permission.
6. Parents are allowed to observe practice from the spectator viewing area. Normally, coaches will be available for a brief period after practice to answer your questions. Please limit questions to areas directly related to your child's' swimming. Direct all administrative and scheduling questions to the Administrative Manager.

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TERMS AND CONDITIONS FOR PARTICIPATION

As one of the families that will enjoy the benefits of belonging to the Center Grove Aquatic Club, the following facts concerning the financial significance of well-run swim meets are worthy of your recognition. The Center Grove Aquatic Club funds its activities from four sources: the yearly fees the families agree to pay, hosting swim meets, sponsoring concession stands at the High School and Middle School swim meets and individual fund raisers.

CLUB FEES AND PARENT CONTRACT

Fee Schedule

You will receive a monthly statement of all fees due. Fees will be due 15 days after the statement date. It is expected that members will keep their accounts current. There will be a fee for any checks returned.

In addition to the training fees billed monthly, the following fees apply:

- Family registration fee: \$100.00 per family. (Non-refundable). This is a yearly fee collected in the fall. Families joining in the spring will be assessed registration fee when they join and again the following fall should they remain with the club.
- USA Swimming registration and insurance fee (Non-refundable).
- Meet entry fees are separate and additional. Meet entry fees that have been committed are not refundable.

Annual training fees are shown below and will be billed according to the following schedule:

Training Group	Annual Fees	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
High School	\$750	\$100	\$100					\$100	\$100	\$100	\$100	\$100	\$50
Senior	\$1050	\$100	\$100	\$100	\$100	\$100		\$100	\$100	\$100	\$100	\$100	\$50
Middle School													
PreSenior2	\$800	\$80	\$80	\$80	\$80	\$80	\$80		\$80	\$80	\$80	\$80	
PreSenior1	\$800	\$80	\$80	\$80	\$80	\$80	\$80		\$80	\$80	\$80	\$80	
Elementary School													
Olympians	\$700	\$70	\$70	\$70	\$70	\$70	\$70		\$70	\$70	\$70	\$70	
Red	\$550	\$55	\$55	\$55	\$55	\$55	\$55		\$55	\$55	\$55	\$55	
White	\$400	\$40	\$40	\$40	\$40	\$40	\$40		\$40	\$40	\$40	\$40	

Notes:

- High School Swimmers are part of the Senior team.
- Middle School aged swimmers will by definition belong to one of the two PreSenior teams.

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It should be noted that the group names are for generally describing the group of swimmers. Should the coaches determine that a swimmer should practice with a different group, the swimmer will be deemed to be a part of that different group for billing purposes.

The commitment for the Center Grove Aquatic Club is for the period April 1, 2009 to August 31, 2009. Members will be billed for each of the months above and in the amounts above. The only exceptions to this policy are as follows:

- * ____ Previous CGAC swimmers who are members of a College swim team will participate free of charges (except for meet entry, award and USA fees). Swimmers must be USA members.
- * ____ Accounts will be considered past due 15 days after the effective date – if an account becomes 45 days past due, your child will be prohibited from practice until such time your account becomes current.
- * ____ Any arrangement requested in writing and approved by the full Board of Directors.
- * ____ Withdrawal from the program. If you quit,
 1. payment is due for monthly training fees until written notice of the swimmer's withdrawal from the program is received;
 2. swimmers are not allowed to come “out and in” of the program during the season;
 3. you are responsible for any committed swim meet fees; and,
 4. you are responsible for any unearned volunteer session credits. You may pay the remaining fee or volunteer to work any upcoming meets.
- * Parent initials required and mean that you have read and understand each statement.

CGAC Parent Volunteer Requirement Program

Many of you may not be aware of how our club is structured from a financial standpoint. We have a large budget. Of that total budget, about ½ of the budget is raised through your fees. The next largest contribution is operation of 3-4 major swim meets and several dual meets over the course of each year. We need people to staff these meets. There are several other jobs assigned by the CGAC Board of Directors that require volunteers, hence our requirement to earn 7 volunteer credits per family. These credits are split as follows:

6 credits during the Short Course Season, September through March

1 credits during the Long Course Season, April through August (Note that should the club only host one of the two planned meets during the long course season, this requirement will be reduced to one).

The CGAC Board of Directors has valued each volunteer session at \$60 per session. At the conclusion of each of the above noted seasons, each family's volunteer participation will be reviewed.

- * ____ Unmet volunteer commitments will be added to the family's bill and the family will be responsible for compensating the club for that amount. As noted above, in the event a swimmer withdraws from the program, you are still responsible for any unearned

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volunteer session credits. You may pay the remaining fee or volunteer to work any upcoming meets.

In order to accurately monitor volunteer activity, the following apply:

- Our Volunteer Coordinator keeps a current record of all volunteer activity.
- One credit is equal to 1 session of swim meet or about 5 hours.
- Each time a family member (must be 16 or older) volunteers, they must sign in with the Volunteer Coordinator at the swim meet to receive credit for their obligations.
- Once the function begins, if you are unable to work you are responsible for securing a replacement worker.
- Failure to sign in and or perform the assigned duty could result in a fine of \$60.00.
- Each family is still responsible for their volunteer credits if the swimmer quits the program.
- Sign-up opportunities will be available at our monthly parent meetings and/or at sign-up tables in the pool area, and may be detailed in the announcement section of the bill.
- It is anticipated that volunteering for concessions at high school and middle school meets will count toward volunteer obligations. Timing at high school and middle school meets does not count toward volunteer obligations.

**I understand that effective 14 days from the date on this form I am responsible for all fees and agree to the terms and conditions in the Center Grove Aquatic Club Parent Contract.

Parent Signature: _____ **Date:** _____

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MEET ENTRY FEES

At the beginning of the season you will receive a meet calendar for the season. Entry fees are billed the following month of the meet on your invoice. Typically, you can expect to be charged \$3.00-\$5.00 per event depending on the meet entered. In most meets, swimmers can swim three to five events per day (there is no charge to swim in a Dual Meet.) Center Grove Aquatic Club will write the host club a check for all the entry fees collected for the swimmers on our team. These checks will often run well over one thousand dollars for a large meet so it is important you pay your invoice promptly the following month. Host clubs do not refund entry fees if your child no-shows. If you enter a meet and then do not attend, the meet fees must still be paid. Except in cases of illness, if your child's no-show causes a relay to be canceled, your account will be billed for the entire relay fee.

GENERAL REQUIREMENTS

1. Characteristic of any business, CGAC expenses begin the first day of every month. A positive cash flow is required to assure payroll requirements and various other expenditures. It is, therefore, imperative for all CGAC parents to pay their swimmer's monthly installment within 15 days after the statement date. When a swimmer is moved from one group to another, he/she must pay the monthly fee for the highest group in which they participate. Any checks returned to the Center Grove Aquatic Club for Non-Sufficient Funds will be subject to a \$25.00 additional handling charge.
2. For current and former members, the yearly club registration fee and USA Swimming registration fees are not refundable and must be paid prior to the swimmer entering the water. New members of Center Grove Aquatic Club may swim for a two-week trial if the USA Swimming fee has been paid. It is the responsibility of the member to notify the coach and treasurer in writing of intention to terminate or cancel a team membership. Failure to notify the treasurer may cause a member to be unnecessarily billed for monthly dues.
3. If a member quits the program or is dropped from the program because of overdue bills, overdue and current account balances are immediately payable in full. If you have any questions about any billing you may have received, please contact the club Treasurer at the number listed in Appendix A. The mailing address for fees is also included in Appendix A.
4. PLEASE Help Us- Checks should include your account number (listed on the invoice).
5. Should a swimmer decide to discontinue participation in the program with the Center Grove Aquatic Club, the monthly dues for the month of which he/she swims any portion thereof and any outstanding entry fees are considered an obligation to the Center Grove Aquatic Club, and are payable upon termination of participation. Swimmers are not allowed to come "in and out" of the program during the year. (i.e. you are not allowed to pay for Sep.-Dec. and then quit

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swimming and return in May. The only exception to this policy is listed in the Fee section of this handbook. Therefore if you quit and wish to return you have two options:

1. Register the following September and start a new year with the club
2. Pay your back months' dues.

INSURANCE

It is required of all Center Grove Aquatic Club swimmers that they have a current USA Swimming membership. This membership not only supports swimming throughout the country, it also provides very important accident and medical insurance for every swimmer and every club. Each swimmer is covered at any organized practice of Center Grove Aquatic Club and every competition that is sanctioned by USA Swimming. A summary of the coverage is listed below. The membership cost for USA Swimming is approximately \$50.00 per year. This fee is charged and collected at the time of registration and subject to yearly revision. The program provides safety education for members, excess accident medical protection for USA Swimming members who may suffer injuries while participating in insured activities, and provides evidence of financial responsibility so USA Swimming clubs can conduct insured events and activities.

USA Swimming has adopted two major insurance programs:

1. Excess Accident Medical Protection;
2. Liability Insurance Program.

These two programs are intended to provide reasonable protection for USA Swimming athletes and clubs while stabilizing the cost. For detailed information about insurance coverage, consult documentation on USA Swimming website (www.usaswimming.org).

TEAM UNIFORM

One of the two required items to wear in any meet is a team swim cap. This cap is available from the Administrative Manager at practice. The reason for this requirement is that each coach is responsible for several swimmers at each meet and the Center Grove cap is easily spotted by both coaches and parents alike. Most swimmers should have at least two on hand for each meet.

All members of the CGAC teams must wear the team suit in USA Swimming competitions. The team's suit is available from Circle City Swimwear. Team fitting nights are scheduled at the beginning of each season. Suits, caps, goggles and other equipment required by the coaching staff can be purchased or ordered at this time. It is less costly to purchase suits during team fittings. Additional group orders for team apparel are available at designated times throughout the year. These items may include, team warm-ups, parent shirts, parkas, bags, t-shirts and other items that promote CGAC. It is highly recommended that each swimmer's name be placed inconspicuously on all pieces of clothing worn to swim meets.

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SWIM SEASONS

The CGAC trains year round but the swim meet schedules are divided into two seasons. The winter, or "short course", season runs from mid-September to mid-March. The meets are held in a 25-yard pool. The summer, or "long course", season runs from early April to mid-August. Meets are generally held outside in 50-meter pools (Olympic size).

COMPETITION ..AND THE WINNER IS..

The Center Grove Aquatic Club staff does not see the first place person as the only winner. We'd rather look to see who behaves like a winner. There are certain characteristics of a winner, and every swimmer, no matter where they place, has the opportunity to emulate those characteristics: concentration, listening skills, and working toward goals.

Sports are not an end in itself, but a vehicle we use to teach children life skills and how to reach their potential. We use sport as organized play to demonstrate and measure one's abilities. When seen in that light, winning without learning is not the desired intention of Center Grove Aquatic Club. In competition, the important measure is not who collected the most medals, or even who improved the most seconds. The real critical measure is who learned the most from the competitive experience.

Swimmers quickly forget the medals, records, and other material benefits. They will, however, remember the development of interpersonal skills, discipline, listening skills, time management, goal setting, and enhanced self-image. These are the things that make the swimmer a more successful person with a better chance of living a life closer to their peak potential, and to contribute to the world in which they live.

LEVELS OF ACHIEVEMENT

There are seven different age group classifications recognized by USA Swimming (the governing body of the sport): 8-Under, 10-Under, 11-12, 13-14, 15-16, 17-18, and Senior. The Senior classification includes any age registered swimmer who has achieved the prescribed qualifying time for the event. Not all age group classifications are offered at every swim meet. The swimmer's age on the first day of a meet will govern the swimmer's age for the entire meet.

Within each age group, there are different nationally recognized levels of achievement based on times. All swimmers begin as "C" swimmers. As they improve, they advance from "C", to "B", "BB", "A", "AA", "AAA", and ultimately "AAAA". The times required for each ability level are published each year by USA Swimming. This permits fair, yet challenging, competition on all levels.

In some cases, a swimmer may be in a different class in each stroke. An example: a "C" breaststroke time, a "B" freestyle time, and an "AA" backstroke time.

Some swim meets set certain qualification standards. In order to swim in a certain classification, a swimmer must have achieved the qualifying time for that particular classification.

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TYPES OR LEVELS OF SWIM MEETS

1. Dual Meets-Occasionally, the Center Grove Aquatic Club will compete with one other team in a dual meet. These meets help promote team unity, but usually limit the number of events a swimmer may enter.
2. Developmental / Invitational Meets-These meets generally do not have any qualification time standards. Most of the time, these meets offer each one of the competitive strokes in the two distances offered for each group. Each swimmer is usually allowed to enter from 3-5 events per day.
3. Qualification Meets-These meets have some type of qualification time standard(s) that a swimmer must meet in order to enter the meet.
4. State Championships-At the end of each short course (winter) and long course (summer) season, a State Championship meet is sanctioned by Indiana Swimming, the governing body of swimming in the state of Indiana. Indiana swimming sets the qualifying time standards for these championship meets. Generally, the standards fall between the national "A" and "AA" time standards. There are two championships held each season: the Age Group Championship for swimmers 14-Under and the Senior Championship open to any swimmer in the state who has met the qualifying standards regardless of age.
5. Zone Championships-After the state championships are held in the summer, a swimmer may qualify to participate in the Central Zone Championships by swimming a national "AAA" time. This is an all-star meet where swimmers compete as a member of the Indiana Zone team competing against other states from the Midwest.
6. Speedo Champion Series (Sectionals) - One of the highest levels of achievement Center Grove swimmers strive for is the participation in the Sectionals. United States Swimming sponsors thirteen Sectional meets each season. Center Grove swimmers, meeting qualifying time standards for this meet travel to different locations throughout the eastern half of the United States to compete against the best up and coming swimmers in the nation.
7. Phillips 66 National Championships - Other than the Olympic Trials and the World Championship Trials, each of which is held every four years, the highest level of competition for our senior swimmers is the National Championships. As with the Sectionals, Center Grove swimmers meeting the national qualifying time standards, travel to various cities throughout the U.S. to compete against America's best swimmers. Swimmers can qualify for national teams that represent the U.S. in international competition by their performances at Nationals.

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COMMUNICATION

Email – Most information communicated between the club and families will be done via email. This may include, but is not limited to newsletter, meet information sheets, and schedules.

File Folder - Some written communication, such as the newsletter, meet information sheets and schedules, etc., may be put in a file folder on deck that has your family name on it. It is the swimmer's responsibility to check their folder daily.

Newsletter - The team publishes a monthly newsletter. Results of recent swim meets, general information from the coaching staff and announcements from the Board of Directors are covered in the newsletter. Make sure you and your swimmers read the contents of this when it is distributed.

Bulletin Boards - The bulletin boards at the high school pool provide meet information in detail and entry summaries for upcoming meets. *It is the swimmer's or parents' responsibility to double check each meet entry after it is posted.* Mistakes sometimes happen in meet entries; however, it is much easier to fix them prior to a meet than on the actual day of competition.

CGAC Web site - The Center Grove Aquatic Club has an Internet Web site. The Club's Web site address is **www.cgacswim.org**. The Web site is updated regularly and provides such items as upcoming events, meet results, individual results, time standards, practice schedules, photos and more. We encourage you to visit.

Administrative Manager - At various times throughout each month, there is a person available that can assist you in many administrative functions such as purchase of caps, team apparel, etc... This person can answer many questions concerning club functions, rules, and requirements. The Administrative Manager days and hours will be annotated on your monthly calendar.

PHILOSOPHY OF COMPETITION

The Center Grove Aquatic Club engages in a multi-level competition program with USA Swimming that, like our training program, attempts to provide challenging, yet success-oriented competitive situations for swimmers of all ages and abilities. The following policies outline our philosophy:

1. We emphasize competition with oneself. Winning ribbons, medals, or trophies is not our main goal. Even if the swimmer finishes first, but has swam poorly in comparison to his/her own past performances, he/she is encouraged to do better. The individual's improvement is our primary objective.
2. Sportsmanlike behavior is of equal importance of improved performance. All the coaches teach swimmers how to behave like a champion when the swimmer has both a "good" and a "bad" swim. Respect for officials, congratulations to other competitors, encouragement to

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teammates, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the Center Grove Aquatic Club coaching staff.

3. A swimmer is praised for improving his/her stroke or time. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way.
4. Swimmers are taught to set realistic, yet challenging, goals for meets and to relate those goals to practice to direct their training efforts.
5. Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmer's "best" stroke changes as they mature and his/her body goes through physical changes.

PARENTS.....YOUR ATHLETE NEEDS YOU

To have a successful program there must be understanding and cooperation among parents, swimmers, and coaches. The progress your youngster makes depends to a great extent on this triangular relationship. It is with this in mind that we ask you to consider this section as you join the Center Grove Aquatic Club and reacquaint yourself with this section if you are a returning Center Grove Aquatic Club parent.

You have done a great deal to raise your child. You create the environment in which they are growing up. Your child is a product of your values, the structure you have provided, and the model you have been. Human nature, however, is such that a parent loses some of his/her ability to remain detached and objective in matters concerning his/hers children's athletics. The following guidelines will help you keep your child's development in the proper perspective and help your child reach his/her full potential as an athlete.

The coach is the Coach!: We want your swimmer to relate to his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces the best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and oftentimes insurmountable, confusion as to whom the swimmer should listen. If you have a problem, concern, or complaint, please contact the coach.

Best kind of parent: The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply the love, recognition, and encouragement necessary to make the child work harder in practice, which in turn gives him/her the confidence to perform well in competition.

Ten and Unders: Ten and Unders are the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmer alike! Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins CGAC, there may be a brief period in which he/she appears to slow down. This is a result of the added concentration on stroke technique, but this will soon lead to much faster swims for the individual.

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Not every time: Even the very best swimmer will have meets where they do not do their best times. These "plateaus" are a normal part of swimming. Over the course of a season times should improve. Please be supportive of these "poor" meets. The older swimmers may have only two or three meets a year for which they will be rested and tapered.

Fat cats don't fight: Swimmers are encouraged to keep an optimum body weight and percent of body fat. Physiologists have found that female swimmers should be 10-18% and males should maintain 4-12% body fat for optimum performance. Parents should contribute to the education of proper nutrition and eating habits (see the section on nutrition in this handbook).

PARENTS RESPONSIBILITIES

Please make every effort to have your swimmers at practice on time. Realize that your child is working hard and give all the support you can. Encourage good diet and sleeping habits. They will serve your children well.

1. The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent. In this handbook is a reprint of an article called, "The Ten Commandments for Parents of Athletic Children". It offers some very useful and sound advice on communicating with your swimmer.

2. In this handbook there is a copy of the "Terms and Conditions for Participation in the Center Grove Aquatic Club" that you agreed to when you registered with the Club. Please familiarize yourself with these items.

3. The following is a transportation policy that is in effect for all functions related to the club:
It is hereby the stated policy of the Center Grove Aquatic Club, effective immediately and until either revoked or restated by the Center Grove Aquatic Club Board of Directors, that transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by the Center Grove Aquatic Club as a purely private agreement between the parties involved and that neither the Center Grove Aquatic Club, nor the Center Grove Aquatic Club Board of Directors, separately or as a group, except for the parties directly involved can be or will be considered as a party to such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved.

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TEN COMMANDMENTS FOR PARENTS OF ATHLETIC CHILDREN

REPRINTED FROM *THE YOUNG ATHLETE* BY BILL BURGESS

I

Make sure your child knows that-win or lose, scared or heroic-you love him/her, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement.

II

Try your best to be completely honest about your child's athletic ability, his/hers competitive attitude, their sportsmanship, and their actual skill level.

III

Be helpful, but don't coach him/her on the way to the pool or on the way back, or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.

IV

Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve his/her swimming skills and attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun.

V

Try not to re-live your athletic life through your child in a way that creates pressure; you lost as well as won. You were frightened, you backed off at times, you were not always heroic. Don't pressure your child because of your pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking, feeling, sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his world turns bad. If he/she is comfortable with you-win or lose-he/she is on their way to maximum achievement and enjoyment.

VI

Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc., with your athlete.

VII

Don't compare the skill, courage, or attitudes of your child with other members of the team, at least within his/her hearing.

VIII

Get to know the coach so that you can be assured that his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.

IX

Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.

X

Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort.

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CLUB MAILING ADDRESS:

Center Grove Aquatic Club
2717 S. Morgantown Road
Greenwood, IN 46143

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APPENDIX A - BOARD MEMBERS

CURRENT BOARD MEMBER LIST

The current list of CGAC board members and their contact information can be found on the club website (www.cgacswim.org).

BOARD OF DIRECTOR RESPONSIBILITIES

CGAC President

- Conduct meetings
- Counsel board members, coaches, CGAC members
- Appoint committees
- Call special meetings
- Delegate authority and responsibility
- Hold elections of board of directors members
- Explain responsibility of each board of directors member
- Maintain board of directors
- Work in conjunction with head coach to organize pool availability
- Negotiate coach contracts

CGAC Vice President

- Conduct meetings in the absence of the President
- Manage special projects as needed
- Be point of contact for administrative manager
- Manage club newsletter
- Maintain parent handbook
- Coordinate parent meetings with age group coach
- Maintain CGAC website or delegate to parent volunteer

CGAC Treasurer

- Manage USS registration process for club and coordinate with administrative manager to conduct annual registration
- Manage payroll/benefits
- File taxes
- Manage financial reports
- Pay CGAC expenses
- Manage receipts

CGAC Secretary

- Record and publish board meeting minutes
- Maintain historical records

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- Summarize parent meetings' topics and forward to appropriate person to post on CGAC website
- Manage printing of CGAC hosted swim meet heat sheets

CGAC USA Swimming

- Attend Indiana Swimming meetings or identify alternate representative
- Keep board abreast of USA Swimming rulings
- Assist with USA Swimming officials recruitment from club membership
- Coordinate USA Swimming officials training and certification
- Participate as USA Swimming official
- Identify meet managers for CGAC hosted swim meets
- Provide meet manager training
- Work in conjunction with head coach to identify club swim meet schedule

CGAC Social – Club

- Work with each team's coach to identify parent social volunteers and communicate expectations to organize monthly team activities
- Coordinate parent volunteers from each team to organize quarterly club activities (awards banquet is to count as one quarterly activity)
- Manage annual awards banquet with the assistance of the volunteer coordinator(s), volunteers, and CGAC Social – Community director
- Maintain records of family volunteer credits and share with CGAC Treasurer

CGAC Social – Community

- Coordinate with concessions volunteer to ensure CGAC, CGHS, and CGMS swim meets have adequate supplies and resources
- Manage CGAC public relations opportunities
- Compose thank you letters to sponsors and community businesses supporting CGAC
- Work in conjunction with coaching staff to establish good working relationships with local area USA Swimming clubs
- Manage fund raising activities dependent on community participation

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APPENDIX B - COACHES' BIOGRAPHIES

HEAD SENIOR COACH - COACH JIM TODD

Jim Todd has been coaching swimming at Center Grove for the past 22 years. During this time he has been Head Coach for the Age Group, Middle School and High School Teams.

Following are some of Jim's accomplishments during his coaching career:

Age-Group Program –

- Age-Group – top ten in the State – 12 times
- Highest finish – 4th
- Named “Indiana’s Age Group Coach of the Year”
- Senior-State – top ten in the State – 13 times

High School Program –

- Top ten in the State – 11 times
- Runner-up in the State – 2 times
- 32 County Championships (combined)
- 7 Conference Championships (combined)
- 30 IHSAA Sectional Championships (combined)
- Named “IHSAA’s High School Coach of the Year” – 1999

National Qualifiers –

- 3 Individual National Qualifiers
- 13 Individual Junior National Qualifiers
- 25 Individual Qualifiers for the Speedo Championship Series

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HEAD AGE GROUP COACH – DENNIS DAVIS

Dennis Davis received his BS from West Virginia Wesleyan and MS from Indiana State University. He and his wife Paula have three children, Morgan, Taylor and Rawley . Coach Davis is presently the Aquatic Director and Head High School Coach for the Mooresville School Corporation. He has twenty-six years of teaching and coaching experience. He has received the American Swimming Coaches level four certification.

Coach Davis started his coaching career in Newark, Ohio at the local YMCA. He also taught and coached at Mt. Vernon High School and Terre Haute South High School before starting the Middle School and USS Swimming program at Center Grove High School.

Coach Davis has served on several age group zone team coaching staffs and has received local and state coaching honors in swimming and diving, while developing his high school teams in Indiana and Delaware. In March of 1992 Coach received recognition as National Swimming Coach of the year from the Special Olympics Organization for his work and development of competitive swimming for Special Olympics athletes.