



Winona Swim Club 2010 Handbook

www.winonaswimclub.org

COACHING STAFF

Tom Walsh 952-994-5908
Email: trwals06@smumn.edu
Amy Schulz 218-329-3106
E-mail: amyzimmerman1@yahoo.com
Kristina Kleinow 507-884-9286, Home 454-5785
Email: Kristina_Kleinow@hotmail.com

FACILITIES

Jul Gernes Pool (spring) Saint Mary's University
Bob Welch Aquatic Center (summer) 457-8210 780 West 4th Street, Winona
Winona Middle School (Fall/Winter) 1570 Homer Road, Winona

WINONA SWIM CLUB BOARD MEMBERS

OFFICERS:

President	Kim Kleinow	454-5785	kkleinow@watlow.com
Vice President/ Treasurer	Craig Porter	313-8341	cwp1276@hotmail.com
Secretary	Tammy Matthees	452-1122	tammymatthees@charter.net

BOARD MEMBERS:

Member	Shannon Wolner	454-7526	wolners@charter.net
Member	Heather Gerdes	459-9475	hgerdes76@yahoo.com
Member	Julie Krause	450-7175	jkrause@hbc.com

COMMUNICATIONS

Information will also be posted on the web site: www.winonaswimclub.org, as well as informative handouts given to swimmers at practice.

WELCOME

Welcome to the Winona Swim Club.

Congratulations on being part of the 2010 Winona Swim Club. It's great to see so many returning swimmers along with many new faces as well. We are proud to have so many young athletes and their families contributing to our team.

The Winona Swim Club program is designed to meet the needs of swimmers with a wide range of ages, experience and abilities. The practices, events and meets help develop skills, sportsmanship and team spirit while the emphasis is on having fun. While only one swimmer can come in first in any race, all swimmers can be winners when they give their personal best.

Parents help the team by ensuring that we offer a quality program based on core values. We encourage parents to seek out the coaches or board members with any questions or concerns.

Every swimmer and every family is important to us. Your enjoyment of the time you spend with our team is the true measure of success.

Kim Kleinow

President

ABOUT THE CLUB

The Winona Swim Club was founded in 1986. We offer a guided age-group youth program for children age 8 and up, from the beginner to the most competitive and skilled swimmer. When a young person becomes a member of the Winona Swim Club he/she learns the values of sportsmanship and team work.

Our purpose is to bring all members together in one effort and purpose to achieve a stable program so that each athlete can reach his or her potential. We believe that every member is an important part of the team. We believe that praise begins by praising others. We believe that if you want support, you must first support others. We believe that if you want to succeed, you must first help someone else succeed. We wish to create opportunities for young athletes to enjoy the sport of swimming. We believe that within this process the athletes will learn lifelong skills that enable them to be successful and productive individuals later in life.

The Winona Swim Club board is a parent run organization, which supports the swim team by organizing fundraising events including hosting and staffing the ABC Finals Meet held here in Winona at the end of July.

MISSION

To develop the character traits, technical skills and intense desire necessary for maximum realization of each individual's potential.

COMMONLY ASKED QUESTIONS

Who can join?

Anyone age 8 and up who can swim 50 yards using rhythmic breathing with each stroke.

Do I have to attend all practices?

No, but it is important to inform the Coaches ahead of time to be excused from practice.

What does it cost?

Everyone must pay a Winona Swim Club fee when joining the club, as well as a USA Swimming membership fee. A membership to the Bob Welch Aquatic Center is needed for summer session.

What additional expenses can I expect?

If your child plans to compete in meets, you may wish to purchase a team swimming suit. Also, each time you compete in a meet, there is an entry fee, processing fee and "splash fee" for each event entered. See more information under Club Policies.

What meets can my child attend?

If your child has never competed in a swim meet, then you must record official times by entering an ABC, or B/C meet. Once official times are achieved, as established by USA Swimming for each age group and sex, your child can compete in meets at higher levels. Times are categorized as follows: Pre-C (Novice), C, B, A, AA (State "Champ" Qualifying Times) and AAA (Zone Qualifying Times). Please see www.mnswim.org for more time standard information. ***PLEASE NOTE: You must swim in 2 meets prior to the ABC Finals Meet to qualify to swim in this Winona held meet, July 23-25th, 2010**

If my child achieves a "B" time in only one event, and a "C" in others, how does that work?

If your child makes a "B" time in the 50 yard backstroke, for example, and all their other times are "C" times, then they may compete in that one event at "B" meets. At "C" meets, your child could enter events they have "C" times in, but not the 50 yard backstroke. Most USA Swim meets are ABC, B/C, or A.

How do I know what level my child should be swimming at?

New swimmers generally start at the Bronze Level, but the Coaches can advise you if your child is ready to swim at a more advanced level. In all cases, it is the Coach's decision.

*APPLIES TO THOSE WHO DO NOT HAVE QUALIFYING TIMES/SEED TIMES ONE YEAR PRIOR.

USA SWIMMING

USA Swimming (USAS) national headquarters are located at the U.S. Olympic Training Center in Colorado Springs, Colo. Programs and services are provided to the membership through the national headquarters. Among the many services are publications, educational programs, fundraising activities, sports medicine programs, resources and general information about swimming-related activities. The headquarters staff is available to assist you in answering questions or providing general information about USAS.

The USAS swim year is divided into 2 seasons. The Winona Swim Club participates in both the spring/summer or “long course” season which runs from April to early August, and are held in both 25 yard pools and 50 meter pools (Olympic size), as well as the fall/winter season that is a “short course” season, held in 25 yard pools. This season runs from September to early March.

USAS MISSION

USA Swimming is the National Governing Body for the sport of swimming. We administer competitive swimming in accordance with the Amateur Sports Act. We provide programs and services for our members, supporters, affiliates and the interested public. We value these members of the swimming community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport.

CODE OF CONDUCT

One of the goals of the swim team program is to promote a high standard of behavior in a group setting. An emphasis is placed on the qualities of honesty, respect, responsibility and caring. All members of our program will be bound by this Code of Conduct. By participating as a team member, each swimmer is required to demonstrate exemplary behavior. Besides representing yourself, you represent the team, our community and your family. The following will apply:

- Any swimmer who is known to use alcohol, drugs or tobacco is subject to suspension from the team.
- Never interfere with the progress of another swimmer, during practice or otherwise.
- At all club functions, whether practice, meets or social gatherings, we expect each swimmer to behave in such a way that their actions reflect positively on the team.
- Verbal and physical abuse of Coaches, Officials or swimmers will not be tolerated.

SWIMMER CODE OF RESPONSIBILITIES

As a participating swimmer on the Winona Swim Club, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration
2. I will respect the rights and beliefs of others and will treat others with courtesy and consideration
3. I will respect the property of others.
4. I will respect and obey the rules of the Winona Swim Club, the pool facilities, and the laws of my community, state, and country.
5. I will show respect to those who are responsible for enforcing the rules of the Winona Swim Club, the pool facilities, and the laws of my community, state, and country.

I will follow the Winona Swim Club code of conduct and adhere to the practice guidelines.

Penalty:

1. First Violation: After the first violation of the Swimmer Code of Responsibilities the swimmer shall lose eligibility on the swim club for the next two weeks of the season.
2. Second Violation: After confirmation of the second violation, the swimmer shall lost eligibility on the swim club for the next three weeks of the season.
3. Third Violation: After confirmation of the third or subsequent violations, the swimmer shall lost eligibility on the swim club for the next twelve weeks.

TRAINING SESSIONS

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the classes of swimmers.

TRAINING LEVELS

The Winona Swim Club uses a progressive age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. The team is divided into three groups, each with their own workout plan. The levels are progressive and accessible to every swimmer as their ability and level of commitment increases. Coaches have the final decision in determining which level is most appropriate for each swimmer.

It is important to note that USA Swimming is set up so that not only at practice, but also at competitions, swimmers are competing with swimmers of their own abilities.

BRONZE GROUP: beginning level for swimmers ages 8 and up who are new to competitive swimming. The basic concepts of the four competitive strokes are emphasized.

SILVER GROUP: consists of swimmers that exhibit a high level of swimming and workout ability. The majority of time is spent working on refining the four competitive strokes plus starts and turns. Swimmers will begin interval training and endurance work .

GOLD GROUP: consists mostly of high school swimmers and other swimmers that exhibit an exceptional level of swimming and workout ability. These swimmers are expected to be mature, dedicated, responsible, and dependable. Practice sessions are rigorous with an emphasis on interval training, endurance work, dry-land training.

PRACTICE SCHEDULE SPRING SESSION APRIL 12-JUNE 11

GROUP	DAYS	TIME	PLACE
GOLD	M, T, W, Th,	4:15 PM – 5:45 PM	St. Mary’s University Pool
SILVER	M, T, W, Th,	4:15 PM – 5:45 PM	St. Mary’s University Pool
BRONZE	M, T, W, Th	4:15 PM – 5:15 PM	St. Mary’s University Pool

PRACTICE SCHEDULE SUMMER SESSION JUNE 14-JULY 30

Gold will practice on Friday’s at St. Mary’s University

GROUP	DAYS	TIME	PLACE
GOLD	M, T, W, Th, F	8:00 – 10:00 AM	Aquatic Center Pool/St. Mary’s*
SILVER	M, T, W, Th, F	10:00 – 11:30 AM	Aquatic Center Pool
BRONZE	M, T, W, Th, F	10:30 – 11:30 AM	Aquatic Center Pool
****PRACTICE	FOR FALL AND	WINTER WILL	BE ANNOUNCED IN FALL!

PRACTICE GUIDELINES

The following guidelines will help to ensure a safe and fun practice for all.

- Arrive on time and ready to swim. Swimmers should arrive on the pool grounds no earlier than 15 minutes prior to their workout time.
- Attendance will be taken at each practice session. Swimmers are expected to be in attendance unless coaches have been informed and the swimmer has been excused. Attendance information will be shared with parents.
- Remember to bring everything you need including towel, suit, cap, goggles, water bottle.
- Swimmers should be picked up no later than 15 minutes after their practice is over. (Swimmers at the Aquatic Center must be out of the building by 11:45, in order for them to open to the public).
- Swimmers should be ready to swim five minutes before the start of practice. Wait at the side of the pool for your Coach to start practice.
- There will be no diving into the shallow end of the pool or off diving boards.
- Plan to stay the entire practice. The last part of practice is often the most important. Usually there are announcements made at the end of practice.
- The club has a responsibility to act as guests while at the pools. Every member of the club needs to do everything possible to respect this privilege. Any damage to property may result in financial liability of the swimmer's parents. Any damage may also result in the swimmer being asked to leave the team.
- Parents are allowed to observe practices from the sun deck/patio at the Aquatic Center during summer session, and bleacher seating during fall/winter session. Please be considerate and keep conversations at a low volume when observing. Do not attempt to communicate with any swimmer from the observation area. This is not only distracting to the swimmer but to the entire team as well as the Coaches.
- During practices parents are not allowed on the pool deck. A parent going on the deck will be asked to leave the deck. If a parent has to be asked a third time to leave the deck, the parent(s) and their child(ren) will be asked to leave practice.
- Verbal or physical abuse of Coaches, and other swimmers will not be tolerated.
- If you have questions, ask the Coaches.
- Check the website for any changes due to inclement weather or facility changes. Backup facility is SMU Pool during the summer season. Gold will post changes by 7:30 a.m. Silver and Bronze teams by 9:30 a.m. www.winonaswimclub.org
- During fall/winter session, if school is closed early or all day due to inclement weather, swim practice will also be cancelled. Please check our website and local radio stations for updates.

SWIM MEET INFORMATION

Competing in swim meets can be the most rewarding as well as the most stressful part of the swim team experience. Our goal in competing is to do our personal best, to push our limits and continually improve our performance. Every swimmer is encouraged to participate in the meets, but no swimmer will be pressured or penalized if they choose not to participate.

MEET SIGN UP

- Approximately two weeks before a scheduled meet, information will be e-mailed to the address you have registered, and sign-ups will also be handed out at practice. This includes date, time, location, events offered and fees for that specific meet. It is essential that swimmers and parents fill out the signup sheet and return it with payment made out to Winona Swim Club, given to one of our Coaches. A tentative meet schedule is attached. This enables you to plan accordingly. Meet information can also be found at www.mnswim.org, and our team website www.winonaswimclub.org
- Swimmers sign up for events they want or need to swim. Coaching staff will assist in these decisions, if necessary. Some meets have restrictions on how many swims per session or day a swimmer may enter. Work with the Coaches on what events your swimmer should compete in based on the goals that have been established for your swimmer.
- If entries are not received by the due date, Coaching staff will assume the swimmer is not attending the meet.
- Coaching staff will establish relays before each meet. Coaches will make all final decisions regarding relay teams.
- If your swimmer causes a relay to be scratched for any reason, you will be billed for the entire entry fee for that relay.

GETTING THERE

- Parents are responsible for arranging transportation to meets for their swimmers.
- Plan to arrive 15 minutes before warm-ups begin, and seek out the Coach attending the meet upon arrival.

WHAT TO BRING

- Pack a swim bag the night before to include goggles, suit, cap, towels, dry clothing and warm ups to wear between events. Mark each item with your child's name.
- Pack a nutritious snack food. A concession stand is usually available.
- The team will usually have a central location. Bring blankets, sleeping bags, meet mats or chairs to spread out for a place for you and your swimmer to rest. Books, board games, and other activities help pass time between events.

- Many times bleachers are full. Another reason to come early to grab a seat or a space, and bring along a folding chair, blanket or something else to sit on. Bring a cushion to sit on if you are in the bleachers.
- Please keep in mind the meets are run by age group. Swimmers 12 and under typically swim in the morning, while swimmers 13 and older usually swim the afternoon session. Due to an increase in participation in USA Swimming, **there are exceptions** with some events. Carefully look over the Order of Events on the sign-up sheet for each individual meet, and verify the times and events offered to your swimmer. Please contact a Coach should you have any questions regarding meet set-up. Please refer to www.mnswim.org for more information regarding each meet.

COACHES RESPONSIBILITIES

The Coaches' job is to supervise the entire competitive swim program. The Winona Swim 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, Coaches must have control in matters concerning training and competition.

- The Coaches are responsible for placing youngsters in training groups. This is based on the age and ability level of each individual. When it is in the best interest of the swimmer, he/she will be placed in a more challenging training group by the Coaches.
- Sole responsibility for stroke instruction and training regimen rests with the Coaching staff. Practices are based on sound scientific principles and are geared toward the goals of the group.
- The Coaching staff will help make decisions concerning which meets the swimmers should attend and in which events a swimmer will be entered.
- At meets, the Coaching staff will conduct and supervise all warm-up procedures.
- Coaches will be evaluated on a regular basis.

PARENT RESPONSIBILITIES

To have a successful program, we depend on cooperation and support from parents.

VOLUNTEERING

- To fulfill the club's fundraising needs, members are asked to take part in fundraisers undertaken by the club. Club fees are used to pay the salaries of the Coaches, and funds raised by fundraisers help to pay the operating costs of the organization. These include: Coaches' certifications and out-of-town meet expenses, MSI registration for coaches, Officials and swim meet organizers; pool fees, and club operating costs.
- Each family is expected to donate a minimum of three sessions (twelve hours) at the Finals Meet hosted by the Winona Swim Club in late July, and at other fundraising events. At the beginning of the season, we will require a check for \$75.00, payable to the Winona Swim Club and handed in during Information and Registration Night, before your child can participate in a meet. If you meet the minimum donation time of twelve hours then your check will be returned to you. If you don't meet the volunteer requirement, then the club will cash the check. Other volunteer opportunities are available, including board positions and committee head positions. Please talk to a board member for further information on how to get involved.
- Consider supporting your child by volunteering to be a swim Official. You can become certified as a Stroke & Turn judge. All swim meets require a minimum of 2 Stroke & Turn judges for each session. The Regional ABC Finals meet hosted by Winona typically requires 8 – 12 Stroke & Turn judges for each session. Benefits of being a Stroke & Turn judge include:
 - You are helping support a good sport for your children.
 - You are closer to the action.
 - You get free meals and refreshments.
 - Fulfill club volunteer obligations at meets you would attend anyway.
 - Gain a fuller understanding of swimming and the sport in general.
- What is required to become a Stroke & Turn Judge?
 - Notify one of the Board members, they can connect you to the Head of Officials at MSI.
 - Become an Adult non-athlete member of MSI/USA Swimming. You will receive a rulebook and other materials related to training.
 - Attend an Officials training clinic.
 - Take and pass an open-book test.
 - Work as a shadow with experienced Judges on deck at 5 sessions of sanctioned competition.
- As swimmers grow and develop, you can too, by choosing to train to become a Starter & then a Referee. You must be an Official for 1 year before you can certify at the next level.

SUPPORT OF SWIMMER AND TEAM

- 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.
- A positive relationship between Coach and swimmer produces best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable and often insurmountable confusion as to whom the swimmers should listen to. If you have a problem, concern or complaint, please contact the Coaching staff.
- The Coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply love, recognition, and encouragement to help the child work harder and develop the confidence to perform well in practice and in competition.
- Verbal and physical abuse of Coaches, Officials and swimmers will not be tolerated.

CLUB POLICIES

CLUB SESSION FEES

- **The \$75.00 volunteer commitment fee must be paid prior to the first meet**
- Winona Swim Club Session Fees are charged according to training level category.

Gold	Spring \$175; Summer \$200
Silver	Spring \$150; Summer \$175
Bronze	Spring \$100; Summer \$125
	Fall/Winter \$50 per month

- Session prices do not include cost of USA Swimming membership or Bob Welch Aquatic Center membership (summer).
- Fees include practices through the state level meet if the swimmer qualifies.
- MEET FEES: fees will be announced for each meet as part of the meet information pack. Entry fees for meets are typically \$2.50, and a "splash fee" of \$3.00-\$4.00 is charged for each event in which the swimmer participates, however, it does vary from meet to meet.

REFUNDS

We offer a one week trial period, which would allow a full refund if the Winona Swim Club is not for you. The one week trial period will be the first week of practice for all sessions.

TALKING TO THE COACH AND GOING ON DECK

If you need to talk to a Coach, the appropriate time to do so is before or after practice. Please do not approach the coaches while they are on deck either at practice or at a swim meet. Sending a note is a good way to get information to the Coach. Coaches can also be reached by phone or email (see page 2).

- At swim meets, parents are not allowed around the starting or finishing areas or any other areas where they would interfere with the Officials, swimmers, or Coaches. It is a violation of Minnesota Swimming regulations for non-registered members to be on deck at swim meets. If a parent violates this rule, the Coaching staff will ask an Official to remove the offending party from the deck of the pool.

UNIFORMS AND EQUIPMENT

- Upon becoming a member of the Winona Swim Club, each swimmer will receive a Winona Swim Club swim cap. Winona Swim Club caps **must** be worn for all meets.
- Other items are available for purchase from time to time, including team swim suits, team towels, warm-up suits, and other items.

INSURANCE

It is required of all Winona Swim Club swimmers that they have a current USA Swimming (USAS) membership. This membership not only supports swimming throughout the country, it also provides very important general liability insurance for every swimmer and every club.

Each swimmer is covered for bodily injury, property damage, or personal injury claims occurring during any organized practice of the Winona Swim Club or any competition that is a USAS sanctioned event. A summary of the coverage is available at the USAS website, www.usaswimming.org. This coverage DOES NOT extend to travel to or from the event. Please see the Transportation Policy for more information.

ILLNESS AND INJURY

If your swimmer will be out of the water over a long period of time with an injury or illness, please notify the Winona Swim Club so the Coaching staff is aware of the problem.

TRANSPORTATION

The following transportation policy is in effect for all club functions. It is the policy of the Winona Swim Club 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 Winona Swim Club as a purely private agreement between the parties involved and that neither the Winona Swim Club nor the Winona Swim 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.

GRIEVANCE POLICY

The Coaching staff must balance your perspective of what is best for your child with the needs of the team. On occasion, an individual child's interest may need to be subordinate to the interests of the team.

- Please work directly with the Coaching staff to discuss your child's needs. The Coaching staff is the best one to help resolve any problems.
- Complaints for the Coaching staff can be directed to the board.