



Hayward Area Recreation and Park District

Summer Swim League Parent Handbook

Coaching Staff & Team Structure

Coaching Staff

All HARD Summer Swim League coaching staff have been chosen to coach due to their expertise in competitive swimming. Coaches go through the same training as all HARD Aquatics staff and are nationally certified in CPR/AED, First Aid, Lifeguarding, and Water Safety Instruction.

Coaches Responsibilities

The coaches are responsible for creating a safe and positive environment for the athletes on the District Swim League. Coaches are responsible for placing athletes in the appropriate practice group, based on age and skill level. Coaches are the only individuals authorized to make a group change – not a swimmer or a swimmer's parents. The coach is responsible for offering constructive criticism regarding the athlete's performance.

Prerequisites

Ages 5-17 years, Advanced Beginner Card (Level 4) and/or ability to swim 50 yards coordinating crawl stroke.

Learn-To-Swim

For swimmers who cannot swim one lap (25 yards) each of crawl stroke and backstroke, OR are younger than 6, HARD Aquatics offers the American Red Cross Learn-To-Swim Program. This program features six levels of learn-to-swim instruction to help swimmers of all ages and abilities develop their swimming and water safety skills. It is designed to give students a positive learning experience as they progress through all six levels, and to help ensure they truly master swimming skills.

Swimmer's Training & Responsibilities

Practices

Consistent training is necessary for improvement. Practices are offered 4 days a week (Monday – Thursday) for an hour each day. The District has Swim Teams at each of the following Swim Centers: Arroyo, Castro Valley, and Sunset. The Swim League will run from June 18th – August 3rd for the summer 2018 season.

Practice Schedule

Team	Days	Summer June 17-August 3
Arroyo Swim Center	Mon-Thurs	6:30pm – 8:30pm*
Castro Valley Swim Center	Mon-Thurs	8:00am – 10:00am*
Sunset Swim Center	Mon-Thurs	6:15pm – 7:15pm

*** Practices times will be divided into two one-hour practices based on skill level**

The practice schedule is subject to change based on other pool activities. Notices will be distributed as far in advance as possible about changes to practice times/days. Please see your swimmer's coach for the most up-to-date practice schedule.

Practice & Attendance Policies

The coaches understand that families are busy, and swimmers may not be able to make every practice. Parents/guardians and swimmers need to understand that the more a swimmer practices, the more likely they are to improve stroke mechanics, endurance and speed.

Given the relationship between attendance at practice and improvement, the coaches have established practice expectations that each swimmer is expected to attend on average 3 practices a week.

The following guidelines are to inform parents and swimmers of the coach's policies regarding practice. These policies are designed to provide the best possible practice environment for all.

- Swimmers should arrive at the pool no more than 15 minutes before their practice time. Swimmers should be on the deck ready to swim 5 minutes before practice begins, and should be stretching 😊
- Swimmers should be picked up from practice no more than 15 minutes after practice is over.
- Coaches and other HARD staff are not allowed to transport swimmers to or from practice.
- Swimmers are expected to stay the entire practice. The last part of practice is usually the most important and announcements are usually made at the end. A note from the parent is required if a swimmer has to leave practice early. Otherwise, the coach will not let the swimmer out of the water until practice is over.
- The coaches ask parents/guardians to inform them if their swimmer uses an inhaler and that inhalers be easily accessible during practice (on deck is preferred) in the event they are needed.
- Swimmers are not allowed to loiter in the locker rooms and swimmers are not allowed in the pool office. Swimmers are not allowed to tamper with others belongings. Leave valuables at home. HARD staff and the coaches are not responsible for lost or stolen items.
- It is the swimmer's responsibility to make sure all necessary equipment is on hand and properly adjusted. Equipment repair, or adjustment is not accepted as an excuse to miss a training set. After practice, swimmers are responsible for putting all equipment back in its proper place. Swimmers may lose the privilege of using equipment if it is not used properly or put away after use.
- While at the pool, swimmers are the responsibility of the coaching staff. During practice, swimmers are never to leave the pool area without the coach's permission.
- Parents may observe practice from the bleachers or picnic area only.
- If you need to speak to a coach, please do so before or after, NOT during practice.
- Warm-up and cool-down are essential parts of practice. Warm-up mentally prepares athletes for practice and raises core body temperature, which loosens tendons, ligaments and muscles for the demands of practice. Cool-down reduces heart rate and breaks up lactic acid and other waste accumulated during practice. This has an effect on recovery for the following workout the next day and is crucial in terms of injury reduction.
- The coach is in charge of discipline. The coach has the final word.
- Swimmers and their parents must follow all the facility rules and regulations at all times.
- Swimmers will obey all directions from the HARD Aquatics staff, coaching staff and team parents and do as they are told in a respectful manner.
- Swimmers may not use language or actions against another team member under any circumstances. This includes fighting, hazing and other forms of inappropriate behavior.

Testing/Tryout Policy

All new members of the Swim League must be tested by a coach to determine that the pre-requisites have been met. Tests are held on the first day of practice on June 18th. Parents need to complete a HARD Registration Form (class code: Arroyo – 10441 / Castro Valley – 10442 / Sunset – 10443) before their swimmer can be tested by the coach. Coaches have the final say in whether a swimmer meets the pre-requisite swimming skills and in placing swimmers on the team.

Swimmers Code of Conduct

- Never interfere with the progress of another swimmer, during practice or otherwise.
- Swimmers actions reflect on the Swim Team League and the District. Swimmers are expected to be on their best behavior at all team functions (including practices, meets and other team events).
- Inappropriate behavior may result in disciplinary action.
- HARD and the coaching staff have the final word on rules, regulations and disciplinary action.
- Respect all team members, coaches, parents, and HARD staff.

Discipline

Discipline from the coaches is at the coaches' discretion. Coaches will contact parents if a discipline problem develops and a cooperative effort will be made to work out problems. Parental support of coach's discipline measures is appreciated.

Coaches will discuss a first offense with the swimmer. Recurring offenses will be dealt with as necessary, including meetings between the coach, head coach, parents, swimmers, Aquatics Coordinator and/or Recreation Supervisor. Suspension or dismissal from the team is an alternative if offenses continue recur.

Parents Section

Parents – Your Athlete Needs You

Cooperation is essential among parents, swimmers and coaches. Parents often lose the ability to remain detached and objective in matters concerning their child's athletics. The guidelines here will help you keep your child's development in proper perspective.

The Coach is the Coach!

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 to. If you have a problem, concern, complaint or question, please speak to the coach before or after practice or leave them a note.

Best Kind of Parent

The coach's job is to motivate and constructively criticize the swimmers performance. As a parent, your job is to offer love, recognition and encouragement to make your swimmer work harder in practice, which gives them the confidence to perform well in competition.

Young Swimmers

Young swimmers perform inconsistently, frustrating coaches, parents and the swimmer. Be patient and let them learn to love the sport of swimming.

Not Every Time

Even the best swimmer will have meets without a best time. Plateaus are a normal part of swimming. A swimmer's time should improve over the course of a season.

Swim Meets

Each swimmer will want to bring the following items to meets: swimsuit (in your team color is preferred), cap, goggles, many towels, warm clothing, sunscreen, healthy food snacks, water or Gatorade, and a game to pass the time between events. All the pools have shaded and grassy areas, but you may want to bring sleeping bags or tents and designate your own space for your child to rest in between events.

Traditionally, swim meets have always been a family affair. Grandparents, aunts, uncles, cousins, and the rest of the family attend to show support for the swimmers. Meets have also been successfully executed with the aid of you, the parents. Your involvement with the swim meets is very important to the success of the league. You will be expected to volunteer at the swim meets throughout the season in addition to helping in some way during the championship swim meet.

Parents Code of Conduct

- Please get your swimmers to practice on time!
- Please pick your swimmers up no more than 15 minutes after practice ends.
- Please be positive and supportive at all times. Support your swimmer(s) and the rest of the team.
- Please set the example and demonstrate good sportsmanship at all times. Help the team create a supportive environment for ALL swimmers.
- Please stay in the bleachers or picnic area during practice.
- Please help your swimmer(s) meet their attendance goals.

Communication

Handouts (meet sheets, team notices, etc.) will be available at the pool. Each handout will be placed in a labeled folder. Please check the folder periodically for updated information.

The coaches have many different people communicating many different things to them. The best way to communicate with the coach is to talk to them before or after practice. If you are unable to speak to the coach, please leave them a note.

Financial Information

Fee Structure

Following are the fees for the summer 2019 Season:

Team	1st Child	<u>Each additional immediate family member</u>
Arroyo	\$185/\$195	\$145/\$155
Castro Valley	\$185/\$195	\$145/\$155

Refunds

Refunds/Credits will be issued only upon cancellation of a class/activity by the District – no exceptions. Refunds/Credits will be pro-rated for any classes already provided. Refunds may take up to 21 days to

process. If you withdraw from a class one week prior to the first class meeting, you may receive a Client Credit for the registration period. Client Credits will be issued within 21 days of the class and can be used for any District program. Refunds, cancellations and transfer of classes are subject to a \$5 service charge per class. Credits will not be issued after the second class meeting.

Returned Check Policy

If for any reason your check is not honored by the bank and is returned to the Recreation and Park District, a \$25 service charge will be levied.

Team Uniform

Although, team swim suits are not required, all swimmers are encouraged to purchase swim suits in the following colors: *black for Arroyo, green for Castro Valley and blue for Sunset.*

Team Pictures

Picture date, pricing and order information will be distributed approximately two weeks before picture day. Swimmers are not required to purchase pictures; however, we ask all team members to attend picture day so they can be included in the team picture.

Team Awards

Each of the awards listed below will be awarded to a member of each swim team. These descriptions are general guidelines of what the coaches are looking for when awarding these awards. Ultimately, the final decision is up to the coaches. Overall behavior is the most important element in these guidelines, if there is evidence of ill behavior, a swimmer will not be considered to receive an award.

Please look for information about the date and time of the event in the binder.

Most Improved

This award goes to the swimmer that has improved the most during the season. He/She has excellent sportsmanship and a great, hard working attitude. This swimmer's improvement can be gauged through physical abilities, sportsmanship, and attitude.

MVP (Most Valuable Player)

This is an award that is given to the swimmer who has proven to be the most valuable to the team. The terms can be through points and 1st place wins at meets, and/or the swimmers excellent and positive personality traits. This swimmer has excellent sportsmanship, and is a positive, motivational, and inspirational team player. It is looked highly upon that this swimmer helps to represent the HARD Summer Swim League to the best of their ability by cheering on his/her team. This swimmer is dedicated to the sport, the team, and his/her improvements while always displaying excellent behavior for others to emulate.

Coach's Award

This is an award that will go to the swimmer with the best attitude about swimming, regardless of physical abilities. This swimmer is always positive, and continually loves to swim because it is fun. He/She is a very excited and motivated swimmer at meets and in practice, and always displays good sportsmanship. Lastly, this swimmer is an extremely helpful source of fun, and is always encouraging the swimming environment.

Most Dedicated

This is the award that goes to the swimmer who is the most dedicated to the sport, team, and his/her own improvements. Dedication to the sport entails loving swimming, regardless of wins or losses. Dedication to the team is represented through attendance to practice and/or meets, while positively representing the team through spirit and colors. Dedication to one's improvements is the swimmer's constant ability and effort to learn, catch up and add to the swim program and its environment. Ultimately this swimmer has excellent sportsmanship and a very positive attitude towards all.