

Fulton Family YMCA
Speed Demons
Parents Group
Handbook and Bylaws



2017 - 2018
Swim Season



Go Speed Demons



Drawing by Parent Chris Jones

2017-2018

WELCOME NEW & EXPERIENCED PARENTS

The Fulton Family YMCA Speed Demons Parents Group is a big family of supporters for our swimmers. Our group mission is to provide opportunities for our swimmers to develop as members on a team and as individuals through a competitive swim program.

YMCA Mission

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

It is extremely important that competitive swimming programs are consistent with the YMCA's goal of building strong kids, strong families, and strong communities. Our program focuses on developing character in individuals at all skill levels in adherence to the YMCA philosophy. The YMCA believes that character development, focusing on values of caring, honesty, respect, and responsibility, is an essential element of its sports program.

The Parents Group

Our Parents Group raises funds for the team and runs our home meets. In order for our meets to run smoothly, this requires everyone's assistance. We provide timers, officials, and organization for lining up swimmers before their events. We also staff the apparel sales table and snack bar during meets. All parents are encouraged to assist with maintaining safety for all swimmers throughout the meets by monitoring behavior of swimmers off the deck and in the locker rooms. Our parents group raises funds to support our swimmers with the following items:

- League fees
- Pool equipment and training tools
- Personal best ribbons
- Award trophies
- Swimmers Christmas party
- Parents party
- End of season banquet
- Season DVD
- Coaches food, travel, and lodging expense for the district and state meets
- Coaches bonuses

Parent Guidelines

- A parent or guardian must be in attendance to supervise their child until practice begins; siblings may not be left unattended.
- Encourage swimmers to attend appropriate practices and meets and provide transportation as needed. Drop off and pick up swimmers for practices and meets punctually.
- Encourage your child to work diligently and assist younger children to set realistic goals.
- Support your child throughout the season.
- Parents' attitudes and what they model often dictate those of their children. Be enthusiastic about all aspects of the swim team experience.
- Be your child's best fan and support ALL swimmers on the team. Your child's

teammates are not the enemy.

- Understand and display appropriate meet behavior. Be supportive and cheer, but always be appropriate.
- Any disagreement with an official at a meet should be brought to the attention of the Head Coach and should be handled by the Head Coach.
- Do not contact the opposing teams' coaches, officials or YMCA for issues pertaining to the swim meet format, start times, etc. Any question should be brought to the Head Coach of our team and handled by the Head Coach.
- Don't Coach - Leave it to the coaches! This includes pre-race strategies, after race critiquing, enforcing additional cross training, setting goals, etc. In general, it is best for parents to refrain from making stroke corrections or trying to coach their swimmers. If you differ with something, please confer with the coach. Criticizing the coach in front of the swimmer undermines the coach's authority and breaks the swimmer/coach support necessary for maximum success.
- Support the Coaches - They need your support for everyone to win! If parents can offer insight on their child to the coach that will enable them to work more effectively together, please contact the Head Coach.
- Support the Program - Get involved and volunteer! Take an active part in fundraising and consider becoming a certified swim official, committee member, helper, etc. Assist at dual meets and other team-hosted events. At least one adult family member is required to sign-up for a duty at each home meet.

YMCA Meets

There are dual meets and championship meets at home and away. For all meets, parents are not allowed on the deck or in the swimming sections. The only exception is parents who are timing, officiating, or lining swimmers up. This is a standard regulation for all swim meets.

- Dual Meets – The Speed Demons swim in the Central New York YMCA league. Each team competes in a minimum of six of these meets which take place on Saturdays from October through February. Each swimmer is permitted to swim in a maximum of three events. The coach makes all event assignments. All swimmers on the team are required to compete in dual meets. Some swimmers may swim in an extra exhibition race at the discretion of the Head Coach. All races are treated as official and are used to qualify for the NYS YMCA Championship Meet. Athletes are placed in events based on their swim times, attendance, and overall commitment. Only times recorded at meets make the swimmer eligible for the State meet.
- CNY District Meet – This meet is at the end of the season in February. All teams in the district participate in one large meet. There are no qualifying times for this meet and all swimmers are required to participate. Each swimmer will swim in three events (a few swimmers will compete in four events due to open relays). An information packet will be handed out as the date for this meet approaches. Please note: There is an entry fee per event for this meet. Parents are financially responsible for any fees incurred to enter the meet, transportation, lodging, and food expenses.
- NYS YMCA Championship Meet – This meet is held at the end of the season in March. All swimmers who participate in this meet must meet qualifying times in order to swim. Those who qualify are expected to attend, as they swim in team

scored events. Each swimmer can swim in a maximum of 5 individual and 2 relay events. An information packet will be handed out as the date for this meet approaches. Please note: There is an entry fee per event for this meet. Parents are financially responsible for any fees incurred to enter the meet, transportation, lodging, and food expenses.

NYS YMCA Swimming Championship Details
2017 NYS YMCA Swim Championship Meet ~ Ithaca College ~
March 17-19, 2017

General Meet Information

Before the Start of the Meet: Arrive at the pool 15 minutes before warm-up times begin. Upon arrival, find a place for your blanket, bags, etc. There will be no food allowed on the deck. Check in with one of the coaches to avoid being scratched from the meet. Check the meet entries and write events on your hand. This helps the swimmer remember what events they are swimming in and to watch and listen for those event numbers. Get suit, cap, and goggles on and report to the pool area for warm-up.

Start of the Meet: The swimmer might swim right after warm-ups or may have to wait a while. It is the swimmer's responsibility to get to the heat bench for events. For this reason, swimmers should remain in the designated team area or on deck - this makes it easier to find them. The younger swimmers will be assigned an older swimmer as their buddy to assist them throughout the meet. Parents are not permitted to wait at the end of the lane for the swimmer. It is very distracting to the officials and timers as well as the swimmers.

If swimmers come to parents and are upset about an event, please encourage them to swim it. If they are truly upset, send them to the Head Coach before the day of the meet. The coach makes all final decisions about events. Once the lineup is sent to the scoring table, it will not be changed.

Please note that the pool area is usually very warm. If you wear a coat or sweater, make sure you have something cooler underneath. Swim meets can run anywhere from 3 – 6 hours, depending on the size of the opposing team and how smoothly things are moving along. Please be prepared to stay until the end of a meet. Bring things to do to make the time go by faster.

Types of Events

Meets consist of 94 race events. These races are broken down into age groups which allow swimmers to compete against swimmers of similar skills. There are five age groups:

- A swimmers are 15 years and older
- B swimmers are 13 – 14 years old
- C swimmers are 11 – 12 years old
- D swimmers are 9 – 10 years old
- E swimmers are 8 years and under

The meet is broken up into the various strokes and by age group. Depending on the age group, the distance may vary for the particular stroke. The pool is 25 yards long which

is called a length of the pool. Events will either be 25, 50, 100, 200, or 500 yards with the longer distances swam by the older groups. The competitive strokes are freestyle, backstroke, breaststroke, and butterfly.

Medley relays consist of 4 swimmers participating in one race as a team. Each swimmer is required to swim $\frac{1}{4}$ of the designated distance while alternating strokes for each swimmer in the following order: backstroke (1st swimmer), breaststroke (2nd swimmer), butterfly (3rd swimmer), and freestyle (4th swimmer).

Freestyle relays consist of 4 swimmers participating in one race as a team. Each swimmer is required to swim $\frac{1}{4}$ of the designated distance using any stroke.

An individual medley is a race where one swimmer competes by swimming the designated distance using all strokes in the following order: butterfly, back, breast, and freestyle.

Meet Etiquette:

- Quiet for the start - meaning when the whistle blows and until the sound of the starter goes off, it should remain quiet.
- No touching the water during any race with caps or goggles; this is grounds for a disqualification (DQ). Ask an official for permission before touching the water.
- Stay in the water until the end of the race except during a relay, when you need to get out of the water immediately and stay off the pads so the timer will not trigger the next racer as finished.
- Hold still on the block when "Take your mark" is called. Fixing of goggles or pulling back could be a charge of a false start.
- At the start of the backstroke, your toes must be under the water and not up on the gutter.
- Do not distract the officials. This includes talking to them or walking in front of them.
- There is to be no flash photography at the start of a race since this can confuse swimmers as the starting light goes off.
- For safety purposes, swimmers should not be in the spectator section.

What to Bring to a Meet

The parent groups/sponsors at meets do serve snacks but sometimes run out early. Come prepared and early to get settled. The following is a list of items to bring in order to make the day at a meet run a little smoother:

- Team suit and extra suit for warm-up or just in case
- T-shirts or something to keep warm when wet
- 2 pairs of goggles (fitted to the swimmer)
- 2 swim caps
- Towels
- Warm-up jacket/pants (swimmers are sometimes in hallways)
- Healthy snacks and water/sports drinks
- Books, cards, music, etc. for down time
- Sleeping bag or blanket
- No food on deck

Team Suits

Team uniformity is important for unity and team spirit. Although it is recommended that each swimmer has a team suit to wear to competitions, it is not required. At the beginning of the swim season, there will be a team suit sale where suits are fitted to the swimmer and ordered. Please watch the bulletin board for the dates so that suits can be here in time for the first meet. Parents will be responsible for the cost of swim suits, swim caps and goggles.

Please note: Two suits may NOT be worn in ANY meet. Male suits may only cover from the waist to the knees. Female suits may only cover to the knees. The upper chest area (near the neck) and shoulders may not be covered. Suits may not have a zipper.

Transportation

Being a part of the swim team comes with many responsibilities. One of those responsibilities is to travel to the away meets, no matter the distance. It is very discouraging to show at these meets with only half the team because it was too far to travel. Meet attendance is required.

It is the parent's responsibility for travel arrangements and to see that swimmers are at the meet on time and ready for warm-ups. Arrangements should be made with another parent if there is a conflict of schedules. Many parents are willing to transport other children so please ask around. Directions to all pools will be provided in advance. Coaches CANNOT transport athletes at any time for any reason.

Behavior at Practice and Meets

At swim meets and at practice each swimmer is a representative of the Fulton Family YMCA. Appropriate behavior is expected at all times. Behavioral violations during practice or at meets may result in suspension or expulsion from the team.

Discipline Policy

Participants who behave improperly will be disciplined according to the policy outlined below:

- For any misbehavior during practice, a swimmer will have a time out.
- After the second time out, the swimmer will be dismissed from swimming the remainder of practice and a parent will be notified.
- After 3 dismissals from practice, a swimmer/parent/coach meeting will be required before the swimmer returns to practice.
- Subsequent disciplinary problems will be brought to the attention of the Executive Director of the Fulton Family YMCA and could result in expulsion from the team.

Please Note: While we try to stick to this chain of events for dealing with misbehaviors, occasionally we may find that level jumping is necessary depending on the severity of the situation.

Communication

Each swimmer will have a file folder assigned to him/her. It will be kept in a file bin on the deck. Each swimmer is expected to check his/her folder after each practice session as the Head Coach, Parents Group Board, or Committees may have placed notices in it.

These notices are the primary link between parents/swimmers and coaches. It is recommended that all correspondence be filed at home for future reference. The Head Coach & Board Members each have a folder to leave messages in as well.

Periodically throughout the season, parent meetings are conducted to discuss & provide updates and important information related to fundraisers, meets, team event. Please have at least one parent/adult family member attend these meetings. Dates will be posted on the team bulletin board, published in the team calendar on the website, and e-mail reminders will be sent out.

We assemble an e-mail list and phone tree for each season. It is crucial that you have your full name and all required data on the consolidated information sheet so we can get you in the address book properly. We use this list to ensure information and cancellations are communicated at first notice. If you do not use e-mail, let the Secretary know so you can get a phone call when group e-mails are sent. In some cases, a calling/text tree will be activated to notify swimmers and their families of any changes.

If weather is inclement where you live,
please use your judgment about traveling to practice.

There is a team bulletin board outside the pool where information is posted—please check this at every practice as information is updated regularly. The team website will also have information and updates - please visit www.fultonymca.org

Awards Banquet

The Annual Awards Banquet will be held at the conclusion of the season in March. This is always a highlight of the season where each swimmer is recognized for his/her achievements. A team DVD is shown during the ceremony which recaps the season and honors our graduating seniors. There is a nominal charge for guests; swimmers have free admittance. The DVD is also available for sale at the banquet.

Family Participation Opportunities

Help is needed in various areas in order to have a successful season. Each family is expected to assist throughout our season. A schedule will be made for each critical area and families assigned on a rotating basis for each home meet. Listed below is information on the various ways that you can assist; however, there may be other ways to serve that are not indicated below. Please come to our monthly parent meetings to keep updated on what is happening in our group and the team.

| | |
|-------------------|--|
| Officials | Training is offered for those that are interested in officiating at home swim meets and occasionally at away meets. |
| Timing | Manual timing for home meets & some away meets, Head Timer will provide training & post sign-up for number of timers needed. |
| Score Keeping | Work at the table determining points earned by each team. Record reasons for disqualifications of any swimmers. Must keep accurate records for the meet. |
| Electronic Timing | Run the computer for the timing system during the swim meet. Must be computer savvy and communicate with Head Official. |

| | |
|---|---|
| Line-up | Organize swimmers by event at home swim meets and some away meets. |
| Awards Banquet Committee | Organize the banquet, reserve location, arrange for big screen TV/DVD, determine menu, senior parents gifts, select a theme, order food, etc. |
| Kids Christmas Party Committee | Organize party on date determined by Coach for swimmers. Determine theme, food, music, and games. |
| Kick-off Picnic Committee | Work with the Fulton Family YMCA to secure date & time, send communication, organize pot luck for sides & desserts, order hot dogs & hamburgers, etc. |
| Concession Sales | Set up concession stand, purchase food not provided by parents, post list of needed items, and determine number of workers needed to staff. |
| Fundraiser Coordinators | Coordinate various fundraisers and/or raffles that families can participate in to raise funds for the end of year Awards Banquet, swim team costs, |
| Meet Sponsorship | Secure sponsors for meets, lanes, or general sponsorship levels (gold, silver, bronze) |
| State Coordinator | Coordinate hotel room assignments, state dinner, state meet parent info session, etc. |
| Publicity & Website | Write articles for the newspaper, update website for the team & parents |
| Apparel Sales | Set up table to sell suits, goggles, and other swim items at home swim meets. Size swimmers for team suit. |
| Lost and Found | Collect any lost items and determine location for swimmers to check for lost items. |
| Photographers, Video Production & Editing | Take pictures at meets and prepare a DVD of the season to show at Awards Banquet and to sell to families. |
| Welcome Ambassadors | Welcome new parents, be available to answer questions, help educate our new families on the inner workings of a swim team. |

Fulton Family YMCA Speed Demons Parents Group By-Laws

Adopted August 2012

Article I: Name

The name of the organization shall be Fulton Family YMCA Speed Demons Parents Group.

Article II: Mission

The Fulton Family YMCA Speed Demons Parents Group mission is the mission of the Fulton Family YMCA to put Christian principles into practice through programs that build healthy spirit, mind and body for all. Furthermore, the Parents Group supports the Fulton Family YMCA Speed Demons Swim Team by fundraising and running the team's home swim meets. The Parents Group supports the team by paying all the administrative expenses for the team (district and state fees).

The Head Coach is responsible for communicating all Fulton Family YMCA policies, rules and regulations to swimmers and parents. She/he is also responsible for insuring that these policies, rules and regulations are adhered to by all coaches, parents and swimmers. The Fulton Family YMCA Speed Demons Parents Group's role is to assist the Head Coach to ensure proper operation of the team in accordance with the mission, principles and policies of the Fulton Family YMCA. The Head Coach and the Parents Group report directly to the Executive Director of the Fulton Family YMCA. The Parents Group is not organized to manage the swim team.

Article III: Membership

All parents/guardians who have swimmers on the team are members of the Parents Group. The purpose of the group is to allow the coaches to stay focused on the swimmers. Parents are expected to participate in one or more functions in the organization by helping with home meets, meeting minimum requirements for fundraising, and helping on various committees.

All members of the Fulton Family YMCA Speed Demons Parents Group shall abide by all by-laws, policies, code of ethics, and decisions made by the Officers.

Article IV: Officers/Board and Duties

- a. The Officers shall be the governing and policy setting body for the Fulton Family YMCA Speed Demons Parents Group. It will consist of the following officers:
 - President
 - 1st Vice President

- 2nd Vice President
 - Secretary
 - Treasurer
- b. The term of office for each position on the Board will run from April 1st thru March 31st.
 - c. The officers of the board shall be nominated by the Nominating Committee and shall serve without pay.
 - d. Elected officers shall serve a term of two years.
 - e. There shall be no limit on the number of terms a member may serve after being elected by the membership each two year period. In the event of failure to fill an office at an annual meeting, the person in office may hold over until the office is filled.
 - f. If a Board vacancy arises, the Board, at their next meeting, shall accept names of members wishing to serve in the new position. An election shall then be held to fill the open position. Upon election, the new member will assume their duties immediately.
 - g. Board members are expected to be in attendance at Board and Parents Group meetings a minimum of seventy percent (70%) of the time. Excess unexcused absences shall be grounds for dismissal from the Board.

The duties of the officers include:

- The President shall preside at all meetings and conduct these meetings in accordance with parliamentary procedure. Define and appoint committees as needed. Co-sign all checks. Ensure that all Board members and Fulton Family YMCA Speed Demons Parents Group members adhere to the mission of the organization. Oversee the operations of the Fulton Family YMCA Speed Demons Parents Group. Act as liaison between the organization, the coaches, and the YMCA Executive Director. Perform other duties as associated with the office.
- The 1st Vice President shall assume the duties of the President in case of the president's absence. Serve on committees as needed. Oversee fundraising events throughout the season. Be responsible for the operations of the team's home meets including supplies, parent volunteers, officials and timers, meet set-up and take down.
- The 2nd Vice President shall oversee the fundraising events during the swim season. Serve on committees as needed. Assist the 1st Vice President with the oversight of home meets organization. Distribute all away meet directions to parents. Set up the list of volunteers at the beginning of the season and maintain it throughout the season. Arrange tryout announcements.
- The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a designated book or online, and provide minutes and announcements for all members. Attend to all correspondence. Set up e-mail, phone lists and meet/practice cancellation protocol. Create meet programs, including senior recognition. Complete building use forms

through the school office for meetings.

- The Treasurer shall keep a true and accurate account of the organization's budget and prepare financial reports as needed. Co-sign all disbursements of monies. Present the financial status report at each Board and Group meeting. Collect all money from committees and individuals and deposit into appropriate accounts. Provide year-end statement to the Group membership and the Executive Director of the Fulton Family YMCA. Submit requested financial documentation to the Fulton Family YMCA auditor.
*Note: The Treasurer will not collect the Fulton Family YMCA swim team fees. These fees will be collected by a staff member of the Fulton Family YMCA.

Article V: Committees

Committees will be accountable to a Board Member, may be populated by other Board Members, and will consist of Fulton Family YMCA Speed Demons Parents Group Members. Ad hoc committees will be held as needed.

Article VI: Meetings

- a. Regular meetings shall be held during the swim season.
- b. Special meetings may be held at any time when called for by the President or a majority of Board members.
- c. Meeting notices will be posted on the team bulletin board and team website at least one week in advance.

Article VII: Voting

- a. A majority of board members constitutes a quorum. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
- b. Passage of a motion requires a simple majority (i.e., one more than half the members present).

Article VIII: Conflict of Interest

Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his/her seat and refrain from discussion and voting on said item.

Article IX: Fiscal Policies

The fiscal year of the board shall be April 1st thru March 31st.

Article X: Amendments

These by-laws may be amended by a two-third vote of Board members present at any meeting, provided all Board members are present and a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting. The vote on an amendment shall be no sooner than thirty days after being presented.

Article XI: Dissolution

In the event that this organization shall be dissolved, any assets or money derived from the sale of assets shall be turned over to the Fulton Family YMCA. Upon the dissolution of the organization, the Board shall, after paying or making provisions for payment of all liabilities of the organization, dispose of all assets of the organization to the Fulton Family YMCA.

Contact Information

| Fulton Family YMCA Speed Demons Parents Group Board | | |
|---|----------------|---------------------------------|
| Brett Tallents, President | (315) 593-3225 | tallents@windstream.net |
| Kelly LaPage, 1 st Vice President | (315) 591-5161 | lapagekelly@yahoo.com |
| Lisa Doran, 2 nd Vice President | (315) 529-5398 | lisa.doran@exeloncorp.com |
| David Cordone, Secretary | (315) 598-8065 | dcordone3@aol.com |
| Sue Tallents, Treasurer | (315) 593-3225 | tallents@windstream.net |
| Coaches | | |
| Cassandra Izyk, Head Coach | (315) 529-7344 | cizyk@yahoo.com |
| Brittany Zacharias, Asst Coach | (315)247-8757 | bzacharias@fultonfamilyymca.org |
| YMCA | | |
| Fulton Family YMCA | (315) 598-9622 | bgoss@fultonfamilyymca.org |

<http://www.fultonymca.org>