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CORNWALL SEA DRAGONS



Dear Parents:

The Board of Directors welcomes you to the Cornwall Sea Dragons Swim Club. The Sea Dragons Swim Club is a not-for-profit, volunteer-based, competitive Empire State Swimming League (ESSL) team for swimmers ages 6-18 years old. Our goals are to develop young swimmers and improve their skills as they advance in age.

Competitive swimming provides many benefits to young athletes including self-discipline, good sportsmanship, and time management skills. Competition allows the swimmer to experience success, to deal with failure, and to become fit. Parental involvement and support are critical to the success of the Club. The Sea Dragons rely on parents to fill leadership roles as board members, committee participants and as meet volunteers. It is club parents who help organize swim meets, coordinate social events and conduct fundraising. Club parents also serve as role models for the swimmers. The Board expects you demonstrate courtesy and good sportsmanship at all times toward coaches, officials, opponents, and teammates.

Thus parents contribute to the success of both the child and the team, as volunteers and as those who set behavioral standards. The Board has created this handbook in order to establish club expectations for team participation, volunteer requirements and personal conduct. It is essential that you familiarize yourself with this handbook.

Over the last year, the Board of Directors has worked hard to build a robust, top-flight program. We have hired a set of energetic, young new coaches; standardized club policies; and embarked on new fund raising initiatives, all designed to provide greater opportunities for the growth and development of your swimmers. With your help, the Sea Dragons will flourish, the children will have fun and their skills and confidence will grow.

WORK HARD...SWIM FAST... HAVE FUN!!

The Cornwall Sea Dragons Board of Directors

Craig Branch, President
Andy Regenbaum, Vice-President
Cindy Scholl, Secretary
Vicki Branch, Treasurer
Robert Logerfo, Meet Coordinator
David Frey, Coach Liaison
Denise Luhrs, Activities Coordinator



MISSION STATEMENT

The purpose of the **Cornwall Sea Dragons** is to develop swimming skills, strength and endurance, promote a healthy competitive nature in our swimmers and allow for higher level competition among our advanced swimmers. Swimming is a lifetime sport. It promotes good health, self-discipline and focus, leadership skills, goal setting, and an appreciation of hard work and competition. Swimmers become better students, better competitors, and masters of time management. The Club believes swimmers achieve these goals through teamwork, commitment, and responsibility in a fun and positive environment.

Teamwork

Teamwork includes developing relationships between coaches and swimmers, parents and coaches, and swimmers and parents. By definition teamwork involves commitment to the team. It also, however, relies upon good communication between coaches, swimmers and parents. The Board will make every effort to facilitate open communication and feedback for the betterment of the Club.

Responsibility & Commitment

The club requires our parents, swimmers and coaching staff to assume significant responsibility. In particular, the obligations of the parents are very important. There is a time commitment including practices and meets, a financial commitment, as well as a volunteer commitment.

For athletes, swimming requires real commitment. Practice involves effort and a desire to improve. The athlete must assume responsibility not only for him/herself but also the club. Athletes represent the Club and as a result, development of character through accountability and dedication is part of the Club's mission.

The **Cornwall Sea Dragons** coaching staff and the Board of Directors believe a disciplined, well-organized, well-behaved club will provide help develop the athlete into a well-rounded individual. It is the mission of the Club to provide a setting to promote this development.



CLUB RULES AND REQUIREMENTS

The Cornwall Sea Dragons Swim Club is a large organization and as such requires rules and regulations.

Communication

The primary source of information is via e-mail seadragons@hvc.rr.com or the Cornwall Sea Dragons website www.CornwallSeadragons.com. Parents should regularly check the website which provides information or links for meets, directions to meets, swimmer times, and championship qualification standards. On bad weather days, please check the Cornwall Central Schools website. If the school is closed, practice will be cancelled.

Once your swimmer has begun to participate in meets, the team Secretary will assign him/her a file folder. Any information, updates, or awards from meets will be placed in the folders. Please check with the Sea Dragons Secretary, Cindy Scholl, when you are at the pool.

Obligations

The dues charged do not cover all the club expenses. Our only paid persons are coaches and lifeguards. Salaries, insurance and other expenses are covered by various fund raising activities. The Club can only be run with the help of family volunteers. If a family fails to meet its commitments, the swimmer(s) will not be permitted to participate in the program, and will be ineligible to attend the year-end banquet or receive their annual trophy.

1. Financial

- a. **Dues:** Smooth management of the Club requires the payment of dues on-time and in full. Please refer to registration form for fees and payment schedule.
- b. **Mandatory Fundraiser:** All Club member families must buy tickets to the Applebee's breakfast fundraiser. Families may choose to keep these tickets to use themselves or sell them to raise money for the Club.

2. Volunteering

- a. **Volunteer work waiver:** As previously stated, the Club relies on volunteers. However, if you are unable to work or unwilling to volunteer, you may choose to purchase a work waiver for \$150. The work waiver

eliminates all regular season volunteer requirements, except the requirement to work the ESSL Last Chance Meet.

- b. **ESSL Last Chance Meet:** We host (1) one annual ESSL meet, the Last Chance Invitational. It is a major fundraiser and helps us reduce Club dues. **All families must commit to work this meet as assigned** whether or not their swimmer participates in the meet.
- c. **Meet and committee work.** There are (2) two main options for volunteering
 - i. Every family must commit to work a minimum of (5) five dual or invitational swim meets during the course of the year. Volunteer positions will be assigned by the Meet Coordinator.
 - OR**
 - ii. In lieu of volunteering at meets, families may choose to participate in committee work. There are (4) four major committees and assignment to each of these committees is an annual commitment.
 - 1. Activities and Team Functions
 - 2. Fundraising
 - 3. Meet Coordination

3. Attendance

- a. **Practice.** The coaches recommend 3-4 practices a week for **12 and under** swimmers; 3 to 5 practices a week for **13 and over swimmers**. Ultimately it will depend on the established practice schedule, the availability of pool time and the coach's recommendations. Failure to attend required minimum practices may result in swimmers being pulled from meets. Swimming improvement is directly proportional to the number of practices a swimmer attends.
- b. **Meet Requirements.** Swimmers are required to attend ESSL dual meets and the ESSL championship meet (if the swimmer qualifies). Coaches choose the events for swimmers at all meets, although they will seek input from swimmers whenever possible. Attendance at practice is one of the factors they consider when making their choices. **Swimmers must remain at ESSL meets until the completion of the meet.** In the future, selected swimmers may choose to attend US Swim Meets.
- c. **Suits and equipment.**
 - i. **Team suits** must be purchased. Team suits are to be worn *only at meets*. All swimmers must have a different suit for practices. To insure delivery by the first meet, suits must be ordered in September. Payment is required in full at the time of order and is non-refundable.

- ii. **Goggles** must be purchased and worn at all practices and meets. The team recommends you purchase at least (2) two pair of goggles for the season.
- iii. **Caps** should be worn by all swimmers with hair length below their eyes or below the base of their neck.
- iv. **Additional equipment.** The team may arrange for the purchase of additional equipment, such as kick boards, swim fins and/or pull buoys. Should this occur, additional information will be provided.

4. General

- a. **Parent meetings.** A parents' meeting prior to the start of the season is mandatory. The Board or individual Board members will also call parent meetings when necessary through out the season. The purpose of parent meetings is to convey information and to gather feedback from Club members. Questions and comments throughout the year are welcomed by the Board of Directors.
 - b. **Locker rooms.** All parents are requested to visit the locker rooms primarily to insure the safety of our swimmers. We also ask that parents police school rules that no food or beverage be taken into the locker rooms during practices or meets. We are considered an outside pool user and our continued privilege can be revoked if we do not abide by school rules.
 - c. **Drop-off policy.** For liability reasons, parents may not drop their swimmer off at meets or practices unless there is adult assigned responsibility for their swimmer.
5. **Observance of rules.** Parent(s)/guardian(s) understand that their child/children may be removed from the club if they fail to follow team rules.



ADMINISTRATIVE/CLUB POSITIONS

Officials: Officiate at home and away swim meets, as well as invitational meets.

Requires ESSL certification and training.

Head Coach: Primarily responsible for day-to-day management of team. Coordinates coaching staff, runs daily practices, prepares for all meets.

Assistant Coaches: Assist head coach with teaching swimmers proper techniques and management of practices and meets. Volunteer coaches require the approval of the head coach and coach liaison.

Board of Directors: Voted in every 2 years, or as needed. Descriptions of the responsibilities of each position can be found in the Bylaws of the Sea Dragon ESSL Swim Club.

- President
- Vice-President
- Secretary
- Treasurer
- Meet Coordinator
- Coach Liaison
- Activities Coordinator

Committee Work: Organize others to meet specific needs and requirements of the club.*

Service in one of the listed committees partially fulfills team volunteer requirements.

- Activities Committee and Team Functions Committee
- Fundraising Committee
- Meet Coordination Committee

* Subject to change based on annual needs of team.



CORNWALL SEA DRAGONS SWIM CLUB PARENTS' CODE OF CONDUCT

The Cornwall Sea Dragons believe that parents play a *vital role* in the development student-athletes. Accordingly, we ask that this code of conduct be reviewed by all parents of club members. Parents understand that violation of any of the below rules may result in the expulsion from an event, or event(s), and in extreme circumstances removal of my child from the club.

1. I will encourage good sportsmanship by being a positive role model.
2. I will make athletics a positive experience for everyone involved, i.e., participants, coaches, officials, and spectators.
3. I will insist my swimmer treat other swimmers, coaches, officials, and fans with respect. I too will treat all swimmers (of any team), coaches and officials with respect.
4. I will reinforce the school and club's drug and alcohol free policies.
5. I will do my best to understand and follow the club rules. I will not question the judgment or calls made by officials and coaches during an event.
6. I will be a "team" fan, not a "my child" fan.
7. I will help my child learn that success is measured by the development of skills and personal bests', not winning or losing.
8. I will be responsible for my son's/daughter's actions and will insure their behavior meets the standards as set forth by the Cornwall Sea Dragons Swim Club Code of Conduct.
9. I will not be on the pool deck during practice or meets unless specifically asked to be there by the coaching staff or Board of Directors.
10. If I have a concern, I will talk to the Coach Liaison or Board of Directors at the appropriate time and place. i.e., never before, during, or immediately after a meet.
11. I will attend mandatory parent meetings for the team and I will insure that my child is prepared for events and practices as requested by the coaches.
12. I will fulfill my volunteer requirements as outlined by the Board of Directors.



CORNWALL SEA DRAGONS SWIM CLUB SWIMMER CODE OF CONDUCT

Our guidelines are founded on the principles of mutual respect and cooperation. **All rules should be followed at all times.** Failure to comply with the Code of Conduct as set forth in this document may result in disciplinary action as set forth within the Club by-laws including but not limited to:

1. Dismissal from the team and immediate return home;
2. Disqualification from one or more events, or all events of competition;
3. Disqualification from future CORNWALL SEA DRAGON SWIM CLUB events or meets.

GENERAL

- 1) The possession or use of alcohol, tobacco products or controlled substances by any athlete is prohibited and swimmer/parent can be removed from the club.
- 2) Swimmers and/or parents/guardians should advise coaches of inability to attend meets at least one week prior.
- 3) Swimmers will attend all team functions unless otherwise excused or instructed by the coaches.
- 4) To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athletes' locker rooms, and no female athletes in male athletes' locker rooms.
- 5) There will be no fraternization between male and female athletes during practice or swim meets or while in the pool, on the pool deck or in the locker rooms.
- 6) All older swimmers shall behave as positive role models for their younger peers.
- 7) Club members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of, or be detrimental to, the CORNWALL SEA DRAGONS SWIM CLUB or the Cornwall School District.
- 8) Swimmers and parents will display proper respect and sportsmanship toward coaches, officials, administrators, fellow competitors and the public.
- 9) At least one parent or guardian will attend all meets.
- 10) Any additional guidelines for the team will be established as needed by the Board of Directors.



SAFETY

- 11) Behavior. Swimming is a team sport with in which children of all ages participate.
- 12) Appropriate and respectful behavior and language should be used by all swimmers, parents and coaches.
 - a) Running, pushing, fighting, hazing, bullying or horse play on the deck, in the locker area, or while on school property (home or away) is strictly prohibited.
 - b) The use of foul language will also not be tolerated.
 - c) It is unsafe to throw training gear. Weights, flotation devices, flippers and kick boards should be used with supervision and only in the way they were designed and shall be put away after use.
- 13) No one shall ever climb on diving boards, lane lines or cover reels.
- 14) Due to drowning risks, personal safety, and insurance liability, children not participating in swim practice or competitions may not be on the pool deck.
- 15) Natural Events or injuries.
 - a) Lightning, fire and personal injury are incidents that require the full cooperation of all team members. Should any of these events occur, swimmers and parents must listen for directions from the coaching staff or school administrators.
 - b) During an **electrical storm**, no one can be in the pool. Coaches and locker room attendants must maintain order in the locker rooms and no showers should be used.
- 16) Swimmers who are waiting for transportation should always wait inside the high school.
- 17) Persons who seem out of place or unfamiliar, or individuals behaving in an unsafe or unusual manner should be reported immediately to a member of the Board of Directors or one of the coaches.



CITIZENSHIP

- 18) Swimmers will treat everyone, including all members of the team (coaches, swimmers, parents, siblings, Board members) and our opponents with dignity, respect and good sportsmanship. Team members will refrain from judging or criticizing others
- 19) Physically or verbally abusive behavior (including hazing, bullying, or fighting) is unacceptable. There is a zero tolerance policy for said behavior and the coaching staff will not mediate disputes or seek to determine fault.
- 20) When coaches and team volunteers speak, remain silent and make an honest effort to listen, show respect and pay attention.
- 21) Swimmers will arrive to practice 5- 10 minutes early so that they are fully changed and prepared to begin practice on-time at the designated start time of practice.
- 22) Swimmers will be committed to their best effort everyday. An honest effort does not include cutting laps, pulling on the lane line or missing send off/sets.
- 23) Swimmers are all responsible for the care and proper use of equipment. Practice is not finished until all supplies are returned to storage. **Everyone helps.**
- 24) Swimmers will be dedicated and loyal to their club and teammates. They will be vocally supportive. They will display our team pride by competing in CORNWALL SEA DRAGON SWIM CLUB attire at all times. Team caps and suits are to be worn when competing.

RESPONSIBILITY

- 25) Swimmers must attend practice regularly.
- 26) Swimmers should report to the coach before each practice and/or meet race. Leaving a practice or meet early without coaches' permission is not permitted.
- 27) Swimmers will know what events in which they are competing and will be prepared and ready to swim when the race is called. It is not the coaches' responsibility to find swimmers during meets.
- 28) Older swimmers will be a positive role model for their younger peers and look to support and assist them in improving their swimming as well as providing positive leadership to them.