

MMSC



*Mundelein
Mustang
Swim
Club*

*Parent's Handbook
Revised 7/28/15*

A WELCOME

The MMSC coaching staff and the Parent Advisory Board would like to welcome all swimmers and their parents to our team. Swimming is a challenging and rewarding sport. Consistent effort and a supportive family are important elements in allowing a swimmer to achieve the best of their physical abilities.

When a swimmer becomes a part of the "MMSC Family", we are interested in the development of the total person. We expect a commitment to proper behavior, sportsmanlike attitude, good health habits, regular practice attendance and the overall effort "to be the best you can be in everything you do." We are not interested in our swimmers achieving anything other than their absolute best and want them to gain healthy life-long habits that will stay with them in and out of the water.

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THE CLUB

The Mundelein Mustang Swim Club (MMSC) is a not-for-profit organization established in 1987, about a year after Mundelein High School opened its indoor swimming pool. Parents interested in providing a competitive swim experience in the Mundelein area for children ages 6-18 organized the club. Competition is structured by age level, with separate events for boys and girls. A child must be able to swim 25 yards (one length of the pool) both on their stomach and on their back, unassisted, in order to participate in the program. Participants should also have a desire to participate in meets. Children under age 6 may be considered if they meet these criteria.

MMSC is a member of Illinois Swimming, Inc. (ISI) and USA Swimming, Inc. (USAS), the governing body for amateur swimming in the United States. The club has also provided the Mundelein High School swim and water polo teams with many outstanding athletes.

A seven-member Parent Advisory Board (PAB) governs MMSC. Parents of club swimmers elect the PAB members. The PAB's primary role is to support the Head Coach in the areas of resources, swimmer registration, fundraising, publicity and coordination of swim meets and to ensure the club is operated efficiently.

For over a decade, the club's Head Coach was a part-time position. In June 2002, the PAB hired MMSC's first full-time Head Coach. It is the Head Coach's responsibility to hire, train, and supervise all assistant coaches, to establish training regimens and schedules that will steadily improve the competitiveness of each club member, and to assure that membership in the club is an enjoyable and enriching experience for every swimmer.

MMSC hosts numerous swim meets throughout the year and is recognized by other clubs for the professional manner in which the meets are conducted. The keys to MMSC's successful swim meets are detailed planning and implementation by the PAB and Head Coach and a very strong volunteer effort on the part of club parents. All MMSC parents are expected to volunteer at swim meets, as well as in fundraising activities.

THE CLUB MISSION

MMSC will:

- Provide an environment that encourages athletes to learn and practice the techniques of competitive swimming.
- Allow each athlete to progress and develop at his or her own pace and offer opportunities for different levels of team and individual competition.

MMSC will accomplish this through:

- A solid program directed by a capable coaching staff that fosters progress for its members in a positive team atmosphere at all stages of their athletic development. The program will also nurture the personal development of its athletes in an attempt to provide each with lifelong skills, values and personal qualities.
- Financial security to provide a stable and desirable environment for its coaching staff, to allow for usage of the necessary facilities, and to participate in meets necessary for the athletes' success.
- Developmental activities to supply the Mundelein High School swim and water polo programs with well-prepared athletes.
- An acceptable organization level that satisfies the needs of its members in terms of communication and accessibility, and accomplishes the tasks necessary in running a successful club, such as running meets, fundraising events, and general administrative tasks.
- Adherence to the jurisdictions of the associations of which MMSC is a part.
- Establishment of a positive identity and presence in the Mundelein community.
- Active participation in the broader swimming community.
- Parental involvement in the club's tasks.
- Development of a sense of teamwork in which members share bonds of mutual respect and a sense of belonging.
- Sets of guidelines that club members are expected to follow in order to be a positive presence in MMSC.
- A protocol that ensures long-term stability and success for the club - one that passes on the roles and training skills from veteran members to new members.
- A club vision and focus that exists separately from transient, short-term interests.

THE PARENT ADVISORY BOARD

The Parent Advisory Board (PAB) administers MMSC. It is comprised of the following positions:

- President (elected odd years)
- Vice President -Meet Coordinator (elected odd years)
- Vice President - Fundraising (elected even years)
- Secretary (elected even years)
- Treasurer (elected even years)
- Publicity/Social Coordinator (elected odd years)
- Registrar (elected odd years)

Board members serve a two-year term. Elections are held annually, at the end of the summer (Long Course) season, at a general meeting of MMSC members. To preserve continuity, positions become eligible for election on alternate years.

To be eligible for election to the PAB, prospective members must have been fully paid-up members of MMSC for at least two consecutive seasons, including the season in which the election is held. Seasonal families (those that swim either summer only, or winter only) are not eligible for election to the PAB. Member families may not provide more than one voting PAB member at any time.

Parents of swimmers may not vote in PAB elections until their children have been fully paid-up members of MMSC for at least one year (two consecutive seasons), not including the season in which the election is held. In PAB elections, member families are entitled to a maximum of two (2) votes, one for each parent.

The PAB meets monthly, and part of each meeting is available as an open session (15 minutes at the beginning) to allow the opportunity for discussion of any issues not pertaining directly to PAB business. Parents are welcome to attend any PAB meetings to address the Board. For a non-Board member to include an item on the meeting agenda, the PAB president must be notified at least two days in advance. At least one general membership meeting per season is open to all members of the club, including coaches.

MMSC RELATIONSHIP TO MUNDELEIN HIGH SCHOOL

MMSC operates independently, under the umbrella of Mundelein Consolidated High School District 120 (MHS). MMSC is under contract with MHS, for use of the pool facilities located in the Wayne R. Bottoni Natatorium at Mundelein High School. MMSC practice sessions and meets are scheduled around MHS swimming and water polo programs, which have priority.

Each year, Mundelein High School closes its pool for three weeks to perform annual maintenance. During that period, MMSC may have to rent pool time from other facilities in the area and schedule its practice times around the schedules of other swimmers and swim teams already using those pools.

CLUB AFFILIATIONS

MMSC is a member of the following associations:

- USA Swimming, Inc. (USAS)
- Illinois Swimming, Inc. (ISI)

USAS and ISI provide all rules and regulations that govern amateur swimming in the United States and State of Illinois. ISI must sanction all invitational meets held within Illinois.

FUNDING

MMSC is a not-for profit (Section 501c3), fully self-supporting organization. Funds to support the club are generated solely through registration fees and proceeds from a variety of fundraising projects. The club employs and pays the Head Coach and the assistant coaches. A facility rental fee is paid to Mundelein High School and other aquatic facilities, as negotiated. Other fiduciary resources are used for purchasing equipment, training and the administrative expenses of running the club. Other than the treasurer, board members are unpaid volunteers, as are all parent ISI officials, who work the deck during swim meets.

The PAB keeps registration fees as low as possible, while striving to continually upgrade the club's coaching staff and the resources necessary to operate a highly competitive swim club. The Fall/Winter Season is appreciably longer than the Summer Season and fees are correspondingly higher. Registration fees alone do not cover club costs. MMSC depends upon fundraising efforts to make up the difference. The club's major fundraising event is its annual Miles for Mustangs swim held in January of each year. A raffle and picnic is typically held in the summer. Other fundraising activities are held during the year, including the sale of spirit wear and the operation of the concession stand at home meets. The PAB continues to enlist corporate sponsors for the club. MMSC also periodically hosts invitational swim meets, which also generate additional income.

SOCIAL ACTIVITIES

The PAB sponsors a variety of social events for swimmers, parents and coaches. Throughout the year, there are ice cream socials, pizza parties, pasta parties and other events sponsored either by the PAB or by individual families.

At the end of each season, there is an awards banquet. Swimmers, parents, and coaches come together to celebrate both team and individual accomplishments. All swimmers receive a participation award. The Head Coach, with input from assistant coaches, presents additional awards such as Most Improved, Most Valuable, Coaches Award, Spirit Award, High Point Awards, etc. Additionally, swimmers are recognized for their fundraising accomplishments from Miles for Mustangs at the awards banquet following the Fall/Winter season.

COMMUNICATION

MMSC makes every effort to keep its membership informed. The primary method for distributing club information is via e-mail and through the club's web site. The web site includes important information such as calendars, practice schedules, announcements, meet schedule and entries, and newsletters. In addition, each family has a mailbox, which is a folder located in file bins placed outside the locker room entrances before each practice. Among other things, ribbons and medals won in competition are distributed in the mailboxes. Please ask your swimmer to check their mailbox at each practice.

The PAB secretary produces a monthly newsletter (10 issues a year) that is distributed via e-mail and posted on the website.

Practice changes and/or last minute announcements are posted on the web site and generally sent out via e-mail if time permits. It is advisable to check the web site several times each week for timely announcements, and whenever there is inclement weather that may affect scheduled practices or meets.

THE PARENTS

Age Group competitive swimming is a great sport, but it also is a sport that makes significant demands upon both the swimmer and his or her parents. Unlike most sports, competitive swimming is a year-around activity with a few weeks off in March and April, again in August, and a few days off during the holidays. Practice and meet schedules are demanding, particularly for the more advanced swimmers.

Yet, there are big paybacks. Studies have shown that among college athletes swimmers perform better academically and socially than almost any other athletic group. They share this prominence with gymnasts. Gymnastics, of course, is another year-around, demanding sport. So, parents, maybe it's worth the effort.

In competitive swimming it is important that parents recognize their responsibility to not only their children but also to the club. Veteran MMSC parents realize that their commitment does not end with the payment of fees or the transportation of their swimmers to the pool. Encouragement, understanding, and patience for the swimmer and an active participation in the affairs of the club are necessary. The combined efforts of many are required to run the club, host the home meets, and actively

THE PARENTS (Continued)

participate in the invitationals and fundraisers. MMSC expects and actively seeks participation from every family. The strength of the club lies not only in our children's time and effort, but also in the willingness of their parents to be involved.

VOLUNTEER OPPORTUNITIES

HOME SWIM MEETS

There are many ways parents can volunteer at home swim meets and still be able to see their swimmers compete. Contact the Board's Vice President for Meet Coordination to volunteer for any of the following tasks.

- **Set Up** - Arrive an hour early. Help put timing equipment in the water, set up chairs for timers, and help set up other equipment needed prior to the start of the meet.
- **Concession Stand** - Help set up the concession stand, or sell food and drinks during the meet, or clean up afterward. Workers sign up for two-hour shifts. Each MMSC family donates food items to sell at the concession stand. Some items that are requested are fruit, washed and cut up veggies in a baggie with a bottle of salad dressing for dip, pasta salad, bagels, cookies, packaged crackers with cheese, fruit roll-ups, juice boxes, bottled water, sports drinks, candy, brownies, Rice Krispies Treats, and muffins. The hospitality coordinator will post a sign up for exact items needed for each meet.
- **Marshal** - Two males and two females are needed to check the boys and girls locker rooms before, during and after a meet. They watch for inappropriate activity or the defacing of property. Other committee members patrol the pool deck, hallways and other facilities used during a meet.
- **Timing** - This is a fun way to watch a swim meet! Two timers are at the finishing end of each lane. Both use stopwatches to time the swimmer or relay team in their lane. One timer also pushes a timing button attached to the timing system. The other records the two stopwatch times. Timers ordinarily are called on deck at least 15 minutes prior to the start of the meet. Relief timers provide breaks during the meet.

VOLUNTEER OPPORTUNITIES/HOME SWIM MEETS (Continued)

- **Announcing** - One person is needed to announce the start of the meet, each event and its swimmers, and the score at the end of the meet, as well as any other pertinent announcements.
- **Awards** - After a race is completed attach pre-printed information provided by meet officials onto the backs of the appropriate ribbons for each team.
- **Officiating** - Become an official. Talk to the Board President about attending an ISI Official's Clinic.
- **Takedown and Cleanup** - Stay a few minutes after the meet. Help put away the equipment. Check the bleachers, pool deck, and locker rooms for any garbage and spills. You will really be appreciated.

VOLUNTEER OPPORTUNITIES

MORE OPPORTUNITIES TO VOLUNTEER

- **Fundraising** - It is the best way to help keep costs down. Talk to the Board's Vice-President-Fundraising.
- **Advertising** - Work with the Board's Publicity/Social Coordinator or Vice-President-Fundraising to enlist advertisers and attract corporate sponsors.
- **Team Parties and Awards Ceremonies** - Again, talk to the Board's Publicity/Social Coordinator. The kids love these events. We can always use more help and it is really fun!

VOLUNTEER POLICY

Each family has a minimum 8 hour volunteer commitment for the Fall/ Winter Season, and a 4 hour commitment for the Spring/ Summer Season. If by the end of the season a family has not fulfilled the required hours, a \$100 charge will be added to their account. This amount needs to be paid before the swimmer can re-register for the next season.

VOLUNTEER POLICY

In addition, Mundelein Mustangs host a large Invite the last weekend in January, and another large meet in mid-June. This does not only allow our swimmers to compete at a high level, it is also major club fundraiser. Each family is required to work every session where they have a swimmer attending for a maximum of 3 sessions. Failure to volunteer at all at a Home Meet when a swimmer is attending will result in a \$100 per session, per swimmer fee.

Each family is also required to donate items for concessions/hospitality.

We are aware that some families, especially those new to the sport of swimming, might not participate in many meets, home or away. Families with little or no participation swim meets will be evaluated separately but should take advantage of volunteer opportunities that are not connected to a swim meets.

Families with swimmers who are old enough to provide their own transportation and don't have a parent attending swim meets are still required to fulfill the required hours.

Our goal with this policy is not to collect your money. We would rather have all families involved, which allows you to get to know new families and learn about the sport of swimming.

REGISTRATION FEES, INSURANCE AND OTHER COSTS

The PAB establishes the MMSC registration fees. Fees are paid separately for the Fall/Winter (Short Course) Season and the Spring/Summer (Long Course) Season. All swimmers who participate in MMSC practices or meets are required to pay the registration fee at the beginning of each season. Registration fees are non-refundable once a swimmer attends a practice session, unless otherwise stated in the registration materials. Swimmers participating in MMSC practices or meets must also be athlete members of USA Swimming and must pay the appropriate membership fee as stated in the registration materials.

A portion of the fees paid to USA Swimming is for MMSC's general liability insurance policy. Club safety rules strictly adhere to the covenants of that policy. Under the safety rules no one is permitted on deck during swim practice or at a swim meet unless he or she is a member of USA Swimming or is volunteering at a meet, such as a timer.

REGISTRATION FEES, INSURANCE AND OTHER COSTS (CONTINUED)

Swimmers are only allowed on deck during the session of the meet they are signed up to swim at.

In addition to registration fees, swimmers must maintain an escrow account with the club. Fees for USA meets are charged to this escrow account for each event a swimmer enters, and are non-refundable once the entry is submitted. The cost of relay entries is divided evenly amongst participating relay swimmers. A positive balance in the escrow account is required before a swimmer can be entered in a USA meet. The PAB Treasurer will debit each swimmer's escrow account after participation in a USA meet and prepare an invoice monthly.

SWIMSUITS AND CAPS

All swimmers must wear a team suit to swim meets consisting of two or three teams (i.e., all dual and tri-meets), and Mundelein hosted USA invitational meets. Failure to meet this requirement will cause the swimmer to forfeit their opportunity to swim at that session of the meet. The Head Coach will have the authority to waive this requirement if circumstances occur that are beyond the control of the swimmer.

All swimmers that wear swim caps must wear an MMSC team cap to all swim meets. If a swimmer does not have a cap during that session of the meet, a cap will be provided to them and the cost of the cap will be charged against the swimmer's escrow account.

As of April 2009, the team suit is defined as an all black suit bearing the MMSC logo. To maintain the life of a suit, it is recommended that team suits not be worn at practice. The PAB arranges for representatives of a company that provides team swimsuits to meet with parents and swimmers at the pool on a designated evening at the start of each season. Team suit and cap orders can be placed with those representatives, or through a link to the supplier on our website.

TRANSPORTATION

Parents are responsible for providing or arranging transportation for their swimmer(s) to and from team practices and all meets. Athletes must be picked up promptly after the end of practice and after the end of a meet.

PROBLEM SOLVING

Problems arise in any organization, including swim clubs. If confronted with a problem, a parent should address it to someone in a position to help. Generally, that will be a coach or a PAB member. Parents can also bring problems to a PAB meeting. If the problem involving your swimmer is of a personal nature, feel free to approach his/her coach, but PLEASE do not take that liberty during swim practice or in a meet setting. Our coaches do their best to give the athletes their full attention at all times. If your child's coach is not able to resolve the problem, you should meet with the Head Coach. If you are still not satisfied, contact the PAB President.

THE COACHES

All MMSC coaches are members of USAS and are certified to current USAS requirements in First Aid, CPR, Safe Sport and Safety Training for Swim Coaches.

The MMSC coaching staff performs under the direction of the Head Coach. The Head Coach and Head Senior Coach are full-time club employees and report directly to the PAB. All assistant coaches work for the Head Coaches on a part-time basis. The Head Coaches are responsible for all club operations involving swimmers and coaches.

THE TRAINING SEASONS

MMSC's training seasons begin in late August or early September for the Fall/Winter Season and late April for the Summer Season. The training season ends with the Championship season. Swimmers must achieve qualifying times for the ISI Regional Championship Meet, the ISI Age Group State Championship Meet or the ISI Senior State Championship Meet. These meets are held in February and March for the Fall/Winter Season and July and August for the Summer Season.

THE SWIMMERS

MMSC draws most of its swimmers from Mundelein and the surrounding area. In an average Fall/Winter Season, the club has nearly 150 members. In the Summer Season, there are ordinarily about 130 members. Swimmers range in age from five or six years old to eighteen years old. Many of the swimmers on Mundelein High School's Boys and Girls Swim Teams are members of MMSC. However, during their high school seasons they cannot swim for the club.

TEAM ORGANIZATION

MMSC operates under USA Swimming, Inc. rules and regulations. Our club participates under the following Age Group competitive classifications:

- 8 & Under
- 9 & 10
- 11 & 12
- 13 & 14
- 15 & Over

The following excerpt is taken from the USA Swimming, Inc.'s Rules and Regulations:

"The Age Group Program Objectives - Age Group Swimming is the program through which USA Swimming, Inc. provides a fair and open competition for its younger members. It is designed to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning, and develop a rich base of swimming talent.

An environment which encourages participation by the maximum number of competitors, coaches, qualified officials, parents and school and community groups will enhance achievement of these goals. By providing recognition for all participants, a healthy motivation for self-improvement and advancement is attained."

TEAM ORGANIZATION (Continued)

The following practice groups are currently in place at MMSC:

Red Group

8 and under swimmers that can swim 50 yards of freestyle and backstroke. Beginning 9 year old swimmers that can swim 50 yards of freestyle and backstroke, but do not have four legal strokes. This group will practice 3x per week for 1 hour each practice with a minimum requirement of 1 practice per week (50-100% participation is recommended for optimum progress). Swimmers in this group will begin developing correct basic stroke technique in all four strokes in a progressive manner. As well as an introduction to turns, starts, and underwater work. Opportunities are available for swimmers in this group to experience the fun of competition in meets and to take part fully in a positive team atmosphere. (Competition is optional, but encouraged).

White Group

9-10 year old swimmers that can swim all four strokes, plus 8 year old swimmers that have four legal strokes, and have received a coach recommendation or can perform the following test set:

200 free with flip turns and side breathing

100 IM continuous with proper turns

This group will practice 4x per week for 75 minutes each practice with a minimum requirement of 2 practices per week (50-100% participation is recommended for optimum progress).. Swimmers in this group will continue refining correct stroke technique of all four strokes in a progressive manner in which includes turns, starts, and underwater work. An introduction to swim sets will begin as well as incorporating a pace clock within these sets. Opportunities are available for swimmers in this group to experience the fun of competition in meets and to take part fully in a positive team atmosphere. (Competition is encouraged. Swimmers should be competing in some dual and USA meets).

TEAM ORGANIZATION (Continued)

Gray Group

11-12 year old swimmers that can swim all four strokes, plus 9-10 year old swimmers with Regional cuts, and a coach recommendation or can perform the following test set:

10x100 free @ 2:00

200 IM continuous with proper turns

This group will practice 5x per week for 90 minutes each practice, with a minimum requirement of 3 practices per week (60-100% participation is recommended for optimum progress). Participation in all dual, USA meets, regionals, and State meets (if qualified) is expected. Sound stroke technique will be emphasized in this group, as well as sound technical skills such as starts, turns, and underwater work. This group serves as a transition between the instructional aspects of swimming and the training demands of the sport. A wide mix between stroke, interval training, and initiation to all distances as well as all strokes (we do not specify at this age) will make a large part of the season's planning. Each swimmer must have the required equipment bag at every practice.

Silver Group

13-14 year old swimmers that can swim all four strokes, plus 11-12 year old swimmers with Regional cuts, and a coach recommendation or can perform the following test set:

10x100 free @ 1:45

10x100 IM @ 2:00

This group will practice 6x per week for 1 hour 45 minutes, plus morning practices in the summer 2x per week, with a minimum requirement of ??? practices per week (???-100% participation is recommended for optimum progress). Participation in all dual, USA meets, regionals, and State meets (if qualified) is expected. This group serves as a transition between Age Group swimming and Senior/High School age swimming.

Senior (Black) Group

15 and up swimmers that can swim all four strokes, plus 13-14 year old swimmers with Regional cuts, and coach recommendation or can perform the following test set:

10x100 free @ 1:30

10x100 IM @ 1:45

This group will practice 6x per week for 2 hours, plus morning practices in the summer 5x per week. Dryland will be an expected part of regular practice. Set Examples Used for Selection: 8 x 100s Freestyle @ 1:25; 6 x 200s IM @ 3:15; 16 x 50s kick @ :55.

TEAM ORGANIZATION (Continued)

Meet participation is expected. Swimmers in this group will be required to attend at least 80% of practices each week. Falling below the skill level of the group could result if attendance goals are not met.

The coaching staff determines the above groupings and, upon a coach's recommendation, a swimmer may move from one group to the next at any time during the season. An equal emphasis is placed upon acquiring physical skills and character development.

PRACTICE PARTICIPATION GUIDELINES

To ensure the safety and success of all swimmers, the following guidelines have been established:

- Be in the locker room ten (10) minutes before the scheduled practice time. You should be sitting in the bleachers near the diving well ready to begin stretching prior to the starting time of practice.
- Remember all necessary equipment: Swimsuit, goggles, caps, water bottle and towel. It is a good idea to have an extra swimsuit, cap and goggles in your bag.
- Come to as many practices as possible. The only way to improve consistently is to improve technique and conditioning through regular attendance at practice. Please provide the coach with a note or e-mail ahead of time if an athlete must miss a significant number of practices.
- Swimmers unable to attend their own practice group's scheduled session will NOT be allowed to swim during another group's workout. Pool space is limited and a group's workout is designed specifically for their skill level.
- At practice, all team members must behave properly so that everyone can get maximum benefit from the training and instruction. If proper behavior is not maintained the coach may ask the athlete to leave. If any individual repeatedly exhibits behavior problems, a meeting will be held between the swimmer, the swimmer's coach, the Head Coach and the swimmer's parent(s). If the behavior problems are not resolved after this meeting more serious steps will be taken, including possible dismissal from the club.

SWIMMERS' CONDUCT

- All swimmers are expected to conduct themselves in a proper and responsible manner in and out of the swimming pool. During workouts they are expected to be attentive and cooperative. Our primary purpose is to teach and train for competitive swimming.
- The High School Administration has made the school facilities available for our program. We cannot afford to lose their support through reports of misbehavior and disrespect for school property.
- Locker rooms and the pool deck should be kept neat and orderly. Do not leave debris on deck or anywhere else. Do not leave valuables in the lockers. MMSC swimmers should limit their shower time and behave themselves in the locker room. Do not loiter, horseplay or run through the halls.
- Those arriving early to practice should wait quietly in the bleachers on-deck if a workout is in progress.

DISCIPLINARY ACTION

Since participation in MMSC is on a voluntary basis, it is expected that the swimmers will attend all practice sessions with a serious attitude toward competitive swimming. Disruption of practice due to misbehavior or rules violations cannot and will not be tolerated. Disciplinary action is at the discretion of the coach and may result in removal from the workout, suspension from the club or dismissal from the club. There will be no refund. Please show respect for the other swimmers.

CODE OF CONDUCT

To reinforce the above behavioral expectations, all swimmers and parents are required to sign a "Code of Conduct" prior to the start of each season. Parents should use this opportunity to discuss appropriate behavior with their children, and consequences of poor choices. The Code of Conduct form is on the next page.

MUNDELEIN MUSTANG SWIM CLUB

CODE OF CONDUCT

****All swimmers will be asked to sign prior to start of season****

- All athletes are expected to follow the direction of the coaching staff.
- Pool rules are to be followed at all times in all facilities.
- Possession or use of alcohol, tobacco or illegal drugs is prohibited.
- Club members will refrain from any illegal or inappropriate behavior that could detract from a positive image of the Mundelein Mustang Swim Club or be detrimental to its performance objectives.
- Club members will display proper respect and sportsmanship toward the Mundelein High School staff and building, as well as all coaches, officials, administrators, teammates, fellow competitors and the public, and the personal belongings of others.

All athletes and parents are expected to abide by these standards, to have reviewed the updated Parent Handbook, and to abide by the expectations set forth in the Parent Handbook. Failure to comply with this Code of Conduct may result in financial restitution for any damages and will lead to the following sanctions:

1. First offense will be a warning (parent notified).
2. Second offense will be suspension from the team. The Head Coach will determine the length of the suspension based on the severity of the offense.
3. Third offense will be dismissal from the swim club.

Athlete's Signature

Date

Parent's Signature

Date

THE MEETS

MMSC swimmers participate in a variety of swim meets. Following are the rules for participating in meets and the policy for selecting athletes to swim on relay teams. Appendix B describes the meets available to MMSC athletes.

MEET PARTICIPATION GUIDELINES

- As soon as they are available, meets will be posted on the website and open for signup. Please be mindful of signup deadlines...they come up quick!
- Maintain a record of your selected meet dates so that the commitment is not forgotten.
- If your athlete swims in USA Meets, check your account on-line to make sure sufficient escrow balance is available to cover participation fees.
- When the date of a selected meet approaches, note the time that the meet begins and when the swimmer is expected on deck. This information typically is made available well in advance of the meet.
- Have the swimmer arrive on deck at the designated time so that he or she can participate in team warm-ups and stretches.
- Make certain that swimmers wear a MMSC team suit for all home meets and Dual/Tri Meets, and a MMSC swim cap, to every meet.
- Parents need to encourage their swimmers to stay in the team area and follow the coach's directions.
- A swimmer must talk to his or her coach immediately after each event. This allows the coach to evaluate the swimmer's performance and offer congratulations and encouragement as well as suggestions for improvement.
- All swimmers should support their teammates. They should participate in team cheers, watch their teammates race, and encourage every MMSC athlete to turn in their best performances.

RELAY POLICIES

Relays for meets are primarily formulated from the athletes' best times. The coaches have a team database that is current up to the start of a given meet. Times are derived from a swimmer's individual swims, not relay splits. The four fastest swimmers will comprise the "A" Relay Team, the next four the "B" Relay, and so on. At the coach's discretion, exceptions can be made.

APPENDIX A: Training Philosophy (Development of Swimmers)

Although swimmers are grouped by ability within their age group (12 and under or 13 and over), a swimmer joining the team at an early age (7-9) would see the following three levels of development. It is important to note that swimmers progress at different rates.

Level 1: Competitive Skill Development (10 and U)

This is the introductory level of competitive swimming. Within this level, basic coordination and balance in the water is important. Here is where the teaching of fundamentals of the sport is important.

- At this level, it is more important for swimmers to love the water and the sport.

Within this context, it is important that coaches at this level teach and try to instill this.

- Learning the strokes correctly is of paramount importance. Speed should be sacrificed for efficiency.
- Yardage is technique oriented. Swimmers should learn the fundamentals of all four strokes.
- Participation in other sports and activities is encouraged. Kids should be allowed to experiment. The more that a kid does, the better coordinated they become, thus the better athlete they become.
- This is a preparatory stage for kids to become successful swimmers. The tools that kids need to be successful swimmers throughout their career should be taught and acquired at this level.

Level 2: Competitive Training Development (11-14)

This is the second level of competitive swimming. Within this level, swimmers should have a good base of all four strokes and be able to hold good technique throughout workouts. At this level, teaching starts to transition over to training.

- The focus is still to develop all four strokes and continue to teach efficiency.
- The competitive focus is to prepare kids for the 200 Yard Individual Medley and 200/500 Yard freestyle events. Kids should be encouraged to participate in these events.
- Kids still should be encouraged to participate in other activities, but also meet

Training Philosophy (Development of Swimmers) (Continued)

- minimum attendance requirements to further develop as a swimmer.
- A high emphasis should be on kicking, specifically dolphin kicking.
- Swimmers should be taught interval training. Yardage is not important as much as frequency in the water.
- Training breaks are minimized to protect aerobic fitness.
- Aerobic training is still the priority to maximize aerobic potential and protect long term success.
- Dry-land training is introduced with the goal of developing core body conditioning.

Level 3: Advanced Competitive Training Development (14-18)

At his level, training takes precedence over teaching. Physiology and learning about how to train is of prime importance.

- Individual Medley events and middle distance events are still the priority. Swimmers should feel comfortable to swim in any event and encouraged to do so. Swimming faster in longer events is the focus rather than shorter events. It is the philosophy to protect their aerobic base to make sure swimmers succeed in their older or college years.
- Swimmers are encouraged to attend as many practices as possible. Minimum practice requirements are expected to be met. Swimmers are encouraged to begin to make a choice between swimming and other activities in terms of time commitment and focus.
- Strength training is a standard part of the program.
- Training within energy systems becomes an integral component of the training plan. This includes anaerobic training with proper technique.
- Technique and efficiency should be refined for all four strokes.

APPENDIX B: DESCRIPTION OF MEETS

DUAL MEETS/TRI MEETS

Each season, the Head Coach arranges a schedule of Dual/Tri meets in consultation with other coaches, as well as the MMSC PAB. Typically, Dual/Tri meets are against other local clubs. They provide opportunities for swimmers of all skill levels to experience a competitive meet environment. These are great meets for our beginning swimmers to experience the joys of a team effort.

Dual/Tri meets are held between two/three teams and have a limited number of events. Typically each swimmer may swim up to three individual events and one relay, or two individual events and two relays. A Dual/Tri meet typically lasts three to four hours. Some are held at the Mundelein High School pool, while others are held at an opposing team's pool.

Sign-up information for a Dual/Tri meet is posted on the website in advance, once the meet schedule has been established. If, after signing up for a Dual/Tri meet, and illness or conflict prevent your swimmer from attending, please immediately notify the head coach.

During the meet, swimmers should be available to their coaches at all times. It is an athlete's responsibility to report to their lane as soon as their event is called. Swimmers should not leave a meet without first checking with a coach.

USA SWIMMING, INC. INVITATIONAL MEETS

An USA Swimming, Inc. Invitational meet ("USA Meet") is a meet between three or more teams, and often involves a dozen or more teams. It usually offers five sessions over a three-day period (Friday night, Saturday & Sunday). Age groups are assigned to specific sessions. Each age group swims two or three sessions. On the day of a meet, a swimmer must arrive early for warm-ups. There is usually positive check-in before the meet begins, meaning the swimmer must sign-in to indicate their presence at the meet. Swimmers who arrive late and miss positive check-in will not be allowed to swim in the meet. The host club is responsible for running an on-time USA Meet, and late entries significantly delay a meet and can cause events to be canceled.

APPENDIX B: DESCRIPTION OF MEETS (Continued)

Participation in USA Meets is strongly encouraged. Our meet schedule will indicate which meets are appropriate for swimmers at certain skill levels. USA Meets provide the following opportunities for athletes who participate in them.

- A chance to compete against the broader swimming community.
- A positive environment in which to attain sanctioned times.
- A team experience during which swimmers can support one another and promote team spirit.

As with Dual/Tri meets, sign up information is posted on the website well in advance of the meet date. Entries for USA meets must be submitted by the club well in advance of the meet and require nominal entry fees, which are paid out of each entrant's escrow account. No refunds are available after our team's entry has been submitted to the meet host. A positive escrow account balance is necessary for participation in USA Meets. Please be sure to contact the Head Coach if an illness or conflict arises preventing a swimmer's participation in a meet after sign-up is completed.

USA CHAMPIONSHIP MEETS

ILLINOIS SWIMMING REGIONAL CHAMPIONSHIPS

At the end of each Fall/Winter Short Course (25 yard) season, ISI conducts its Regional Championship Meets ("Regionals") at five different sites in Illinois. Any swimmer with an ISI Regionals time standard in one or more event(s) is eligible to participate in the local Regionals meet. Swimmers with State Championship Meet qualifying times may not compete in that event at Regionals, and there are no relays at this meet. The meet is run in a timed-finals format (13-14, 11-12, 10 & Under, and Seniors), with awards given to the top 8 swimmers in each event.

ILLINOIS AGE GROUP STATE CHAMPIONSHIPS

At the conclusion of each season (March in the Fall/Winter season for short course (25 yard) and July or August in the Spring/Summer Season for long course (50 meter), the ISI conducts its Illinois Age Group State Championship Meet. Each meet is held at one location in the state, selected annually.

APPENDIX B: DESCRIPTION OF MEETS (Continued)

This meet is run in Championship format with preliminaries, consolation finals, and championship finals in all events except for 10 & Unders, which is a timed-finals format only. Participation in this meet is limited to Age Group swimmers (13-14, 11-12, and 10 & Under) who have met the ISI meet qualifying time standard for individual events or relays.

ILLINOIS SENIOR STATE CHAMPIONSHIPS

This meet is held at the end of each season (March in the Fall/Winter season for short course (25 yard) and July in the Spring/Summer Season for long course (50 meter)), and is primarily for swimmers in the 15 & Over age group. However, any swimmer achieving an ISI meet qualifying time standard in one or more events for this meet is eligible to participate. Each meet is held at one location in the state, selected annually. The meet is run in a Championship format and includes individual and relay events.

CENTRAL ZONE CHAMPIONSHIPS

ISI is part of USAS' Central Zone, which conducts a long course (50 meter) championship meet once a year in August, after the Illinois Age Group State Championship Meet. This meet is run in a Championship format and requires USAS triple 'A' (AAA) qualifying times to compete. Events are offered for all age groups. This meet is held at a site in the Midwest or Plains, with the site selected annually.

CENTRAL ZONE SECTIONAL MEET/USAS SPEEDO CHAMPIONS SERIES

This meet is a Central Zone championship meet for seniors, or any swimmer that meets USAS Central Zone Sectional Meet time standards. The meet is held after the ISI Senior State Championship meets at the end of each season - March in the Fall/Winter season, and July in the Spring/Summer season. The meet is run in a Championship format and is held in the Midwest at a site selected annually.