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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ELKINS/RANDOLPH COUNTY YMCA RAYS 2018-2019 SEASON PARENT HANDBOOK

Welcome to the Randolph Area YMCA Swim team (the RAYS). Several of our policies have changed for the 2018-19 season. Please read through this handbook in full for up-to-date information on the RAYS.

The RAYS is a fun, but competitive swim team that offers children and teens with the opportunity to improve their swimming and endurance skills and to live a healthy lifestyle.

The program is based on the Y's core values of honesty, respect, responsibility and caring.

KEY POINTS TO REMEMBER

The regular season starts Tuesday, September 4th.

Swimmers must be officially rostered/registered to participate in practices.

All registrations are completed online at www.elkinsymca.com

A signed photo release and code of conduct must be submitted to your coach prior to starting practices.

All fees are paid monthly online through credit card or bank draft deductions.

Once meet entries have been submitted, you must pay for your entry regardless of whether your swimmer attends the meet.

Spectators, including parents, are not permitted on the pool deck unless invited by a coach.

Cell phones are not permitted at practices or in locker rooms.

Please be supportive and respectful to all swimmers, coaches, officials and Y staff at all times!

SWIM HARD AND HAVE FUN!!

TERMS AND CONDITIONS FOR PARTICIPATION

- All swimmers must be members of the Elkins/Randolph County YMCA. Monthly membership dues are included in the RAYS program fees.
- Swimmers must be 6 years of age and able to swim 25 yards across a pool unassisted.
- Swimmers must be officially rostered to participate in practices.
- Any outstanding balances must be paid in full for swimmers to attend practices and compete in meets.

SEASON DATES

Regular Season	Tuesday, September 4 th through Friday, January 4 th . Holiday breaks to be announced.
Championship Season	Monday, January 7 th through Friday, March 15 th Holiday breaks to be announced.

PRACTICE GROUPS AND TIMES

	Junior Group	Senior Group
Description	Beginning level for emerging competitive swimmers ages 6-11. Practices 2 times a week.	For swimmers ages 12-18 or younger by invitation. *
Buckhannon Practices @ WVWC	Tuesday and Thursdays 6:30-7:30 pm	Full-time swimmers: Monday to Friday 6:30-8:00 pm Part-time swimmers (2 days): Mondays and Wednesdays 6:30-8:00 pm
Elkins Practices	Tuesday and Thursdays 5:30-6:30 pm at the Elkins YMCA pool at 400 Davis Avenue. **	Full-time swimmers: Monday, Tuesday, Thursday and Friday from 7:30-9:00 pm at Davis & Elkins College. Part-time swimmers (2 days): Tuesdays and Thursdays 7:30-9:00 pm

* For junior group aged swimmers (ages 11 and younger) interested in swimming with the senior group at D&E, try-outs will be conducted **at the YMCA pool on Tuesday, September 4th at 6:30 pm**. The coaches will make decisions about placement based on swim times and the availability of lane space at D&E.

** A second practice time will be added at 6:30-7:30 pm for Elkins junior group swimmers depending on enrollment.

Please note: The practice schedule may change based on enrollment and lane space.

REGISTRATION

Registration is completed online at <http://www.elkinsymca.com/index.php?page=rays-swim-team>. Swimmers must be registered before they can attend practice.

All fees are paid monthly through credit card or bank draft deductions.

PROGRAM FEES

A \$60 individual or \$100 family team fee is due at the time of registration. The fee goes towards activity costs like the Christmas banquet and includes a team t-shirt and swim cap for all participants.

Monthly Fees:

Junior Group	Senior Group Full-time	Senior Group Part-time (2 days)
\$40.00 per Month	\$70.00 per Month	\$40.00 per month

Monthly program fees include membership to the YMCA. The monthly fee for existing YMCA members will be reduced by \$10.00 per month.

Fees are discounted for additional children residing in the same household:

Junior Group 2 nd Child Discount Rate	Senior Group Full-time 2 nd Child Discount Rate	Senior Group Part-time (2 days) 2 nd Child Discount Rate
\$35.00 per Month	\$65.00 per Month	\$35.00 per month

MEET ENTRIES AND RELAYS

The meet coordinator will work with coaches to develop the meet schedule. Participation in meets is optional.

The coaches will have the final decision on meet entries.

Meet entry fees will be automatically drafted together with program fees.

A coach will travel to meets where 6 or more swimmers attend. If less than 6 team members sign up for a meet, parents will be asked to volunteer to stand in on deck.

Once entries have been submitted, you must pay for your entry regardless of whether your swimmer attends the meet.

The meet schedule will be comprised of both USA Swimming and YMCA events. To participate in USA Swimming meets, swimmers must hold a current membership. Dues will be collected in late November/early December for those swimmers who wish to participate in these meets.

Relays for Championship meets and Zones will be comprised of the four fastest swimmers eligible for that meet, based on times achieved from meets 30 days prior.

ELIGIBILITY FOR CHAMPS

A swimmer must be a full privilege annual member of the YMCA he/she represents.

A swimmer's age for the entire season shall be determined as of the first day of December for the winter season and the first day of May for the summer season and swimmers shall swim in their own age group for all individual events.

A swimmer must have represented only his/her YMCA in any open competition during the current season. (Note: A swimmer or diver may compete in open competition unattached but may not represent any team other than his/her local YMCA.)

YMCA Black Book rules apply to swimmers. Specific rules exist for swimmers changing teams during the season.

Before the entry deadline for Championships, all swimmers shall have represented their association in three (3) YMCA meets during the winter season for winter Championships and two (2) meets during the summer season for summer Championships and shall have been a YMCA member in good standing who holds an annual, full privilege membership. The three meets MUST be minimum of one (1) inter-association dual meet and two (2) other YMCA dual meets or YMCA closed invitational. For a meet to count, the participating teams must meet the minimum dual meet requirements. Attendance at a meet cancelled due to weather will be counted as participating in a meet. Participation in one individual event constitutes participation in a meet.

One of the three participation meets for Winter Championships must be at least 40 days prior to the start of the Championship meet. One of the two participation meets for Summer Championships must be at least 14 days prior to the Championship meet.

SPECTATOR POLICY

The pool deck is closed to all spectators, including parents. If you need to speak to a coach, please schedule a mutually convenient time to meet before or after a practice. All meetings must take place at either the Y or designated practice location.

CELL PHONE POLICY

Swimmers are not permitted to bring or use cell phones during practices or in locker rooms. Coaches are not permitted to use cell phones during practices except for official RAYS business.

RAYS CODE OF CONDUCT

All swimmers, parents and coaches represent the Elkins/Randolph County YMCA at practice sites and meets and are expected to follow the team's code of conduct during these times. A signed copy of the code of conduct must be provided to coaches before a swimmer may start practicing with the RAYS.

1. Display proper respect and sportsmanship toward coaches, officials, administrators, fellow competitors, parents, and the public in attendance at practices, meets or team functions.
2. Respect the property at all practice sites and any other facility the team visits or uses. Parents and swimmers are responsible for any intentional damage caused to a site or facility.
3. Promote positive team spirit and morale. Be supportive of other team members' successes. Never interfere with the progress of another swimmer at any time.
4. Be respectful and follow the directions of the coaching staff during practice, meets, and other team activities.
5. Swimmers must stay in the practice area during the entire practice. Swimmers may not leave the supervision of the coaching staff without their direct approval.
6. Parents must stay in the spectator stands and are not permitted on the pool deck.
7. Swimmers should arrive prepared and on time to practice and meets with all necessary equipment. Appropriate attire (warm-up gear) must be worn to and from practices and meets. Swimmers may not arrive, or leave dressed in just a bathing suit.
8. Swimmers are not permitted to use cell phones during practices or in the locker rooms.
9. It is the swimmer's responsibility to familiarize themselves with and abide by pool safety rules applicable to the facility where a practice or swim event is being held. These safety rules include but are not limited to the following:
 - a) No running on deck or in the locker rooms.
 - b) Shower before entering the pool.
 - c) No diving except where permitted and in the manner permitted.
 - d) No unruly or disruptive behavior, such as; pushing, shoving, yelling on deck or in the locker rooms.
 - e) No towel snapping or hitting.
 - f) No fighting or roughhousing.

Athlete name: _____ Signature: _____ Date: _____

Parent name: _____ Signature: _____ Date: _____

Parent name: _____ Signature: _____ Date: _____

Coach name: _____ Signature: _____ Date: _____

CODE OF CONDUCT PROCEDURES

The policies and procedures covered in the code of conduct and team handbook are governed by the team coaches, head coach and YMCA executive director. All decisions made by YMCA staff prevail. Appeals to any decision made by YMCA staff can be made in writing to the Y executive director within 48 hours. Parents have the right to request to have an appeal heard on an emergency basis in situations which are time sensitive.

The coaching staff will not be permitted to participate in or preside over any processes which represent direct personal conflicts of interest in any way.

During practice sessions and meets, the coaches' primary responsibility is to train and coach the swimmer, not act as a disciplinarian or directly supervise interactions or conversations between swimmers or parents.

The YMCA reserves the right to end enrollment of a swimmer to ensure a safe and positive environment for all participants of the RAYS.

Any swimmer or parent who violates the code of conduct will be subject to the following disciplinary measures:

First Occurrence: The incident will be documented on an incident report explaining the behavior and the steps taken by the coach(es) on the day of the occurrence. A copy of the incident report will be provided to parents.

Second Occurrence: The incident will be documented on an incident report explaining the behavior and the steps taken by the coach(es) on the day of the occurrence. Depending on the severity of the incident, the swimmer and/or parent may be dismissed from the practice or event immediately. A meeting with the coaching staff and YMCA executive director will be required to occur before the swimmer or parent can return to team practices and events. During this meeting, the final disciplinary action (in the event of a third occurrence) will be determined, agreed to and documented.

Third Occurrence: For incidents involving a swimmer, the athlete will be removed from the team. The swimmer will not be able to participate or register for the team again for a minimum of a one-year period and would require approval by the coaching staff.

For incidents involving a parent, a third occurrence of an incident will result in the parent not being permitted to be on the premises during practices or meets.

Parents will be provided with written notification from the YMCA executive director detailing the disciplinary action taken.

TEAM APPAREL

A team t-shirt and swim cap will be provided at the beginning of the regular season. These items can be customized with swimmers' names for an additional fee.

Swimmers are not required to purchase a team swim suit, but swimmers must wear a RAYS team cap while competing in meets.

COMMUNICATION

You will receive communication about the program primarily via e-mail.

Meet information, times, and other team information is available on the team website at <http://www.eteamz.com/randolphareaymcaswimteam1/>

The team also has a parent page on Facebook called 'Randolph Area YMCA Swim Team –RAYS'.

Questions about practices: Contact the coach at your practice site.

Questions about meets: Contact Eric Anger, volunteer meet coordinator, at 304-516-1754 or eanger91@hotmail.com.

Questions about billing: E-mail info@elkinsymca.com or call Jennifer Albee at the Y at 304-636-4515.

WITHDRAWAL FROM THE PROGRAM

If you would like to withdraw from the program for medical or other reasons, written notification must be provided in advance in order of your draft date to stop automatic payments of monthly fees. Notification may be sent to info@elkinsymca.com.

PARENT VOLUNTEERS

Parents play an important role in making the RAYS a success. The team is supported by parent volunteers who support YMCA staff in the operation of the program.

Parents can work together to promote the program to the community and attract new swimmers, assist with fundraising efforts and coordinate meet entries and volunteers for meets.

All programs operated in the YMCA name or out of YMCA or partner facilities are under the supervision of YMCA staff. Policy decisions affecting the program are approved by the YMCA C.E.O. with consideration given to the input and suggestions of the coaches and parents.

- Fundraising Committee: Coordinates fundraisers that helps the team meet its financial needs and provides opportunities to reduce program costs for individual swimmers.

- **Meet Management/Volunteers Committee:** Creates the meet schedule and coordinates entries. Recruits parent volunteers to assist at meets and to pursue meet officials accreditation.

Please speak to your coach if you are interested in volunteering.

STRUCTURE OF YMCA COMPETITIVE SWIMMING AND DIVING

The YMCA Competitive Swimming and Diving program is overseen by the YMCA of the USA's Associate Director for Sports, guided by the National YMCA Competitive Swimming and Diving Advisory Committee and managed by local and regional YMCA competitive swimming and diving bodies.

All YMCA competitive sports, including swimming, must comply with the Rules that Govern YMCA Competitive Sports. This document is published by the YMCA of the USA and does not change yearly. It is posted on the YMCA Competitive Swimming and Diving website (www.ymcaswimminganddiving.org). Additional rules apply to the YMCA National Championship meets and the recognition of YMCA National Records and YMCA Top 10 status. These rules are established by the National YMCA Competitive Swimming and Diving Advisory Committee, hereafter referred to as the National Advisory Committee. These rules may change from time to time. The National Championship Meet Handbook, YMCA National Record Rules and YMCA Top 10 Rules are posted on the YMCA Competitive Swimming and Diving website (www.ymcaswimminganddiving.org).

The RAYS team is governed by the Southeast Ohio, West Virginia Swim League (SEOWV). This league consists of 22 teams with 1,700 winter swimmers from Southeast Ohio and West Virginia. The participating teams compete in YMCA dual meets, Invitational, SEOWV League Championships, Great Lakes Zone Championships and YMCA National Championships. Many of the teams are also involved in USA Swimming. The league website is www.seowvswim.org.

YMCA PHOTO/AUDIO VISUAL RELEASE

Please sign the attached photo release and return it to your coach. The intention of this release is to provide the YMCA and our training site partners with the permission to use photographs of the team to recognize team achievements and to promote the team within the community.

I am 18 years of age or older and, if not, my parent or legal guardian has also provided their consent by signing below.

Consent & License. For my participation in activities to be conducted by the National Council of Young Men's Christian Associations of the United States of America ("YMCA of the USA") or any of its chartered member associations in the United States (collectively "the Y"), and collaborating third parties, I consent to the making, reproduction, editing, broadcasting or rebroadcasting of:

- photo reproductions of me

My consent includes a perpetual license to the Y and collaborating third-parties for the use of the above materials for publication, display, exhibition in promotions, and advertising uses.

Use includes reproductions in any form and media currently existing or later conceived, adaptations and/or revisions.

I understand and agree there may be no additional compensation for this license, and I will not make any claim for payment of any kind from the Y. I may, or may not be, identified in such licensed uses; however, my name will not be used to endorse any particular products or services.

Release from Liability. I hereby release and discharge The Y and collaborating third-parties, from any and all claims, actions, lawsuits or demands of any kind arising out of my consent, license grants, uses, or the shared uses of any works or materials referenced herein.

Signature: _____ Date: _____

Printed Name: _____ Age: _____

Address: _____

I am the parent or legal guardian of (child's name). I hereby consent and grant the licenses detailed in the foregoing on behalf of my minor child.

Signature of parent or legal guardian: _____

Printed name: _____

**ELKINS/RANDOLPH COUNTY YMCA
RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT**

IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the YMCA (or for my children to so participate) for any purpose, including, but not limited to observation or use of facilities or equipment, or participate in any off-site program affiliated with the YMCA, the undersigned, for himself or herself and such participating children and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represent that he or she has, or immediately upon entering or participating will inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry in to the YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes as acknowledgement that such premises and all facilities and equipment thereon and such affiliated program has been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation by the undersigned and such children.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE YMCA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING.

1. THE UNDERSIGNED ON HIS OR HER BEHALF AND BEHALF OF SUCH CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND CONVENANTS NOT TO SUE THE YMCA, its directors, officers, employees, and agents (hereinafter referred to as "releases") from all liability to the undersigned or such children and all his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned or such children whether caused by the negligence of the releases or otherwise while the undersigned or such children is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA.
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releases and each of them for any loss, liability, damage or cost that may incur due to the presence of the undersigned or such children in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releases or otherwise.
3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such children due to the negligence of releases or otherwise while in, about or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER, AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of West Virginia and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

I HAVE READ THE RELEASE:

Signature of Applicant or Guardian if Applicant is Under 18: _____

Print Name: _____

Date: _____