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FOR HEALTHY LIVING
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ELKINS/RANDOLPH COUNTY YMCA RAYS 2021-2022 SEASON PARENT HANDBOOK

Welcome to the Randolph Area YMCA Swim team (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. Please read through this handbook in full for up-to-date information.

KEY POINTS TO REMEMBER

The fall season starts Monday, September 13th

Review all COVID-19 facility guidelines before attending your first practice. Masks are required in all indoor practice facilities.

Swimmers must be officially rostered/registered to participate in practices and at meets. Registrations can be completed online at www.elkinsymca.com

Coaches will assign practice groups.

A signed photo release, code of conduct and minor athlete abuse prevention policy must be submitted prior to starting practices.

All fees are due at registration.

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.

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

SWIM HARD AND HAVE FUN!!

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ABOUT THE YMCA

The YMCA is a non-profit organization that is supported solely by individuals who choose to join and take part in the many programs and activities that we offer. A portion of our support comes from grants, the United Way and from the generosity of individuals and businesses who choose to make individual contributions.

TERMS AND CONDITIONS FOR PARTICIPATION

- All swimmers must be members of the Elkins/Randolph County YMCA to participate.
- Swimmers must be 9 years of age and able to swim 25 yards across a pool unassisted.
- Swimmers must be rostered on the team to participate in practices or meets.
- Any outstanding balances from previous seasons must be paid in full for swimmers to register in the current season.

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. It's 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**, available on 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). The participating teams compete in YMCA dual meets, Invitational, SEOWV League Championships, Great Lakes Zone Championships and YMCA National Championships. The league website is www.seowvswim.org.

USA SWIMMING

The RAYS participates in USA Swimming to provide swimmers with additional meet opportunities. USA Swimming meet participants must hold an active USA Swimming membership to compete in the league.

There are two membership options:

- **Premium** (\$81.00) Gives unlimited access to meets.
- **Flex** (\$20.00) Allows swimmers to compete in 2 meets per year. Dues can be applied to an annual membership if parents decide to compete in additional USA swimming sanctioned meets.

REGISTRATION

Registration is completed online at www.elkinsymca.com. Swimmers must be registered before they can attend practice. Because of COVID-19 restrictions, spots are limited. If a spot is not available, you will be added to a waitlist.

If spots are available, new registrations for the team will be taken up until November 30th. Registration for the winter/championship season closes December 1st.

ENROLLMENT OPTIONS, FEES AND DATES

There are three enrollment options: 2, 3, and 4/5 days per week. Each practice site will offer different enrollment options based on pool and coaching staff availability.

As spots are limited, swimmers must register for the season. Fees are non-refundable unless the program is cancelled due to COVID-19 related issues.

Practice groups will be assigned by the coaches based on meet times during the previous season. Due to limited lane space, we are unable to accommodate schedule requests.

Program fees are due at registration. Use the discount code "RAYS" when registering online for a sibling discount.

Enrollment Options	Fall Season September 13 th through December 3 rd	Champion Season Dates December 6 th – March 11 th
2 Days/Week	\$90 + YMCA membership \$75 + YMCA membership (2 nd child)	\$60 team fee (\$100/family) \$90 + YMCA membership / \$75 + YMCA membership (2 nd child)
3 Days/Week	\$120 + YMCA membership / \$105 + YMCA membership (2 nd child)	\$60 team fee (\$100/family) \$120 + YMCA membership / \$105 + YMCA membership (2 nd child)
4-5 Days/Week	\$150 + YMCA membership / \$135 + YMCA membership (2 nd child)	\$60 team fee (\$100/family) \$150 + YMCA membership / \$135 + YMCA membership (2 nd child)

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

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 December 1st** for the winter season and swimmers shall swim in their own age group for all individual events.

A swimmer must have represented only their YMCA in any open competition during the current season. (Note: A swimmer may compete in open competition unattached but may not represent any team other than their 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 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.

COMMUNICATION

Team information is available on the team website at <https://www.teampages.com/teams/1751635-RAYS-SWIM-TEAM-swimming-team-website>. You will receive communication about the team primarily through e-mails from this site. Please sign up to be added to the mailing list.

The team also has a parent page on Facebook called 'The RAYS Swim Team'.

- **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 the Y at 304-636-4515.

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 CEO with consideration given to the input and suggestions of the coaches and parents.

- **Parent Committee:** One parent at each site helps to coordinate fundraisers, the team party, and enhance communication and team spirit within and across the different sites.
- **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.

COVID-19 GUIDELINES

ILLNESS/COVID-19 EXPOSURE

Any child with an infectious illness may not attend practice until the illness is resolved. Parents are asked to keep children home if:

- The child has a fever, stomach bug or infectious condition like head lice, pink eye, etc. Children must be free from symptoms for 24 hours before returning to the program.
- The child has been instructed to quarantine by the health department.
- Any family member has a pending COVID-19 test result. .
- Any family member has been experiencing symptoms of illness.

Any child with a confirmed cast of COVID-19 must present a clear COVID test result or have a note from a doctor clearing them to return to practice.

In the event of a case of COVID-19 with a member of staff or a swimmer, practices will be halted. The Y will work with the Randolph County Health Department to determine when the pool may resume normal operations.

PRACTICE GUIDELINES DURING COVID-19

- **Use hand sanitizer** upon entering and exiting the facility.
- **Staff and swimmers are required to wear a mask** indoors. Swimmers may remove masks to enter the water and while swimming.
- **Do not attend practices if you are sick**, if a family member is ill with COVID-19 or if the swimmer or any family member has been exposed to COVID-19, are awaiting test results, or have been instructed to quarantine.
- Locker rooms and **showers remain closed**. Please arrive ready to swim in swim gear and a coverup.
- To limit the number of people on deck, **practices are closed**. Only swimmers, coaches and lifeguards are allowed on deck. Please talk to coaches about any issues or questions either directly before or after practice or contact them to schedule a time to discuss any issues by phone.

Each practice location may have different COVID precautions in place. The precautions listed above are in effect at all locations, plus any additional precautions posted at the practice site must be observed.

SAFE SPORT MINOR ABUSE PREVENTION POLICIES

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 over the phone or at the Y.

CELL PHONE POLICY DURING PRACTICES

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.

ONE-ON-ONE INTERACTIONS between a minor athlete, coach or team representative (who is not the minor's parent or legal guardian) must occur at an observable and interruptible distance from another adult unless under emergency circumstances.

Meetings between a minor athlete and a coach or team representative may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under medical emergency circumstances.

If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

Meetings may not be conducted in an athlete or coach's hotel room or other overnight lodging location during team travel.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

All electronic communication (including social media) from a coach or team representative to participating families in the RAYS must be professional in nature. Coaches or team representatives should communicate information about practices, meets, etc. directly to an athlete's parent or legal guardian.

Absent emergency circumstances, if a coach or team representative needs to communicate directly with a minor athlete, the minor athlete's parent or legal guardian must be copied. If a minor athlete communicates to a coach or team representative privately first, the coach or team representative must copy the minor athlete's parent or legal guardian on any electronic communication response to the minor athlete.

Requests to Discontinue

Parents or legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

Hours

Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

Prohibited Electronic Communication

Coaches and team representatives are not permitted to maintain private social media connections with minor athletes associated with the team and are not permitted to accept new personal page requests on social media platforms from minor athletes. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" official team pages.

Coaches or team representatives must not send private, instant or direct messages to a minor athlete through social media platforms.

TRAVEL

**** Due to COVID-19 concerns, coaches and athletes are encouraged to travel to practices and meets with individuals residing in the same household only. ****

Local Travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s). **Team Travel** is travel to a competition or other team activity that the team plans.

Coaches or team representatives must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's parent or legal guardian.

When a minor athlete travels alone to a competition, the minor athlete's parent or legal guardian must complete a transportation waiver consent and provide it to their coach in advance, and for each competition, for the minor athlete to travel with another adult who is not their parent or legal guardian.

Unrelated coaches or team representatives must not share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete.

Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.

Meetings during team travel must be conducted consistent with the one-on-one interactions section of this policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

****Locker rooms and showers are currently closed. Swimmers should arrive to practice in swim gear and a cover-up. A bathroom is available on the YMCA pool deck. ****

The designated locker room or changing area must be used when an athlete changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

At no time are coaches or adults permitted to be in a locker room with minor athletes, except under emergency circumstances, or if a parent or legal guardian of the same sex is assisting a young athlete. The parent or legal guardian should notify a coach or team administrator before entering the locker room.

The use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete, coaches, team representatives or any adult is prohibited.

Monitoring

Coaches must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this policy. Locker rooms and changing areas may be monitored by use of the following methods:

- Conducting a sweep of the locker room or changing area before athletes arrive;
- Posting staff directly outside the locker room or changing area during periods of use;
- Leaving the doors open when adequate privacy is still possible; and/or
- Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.

PHYSICAL CONTACT

Coaches, team representatives and adults who are not related to the athlete are not permitted to provide any type of massage, rubdown or any physical modality, like assisted stretching.

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..

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) No diving except where permitted and in the manner permitted.
 - c) No unruly or disruptive behavior, such as; pushing, shoving, yelling on deck or in the locker rooms.
 - d) No towel snapping or hitting.
 - e) No fighting or roughhousing.

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.