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# **DUBUQUE COMMUNITY YMCA/YWCA DOLPHINS SWIM TEAM**

## **Handbook 2017-2018**

As you read through this handbook, please do not hesitate to ask if you have any questions. New participants may find several aspects of the swim team confusing. The Aquatics Director, the Coaches, and several experienced parents are always willing to help you understand our Dolphin Swim Team Program. Welcome!

## REGISTRATION INFORMATION

### Rookie Week:

Rookie Week is for all new swimmers who are interested in joining the Dubuque Community YMCA/YWCA Dolphins Swim Team. Rookie Week will be held from 6:30-7:30 pm, on the specified dates below. You only have to come one night. Your swimmer will be evaluated by the coaches, who will then give you a referral to either swim team or swim lessons. You must present the referral in order to register for swim team.

Rookie Week is free and will be offered:

Monday, October 2nd, boys and girls, ages 5-8  
Tuesday, October 3rd, boys and girls, ages 9-18  
Thursday, October 5th, boys and girls, ages 5-18

### Registration:

Registration for current 2017-2018 participants: September 25 – October 31

Registration for new participants: October 2 –October 31

Registration **MUST BE DONE BY NOV. 12**

To become a part of the Dolphins Swim Team the following must be completed:

1. If you are new to the team, you must be evaluated by the coaches; rookie week is our evaluation week. If you miss rookie week, contact us to set up an evaluation.
2. Your child must have a full year membership that stays current throughout the entire season; this is a requirement from the National Y.
3. You must pay the program fee before the start of practice. Payment can be made in full or in half when you register. The second payment, if you choose to pay in half, will be due no later than Monday, December 1. If the payment is not received, your swimmer(s) will not be allowed to participate until payment is taken care of.
4. The required information, pages 13-16, must be turned in by specified due dates.

### Membership Fees:

Youth-8th Grade: \$105.00

High School: \$190.00

### Program Fees:

Swim Team: \$170

High School Boys: \$85

### Capacity:

The swim team will be limited to 120 participants.

Register early to confirm a spot! There will be a waitlist if the team exceeds its capacity.

Please also note that the bus to away meets has a set capacity that will be filled on a first come first serve basis. Get your swim meet checklist (page 15) turned into coaches on time.

### Coaches Philosophy:

The Dolphins Swim Team is a competitive program that focuses on all four competitive strokes to promote a life long activity that stresses goals and the four core values of the Dubuque Community YMCA/YWCA; caring, respect, honesty, and responsibility. The participants will feel a sense of team belonging which will help them develop good leadership skills, self-esteem, and individual successes.

The Dolphins Swim Team Coaches are here to define and develop the swimming technique of all participants in an atmosphere of fun. They are to serve as a stepping stone from 'learn to swim' programs into competitive swimming, maintaining swimmers' interest and fostering quality technique and lifelong participation in the sport.

## NOTE FROM THE COACHES

Welcome to the Dubuque Community YMCA/YWCA Dolphins Swim Team. As a new season begins it is important for all participants to be aware of and understand our policies and procedures. Please take the time to read this handbook thoroughly as it contains important information you will need throughout the swim season.

The coaches strive to ensure swimmers enjoy a happy, healthy, and challenging swim season as they build skill, speed, stamina, and sportsmanship. We believe every swimmer has potential. Coaches are not merely focused on athleticism but also on each swimmer's character. Our program is based on the YMCA core values, and the coaches will promote and build these character values throughout the season. We emphasize individual progress and success and will encourage each swimmer to continually improve his/her skill level and performance. All of our swimmers can be successful!

Parents, we invite all of you to get involved! Your involvement is one of the best ways to ensure a satisfying and successful season. We need workers for every meet, home and away. There are a variety of jobs for a home meet which are listed on page 15. And at away meets we need help with supervising swimmers, taking pictures, and updating records, these are just a few. There are many ways to become involved, and we hope you will find it to be both pleasant and enriching.

All swimmers have the opportunity to compete in swim meets, but there are meets that have required qualifications. Please understand there are four (4) different times that a swimmers' season may conclude.

- **Before Sectional Meet** – All swimmers are eligible to compete in regular season home and away meets. The Iowa State Rules Committee requires a swimmer to have competed in at least three regular season meets to qualify for the Sectional meet. This means they have a recorded time on the final results in at least one event for three separate meets. You can not scratch or be disqualified for the event to count. If a swimmer chooses not to swim in three of the scheduled meets, then his/her season will conclude the Thursday before the last regular season meet.
- **After Sectional Meet** – The Sectional meet, held in February, is the only opportunity for swimmers to qualify for the State meet. Sectional swimmers qualify for state in one of two ways; place first in an event or swim a time better than the qualifying time set by the Iowa State Rules Committee. If a swimmer does not qualify for the State meet, his/her season is completed after the Sectional meet.
- **After State Meet** – The Iowa State Meet is held the first weekend in March. If a swimmer qualifies for the State meet but not the Regional meet, their season will conclude after the State meet.
- **After Regional Meet** – The Midwest Regional meet is also a qualifying meet. A swimmer may qualify for this swim meet by swimming a qualifying time at ANY meet; regular season meets and sectionals. A regional qualifiers' season is complete following the Regional meet.

We do not have this policy to be prejudice against those who do not wish to compete or do not qualify for certain meets. This policy ensures the swimmers that are competing at various meets get the best possible training. Training will change at different times during the season to help swimmers prepare for and attain the best possible results in competition.

The coaches expect:

- Swimmers to attend practice regularly
- Swimmers to give their best effort at practice and swim meets
- Swimmers and parents to be stewards of the YMCA core values
- Parents to volunteer at home meets
- Parents to stay informed and communicate problems and/or questions

We will make every effort to keep communication open and make ourselves available to answer your questions. Every family is a vital part of this team. Thank you for your continued support of the Dubuque Community YMCA/YWCA Dolphin's Swim Team Program!

## NOTE FROM AQUATICS DIRECTOR

Hello Dubuque Dolphins, my name is Kelley Hauber. I am the new Aquatics Director. I will do everything in my power to ensure you have a positive experience here. I look forward to meeting you and hope to make your aquatics experience a positive one! Feel free to contact me at any time with questions you may have over the course of the season. Let's swim fast and have fun! GO DOLPHINS!

<b>Name</b>	<b>Position</b>	<b>E-Mail</b>	<b>Phone</b>
Sharon Covey	President & CEO	scovey@dubuquey.org	556-3371
Kelley Hauber	Aquatics Director	khauber@dubuquey.org	556-3371

<b>Coaching Staff Name</b>	<b>Position</b>	<b>E-Mail</b>	<b>Phone</b>
Kathy Stierman	Head Coach	kas_art@yahoo.com	542-2617
Zach Buchberger	Assistant Coach	zbuchberger@hotmail.com	
Nathan Hall	Assistant Coach	nhall2@medline.com	495-2950

<b>Swim Team Parents Advisory Committee Name</b>	<b>Position</b>	<b>E-Mail</b>	<b>Phone</b>
Ben Minger	President	mingerwoodworks@msn.com	557-6588
Chris and Marie Fry	Committee Member	chrisandmarie@mchsi.com	556-1405
Scott Stran	Committee Member	Scott.Stran@loras.edu	564-6291
Ann Decker	Committee Member	anndecker2001@gmail.com	580-3146
Michele Roth	Committee Member	bmroth1@mchsi.com	557-9615
Michelle Tucker	Committee Member	navy_wife2004@hotmail.com	557-6588

<b>Swim Team Coordinators Name</b>	<b>Position</b>	<b>E-mail</b>	<b>Phone</b>
Michelle Tucker	Fundraiser Coordinator	navy_wife2004@hotmail.com	564-6087
Ron Cooksley	Co-Concession Coordinator		582-3747
Beth Cooksley	Co-Concession Coordinator		582-3747
Ben Minger	Apparel	mingerwoodworks@msn.com	557-6588
Ann Decker	Suit Coordinator	anndecker2001@gmail.com	580-3146
	Volunteer Coordinator		

## DUBUQUE DOLPHINS PRACTICE SCHEDULE

Swimmers may be moved to different practice times depending upon the swimmer's skill level and ability; this switch will be to the swimmers benefit to come to the specified practice time to get the maximum practice and instruction available.

10 & Under Beginners	Mon/Tues/Thurs 6:00-6:45
8 & Under	Mon/Tues/Thurs 6:30-7:30
9 & 10's	Mon/Tues/Thurs 6:30-7:30
11 & 12's	Mon/Tues/Thurs 7:30-8:30
13 & 14's	Mon/Tues/Thurs 7:30-9:00
15 & Up	Mon/Tues/Thurs 7:30-9:00

### Optional Sunday Starts/Turns Clinics at the Dubuque Community YMCA/YWCA

December 3 and January 21

5:00-6:00pm For all ages

### Important Practice Dates:

Practice Begins	Thursday, November 2
Intrasquad Meet	Tuesday, November 21
No Practice	Thursday, November 23

### Holiday Practice Dates:

No Practice	Monday, December 25
Practice times TBA	Tuesday, December 26
Practice times TBA	Thursday, December 28
No Practice	Tuesday, January 2

### Cancellations:

Practice may be cancelled due to weather conditions. You may listen to the radio or call in for cancellations. Also visit/like our team on Facebook (Dubuque Dolphins) or follow us with emails. Typically, if swim lessons are cancelled, swim team will be cancelled as well.

### PRACTICE POLICY

Before a swimmer can start practice, an emergency contact form must be filled out and returned. See page 12 & 13. Extra copies are available at the front desk. The emergency contact form is your registration form; it must be turned in at registration; each swimmer must have his/her own emergency contact form.

Swimmers are expected to be on time for practice. All swimmers will meet in a designated area. Swimmers are expected to be on their best behavior before, during, and after practice. Please know there are other activities and programs going on in the pool before practice which sometimes will present some difficulties getting into the water right at their start time. The coaches will do the best to get the participants in the water right away. Thank you in advance for understanding.

Swimmers must attend at least two practices per week if they want to swim in the upcoming swim meet for that week. A verbal or written note (email) from a parent/guardian will be required if a swimmer cannot make at least two practices. There are some exceptions such as weather, injury, or sickness related absences.

All swimmers and parents are expected to demonstrate the YMCA four core values; caring, honesty, respect and responsibility, at all times. The following behaviors will not be tolerated and will result in discipline: inappropriate language, horseplay or behavior endangering safety of swimmers, disrespect of other swimmers and/or coaches, including behavior which disrupts the practice session, and any other inappropriate behavior contingent upon the coach's discretion. The coaches discipline protocol is: first offense the swimmer will be warned and parents advised of offense; second offense the swimmer will be suspended from practice and will be asked to leave the facility, parent will be called to pick up swimmer immediately; third offense the swimmer will be suspended from next swim meet. Any further problems the swimmer may be suspended from the team for remainder of season. The discipline policy will be enforced equitably and parents are expected to support the coach's decision to enforce.

### **2017/2018 SWIM MEET SCHEDULE**

_____ Saturday, December 9	<b>@ Stoney Point (308 Stoney Point Rd SW Cedar Rapids, IA 52404) w/ MACR &amp; MAKQ</b>
_____ Saturday, December 16	@ Dubuque Community YMCA/YWCA w/ Stoney Point & MAKQ
_____ Saturday, January 6	@ Dubuque Community YMCA/YWCA w/Scott Co/MACR/BHC
_____ Saturday, January 13	<b>@ MACR (207 7<sup>th</sup> Avenue SE Cedar Rapid, IA 52401) w/ FTM &amp; BHC</b>
_____ Saturday, January 20	<b>@ Maquoketa (500 E Summit St Maquoketa, IA 52060) w/Scott Co Will Need a Level II</b>
_____ Saturday, January 27	<b>@ Scott Co (624 W 53<sup>rd</sup> St Davenport, IA 52806) w/Dubuque/MAQK Need Level II</b>
_____ Saturday, February 3	@ Dubuque Community YMCA/YWCA w/ Waukee

## **SECTIONALS, STATE, AND REGIONALS**

We will have seven/eight regular season swim meets. All members of the swim team are eligible to swim in any and all of these swim meets as long as the swimmer makes it to 2 of 3 practices the week prior. We would like to see all swimmers swim in all the home meets; however that is not a requirement. Remember though, in order to compete in the Northeast Sectional Meet, a swimmer is required to swim in at least three regular season meets. This requirement is made by the State Rules Committee and is not negotiable.

At the Northeast Sectional meet, the swimmer will try to qualify for the State Championship Meet. A swimmer may only qualify for the State meet at the Sectional meet. Sectional swimmers qualify for state in one of two ways; place first in an event or swim a time better than the qualifying time set by the Iowa State Rules Committee.

The Midwest Regional swim meet is also a qualification only swim meet. This meet is a YMCA swim meet. A swimmer may qualify for this swim meet at any meet or at Sectionals.

### **Sectionals**

Sunday, February 11 @ MACR, IA

### **State**

Saturday, March 3 (boys) @ Marshalltown, IA  
Sunday, March 4 (girls) @ Marshalltown, IA

### **Regionals**

Saturday, March 24 @ Wellmark YMCA Des Moines  
Sunday, March 25 @ Wellmark YMCA Des Moines

## **AWAY MEETS AND BUS POLICY**

The team charters buses for away swim meets. The team does not however provide bus transportation to the State and Regional meets; responsibility falls upon parents to transport qualifying swimmers to these meets.

Attached to this packet is a list of all of the swim meets, page 15. This form needs to be filled out, with a check mark, by the swim meets that your swimmer(s) will be participating in. Transportation for each away meet will cost \$10 per swimmer or a maximum of \$25 per family per meet. Please enclose a check (memo- bus fees). The coaches **MUST** have this swim meet checklist in by **November 20** in order to plan events. If this form is not received by due date, your swimmer(s) may not be allowed to swim in the meets.

The forms will be dated when turned in. The bus, on occasion will fill. If it reaches its capacity, we will fill the bus on a first come, first serve basis. If the bus is not full, we will offer the available seats to parents. Swimmers get priority on the bus; parents cannot reserve a spot on the bus until offered.

All bus trips will be pre-paid. If for some reason, you are unable to make it on the bus, please contact the Aquatics Director for possible options of a refund/credit; otherwise your pre-paid bus fee will be considered a donation to the team.

Coaches recommend swimmers ride the bus to the away meets however, if for some reason you are unable to ride the bus, parents must take responsibility for getting the child to the meet. After the meet, swimmers may ride home with parents if a note from a parent is provided to the coaches.

There are some parents who are willing to car pool to assist in parent transportation to the away meets. If you are interested in car-pooling or would like a ride to an away meets, please ask and we can help with that.

It is a Dubuque Community YMCA/YWCA policy that all children, ages 8 or under, who participate in a Y activity, must be accompanied and supervised by an adult. Other Y's that we visit have the same 8 or under policy. If your child is 8 or under and wishes to participate in swim meets, home or away, they must be accompanied by an adult who is at least 18 years of age and willing to be responsible for them throughout the meet.

## HOME MEETS

For home meets, time for reporting to the Dubuque Community YMCA/YWCA will be determined by the coaching staff and will be posted on the swim team's whiteboard which is located inside the pool area. You will also receive an email with this information. There will be a designated meeting area where the coaches will check each swimmer for his or her events; the swimmer's events will be emailed Friday nights to the parents. Parents please mark their hands. Warm up times will be given to each group before the meet begins.

The holding area for our team will be determined upon the meet. All swimmers need to stay in their holding area until their event is called.

At home, we do offer concession stands; however, at away meets, each swimmer should bring food since not all of the meets have food services provided. Please don't forget to pack something to drink such as juice boxes or sport drinks as the swimmers need to remain hydrated throughout the day. Also, please do not bring a lot of junk food or send any glass or breakable containers.

## What to Bring to Away Meets

We recommend that the swimmer(s) wear their swimsuit under their clothes to the meets. This will prevent the child from arriving without a suit. They should also bring two towels and something warm to wear between events. You may want to send an old blanket and something to do between events (game boy, book, CD player, homework, etc). Make sure to mark everything with your name; that way, if things are left behind we are able to return it to its owner! Please remember that the Dubuque Community YMCA/YWCA is not responsible for lost or stolen items.

There will be volunteers assigned to assist 8 and under swimmers at all home meets. These volunteers are responsible to help the young swimmers learn how a swim meet works, get the young swimmers to the pool deck, and make sure that they go to their assigned events. These swimmers need to remain in the holding area so they do not get side tracked. If a swimmer needs to go elsewhere, a parent/guardian needs to let the volunteer know where the swimmer will be so that they can be found when it is time for them to swim. Parents/Guardian must be available to help out if needed. Please contact the volunteer coordinator if you are willing to help with this process.

## COMMUNICATIONS

In a program of this size, communication is essential to make things run as smoothly as possible. The team has a number of ways to communicate and we do utilize all of them. Please check emails and mailboxes on a regular basis.

1) **Email**– Email seems to be the fastest and most efficient way of getting information out. Please make sure we have a parent email address and one that is checked on a regular basis.  
Dubuquedolphins@yahoo.com

2) **Swimmer/family folders** – Each swimmer or family of swimmers will have a folder. These folders are located on the pool deck during swim team practices throughout the season. The folders will contain written communication and will also be a way to distribute ribbons and other awards that swimmers will



win during the course of the season. Please make sure parents or swimmer(s) are checking the folders weekly.

4) **Facebook** – Visit our Facebook (Dubuque Dolphins) page!

5) **Parent Advisory Committee Meetings** – Meetings will be held monthly. These meetings are an open invitation to anyone interested in coming. If you are interested in being a part of this committee, please contact

The schedules for the PAC meetings are listed below. Additional dates may be added if needed.

Tuesday, December 12	6:30-8:00 pm
Tuesday, January 2	6:30-8:00 pm
Tuesday, January 30	6:30-8:00 pm

### **INFORMATIVE MEETING – ESPECIALLY FOR NEW FAMILIES**

All families are encouraged to attend the parent meeting on **Tuesday (11/7)** or **Thursday (11/9)** from 6:00-7:00 pm with swim suit ordering from 7:00-8:00 pm. This meeting is extremely important for NEW families as it will help clarify some information in the team handbook and/or answer questions. This will also give the staff a chance to introduce themselves and the parent committee to discuss the upcoming swim season. After the meeting, swim suit try on and ordering will take place along with sign up for volunteer roles. Please see the attachment, page 16, for a list of the volunteer positions that will be discussed in detail at the parent meeting.

### **SWIM SUITS/CAPS**

To meet the Dubuque Community YMCA/YWCA branding standards, all swimmers must have suit and cap with the new design starting with the 2017-2018 season. Try ons for suits will be 11/7 and 11/9 in the front lobby.

### **FUNDRAISING Wreaths**

We do one fundraiser during our season. Information in regards to the fundraiser will either be emailed to you or you will receive it at the time you register. It is expected that all families participate in the Wreath Sale Fundraiser. You will need to sell fifteen (15) items as the swim team receives \$5 for each item sold. If you choose to not participate in the fundraiser, you are required to "buyout" your participation for \$75.

With the money raised during our team fundraising, the bus fare is offered at discounted rate and swim team equipment is purchased.

### **Apparel**

Swimmers have a choice to purchase team apparel as well. The order form due date will be November 16. There will only be one order throughout the season. For more information you can contact the apparel coordinator.

## **VOLUNTEERS**

"We build strong kids, strong families, and strong communities" therefore, we encourage families to get involved. Your involvement at any level is meaningful to your child, healthy for your family, and helps the Dubuque Community YMCA/YWCA accomplish its mission.

In an effort to reach our motto and goals, each family will be required to volunteer during home swim meets. Our schedule includes 3 home swim meets, and the Sectional Meet when the Dubuque Dolphin's host. In order to run these meets effectively, we need at least one adult per family to commit to all home swim meets.

Each family volunteer will be assigned the same volunteer position for the season. If you are unable to work a home meet, it is the family's responsibility to find a replacement and to discuss this with the volunteer coordinator.

Current Dolphin families may return the volunteer form, page 16, and prior to the parent meeting. New families can inquire about volunteer positions at the parent meeting. Information and descriptions of the volunteer positions will be given at that time.

Training will be provided for those who wish to become certified as officials/timers. Each certification is good for 2 years. Without volunteers in these capacities, it is difficult to host any home meets. All trainings are free of charge and require that you are present for each training meeting. Dates and times will be announced further into the season.

For further information and questions, feel free to contact the volunteer coordinator.

## **BANQUET AND PARTY**

The banquet and party will be held at the Dubuque Community YMCA/YWCA. All Swimmers and their families are encouraged to attend. It's a celebration of a great season. Every swimmer will be given a season program highlighting their accomplishments.

Awards presented will include: (for each age group boys and girls)

- Rookie- A first year swimmer who made the greatest improvements in the sport of swimming.
- Time Drop- a swimmer who lowered their times the most.
- Hardest Worker- a swimmer who applied all of their energy to practice and swam their best at meets.
- Most Improved- a swimmer who made the greatest strides in not only their times but also the knowledge of the sport.
- Outstanding Swimmer- a swimmer who excelled at the state and/or regional meet by achieving excellent times

## DUBUQUE DOLPHINS 2017/2018 IMPORTANT DATES

Please check email regularly and please come on pool deck to check the white board for updates.

Monday, September 25	Registration begins for returning swimmers
Monday, October 2	Rookie Week for new swimmers, 6:30-7:30 pm, ages 5-8
Tuesday, October 3	Rookie Week for new swimmers, 6:30-7:30 pm, ages 9-18
Thursday, October 5	Rookie Week for new swimmers, 6:30-7:30 pm, ages 5-18
Monday, October 2	Registration begins for new swimmers
Sunday, October 29	Registration ends for all swimmers
Tuesday, October 31	Practice begins
Tuesday, October 31	Swim Suit Try-on/Ordering 7:00-8:00 pm
Monday, November 3	Swim suit orders, wreath orders, volunteer forms due
Thursday, November 4	Swim Suit Try-on/Ordering 7:00-8:00 pm
Tuesday, November 7	Parent Meeting @ 6:00-7:00
Thursday, November 9	Parent Meeting @ 6:00-7:00 pm
Monday, November 12	Last day to sign up for eligibility for state and sectionals
Friday, November 17	Swim meet checklist/bus money due
Friday, November 17	Wreath Distribution, Time TBA
Tuesday, November 21	Intersquad Meet at regular practice time
Thursday, November 23	No Practice ~ Thanksgiving
Sunday, December 3	Optional swim practice
Sunday, December 5	Team & Individual Pictures
Saturday, December 9	Swim Meet @ Stoney Point
Saturday, December 16	Swim Meet @ Home
Thursday, December 21	Holiday Practice, Time TBA
Monday, December 25	No Practice
Tuesday, December 26	Holiday Practice, Time TBA
Thursday, December 28	Holiday Practice, Time TBA
Tuesday, January 2	Practice times resume as normal
Saturday, January 6	Swim Meet @ Dubuque Community YMCA/YWCA
Saturday, January 13	Swim Meet @ MACR
Saturday, January 20	Swim Meet @ Maquoketa
Sunday, January 21	Optional Sunday Start/Turn Clinic
Monday, January 24	Due dates for Sectional Entries to Coaches
Saturday, January 27	Swim Meet @ Scott Co.
Saturday, February 3	Swim Meet @ Dubuque Community YMCA/YWCA
Sunday, February 11	Sectionals @ MARC
Monday, February 14	Reginal Fees due
Tuesday, February 16	Deadline for Regional Entries & Fees to Coaches
Saturday, March 3	BOYS State Meet @ Marshalltown, IA
Sunday, March 4	GIRLS State Meet @ Marshalltown, IA
Saturday, March 24	Regional Meet @ Wellmark YMCA Des Moines
Sunday, March 25	Regional Meet @ Wellmark YMCA Des Moines
Sunday, April 1	Team Banquet



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DUBUQUE COMMUNITY YMCA/YWCA  
35 North Booth Street  
Dubuque, IA 52001  
563.556.3371

EMERGENCY CONTACT FORM/REGISTRATION FORM

Swimmer's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Age: \_\_\_\_\_ (as of December 1)      Birth Date: \_\_\_\_\_

T-shirt size: (circle one)    YOUTH or ADULT    (circle one)    S    M    L    XL

Choice of Physician or Hospital: \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_

Policy Holder: \_\_\_\_\_      Policy Number: \_\_\_\_\_

Any known Allergies: \_\_\_\_\_

Any Medical Condition to be aware of: \_\_\_\_\_

Any Medications currently being taken: \_\_\_\_\_

Parent E-mail \* Required: \_\_\_\_\_

- feel free to give us more than one email address: \_\_\_\_\_

- Please make sure email address is readable

- All information is sent via email, if you change email addresses during the season, please email us at [khauber@dubuquey.org](mailto:khauber@dubuquey.org) to let us know of this change

Father's Name: \_\_\_\_\_

Father's Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Mother's Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Alternate Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

.....

**Permission to treat Minor Child**

I, \_\_\_\_\_, do voluntarily consent to any diagnostic procedure and hospital care, and to such medical, surgical, or x-ray treatment that may be required during my absence and unavailability.

\_\_\_\_\_  
(Signature of Parent or Legal Guardian)

\_\_\_\_\_  
(Date)

.....

**Permission to travel with the Dubuque Community YMCA/YWCA- Swim Team**

\_\_\_\_\_ has my permission to travel with the Dubuque Swim Team to out-of-town meets.

(Swimmer's full name)

\_\_\_\_\_  
(Signature of Parent of Legal Guardian)

\_\_\_\_\_  
(Date)

.....

**Permission for Directory**

If you are interested in being in the directory, please check the areas that you would like displayed:

Swimmer's Name \_\_\_\_\_ Parent's Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

.....

**Discipline Policy**

All swimmers and parents are expected to demonstrate the YMCA four core values; caring, honesty, respect and responsibility, at all times. The following behaviors will not be tolerated and will result in discipline: Inappropriate language, horseplay or behavior endangering safety of swimmers, disrespect of other swimmers and/or coaches, including behavior which disrupts the practice session, and any other inappropriate behavior contingent upon the coach's discretion. The coaches discipline protocol is: first offense the swimmer will be warned and parents advised of offense; second offense the swimmer will be suspended from practice (and Y), parent will be called to pick up swimmer immediately; third offense the swimmer will be suspended from next swim meet. Any further problems the swimmer may be suspended from the team for remainder of season. The discipline policy will be enforced equitably and parents are expected to support the coach's decision to enforce.

Swimmer's signature: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

**SWIM MEET CHECKLIST:**

**Turn into Kelley Hauber(Aquatics Director) or Front Desk**

The coaches MUST have this swim meet checklist in order to plan events. If this form is not received by **November 20**, your swimmer(s) may not be allowed to swim in the meet. Transportation for each away meet will cost \$10 per swimmer or maximum of \$25 per family per meet. All bus trips will be pre-paid. If for some reason, you are unable to make it on the bus, please contact the Aquatics Director for possible options of a refund/credit; otherwise your pre-paid bus fee will be considered a donation to the team. The Dubuque Community YMCA/YWCA and the coaches encourage all swimmers going to the away meet to ride the bus. If for some reason your swimmer(s) can not ride the bus, please contact the Aquatics Director or the coaches.

Fill out the form below by checking which meets your swimmer will be participating in. **Enclose payment (memo- bus fees)**. The forms will be dated when turned in. The bus, on occasion will fill. If it reaches its capacity, we will fill the bus on a first come, first serve basis. If the bus is not full, we will offer the available seats to parents. Swimmers get priority on the bus; parents cannot reserve a spot on the bus until offered.

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**Name** \_\_\_\_\_ **Age** \_\_\_\_\_

\* All home meets will start at 1:00 pm. Start times for away meets along with bus departure TBA.

- |   |   |
|---|---|
| _____ Saturday, December 9<br><b>52404)</b> | <b>@ Stoney Point (308 Stoney Point Rd SW Cedar Rapids, IA<br/>w/ MACR &amp; MAKQ</b>             |
| _____ Saturday, December 16                 | <b>@ Dubuque Community YMCA/YWCA<br/>w/ Stoney Point &amp; MAKQ</b>                               |
| _____ Saturday, January 6                   | <b>@ Dubuque Community YMCA/YWCA<br/>w/Scott Co/MACR/BHC</b>                                      |
| _____ Saturday, January 13                  | <b>@ MACR (207 7<sup>th</sup> Avenue SE Cedar Rapid, IA 52401)<br/>w/ FTM &amp; BHC</b>           |
| _____ Saturday, January 20                  | <b>@ Maquoketa (500 E Summit St Maquoketa, IA 52060)<br/>w/Scott Co</b>                           |
| _____ Saturday, January 27                  | <b>@ Scott Co (624 W 53<sup>rd</sup> St Davenport, IA 52806)<br/>w/Dubuque/MAQK Need Level II</b> |
| _____ Saturday, February 3                  | <b>@ Dubuque Community YMCA/YWCA<br/>w/ Waukee</b>  |

**Total home meets:** \_\_\_\_\_

**Date turned in:** \_\_\_\_\_

**Total away meets:** \_\_\_\_\_

**Total bus fees:** \_\_\_\_\_

**DUBUQUE DOLPHIN FAMILY VOLUNTEER CONTRACT  
2017/2018 SEASON**

In an effort to reach our motto and goals, each family will be required to volunteer during swim meets. Our schedule includes 3 home swim meets. In order to run these meets effectively, we need at least one adult per family to commit to all home swim meets.

Each family volunteer will be assigned the same volunteer position for the season. If you are unable to work a home meet, it is the family's responsibility to find a replacement and to discuss this with the Volunteer Coordinator.

Current Dolphin families may return this form prior to the parent meeting. New families can inquire about volunteer positions at the parent meeting. Information and descriptions of the volunteer positions will be given. For further information and questions, feel free to contact the volunteer coordinator.

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Family name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Volunteer name: \_\_\_\_\_ Email address: \_\_\_\_\_

Volunteer name: \_\_\_\_\_ Email address: \_\_\_\_\_

.....

As members of the Dubuque Community YMCA/YWCA Dolphin's Swim Team, I have read and understand the Family Volunteer Requirements. I pledge to fulfill our share of volunteer home meets.

\_\_\_\_\_  
(Signature of Parent or Legal Guardian) (Date)  
.....

**Due:** Monday, November 20

**Home meet dates:** December 16<sup>th</sup>, January 6<sup>th</sup>, January 27<sup>th</sup>, and February 3<sup>rd</sup>

Please indicate your **first 3 choices from the volunteer positions** below

- |                                |  |
|--------------------------------|--|
| _____ Officials (Level I & II) | _____ Holding Area                       |
| _____ Timers                   | _____ Concession                         |
| _____ Computer Data Input      | _____ Runners                            |
| _____ Ribbon Workers           | _____ Chaperones (8UN)                   |
| _____ Timing system            | _____ Wreath Distribution (Fri. Nov. 17) |

\*\*Training for officials Level I will be November 19th and Level II will be in January 21<sup>st</sup> 12-4:30pm