



DUBUQUE YMCA DOLPHINS SWIM TEAM

2024-2025 Handbook

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 Coaches, the Parent Advisory Committee and several experienced parents are always willing to help you understand our Dolphin Swim Team Program. Welcome!

NOTE FROM THE COACHES

Welcome to the Dubuque YMCA 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 swim meet, home and away. There are a variety of jobs for a home meet which are listed on page 18. 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 State and Regional Meet. This means they have a recorded time on the final results in at least one event for three separate meets. You cannot 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 Sectional meet. The Sectional Meet can count as the third meet.
- **Sectional Meet** – Sectional Meet is held on February 9, 2025. The fee is \$15 but no charge to the swimmer as the Y picks up this fee. Swimmers with State Q times may opt to take this weekend off, swim their events to better their time, or choose alternate events that they may not have a regional Q time in. If a swimmer chooses to swim at the Sectional Meet they will not be required to swim the same events at the State Swim Meet. There will be no 'auto-advance' option for the winner of an event at the sectional swim meet. Swimmers will need to meet the Q time.
- **State Meet** – The Iowa State Meet is held the first weekend in March. This year March 1 (girls) and March 2 (boys) The fee is \$10 and the responsibility of the swimmer to pay. Swimmers will now be able to qualify for the YMCA State Swim Meet during any YMCA Closed Season Meet within the current season. An exception has been made for HS swimmers to allow times from HS meets to be used. Swimmers will still need to meet the three meet criteria to be eligible to attend. They can swim a total of 5 events, either 2 or 3 individual and 2 or 3 relay event maximums. If a swimmer qualifies for the State Meet but not the Regional Meet, their season will conclude after the State Meet.
- **Regional Meet** – The Midwest Regional Meet is also a qualifying meet and held in March after the State Meet. The fee is \$35 and the responsibility of the swimmer to pay. 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. March 14-16 @ Wellmark YMCA
- **National Meet** - The National Meet is held March 31-April 4 in Greensboro, NC. A swimmer aged 12 and older may qualify for this swim meet by swimming a national qualifying time at ANY meet; regular season meets and sectionals, state and regional.

We do not have this policy to be prejudiced 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 and to participate in three or more swim meets
- 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 YMCA Dolphins Swim Team Program!

REGISTRATION INFORMATION

Rookie Week:

Rookie Week is for all new swimmers who are interested in joining the Dubuque YMCA Dolphins Swim Team. **Rookie Week will be held from 7:00-8:00 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 the swim team.

Rookie Week is free and will be offered:

- Monday, September 30, boys and girls, ages 5-10
- Tuesday, October 1, boys and girls, ages 11-18
- Thursday, October 3, boys and girls, all ages 5-18

Registration & Program Fees:

Registration for returning participants: September 23 –November 11

Registration for new participants: October 1–November 11

Registration **MUST BE DONE BY NOV. 11** in order for you to be eligible to swim at the State & Regional competition.

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 monthly 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 must be made in full when you register. If concerned with making payment, please contact Dave Baker, dbaker@dubuquey.org. The required information, pages 9-10, must be turned in by specified due dates.

All fees need to be paid in full by Dec. 1st or your credit card we have on file will be charged the amount that is due.

Dubuque Community Y Annual Membership Fees:

Youth-8th Grade: \$19/monthly

High School: \$19/monthly

Membership fees can be paid monthly with a credit card on file.

*Dolphin Program Fees:

Swim Team: \$269.00

High School Boys: \$134.50

Capacity:

The swim team will have a capacity of 120 swimmers. Please be sure to register by our **deadline on Nov. 11th**.

If using a credit card, there is a 3% credit card fee.

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 Y accomplish its mission.

In an effort to reach our motto and goals, **each family by signing your child up for the Dolphin Swim Team you are committing to working half of all home swim meets if your child is swimming in the meet.** Our schedule includes four 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 working half of all home swim meets, as long as your child is swimming in the meet.

Family Volunteers must sign up for a volunteer position for each meet using Sign Up Genius. A link to Sign-up Genius will be emailed prior to each home meet. **If you fail to sign up for a position you will be assigned to one, as working a meet is not optional.** It is your responsibility to notify the Volunteer Coordinator. If you are unable to fulfill your volunteer duties, notify the Coordinator immediately or as soon as possible. **Please do not contact the Coaches. If you can not work a meet, a \$50 fee per meet will be acquired to cover concessions.** New families can inquire about volunteer positions at the parent meeting. Information and descriptions of the volunteer positions will be given at that time, being an official requires taking a class. We need at least 6 new officials every season.

OFFICIALS:

Training will be provided for those who wish to become certified as officials/timers. Each certification is good for 3 years. Without volunteers in these capacities, it is difficult to host any home meets. We need at least 6 new officials every season. All training is free of charge and requires that you are present for each training meeting.

*Level 2 virtual training- 6:30-8:30 Tuesday, Oct 1 and Thursday, Oct 3 <https://lcdc.yexchange.org/s/c07p35y>

*Level 1 -5:00-9:00 pm, Tuesday, Nov 5, 2024 (Dubuque Y) <https://lcdc.yexchange.org/s/c84c93p>

*AO (for computer results) -5:00-9:00 pm, Tuesday, Nov 12, 2024 (Dubuque Y)

<https://lcdc.yexchange.org/Catalog/Class/Detail/300589>

Coaches Philosophy:

The Dolphins Swim Team is a competitive program that focuses on all four competitive strokes to promote a lifelong activity that stresses goals and the four core values of the Dubuque Community Y; 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 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.

Dubuque Community Y Staff Contact

Name	Position	Email	Phone
Kyle Helbing	Sr. Program Director	khelbing@dubuquey.org	563-556-3371

Coaching Staff

Name	Position	Email	Phone
Kathy Stierman	Head Coach	dolphins@dubuquey.org	
Jennifer Drayna	Assistant Coach		
Andrea Runde	Assistant Coach		
Raena Pape	Assistant Coach		

DUBUQUE Y 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. Swimmers should have a water bottle with their name for practice.

Times are subject to change.

8 and Under Swimmers

6:00-6:45 pm 8 and Under (M,T,Th) with optional 4th practice on Wednesdays 7:00-7:45 pm

9-10 Swimmers

6:40-7:30pm 9-10 (M,T,Th) with optional 4th practice on Wednesdays 7:00-7:45 pm

11-12 Swimmers

7:30-8:15 pm M,T,Th with optional 4th practice on Wednesdays 7:45-8:45 pm

13-Up Swimmers

7:30-8:45 pm M,T,Th with optional 4th practice on Wednesdays 7:45-8:45 pm

Dry Land Exercise: We will meet in studio one upstairs for core strength training, 11 & Up: 7:05-7:20pm on M, T, Th. Swimmers 13 and up can use the weight room and wellness center. This is something that is highly recommended.

Cancellations:

Practice may be canceled due to weather conditions. Visit/like our team on Facebook Dubuque Dolphins Swim Meets or watch the emails. Typically, if swim lessons are canceled, the swim team will be canceled as well. Email for the swim team: dolphins@dubuquey.org

PRACTICE POLICY

Before a swimmer can start practice, an emergency contact form must be filled out and returned by November 4, 2024. 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. No form, no practice, no swim meets.

Swimmers are expected to be on time for practice. All swimmers will meet on the pool deck. 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 can not be in the pool until the swim coaches start practices.**

Swimmers must attend two-four 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, school activities, 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, parents will be called to pick up the 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 the remainder of the season. The discipline policy will be enforced equitably and parents are expected to support the coach's decision to enforce.

SICKNESS

We ask that if your swimmer is sick and stays home from school for any reason they do not attend practice that day. Or if the swimmer shows any signs of illness we ask that you please keep them home from practice or a meet as well.

The hot tub will not be available before or after practice. These policies are subject to change throughout the season, depending on the state of Iowa guidelines. Please be flexible.

SECTIONALS, STATE, AND REGIONALS

We will have nine 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 4 practices the week prior. We would like to see all swimmers swim in all the home meets; however that is not a requirement. Remember, in order to compete in the State and Regional Meet, a swimmer is required to swim in at least three regular season meets and achieve a QT. This requirement is made by the State Rules Committee and is not negotiable.

At the State and Northeast Sectional meet is a qualification only meet. The swimmer can try to qualify for the State Championship Meet Q times at any meet during the season. In addition if a high school swimmer meets a QT during their USA observed HS meets they will advance to State/Regionals. Once the time has been achieved they will qualify to swim in the State meet. We highly recommend all swimmers to swim at Sectionals. The entry fee is paid for by the Y. 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:

February 9, Cedar Rapids MACR hosts

State: [State Q Times](#) (click on link)

Saturday, March 1 (Girls) @ Marshalltown, IA

Sunday, March 2 (Boys) @ Marshalltown, IA

Regionals:

Friday, March 14 @ Wellmark YMCA (1000 yard free)

Saturday, March 15 Wellmark YMCA (12 and under AM session) (11 and up PM session)

Sunday, March 16 @ Wellmark YMCA (12 and under AM session) (11 and up PM session)

Nationals: [Nationals Q Times](#) (click on link)

March 31-April 4 @ Greensboro, North Carolina

AWAY MEETS

We will have five away meets with limited numbers of swimmers. Parents must sign up their swimmer in SignUp Genius, see page 12. 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 water, 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. **IF** glass is broken on a pool deck, the pool might have to be drained.

HOME MEETS

For home meets, time for reporting to the DUBUQUE COMMUNITY Y will be determined by the coaching staff and you will also receive an email with this information, the Friday before the meet The coaches will take attendance during warm ups. The swimmer's events will be emailed Friday night to the parents. Parents please mark their hands. Warm up times and lane assignments will be given to each group before the meet begins. The holding area for our team will be in the gym. All swimmers need to stay in their holding area until their event is called.

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, goggles, team swim cap and something warm to wear between events. You may want to send an old blanket and something to do between events. 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 Y is not responsible for lost or stolen items. Please no glass or breakable containers.

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 assigned 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 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(s) email address and one that is checked on a regular basis. dolphins@dubuquey.org which is Coach Kathy Facebook: [Dubuque Dolphins Swim Meets](#)

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.

3) **Parent Advisory Committee (PAC) 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 a vote will be taken at the end of the season for the following year's board, please contact a board member.

4) **Facebook** Dubuque Dolphins Swim Meet--this where we post pictures from the meets.

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

Tuesday, November 19	6:30-8:00 pm
Tuesday, December 3	6:30-8:00 pm
Tuesday, January 14	6:30-8:00 pm
Tuesday, January 28	6:30-8:00 pm
Tuesday, March 11	6:30-8:00 pm

INFORMATIVE MEETING – ESPECIALLY FOR NEW FAMILIES Swimsuit Orders

All families are encouraged to attend the New **Parent Meeting on Thursday (11/7) 6:00-7:00 pm.** This meeting is crucial for NEW families as it will help clarify some information in the team handbook and/or answer questions. This will also allow the PAC to introduce themselves and the parent committee to discuss the upcoming swim season. **Monday, November 4 and Tuesday, November 5 is swimsuit try-on will take place on pool deck.** Each swimmer will be responsible for ordering their own suit from our Swim Outlet store: <https://www.swimoutlet.com/collections/dubuquedolphinsteamsuits?frm=fmt>.

BANQUET

The end of season banquet and party will be held in person or virtually this year. 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. Save the Date: April 13, 2025

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

SWIM SUIT, CAP & CLOTHING POLICY

Team attire is and should be a statement of pride and not a policy in and of itself. Team attire is a representation of our team. We believe there is a correlation between one's commitment to wear team attire and one's general feeling about the team. It is not about the clothes or the rules. It is about the statement we are making with our appearance. One united team. When attending any swim meet, a swimmer must have and wear:

Dubuque Dolphin Team Cap

The Dolphins swimmers who choose to wear a swim cap shall wear an approved Dolphins team cap in competition. Dolphin Caps are available to purchase at time of suit try-ons or from Coach Kathy, cost is \$10 (checks payable to Dubuque Y).

Dubuque Dolphin Team Shirt & Apparel

A Dolphins Team Shirt will be provided to each swimmer free of charge. Swimmers and their family have a choice to purchase team apparel. Orders are done via an online store through District20. A link to the store with open and close dates will be sent in an email. If you have any questions or more information you can contact the apparel coordinator. When ordering goggles, bungees, practice suits, tech suits, warm up coats, or any additional swim equipment, SwimOutlet is a great place to order online. We have a team store link which I have posted below. Please use this when placing your order as the team gets % of sales!

<https://www.swimoutlet.com/collections/dubuquedolphinsteamsuits?frm=fyt>

Dubuque Dolphin Team Suit

Team competition suits can be purchased at the beginning of the season at <https://www.swimoutlet.com/collections/dubuquedolphinsteamsuits?frm=fyt>. We will offer two days for you to try-on suits. Swimmers that wish to purchase a suit on their own should adhere to the team color Sapphire Blue. If you have any questions or concerns, please contact the swim suit coordinator(s). Please see the additional notes below regarding suits.

Practice Suits

A regular one-piece suit in any color is perfect for training during the regular season. Coach Kathy has goggles (\$8) and bungee straps (\$3) for sale on deck, plus practice swim caps.

Competition Suits

For DBQ Dolphin competition swim meets, please adhere to our color scheme regarding suits. Suits should be tight fitting both to reduce drag and for swimmers to get that fast feel as they hit the water.

Big Meet/Tech Suits

Tech suits are high performance suits used by swimmers to maximize their results by reducing drag. These suits are often worn by older swimmers who look to achieve peak performances at championship meets. These suits are much more expensive than normal suits, have limited water life and need to be cared for in a different way.

As a rule, DBQ Dolphins coaches do not want the team's swimmers to wear these suits except at designated meets and Dolphin swimmers should not wear tech suits in meets without first receiving approval from the team's coaching staff. The Dolphins coaching staff will be the judge of whether a meet is a "tech suit meet" or not.

Swimmers aged 12 & under are no longer permitted to wear seam welded tech suits in competition (as per new suit rules introduced by the Iowa Swimming LSC in April 2018). There are a few tech suits on the market for 10U swimmers that comply with the new rule. Please talk to a coach first if you are looking for a tech suit for your under 12 swimmer.

Swimmers and Parents who have questions about suits should contact the coaches.

DUBUQUE COMMUNITY Y
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: _____

Free Team 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 Email * 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 dolphins@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)

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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 the swimmer immediately; third offense the swimmer will be suspended from the next swim meet. Any further problems the swimmer may be suspended from the team for the remainder of the 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: _____

DUBUQUE DOLPHIN FAMILY VOLUNTEER CONTRACT 2024-2025 SEASON

In an effort to reach our motto and goals, **each family by signing your child up for the Dolphin Swim Team you are committing to working half of all home swim meets if your child is swimming in the meet.** Our schedule includes four home swim meets, and the Sectional Meet when the Dubuque Dolphins host. In order to run these meets effectively, we need at least one adult per family to commit to working half of all home swim meets, as long as your child is swimming in the meet. **If you can not work a meet, a \$50 fee per meet will be acquired to cover concessions.**

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.

Family name: _____

Phone number: _____

Volunteer name: _____

Email address: _____

Volunteer name: _____

Email address: _____

.....
As members of the DUBUQUE YMCA Dolphins 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)

.....
VOLUNTEER JOB DESCRIPTIONS

First half are events 1-62, Second half workers are 63-end.

8 and Under Swim Chaperones

These volunteers guide and watch over the 8 & Under swimmers throughout the meet. The chaperones will need to keep an eye on the events the swimmers are in, and make sure the swimmers are paying attention to the called event numbers. The chaperones will walk these swimmers from the gym to the holding area. At the end of the meet, the volunteers will need to help make sure the swimmers pick up their items, clean up trash etc. Job reserved for 8U parents.

Concession Stand Workers

These volunteers need to prep the concession stands, sell items, make food if needed, and help with requests of the Group Captain. Please keep an eye on the cooler full of water on pool deck. Before the meet starts, one or two workers will need to sell heat sheets in the concession area.

Workers will also help at the end of the meet to cleanup; box up/put away concession items, help carry out items, clean up tables, put away chairs and tables, pick up trash and empty wastebaskets.

*All assigned 63- END event concession volunteers should arrive at event 59.

Pool Event Changer for Clerk of Course

These volunteers will post the event numbers on the "call board" on the pool deck throughout the entire meet. Communication through a cell phone will be done with the event helpers so everyone is calling the same numbers in the gym.

*All assigned event board and result runners are to arrive 15 minutes prior to the start of the meet and will work the entire meet. The call board is located on the wall behind the starting blocks.

Timing System & Computer/Data Input

These volunteers need to help as requested. The timing system and computer/data input volunteers will need to run the timer or computer during the swim meet. New volunteers will be trained as the meet goes on. One volunteer will be the result runner as well during the meet (as there will be some down time throughout the events). The result runner will take the results from the computer area and post them on the hallway wall.

*All assigned timing/computer volunteers need to report to the timing/computer area about 1 hour before the meet starts; otherwise at assigned time, and will work the entire swim meet, unless otherwise noted.

Ribbon Worker

These ribbon worker volunteers will work in the conference room to label the ribbon awards and sort them. As the computer operator prints award labels, you apply them to the proper color ribbons, and sort them into piles for the proper team. Dubuque swimmers' ribbons go into their mailbox folder. The other teams will go into a box/bag.

Gym Helper-Calling Event Numbers

These gym helper volunteers will be in charge of calling numbers on the scoreboard in the gym. They will also be working with pool deck volunteers to make sure the calling numbers are posted correctly on the calling board.

Officials

The official volunteers will be working either half the meet or a full meet. There will be an official's meeting 30 minutes before the start of the meet in the conference room. Report to the pool deck 15 minutes prior to the start of your shift. In order to be an official, you need to take the Level 1 training course.

*Level 2 virtual training- 6:30-8:30 Tuesday, Oct 1 and Thursday, Oct 3 <https://lcdc.yexchange.org/s/c07p35y>

*Level 1 -5:00-9:00 pm, Tuesday, Nov 5, 2024 (Dubuque Y) <https://lcdc.yexchange.org/s/c84c93p>

*AO (for computer results) -5:00-9:00 pm, Tuesday, Nov 12, 2024 (Dubuque Y)

<https://lcdc.yexchange.org/s/c62v01n>

Photographer

These volunteers need to take fun, candid shots of the swimmers/volunteers; capture things going on at meet! Post on the Facebook page and at the end of the season, work together to put together a slideshow for the end of the year banquet.

Timers

Two timers will be assigned to each lane; One person also must use the backup button from touchpads at final touch. The other person has a clipboard with swimmer's time sheet, and writes down the two watch times. Timers will also be responsible for asking the swimmer their name for the next event (next swimmer sitting in chair). This is to make sure you have the correct swimmer swimming in your lane, as what is on your timing sheet.

* All assigned timers please report to the conference room, on the first floor by the girl's locker room, 30 minutes before the start of the meet. All 2nd half timers need to report to the meeting and then to the small pool deck 5 minutes before event 59. During the meeting, you will receive instructions and your equipment.

Clerk of Course

The Clerk of Course volunteers are responsible for lining up the swimmers so that they end up in the right event, heat, and lane. Swimmers in the next heat should be lined up and sitting in the chair behind their block when the event before them is swimming. It is important for volunteers to keep swimmers quiet in the clerk of course to ensure swimmers can hear the starter. Please arrive 15 minutes prior to the start of the meet.

Runner

The runner will get the DQ cards from the stroke and turn judges and take them to the officials. This volunteer will work half the meet and will need to report to the pool deck 15 minutes prior to the start of the meet.

Clean-up Crew for the Gym

These volunteers will be responsible for making sure that the gym is cleaned up at the conclusion of the meet. All the garbage needs to be picked and the gym floor needs to be swept. Perfect for a family.

Clean-up Crew for the Pool Area

These volunteers will be responsible for making sure that the pool area is cleaned up at the conclusion of the meet. All touchpads and timing systems need to be put away. All computer systems need to be boxed up and tables and chairs put away.

Please sign up to volunteer, using the SignUp Genius link for each meet, click on the [green links](#).

2024-25 SWIM MEET: Please sign up your swimmer, using the SignUp Genius [blue links](#) for each meet.

_____ Sunday, November 17 @ Rockford, IL 13 and Up Swimmers Only Fall Frenzy \$30 Splash Fee (200 Y Blvd. Rockford, IL 61107) <https://www.signupgenius.com/go/60B0F4DA8AE2EA1F58-51649791-11172024>

_____ Saturday, November 23 @ **MACR (207 7th Avenue SE Cedar Rapid, IA 52401)** (Pentathlon Meet) <https://www.signupgenius.com/go/60B0F4DA8AE2EA1F58-51602504-11232024>

_____ Tuesday, November 26 **HOME** IntraSquad Meet during assigned practice times <https://www.signupgenius.com/go/60B0F4DA8AE2EA1F58-51602850-112624> (Volunteer)
Please email Coach Kathy if your swimmer **can not** swim. dolphins@dubuquey.org

_____ Saturday, December 7 @ **HOME with MAQ, IMVY, MONROE** meet starts at 1:00
<https://www.signupgenius.com/go/60B0F4DA8AE2EA1F58-51602452-12072024> (Swimmer)
<https://www.signupgenius.com/go/60B0F4DA8AE2EA1F58-51602683-12724> (Volunteer)

_____ Saturday, December 14 @ **Maquoketa (500 E Summit St, Maquoketa, IA 52060)**, meet starts at 1:00 <https://www.signupgenius.com/go/60B0F4DA8AE2EA1F58-51602401-121424> (Swimmer sign up)

_____ Saturday, December 21 @ **Davenport North Scott (104 S 3rd Ave, Eldridge, IA)** <https://www.signupgenius.com/go/60B0F4DA8AE2EA1F58-51602553-122124> (Swimmer)

_____ Saturday, January 11 @ **MACR Y (207 7th Avenue SE Cedar Rapid, IA 52401)** <https://www.signupgenius.com/go/60B0F4DA8AE2EA1F58-51602605-011125> (Swimmer sign up)

_____ Sunday, January 12 @ Rockford, IL 12 and Under Swimmers Only Lucky Duck \$30 Splash Fee (200 Y Blvd. Rockford, IL 61107) <https://www.signupgenius.com/go/60B0F4DA8AE2EA1F58-51650993-01122025lucky>

_____ Saturday, January 18 **HOME with MAQ and North Scott**, meet starts at 1:00 pm
<https://www.signupgenius.com/go/60B0F4DA8AE2EA1F58-51602118-01182025> (Swimmer sign up)
<https://www.signupgenius.com/go/60B0F4DA8AE2EA1F58-51602643-11825> (Volunteer)

_____ Saturday, January 25 [Iowa Games](#) @ Dubuque Hempstead Pool (Splash Entry Fee)

_____ Sunday, January 26 [Iowa Games](#) @ Dubuque Hempstead Pool (Splash Entry Fee)
<https://www.iowagames.org/event/winter-iowa-games/swimming-2/>

_____ Saturday, February 1 @ **HOME +1000 Free with MAQ and MACR**, Meet starts at 1:00
<https://www.signupgenius.com/go/60B0F4DA8AE2EA1F58-51602895-02012025> (Swimmer sign up)
<https://www.signupgenius.com/go/60B0F4DA8AE2EA1F58-51603005-02125> (Volunteer)

_____ Sunday, February 9 **MACR Y (207 7th Avenue SE Cedar Rapid, IA 52401)** <https://www.signupgenius.com/go/60B0F4DA8AE2EA1F58-51602205-02092025> (Swimmer)

Remember, in order to compete in the State or Regional Meet, a swimmer is required to swim in at least three regular season meets. (Iowa Games will not count as a regular season meet, it is not a closed YMCA meet).

If using a credit card, there is a 3% credit card fee.

Swim Team Parent Advisory Committee (PAC)

Name	Committee Members	E-Mail
Amber Blum	Member	blumfamily4@gmail.com
Harriett Stanton	Member	harriettstanton@gmail.com
Allison Schwab	Member	lemmera@hotmail.com
Rachael Hillebrand	Member	rachdach24@msn.com
Peter McNamara	Member	mcnape01@gmail.com
Ryan Pfaff	Member	rpfaff@ritehite.com

Coordinator		
Amber Blum	Volunteer Coordinator	blumfamily4@gmail.com
Stacy Sheehan	Concessions Coordinator	stacysheehan@yahoo.com
Allison Schwab	Swimsuits Coordinator	lemmera@hotmail.com

Dubuque Community Y Staff Contact

Coaching Staff

Name	Position	E-Mail	Phone
Kathy Stierman	Head Coach	dolphins@dubuquey.org	563-542-2617
Jennifer Drayna	Assistant Coach		
Andrea Runde	Assistant Coach		
Raena Pape	Assistant Coach		

SwimOutlet Team Link (to order team suits and other supplies)

<https://m.swimoutlet.com/dubuquedolphins>

Look for the Teams (Link) Find Your Team: type Dubuque Dolphins Near Zip: 52001

Facebook: Dubuque Dolphins Swim Meets

<https://www.facebook.com/groups/1285042935183909>

Email: dolphins@dubuquey.org

DCY website for online registration: <https://bit.ly/dolphinsswimteam>

Coach Kathy's Swim Shop (on pool deck)

Team Caps \$10 (Checks payable to DCY)

Goggles \$8 (cash or checks made payable to Kathy Stierman)

Bungee Cord \$3 (cash or checks made payable to Kathy Stierman)

Practice Swim Caps \$3 (cash or checks made payable to Kathy Stierman)

Practice Times:

8 and Under Swimmers

6:00-6:45pm 8 and Under (M,T,Th) with optional 4th practice on Wednesdays 7:00-7:45 pm

9-10 Swimmers

6:40-7:30pm 9-10 (M,T,Th) with optional 4th practice on Wednesdays 7:00-7:45 pm

11-12 Swimmers

7:30-8:15pm M,T,Th with optional 4th practice on Wednesdays 7:45-8:45 pm

13-Up Swimmers

7:30-8:45pm M,T,Th with optional 4th practice on Wednesdays 7:45-8:45 pm

Dry Land Exercise: We will meet in studio one upstairs for core strength training, 11 & Up: 7:05-7:20 pm M, T, Th. Swimmers 13 and up can use the weight room and wellness center. This is something that is highly recommended:

DOLPHINS 2024-25 IMPORTANT DATES page 1 of 2

Please check email regularly and Facebook: [Dubuque Dolphins Swim Meets](#)

Tuesday, September 24	Registration opens for returning swimmers https://bit.ly/dolphinsswimteam
Monday, September 30	Rookie Week 7:00-8:00 PM for ages 5-10
Tuesday, October 1	Rookie Week 7:00-8:00 PM for ages 11- 18
Tuesday, October 1 and 3	Level 2 officials training virtual From 6:30-8:30 (two days) https://lcdc.yexchange.org/s/c07p35y
Thursday, October 3	Rookie Week 7:00-8:00 PM for ages 5-18
Friday, October 4	Registration opens for new swimmers https://bit.ly/dolphinsswimteam
Monday, November 4	Practice Begins- Emergency Contact forms are due Suit try-on on pool deck, parents order own swim suits
Tuesday, November 5	Suit try-on on pool deck, parents order own swim suits
Tuesday, November 5	Level 1 officials training @ Dubuque Y 5:00pm-9:00pm https://lcdc.yexchange.org/s/c84c93p
Thursday, November 7	New Parent Meeting 6-7 PM, upstairs in Dance Studio
Monday, November 11	Last day to sign up for swim team to be eligible for State and Regionals
Tuesday, November 12	AO (computer results) official training@ Dubuque Y 5:00-9:00 pm https://lcdc.yexchange.org/s/c62v01n
Sunday, November 17	Swim Meet for 13 and Up @ Rockford, IL click here to pay \$30 Splash Fee
Tuesday, November 19	PAC Meeting 6:30-8:00 PM (Visitors welcomed)
Saturday, November 23	Swim meet @ MACR (Pentathlon Meet)
Tuesday, November 26	Intrasquad meet at regular practice time Volunteers sign Up Here
Wednesday, November 27	No Practice- Thanksgiving
Thursday, November 28	No Practice- Thanksgiving
Saturday, December 7	Swim Meet @ HOME with BHC (15), MAQ (20), and MONROE (25)
Saturday, December 1	Dual Representation Deadline (USA Swimming Unattached)
Saturday, December 14	Swim Meet @ Maquoketa
Saturday, December 21	Swim Meet @ North Scott (Davenport)
Monday, December 23	No Practice
Tuesday, December 24	No Practice
Wednesday, December 25	No Practice
Thursday, December 26	Hot Cocoa bar after practice- sign up by December 20 https://www.signupgenius.com/go/60B0F4DA8AE2EA1F58-51635648-hotcocoa

Tuesday, December 31	No Practice
Wednesday, January 1	No Practice
Sunday, January 5	Swim Pictures
Saturday, January 11	Swim Meet @ MACR Sprint Meet
Sunday, January 12	Swim Meet for 12 and Under @ Rockford, IL click here to pay \$30 Splash Fee
Tuesday, January 14	PAC Meeting 6:30-8:00 PM (Visitors welcomed)
Saturday, January 18	Winter Exchange - sign up by January 6
Saturday, January 18	Swim Meet @ Home DBQ Y w/MAQ (20) and IMVY (15)
Saturday, January 25	Iowa Games @ Dubuque Hempstead Pool, parents sign up and pay splash fee
Sunday, January 26	Iowa Games @ Dubuque Hempstead Pool, parents sign up and pay splash fee
Tuesday, January 28	PAC Meeting 6:30-8:00 PM (Visitors welcomed)
Saturday, February 1	Swim Meet @ Home Dubuque Y (1000 Free) w/ MAQ (20) and MACR (50)
Tuesday, February 6	PAC Meeting 6:30-8:00 PM (Visitors welcomed)
Sunday, February 9	Sectional Meet @ MACR Hosts
Monday, February 17	Money for State due- click here to pay \$10 per swimmer
Saturday, March 1	Girls State Meet @ Marshalltown
Sunday, March 2	Boys State Meet @ Marshalltown
Thursday, March 6	Money for Regionals due- click here to pay \$35 per swimmer
Tuesday, March 11	PAC Meeting 6:30-8:00 PM (Email board members if you would like to join)
Friday, March 14	Regionals Meet @ Linn Mar, Cedar Rapids/Mar Wellmark YMCA Des Moines (1000 Free)
Saturday, March 15	Regionals Meet @ Wellmark YMCA Des Moines (AM- 12 & under, PM- 11 & up)
Sunday, March 16	Regionals Meet @ Wellmark YMCA Des Moines (AM- 12 & under, PM- 11 & up)
March 31- April 4	Nationals @ Greensboro, NC
Sunday, April 13	Swim Banquet

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DOLPHINS 2024-25 IMPORTANT DATES page 2 of 2