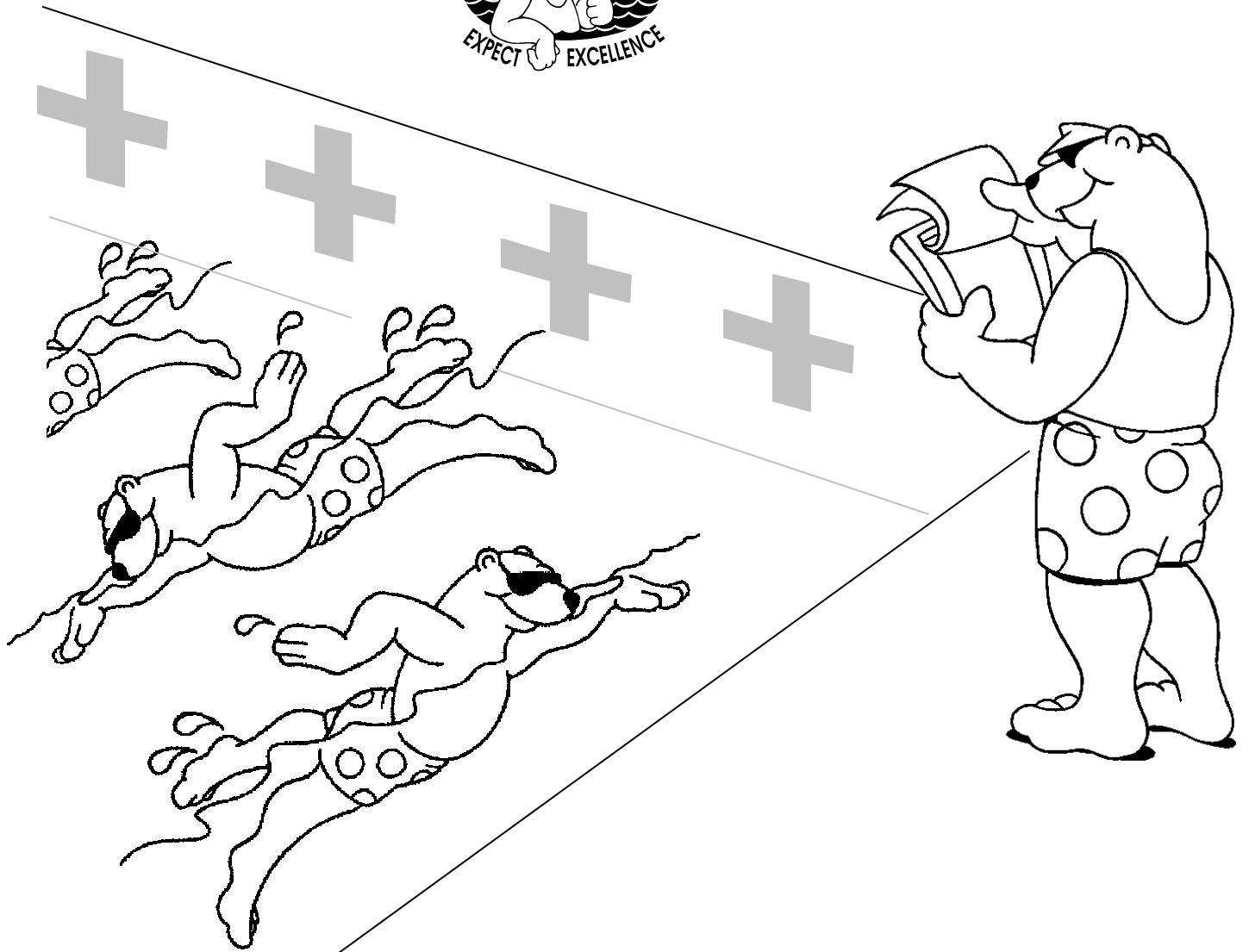




City of Phoenix
PARKS AND RECREATION DEPARTMENT



Swim Team Handbook

**City of Phoenix
Parks and Recreation Department
Swim Team Handbook**

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DISCLAIMER

The Phoenix Parks and Recreation Department prohibits discrimination on the basis of race, color, sex, national origin, or disabling condition in its programs and activities. If any one believes he or she has been discriminated against in any of the department's programs or activities, he or she may file a complaint alleging discrimination with either the Phoenix Parks and Recreation Department or the Director of Equal Opportunity Program, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127. The City of Phoenix does not carry accident insurance to cover participants. Involvement in any activity is done at the participant's own risk. **This publication can be provided in an alternative format upon request. Call 262-6862 (voice) TTY/TDD 254-6713 (parks and recreation) or 534-5500 (city operator). FAX 534-3787.**

Program Overview

Philosophy

The City of Phoenix Recreational Swim Team is a six-week program designed to enhance and improve swimming strokes for children age 5 to 17. Participants are broken up into three age groups to practice and then compete in recreational meets against teams from other City of Phoenix pools.

Objectives

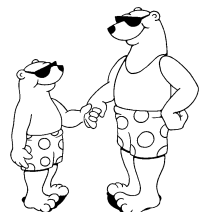
Each child who qualifies for the program shall:

- Receive one hour of instruction each day, four days each week,
- Learn the fundamentals of stroke technique.
- Develop a sense of respect, cooperation, self-discipline, sportsmanship, and fitness through regular participation in practices and meets.
- Learn the value of team membership and pride of accomplishment.
- Participate in fun, safe, diverse, and well-organized practice sessions.
- Participate in up to four dual meets and one divisional championship meet.

Participation

Registration and Eligibility

Anyone under the age of 18 is eligible to join the Parks and Recreation Swim Team. ***First time participants or continuing participants ages 8 and under will be asked to complete a swim test in which they will need to continuously swim one length or width of the pool using freestyle, backstroke, breaststroke, or butterfly without assistance.*** Swim lessons are recommended for those who need further instruction to build skill and strength before joining the swim team. All participants must be registered and pay the required fee before participation.



Team Support Groups and Sponsorships

Parents are invited to support their team by creating a parent support group and naming a parent representative. These team support groups are responsible for planning fundraising to order team suits, photos, shirts, trophies, and host a team banquet, if desired. **All onsite fundraising events, must be approved by the Swim Team Specialist and pool manager. Please contact Swim Team Specialist and pool manager at least one week prior to the event.** All money generated must be handled by the Parent Representative; at no time will any City of Phoenix staff member sign contracts, handle, hold, or safe-keep any team funds. Please see the Parent Representative Handbook for more information.

PLEASE NOTE THAT SWIM TEAMS MAY NOT ORDER SOLID BLACK SUITS AS THEY CONFLICT WITH CITY STAFF UNIFORM!

Transportation

Participants must provide their own transportation to and from practices and meets. The City of Phoenix does not provide transportation to swim meets. **At no time is any member of the pool staff permitted to provide transportation for any participant.**

Swim Meet Etiquette

All participants, spectators, parents, and staff are expected to maintain high standards of etiquette. Parents are responsible for their children's conduct, coaches are responsible for their teams, and managers are responsible for their staff. All are expected to promote good sportsmanship and safety; cheer the swimmers on and refrain from "dipping" in pool areas that are closed, such as the deep well and wader pool. **See the Code of Conduct for details.**

POLICY ON CODES OF CONDUCT

Mission: The City of Phoenix endeavors to promote programs, events and activities, within Parks and Recreation system, which foster, promote, and emphasize a positive, safe and rewarding environment for the youth of our community. In support of this mission, the Parks and Recreation Board have adopted a policy on Codes of Conduct for all those attending, or participating in, City of Phoenix Parks and Recreation programs and or using their facilities. This policy sets minimum standards and expectations for the conduct of everyone. Everyone includes, but is not limited to, administrators, participants, coaches, referees, officials, spectators, attendees, parents, teachers, guardians, etc.

Policy on Codes of Conduct

When using facilities for, or participation in, youth programs and activities, managed or allowed by the City of Phoenix everyone is responsible for:

- Conducting themselves in a proper and socially acceptable manner.
- Exhibiting behavior that supports the health, safety and well-being of others.
- Providing a drug free environment.
- Refraining from the use of profanity or offensive language and ethnic slurs.
- Abiding by all laws, rules, regulations and ordinances whether city, state or local.
- Abstaining from any type of conduct intended to humiliate or intimidate others.

User Organization's Responsibilities

User organizations that conduct youth activities in the City of Phoenix parks and facilities have the following additional responsibilities regarding the policy on codes of conduct:

1. Draft and implement their own "Code of Conduct" that includes:
 - a. Clearly defined requirements that meet or exceed those outlined in the Parks & Recreation Board's policy on codes of conduct.
 - b. Clearly stated consequences for any code violations.
 - c. Clearly established processes and procedures for receiving and investigating code violations.
 - d. Clearly defined process for the resolution of any violation and the steps to be taken if violation cannot be resolved at the organizational level.
2. Ensure all individuals associated with the organization are informed of and have access to the organization's "Code of Conduct".
3. Actively monitor the organization's activities and immediately address any infraction regarding the code of conduct.

Failure to Comply

The implementation, distribution, monitoring and enforcement of an organizational "Code of Conduct" as outlined above is a stipulation of the organization's usage of Parks and Recreation Department facilities. Failure to comply with any established stipulations of usage, AND/OR failure to obtain all permits and licenses required by law, ordinance or Parks and Recreation Department rules and regulations AND/OR failure to comply with any law, city ordinance, park regulation, or reasonable request from an authorized staff person can result in immediate suspension of facility use privileges AND/OR citation AND/or loss of eligibility to utilize any City of Phoenix facilities on the part of the individual(s) AND/OR the organization or user group.

Participant Wellness

Sunscreen

As much as 90% of the visible changes in aging skin are caused by sun damage. Approximately 50% of this damage occurs before the age of 18 and it is estimated that 90% of the sun damage is the result of unplanned or casual sun exposure.

How do you select a sunscreen?

- ❖ The Sun Protection Factor, or SPF, is based upon how much extra exposure time skin can take before it begins to burn. Sunscreen SPF's range from a baseline of 15 to 75. Make sure your sunscreen provides both UVA and UVB protection, the damaging wavelengths of light.
- ❖ Apply sunscreen properly. About a half hour before exposure, apply a thick coating over all exposed skin and allow it to soak in. Sweat, swimming, and towel-drying remove sunscreen, so reapply about every two hours to ensure effective coverage.
- ❖ Wear hats, sunglasses with UV protection, and sun-protective clothing. Sunscreens alone do not provide complete protection.

Tips for fluid intake during exercise

It is important to stress drinking water during/after exercise. Even while swimming, water is lost during exercise through sweat and can lead to dehydration. Dehydration, even in small amounts, can cause strain on the heart and limit the body's ability to remove heat from contracting muscles. A healthy habit is to drink 8 glasses of water each day; caffeinated drinks actually increase dehydration.

Healthy Swimming Practices:

Without your help, even the best maintained pools can spread illness. Pool water is shared by everyone. Swim only when you and your children are well. Keeping pools open for the swim season, requires following the steps:

- In order to ensure the health of all swimmers, ALL swimmers MUST shower before entering the water
- Guests who are ill with diarrhea or vomiting may not enter the facility until they are symptom free. All guests must be free from diarrhea for 14 day prior to returning to a City of Phoenix swimming pool.
- Guests with open wounds, sores, eye infections, colds, nasal or ear discharges, and skin or body infections shall be excluded from the pool.

Meet Information

Swim Meet Format

Teams will compete with other teams across the city, as there are 12 swim teams. Meets are held Thursday evenings. Dual meets will not be rescheduled in the event of inclement weather.

All swim team members are eligible to participate in meets.

Meet Information

Swim Meet Format (cont.)

Swimmers compete by age groups, from youngest to oldest, alternating gender. A swimmer's age group is determined by that swimmer's age on June 1st of that year. Age groups for all swim meets, including the Divisional Meet, are as follows:

6 & under	Individual events		
7 – 8	Individual events	8 & under	Relays
9 – 10	Individual events	9 – 10	Relays
11 – 12	Individual events	11 – 12	Relays
13 – 14	Individual events	13 & Over	Relays
15 & over	Individual events		

A swimmer may only swim in one age group during a meet. An exception is, if a team does not have enough swimmers of a particular age to fill a relay. In this case, a swimmer may “swim up” (swim in an age group older than the participant's age group) for the relay without having to swim the entire meet at that age group. Swimmers may not swim the same event at two different age groups. **Participants may not “swim down” in any swim meet.** Violators of these provisions may result in disqualification from the event.

In all swim meets, swim team participants 10 and under will swim 25 yards while swim team participants 11 and older will swim 50 yards. One swimmer only may occupy a lane during a race. The number of pool lanes determines the number of swimmers per heat.

Dual Meets

Dual meets involve only two teams: the host pool and the visiting team. Dual meets follow a “Stroke-of-the-Week” format and only the pre-determined strokes are used during that meet. This allows coaches and swimmers to concentrate on learning and building proficiency on one or two stroke(s) at a time.

Stroke of the Week

Meet	Individual Swims	Relays
1	Freestyle and Backstroke	Freestyle and Backstroke
2	Freestyle and Breaststroke	Freestyle and Breaststroke
3	Freestyle and Butterfly	Freestyle and Medley
4	Freestyle and Coaches choice	Freestyle and Coaches choice
5	Divisional Meet – all 4 strokes	Medley and Freestyle

First through fourth place ribbons will be awarded for all age groups; participation ribbons will be awarded to swimmers who place fifth, sixth, seventh, or eighth in their race.

The order of events at each Dual Meet is listed on page 6.

Divisional Meets

A Divisional Meet is held at the end of the season.

Locations: DCU, Paradise Valley, Pecos and Roadrunner Pools.

The order of events at the Divisional Meet is listed on page 6.

Participation

All registered swimmers are allowed to enter the divisional meet. Swimmers will choose two of the four individual strokes. Teams are allowed two relays per age group per gender. Coaches will determine which swimmers will swim on each relay. If space and/or time is available, a third relay may be added for the bigger teams.

Number of Events

A swimmer may swim in a maximum of two individual events and two relays. A swimmer may swim in only one age group per event. Swimmers may not swim down an age group. Coaches are directed to maximize the number of participants in this meet by not having a swimmer swim in two events until every swimmer in that age group swims in one event.

AWARDS- Ribbons are awarded for first through eighth place.

Inclement weather

In the event of inclement weather, the Divisional Meet will only be rescheduled if cancelled prior to event #44. The times and dates will be announced.

Relays

A relay race is one in which four (4) individual swimmers of the same gender, belonging to the same team, swim a designated leg and stroke. If a team cannot field a same gender relay team, they may still compete as a mixed relay: Each swimmer must adhere to the position, stroke, kick, and turn and finish rule governing the stroke that they are performing. Swimmers may use the forward diving start from the deck if water depth is at least 4½' or more and if they are not swimming the backstroke. The first three members of relay teams will exit the water at the finish end of their lane promptly after completing their leg of the race.

Medley Relay

A team of four swims the medley relay, with each team member swimming one leg of the required distance of the race. The first will use the backstroke start and swim backstroke; the second will swim breaststroke; the third, butterfly; and the fourth will swim the front crawl. Each swimmer will adhere to the position, stroke, kick, turn, and finish rules governing the swim stroke that they are performing. In all cases a swimmer may not leave the wall until the previous swimmer makes contact with the wall.

Stroke Relay (Freestyle, Backstroke, and Breaststroke)

In every other relay, a team of four competitors each swims one leg of the required distance of the race. For freestyle events any style of swimming stroke may be used. For all strokes proper position, stroke, kick, turn and finish rules apply. In backstroke events all swimmers will start in the water, for all other strokes swimmers may use the forward diving start from the deck if the water depth is 4 ½' or more. In all cases a swimmer may not leave the wall until the previous swimmer makes contact with the wall.

DUAL MEET EVENT ORDER

- | | |
|--|---|
| 1. 8 – U (B): 4 x 25 SEL. STROKE RELAY | 21. 6 – U (B): 25 SELECTED STROKE |
| 2. 8 – U (G): 4 x 25 SEL. STROKE RELAY | 22. 6 – U (G): 25 SELECTED STROKE |
| 3. 9 – 10 (B): 4 x 25 SEL. STROKE RELAY | 23. 7 – 8 (B): 25 SELECTED STROKE |
| 4. 9 – 10 (G): 4 x 25 SEL. STROKE RELAY | 24. 7 – 8 (G): 25 SELECTED STROKE |
| 5. 11 – 12 (B): 4 x 50 SEL. STROKE RELAY | 25. 9 – 10 (B): 25 SELECTED STROKE |
| 6. 11 – 12 (G): 4 x 50 SEL. STROKE RELAY | 26. 9 – 10 (G): 25 SELECTED STROKE |
| 7. 13 – O (B): 4 x 50 SEL. STROKE RELAY | 27. 11 – 12 (B): 50 SELECTED STROKE |
| 8. 13 – O (G): 4 x 50 SEL. STROKE RELAY | 28. 11 – 12 (G): 50 SELECTED STROKE |
| 9. 6 – U (B): 25 FREESTYLE | 29. 13 – 14 (B): 50 SELECTED STROKE |
| 10. 6 – U (G): 25 FREESTYLE | 30. 13 – 14 (G): 50 SELECTED STROKE |
| 11. 7 – 8 (B): 25 FREESTYLE | 31. 15 – O (B): 50 SELECTED STROKE |
| 12. 7 – 8 (G): 25 FREESTYLE | 32. 15 – O (G): 50 SELECTED STROKE |
| 13. 9 – 10 (B): 25 FREESTYLE | 33. 8 – U (B): 4 x 25 FREESTYLE RELAY |
| 14. 9 – 10 (G): 25 FREESTYLE | 34. 8 – U (G): 4 x 25 FREESTYLE RELAY |
| 15. 11 – 12 (B): 50 FREESTYLE | 35. 9 – 10 (B): 4 x 25 FREESTYLE RELAY |
| 16. 11 – 12 (G): 50 FREESTYLE | 36. 9 – 10 (G): 4 x 25 FREESTYLE RELAY |
| 17. 13-14 (B): 50 FREESTYLE | 37. 11 – 12 (B): 4 x 50 FREESTYLE RELAY |
| 18. 13-14 (G): 50 FREESTYLE | 38. 11 – 12 (G): 4 x 50 FREESTYLE RELAY |
| 19. 15-O (B): 50 FREESTYLE | 39. 13 – O (B): 4 x 50 FREESTYLE RELAY |
| 20. 15-O (G): 50 FREESTYLE | 40. 13 – O (G): 4 x 50 FREESTYLE RELAY |

DIVISIONAL MEET EVENT ORDER

- | | |
|-------------------------------------|---|
| 1. 8 – U (B): 4 x 25 MEDLEY RELAY | 33. 6 – U (B): 25 BREASTSTROKE |
| 2. 8 – U (G): 4 x 25 MEDLEY RELAY | 34. 6 – U (G): 25 BREASTSTROKE |
| 3. 9 – 10 (B): 4 x 25 MEDLEY RELAY | 35. 7 – 8 (B): 25 BREASTSTROKE |
| 4. 9 – 10 (G): 4 x 25 MEDLEY RELAY | 36. 7 – 8 (G): 25 BREASTSTROKE |
| 5. 11 – 12 (B): 4 x 50 MEDLEY RELAY | 37. 9 – 10 (B): 25 BREASTSTROKE |
| 6. 11 – 12 (G): 4 x 50 MEDLEY RELAY | 38. 9 – 10 (G): 25 BREASTSTROKE |
| 7. 13 – O (B): 4 x 50 MEDLEY RELAY | 39. 11 – 12 (B): 50 BREASTSTROKE |
| 8. 13 – O (G): 4 x 50 MEDLEY RELAY | 40. 11 – 12 (G): 50 BREASTSTROKE |
| 9. 6 – U (B): 25 FREESTYLE | 41. 13 – 14 (B): 50 BREASTSTROKE |
| 10. 6 – U (G): 25 FREESTYLE | 42. 13 – 14 (G): 50 BREASTSTROKE |
| 11. 7 – 8 (B): 25 FREESTYLE | 43. 15 – O (B): 50 BREASTSTROKE |
| 12. 7 – 8 (G): 25 FREESTYLE | 44. 15 – O (G): 50 BREASTSTROKE |
| 13. 9 – 10 (B): 25 FREESTYLE | 45. 6 – U (B): 25 BUTTERFLY |
| 14. 9 – 10 (G): 25 FREESTYLE | 46. 6 – U (G): 25 BUTTERFLY |
| 15. 11 – 12 (B): 50 FREESTYLE | 47. 7 – 8 (B): 25 BUTTERFLY |
| 16. 11 – 12 (G): 50 FREESTYLE | 48. 7 – 8 (G): 25 BUTTERFLY |
| 17. 13 – 14 (B): 50 FREESTYLE | 49. 9 – 10 (B): 25 BUTTERFLY |
| 18. 13 – 14 (G): 50 FREESTYLE | 50. 9 – 10 (G): 25 BUTTERFLY |
| 19. 15 – O (B): 50 FREESTYLE | 51. 11 – 12 (B): 50 BUTTERFLY |
| 20. 15 – O (G): 50 FREESTYLE | 52. 11 – 12 (G): 50 BUTTERFLY |
| 21. 6 – U (B): 25 BACKSTROKE | 53. 13 – 14 (B): 50 BUTTERFLY |
| 22. 6 – U (G): 25 BACKSTROKE | 54. 13 – 14 (G): 50 BUTTERFLY |
| 23. 7 – 8 (B): 25 BACKSTROKE | 55. 15 – O (B): 50 BUTTERFLY |
| 24. 7 – 8 (G): 25 BACKSTROKE | 56. 15 – O (G): 50 BUTTERFLY |
| 25. 9 – 10 (B): 25 BACKSTROKE | 57. 8 – U (B): 4 x 25 FREESTYLE RELAY |
| 26. 9 – 10 (G): 25 BACKSTROKE | 58. 8 – U (G): 4 x 25 FREESTYLE RELAY |
| 27. 11 – 12 (B): 50 BACKSTROKE | 59. 9 – 10 (B): 4 x 25 FREESTYLE RELAY |
| 28. 11 – 12 (G): 50 BACKSTROKE | 60. 9 – 10 (G): 4 x 25 FREESTYLE RELAY |
| 29. 13 – 14 (B): 50 BACKSTROKE | 61. 11 – 12 (B): 4 x 50 FREESTYLE RELAY |
| 30. 13 – 14 (G): 50 BACKSTROKE | 62. 11 – 12 (G): 4 x 50 FREESTYLE RELAY |
| 31. 15 – O (B): 50 BACKSTROKE | 63. 13 – O (B): 4 x 50 FREESTYLE RELAY |
| 32. 15 – O (G): 50 BACKSTROKE | 64. 13 – O (G): 4 x 50 FREESTYLE RELAY |