



Team Manual

(updated 9/26/18)

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Welcome to DDST! The Dothan Dolphins Swim Team is a Dothan Leisure Services program that fosters both recreational and competitive swimming in Dothan in an effort to enhance the quality of life of our young citizens. Dothan Leisure Services, a division of the City of Dothan, provides the facility and coaching staff for the team, establishes and enforces policies and procedures, and runs practices.

The team philosophy is to give all children who join DDST a chance to have fun, develop themselves both physically and mentally, and reap the rewards that swimming can deliver. Competitive swimming teaches your swimmers how to set goals, to work as a team, to accept defeat, and to enjoy victory. All of these skills can help your children toward becoming productive adults with good habits. Although we want to offer everyone the chance to excel and reach their highest potential, our most important goal is to provide the opportunity for each child to be able to participate in a recreational swimming program.

CONTACTS



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About the Head Coach

Coach Jin Ri Jiang, better known to his team as “Coach John”, is a native of Shanghai, China. He has been the head coach of the Dothan Dolphin Swim Team since 1994. From 1976 to 1986, Coach John served as director of the Shanghai Swim Team. While attending graduate school at Purdue University, he served as assistant swim coach of the Purdue men’s swim team. He graduated from Purdue in 1988 with a M.S. degree in physical education. Coach John has coached Junior and Senior National swimmers and champions, and is invited annually to China to teach other coaches how to effectively coach Olympic-caliber swimmers.

About DLS Aquatics

The Dothan Leisure Services Aquatics Team covers a variety of activities at different facilities, including Westgate Competition Pool (swim team, lap swim, public swim, lifeguard training), Westgate Wellness Pool (water aerobics, swimming lessons), Water World, and oversight of the outdoor pools (Andrew Belle, Doug Tew, Walton, and Wiregrass). Our staff is made up of 7 full-time, 2 part-time, and dozens of seasonal employees. In an average year, over 75,000 people enjoy our pools. We love what we do, and take pride in providing quality programs and facilities.

About the DDST Booster Club

INTRODUCTION

DDST recognizes the importance of our swim families in the success of our swimmers. No swim team can function without the support of the swim families and swimmers. The Dothan Dolphins Booster Club was organized with this in mind. The booster club is run by parents. The Dothan Dolphins Booster Club is an IRS recognized non-profit 501(c)3 organization that is dedicated to supporting the Dothan Dolphins Swim Team and promoting swimming in the Dothan area.

MISSION

The Dothan Dolphins Booster Club's mission is to assist Dothan Leisure Services in providing a positive environment where athletic excellence and good sportsmanship are encouraged. Through a quality swim program, swimmers will learn skills in leadership, teamwork, respect, self-discipline and good character.

GOALS

The goals of the Dothan Dolphins Booster Club are to advance swimming as a lifetime sport, provide financial support for the swim team in the form of practice equipment, awards, and parties as well as organize and host events that support the team and local community.

BENEFITS OF BEING A BOOSTER

- Reduced entry fees for swimmers at home meets
- Ability to vote on how fundraising money is distributed
- Gives you a voice in important matters that affect every swimmer on the team
- Support the swimmers by purchasing new equipment, awards, and sponsoring activities
- Gives parents an opportunity to meet with city officials to address concerns

WHEN ARE MEETINGS?

The Booster Club tries to meet regularly every month in a meeting room at Westgate.



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Fees



The Department of Leisure Services charges a quarterly fee of \$60.00 for the first child and \$35.00 for each additional family member. Registration fees are due at the beginning of each quarter on January 1st, April 1st, July 1st, and October 1st. These fees are billed and paid by direct billing. Any fees not paid on time will be subject to a \$10 late fee.



There are very few recreational teams in our area during the fall, winter, and spring months, which limits the number of recreational meets that we can participate in. For this reason, the Dolphins are also registered under USA Swimming, which is a national organization that sanctions its own swim meets and establishes rules, regulations, and qualifying times for all members. Swimmers must be USA Swimming registered in order to swim in USA Swimming sanctioned meets. It requires an annual participation fee, which is billed and paid through the team's billing system should you choose to participate. It is not required that you join in order to stay on the team, but is required to participate in most swim meets.



The Dothan Dolphins Booster Club is a volunteer parent organization that is vital to the team. The fee to join the Boosters is just \$50.00 per quarter per family, which is billed and paid through the team's billing system should you choose to participate. It is not required, but we encourage you to join the DDST Booster Club to help support your child and the team and to give yourself a voice. The Booster Club allots funds, plans activities, and assists the team.



DLS is a member of the Alabama Recreation and Parks Association (ARPA). This enables our team to participate in ARPA District and State Championships each summer season. The District Championship is held in mid-July. Swimmers must qualify at the District Meet in order to swim at the State Meet, which is always held in late July. **There are no annual fees required to swim ARPA Meets, only your meet entry fees.**

TEAM LEVELS

Factors considered for advancement include attendance, attentiveness, attitude, and progression. The Coaches have the final say on team-level progression. No exceptions.



Level I - Red

This level works on the basics of freestyle and backstroke, stamina, and core strength.

Level I - Black

This level includes progressive basics of free and back, and introduces fly and breast. Stroke fluidity, breathing, and balance are the focus.

Level II

This level stresses advancing technique in all strokes, as well as consistent endurance discipline.

Level III

Swimming all four strokes efficiently while participating in high-intensity aerobic workouts



WE ALL HAVE SPECIFIC ROLES...

SWIMMERS SWIM

COACHES COACH

OFFICIALS OFFICIATE

PARENTS PARENT

Team Guidelines

Swim Team Rules and Etiquette

1. Swimmers will not be allowed to be on the pool deck until the coach is present.
2. **No diving** in the shallow end of the pool at any time.
3. No swimmer is allowed on starting blocks unless given specific instructions by the coach.
4. No gum
5. No running on the pool deck.
6. No eating or drinking (other than clear liquids) allowed on the pool deck or bleacher area.
7. No pushing, fighting, horseplay, or profanity in the pool area or locker rooms.
8. Parents are not allowed on the pool deck during practice.
9. Please do not call your child to the door, or talk to them during practice. In the event of an emergency, alert the coaches.
10. Do not engage in a conversation with the coach during practice. If you wish to meet with the coach about something, please set up a meeting by emailing him at jrjiang@dothan.org.
11. Respect staff personnel, coaches, parents, facilities, and equipment.
12. Swimmers must enter and leave practice through the locker room doors.
13. Swimmers will dress in the locker rooms. No street clothes or shoes are permitted on the pool deck.
14. A swimmer may not leave the deck without permission.
15. Engaging in activities which disrupt practice will not be tolerated.
16. Swimmers who are dropped off for practice and then leave the building or do not swim will face disciplinary action.
17. It is the policy of Dothan Leisure Services to maintain a respectful and caring environment that is free from harassment. Report any events to the coaches or DLS staff immediately.

Swimmer's Responsibilities

- Come to practice prepared, with all necessary equipment.
- Respect your coaches and teammates.
- Pay attention to your coaches and work hard.
- Bathroom breaks must be approved by coach prior to exiting the pool, and should be limited and reasonable.
- Swimmers are responsible for assisting the coaches with lane lines.
- Swimmers are to abide by facility and Leisure Services rules. There is to be no vandalism, spitting on the deck or floors. Each swimmer is expected to clean up after themselves.
- Swimmer's Rules of Etiquette at Meets:
 - Know the rules of the meet, the schedule of events, your number and if in a relay, your spot on the relay, and the strokes you are swimming. Perform to the best of your ability at all times.
 - Talk to coaching staff when questions or concerns arise regarding meet line up.
 - Be courteous, respectful, and polite to all officials, coaches, competitors, parents, observers, and hosts.
 - Abide by all USA Swimming rules. It is mandatory that swimmers and parents stay out of restricted areas and competition walkways unless they are competing or serving in an official capacity.
 - Similarly, all questions that swimmers or parents may have concerning meet results, an officiating call, or the conduct of a meet must be referred to the coach. He, in turn, will pursue the matter through proper channels.

Swimmer Discipline Policy

The following progressive disciplinary action steps will be taken in the event of a violation of the abovementioned rules:

1. Verbal warning to the swimmer.
2. Swimmer is asked to do push-ups or wall sits.
3. Swimmer sits out for 10-15 minutes, and is told why behavior is unacceptable.
4. Swimmer will be asked to leave the activity or event for the day. Swimmer must remain in pool area until the parents arrive to pick them up. Parents will be notified of the violation, and the coach will file a swimmer report with Dothan Leisure Services.
5. If the behavior continues, parental attendance will be required at practice until the Aquatics Manager deems the problem under control.
6. If the situation does not improve, the swimmer will be temporarily suspended from the team. The length of suspension depends on the infraction, and will be determined by the Aquatics Manager.
7. The final stage of discipline is expulsion from the team

Parent's Role in Swimming

You play a large part in the success of your child's swimming career by helping them set their personal goals. You can do this by supporting your swimmer, and instilling respect, discipline, and teamwork in them. The coaches are dedicated to your children, and your support will make their job easier and enhance your swimmer's experience. We encourage you to support your child, regardless of their performance. Teach your child to be humble and gracious whether they win or lose.

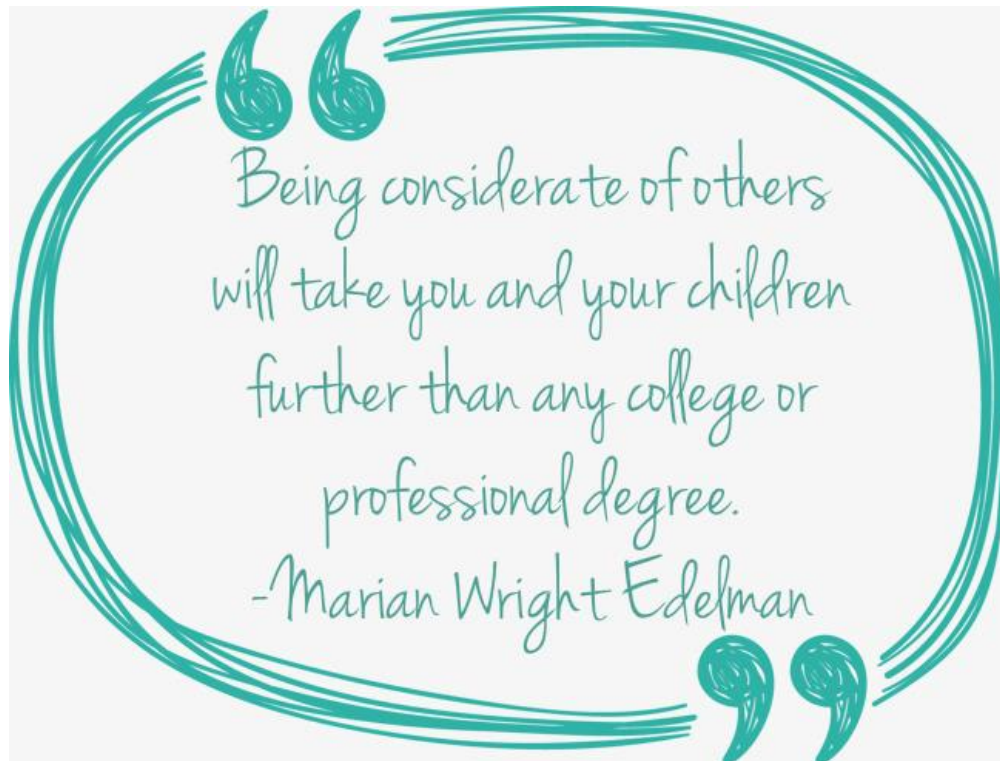
It is the coaches' job and duty to help each swimmer achieve their goal as only swim coaches can. Please trust them to do that job. By standing back and allowing them to do this, you show your child that the coaches are worthy of their trust and that they should be comfortable to form a solid coach/swimmer relationship. We know that the skills, discipline, and integrity that your child will gain from participating in this program will have life-long benefits.

Parent's Responsibilities

- Respect and follow all facility/DLS rules and regulations.
- Be courteous to swimmers, coaches, other parents, and facility staff.
- Respect all coaching decisions. The coaches have the final say in practices, team progression, and meet events and line-ups.
- Parents should not talk to the coaches or swimmers during a practice except in an emergency.
- Supervise your swimmer at meets when they are not on the pool deck. Parents are responsible for the supervision and discipline of their children when they are off of the deck. This includes before and after practice and at swim meets (i.e. in the locker rooms, gym, etc).
- Volunteer to assist at home meets. When you help at home meets you will always be relieved to allow you to watch your children swim. Please return to your area after your child's race to ensure the same courtesy to other parents.

Coaches Responsibility to Swimmers

- Coaches will act professionally.
- Coaches will help each swimmer establish goals each season.
- Coaches will demonstrate positive reinforcement and apply calculated, strategic training sessions.
- The coaching staff will supervise swimmers during practice.
- Coaches will determine what events your child will swim in each meet and mark them on the meet entry form given to your child.
- The coaching staff has the authority to take disciplinary action when necessary. Please refer to DDST Discipline Policy (page 8) for disciplinary action steps.



Swimming 101 Glossary

A glossary of those strange and wacky words we use in the sport of swimming. Relax and take your time reading. Soon you'll be understanding and maybe even speaking some "swim slang."

Age Group - Division of swimmers according to age. The age group divisions are: 8-under, 10-under, 11-12, 13-14, & Senior.

Anchor - The final swimmer in a relay.

Blocks - The starting platforms located behind each lane. Minimum water depth for use of starting blocks is 4 feet. Blocks have a variety of designs and can be permanent or removable.

Circle Swimming - Always swimming to the right side of the lane to allow for multiple swimmers to be in one lane.

Clinic - A scheduled meeting for the purpose of instruction. (i.e.) Official's clinic, Coach's clinic.

Deck - The area around the swimming pool reserved for swimmers, officials, and coaches. No one but an "authorized" USA Swimming member may be on the deck during a swim competition.

Deck Entries - Accepting entries into swimming events on the first day or later day of a meet.

Deck Seeding - Heat and lane assignments are posted after swimmers have checked in have "scratched" (indicated they will not participate in the event.)

Disqualified - A swimmer's performance is not counted because of a rules infraction. A disqualification is shown by an official raising one arm with open hand above their head.

Dual Meet - Type of meet where two teams/clubs compete against each other.

Dryland - The exercises and various strength programs swimmers do out of the water.

False Start - When a swimmer leaves the starting block before the horn or gun. One false start will disqualify a swimmer or a relay team.

Fins - Large rubber flipper-type devices that fit on a swimmers feet. Used in swim practice, not competition.

Flags - Pennants that are suspended over the width of each end of the pool approximately 15 feet from the wall. Used to count backstroke flags to the wall.

Heats - All of the swimmers entered in the event are divided into heats, or groups of swimmers. The results are compiled by the times swum, after all heats of the event are completed.

Heat Sheet - The pre-meet printed listings of swimmers' seed times in the various events at a swim meet.

High Point - An award given to the swimmer scoring the most points in a given age group at a swim meet. All meets do not offer high point awards; check the pre meet information.

Illegal - Doing something against the rules that is cause for disqualification.

IM - Individual Medley. A swimming event using all four of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke, Freestyle.

Interval - A specific elapsed time for swimming or rest used during swim practice.

Kick Board - A flotation device used by swimmers during practice.

Leg - The part of a relay event swum by a single team member. A single stroke in the IM.

Meet Director - The official in charge of the administration of the meet. The person directing the "dry side" of the meet.

NT - No Time. The abbreviation used on a heat sheet to designate that the swimmer has not swum that event before.

Officials - The certified adult volunteers who operate the many facets of a swim competition.

Paddle - Colored plastic devices worn on the swimmers hands during swim practice.

Psyche Sheet - An entry sheet showing all swimmers entered into each individual event and event time estimates.

Pull Buoy - A flotation device used for pulling by swimmers in practice.

Referee - The head official at a swim meet in charge of administration and decisions.

Relays - A swimming event in which four swimmers participate as a team. Each swimmer completes an equal distance of the race. There are two types of relays: 1.) **Medley relay** - One swimmer swims Backstroke, one swimmer swims Breaststroke, one swimmer swims Butterfly, one swimmer swims Freestyle, in that order. 2.) **Freestyle relay** - Each swimmer swims freestyle.

Scratch - To withdraw from an event after having declared an intention to participate. Some meets have scratch deadlines and specific scratch rules, and if not followed, swimmer can be disqualified from remaining events.

Seed - Assign the swimmers heats and lanes according to their submitted or preliminary times.

Short Course - A 25-yard pool. Westgate is a short-course pool.

Split - A portion of an event that is shorter than the total distance and is timed. (i.e.) A swimmer's first 50 time is taken as the swimmer swims the 100 race. It is common to take multiple splits for the longer distances.

Starter - The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.

Stroke - There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, Freestyle.

Stroke Judge - The official positioned at the side of the pool, walking the length of the course as the swimmers race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be disqualified.

Taper - The resting phase of a swimmer at the end of the season before the championship meet.

Timer - The volunteers sitting behind the starting blocks/finish end of pool, who are responsible for getting watch times on events and activating the backup buttons for the timing system.

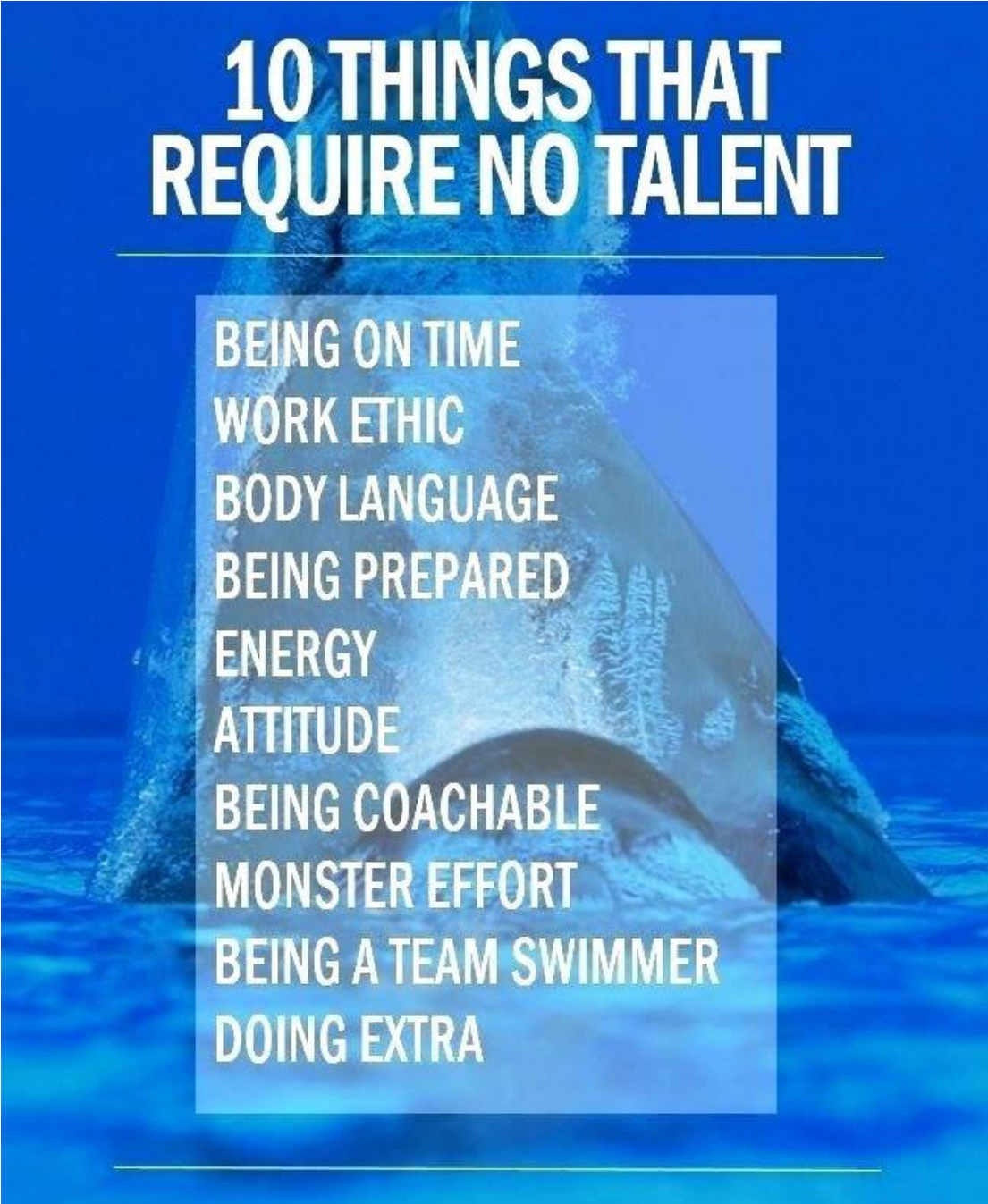
Touch Pad - The removable plate (on the end of pools) that is connected to an automatic timing system. A swimmer must properly touch the touchpad to register an official time in a race.

Unattached - An athlete member who competes, but does not represent a club or team. (abbr. UN)

Warm-down - The recovery swimming a swimmer does after a race when pool space is available.

Warm-up - The practice and "loosening-up" session a swimmer does before the meet or their event is swum.

10 THINGS THAT REQUIRE NO TALENT



BEING ON TIME
WORK ETHIC
BODY LANGUAGE
BEING PREPARED
ENERGY
ATTITUDE
BEING COACHABLE
MONSTER EFFORT
BEING A TEAM SWIMMER
DOING EXTRA

Team Code of Conduct

Adopted from USA Swimming

TEAM CODE OF CONDUCT: ATHLETES

- The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. By signing this code of conduct, I agree to the following statements:
- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will attend all team meetings and training sessions, unless I am excused by my coach.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and/or the Department of Leisure Services.

PRINT ATHLETE NAME

ATHLETE SIGNATURE

DATE

TEAM CODE OF CONDUCT: PARENTS

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during practices or meets.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will respect the integrity of the officials.

I understand this code of conduct and the parent responsibilities listed in this manual, and understand that any serious violations of these guidelines will result in department review.

PRINT PARENT NAME

PARENT SIGNATURE

DATE



DLS Permission Form for DDST Participation

Please print legibly



Swimmer's Information	
First Name _____	Circle One: Male Female
Middle Initial _____	Date of Birth _____
Last Name _____	Home Phone _____
Address _____	City, State, Zip _____

Mother's Information	
Mother's Name _____	Work Phone _____
Email Address _____	Cell Phone _____
Home Phone _____	

Father's Information	
Father's Name _____	Work Phone _____
Email Address _____	Cell Phone _____
Home Phone _____	

We, the parents (guardians) of _____, do hereby give him/her permission to participate in the Department of Leisure Services' Dothan Dolphin Swim Team. We agree not to hold the Department (and therefore the City of Dothan), the sponsors, boosters, coaches, or any official responsible in any way in case of injury. We have insurance coverage on our participating child that will be in effect for the entire season through:

_____ Name of Insurance Company

Please note any allergies, physical disabilities, required medication, or other special needs that we should be aware of:

_____ Parent/Guardian Signature

_____ Date

I hereby give permission to DDST and the City of Dothan to use my child's image to be published on social media, news organizations, etc. (Circle One)

I GIVE PERMISSION

I DO NOT GIVE PERMISSON