



Men's Swim Team
Student-Athlete Handbook
Swim Season 2017 – 2018

Table of Contents

Philosophy.....	4#
How to be a Champion	4#
Student – Athlete Participation	4#
Attendance	5#
Excused Absence	5#
Unexcused Absence	5#
Communication of Non-attendance	6#
Cancellation of Practice or Meets	6#
Academics and Eligibility.....	6#
Time Management	6#
Behavior.....	7#
Discipline	7#
Stealing or Taking of Property.....	7#
Linn-Mar Locker Room Behavior	7#
Initiations	7#
Bus Etiquette.....	8#
Resolution of Issues	11#
Health and Wellness	11#
H1N1.....	11#
MRSA	11#
Ear Infections	12#
Other Factors.....	12#
Swim Meets	13#
Participation	13#
Conduct at Meets	13#

Transportation To and From Meets	13#
Food after Meets	13#
Team Equipment.....	13#
Awards	14#
Varsity Letter	14#

Philosophy

Every swimmer has the right to become the best they possibly can. It is a TEAM goal to create an atmosphere where this is not only possible, but inevitable. It is with this in mind, the frequency and content of practice will be planned. This will be consistent with the swimmer's current, as well as, expected performance levels. Each athlete's attendance and participation at these practices is critical to his success. An athlete well enough to attend school is well enough to attend practice. Conversely, an athlete well enough to practice is well enough to be at school (exception to this is a note or e-mail from a family doctor or personal trainer requesting a deviation).

Hard work is the corner stone of our swimming TEAM. We will always work harder and do more than seems necessary – hard, SMART WORK. This hard work comes in the form of yardage, intensity, technique, and dry land training. Always work smart by concentrating on and getting the most out of each phase of our training program. Every swimmer will have a TARGET meet. This is the meet where the swimmer's physical and mental preparation will be at his peak for optimum performance.

The first step toward being a champion is to act like one. We will always behave with class and treat our opponents as we would like to be treated. Respect your opponent and bring out the best in you.

Be proud to be a swimmer. You are totally unique! Swimming can challenge you to find your limits. Daily practices, social sacrifices, early to bed, and early to rise will teach you what it takes to be successful in the pool and life. You take part in one of the most demanding sports in the world. Take personal responsibility for yourself and challenge your success boundaries.

How to be a Champion

You must seek. You must work. Expect no short cuts. Learn to give everything. Be consistent with training habits. Never miss practice. Become a dependable competitor. Winning is built on spirit, determination and dedication to hard work. Be a TEAM swimmer. There is no "I" in TEAM. Never alibi or make excuses. Become a tough competitor that Wins and Loses with dignity. Set the pace for the TEAM. Have pride. Establish goals. Write this so you can read it everyday... "WHAT I AM TO BE I AM NOW BECOMING."

Helpful website as it pertains to Linn-Mar Men's Swim Team are:

www.lmswimdive.com/boys.html

www.iahsaa.org

www.mississippivalleyiowa.org

Student – Athlete Participation

It is the TEAM philosophy to have ALL swimmers attend and participate in practice. If you are well enough to attend school you are well enough to practice. It may be necessary for ill or injured athletes to participate in alternative activities. Specific circumstances of the athlete's injury or illness will always be taken into consideration when determining the activity in which he will participate. Participation in meets is based on participation in practice. By not attending or not

fully participating in practice you will be jeopardizing your participation in meets. Student-Athletes are expected to:

1. Attend pre-season informational meetings.
2. Have parents or guardian attend informational parent meetings.
3. Have evaluation of skill during first week of official practice.
4. Have skill level determined to anticipate level of competition and participation.
5. Attend all practices, meets, and team functions. If a student-athlete has another required commitment, parents or guardians must contact coach to excuse the student-athlete from practice, meets, or team function.

Additional guidelines for a student-athlete who is a foreign exchange student:

1. Host parents and student-athlete attend individual orientation meeting with coaching staff at the beginning of season.
2. Skill level will determine level of participation, but student-athlete will be involved with all aspects of the program including travel to away contests, District and State Meets.
3. Coaching staff will have regular meetings with student-athlete addressing concerns and progress.
4. Student-athlete will be involved in senior night activities and the end of season banquet.

Attendance

Excused Absence

The word excuse has been misused and abused. At times, it seems that somewhere along the way an excuse and actually doing what you are supposed to do have become equal. **THIS IS NOT TRUE!** An excuse is NOT the same as doing it. The feeling that "As long as I have an excuse anything goes" is not acceptable for our program. There are two specific instances when a note of explanation will be required:

1. BEFORE an athlete can miss an optional vacation practice, a note from a parent is required to confirm an event or out of town trip that would cause an athlete to miss a practice.
2. The second instance that requires a note of explanation is when you visit a doctor. This note from a doctor serves two purposes. First, it informs the coaching staff of exactly what is wrong with the athlete. This can help in determining exactly when the athlete can return to practice and what activity would be appropriate. Also, if the trainer is involved in rehabilitation, the note can be of great help to the training staff. The second purpose of the doctors' note is to negate any days missed. A doctor's note will only affect the attendance for the specific dates covered by the note.

Unexcused Absence

Un-excused absences apply to morning conditioning and evening swim practices. Both morning conditioning and evening swim practices are mandatory. In the event that a swimmer has an un-excused absence, the swimmer will not participate in the up-coming meet, although the swimmer will be required to be at the meet to support his teammates.

An unexcused absence requires a meeting with the Head Coach. If you have a second unexcused absence, you and your parents will be required to meet with the Head Coach to discuss your

commitment to being on the team before you are allowed to participate in any additional practices or meets. A third unexcused absence will be grounds for suspension from competition and possibly the team.

Communication of Non-attendance

If for any reason you cannot attend practice you must notify either the Head or Assistant Coach BEFORE practice starts. At a minimum, ALWAYS leave a phone message. DO NOT send a message with other swimmers. It is your responsibility to talk to the coaches each day you do not attend practice.

Cancellation of Practice or Meets

If for any reason there is a late start at school, there will be no morning strength training or in some cases, morning swim training. Meets may also be cancelled if school is cancelled or there is an early out because of weather. Team members will get an update from the Head or Assistant Coach on the status of the event via e-mail, text or the Linn-Mar Men's Swim Team website:

(<http://www.lmswimdive.com/boys>).

Academics and Eligibility

Your academics are important, and school always comes first! There are two passing grades, A and B, and three stages of deficiency, C, D and F. Do not waste the opportunity to become academically strong. The Linn-Mar experience provides you with the tools you will need to help you succeed in your life endeavors.

It goes without saying that just maintaining eligibility is not an acceptable academic goal. The foundation of the Linn-Mar Swimming team is EXCELLENCE! Excellence is not a part-time endeavor. It is each athlete's responsibility to strive for excellence in all pursuits. If an athlete is having difficulties with his studies, it should be addressed immediately.

The Linn-Mar High School minimum academic and eligibility requirements are as follows:

- If a student-athlete has an F+ in a class he is ineligible for thirty (30) days. During this time he can practice, but is not able to suit up or compete in any meet.
- If a student-athlete has an F in a class he is ineligible for nine (9) weeks. The swim season is only 12 weeks long. Again, during this time he can practice, but is not able to suit up or compete in any meets.

Time Management

Swimming practice is not a "last chance" study hall for poor planning by athletes. It is also not a place to take a nap. PLAN AHEAD! Do homework, test preparation and projects on a daily basis; avert all-nighters just before assignments are due. There may be times when academic loads are unusually high or a combination of factors may cause a temporary problem. Most athletes find that with careful planning, prioritizing of activities and some social sacrifices, conflicts can be avoided. DO NOT schedule other activities during practice time!

Behavior

It is expected that all Linn-Mar swimmers will conduct themselves in an appropriate manner at all times. It is especially important at all TEAM functions and on all TEAM trips. Rude, obnoxious, unsportsmanlike/illegal behavior and inappropriate language will not be tolerated. Alcohol, tobacco, and drug use are detrimental to your athletic performance. They are against school rules (see the Code of Conduct). They are also against the law. The use of, or the possession of alcohol, tobacco, or drugs is grounds for immediate suspension or dismissal from the TEAM.

Your continued standing on the TEAM is dependent on you following ALL school rules. Assignment to Suspension from school indicates a serious violation of school rules and will most likely affect the athlete's training. This disregard for themselves and their TEAM mates could result in suspension and/or dismissal from the TEAM.

Discipline

Members of the Linn-Mar Swimming TEAM are expected to follow the Code of Conduct at all times. Discipline will be conducted in accordance with the code. The athletic code must be read and signed by all athletes and their parents by the start of our swim season

Stealing or Taking of Property

Anyone caught taking anything at all from our team members, competitors, or other schools will be **immediately DISMISSED from the team. **There is no warning, this is the warning****

Linn-Mar Locker Room Behavior

We have been granted a privilege to use our aquatics facility. There will be absolutely no horseplay in the locker rooms. Our expectation is that swimmers are to exit the pool after practice, shower, change, and be out of the Linn-Mar pool facility in 15 minutes.

Initiations

Linn-Mar High School does not approve of any initiations, hazing or bullying of any kind. This is unacceptable and will not be tolerated and may be cause for indefinite suspension. This is a Linn-Mar School Board Policy. If it is found that students participate in this activity, those students will be suspended for part of their season. Please also remember that this activity is against the law and that charges may be filed.

The Linn-Mar policy is ANTI-BULLYING/HARASSMENT POLICY (Code 104). It states that harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Board. The Board is committed to providing all students and employees with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedure to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers will not be tolerated in the school or school District.

The Board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race religion, marital status, sex sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party reference, political belief, socioeconomic status or family status. This policy is in effect while students or employees are on property within the jurisdiction of the Board; while on school-owned or school-operated vehicles; while attending or engaging in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school District.

If, after an investigation a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to and including, suspension and expulsion. When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student or employee which creates an objectively hostile school/work environment that meets one or more of the following conditions:

Individuals who feel that they have been harassed should:

- Communication to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should: Tell a teacher counselor, or principal.

Bus Etiquette

The goal of the Transportation Department is to provide each student with an emotionally and physically safe ride to and from swim team events. Proper conduct of all students while traveling to and from the swim team activities is required in order to meet this goal. The School District has posted student behavior guidelines which apply to all students while being transported in District owned vehicles. Each student along with his parent/guardian is responsible for the behavior of that student while being transported. Transportation is a privilege granted to the student contingent upon the exhibition of proper behavior according to District behavioral guidelines. A student's eligibility to ride the school bus may be suspended or revoked for a violation of the stated conduct guidelines or for a violation of any other law or policy governing student conduct on a school bus. Revocation of a student's bus riding privilege is not considered an exclusion, expulsion or suspension from school. The District will not provide alternative transportation for a student that has lost his bus riding privilege. Parents are responsible for their student until the student boards the bus. The District is not responsible for behavior that occurs at the "bus stop".

Class 1

Unacceptable Behavior

- Possession of a handgun, ammunition, knife or other weapon or dangerous object
- Possession of alcohol, illegal drugs or tobacco

- Assault on the driver
- Attempting to hold onto or ride the outside of the bus
- Threatening District employees
- Flagrant disregard for safety
- Intentional running in front of a moving school bus
- Violent assault of another student
- Vandalism or destruction of property
- Opening an emergency exit without authorization
- Sexual misconduct
- Throwing items at or intentionally distracting the driver

Consequences:

- First offense: Minimum 3 days suspension and up to loss of bus privileges for the remainder of the year.

Class II

Unacceptable Behavior:

- Abusive or profane language directed at District employees
- Ignition of any type of fire source (lighters, matches, etc.)
- Physical aggression towards another person
- Bullying or intimidating of others
- Theft
- Possession of a look-a-like weapon
- Use or possession of laser lights
- Tampering with bus equipment including lights, radio, etc
- Extending any body part out of the window of the moving bus
- Willful damage of property of another student
- False identification or refusal to identify himself to the driver
- Failure to follow safe crossing procedure
- Riding while bus privilege is suspended

- Throwing or shooting objects out of the bus

Consequences

- First Offense: Written warning and/or 1-10 day bus suspension
- Second Offense: 3-30 day bus suspension
- Third Offense: 5 day suspension up to loss of bus privilege for remainder of the school year

Class III

Unacceptable Behavior

- Failure to follow driver's direction
- Standing or not facing forward while bus is moving
- Use of obscene or profane language and gestures
- Harassment of other students (poking, pushing, etc)
- Boarding or exiting at other than the assigned stop
- Shouting or excessive noise making
- Tripping or blocking the aisle
- Spitting
- Horseplay
- Throwing or shooting objects inside bus
- Littering

Consequences

- First Offense: Written warning and/or 1-5 day bus suspension
- Second Offense: Written warning and/or 1-10 day bus suspension
- Third Offense: 1-60 day bus suspension
- Fourth Offense: 1 day bus suspension up to loss of privilege for the remainder of the school year

The above unacceptable behavior is divided into Class I, II, and III offenses and consequences depending on the severity of an incident. This guideline serves as notice to parents / guardians of the intent of the Transportation Department in administering discipline. **IMPORTANT** – Behavior issues are tracked from one year to the next year. If a student's bus privilege has been suspended in one year, continued misbehavior in the subsequent year(s) may result in an immediate

suspension. This will be utilized on a case by case basis as determined by the Director of Transportation. The Transportation Department reserves the right to administer any level of discipline they feel is appropriate for the given incident. Since we cannot list all possible violations, any violation not fitting the above lists will be decided on a case by case basis to determine the appropriate level of the violation. If a student commits offenses of different classes in the same incident, the consequences associated with the more serious violation will be applied. The Transportation Department realizes that when a suspension is levied it affects not only the student but the entire family. Please be assured that when a suspension is levied it is done with the goal of correcting future behavior. Parents are urged to discuss proper conduct on the bus with their students in hopes of avoiding the possibility of a suspension.

Resolution of Issues

If for any reason a swimmer, parent or guardian has a concern or issue with anything regarding the swim program, they are to contact the Head Coach within 24 hours of the occurrence. The proper protocol for communication is the Team Coach and then the School Athletic Director. If the Athletic Director is contacted prior to the Team Coach, the Athletic Director will re-direct the concern or issue back to the Coach prior to his involvement.

Health and Wellness

All student-athletes are to have a checkup and submit a physical form prior to the official season start date. The student-athlete is not eligible to participate until the physical form is on file.

Swimming is an exhausting sport that requires athletes to take some simple precautions in order to maintain their health. YOU and ONLY YOU are RESPONSIBLE for YOUR health. Due to the relatively short season, any time lost to illness could be critical to an athlete's successful completion of his season. Be PROACTIVE. Actively work to avoid illness. Listed below are several things that can be done by everyone to prevent illness.

H1N1

The following is a web link to the Iowa Department Public Health information on infectious diseases occurring in the State. The site is updated daily:

<http://www.idph.state.ia.us/>

MRSA

Together, the Linn Mar Medical Staff and the administration along with the St. Luke's Sports Medicine team would like to take the opportunity to share the proper procedures and preventative measures to be taken if there is an unfortunate MRSA breakout in the Linn Mar School District. Please remember that these preventative measures are things that each student and family can do to help reduce the risk of a MRSA break out.

MRSA stands for Methicillin Resistant Staphylococcus Aureus. It is a type of "super bug" that often causes skin infections. MRSA is a strain of Staph bacteria that has developed a resistance to most antibiotics, including penicillin. MRSA is a rapidly progressing bacterium that attaches to the soft tissue area of the shin and can become systemic by entering the blood stream which endangers joints and vital organs.

Individuals can get MRSA by touching MRSA-infected skin or surfaces that have MRSA on them. You should avoid sharing hygiene items (bar soap, towels and razors) and sports equipment. Sometimes individuals will contract MRSA by overusing antibiotics, by stopping them early, or missing doses. MRSA can look like a spider bite, infected skin, a boil, an abscess or Impetigo. A healthcare provider can treat MRSA by draining the infection or with an antibiotic to help reduce the bacteria on your skin. To prevent the spread of MRSA the following precaution should be taken:

- Wash your hands often with warm, soapy water.
- Use 60 percent (or greater) alcohol-based hand gel when soap and water are not available.
- Shower after participating in exercise or sports.
- Clean sports equipment after each use.
- Clean surfaces frequently that may come in contact with skin (chairs, tables, toilet seats, etc.).
- Wipe down high hand touch surfaces frequently- door knobs, phones, keyboards, etc.
- Take antibiotics only when you need them. If they are prescribed, take them all.
- Do not share personal hygiene items or clothing.
- Avoid contact with other people's skin infections.
- Keep skin infections covered with clean, dry bandages taped on all four sides.
- Stay home from work/school if you have draining infections that require bandage changes during work/school hours.

More information can be found at the following websites:

www.cdc.gov/ncidod/dhqp/ar-mrsa.html

http://www.idph.state.ia.us/adper/common/pdf/abx/mrsa_faq.pdf

Ear Infections

Ear infections are easily preventable. Outer ear infections are usually created by water in the ear canal. The water that remains after swimming, diving, or showering can allow an infection to grow in the ear. By the time it hurts, it is too late. **BEING PROACTIVE IS THE ONLY WAY TO AVOID EAR INFECTION!** Dry your ears after every practice, bath, or shower. Use a commercial product such as Swim Ear to help remove the water. Ear plugs are another way to help prevent ear infection. Ear plugs do not work for everyone. They can help with swimmers who are not very susceptible to ear problems.

Other Factors

There are other contributors to maintaining your health. These factors are proper attire and rest.

DRESS PROPERLY- Swimming is a winter sport. It is imperative that athletes dress according to the weather. Hats, while not always fashionable, are a must. A zipped up (buttoned up, snapped up, whatever) jacket or coat is also very important. Shoes are to be worn to and from practice and swim meets. Even a little thing like taking time to dry off completely, including your hair and ears before going outside can make a difference.

REST is a weapon. An athlete must be careful to get proper amounts of rest on a regular basis. The actual amount of rest needed by each individual athlete will differ. Even an individual's needs will differ based on many factors. It is in your best interest to develop a pattern of going to bed and waking up at basically the same time each night and day. Of course this is not always possible, but setting a pattern will definitely help you to obtain a deeper, more restful sleep. Heavy, physical work and a lack of sleep are a dangerous combination, a combination that can easily open the door to illness.

Rest is an important part of your success as an athlete. It is important to get the proper amount of sleep for optimum practice and meet performance. As a rule of thumb TEAM members should be in bed "*as early as possible*" after taking care of family and academic responsibilities. Specific curfews may be announced for some meets. It is understood that sometimes homework, test preparation or other important school work may cause an athlete to stay up late. This makes getting "extra" sleep as often as possible, to help get through tough times, even more important. It is important to establish routine. A late bedtime should be the exception rather than a rule.

Swim Meets

Participation

As indicated in previous sections of this handbook, only swimmers that are in good academic standing and who have met practice attendance standards will participate in swim meets. The coaches decide the line-up for the all meets. If a swimmer has a question regarding his participation, he is to contact the Head Coach.

Conduct at Meets

During the meets swimmers are to stay on the deck at all times. Swimmers are not to visit friends or family in the bleachers during competition. It's important to stay on the deck to show support to fellow teammates as well others by cheering.

Transportation To and From Meets

The school provides transportation to and from all meets. Swimmers will travel as a team. If a swimmer needs to ride with a parent or guardian in order to get to another function after the meet, a note from a parent or guardian for documentation is required. This note must be given to the Head or Assistant Coach.

Food after Meets

After some meets the team may stop for food. It is suggested that swimmers bring \$5-\$10 to away meets. It is also advised that swimmers pack food or snacks in their bags on meet days.

Team Equipment

A swimmer has an option of buying or checking out a pair of team sweats or other team equipment that is available. If a swimmer loses the team sweats or equipment that have been checked out to him, the swimmer is responsible for the replacement cost, as detailed in a separate agreement each swimmer will sign as part of the checkout process.

Awards

An award of any type is recognition of the swimmer's performance throughout the year. Awards are a privilege not a gift. A swimmer is eligible to earn awards if the swimmer is in good academic standing for the entire season.

Varsity Letter

To earn a Varsity Letter Award, a swimmer must (1) Swim a time that would place them as an individual in the top 10 at the District Meet, (2) Swim and place as part of a relay in the top 4 at the District Meet, or (2) Swim at the State Meet. Additionally, a swimmer who has swum four (4) consecutive years will earn a Varsity Letter regardless of any time or participation at the District or State Meet.

Linn-Mar Swimming has set high standards to earn a Varsity Letter Award, and it is our intention that it be a meaningful accomplishment. Any swimmer who has met the above standard will be recognized for a Varsity Letter Award. Coaches may grant rare exceptions to this Varsity Letter Award standard based on uncontrollable factors, such as the strength of the District participants. Swimmers are not to rely on this exception process and should embrace the philosophy of a Letter Award being an important achievement.