Table of Contents

Organization & Structure……………………………………………………………………………………………………… 2

Mission Statement, Vision, and Objectives…………………………………………………………………………… 3

Requirements of Team Membership……………………………………………………………………………………. 4

* Sharks Registration/Member Dues/Billing
* USA Swimming Registration
* Volunteer Policy
* Athlete Requirements

Practice Groups…………………………………………………………………………………………………………………… 7

Coaching Staff Responsibilities…………………………………………………………………………………………… 10

Swim Meets……………………………………………………………………………………………………………………….. 13

Team Apparel and Accessories…………………………………………………………………………………………… 14

Team Website/Communications………………………………………………………………………………………… 15

Current Board of Directors………………………………………………………………………………………………… 16

ORGANIZATION & STRUCTURE

 The Newburgh Sharks is a 501(c) (3) nonprofit organization. We derive our funds from membership dues, fundraising events, hosted swim meets, sponsorships and donations. These funds are spent primarily on pool fees (pool rental, janitorial and security fees), coaching costs, equipment for our swimmers, and social functions/events.

 As with all nonprofit organizations, our team consists of a Board of Directors (BOD). The BOD consists of our Head Coach, the President, Vice President, Secretary, and Treasurer. These individuals volunteer their time to be sure the Newburgh Sharks is operating successfully and continues to be the premier competitive swim team in our area. The BOD’s primary responsibility is to support the programs and initiatives set forth by the Head Coach. The BOD can vote for other officers to help operate different “dry side operations” (i.e. fundraising, accounts payable, team events, meet management, etc.) of the Newburgh Sharks.

 BOD meetings are held at least once a month and are open to all parents. The President determines the time and location of the meeting. The BOD may also call meetings as deemed necessary.

 Being a 501(c) (3) nonprofit organization, people or organizations who contribute to our Club can take a tax deduction for their contribution. The Newburgh Sharks are grateful for any donations or contributions made on behalf of our Club. Individuals or corporations can contact any of our BODS in order to make a contribution.

 The Newburgh Sharks are a member of USA Swimming- the governing body of amateur competitive swimming in the United States. USA Swimming is responsible for the selection of USA National Teams who compete at the Olympic and World Championships as well as other international competitions. The Newburgh Sharks are part of the EASTERN ZONE Region and compete locally at the Metropolitan Local Swimming Community (LSC). The Sharks compete in meets that range from the Local to the National level and we are committed to developing athletes that can compete and succeed at the Local, Regional, and National Level.

MISSION STATEMENT, VISION, OBJECTIVES

MISSION STATEMENT: *“The Newburgh Sharks will help our swimmers reach their maximum potential in swimming and life through learning, modeling, and displaying characteristics of hard work, dedication, and commitment to training.”*

VISION: *“To develop passionate, respectable, and successful individuals through the sport of swimming.”*

OBJECTIVES:

1. The Newburgh Sharks are committed to excelling in performance and we continue to strive to be the competitive leader in local, regional, and national competitions.
2. Develop a sense of positive self-esteem and pride through individual and team achievement.
3. Provide a well-educated and professional staff to instruct the skills necessary to succeed in competitive swimming and in life.
4. Provide, promote, and model integrity and fairness, leadership, personal responsibility and accountability, and sportsmanship in a safe and positive learning environment.
5. Promote family and community support and involvement through competitive swimming.

REQUIREMENTS OF TEAM MEMBERSHIP

 The most important requirement necessary for team membership on the Newburgh Sharks is for the athletes and parents to have the DESIRE to become part of a competitive and successful swim team along with a commitment to progress and improve through hard work and dedication to training. We encourage anyone interested in competitive swimming to be a part of the winning Tradition that is Newburgh Swimming and we do not limit participation regardless of age or ability level.

 Individuals wishing to join our Club must be able to complete one length of competitive freestyle (front crawl) with rhythmic breathing. All potential members are subject to a proficiency tryout with a coach before membership is secured. Upon completion of the Tryout, the coach will decide what group the potential swimmer will be placed in based on swimming ability, age, and strength. Training groups are discussed further in our Policies and Procedures Handbook.

* **Sharks Registration/Member Dues/Billing**

In order to complete Newburgh Sharks Membership, individuals must complete a Newburgh Sharks Registration form, up to date payment of all assessed fees, are active members of USA Swimming, adhere to all Sharks Policies, and fulfill family volunteer commitments.

The Newburgh Sharks registration fees differ depending on Practice Group. Fifty Percent (50%) payment of registration fees are due on or before December 31. The Balance is due by February 1st of the current swim season. All other billing items (meet entry fees, team merchandise, etc.) are due the end of the next month in which the items are billed. There will be a $35.00 late fee charged for any payment not received by February 1st.

 Delinquent dues will subject your swimmer to being placed on administrative leave where your swimmer will not be allowed to swim until all dues are paid in full.

If a member is absent from the Newburgh Sharks programs, his or her membership will automatically be terminated after 60 days of no participation. A member may keep their membership active without participation indefinitely if the member notifies the Head Coach or Treasurer and continues to pay the monthly fees.

If a member quits the Program, or is dropped from the Newburgh Sharks due to a delinquent account, overdue and current account balances are due in full. The member will be allowed to rejoin the Program only after the past due balance is cleared. If a member is dropped due to Disciplinary action, all current balances are due in full.

Any Swimmer wishing to drop the Program must notify the Newburgh Sharks Head Coach or Treasurer in writing by the 15th of the month in order to avoid being billed. If a member is billed and cannot provide proof of termination date, the member will be responsible for all charges on the account.

If a member is unsatisfied with the Newburgh Sharks program and wants a refund, an investigation will be conducted to determine the cause of dissatisfaction. Requests of this type will be evaluated on a case by case basis.

Newburgh Sharks members may contact the Treasurer or any Board Member with questions regarding the accuracy of any Sharks bill. If it is determined that a member was incorrectly charged for a service, the member is entitled to a prompt refund of all incorrect amounts.

Below is a summary of possible fees or dues that may appear on your bill:

* **Registration Fees**- This could include Newburgh Sharks Registration, USA Swimming Registration, or Metropolitan Swimming Registration Fees.
* **Meet Entry Fees**- The entry fees (set by the host team) are charged for each event entered by a swimmer. These are non-refundable in the event you do not attend the meet. (See below- Swim Meets)
* **Swimmer Travel Expense**- IF the team provides some portion of Travel for a member, that member is responsible for reimbursing Newburgh Sharks.
* **Non-Working Fees**- This will only appear on statements if you have not worked the required home meets (See below-Volunteer Policy).
* **USA Swimming Membership**

Membership is valid for one year beginning on September 1st. New team members must verify date of birth and fill out a USA Registration form as part of the initial USA Registration process. USA Registration is a separate fee from the Newburgh Sharks Registration fee. Every swimmer re-registers annually. For all returning swimmers, the re-registration process is completed automatically in the month of September upon re-registering for the Club.

* **Family Participation Policy**

In order to create a positive environment and maintain success at the highest level, the dedicated efforts of our parents is vital. Your child is swimming with one of the most successful USA Swimming Clubs in our LSC and part of that success is due to the parent volunteers. The MINIMUL obligations of ALL Shark Parents are the following:

1. Families are obligated to participate in a minimum of 4 hours or 1 meet session per home meet day. Families are obligated to participate in a minimum of 8 sessions over the course of the year. (One session each day).
2. Participate at ALL Sharks home meets (3-4 per year); even if your child is not participating/swimming in that particular meet.
3. Failure of families to participate during home meets will be assessed a fee of $50.00 per session missed.

\*\*\*An adult other than the parent may satisfy volunteer obligations\*\*\*

The intent of this policy is not to raise money, but to emphasize the importance of working together to maintain high standards. Volunteering our time and working together as parents provides your children with examples of hard work, commitment, and dedication that are the characteristics and traits that our Club strives to instill in our swimmers. The participation effort also helps evenly share duties that are necessary to host a well-run meet. Our hosted meets are often our biggest “fundraisers” and a well-run meet attracts an increasing number of teams to attend, in turn- increasing our revenue.

\*\*\*As participating in meets is a condition of Sharks membership, families who show a pattern of not volunteering their time may have their membership refused at renewal. \*\*\*

* **Athlete Requirements**

As an athlete representing Newburgh Sharks, all swimmers regardless of age or ability level will be required to adhere the following:

1. Conduct themselves, teammates, opponents, and others with the highest respect and sportsmanship.
2. Be on time and prepared (both materials and mentally) for scheduled workouts and swim meets
3. Behave in an appropriate manner in locker rooms and on the pool deck. Misbehavior can result in the immediate dismissal from the Newburgh Sharks at the discretion of the Head Coach.

## TRAINING GROUPS

Swimming workouts for members are held on a daily basis Monday through Friday and on Saturdays for Senior Level groups. Extra workouts may be available at the discretion of the Head Coach.

Training Groups are divided according to age, ability and level of commitment. Within each group, each swimmer may be assigned a training lane with other swimmers of equal ability or approximate age. This allows for the appropriate physiological development of the swimmer and provides the best possible teaching environment. As a swimmer improves and is capable of increasing physical work, the swimmer may be assigned to a more advanced training group ONLY at the discretion of the Coaching Staff.

Swimmers are not discouraged from participation in other social, school, or athletic activities outside of the Newburgh Sharks; we encourage this. Taking part in other activities allows our athletes to become well-rounded individuals and also helps teach time management skills. While swimmers are not required to attend every scheduled practice session in some groups, the more advanced training groups do have attendance requirements that must be met. Swimmers participating according to the practice guidelines set forth by the Coaching Staff will realize the greatest gains.

We do not prohibit parents from observing practice sessions from the stands or areas deemed appropriate. Parents are to stay in designated areas until practice is complete or otherwise directed by a Coach. Our Coaches are always available to answer any questions following practice.

Below are a list of our Practice Groups and specific goals and objectives each group focuses on:

# Practice Groups-

 Goldfish

***Description***: This group is an introduction to competitive swimming. This group focuses on learning to become more efficient in the water, breaking skills down of four strokes, learning through team camaraderie, having fun and establishing a love of swimming.

1. ***Pre-requisites***-
	1. Swimmer is able to complete one length Freestyle with rhythmic Breathing.
	2. Swimmer is able to complete one length legal Backstroke
	3. Swimmer is able to float on Stomach and Back
	4. Swimmer is able to kick with a kick board one length of pool
2. ***Goals*** – the goals of the Goldfish group to master *before* moving on to Junior Group:
	1. Complete 100 freestyle, backstroke, and breaststroke legally
	2. Complete 25 yds legal butterfly/dolphin kick
	3. Complete LEGAL 100 IM consistently
	4. Consistent demonstration of Streamline and Rhythmic Breathing
	5. Complete freestyle and backstroke flip turns consistently and legally
	6. Know and understand the rules and etiquette of swimming in a lane and practice:
		1. i.e. circle swimming, reading the pace clock, leaving five seconds apart, listening to coach, being friendly and respectful to others
	7. Complete 10 x 50’s freestyle on 1:30
	8. Complete 5x100’s freestyle on 3:00
	9. Successfully master a racing start from the blocks

\*\* Movement from the Goldfish Group to the Junior Group is ultimately at the Coach’s discretion.

1. ***Meet Attendance***-
	1. All Goldfish Swimmers are required to swim at the Newburgh Sharks home meets. All other travel meets are at the Parent’s discretion.

**Junior Group**

***Description***: This group is a competitive group that focuses on continued learning and mastering the advanced skills of all four competitive strokes, starts, and turns. This group will be taught with an emphasis on having fun and enjoying the sport of swimming while also being introduced to basic training practices and routines.

1. ***Pre-requisites***-
	1. Swimmer must have met the Goals of the Goldfish Group
2. ***Goals*** – the goals of the Junior group to master before moving on to Senior Prep:
	1. Demonstrate fundamentals of competitive swimming (streamline, breathing patterns, flip turns, etc).
	2. Must be able to complete Starts and Turns in all four strokes legally
	3. Underwater streamline dolphin kick for 10 yards
	4. Demonstrate the ability to push off streamline consistently
	5. 10x 50’s streamline kick 1:10
	6. 10x100’s freestyle @ 1:45
	7. 500 freestyle under 9:00
	8. Complete **legal** 200 IM
	9. Understand how a pace clock works and be able to complete intervals
	10. Must have achieved One Silver Championship Time Cut

\*\* The ultimate decision regarding moving from Junior group is left at the Coach’s discretion.

1. ***Meet Attendance***-
	1. All Junior Swimmers are required to swim at the Newburgh Sharks home meets. Swimmers are encouraged to attend any away meets the coaching staff recommends.

**Senior Prep**

***Description***: This group is the Newburgh Sharks second most competitive group that is designed to provide swimmers more advanced training and a higher level of competitive swimming experience. This group will be held accountable for practice attendance and meet attendance. This group will train to make cuts at the Age Group, Silver, JO, and Zone level.

1. ***Pre-requisites***-
	1. Swimmer must have met the Goals of the Junior Group
	2. Swimmer must be able to compete and train at a high level (practice 4-6 times per week)
	3. Swimmers must be able to commit to traveling outside our own LSC
2. ***Goals*** – the goals of the Senior Prep Group before moving to Senior Group
	1. Swimmer must have mastery of all four competitive strokes
	2. Demonstrates high skill of starts and turns in all four competitive strokes
	3. Demonstrate a high level of practice commitment, as well as balancing academics and being accountable for high standards in both
	4. Demonstrates a commitment to attend all meets assigned by the coach.
	5. Demonstrates an understanding of goal setting and knowledge how to train-
		1. i.e. how to take splits during a set, understand how to pace, how to sprint, etc.
	6. Perfecting race strategies, mental preparation, and understanding proper goal setting.
	7. Complete 10x100s @ 1:30 Freestyle
	8. Complete 10x100 IMs @ 1:50
	9. Complete 500 Freestyle under 7:30
	10. Complete 10x75 Backstroke @ 1:15
	11. Swimmer must have met at least two JO cut or achieved five Silver Cuts

\*\* The ultimate decision regarding moving from Senior Prep group is left at the Coach’s discretion.

1. ***Meet Attendance***-
	1. All Senior Prep Swimmers are required to swim at the Newburgh Sharks meets. Attendance at Championship meets will be based on the swimmer’s practice attendance and training dedication.

**Senior Group**

***Description***: This group is the Newburgh Sharks most competitive group that is designed to provide swimmers more advanced training and a higher level of competitive swimming experience. This group will be held accountable for practice attendance and meet attendance. This group will train to make cuts at the JO, Senior Metropolitan, Sectional, Junior National, and Senior National levels. There will also be an extensive dryland component to the Senior Group Training.

1. ***Pre-requisites***-
	1. Swimmer must have met the Goals of the Senior Prep Group
	2. Swimmer must have achieved more than one JO cut
	3. Swimmer must be able to compete and train at the highest level- (i.e. double practices, three hour training sessions, etc)
	4. Swimmers must be able to commit to traveling outside our own LSC
2. ***Goals*** – the goals of the Senior group
	1. Swimmer must have mastery of all four competitive strokes
	2. Mastery of starts and turns in all four competitive strokes
	3. Demonstrate the highest level of practice commitment, as well as balancing academics and being accountable for high standards in both
	4. Demonstrates a commitment to attend all meets assigned by the coach.
	5. Demonstrates an understanding of goal setting and knowledge how to train-
		1. i.e. how to take splits during a set, understand how to pace, how to sprint, etc.
	6. Perfecting race strategies, mental preparation, and understanding proper goal setting.
	7. Complete 10x100s Freestyle @ 1:20
	8. Complete 500 Freestyle under 5:45
	9. Complete 10x75 backstroke @ 1:00
3. ***Meet Attendance***-
	1. All Senior Prep Swimmers are required to swim at the Newburgh Sharks meets. Attendance at Championship meets will be based on the swimmer’s practice attendance and training dedication.

COACHING STAFF RESPONSIBILITIES

The Newburgh Sharks Coaching Staff is comprised of well-educated individuals who hold current CPR/AED, Lifeguarding and First Aid certifications as well as certifications through a thorough USA Swimming certification process, and some hold American Swimming Coaches Association (ASCA) Certification. The primary responsibility of the Coaching Staff is to provide a safe, positive learning environment for each participating swimmer to strive to achieve their personal goals. Through the use of various training techniques, focus, and directions provided by its Coaching Professionals, the Newburgh Sharks are committed to Excellence in competition both individually and as a Team at the highest levels. The Coaching Staff will provide opportunities for swimmers at all levels to participate and reach personal goals through training, competitions and other club oriented activities.

Current Coaching Structure

-Head Coach- Responsibilities:

* + Philosophy/Direction of Club
	+ Supervision/Conduct/Discipline of Athletes
	+ Practice Dates/Times of groups
	+ Practice Routines and Schedules
	+ Meet Scheduling
	+ Meet Entries
	+ Meet Director for Newburgh Sharks Home Meets
	+ Newburgh Sharks Registration/USA Swimming Registration
	+ Oversee Training/Seasonal Planning for ALL groups
	+ Duties of Assistant Coaches
	+ Active Member of BOD
	+ Seasonal Planning/Daily Workouts training Senior Group

*-Assistant Coach/Senior Group*

* + Seasonal planning/daily workout & training management for Senior Prep/Senior Group
	+ Develop maximum aerobic base
	+ Incorporate intensified Dryland training
	+ Supervision/Discipline of Senior Prep/Senior Group
	+ Attend ALL Newburgh Sharks meets

*-Assistant Coach/Junior GrouP*

* + Seasonal planning/daily workout & training management for Junior Group
	+ Supervision/Discipline of Junior Group
	+ Introduce Dryland exercises/techniques
	+ Refine skills/drills needed for competitive swimming
	+ Attend Newburgh Sharks Meets

*-Assistant Coach/Goldfish(Beginner)GrouP*

* + Supervision/Discipline of Goldfish Group
	+ Seasonal planning/introduction to competitive swimming
	+ Instill a love and passion for the sport of swimming
	+ Introduce skills/drills needed for competitive swimming
	+ Improve kicking/aerobic development
	+ Attend Newburgh Sharks Meets

*All Coaches are responsible for the following:*

1. Daily practice/meet attendance
2. Conduct of athletes during practice/meets
3. Frequent communication to Head Coach regarding athletes
4. Input for athlete’s events for competition
5. Knowledgeable and passionate about the sport of swimming
6. Stay up to date with all certifications and professional development

SWIM MEETS

The Newburgh Sharks participate in several meets per season. A meet schedule for each Practice Group will be distributed to the swimmers by the Coach and will also be available on the Web Site. Swimmers are expected to attend those meets that are assigned by the Coaching Staff. In order to measure progress, it is important for swimmers to attend and compete in meets.

Metropolitan Swimming meets are held throughout the year and the Newburgh Sharks plays host to at least three of them. The Coaches select the other meets in which the Newburgh Sharks will participate. The Coaching staff will assign the events to be entered in each meet in order to evaluate progress and to determine the focus of future training. Every meet has a limit to the number of events in which a swimmer may participate each session. Each event that a swimmer is entered has an “Entry Fee.” This Entry Fee is **non-refundable** after the Head Coach has submitted entries for the meet. The Metropolitan Swim Meet Calendar is found on the Metropolitan Web Site. There you can find meet information such as Entry Fees, Entry Limits per session, Warm-up and start times, directions, and dates.

Swimmers are expected to attend meets and compete in those events determined by the coaching staff. If, for any reason, a swimmer cannot attend an assigned meet, the swimmer or parent must notify the Coach and must submit a meet absentee form at least 2 weeks prior to the meet date. Without the absentee form, your swimmer will be entered into the meet and are expected to pay the meet fees.

Swimmers are expected to be ON TIME to warm-up for meets. This means being prepared and ready to swim at the designated time for warm-up. The Coaching staff recommends being to warm-up 15 minutes prior to the start. It is crucial for athletes to properly warm-up before a competition. Swimmers are also expected to compete and dress in appropriate Newburgh Sharks apparel. No other team apparel will be tolerated. This apparel includes a Team suit, cap, T-shirt, shorts, and/or sweats.

TEAM APPAREL AND ACCESSORIES

 Each Swimmer competing for the Newburgh Sharks is required to wear a Team Suit. Swimmers may purchase a Team Suit through Metro Swim Shop. Metro Swim Shop comes to Newburgh Free Academy the first week of practice in September for a “Suit Sizing” where you can try on suits and then make your purchase. The team suit must be worn at all competitions. Metro Swim Shop also provides other apparel (warm-up jackets, pants, gear bags, shirts, sweats, etc.) and they have a list that is available for you to purchase.

 A team tshirt and shorts must also be purchased as part of the Newburgh Sharks uniform. This will be ordered at the beginning of each season in September.

 Two swim caps will be distributed to each swimmer at the start of the season in September. If a swimmer competes with a cap during a meet- they are required to wear their Newburgh Sharks cap. Swimmers are not required to wear a Newburgh Sharks cap during practices. If during the course of the season both caps break or are lost, swimmers may purchase a new cap for $2.00.

TEAM WEBSITE/COMMUNICATION

 In order to keep communication between Coaches, swimmers, and parents, we ask all families to provide an email address for each swimmer and parent. An email address space will be provided on the Registration form. The Newburgh Sharks maintains a policy of strict privacy and never provides email information to anyone outside the Team. This email address is important in registering at our website- [www.nbsharks.com](http://www.nbsharks.com).

 The Newburgh Sharks maintain a web page to provide information about the team, announce upcoming events, view practice calendars, allows families to sign up to volunteer for meets, important updates, program changes, links to other swimming related web sites, and contacting the coaches. Please refer to our website often- you can find registration forms, fees, this policy and procedure handbook and many more information on our site.

 Other Important websites you may want to become familiar with:

1. [www.metroswimming.org](http://www.metroswimming.org) – This is our Metropolitan Swimming site. Here you can find swim meet information, time standards for championship meets, updates from our LSC
2. [www.usaswimming.org](http://www.usaswimming.org) – This is the web site for USA Swimming, our National Governing Body. Here you can find information on our national team, Championship meet information for Sectional/ Regional meets, articles on nutrition and training, and other helpful tips to become immersed in the sport of swimming!
3. [www.section9swim.com](http://www.section9swim.com) – This is the premier web site for information regarding New York State High School Swimming. This site has links providing top times of our high school athletes in our section and state, meet information, results from meets, etc.

Newburgh Sharks Board of Directors 2016-2017

President- Kerry German

Head Coach- Pat Kavanagh

Treasurer- Kristin Domanico

Secretary- Tori Reede

Officers

-Rob MacHugh

-Joanne Forbes

Upon receipt of this Policies and Procedures Handbook, please fill in the information below and return this page to the Head Coach of the Newburgh Sharks.

Athlete’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acknowledgement Statement**

 We have received a copy of the Newburgh Sharks Policies and Procedures Handbook. We acknowledge that we have read and understand the contents of the Handbook and to fully abide by the policies included in this Handbook.

 Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Athlete Signature (if over 12 years old):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_