

TOWN OF TONAWANDA

TITANS SWIM CLUB

2019-2020 HANDBOOK

Welcome to the Town of Tonawanda Titans!

We hope that you find this handbook to be a useful tool. Please take the time to thoroughly read the handbook, making sure you fully understand all that is required of Titans membership.

Registration must be done through our online registration:

<https://cui.active.com/sports-reg/login?a=8e292aca-ddd8-4cab-b551-56fa7bbab98e>

Through the online registration you will be required to read and acknowledge the [USA Swimming MAAPP Policy](#) and Titans Volunteer Requirements. The photo release is optional. Please read them prior to acknowledging.

Anyone looking to setup a trial with the team should select the registration group "NEW MEMBERS / SETUP A TRIAL WITH THE TEAM". If you decide not to join we will cancel your registration and you will receive a refund for the registration fees.

If at any time you have questions, comments or concerns please feel free to contact any board member or coach. Primary contacts for certain items are below (all contact emails are listed on the following page):

Billing:	Scott Vanderzell
Level Progressions:	Tim Bennett
Practices:	Scott Vanderzell/Tim Bennett
Volunteering:	Michael Griffin / Ashlie Marcyan
Donations:	Michael Griffin
Outfitting/Apparel:	Heather Scibetta / Michael Griffin
Meet Entries:	Scott Vanderzell
Board Positions:	Michael Griffin

See you at the pool!

CONTACT INFORMATION

COACHES

Head Coach/ Coordinating Coach (L7-L8) Age Group Coordinator/ Coordinating Coach (L3-L6) Coach (SD/L1/L2) Coach (SD/L1) Coach (SD/L1) Coach (SD/L1) Coach (SD/L1) Coach (L3-L5) Coach (L3 & L5) Coach (L7 & L8) Coach (L4 & L6) Coach (L7 & L8) Strength and Conditioning	Scott Vanderzell Tim Bennett Lara MacDonald Emily Augugliaro Brianna Garcia Lexi Agee Sage Pollack Sarah DiMayo Greg Staebell Miranda Bigham Ben Verdi Steve Pochatko Joe Wilkie	scottvanderzell@gmail.com tmbennett1@roadrunner.com macdonla01@mail.buffalostate.edu augugliaroemily@gmail.com garciab@canisus.edu ageea@my.canisus.edu pollacks@my.canisus.edu sarahdimayo@gmail.com gjstaeb@gmail.com pochatks@canisus.edu wilkiej@canisus.edu
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BOARD OF DIRECTORS

President Co-Vice-President Co-Vice President Secretary Treasurer Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Member	Michael Griffin Ashlie Marcyan Joanie Cavanaugh Tracy Rosenhahn Mona Bargnesi Bob Lorenz Ellie Malkiewicz Susan Morrissey Laura Murphy Rachael Rossitto Robin Scarpace Heather Scibetta	mgriffin81@gmail.com ashmarcyan@hotmail.com joaniecav@verizon.net michaelandtracy@verizon.net jmbargnesi@verizon.net Bob.lorenz02@gmail.com paniclucy@verizon.net smorrissey1@roadrunner.com lauramherzog@roadrunner.com rrossitto@ecmc.edu rscarpace@gmail.com heatherscibetta@gmail.com
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CLUB BASICS

Levels and Dues

The Titans club is divided into 9 levels to ensure our swimmers are getting the most appropriate technique work, training, and challenges for their age and ability. The general levels guidelines are listed in detail on the team website (group progressions under parents tab) but ultimately it falls to the coaches working with the swimmers to assess swimmer progress. Coaches discuss swimmer progress at coaches meetings monthly, and are focused on providing the absolute best environment for the swimmers on the team. There are two major level moves in fall and spring that coincide with the swimming seasons, with another smaller level move in winter. During these major/minor moves, we attempt to balance the levels to make sure that each child is appropriately placed. Occasionally, we find that a child may have different needs than the current level that they are attending. In those cases the coach will discuss this with the child and parents and come to a placement decision. When paid in full prior to 9/1/2019 you will receive a 5% discount.

Stroke Development: Shallow and deep water orientation, introduction to front and back crawl, width work, and attempt at one length front and back crawl. Practice available three days per week. Dues: \$560/year

Level 1: Work on coordination of Breaststroke. Work on starts and turns. May compete in several easy meets during the year. Practice available three days per week. Dues: \$560/year

Level 2: Goal is to learn butterfly and improve the other competitive strokes. Emphasis is on stroke improvement and beginning to building endurance. Limited work on practicing 1 and 2 length(s) of the pool. Practice available four days per week. Dues: \$740/year

Level 3: For swimmers with increased endurance, who have refined their skills beyond an intermediate level to the "swimmer" level. Practice available four days per week. Dues: \$760/year

Level 4: For swimmers with increased endurance, who have refined their skills beyond an intermediate level to the "swimmer" level. Practice available four days per week. Dues: \$760/year

Level 5: For swimmers who have achieved an increased level of endurance and competence in the four competitive strokes. Practice available five days per week. Dues: \$860/year

Level 6: For swimmers who have achieved an increased level of endurance and competence in the four competitive strokes. Practice available five days per week. Dues: \$875/year

Level 7: Ability and commitment must be shown, and swimmers must be at least 13 years old. Practice available six days per week. Weight room available three days per week. Dues: \$995/year

Level 8: Ability and commitment must be shown, and swimmers must be at least 13 years old. Practice available six days per week. Weight room available three days per week. Dues: \$995/year

In addition to Dues, there is a **\$82/year USA Swimming fee** for each swimmer (all levels)

Family Discounts

3 Swimmer families will receive a discount of 20%

4 Swimmer families will receive a discount of 25%

5+ Swimmer families will receive a discount of 30%

Club Membership Policies & Dues Structure

All swimmers join for the duration of the season, which runs from September to August.

Dues will be prorated monthly for new swimmers joining after October 1st of the applicable season provided that the swimmer has never previously been part of the Titans club. The USA Swimming Fee is due regardless of when the swimmer joins the club. Dues for the year are set at the beginning of the season (or when the swimmer starts with the Titans in the event he or she joins after the season starts) and will be increased pro rata in the event that a swimmer changes levels prior to February 1st of the season. Should you decide to terminate your participation with the Titans prior to the end of the swim year, the unused portion of the annual dues is nonrefundable and any outstanding dues and entry or relay fees are considered an obligation to the Titans and are due upon termination of your participation.

Dues paid in full by September 1st will receive a 5% discount off of the annual membership dues rate for the applicable level, as indicated in the discounted rates reflected above. To receive the discounted rate, Dues must be paid to on or before the 1st.

Dues may also be paid in three electronic payments according to the following schedule:

1st installment September 1st + USA Swimming Fee (\$82)

2nd installment November 1st

3rd installment February 1st

Our installment payment plan is for our families' convenience and is not a mechanism for partial year membership. ALL families must set up automatic payments via the [parent portal](#). There are NO EXCEPTIONS to this policy.

All members have full access to the Titan website. Your account balance can be viewed on the parent portal at any time.

A Town of Tonawanda Aquatic and Fitness Center (AFC) Membership is required for Level 2-8 swimmers in order to practice at the AFC. AFC Membership rates are controlled by the Town of Tonawanda, and are subject to change without notice. Current rates are available at the front desk of the AFC.

Please be aware that Niagara Swimming and USA Swimming provide an Outreach Program for families that can demonstrate financial need. Please check the Niagara and USA Swimming websites for more information and an application.

Practices

We are fortunate to have the use of the Town of Tonawanda facilities including the pools at the Aquatic and Fitness Center, Kenmore West High School, Kenmore East High School, Franklin Middle School, Brighton Park and Lincoln Park. This allows us to divide our levels more strategically to keep the coach to swimmer ratios at a low level, and allows us to hold practices at multiple locations at similar times. Practice Schedules are available on our website, and vary slightly by season. Practice Schedules are subject to change at any time due to pool availability. Last minute practice changes do occur from time to time, especially at our High School and Middle School pool practice locations. Please check your email and the Titan website regularly,

especially during the winter months with the inclement weather. Parents must accompany the swimmers into the pool area to check that the practice has not been cancelled unexpectedly.

Questions and Concerns

If you have a question or concern regarding your swimmer, the club or the coaching staff, please speak to or email your level coach, Coach Scott, or any board member. We will do our best to answer all questions and resolve all issues in a timely manner. Open communication between parents and coaches will lead to a more positive environment for the swimmers. Please refrain from speaking with coaches during practice, when our coaches are concentrating on the swimmers.

Meet Participation & Entries

The Titans participate in two swim seasons:

Short Course Season runs September thru March
("Short" refers to a pool length of 25 yards)

Long Course Season runs April thru Mid-August
("Long" refers to a pool length of 50 meters)

Meet entry information and deadlines are distributed via email. Meet entry forms and Meet Information can also be printed off the Titan website. If you are unsure if your child is ready to swim in a meet ask your level coach. If asked, Level coaches will also assist in completing the Meet Entry Form to better place your swimmer in the appropriate events that match their age and level of ability. Forms can be turned in to your level coach or mailed to Head Coach Scott Vanderzell, whose address is on the Meet Entry Form. The cost of events is also explained on each Meet Entry Form and will vary by meet. Checks are to be made payable to the Town of Tonawanda Titans Swim Club. Note that payment for individual events must be turned in with the Meet Entry Form in order for entries to be processed.

Swimmers may be entered in relays unless parents check "no" for relay availability on the Meet Entry Form. Once the coaches have entered a relay, the swimmer is committed financially for his or her portion of the relay cost. Scratched relays due to the absence of a swimmer (unless excused medically), will result in that swimmer being charged for the entire cost of the relay. Note that relay fees are NOT paid when entering the meet, but are billed to each swimmer after

the applicable season (short course or long course). If the relay bill is not paid in a timely manner, a swimmer may be denied entry to further meets and will be charged a late fee.

Participation in meets is encouraged, particularly for our own meets.

Titans Hosted Swim Meets

- Halloween Meet (typically late October)
- Holiday Meet (typically last weekend in December)
- Niagara District Championship Qualifier (second to last weekend in February)
- Natalie Lewis Spring Invitational (typically early-mid May)
- Balloon Meets (for SD, L1 and L2) (typically December and end of season)
- End of Summer Swim for Time (early August)

Volunteer Opportunities

The Titans feel strongly about giving back and we offer multiple opportunities for community involvement. Below are a few of the organizations that have benefited from recent Titan volunteer opportunities. Keep an eye on your email for future opportunities.

- Town of Tonawanda 5K run
- Carly's Crossing
- Food Bank of WNY
- Ronald McDonald House
- Turkey Trot

Family Participation Policy

Parental assistance is a crucial aspect in the development of a cohesive team environment, as well as a major contributor to both our athletes' success and the financial success of our team. As such, the Titans Board of Directors has developed a Family Participation Policy to encourage the involvement of athletes' families in the support of our team. All Titans families need to support our team: our children/our athletes and our coaches. The goal of this Family Participation Plan is to foster a close-knit swimming community, ensure that the Titans' needs are met and that all families participate. You might even have some FUN!

Please be aware that failure to meet your Family Participation Requirements WILL result in your account being charged for missed sessions. We do NOT want to institute a policy

where families pay volunteer time up front and “earn” money back, but we are mindful that participation is essential to our club. PLEASE help us to avoid charging accounts and/or changing our policy by meeting your Family Participation Requirement.

Family Participation Requirements:

Stroke Development and Level 1: Families with swimmers in stroke development and level 1 are asked to assist in preparations for Titans hosted meets by donating food or volunteering time. If a swimmer is moved to Level 2 prior to January 15th of the swim season, the level 2-8 participation requirements will apply but will be prorated for the remainder of the current year (ie: 2 sessions will be required for 1 swimmer, 3 sessions will be required for 2 or more swimmers).

Levels 2:

- Families with (1) swimmer are required to work (2) sessions (approx. 4 hours per session) at Titans Hosted Meets for each swim year.
- Families with (2) or more swimmers are required to work (4) sessions (approx. 4 hours per session) at Titans Hosted Meets for each swim year. If you have an additional swimmer in levels 3 – 8 you are required to work (6) sessions.
- **A fee of \$100.00 per session will be assessed to your account should you fail to meet your volunteer requirements.**

Levels 3 through 8:

- Families with (1) swimmer are required to work (5) sessions (approx. 4 hours per session) at Titans Hosted Meets for each swim year.
- Families with (2) or more swimmers are required to work (7) sessions (approx. 4 hours per session) at Titans Hosted Meets for each swim year.
- **A fee of \$100.00 per session will be assessed to your account should you fail to meet your volunteer requirements.**

Families can only signup TWO SESSIONS at a time when a meet is initially posted. Two weeks PRIOR to the actual meet families may fill additional open spots if they are available. A notification email will be sent out stating that there are open spots.

Parents are able to volunteer for event jobs and food donations for Titans Hosted Meets on the Parent portal AND/OR signup genius that will be sent out for food donations. Email reminders will be sent encouraging families to sign up. The Titans Volunteer Coordinator will record family service and update requirements met. Without parental involvement, we cannot host a successful swim meet!

Officials

If you are interested in becoming an official, please contact a coach or board member who will be able to notify you of upcoming clinics for new official training. The Niagara District periodically holds classes during the year for those interested in officiating. Becoming a certified official involves attending one of those initial classes, taking an open book test at home or online, and serving as an apprentice at a meet for at least 4 sessions. Once certified, any Titans official working during a Titans hosted meet will earn a credit of \$20 per session towards family dues.

Outfitting/Equipment

Check out our new online apparel store on the [website](#), and visit the apparel sales at Titan hosted meets! Please note that levels 4, 5, 6, 7 and 8 are required to purchase fins, and levels 6, 7 and 8 are required to purchase paddles. Please talk with Coach Scott with questions about paddle sizes. Paddles and fins are available for purchase at our online store.

Team swimsuits may be purchased through our vendor, The Deep End, at thedeependonline.com. To access the Titans Swimming "Locker Room" to see the suit options and make a purchase, go to the Deep End website, click on the Team Tab (top left), and enter the User Name and Password.

Our Username: TonawandaTitans

Password: titans8

If you have any questions regarding online ordering, please email swim@thedeependonline.com. You can also call The Deep End about ordering concerns at 585-298-1161. TEAM SUITS ARE NOT REQUIRED.

Trial Period for New Titans Swimmers

Swimmers new to the Titans are offered a 2 week trial period free of charge. Your swimmer will be placed by a Titans coach in the appropriate level prior to the trial period. If your swimmer does not have interest in continuing with the Titans after the trial period, your check will be returned to you. If your swimmer continues with the Titans, we will change your registration to the appropriate level and any remaining dues will be due at this time.

Code of Conduct

The Titans have adopted the USA SWIMMING CODE OF CONDUCT. We are extremely fortunate to have use of the Town of Tonawanda facilities. To maintain our ability to use these facilities, we must strictly enforce the USA Swimming Code of Conduct, and our own Titans Code of Conduct, below. Remember – we are guests at all facilities that we use!

All swimmers and members of the Titans shall:

1. Show respect and common courtesy for others and the property of others.
2. Comply with all team rules.
3. Leave all facilities in a neat and clean condition after use.
4. Demonstrate good sportsmanship at all times.
5. Respect and follow directions of the coaches.
6. Have Fun!

No swimmer, parent, member or guest of the Titans shall:

1. Use or possess any illegal substance.
2. Exhibit destructive behavior, including stealing and vandalism.
3. Behave in an unruly or inappropriate way.
4. Use inappropriate language (i.e.: swearing or derogatory comments).
5. Bully or isolate any person (for more information regarding bullying please refer to the USA Swimming anti-bullying policy which has been adopted by the Titans).

Parents of Titans swimmers shall:

1. Support your swimmer by getting them to practices and meets on time.
2. Respect coaches, and not interfere with coaching in any way.

3. Address concerns with the appropriate coach or board member in private.
4. Show respect and common courtesy for others and the property of others.

Bullying Policy

PURPOSE

Bullying of any kind is unacceptable at The Tonawanda Titans Swim Club and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club's Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that (Name of Club) takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.