



## **MARC SHARKS GUIDELINES & PROCEDURES**

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The Medfield Area Recreation Club (MARC) Sharks are a member of the Tarheel Swimming Association (TSA), which is comprised of approximately 75 swim teams throughout Wake County. <http://www.tsanc.org>. The MARC Sharks provide competitive and instructional swimming for motivated young people ages 4-18. The philosophy of our team is to emphasize team involvement, personal improvement and having fun. As in any competitive sport, swimmers receive recognition for placing in swim events, but swimmers are encouraged to continually improve by recognizing their "personal best" times. Swimmers learn commitment to themselves and their team. It has always been and continues to be our philosophy and goal to offer the instruction in a fun atmosphere at a fair price.

### **MEMBERSHIP**

Any child whose family holds a family membership in The Medfield Area Recreation Club may join the MARC Sharks Swim Team regardless of race, creed, nationality, sex. We do however reserve the legal right to refuse membership and participation, based on contagious disease, discipline issues, or other unusual circumstances affecting the person's eligibility or ability to perform at a competitive level. To swim in practices and meets a child must be able to swim safely, unassisted. Swimmer's ability is evaluated by the coaching staff as needed and may be referred to the Sharkies or Stroke & Technique practice programs for development.

### **MANAGEMENT**

The MARC Sharks is managed by a volunteer steering committee consisting of no fewer than five (5) members approved by the MARC Board of Directors.

The Steering Committee will serve 2-year terms with a limit of two terms. If necessary, elections will take place at the end of the swim season either at a general meeting or via email. One vote per family is allowed. The Steering Committee will be comprised of a Chair, Past Chair (not a voted/volunteered for position- filled by the previous chair), Secretary/Historian, Treasurer, Meet Director, TSA Representative(s) and a MARC Pool Board Liaison. All positions limited to one person, with the exception of TSA representative(s). Please see the Volunteer List for the position descriptions. A minimum of half the steering committee positions should be staggered every other year for optimal team management.

The steering committee will meet as needed throughout the year to manage the team: create its budget; interview, hire, and supervise all coaches; make general decisions to benefit the team's growth and development, and will produce regular communications informing parents of coaching assignments, practice and meet schedules, volunteer requirements and any other information that swimmers and their parents may need. These communications will be distributed to swim team parents via email and the team website.



## **FINANCES**

### **Fees**

Registration may fees may vary. Please see approved Budget for current year's fees.

### **Refunds**

No refunds will be offered after the first swim meet of the season. Prior to the first swim meet, refund request must be submitted to the swim team steering committee and will be approved by the committee on a case by case basis.

## **MARC SHARKS SWIM TEAM PROGRAM AND REGISTRATION**

The MARC Sharks Swim Team is open to members 4-18 who are able to float and move in the water unassisted. Swimmers are grouped according to their ability and age as of June 1<sup>st</sup> for that season's year. The team's coaches help swimmers improve technique and fitness in each of the four competitive swimming strokes: freestyle, backstroke, breaststroke and butterfly. Race distances are 15 [6&under], 25 [7-10] or 50 [11&up] yards.

Each family must fill out the necessary registration form(s) at the beginning of the season. These forms are available on line and at registration day. Payment is due upon registration.

Families are required, as part of team membership, to volunteer for the swim team. A myriad of positions are available. Some positions require working during the meets, others outside of the meets. A complete list with duties and time commitment is available before the start of the season.

## **SHARKIES AND STROKE & TECHNIQUE PROGRAMS**

There are two programs for beginning swimmers: Sharkies [for emerging swimmers 6&under] and Stroke & Technique [for emerging swimmers 7&up]. Coaches may evaluate all swimmers to determine their placement.

If your swimmer is/has:

- a) 5 years old or younger (unless your child was swimming in meets last summer)
- b) never swum on a swim team
- c) never had swim lessons (from some one other than a parent)

he or she will begin practicing with Sharkies. All other 6&under swimmers will practice with the 6&under group. All 6&under and Sharkies will be evaluated over the first couple of weeks of practice to determine their appropriate practice group.

The first goal of the Sharkies and Stroke & Technique programs are to teach the child to successfully swim the yards required at a swim meet. The second goal is to transition the swimmer to the appropriate practice group and then swim in a meet. Swimmers are reevaluated throughout practice. Coaches, experienced volunteers, and parents may help with these practice groups. It is important for all parents to understand- practice is always a group setting. If a child needs individualized attention, he or she will be referred to our pool management company for information on swimming lessons. The Steering Committee will contact you with more specific information if they determine that your swimmer needs to practice with either of our beginner programs or is not eligible for the swim team.



These beginner programs are meant to be stepping blocks for swimmers- not their practice schedule for the entire season. It is the Steering Committee's hope that parents will feel comfortable talking to the Steering Committee and coaching staff about these programs if they have any questions or can share specific information about their swimmer to help the coaches make the proper evaluation.

The team also believes in the basic principle that while a swimmer may start in a practice group that does not include participating in meets, the swimmer will hopefully swim with the MARC Sharks until they are 18, thus having the opportunity to compete with the team for years, as well as develop as a swimmer as they grow.

## **DISCIPLINARY POLICY**

**Coaches' instructions must be followed by swimmers to protect all participants and to allow swimmers to use their practice time appropriately.** If a swimmer directly disobeys a coach's instructions, the following consequences will be enforced.

### **Progression of Consequences**

1. Coach verbally reminds the swimmer of appropriate behavior with firm, positive tone and eye to eye contact.
2. If parent is present, coach will ask the parent to help the swimmer to exhibit appropriate behavior.
3. The swimmer will be asked to take a "time-out" away from the practice/meet for one minute for each year of the age of the swimmer. Parents will be notified.
4. The swimmer will be asked to leave the practice/meet (whichever applies) for that day. Parents and the chair of the steering committee will be notified of the disciplinary action.
5. If the behavior persists, the coach will ask the swimmer not to return for more than one day, up to four days, depending on the severity of the behavior. Parents, the chair of the steering committee and the President of the MARC Board will be notified.
6. The swimmer will be asked to miss a meet. Parents, the chair of the steering committee and the President of the MARC Board will be notified. In the case of behavior that is extreme or dangerous to others, coaches may proceed directly to consequence #4 or beyond, depending on the severity of the behavior. Behavior that is disruptive or dangerous to others will not be permitted. If a coach enforces any consequences from steps three through six, then the coach must notify the parent either verbally or via e-mail of the behavior and the consequence.
7. If the behavior is extremely disruptive, dangerous, and/or ongoing, the swimmer can be asked to leave the team. This action requires a recommendation from the steering committee and approval by the MARC Board of Directors. No refunds will be given when a child is removed from the team due to behavioral misconduct.



## **TEAM REQUIREMENTS**

**PRACTICE ATTENDANCE** Swimmers must attend **at least two practices a week** if they wish to swim in the meets. One of the main reasons for being a member of a swim team is to participate in swim meets, and one of the main reasons for swim meets is to compete in main events. Given these reasons, our team's attendance requirement is minimal. Practice benefits the swimmer as it maximizes each member's fitness level and potential. If swimmers want to experience the thrill of competition, they should also experience the discipline of practice. The discipline of practice also helps the coaches to better schedule swimmers week to week. **Exceptions:** if the child swims in a year-round swimming program, is part of another regular swim program, is sick, or is on vacation the week preceding the meet. Attendance will be kept by coaching staff.

**ADULT SUPERVISION** Supervision requirements for swim meets and practices are the same as for pool attendance at any time. All swimmers must be **8 years old to be at the pool by themselves**. If your child is not old enough to be at the pool by themselves or doesn't have your permission [this permission is given or denied on your MARC pool application form], then a parent or a designated guardian (adult Medfield Swim Club Member, visiting relative, babysitter) must be present at the pool during swim team practice and swim meets.

**MEET ATTENDANCE** If a swimmer must miss a meet the coaches must be notified by the preceding Friday of the meet. You can do this by "scratching" from a meet in 2 ways: a) sign up on the scratch sheets at the pool and/or b) calling/emailing the head coach at 919-502-0271 (voicemail only) or [marcsharks.scratch@gmail.com](mailto:marcsharks.scratch@gmail.com). The coaches must know who will be participating in the meet in order to prepare all of the events. **It is possible to lose a meet simply because scheduled swimmers were absent.**

## **PARENT VOLUNTEERING**

Our swim team cannot function without the dedication and help from our swimmer's parents. There are many volunteer positions available and some of these require training. There are two basic kinds of volunteer positions. Positions required to be fulfilled during meets, and positions where the obligations are fulfilled outside of the meets. This is why there is an expectation that each family will contribute in some volunteer capacity.

For details on volunteer positions and descriptions, please visit the team website. While the steering committee organizes the operation of the swim team and meets, many volunteers are needed to carry out a successful season. All parents are encouraged to participate as their children learn and grow. Your continued support of our team is appreciated by the swimmers, coaches, and other volunteers.