

Mitchell Aquatic Club
MAC

Team Handbook



TABLE OF CONTENTS

- I. MITCHELL AQUATIC CLUB (MAC)
 - a. Organization
 - b. Mission Statement & Vision
 - c. Registration
 - d. Fundraising
- II. USA SWIMMING
 - a. Description
 - b. Responsibilities
 - c. Registration Fee
 - d. Ruling Body
- III. COACHING RESPONSIBILITIES
 - a. General Overview
 - b. Practice
- IV. DEVELOPMENTAL PROGRAMS
 - a. Purpose
 - b. Bronze
 - c. Silver
 - d. Gold
 - e. Senior Group
 - f. Masters
 - g. Fitness
 - h. Temporary
- V. SWIMMERS RESPONSIBILITIES
- VI. PARENT SUPPORT
 - a. The Coach is the Coach
 - b. The Best Kind of Parent
 - c. Ten and Under
 - d. Not Every Time
 - e. Good Nutrition
- VII. PARENTS RESPONSIBILITIES
- VIII. PROBLEMS WITH THE COACH
- IX. FEES & FINANCES – CLUB FEES
- X. MEET ENTRIES
- XI. FOCUS MEETS
- XII. FUND RAISING
- XIII. INSURANCE
- XIV. ALL-STAR MEET
- XV. MEETS
 - a. Attendance
 - b. Warm-ups
 - c. Summer Meets
 - d. Winter Meets
- XVI. HIGH SCHOOL LETTERING CRITERIA
 - a. Mitchell High school Extra-Curricular Participation Code of Conduct

- XVII. MAC SCHOLARSHIP PROGRAM
 - a. Applicant Criteria
 - b. Application Process
 - c. Review and Disbursement of Funds
 - d. Scholarship Benefits
 - e. Scholarship Responsibilities
 - f. Frequently asked Questions
 - g. Application Form

I. **Mitchell Aquatic Club**

A. Organization

The Mitchell Aquatic Club is a swimming club organized, managed, and operated by the MAC Parent's Organization. MAC is not affiliated with the Mitchell School System or City of Mitchell Park and Rec programs. Additional information on the Mitchell Aquatic Club, MAC handbook, forms, and meet schedules can be found on the Mitchell Aquatic Website at: macswimming.com.

B. Mission Statement and Vision

The Mitchell Aquatic Club Mission Statement is to create, maintain, and promote individual and family fitness and meaningful life skills through community based aquatic programs. Its Vision is: The Mitchell Aquatic Club is committed to; fostering health and fitness in the Mitchell area through the administration and promotion of aquatic programs, teaching life skills by instilling a strong work ethic in a safe, fun and competitive environment, and developing aquatic skills to provide all participants the opportunities to grow and succeed to their highest level while emphasizing team unity and family participation.

C. Registration

To register your swimmers, parents must fill out a registration form, health form, discipline/behavior form, photography permission, and fundraising responsibility form. MAC is a member of USA Swimming and all swimmers must be members; there is a yearly fee or a summer only fee for USA Swimming. The MAC fee for the season is used to cover the coaching costs as well as miscellaneous team costs. The oldest swimmer in the family pays the full fee for their group and any additional swimmers are charged 75% of the fee in their own group. A minimum of \$100 per swimmer plus each swimmers USA Swimming Registration Fee is to be paid at the time of registration. No returning swimmer will be allowed to participate in any MAC practice or meet until registration is made. **New** swimmers are afforded a two-week trial period. Full payment at time of registration is encouraged. Parents may choose to make two payments on the next two consecutive months after registration to complete the full payment. An automatic monthly withdrawal plan is also available. A Scholarship program is available. (See Scholarship Section)

Mitchell Aquatic Club Swimmer Registration Policy

Any current MAC swimmer who registers for a session owes the USA Swimming fees (if applicable) and current session dues regardless of amount of participation during that session. The only exception would be in the event of a medical injury that is supported by a physician's letter stating child's inability to participate the duration of that session. In the event a swimmer/parent forwards to the MAC Parent Board of Directors a physician's letter of a medical condition that prevents the swimmer from participating the remainder of the session, session fees will be refunded on a pro-rated basis. USA swimming fees will not be refunded.

This situation, however, does not relinquish the family's responsibility on other obligations to the team such as fundraising and assistance at swim meets.

The Mitchell Aquatic Club does not allow any deck registration for any member who wishes to swim for MAC. The registrar is the only individual permitted to register any swimmers for the Mitchell Aquatic Club.

D. Fundraising

- Use of the Middle School pool as a practice facility for the team costs the team \$11,000 per year. MAC conducts fundraisers during the fall of the year in which all families are obligated to participate in to cover these costs.
- All families will be required to sell a required number of calendars. If a family chooses to begin swimming with MAC after December 1st, the family will be assessed the entire amount of the calendar obligation as a fundraising fee. Families will register the 1st week of September of each year and receive their calendars. Even if a swimmer is not starting to swim at that time, all families must register and receive their calendars to sell for fundraising. All calendar sales are due returned on December 1st of each year. No calendars will be distributed for sales after the December 1st deadline.
- Summer swimmers only will be required to pay one quarter of the full fundraising fee per family for the fundraising fee. This is for families who have not sold calendars during the previous year.

II. USA Swimming

A. USA Swimming

USA Swimming is the national governing body for amateur competitive swimming in the U.S. The head quarter is in Colorado Springs, CO and it works with 59 local swimming committees (LSC's) of which South Dakota is one.

B. Responsibilities

USA Swimming has the responsibility to formulate rules, conduct National Championships, disseminate safety and sports medicine info, choose competitors to represent the US in international competition, and insure the development of the clubs and swimmers.

C. USA Swimming Registration Fee

Swimmers pay a USA registration fee either annual or just for the summer session. Each swimmer will then receive a membership card and have liability and secondary medical insurance coverage.

D. Ruling Body

USA Swimming is the ruling body for sanctioned swim meets.

III. Coaching Responsibilities

A. General Overview:

1. The coach's job is to supervise the entire competitive swim program.
2. Place each registered swimmer into practice groups based on age and ability of the swimmer.
3. Provide stroke instruction and training regimen.
4. Help decide which meets and what events a swimmer will enter, and will have the final decision on events if he/she thinks the swimmer is not entering enough or proper competitive events.
5. At swim meets, conduct warm-up procedures for the team. Before and after each race the coach will offer encouragement and constructive criticism regarding the swimmer's performance. (Parents job is to offer love and understanding regardless of the performance.)
6. Determine the relay teams at meets.
7. Submit to the High School names of eligible High School Letter recipients. (See High School Letter Criteria)

8. Select swimmers to receive awards at the annual Mac Award Banquet.

B. Practice

- Training sessions are the most important part of competitive swimming. Consistent training is necessary to progress. This is why we ask that swimmers attend a minimum number of practices per week, depending on their age and ability.
- For younger or inexperienced swimmers, there are generally three practices scheduled per week. For more experienced swimmers, a minimum of four practices per week are required and five practices per weeks are preferred. These numbers may vary upon program and age of the swimmers.
- We ask the coaches to take attendance at each practice. They may even ask the swimmers to sign in when they enter the pool area.
- If a swimmer is late for practice, please send a note or inform the coach of the reason. We will try to notify you of schedule changes. Most of the time the changes will be written on board in the pool area, announced on the radio (Listen to KMIT), as well as being posted on the Team website at www.macswimming.com. Sometimes there will be unforeseen cancellation of practice because of pool repairs or an emergency for the coach and we will not be able to notify you of the problem ahead of time. Please do not get discouraged with these problems. Usually by the next day, things are worked out.
- If school is cancelled, generally, practice is also cancelled, but there may be exceptions to this rule.
- Parents are allowed to observe practice, although it is at the coach's discretion to have a closed practice. If you have questions for the coaches that will take a fair amount of time and attention, it would be best to discuss these after practice.
- Let the coach know of any illness or injury. Practice may need to be modified and coaches are used to doing this.

IV. **Developmental Programs**

A. Purpose

The developmental program is designed to develop a child physically, mentally, and emotionally in a systematic fashion. The method of gradually increasing degrees of commitment is important to helping each child reach their peak performance and do their individual best. Emphasis in the early stages of participation needs to be placed on developing technical skills and a love for the sport. In the later years, more physical and psychological challenge becomes part of the training program. "Too much too soon" is more often the cause of frustration and inability to reach personal goals in senior swimmers, than the reverse. It is most productive to establish training groups of swimmers who are compatible in respect to abilities, commitment and levels and goals. This does not always make for the most convenient practice schedules for parents, but it is the best for the swimmers and coaches.

MAC Practice Groups

Outlined below are brief explanations of the basic MAC practice groups. It is important to note that MAC is a team with a small practice facility, and number of multi-swimmer families who sometimes commute some distance to practice. The coaching staff will try to make accommodations in order to allow swimmers to practice with siblings or when transportation arrangements are most convenient for their families. Because of this, it is important not to be hung up on practice group labels. There will be experienced swimmers practicing with the Silver group because of transportation considerations. The staff will make every effort to accommodate scheduling conflicts, however, ultimately it is up to the swimmer and their family to be aware of the practice schedule and to make choices that will allow them to practice with the group best suited to their skills and goals.

B. Bronze:

This group practices three times a week for forty five minutes a session and is encouraged to attend all of those practices. This schedule provides sufficient time in the water to acquire the necessary level of comfort while at the same time keeping the swimmers fresh and anxious to return to each practice. Members of this group are focused on learning proper technique for the four competitive strokes, turns, and starts. Once they begin to complete basic distances with their strokes, Bronze swimmers begin to train with the goal of being able to compete in MAC home meets and to travel to local competitions as their level of confidence rises.

Swimmers can be moved from this group once they are able to complete the basic form of the four strokes and their turns with enough proficiency to begin completing more substantial training sets. Family input as to practice scheduling and an individual swimmer's desire to move to a more rigorous training schedule is very important.

C. Silver:

This group has six one-hour practices scheduled per week through the month of May. Silver swimmers are encouraged to practice at least four times per week emphasizing practice on Mondays, Fridays and Saturdays in order to avoid a three day lapse from being in the water. Technique training continues to be the primary focus of this group although this training is accomplished within a framework of introductory aerobic training. Swimmers in this group are encouraged to swim in at least one meet per month and begin to learn basic goal setting as they become aware of qualifying standards for various competitions. Swimmers from this group may be moved once their technique enables them to legally complete all four strokes including all distances of freestyle authorized in their respective age group. In conjunction with improved technique, swimmers who move from this group evidence a need for more intense training, and the desire, discipline and maturity to function in a more highly structured practice environment.

D. Gold:

This group is designed to facilitate the transition from a swimmer who participates in the sport of swimming to one who decides to commit a significant amount of their time and effort to exploring their potential as competitive swimmers. The Gold group practices as a separate practice group, they also have some overlap with the senior swimmer's practice schedule. Technique is still very important, but practices at this level focus on conditioning and strength training as they relate to each swimmers competitive goals.

Swimmers in this group are expected to attend at least four practices during the week as well as any training scheduled on the weekends. Gold swimmers are encouraged to participate in focus meets designated by the coaching staff in order to evaluate training methods on an ongoing basis.

E. Senior Group:

This group is formed by the coaching staff for those swimmers who are pursuing a high level of fitness or who may want to compete at the regional, national, and collegiate level. In order to allow swimmers to accommodate this schedule into their already existing commitments for the year, it is only **recommended** that swimmers attend seven complete practices per week that should include T/Th/S am, M/F pm, as well as three dry land sessions. In addition to the one weekly practice swimmers may choose not to attend on Tuesday, Wednesday, or Thursday afternoons, swimmers will be allowed two additional unexcused absences **per Month**. In the fall of this year failure to comply with the outlined attendance policy will result in a swimmer being re-assigned to another practice group. Some exceptions may be made based upon travel and age considerations; medical appointments and mandatory academic activities may be considered as excused absences if cleared before absence.

This group will compete at focus meets as designated by the coaching staff. Most swimmers in this group should compete at zones and sectionals in multiple events, with qualifying times for Jr. and Sr. Nationals being at the forefront of their goal setting process.

F. Masters Swimming

The Masters Swimming designation is intended for adults age 18 and over and is open to all adult swimmers (fitness, triathlete, competitive, non-competitive) who are dedicated to improving their fitness through swimming. With this designation, structured workouts and well-thought-out training assistance is provided with a coach present at all workout/training times.

The Masters Swimming program is designed to help swimmers improve fitness and/or train for specific goals, and offer active support for a healthy lifestyle through friendship, and camaraderie.

G. Fitness Swimmers

The following is the definition of a "Fitness Swimmer" and also affords as to how this classification will be handled as far as fee's and fundraising.

- 1.) The swimmer will be charged the same fee as our Master's swimmers, and will still need to be an athlete member of USA Swimming;
- 2.) The swimmer will only be allowed to attend practices designated by the coaching staff, depending upon ability and pool space within a specific practice group. These swimmers will not be swimming with the adult Master's program;
- 3.) The swimmer will not be able to compete in individual events as a member of MAC unless they have made arrangements with our registrar to upgrade their designation to an appropriate level; this would entail paying the difference in fees between the fitness designation and the Silver/Gold fee.
- 4.) The coaches do reserve the right to utilize these swimmers as relay participants for the State meet as long as that swimmer's participation does not displace a swimmer who has been competing during the season.
- 5.) Fund raising obligations will be one-half of the rate of other competitive designations, with only the first season reduction (5 calendars) applying. Fitness swimmers still must assist with hosting our meets at the same level as our other families.

H. Temporary Swimmers

Temporary Swimmers are defined as past MAC Swimmers who are in college or post secondary school and back in Mitchell that wish to practice/swim with the MAC Team. These swimmers have the choice to

either swim with the senior group or the masters group and pay a rate of \$50.00 per month if the swimming lasts for longer than a two week period and pay the full amount in the group they are swimming with if the swimming lasts longer than a six week period.

V. Swimmers Responsibilities

To progress and to be competitive takes commitment and responsibility on the swimmers part. Swimmers are required to bring specific training equipment to practice; swimsuit, goggles, and towels are essential, also fins, kickboard and pull buoy may be required after completing the Bronze levels. A MAC team swim cap and solid color swim suit, preferably navy or black, are required to be worn at swim meets. The caps as well as a large variety of swimsuits can be purchased at Sun Gold Trophies, 714 E. Kay Ave Mitchell or by calling SunGold at 996-3218. Refer to the team website macswimming.com for complete information.

It is recommended that the competition suit be worn only to meets and a separate suit be worn for practice, because suits worn everyday to practice will wear out and fade faster. If you need help determining a proper size, ask another parent for help. The meet suit should be fitted tight to help the speed of the swimmer. (A tight suit will have less drag).

Please write you child's name on the goggle strap, swim cap, swimsuit, and towels. Many swim supplies are lost and not found because there are no names on belongings. Be prepared with a spare pair of goggles at the swim meets. Many of the meets attended will have a vendor selling different swim gear.

MAC Competition Team Swim Suit Policy

Mitchell Aquatic club (MAC) Swimmers “can choose any solid colored suit for competition but must wear current team cap for all competitions when representing Mitchell Aquatic Club.”

VI. Parent Support

To have a successful program there must be understanding and cooperation among the parents, swimmers, and coaches. The progress the swimmers make depends on these relationships. The following will help keep this in proper perspective:

A. The Coach is the Coach

We want swimmers to relate to the coach. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable confusion on who the child should listen to. If you have a concern or complaint, contact the coach, (refer to "Problems with the Coach".)

B. The Best Kind of Parent

The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parents' job to supply the love, recognition, and encouragement necessary to work harder in practice, which gives them the confidence to perform well in competition.

C. Ten and Under

Ten and unders are the most inconsistent and this can be frustrating for everyone involved. Be patient and allow the swimmer to learn and enjoy the sport. Sometimes the swimmer at this age will have some slowing due to growth and added concentration of the stroke techniques, this will soon lead to faster swims.

D. Not Every Time

Even the best swimmers will have meets where they do not do their best times. These "plateaus" are a normal part of swimming. Over the course of a season times could improve. Be supportive of these "poor" meets. Older swimmers may only have 2-3 meets a year for which they are rested and ready.

E. Good Nutrition

For optimum performance parents need to contribute to the education of proper nutrition and eating habits.

VII. **Parents Responsibilities**

Make every effort to have your children to practice on time. Give them all the support that you can. Encourage good diet and sleeping habits. It is a good habit to get into providing a snack for your swimmer before a practice.

- Be a loving supportive parent.
- Become familiar with team's disciplinary rules.
- Help the team with fundraising. This is mandatory for all families and is the primary means of financing the team. Refer to Fundraising.
- Transportation to and from meets or practice is the parents responsibility. Often times, car-pooling can be arranged between families. The team, coaches or officers will not be held liable for accidents or injuries due to transportation.
- E-Mail: this is a great way to communicate, however it can lead to miscommunication as well. Please send any e-mail that you would like to send to the entire team to one of the coaches in order for them to review before distribution.

VIII. **Problems with the Coach**

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach.

1. Try to keep foremost in your mind that the coach has the best interests of your child at heart. Even though his/her approach may be different, you are more likely to enjoy a good rapport and a constructive dialogue, if you keep this in mind.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the need of the team or a training group that can range in size from 20-200 members. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short term inconvenience.
3. If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head age group coach or head coach join the dialogue as a third party.
4. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

5. Coaching concerns that can't be worked out with the coach, and if the concern is still not resolved, you have the option to bring your concern to the Swim Board.

IX. Fees and Finances - Club Fees

- Club fees are assessed on a "per season" basis. The amount will differ for the summer and the winter seasons, due to the difference in the length of the season.
- Fees are due at the beginning of the season for all swimmers.
- Because each individual swimmer's accident insurance is covered by USA Swimming, USA Swimming fees must be paid before the swimmer is allowed to participate in any practice.
- Special fees will be assessed when there is more than one swimmer per family. Presently, after the basic fee is assessed for the first swimmer per family, the fee for each additional swimmer will be 75% of the applicable fee. The oldest swimmer in the family will always be considered the first swimmer.
- It is the responsibility of the swimmer's parents to notify the coach and/or a swim board member of intentions to drop from the club. If a swimmer quits the program or is dropped from the program, for whatever reason, overdue and current account balances are immediately payable in full. **Dues will not be refunded or prorated once the swim season has begun.** (Refer to the Registration Policy) Anyone swimming under the MAC name must pay full dues. Scholarships are available. (Refer to Scholarships)

X. Meet Entries

At the beginning of each, a meet schedule for the season will be posted on the website macswimming.com. Whether or not a family chooses to attend a meet is up to each family. We encourage all swimmers to participate in meets. Entry forms will be at the pool and available online. The form will state how much the event, head tax and any other charges the inviting team may have.

If you choose to have your swimmer(s) participate at a meet:

- Indicate on the entry form which events your swimmer will swim and return the form to the meet folder.
- Then put a check for the appropriate amount (made out to the Mitchell Aquatic Club or MAC) in the team's deposit box in the wooden cupboard, before the entry deadline.

You should discuss which events would be appropriate for your swimmer with the coach. Most meets swimmers can swim three to five events per day, with a limit to the number of events a swimmer can swim per meet. MAC will write one check to the host club for all the entry fees collected for the swimmers on our team attending the meet. **No late entries will be accepted.**

XI. Focus Meets

Before each season, the coaching staff will notify our families of meets that are being designated as focus meets. Meets receive this designation either because the time of season or the quality of the meet facility lends themselves to top performances. Obviously, coaches do not require meet attendance; this is simply an effort to assist families to plan a meet schedule that gives their swimmers an opportunity to perform at their highest level. As swimmers get older and more competitive, these meets will be further from home, again this designation hopefully will assist families to make decisions regarding what works best for them and their swimmer.

XII. Fund Raising

Fund raising is **mandatory** for every MAC family.

Each MAC family is required to assist in the fund raising activities organized for the team or pay the equivalent fee. The club's fundraising activities may include all or one of the following:

- Hosting one or two winter meets and one or two summer meets. Every family is expected to supply one or two workers to assist with running the meet, donate food to concessions, and to sell one or more program ads for the meet program.
- Selling swim team calendars. Every family is required to sell a set amount of calendars. Families are encouraged to sell more if able.
- A Swim-a-thon is another type of fundraiser that may be initiated if the swim board decides that more monies are needed. During this fundraiser the swimmers are to get pledges and/or donation for the laps they swim during the two-hour period allotted for the Swim-a-thon.

There may be other various activities that the team will use as fund raisers that you may be asked to participate in. Fund raising is the primary means of financing the team, paying our coaches, and paying for use of the pool. **This is a critical part of the swim family's responsibility.**

Policy for Disbursement of Calendar Raffle

The following shall be the policy of the Mitchell Aquatic Club in accordance with distribution of Calendar monies to members of the Mitchell Aquatic Club.

1. To be eligible to receive winnings from the calendar raffle, members must have sold their required allotment and each calendar paid in full.
2. If the member wishes to pay the pool fee and waive selling calendars, that money is due and owing at the designated deadline for turning in calendars.

MAC will not distribute any winnings to the member or purchaser unless the above two criteria are satisfactorily met. Questions about this policy can be directed to the Mitchell Aquatic Club Board of Directors.

XIII. Insurance

It is required of all MAC swimmers that they have a current USA Swimming membership. This membership not only supports swimming throughout the country, it also provides very important accident and medical insurance for every swimmer and every club. Each swimmer is covered at any organized practice of MAC and every competition that is USA sanctioned. Swimmers will not be allowed to begin any organized practice of MAC until they have completed the paperwork and paid for their USA Swimming membership.

XIV. All Star Meet

All Swimmers ages 9-13 with **A** times are eligible to go to the All Star Meet. This Meet is typically held in Kansas during January. For swimmers eligibility and registration sheets, please refer to the SD Swimming Web site at sdswimming.org.

XV. Meets

A. Attendance

Swimming is a great family sport, whether the parents provide moral support for a new swimmer, become involved in goal setting as their swimmer progresses, or chose to swim in the Masters program themselves. One consideration that is always at the forefront for any family is the expense associated with a full weekend from home to attend a meet. Participation in a meet does not require a weekend of restaurant meals or a stay at a hotel. The coaches encourage families to pick a single day or session at a local meet to have a swimmer compete; there are enough competitions during the course of a season within a two hour drive of Mitchell to insure that swimmers will get the competitive experience that they need.

B. Warm-ups

Your swimmer needs to participate in the team warm-ups before meets. They typically will start 1 hour before the meet starts, but to get the actual warm-up time ask the coach, a few days before the meet you wish to attend.

C. Summer Meets

Parents bring lawn chairs, umbrella's (for sun or rain) sunglasses, sunscreen for you and your swimmer, coolers (filled with healthy snacks) Gatorade, and /or water and a highlighter, (for marking your program). They typically sell snacks at the meets and it is good to support the local swim clubs, but they may not have your child's favorite swim snack and the menu is different for every meet.

D. Winter Meets

Parents wear lightweight short sleeve shirts and many times even shorts are appropriate. The pool rooms are very humid and warm during the winter. You may also bring coolers to winter meets but is not as important as in the summer because the kids do not get quite as thirsty. Kids need to bring games, (something to do while not swimming) sleeping bags, extra towels, extra pair of goggles and even an extra set of clothes to all meets. Dark goggles are recommended for summer use. Purchase a "meet program" at the beginning of the meet. This is needed to know when your child is scheduled to swim. As a rule parents go through the program and highlight each event their child is swimming. The races will be swam in heats with the fastest swimmers seeded last, much like a track meet. Swimmers are divided up into age groups - 8 & unders, 9 & 10, 11 & 12, and 13 and over. LCM stands for Long Course Meters and is swam in the summer time. SCM stands for Short Course Meters and SCY stands for Short Course Yards. Both of these are swam in the winter. The Middle School Pool that MAC uses for winter meets is a 25 yard pool. For an out of town meet, you typically need to make your own arrangements. How to get there and were to stay "hotels, campgrounds, friends or relative. Sometimes the team will reserve a block of hotel rooms before a meet. If this happens you will be notified as to where to call to put your name on a room.

XVI. High School Lettering Criteria

The Mitchell Aquatic Club in accordance with policies established by the Mitchell School Board has established the following criteria for MAC members to be eligible for a High School Letter in the sport of swimming.

1. Must be a High School student (9th, 10th, 11th & 12th grade) in good academic standing.
2. Must have satisfactory attendance at practice, which will be defined as 85% attendance with that swimmer's designated practice group during the period of Nov. 1 through the Winter State Meet.

3. Must participate in at least two (2) meets during the season as defined above.

In addition the Swimmer must not have violated the Mitchell High School Extra Curricular Participation Code Conduct and Academic Requirements as outlined on the Mac website, to maintain eligibility. macswimming.com

The names of the eligible swimmers will be submitted by the head coach of the Mitchell Aquatic Club to the Mitchell Senior High Athletic Director.

The extra-curricular programming is one area in which youth have a unique opportunity to develop desirable personal qualities.

It is the policy of the school district that participation in any extra-curricular activity is a privilege. This participation privilege is provided for students of the Mitchell School District 17-2 and is extended to students residing in the Mitchell School District attending non-public accredited schools in grades 7 and 8 who do not offer the extra-curricular activity in their school.

Students participating in the district's extra-curricular programs are highly visible to the student body, the community, and to the communities with which we compete. The participation privilege carries the responsibility of adherence to a code of conduct, which reflects the role model status of extra-curricular participants.

The Mitchell Middle School and Senior High School will enforce the code of conduct and academic requirements relative to participation in extra-curricular activities in and out of school.

Students must abide by the eligibility requirements as established by the South Dakota High School Activities Association as well as those provided for in this policy of the Mitchell School District 17-2. The students and parents shall be afforded the basic procedural right of the Student Appeals, Policy 1045.

A. Code of Conduct – The code of conduct applies to all extra-curricular participants and shall be in effect beginning with the first day a student enters 7th grade (or enrolls in classes grades 7-12) until 24 hours after the SDHSAA State Track Meet their graduation year.

1. Skipping Practice – any unexcused absence from practice will result in the individual not being able to participate for the next competition. An absence due to personal or family illness or emergency shall be excused either before or after the absence. An absence due to any other reason shall be excused only upon prior approval by the coach or sponsor. The coach or sponsor will notify the activities director of such decisions.
2. Inappropriate Conduct – participants who are fighting, using flagrant obscenities, making obscene gestures, or other inappropriate behavior while traveling with school personnel to and from extra-curricular events, during extra-curricular events, or on school premises will be subject to disciplinary action from the appropriate coach or sponsor.
3. School Suspension – participants who are suspended from school are also suspended from extra-curricular activities during the length of the suspension.
4. Criminal or Juvenile Legal Code Violations (excluding drug or alcohol violations) – participants who are charged with criminal or juvenile legal code violations that is will receive suspension from events. The number of events will be determined by the activities director after consultation with the appropriate coach or sponsor.

5. Presence in a place where alcohol or illegal drugs is present. The district does not condone student use of alcohol, illegal drugs, tobacco, or the presence of underage students where such illegal acts are taking place. Parents, coaches and sponsors will be notified **by oral communication and/or in writing** by the activities director, or in his or her absence, a designee, if a participant is reported to be in a place where alcohol, tobacco or drugs are being illegally bought, sold, used, or possessed. Parents, coaches and sponsors will also be notified **by oral communication and/or in writing** by the activities director, or in his or her absence, a designee, if a participant is reported to be in a place where alcohol or tobacco is legally being bought, sold, used or possessed and the report does not identify parent or responsible adult supervision. **The consequence for a FIRST violation of this section will be a TWO-event suspension from competition. A SECOND violation of this section will result in a FOUR-event suspension from competition. A THIRD violation of this section will result in a FIVE-event suspension. Consequences for subsequent violations after a third offense in a calendar year will be determined at a meeting of student, parent(s), activities director and coach/sponsor. Self-report will reduce the suspension ONE event for the first three violations.**

6. Use of Alcohol or Tobacco – any participant who uses, possesses, buys or sells alcohol or tobacco shall be subject to the following disciplinary action.

*a. First violation – the violator will be suspended from competition for the next **FOUR** scheduled events following an infraction. The **FOUR** event suspension shall carry over to the participant’s next season, if necessary. The participant will be referred to a school counselor and required to participate in a school sponsored drug and alcohol education program. The school sponsored program may be substituted with a court ordered drug and alcohol education program.

*b. Second violation – the violator will be suspended from competition for **EIGHT** events. The **EIGHT** events suspension shall carry over to the participants next season, if necessary. Counseling contact will continue with the possible recommendation of referral to an outside agency. The school district is not responsible for any fees or expenses incurred.

*c. Third violation – the violator will be suspended from participation for a twelve month period. A recommendation will be made to the violator to seek professional assistance. The school district is not responsible for any fees or expenses incurred.

*Violations shall be cumulative for a period of twelve months from date of offense.

A participant who self reports he/she has violated the code of conduct within one school day of the violation to his/her sponsor/coach or school administrator shall receive a one event reduction in the disciplinary action of items a or b.

Definition of Event: A competition or event is a regularly scheduled contest, performance, or presentation authorized by the activities director. The participant is ineligible to participate for the entire day of a scheduled competition or event and each day is considered one_event. A participant will satisfy his/her disciplinary action by missing in calendar sequence events or competitions in each activity in which he/she participate.

7. Marijuana or Controlled Substances: Any participant who possesses, uses, or distributes marijuana or controlled substances shall be subject to the following disciplinary action:

*a. First Violation: The violator will be suspended from competition for the next eight scheduled events following an infraction. The eight-event suspension shall carry over to the participant's next season, if necessary. The participant will be referred to a school counselor and required to participate in a school-sponsored drug and alcohol education program. The school sponsored education program may be substituted with a court-ordered drug and alcohol education program.

*b. Second Violation: The violator will be suspended from competition from eighteen events. The eighteen-event suspension shall carry over to the participant's next season, if necessary. Counseling contact will continue with the possible recommendation of referral to an outside agency. The school district is not responsible for any fees or expenses incurred.

*c. Third Violation: The violator will be suspended from participation and competition for a twelve-month period. A recommendation will be made to the violator to seek professional assistance. The school district is not responsible for any fees or expenses incurred.

*Violations will be cumulative for a period of twelve months from date of offense.

A participant who self reports that he/she has violated the code of conduct within one school day of the violation to his/her sponsor/coach or school administrator shall receive a one event reduction in the disciplinary action of items a or b. The definition of an event shall be the same as under item 6 of this policy.

In the event that any marijuana or controlled substance violation is dealt with as described in SDCL 13-32-9, the statutorily described penalties will be applied, regardless of the above provisions of this board policy.

8. Any student who voluntarily participates in the initiation of other students shall lose eligibility under this policy consistent with violation of #6. Additionally, school based consequences may be levied by building administrators under the buildings discipline code.

9. Activity supervisors or coaches may establish further written rules as necessary for each activity. The Activities Director must approve these written rules before the activity or season starting.

Activities are defined as:

Athletic Teams: Girls Soccer
Boys or Girls Golf
Boys or Girls Tennis
Boys or Girls Cross County
Boys or Girls Basketball
Football
Gymnastics
Volleyball
Track
Wrestling
Cheerleading (by sport)
Band (any combination of pep band, marching band, jazz band, stage band, musical pit band, or show choir pit band)
Vocal Music (any combination of 9th grade choir, 10th grade chorus, concert choir, show choir, musical)
Speech (any combination of Debate and Oral Interp)
Drama (any combination of Fall Play, One-Act Play and Musical)
Leadership Groups: FBLA, FCCLA, FFA, Student Council.

The consequences described above are minimums only. The activities director, after consultation with the principal and co-curricular sponsor or coach, may enforce a more severe consequence if the violation warrants. **Any participant that holds a leadership/officer position in any of the above listed activities shall forfeit that position if determined to have committed violations under Section A, Items 2-8.**

B. Academic Requirement

1. Students must currently be passing in five classes. Senior High participants must meet the requirements of Policy 992 – Grade Level Status of Students equal to the appropriate grade classification relative to their enrollment as a first semester ninth grader scheduled to complete senior high graduation requirements in eight semesters. **Students in grades 7-12 may not travel/compete with the team/group if they are listed on the current Failing List with one or more 'F' letter grades when it involves lost classroom time.**

C. Procedures for Informing Participants of Code of Conduct and Academic Requirements.

1. Participants shall be informed regarding the rules and the penalties for violations by the Activities Director, Coach, or sponsor before the participants; first practice session.
2. The activity rules and regulations shall be posted in the practice facilities.
3. The consent agreement shall be signed by the participant and parents/guardian. It will be returned to the Activities Director before the student may begin practice.

D. Consequence Application

It is the responsibility of the Activities Director, or in his or her absence, a designee, to provide for the fair and equitable administration of the consequences outlined in the Extra-Curricular Participation Code of Conduct and Academic Requirements. Students and parents shall be offered the basic procedural rights of oral or written notice of alleged violations and students and parents will be given the opportunity to provide information on their own behalf.

When consequences are imposed, the time line for application of the consequences shall begin on the date of the Activities Director, or in his or her absence, a designee's oral or written notification to parents or guardian, and shall not be stayed in the event an appeal is taken.

Parents or students have the right within five school days of notification of consequences to appeal the decision of the Activities Director or designee to the school principal of the effected students. Appeals shall be in writing on the Extra-Curricular Participation Appeal Form. The school principal will investigate the facts related to the Activities Director decision and will provide a written decision within five school days of receiving the Extra-Curricular Participation Appeal Form.

The parent or student has the right to appeal the school principal's decision to the Superintendent within five school days of receiving the principal's decision. Appeals shall be in writing on the Extra-Curricular Participation Appeal Form. The superintendent will investigate the facts related to the school principal's decision and will provide a written decision within five school days of receiving the Extra-Curricular Participation Appeal Form.

The parent or student has the right to appeal the superintendent's decision to the Board of Education within five days of receiving the superintendent's written decision. Appeals shall be in writing on the Extra-Curricular Participation Appeal Form. On receipt of the written appeal, the matter shall be placed on the agenda of the Board of Education as an executive session item. A decision shall be made and reported in writing to all parties within thirty (30) days of the board meeting. The decision of the Board of Education will be final.

Adopted: 2/12/80

Revised: 8/11/81, 5/28/84, 8/8/88, 8/14/89, 5/28/91, 7/15/96, 11/26/01, 5/13/02, 6/29/07

Reviewed:

11/26/01 revision added item 7, state initiated 1 year ban for drugs, and item 8, initiation violation, and renumbered the policy from 1051.1 and 1051.1R to 1071.

5/13/02 revision clarified A7 by setting out district consequences for marijuana and drugs. In the absence of SDHSAA consequences.

6/29/07 revisions added greater consequences for violations, year round enforcement of policy, clarified consequences for 'in the presence of' and added Leadership groups to qualified activities.

XVII. MAC Scholarship Program

Program Purpose:

The Mitchell Aquatic Club (MAC) is a non-profit organization dedicated to providing community based aquatics through the sport of competitive swimming for children in the greater Mitchell area. To that end the MAC has created a scholarship program for children who wish to participate, but are not financially able to do so. The following information outlines the program, eligibility requirements, and obligations on the part of the scholarship recipients.

A. Applicant Criteria:

Those wishing to apply for Scholarships must currently receive one of the following benefits or have extenuating circumstances that may require a need for assistance.

1. Free or Reduced Price School Lunch Program
2. Medicaid Recipient
3. Extenuating Circumstances
4. No outstanding balances greater than 60 days old with the MAC.

B. Application Process:

1. Applicants must fill out the attached Scholarship Application Form within 10 days of opening the fall or Summer Season. Scholarship Forms may be obtained via the MAC website; www.macswimming.com or through the team's Registrar.
2. Applicant must complete the Scholarship Form and return it to the Team Registrar.

C. Review and Disbursement of Funds:

1. Each application will be reviewed by the MAC President and Treasurer. All applications are kept confidential, and only the teams President and Treasurer will review scholarship applications.
2. Each Scholarship is funded for the season applied for (Fall or Summer Session). All scholarship responsibilities outline below will need to be followed or applicant is not eligible for any further scholarship assistance.

D. Scholarship Benefits:

It is the goal of the MAC to fund each applicant that applies for assistance with our organization. Every effort is made to raise the monies that are necessary to fund all applications. Through the generosity of local businesses and organizations, the MAC strives to fund every application and an amount is budgeted each year for this process. Each scholarship that is funded receives the following benefits:

1. **Membership Fees:** Scholarship Applicants will receive complete payment of the MAC Membership Fee for the season they have applied for assistance. As outlined above, Scholarships are funded for each season (Fall and Summer) and the applicant must indicate on the scholarship form and which season they wish to apply for.
2. **USA Swimming Fee:** The MAC is governed by a national organization called USA Swimming. Each MAC member is required to pay an annual membership fee as part of their membership dues. It is the obligation of the applicant to pay the USA Swimming Fee required as part of membership to the MAC. If the applicant is only applying for the summer session, the fee is reduced and is termed a "seasonal swimmer", this fee is due and owing at the time the scholarship application is approved.
3. **Swim Meet Fees:** Each competition or meet that is attended by any swimmer has fees associated with it. The MAC will pick-up all applicable meet fees (head tax, event fees, facility use fees) for any

home meets hosted by the MAC Any other meets that a scholarship recipient attends will be the sole responsibility of the applicant.

E. Scholarship Responsibilities:

1. Volunteering: As a member of the Mitchell Aquatic Club, all members have an obligation to volunteer their time at meets, and any other MAC function where volunteer help is needed to complete team functions. Scholarship recipients are required and encouraged to volunteer their time whenever asked.
2. Fundraising: The MAC is required to pay \$11,000 annually for use of the Mitchell Middle School Pool Facility. In order to raise this amount the MAC has an annual fundraiser. Currently, that fundraiser is the sale of calendars (see details below) where each MAC family is required to sell calendars or pay a pool fee. All scholarship applicants are required to sell their allotted portion and participate in any other mandatory fundraising efforts by the MAC.
3. Team Suit: The Mitchell Aquatic Club requires all MAC members to wear the MAC team swim cap at all meets a swimmer participates in. Purchase of the cap is at the expense of each team member and can be purchased at SunGold Trophies in Mitchell.

F. Frequently Asked Questions

- **May I submit my application via email?**

Yes, applications may be submitted via e-mail to the Registrar or Board President, a list of current e-mail addresses of Registrar/MAC Officers can be found on the MAC web-site. You can also submit your application via mail or in person to the team's Registrar.

- **When will I be notified if chosen to receive the funds?**

You will be notified within 10 days of your application by the President.

- **Am I eligible to receive monies two years in a row?**

Yes, however application must be made for each swim session

- **How many scholarships will be given out each year?**

Scholarships are limited to the amount budgeted each year and the availability of funds. The scholarship committee is charged with raising monies for scholarships, and every effort is made to fund each scholarship. If the amount of scholarships exceeds available funds, then each applicant will receive an equal amount of funds available.

- **Is my information and application kept confidential?**

Yes! Only the Board President and Treasurer review and approve the applications. All information is kept in strict confidence neither the coaching staff nor any other Board Members know who has been awarded a scholarship.

- **What are the Membership Fees?**

Membership fees are broken down by age group and the number of swimmers in each family. A complete fee schedule is listed on the website.

- **Who is USA Swimming and why do I have to pay the fee?**

USA Swimming is the governing body for all Local Swim Clubs. Membership in USA swimming provides our liability insurance, training for officials and supports local clubs with information and assistance.

- **Why do we have to pay \$11,000 per year for the pool?**

The Mitchell School District has accessed an \$11,000 pool fee for use of the Middle School pool for meets and practices. In order to raise this substantial sum, each family is required to participate in the MAC mandatory fundraiser. Currently, that fundraiser is a raffle, where a “calendar” is sold for \$20.00, and individuals have a chance to win money if their name is drawn. Additional information about the fundraiser is available from any MAC Board Member.



Mitchell Aquatic Club

Scholarship Application Form

Return completed application to: MAC Registrar:

Or refer to our Web Site at <http://www.macswimming.com> for more information

Date of Application: _____

Name of Parent or Guardian: _____

Address: _____

City: _____ **State:** _____ **Zip Code** _____

Phone: _____

E-Mail Address: _____

Current Employer: _____

Phone: _____

Name of Swimmer's Applying for Scholarship:

1. **Name:** _____ **Age:** _____

2. **Name:** _____ **Age:** _____

3. **Name:** _____ **Age:** _____

4. **Name:** _____ **Age:** _____

Season for which you are Applying for Scholarship:

(Please Check)

Fall: _____ **Summer:** _____

Please Check the Scholarship Category:

Full Funding Partial Funding

Please check all that apply:

Recipient of Free or Reduced Price Lunches:

Medicaid Recipient:

Please outline any extenuating circumstances that would qualify you for scholarship monies:

As a potential recipient of a MAC Scholarship I understand that I am required to volunteer, complete mandatory fundraising requirements, and pay all applicable USA Swimming Fees. I agree to the above commitments and understand if I do not fulfill these requirements I could forfeit my scholarship monies.

Applicant's Signature

Date

MAC President

Date