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The purpose of this handbook is to educate parents in regards to the mission, policies, and procedures of Palma Ceia Country Club Swim Team (PCCC). All parents should read it so they become familiar with the facts and rules of the team.

MISSION STATEMENT

The mission of PCCC is to develop character traits and technical skills necessary for the maximum realization of each swimmer's potential.

OBJECTIVES

The objectives of PCCC shall include the following:

1. To provide each swimmer an opportunity to develop good sportsmanship and to engage in a lifesaving, lifetime, recreational sport;
2. To promote physical fitness and to encourage proper conditioning and health habits of each swimmer;
3. To provide each swimmer opportunities for social, emotional, and educational development and to encourage peer and family participation in that development; and
4. To involve each swimmer in age-group programs and competition in accordance with the standards of Florida Swimming, Inc. and United States Swimming, Inc.

TEAM PHILOSOPHY

The PCCC philosophy is to provide an outstanding swimming program which fosters the attributes of hard work, dedication, and determination in each of its swimmers. The program will also encourage its swimmers to have a healthy attitude about competition and to maintain a proper balance of fun and commitment.

While the coaches recognize that there are many different capabilities among our swimmers, their aim is to produce swimmers who excel and who understand the efforts required to achieve that excellence. Therefore, the staff will make every effort to provide the atmosphere necessary, in both its coaching and its teaching, to assist each swimmer in achieving his/her goals.

COACHING STAFF

Todd Hoffmeier is the Head Coach for Palma Ceia Country Club Swim Team. He has coached with PCCC since 1995 and returns for his thirteenth season with the team. Originally from Arizona, Todd was a state champion in the 200 IM and runner-up in the 100 fly. He came to Tampa on a University of Tampa Swimming Scholarship where he swam for three years, graduating in 3 ½ with a Bachelor of Science in Elementary Education. After Coach Mike Laughrey's retirement in 1998, Todd was promoted to Head Coach of PCCC. He works with all ages of swimmers from toddlers to teenagers, teaching proper technique and a love of the sport.

Todd also coaches the South Tampa Aquatic Team (STAT) in the winter, a combined Palma Ceia and Tampa Yacht Team, which has sent several swimmers to the Florida Junior Olympics.

Todd resides in Tampa with his wife Tammy and their two children Jett (4) and Jade (1). He currently teaches Physical Education at St. John's Episcopal School, where he has been for 6 years.

Assistant Coaches:

Alison Alfonso has been coaching on the PCCC since 1999. A Tampa native and an avid swimmer, Coach Alison attended The University of Florida and University of South Florida and holds her Bachelor of Science in Education. She swam for PCCC from 1983 to 1996 where she excelled in breaststroke, butterfly and IM. Alison does a great job with all age groups, but is especially effective with the team's younger swimmers.

Dewey Destin is beginning his 2nd season with PCCC. He holds his Bachelor of Science in Business Administration from The University of Tampa where he swam freestyle for four years. Although he works with all age groups, Coach Dewey specializes in sprint training. He looks to further his education in Law School next fall.

Kyle Merritt also begins his 2nd season with PCCC. Now a senior on The University of Tampa Swim Team, he was awarded All-American status after competing at the national level in his sophomore year. He also serves as UT's team captain for the second consecutive year. In Fall of 2008, Kyle broke UT's school record in the 100 yard backstroke with a time of 50.17. He is majoring in Exercise Science and hopes to attend Physical Therapy School in Fall 2009.

COACH RESPONSIBILITIES

The head coach's job is to supervise the entire competitive swim program enabling each swimmer to learn the value of striving to improve oneself. **To do this effectively, he, along with his coaching staff, must be in total control of matters affecting training and competition.**

The responsibilities of the coaching staff are as follows:

1. To place swimmers in practice groups. This is based on the age and ability level of each individual;
2. To provide stroke instruction and training regimens. Each group's practices are geared to the specific goals of that group;
3. To make final decisions concerning which events each swimmer will be entered in for Dual and Championship meets;
4. To conduct and supervise warm-up procedures for the team;
5. To manage the logistics of each meet;
6. To offer constructive criticism regarding a swimmer's performance at meets. (It is the parents' job to offer love and support regardless of their swimmer's performance); and
7. To designate relay teams at meets.

The coaching staff is constantly updating and improving the PCCC program. It is the swimmers' and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

PARENT RESPONSIBILITIES

The responsibilities of every parent are as follows:

1. To make every effort to have your swimmers at practice on time;
2. To realize that your child is working hard and give him/her all the support you can;
3. To encourage good diet and sleeping habits. They will serve your children well;
4. To avoid "coaching" my child during practice and/or at meets or interfere in any way at the pool, recognizing and respecting the role of the coach and my responsibilities as a parent.
5. To not promote or further gossip and hearsay (make sure you get the facts from a member of the board or coaching staff);

6. To volunteer your time when asked. As with any organization run by volunteers, PCCC depends upon and greatly encourages participation from team members' families. Prior to each "home" meet, you will be invited (via a form or verbal request) to help in any of the following areas: timing, running, ribbon preparation, etc. Please don't be shy or feel that you aren't capable of doing any of these jobs. We were all new to swimming at one point in time and we've all learned how to do these important jobs. The swimmers love to see their family members participating and everybody has fun!
7. To respect the relationship between my child and his or her coach, showing support and respect for team policies and rules. Parental support of the coach when discipline is necessary is paramount to the proper development of each swimmer (in and out of the pool).

SWIMMER RESPONSIBILITIES

The responsibilities of every swimmer are as follows:

1. To arrive at practice on time and ready to swim;
2. To bring proper swim equipment to practice;
3. To obey and give proper respect to his/her coaches;
4. To be kind and considerate to his/her teammates; and
5. TO HAVE FUN DOING SO!!!

BEHAVIOR POLICY

Disruptive behavior can negatively impact the entire team at both practice and meets. While rare, situations do arise where a swimmer's behavior affects the flow and effectiveness of practice. On such occasions, it might be necessary for a coach to make a swimmer get out of the pool. Such discipline will always be constructive, whereby the swimmer will do dry land exercises of some sort until a time at which the coach has determined the swimmer will no longer be disruptive to practice. **If a swimmer's behavior, however, becomes a consistent problem, it is within the head coach's authority to suspend such swimmer from an upcoming meet.** Any entry fee that may have been paid prior to such a suspension will be non-refundable.

Disruptive behavior can be defined as, but not limited to, any of the following: habitual unexcused tardiness, unwillingness to complete exercises, and disrespectful comments and/or attitude towards any coach.

Please read the Swimmer's Behavioral Contract on page 17 with your child. Both a parent and the swimmer must sign this document and return it with the other registration documents by the conclusion of the first week of practice.

COMMUNICATION

Each family is responsible to check the bulletin board at the pool for any new information. All swim practice days and meets will be posted on the web site. (WWW.SWIMCOACHTODD.ORG)

TEAM EQUIPMENT

The PCCC team colors are green and white. The team suit is Speedo Quantum Splice with the team name imprinted on it. It is important and helpful to the coaches that all swimmers wear their team suit, shirt and swim cap to all duals meets and weekend meets.

If your child needs a new swim cap they may charge it to your PCCC number. Have your child ask one of the coaches for a cap.

You will have the opportunity to buy a swimsuit at the banquet or during the first week of swim practice. If you miss these opportunities you can call and order a suit from Grab Bag Swim Wear at (813) 361-7946. When you call, tell them you swim for Palma Ceia Country Club and you would like to buy the team suit **Elixir-Diamondback**.

If you have any questions about swim merchandise please call Susan Taulbee at 839-0988.

The Ten Commandments for Parents of Athletic Children

Reprinted from *The Young Athlete* by Bill Burgess included in "The Swim Parent Newsletter"

- Make sure your child knows that – win or lose, scared or heroic - you love him/her, appreciate his/her efforts, and are not disappointed in him/her. This will allow him/her to do his/her best without a fear of failure. Be the person in his/her life that they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, his/hers competitive attitude, sportsmanship, and actual skill level.
- Be helpful, but don't coach him/her on the way to the pool or on the way back, or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve his/her swimming skills and attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun.
- Try not to re-live your athletic life through your child in a way that creates pressure: you lost as well as won. You were frightened, you backed off at times, you were not always heroic. Don't pressure your child because of your pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking, feeling, sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his world turns bad. If he/she is comfortable with you – win or lose – he/she is on their way to maximum achievement and enjoyment.
- Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc., with your athlete.
- Don't compare the skill, courage, or attitudes of your child with other members of the team, at least within his/her hearing.
- Get to know the coach so that you can be assured that his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.
- Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort.

**“Top 10 Parent Education Tips” by Dr. Jane Katz, Reprinted
from Splash magazine**

S.W.I.M. P.A.R.E.N.T

1. **S**upport your child.
2. **W**inning is not the only thing.
3. **I**nvolvement.
4. **M**ake an effort to provide positive reinforcement.
5. **P**rovide unconditional love.
6. **A**ct as a role model.
7. **R**emember to have fun.
8. **E**ncouragement.
9. **N**otice improvement.
10. **T**alk with your kids.

SPRING 2008 GROUPS AND PRACTICE TIMES

Note: Sole discretion for practice placement rests with Coach Todd.

DOLPHIN (March 24th)

Practice Days: Monday, Wednesday, Thursday, and Friday

Times: March 24th – June 6th 4:00 – 4:30 P.M.

Group Requirement: To be eligible for Dolphin group a swimmer must be able to swim one lap (25 yards) of freestyle and have some basic skills of backstroke.

Goals and Objectives: This group will work on their technique in free, back, breast and butterfly. They will also learn to correctly dive from the side of the pool and off the blocks. A swimmer will advance to Age Group I once these skills are obtained and the swimmer demonstrates the ability to attentively listen to and carry out the instruction of his/her coach.

AGE GROUP I (March 24th)

Practice Days: Monday, Wednesday, Thursday, and Friday

Times: March 24th – June 6th 4:30 – 5:30 P.M.

Goals and Objectives: This group will continue developing their technique in all four strokes and diving from the pool deck and off the blocks. This group will also work on building endurance and learning freestyle and backstroke flip turns. A swimmer will advance to Age Group II once these skills are obtained, the swimmer can complete a legal 100 IM with good technique, has a basic understanding of how to use the PACE CLOCK, demonstrates the ability to attentively listen to and carry out the instruction of his/her coach, and helps pick up equipment after practice is over.

AGE GROUP II (March 3rd)

Practice Days and Time: Mon. – Thurs. 5:30 – 7:00 p.m. & Friday 4:30 – 6:00 p.m.

Goals and Objectives: This group will continue to progress with better technique and learn to know their stroke count and stroke cycles. They will work to start and finish on the wall for every set. A swimmer will advance to Junior Team once these skills are obtained, he/she chooses to swim the entire set without sitting out and/or walking on the bottom of the pool, starts to show leadership ability and a determination to excel, understands how to accomplish his/her goals, and is able to swim a legal 200 IM with good technique.

JUNIOR TEAM (March 3rd)

Practice Days and Time: Mon. – Thurs. 5:30 – 7:00 p.m. & Friday 4:30 – 6:00 p.m.

Goals and Objectives: This group will expand on their leadership abilities and dedication to the sport. A swimmer will advance to Senior Team once he/she has a Senior Time Cut, has a clear understanding of the importance of commitment and self-discipline, is able to attend all practices (or contact the coach explaining why they cannot attend), and show a determination to make-up any missed practice on his/her own time.

SENIOR TEAM (March 3rd)

Practice Days and Time: Mon. – Thurs. 5:30 – 7:00 p.m. & Friday 4:30 – 6:00 p.m.

Goals and Objectives: Attaining Senior Team status is an elite honor. Swimmers are expected to exhibit the assets of commitment and self-discipline in and out of the pool. These swimmers serve as role models to our younger swimmers and greatly impact the effectiveness of the entire team. Each member of this group will continue to work on endurance and strength training, improving his/her times, and reaching his/her full potential.

What to take to meets

1. Most important: Palma Ceia Swim Team suit and cap – along with your swimmer. Goggles if your swimmer uses them.
2. Towels – realize that your swimmer will be there awhile, so pack at least two with your child's name on it.
3. Something to sit on. Some clubs do not have enough seating available. As a side note, you might also bring along one for yourself!
4. Games: Game Boy, other hand held games, cards, coloring books, books, anything to pass time while they are waiting their turn to swim.
5. Pack snacks and drinks.
6. The obvious – sunscreen is a must!!
7. Bring a hi-lighter and a pen or pencil to the “big” weekend meets. You can always purchase them at these meets, but by the end of the summer you will find you have a large collection!
8. Money to purchase heat sheets at the meets so you will know when your swimmer is going to swim.

Once you have attended one or two meets this will all become very routine. Please do not hesitate to ask any other PCCC parent for help or information.

2008 PALMA CEIA SWIM TEAM SCHEDULE

MARCH

3 PRACTICE BEGINS FOR THESE GROUPS
5:30 – 7:00 Age Group II, Junior Team, & Senior Team

24 PRACTICE BEGINS FOR THESE GROUPS
4:00 – 4:30 Dolphin Group
4:30 – 5:30 Age Group I

<u>APRIL</u>	<u>MEET</u>	<u>LOCATION</u>	<u>TIME TO BE AT MEET</u>
1	GREEN & WHITE MEET SWIM TEAM MERCHANDISE DAY	HOME	5:00 WARM-UP/ 5:45 START 4:00 – 6:00
15	HUNTER'S GREEN DUAL MEET	HOME	5:00 WARM-UP/5:55 START
22	WALDEN LAKE/TAMPA PALMS	HOME	5:00 WARM-UP/5:55 START
24	BELLEAIR DUAL MEET	AW AY	5:15 WARM-UP/6:00 START
26	PCL RELAY MEET	TYCC	TBA
29	COUNTRYSIDE DUAL MEET	HOME	5:00 WARM-UP/5:55 START

MAY

2	TAMPA YACHT DUAL MEET	AWAY	4:30 WARM-UP/5:30 START
10	DICK SMITH'S INVITATIONAL	CARLOUEL	TBA
13	LAKELAND DUAL MEET	AWAY	5:15 WARM-UP/6:00 START
20	EMERALD GREEN DUAL MEET	AWAY	5:15 WARM-UP/6:00 START
27	ST. PETERSBURG DUAL MEET	HOME	5:00 WARM-UP/5:55 START

JUNE

7 & 8	PCL CHAMPIONSHIPS	LONG CENTER	TBA
9	TEAM TRIP	BLIZZARD BEACH	TBA

Directions to Meets

Hunter's Green - Tampa 813.973.4220

Take the Crosstown to I-75 North (Ocala). Get Off of I-75 at the Bruce B. Downs exit and turn right. Head North on Bruce B. Downs to the entrance to Hunter's Green (on the right). Take the first left after the security house. The pool is behind the tennis area.

Belleair Country Club

Take the Courtney Campbell and SR 60 to Clearwater. Turn left on Fort Harrison Ave (Alt 19). Follow to Belleview Blvd. Turn right and go to the gate. They will direct you to the pool.

Walden Lake - Plant City 813.752.5133

Take the I-4 east to the Thonotosassa Road exit #19. Exit right onto Thonotosassa Road and head south to Baker Street. Turn left onto Baker Street and head east to Alexander Street. Turn right onto Alexander Street and continue beyond the railroad tracks, after several more lights you will see the entrance into Walden Lakes on the right. Enter on Timberlane and follow until Clubhouse Drive. The pool is at the end of Clubhouse Drive.

Countryside -

Take Courtney Campbell Causeway toward Clearwater. Take a right onto McMullen Booth. (This is the road to Ruth Eckerd Hall). Follow through Safety Harbor to Rt. 580. Turn left onto 580. (Countryside HS will be on your right after you turn here.) Follow to the second light. This is Countryside Blvd. Turn right. The pool and Golf Club should be about a mile on the right. The pool is on the right as you enter the parking lot.

Carlouel Yacht Club – 727.446.9162

Take Causeway (Highway 60) to Clearwater. Continue on Highway 60 all the way to Clearwater Beach. Road ends at Mandalay Ave. Take a right on Mandalay (North). Stay on Mandalay to Carlouel subdivision. Continue on main street, bearing to the left, until reaching the Yacht Club.

Lakeland Yacht & Country Club - 941.680.2582

Take I-4 to Polk Parkway in Lakeland (the exit after County Line Road). Follow to Florida Avenue (50 cent toll). Turn Left at Florida and follow to Beacon Rd. Turn right onto Beacon and follow to Hollingworth Drive. Bear right onto Hollingworth Drive and the club is on the left.

Long Center - Clearwater 727.726.2181

Take the Courtney Campbell Causeway to Gulf to Bay in Clearwater. Follow on Gulf to Bay past US 19 to Belcher Road. Turn right onto Belcher road and head north past the railroad tracks. The Long Center is on the right.

FEE STRUCTURE

The following fees represent payment to the Palma Ceia Golf and Country Club.

- All swim team members must be members of Palma Ceia Golf and Country Club or a grandchild of a member.
- The USA fee is required for all swimmers. If your swimmer is a year – round swimmer, this fee has already been paid.
- The current fees for swimming are listed below. This price is for the entire Spring season.

Fee To Swim

<u>Number of Swimmers</u>	<u>Price</u>	<u>+</u>	<u>USA Fee</u>
1 swimmer	\$140	+	\$33
2 swimmers	\$140, \$130 = \$270	+	\$33 each swimmer
3 swimmers	\$140, \$130, \$120 = \$390	+	\$33 each swimmer

OFFICIATING

The United States Swimming Association certifies parents and other interested adults to become meet officials. By becoming a meet official, a person gets to increase their knowledge of the sport, which is positive reinforcement to the swimmers. In addition, an official gets to watch the meet from the poolside, and is generally fed at the meet!

All parents are encouraged to become officials. No prior swimming experience (or even ability to swim) is required. For more information please see Mike Rossi or Coach Todd.

DISQUALIFICATIONS

During a swimming race, your child may be disqualified if the proper technique is not used. USS officials will notify the swimmer, at the conclusion of the event, of the violation of the rules. Please instruct your child to listen carefully to the rules violation, and report immediately to the coach.

While it is naturally upsetting to be disqualified from an event, it should be viewed as a learning situation. Many times a coach has been working with the swimmer to improve technique. It takes a disqualification for the swimmer to finally “remember”. The parent and swimmer should focus on the opportunity to learn from the experience.

TIPS FOR TIMERS

- Please report promptly when they call for timers.
- Identify the Head Timer and make sure you know where he/she will be positioned.
- Check that your watch functions properly. Use your index finger to start and stop watch.
- Each lane will have a timer and a button pusher. The button is pushed when the swimmer's body touches the wall at the finish.
- Please identify and verify the swimmer by his/her first and last name on the heat sheet prior to his/her heat.
- Please help to keep it quiet behind the starting blocks.
- Be sure you know the distance and the number of swimming lengths in each event.
- Start your watch on the flash. If you cannot see the flash, please notify the starter.
- If your watch malfunctions, please call the Head Timer to cover your lane.
- Stand directly over the lane to stop your watch/button when any part of the swimmer's body touches the wall.
- Record the watch time on the heat sheet.
- Please have the swimmer exit the pool before giving his/her time. This keeps the meet moving along.

Individual Points

Points are awarded and tallied in order to recognize the top age group swimmer at the Post-Season Banquet. Points are awarded to individuals in all dual meets, Dick Smith's Invitational, and the PCL Championship Meet. No individual points are awarded for relays in any meet.

In dual meets, points are awarded to the first three finishers of the first heat of each stroke event. Five points for 1st place, three points for 2nd place, and one point for 3rd place. In hand-timed dual meets, the order of finish is determined visually by the line judge. The actual hand-time is not relevant for this purpose and is not used to break a visual tie. A visual tie remains a tie and points are split. In computer-timed meets, the order of finish is determined by the recorded times. In the event a time is not recorded by the computer or is incorrect: the line judge determines the order of finish.

"A" Times

The designation of an individual's best time as an "A" time on PCCC's swim team charts is made reference to Florida Age Group Time Standards for boys and girls that are officially established by the United States Swimming, Inc. There are also "AA", "AAA", and "AAAA" as well as Junior and Senior National categories of time standards. Each time standard is established annually for the following age categories: 10 & under, 11-12, 13-14, and seniors. These accomplishments are recognized at the Swim Team Awards Banquet.

Post-Season Banquet

The post-season banquet usually occurs in the late summer, once the swim season is over. Awards are presented to high point winners in each age division of boys and girls as well as to overall high point girl and boy for the team. The attainment of Florida Age Group Time Standards and PCCC relay or individual records is also recognized. Coach Todd will also present the "Most Improved Award", "110% Award", "Rising Star Award" and the "Coach's Award" for the swimmer(s) who displays outstanding efforts or attitude.

Parent Volunteer Names and Phone Numbers

Head Coach	Todd Hoffmeier toddhoff@verizon.net	254-5012
Palma Ceia Pool	Swim Office	250-6386
Team Presidents	Diane Scott Marion Hanlon	282-0046 870-1083
Vice President	Dorilee Savitt	254-3244
Registration/Statistics	Todd Hoffmeier	254-5012
Ribbons	Dorilee Savitt	254-3244
Timers	Mary Jordan	286-9555
Fairways	Diane Scott	282-0046
Emails	Maria Linebaugh	839-1820
Photography/Video	Deena and John Buckley	254-8026
Birth Certificates	Robin Greiwe	837-0754
Swim Team Merchandise	Susan Taulbee	839-0988
Computer Operator	Kristy Simon	873-7084
New Family Mentor	Pete and Karlyn Sullivan	254-5578
Team Official (recruiter)	Mike Rossi	254-7469

Swim Team Advisory Board Members

Robin Greiwe	Marion Hanlon	Todd Hoffmeier
Stacy Kynes	Maria Linebaugh	Mike Rossi
Dorilee Savitt	Diane Scott	Kristy Simon
Pete Sullivan	Susan Taulbee	Dickie Moss

Palma Ceia Country Club Swim Team Swimmer's Behavioral Contract

I, _____, understand the importance of being on-time to and respectful at swim practice and meets. I am fully aware that any sign of disrespect or unwillingness to participate may result in loss of time in the pool. I am also aware that if I consistently exhibit forms of disruptive behavior as defined on page 4 of the PCCC Handbook that Coach Todd may suspend me from participation in a swim meet.

Signature _____

Date _____

I, _____, acknowledge that I have discussed the PCCC policy on disruptive behavior with my child. I also understand that if my child is suspended from participating in a swim meet due to disruptive behavior that any entry fee that may have been paid prior to such suspension will be non-refundable.

Signature _____

Date _____

Please sign and return to Coach Todd by the end of the first week of practice.