

# Dover Area Aquatic Club

## Member Handbook



Dover Area Aquatic Club  
4500 Intermediate Dr.  
Dover, PA 17315



# WELCOME TO DOVER AREA AQUATIC CLUB

Dear DAAC Member,

Welcome to the Dover Area Aquatic Club. DAAC is a parent-run organization with the goal of supporting our young athletes, their coaches, and the club. We are proud to have active board members who are happy to answer questions and be a resource for you and your swimmer.

Our hope is that all of our swimmers will find their experience in DAAC to be rewarding, fun, and fulfilling.

The success of our organization is dependent upon member involvement. We cannot run our events without the adult volunteers. Adult assistance is paramount to a successful season, as it allows our coaches and swimmers to focus on the swimming without having to deal with the background activity involved in running swim meets and other events.

Please review all of the information in this Handbook and return the signed Participation Agreement Form along with your Registration Form.

On behalf of the DAAC Board and Coaches, we wish everyone a fun, exciting, and enjoyable season.

DAAC Board & Coaching Staff

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## SWIM MANAGER

Swim Manager is an online platform that DAAC uses to house our team information. Parents will have access to meet information and sign-ups, apparel, times, volunteer sign-ups, and more - all from a secure log-in. All payments for registration, dues, and invitational/meet fees will be done through Swim Manager. We can also do orders/payments for apparel and equipment sales.

The link to the Swim Manager Portal can be found on the DAAC Web Site.

## DAAC WEBSITE

DAAC maintains an extensive website with pages devoted to Swim Team information. Visit the site often for practice schedules, meet information, links, announcements, and more.

<http://swimdoover.weebly.com>

## REGISTRATION

All members, new and returning, must complete an Online Registration (through Swim Manager) and agree to a Participation Commitment at the beginning of each season (winter and summer). This agreement is in the “Waiver” at the end of the registration process. All members must complete this registration process for each season (FCSL in Winter and CASL in Summer).

Please note: Swimmers will not be allowed to practice unless their Registration and Participation Commitment is completed and the registration deposit is paid. This can be done entirely online through Swim Manager. No swimmer will be permitted to practice unless the Registration and Participation Commitment have been completed.

## DUES AND FEES

The Board has approved the following fees and dues structure for this year:

- \$30 Registration Fee per child, payable at time of registration
- \$40 Monthly dues (for first child); \$70 Monthly dues (for two children)  
\$95 Monthly dues (for three or more children)
- \$10 Convenience Fee (added only if at least one parent does not volunteer at a Home meet in which his/her swimmer competes)

Note – Invitational Events require separate registration forms and fees

All payments are to be made online through the Swim Manager portal. Families unable to make payments online should contact the Treasurer directly for other arrangements.

Monthly dues can be paid monthly or in one lump sum at the beginning of season.

All monthly invoices are due by the 15<sup>th</sup> of the month. An additional late fee of \$5 will be charged after the 15<sup>th</sup> of the month. Dues and fees must be up-to-date in order to swim in the Championship meets.

## PRACTICES

Practice for the Winter Season begins Monday, September 24 as follows:

Monday – Thursday	5:15-6:15 PM 6:15-7:15 PM
Friday	5:15-6:15 PM only

Older, experienced swimmers are encouraged to attend 5:15-6:15, while younger swimmers are encouraged to attend 6:15-7:15. Friday’s practice at 5:15-6:15 for all ages. Practice calendars detailing specific strokes can be found on the DAAC website.

Swimmers can attend as many or as few days as their schedule permits, however, our coaches encourage swimmers to attend at least 3 practices each week, to insure progress throughout the season. Please choose the practice times that best suit your family’s schedule. Our coaches are flexible and can accommodate all age groups at both practice times.

Cancellations – occasionally practices will be canceled due to high school swim meets, school closings, or bad weather. Cancellation notices will be shared via email and on social media platforms (Facebook, Twitter, Instagram). If Dover schools are closed for holidays or inclement weather, or if Dover Area School District dismisses early due to bad weather, DAAC swim practices will be canceled for that evening.

## COMMUNICATION

Club information is distributed mainly via email through Swim Manager, so please make sure we have a current email address for at least one parent/guardian. If this contact email changes at any point in the season, please be sure to update your Swim Manager account.

DAAC will also use various social media groups to make announcements, and to send information such as updates, tips, and meet directions. Our social media groups are all private, therefore, you must request to join. This is for the safety of our swimmers and their families. Only current swimmers and their parents/guardians will be granted access to the groups.

*Facebook* – find DAAC (Dover Area Aquatic Club) using the search bar. Send a request to join the “secret” group. There is also a public Facebook page which you are welcome to ‘like.’ The public page provides information about DAAC for the community.

*Instagram* – search for “Swim\_DAAC” and send a request to follow.

## MAILBOXES

Each swimmer has a file-folder “Mail Box” in the hanging files located in the spectator balcony area by the steps. Parents/Guardians should check this folder at practices for forms and ribbons.

## RULES OF BEHAVIOR FOR THE SWIMMERS

1. Respect the coaches at all times.
2. Respect the volunteers, parents, and teammates at practices and meets.
  - I will use respectful manners when speaking to or being spoken to by a coach or parent.
  - My language will not be inappropriate at any time, even when speaking to my teammates.
3. I will have a positive attitude toward my teammates AND my opponents.
4. I will respect others' property and belongings.
  - I will clean up my area in the locker room after practice and at meets, including any trash, even if it isn't mine.
  - If I find an item not belonging to me, I will turn it in to an adult.
5. I will adhere to all pool rules, especially during a meet.
6. I will put my best effort forward, during practices and meets.
7. I agree to the **3 STRIKE DISCIPLINE POLICY** and will strive to be a positive influence on those around me.
8. I will adhere to all meet rules and stay in the designated areas.
9. If I have a problem with something or someone, I will address it respectfully with a coach and/or board member so that there may be a quick and positive solution.
10. I will have team spirit, even at practice!

### 3 STRIKE DISCIPLINE POLICY

1. Swimmer will be spoken to by a coach and a witness as to what incident occurred. Parent(s) will be notified about the incident and a warning of a second strike for the swimmer with the recurrence of another infraction.
2. Swimmer AND parent(s) will be addressed about behavior by a coach and a witness to try to find a positive solution. A warning of a third strike will be issued at this time, which could result in removal from the club.
3. Swimmer AND parent(s) meet with the coach(es) and club president to verify validity and facts of incident(s). If validated, swimmer will be removed from the club for the remainder of the season. Results in forfeiture of club dues.

Swimmer may apply for re-admittance during the next swim season. Coaches and board members will review re-admittance and make the decision to approve or deny.

This policy is to protect club members and swimmers from negative behaviors and influences that will not be tolerated.

## DAAC HONOR CODE

*As a swimmer or parent/guardian of a swimmer with the Dover Area Aquatic Club, you are responsible for following the guidelines set forth by the Coaching Staff and the Dover Area Aquatic Club.*

1. The possession of, or the illegal use of, drugs, tobacco products, or alcoholic beverages shall be prohibited at all practices and team functions.
2. All members and properties should be treated with dignity and respect. Vandalism of any kind may be disciplined.
3. The area for any meet or event shall be left as it was found.
4. A parent/guardian or team member will, at all times, show good sportsmanship, good conduct, and acceptable behavior to officials, coaches, team members and opponents. Any disagreements should be handled in private sessions with the coaches.
5. To insure the propriety of the athletes and to protect the staff, there will be no male athletes or visitors in female athletes' rooms and there will be no female athletes or visitors in the male athletes' rooms, including overnight stays.
6. As a member of any Dover swim club, please attempt to follow the technical advice or suggestions given by the Dover coaches.
7. A Dover Area Aquatic Club member shall not represent any other team or club within the First Capital Swim League or Capital Area Swim League. A Dover Area Aquatic Club member must represent the Dover Area Aquatic Club in any invitational meet or swim "unattached." Violation of this regulation will result in forfeiture of membership.
8. To help prevent and minimize possible risks, athletes should understand and abide by all rules and guidelines pertaining to swimming.

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1. Follow all pool rules as stated on board by coaches' office in pool area.
2. Follow all school rules as stated by the Dover Intermediate School Handbook.
3. Avoid eating a heavy meal three(3) hours prior to activity.
4. Be both physically and mentally prepared for all practices and competitions.
5. Never engage in horseplay in the pool area, locker rooms, or hallways.
6. Always stretch on your own prior to and directly after each physical activity.
7. Avoid any physical activity unless the activity is properly supervised, i.e. weight room, gym, pool.
8. Report any injury to the coaching staff immediately, no matter how trivial the injury may seem.
9. Avoid drinking alcohol, smoking, and the recreational use of any drugs.
10. Follow all training rules as outlined by the coaches.

Failure to comply with the Honor Code as set forth in this document may result in disciplinary action as determined by the coaches. Such discipline may include, but not be limited to:

1. Verbal warning
2. Time out on bench
3. Parent/guardian call and/or coach and parent/guardian conference
4. Parent/Guardian supervision at practice and/or in locker room
5. Disqualification from future competition
6. Disqualification from future DAAC competition
7. Dismissal from the team and/or immediate return home

## VOLUNTEER COMMITMENT

DAAC is a parent-run club and volunteering is essential to its success. In order for coaches and swimmers to be able to focus on training and competitions, DAAC requires a great deal of behind-the-scenes work by the parents/guardians of our swimmers. Some of the duties that must be assumed by volunteers include:

These jobs require multiple volunteers at each meet, but require a commitment for only a portion of the meet. All volunteers will still be able to watch their child's events.

**Timing** – serve as back-up timers at home and away meets, using a stopwatch

**Snack Bar** – work a shift at our snack bar at home meets (a major source of extra income for the club)

**8 & under wrangler** – assist with organizing our youngest swimmers at meets to make sure they are ready for their events

**Set-up/Tear-down** – assist in setting up and tearing down/cleaning up the snack bar, gymnasium, hallways, and pool deck for home meets

Other volunteers are needed in these areas as well:

**Officials** – DAAC must provide at least two officials for each meet, home and away. Officials can attend a two-hour training session to learn how to officiate a meet.

**Colorado System** – operate the timing system from the “Eagles Nest” in the pool area

**Volunteer Manager** – take care of volunteer check-in to account for all volunteers during a meet

**Announcer** – announce the events during the meet

**Locker Room Supervision** – supervise people going into locker rooms (swimmers only permitted in locker rooms during meets)

**Ribbons** – organize ribbons as results are printed; put printed labels on ribbons and separate by team

**Prepare Snack Bar items at home** – We occasionally need volunteers to prepare food items at home prior to a meet, e.g. cut and bag veggies; make brownies; prepare pasta salad. Ingredients are usually provided – we just need someone to put them together and bring the prepared item to the meet.

**Donations** – We rely on the profits from our snack bar at home meets to keep our registration fees low for our members. Other clubs in the league charge much higher dues and registration for their members, but DAAC strives to keep our fees as low as possible. To help us maximize our profits, and therefore keep our dues low, we request that ALL members donate items to our snack bar to avoid the club spending money purchasing needed items.

**Convenience Fee** – A \$10 convenience fee will be added to the account of a member who competes in a Home swim meet for which no adult has volunteered to help. As long as one adult volunteers to help in some capacity, this fee will not be added.

Sign Ups for volunteering and for donations will be on the website.

By agreeing to the waiver upon registration, parents/guardians are agreeing to and acknowledging the following:

- Parents/Guardians will sign up to donate needed items to the snack bar at home meets that their child is competing in. Donation needs will be posted on the website and sign up will be in Swim Manager
- At least one adult family member will sign up to help in one of the needed areas for each home meet in which their child competes. Otherwise, a \$10 convenience fee will be added to the monthly statement for that meet.



## SWIM GEAR

**Swimsuit or Jammers** - There will be swimsuit fittings for suits with the DAAC logo, if you choose to buy one. Any color suit may be worn to practice, but either a DAAC swimsuit or a black suit/jammers should be worn to meets.

**Goggles** - Goggles are sold at home meets at the apparel table in the cafeteria, but you can also purchase goggles at any store with a sporting goods section. They may be any color/style.

**Swim Cap** - Caps are especially helpful in keeping longer hair out of swimmers' eyes while they swim. You can order a DAAC cap when you order your swimsuit or purchase one from the apparel table at home meets. Only a DAAC swim cap can be worn during a meet, but any cap may be used for practices.

**Towel** - One towel is fine for practice, but when competing in multiple events at meets, it's a good idea to have more than one towel.

## MEET RESULTS & RIBBONS

The Meet Mobile app is used for DAAC home meets and at most away meets. This is a paid app for mobile devices, but is a convenient way for families to track their swimmer's times. Meet results are updated live during the meet on the app.

Meet results are also posted on the DAAC website after the meet. Swimmers will be able to see their individual results and times in Swim Manager. Any ribbons earned by your swimmers will be placed in your "mailbox" to be picked up at practice.

# 2018-2019 DAAC Board

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## OFFICERS

President – Brian Koontz ([daacswim@gmail.com](mailto:daacswim@gmail.com)) (717) 600-9035  
Vice-President – Stephanie Zimmerman ([swimtaxi1018@gmail.com](mailto:swimtaxi1018@gmail.com))  
Secretary – Kelly Lamison ([kelly5lamison@gmail.com](mailto:kelly5lamison@gmail.com))  
Treasurer – Kirby Smith ([k9lover1@comcast.net](mailto:k9lover1@comcast.net))  
Community Coordinator – Myah Grim ([myahgrim5@gmail.com](mailto:myahgrim5@gmail.com))

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## COMMITTEE CHAIRS

Apparel – Vickie Burrage ([daac\\_apparel@yahoo.com](mailto:daac_apparel@yahoo.com))  
Social – Diana Kline ([dkline\\_17315@yahoo.com](mailto:dkline_17315@yahoo.com))  
Concessions – Heather Smith ([hsmith204@gmail.com](mailto:hsmith204@gmail.com))  
Meet Coordinator – Derek Kline ([dkline\\_17315@yahoo.com](mailto:dkline_17315@yahoo.com))  
Officials & Timers – position vacant

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## COACHING STAFF

Ross Spangler – Head Coach ([rspangler@doversd.org](mailto:rspangler@doversd.org))  
Lauren Craig - Asst. Coach, ages 9-10 ([LCraig@doversd.org](mailto:LCraig@doversd.org))  
Lindsay Hoffman – Asst. Coach, ages 8 & under ([ldhoffman@hotmail.com](mailto:ldhoffman@hotmail.com))  
Travis Hoffman – Asst. Coach, ages 11-12 ([swimcoachhoffman@gmail.com](mailto:swimcoachhoffman@gmail.com))  
Christina Janosky – Asst. Coach, ages 8 & under ([cej05271992@gmail.com](mailto:cej05271992@gmail.com))  
Richard Janosky, Jr. – Asst. Coach, ages 13-14 ([richardjjanosky@gmail.com](mailto:richardjjanosky@gmail.com))  
Eric Naylor – Asst. Coach, ages 11-12 ([EMNaylor@yorkcountypa.gov](mailto:EMNaylor@yorkcountypa.gov))  
Ross Spangler – Asst. Coach, ages 13-14 ([rspangler@doversd.org](mailto:rspangler@doversd.org))  
Angie Pequignot – Asst. Coach, ages 9-10 ([jnapeq@gmail.com](mailto:jnapeq@gmail.com))