



TEAM MANUAL 2007-2008

This manual is a living, breathing document that outlines the goals, guidelines, and expectations for members of the Clark University Swimming & Diving Team/Family.

“The commitment you make will be to yourselves and to your teammates first and foremost.”

Program Goals

To enhance your experiences and relationships at Clark, while providing a platform for success in every area of your life within this community and beyond.

Program Philosophy

Our most important priorities are academic success, overall personal growth, and athletic achievement. Swimming or Diving should fit into the overall experience of your life at Clark, with these in mind. It is the responsibility of the program to provide stability and structure for team members to achieve success in and out of the pool. It is the individual's responsibility to manage academic and personal responsibilities with the ultimate commitment you will make to yourself and to your teammates.

Training Philosophies

The practice schedule is designed to provide consistency, flexibility and the opportunity to maintain an appropriate level of training that is consistent with individual and team goals.

Fall Semester Practice Schedule

(Friday AM is mandatory for all swimmers)

Swimmers:	M-F	6:30-8:30am	Divers:	M-F	6:00-8:00pm
	M, W	4-6pm, T, Th		Sun	12:00-2:00pm
	Sun	10:00am-12:00pm			

Drylands meet daily at 8:40am and 35 min prior to PM swim practice

Training and Practice Expectations

- **All swimmers are required to practice and/or compete 6 times per week plus a minimum of 2 dryland circuits.**
- Practice schedules should be consistent with agreed upon goals.
- Swimmers design their individual practice schedule and are expected to be consistent throughout the semester.
- Divers will attend five practices per week with the exception of unavoidable academic conflicts. Effort should be made to avoid conflicts in advance, and to communicate with all coaches.
- Friday AM is mandatory for all swimmers. If anyone is missing, unexcused, you will not compete on Saturday.
- If you are scheduled for Sunday and do not show, Monday AM is mandatory for everyone.
- A missed practice is only excused when there is prior notification and a legitimate reason.
- If you will be late or will miss a practice for any reason, you must notify me directly.

Guidelines

- Care about your teammates
- Be at all scheduled practices and meets
- Work hard
- Be a contributor in every circumstance
- Be accountable. If you make a mistake, *let me know before I find out on my own.* This includes missing practice, academic or disciplinary issues, or other issues that may come up.
- *It is our annual goal to rank in the top 25 nationally for Team GPA as reported by the College Swimming Coaches Association of America. You are each expected to extend your commitment into the classroom to accomplish this goal.*

TRUST • SACRIFICE • RESPECT • COMMITMENT • COMMUNICATION • LOYALTY



TEAM MANUAL 2007-2008

Expectations

- This team will be an important priority for every member of it.
- You will share and sacrifice with each other for your collective and individual best interests. This is the meaning of commitment - *the result is something truly special*.
- As an adult, you are charged with the task of organizing your responsibilities so that academic, athletic, and other commitments can co-exist productively.
- Lines of communication must remain **open**, so there will never be a misunderstanding about practice attendance and overall level of commitment (ie: if you are having academic difficulty, bring it to my attention sooner rather than later).
- You are responsible to yourselves, your family, your teammates, your coaches, and this program for your behavior both in and out of season. We all share in many hours of sacrifice for the sake of collective and individual accomplishment. This is a significant responsibility.

TAKING OWNERSHIP OF THE TEAM AND CARING ABOUT WHAT TYPE OF GROUP YOU CREATE IS THE RESPONSIBILITY OF TEAM MEMBERS, NOT COACHES.

Family

- Becoming a member of this family means that you will be supported in every circumstance; including good times and difficult.
- By virtue of being a member of this team, you enter into an agreement to take care of each other. If you see or learn that someone is in danger, it is your responsibility to act in that person's best interest – by whatever means necessary. This includes issues related to academics, alcohol, violence, drugs, abusive relationships, or any other dangerous situation.
- Because everyone in this family agrees to care for each other, it is easier to act when/if necessary. **If you do not agree with this philosophy you need to let me know.**
- **Conflicts** must be resolved so teammates can co-exist peacefully and productively. Upper classmen will mediate interpersonal situations where the team goals might be compromised.
- **Resolving Conflicts:** As adults and teammates it is your responsibility to resolve internal conflicts. If a conflict is unable to be resolved and has to be solved for you, the consequences may not be desirable for both parties.
- **Relationships:** Special care must be taken to recognize that you are all teammates and family first and foremost. A major part of the commitment you make when you decide to join the team is that you agree to respect each other's status within the team in order for the group to co-exist peacefully and productively in every situation.
- As a family, team issues in house are kept "in house". Publicly discrediting or defaming individuals or the team in public forums such as newspapers, websites, etc. is unacceptable.

Behavior and Expectations

- Each member of this team must recognize their importance to the group. Each person has an opportunity to contribute in a positive way regardless of athletic ability.
- Actions or behavior contributing negatively to the group cannot be tolerated.
- When making decisions regarding general health, alcohol, etc. you will consider your commitment to your sport and your teammates as something you value tremendously
- Disruptive or negative attitudes should be dealt with among teammates. There is a difference between a negative or disruptive attitude, and destructive behavior that warrants disciplinary action by coaches or campus administrators.

TRUST • SACRIFICE • RESPECT • COMMITMENT • COMMUNICATION • LOYALTY



TEAM MANUAL 2007-2008

TEAMMATES SHOULD PREPARE TO GIVE NO LESS THAN 100% IN COMPETITION AND PRACTICE.

- On the day/night before competition, it is unacceptable for team members to be found drinking or engaged in other unhealthy activities. Team members are expected to handle incidents individually. If the person refuses to cooperate, your obligation is to report this to the captains. If the person continues to ignore you, your obligation is to report to me.
- **If someone continues to engage in behavior detrimental to the team, they are in effect telling you that they do not care about you and they do not respect you, the team, or coaches.**
- If someone is unwilling to share in the sacrifice of being a member of this team then you should not want them on your team.

Communication

- There is no issue that cannot be resolved through communication.
- I am always available to discuss anything, anytime. Individual meetings are the best place to begin if you are having a specific issue within the team or with a coach. Misinterpreted words/actions can create lingering situations that many times can be easily resolved by having a conversation.

Meet Protocol

- **We are not a complete unit unless everyone is on the same page, especially in travel and competition.**
- From the time we exit the bus at an away meet, or walk onto the deck at a home meet, we will function as a cohesive unit. This includes pre-meet, during the meet, and afterward. Individual preparation and personal space is allowed within this team concept, but specific protocol will be followed to assure that we present ourselves as a team and that we are supporting each other in every aspect of competition and travel.
- Team apparel **ONLY** at all times while on deck whether you are competing or not. If you are not competing, you should still be dressed in team apparel as though you are competing.
- Street clothes are not allowed on deck except in the case of footwear/hats to keep warm.
- Dress code for all team travel. Men: shirts, ties, and shoes. Women will wear comparable attire with shoes. No jeans, sweats, sneakers, crocs, flip flops, or ripped clothing. Men's shirts should be tucked in and ties tied properly. Men and women should be dressed properly before and after the meet or you cannot get on the bus. *Exceptions may include travel to and from training-trip and conference championships.
- Team stretch and team warm up before each dual meet. Divers may stretch separately if circumstances dictate. Team stretch at the start of each session of a championship meet whether you are competing or not. *If you are not competing, you should still be dressed to compete and partaking in team stretches unless you are not on the active roster.*
- Whether you are competing or not, if you are an active member of the team, you are a part of what is happening at the meet. You are there for the benefit of your teammates, and to maintain your own competitive routine and mindset whenever you step out onto the deck.

BE A CONTRIBUTOR IN EVERY CIRCUMSTANCE...

- Pay attention to the pool and be actively involved in what is happening.
- Be involved with the goals and accomplishments of your teammates.

TRUST • SACRIFICE • RESPECT • COMMITMENT • COMMUNICATION • LOYALTY



TEAM MANUAL 2007-2008

Meet Protocol (continued)...

- **Visiting friends/family** briefly before/after diving breaks is allowed. All team members should be on deck by the start of the next event.
- **Reading/homework** is not allowed on deck. All teammates should be paying attention to the pool and supporting each other regardless of whether or not you are competing. If you need to do homework during a meet then you should be at home studying. If reading is part of your race-prep, see me to discuss.
- **Personal or private space** can be a part of competition, as long as you are involved as much as possible and not isolating yourself from the rest of the group completely.
- **Competitive Routines** should be learned about, supported and respected to better understand how to contribute to each other's success and/or help in disappointing circumstances.
- **Acknowledge/Respect all competitors.** Swimmers will remain in the water until everyone is finished, Divers remain at the boards until all divers have completed the event. Swimmers should warm down immediately after your swim. Relays to/from the blocks together.
- **Prepare to compete.** Caring about your performance and contributions means giving yourself the best opportunity to compete successfully. All swimmers should use diving breaks to warm up/down. Divers should begin stretching and preparing prior to the last swimming event so you can be prepared to warm up/compete when it is time.
- **"Positive Energy Prevails"**. Your negative talk cannot serve to help anyone else. Talk to coaches or spend some time alone until you can contribute positively. *Your most important event or dive is the next one, not the last one.*

BE FOCUSED ON IMPROVEMENT, NOT "OUTCOME"...
BE YOURSELF, AND HAVE FUN DOING THAT

Opportunity to Contribute

- Individuals should want to contribute both in the pool and on the deck in every circumstance.
- Individuals should strive everyday to put themselves in position to contribute in the water.
- You should want to be in the lineup in whatever capacity you can be.

Fundraising

- Everyone is expected to make a contribution to the fundraising effort which benefits the entire group.

TRUST...

Breeds confidence.

SACRIFICE...

Give something of yourself every day.

RESPECT...

In your actions and words, always.

COMMITMENT...

To yourself, your teammates, coaches, and to these ideals.

COMMUNICATION...

Be open and honest in everything you do.

LOYALTY...

The ability to focus on the task at hand will allow you to be loyal to yourself, your teammates, and the program.

TRUST • SACRIFICE • RESPECT • COMMITMENT • COMMUNICATION • LOYALTY