



# Sea Snakes Summer Swim Team

PARENT INFORMATION PACKET 2024  
SHEPHERD UNIVERSITY WELLNESS CENTER



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# About The Sea Snakes Summer Swim Team

## Mission

The Shepherd University Wellness Center Sea Snakes Swim Team is committed to developing the character and self-discipline of young athletes through the sport of swimming. We provide the youth of our community with a safe and fun competitive swimming experience with year-round practices and swim meets. Our coaches encourage technique-based performance to develop swimmers to their highest potential. We are committed to the athletes' success not only in swimming, but in life away from the pool. We strive to build a family atmosphere, where athletes can learn to be themselves while working toward their own personal goals.

## Pool Location & Information

All practices and home meets are held at the Shepherd University Wellness Center. Away meets will be in various locations in West Virginia, Pennsylvania, and Maryland. Pool locations and directions will be provided once the MASSL finalizes the season schedule and will be available on the Team Unify website and sent via email.

Shepherd University Wellness Center – 164 University Dr., Shepherdstown, WV 25443

Pool – 25-yards, by 8 lanes

## Contact Information

Shepherd University Wellness Center 164 University Drive P.O. Box 5000 Shepherdstown, WV 2544 304-876-5300 <a href="http://www.shepherdwellness.com">www.shepherdwellness.com</a>	Andria Moyer Assistant Director & Aquatics Coordinator Sea Snakes Swim Team - Team Administrator <a href="mailto:aleach@shepherd.edu">aleach@shepherd.edu</a>	Erica Wheatley Sea Snakes Swim Team Head Coach <a href="mailto:ewheatle@shepherd.edu">ewheatle@shepherd.edu</a>
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Tim Clayton – Assistant Head Coach

Bradi Schriever – Assistant Coach

Brandi Bennett – Assistant Coach

Michael Assmussen – Assistant Coach

Barb Jones – Assistant Coach

Beccah Nelson – Assistant Coach

Richie Gleason – Assistant Coach

All communications outside of practice and swim meets should be between the adult/guardian and the head coach. The content and intent of all communications must adhere to the USA



Swimming Code of Conduct. (Link: <https://www.usaswimming.org/docs/default-source/safe-sportdocuments/safe-sport-basics/2018-code-of-conduct.pdf>)

### Competitive Team Practices

The competitive groups (Gold, Silver, Bronze) will practice Monday – Friday mornings between 6:15AM – 9:00AM. The summer practices will begin Tuesday, May 28, 2024 and will conclude with championships at the end of July. Swimmers are divided into practice groups based on age and swimming ability. Coaches will provide drills that are developmentally appropriate for each practice group. Swimmers are expected to arrive 15 minutes before their scheduled practice time for stretching and checking in with their coach for the day.

Gold	High School	M-F 6:00 – 7:00am	100 free, 100 back no stopping
Silver	Middle School	M-F 7:15-8:15am	50 Free, 50 back no stopping
Bronze	Elementary School	M-F 8:00-9:00am	50 Free, 50 back no stopping

### Copper – Sea Snakes Swim Lessons

The Copper group will be a series of swim lessons for participants who do not yet meet the requirements for the Competitive groups. Lessons will be held on Tuesday and Thursday morning from 9:00AM – 10:00AM. There will be two sessions of eight lessons each, with the first begin Tuesday, May 28, 2024 – Thursday, June 20, 2024 and the second being Thursday June 27, 2025 – Thursday July 25, 2024 (no class July 4). Coaches and instructors will be following the curriculum of American Red Cross Learn-to-Swim program with the goal of moving participants up to the regular swim team practices, in the future.

Copper – Level 4	5+	T/Th 9:00-9:30am	Front and back crawl 25-yards
Copper – Level 3	11+	T/Th 9:00-9:30am	Comfortable swimming front crawl and swimming on their back
Copper – Level 3	5-10	T/Th 9:30-10:00am	Comfortable swimming front crawl and swimming on their back



Copper – Level 2	5+	T/Th 9:30-10:00am	Float on front and back and put their head under water
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It is at the discretion of the coaching and instructional staff whether the participant meets these minimal requirements. The coaches reserve the right to advise alternative swimming programs (i.e. swim lessons) until the athlete is able to complete the requirements.

Competitive practice groups will have a 28-swimmer limit and will use half (4-lanes) of the pool. Any missed practice is a forfeit of instruction for that practice. *Refunds will not be issued for canceled or missed practices.*

### **Inclement Weather/Pool Closures**

The Shepherd University Wellness Center Pool closes if lightning strikes within 8-miles of the facility (determined using WeatherBug) and remains closed for 30-minutes after the last strike in that area. In the event of a pool closure, the team will have dryland training in the facility arena or upper pool deck (closed-toed sneakers required). Any facility updates will be shared the Wellness Center app available in the app store for Apple and Android. Notifications must be enabled to receive updates and no login is required.

Android:

<https://play.google.com/store/apps/details?id=com.innosoftfusiongo.shepherduniversity&pli=1>



Apple:

<https://apps.apple.com/us/app/shepherd-university-wc-app/id6451391324>





## Sea Snakes Team Policies & Procedures

### Practice Policies & Procedures

Practices are held at the Wellness Center pool at each group's assigned times. All parents, other family members, and swimmers must follow the below procedures and all other Wellness Center policies and procedures when in the facility.

- Upon registration through the Wellness Center, parents are expected to register all participants through TeamUnify (shepherdseasnakes.com).
- Parents may watch practices and swim meets from the observation deck. Parents must sign a waiver and stay in observation area.
- Outdoor areas around the Wellness Center throughout campus are available for families to relax during practice times. There is no designated outdoor seating provided – bring a blanket, towel, chair, etc.
- Parents and swimmers are not permitted to be on courts or upstairs track/gym without a valid membership or guest pass.
- Parents may drop swimmers off and return after practice for pick-up. If swimmers are routinely not following Wellness Center policies, this will no longer be permitted.
- Parents are not permitted to be on the deck without authorization from the coaching staff.
- Swimmers should arrive 15-minutes early for practices for set-up and stretching.
- Swimmers are not permitted to be in the water before their scheduled practice time and without the supervision of a Sea Snakes coach.
- Attendance is taken at all practices. Swimmers are encouraged to attend all scheduled group practices in order to progress. Missing a practice or swim meet is a forfeit of instruction for that event.
- Swimmers are responsible for their swim equipment during practices and swim meets.
- Swimmers are not permitted to leave personal items in Wellness Center locker rooms, unless stored in a locked locker. Any items left in the locker rooms will be removed and taken to the front desk lost-and-found.
- Practice schedules are subject to change. Schedule changes are communicated via email and posted on the Sea Snakes Team Unify website.

All other Wellness Center policies and procedures may be found in the Membership Handbook (<https://shepherdwellness.com/wp-content/uploads/2023/01/membership-handbook-12162022.pdf>)



## Summer Equipment & Care

Practice Swim Suit (REQUIRED)	<ul style="list-style-type: none"><li>• Suggested to be different than competition suit</li><li>• Boys should wear jammers or briefs</li><li>• Girls should wear a one-piece training suit</li></ul>
Goggles (REQUIRED)	<ul style="list-style-type: none"><li>• Should have two straps and not cover the nose</li><li>• Back-up pair recommended</li><li>• Available for purchase at front desk – swimmers will be required to purchase goggles if they do not have them or if they break at practice</li></ul>
Practice Cap (REQUIRED)	<ul style="list-style-type: none"><li>• Should be able to cover all hair on the head</li><li>• Back-up cap is recommended</li><li>• If the hair is longer than eyebrows, a cap is required for practice</li><li>• Available for purchase at the front desk – swimmers will be required to purchase a cap if their hair is too long or if it breaks at practice</li></ul>
Water Bottle (REQUIRED)	<ul style="list-style-type: none"><li>• Must have water or Gatorade-type drink</li><li>• No energy drinks/soda</li></ul>
Sneakers (REQUIRED)	<ul style="list-style-type: none"><li>• Mandatory at every practice for dryland workouts in other areas of the facility</li></ul>
Fins (REQUIRED)	<ul style="list-style-type: none"><li>• Great tool that helps swimmers with kicking</li></ul>
Yoga Mat (REQUIRED)	<ul style="list-style-type: none"><li>• For dryland and stretching</li></ul>
Towel	<ul style="list-style-type: none"><li>• May be desired for dryland workouts and to dry off after practice</li><li>• Available for use from the front desk – must be returned to laundry baskets after use</li></ul>
Competition Suit (optional)	<ul style="list-style-type: none"><li>• A higher quality suit worn only for swim meets</li><li>• Ask coaches for recommendations if desired</li></ul>
Competition Cap (optional)	<ul style="list-style-type: none"><li>• A cap that is only worn for swim meets to prolong life of cap</li></ul>

Visit the team website ([shepherdseasnakes.com](http://shepherdseasnakes.com)) and look under About>Equipment & Care for recommendations.





## Code of Conduct

### **Parent Code of Conduct**

Parents should:

- Complete the Safe Sport Training for non-athletes (<https://www.usaswimming.org/resource-center/athlete-protection-training>)
- Each swimming family is required to participate in one **Sea Snakes Volunteer Committee** (See Page 10).
- Practice teamwork with all parents, swimmers and coaches by supporting the values of discipline, loyalty, commitment and hard work.
- Not coach or instruct the team or any swimmer at practice/meets (from the stands or any other area). Coaching is not permitted during open swim times. We do not allow outside people (including family members) to coach in our facility.
- Not interfere with coaches on the pool deck. Any communication with the coaching staff will occur either at least 15-minutes prior to the start of a coach's shift or after the conclusion of his/her coaching day.
- Remain on observation deck during all meets/practices (unless they are volunteering) and refrain from accessing the facility without a membership.
- Sign a waiver to enter the facility.
- Not watch meets/practices from upstairs window on track or in the multipurpose room.
- Demonstrate good sportsmanship in a manner that earns the respect of other swimmers, parents, officials and the coaches at meets and practices.
- Maintain self-control at all time. Swimmers swim, coaches coach, officials officiate, and parents parent.
- Provide appropriate transportation to and from practices and swim meets. Shepherd University will not be providing any form of transportation.
- Ensure that their child upholds their commitment to participate in practice and in meets.
- Ensure that their child is picked up on time after all practices and meets.
- Ensure that all property and equipment is properly maintained and returned.
- Fulfill all team registration fees, participation and fundraising commitments by their deadlines.
- Ensure all contact information (e-mail and phone number) are accurate in the Wellness Center database and on Team Unify.
- Enjoy involvement with the Sea Snakes Swim Team by supporting the swimmers, coaches and other parents with positive communications and actions.
- During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff only.
- Understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
- Follow all Shepherd University Wellness Center rules and policies. See Membership Handbook.



## Code of Conduct, Cont'd

### Athlete Code of Conduct

Athletes should:

- Check in at the front desk for entry into practice and with their coach on the pool deck.
- Conduct themselves with dignity and respect for others and for the property of others.
- Be on time for practice, training sessions, and meets. Swimmers should arrive 15-minutes before the scheduled practice time and meet their coaches behind the blocks, on the 10-ft side of the pool. All belonging should be left on the chairs on the pool or in a locked locker.
- Have the right gear: well-fitting suit, effective goggles, and a ponytail and cap for those with hair past their eyebrows. If your faulty gear is getting in the way of your workout, make sure you correct it before the next practice. If you need recommendations, please check with your coaches. Bring a water bottle to keep next to your lane.
- Use the bathroom before or after practice. Permission to use the restroom will only be granted in emergencies.
- As a matter of team pride and courtesy to meet hosts, swimmers will leave the team area in a neat and clean condition at the conclusion of each practice session and/or swim meet. I understand this also applies to pool locker/rest rooms, bleacher areas, pool decks, etc.
- Practice and teach good sportsmanship and promote positive team spirit and morale.
- Offer congratulations and encouragement to their opponents.
- Support their teammates at practice and at competition.
- Follow verbal directions of the coaching staff. At no time will the disrespectful attitudes by any swimmer be permitted. Failure to follow directions may result in removal from a set or removal from practice if poor behavior continues.
- Follow all Shepherd University Wellness Center rules and policies. See Membership Handbook.
- DO YOUR BEST! Learning how to swim each stroke correctly is the goal.

### Wellness Center Policies and Procedures

All those coming to the facility are expected to abide by Wellness Center policies and procedures. These may be found in the Membership Handbook

(<https://shepherdwellness.com/memberships/>)



## Parent/Family Volunteerism

Our swimmers enjoy their sport and being a part of a team - we hope to foster this passion through activities, spirit wear, and community outreach. Each family is responsible to sign up and participate on a team volunteer committee. Committees are comprised of 3-4 members who are expected to set their own goals, check in with the coaches and facility directors, make assignments as needed, and follow through with those goals. You may email us your preferences or sign up before the first week of practice. You will also need to share your preferred contact method for fellow committee members to reach you.

### **Volunteer Committee Examples:**

1. **Social Events.** All teams benefit from social interaction among swimmers and among parents. We would like at least one social event each session. Some ideas are: popsicles before practice, bowling at Shepherd, potluck at the park, etc.
2. **Time Trials/Mock Meets.** Help assign timers to lanes with stopwatches, pens and clipboards, collect time sheets, and label/distribute ribbons when applicable.
3. **Record Keeping.** All those time-trials are going to need to be recorded and made accessible to swimmers and coaches! This could be on a Google Doc or hopefully on the Team Unify website.
4. **Fundraising.** Sea Snakes would love to raise money for any of our activities, but also for team swim fins, caps and t-shirts. We are open to ideas of opportunities such as Chipotle fundraisers and participating in the USA Swim-A-Thon.
5. **Communication.** Parents can handle communication such as phone trees, publishing and distributing newsletters (with information provided by the coach), maintaining the website and updating bulletin boards (with information provided by the coach.)
6. **Spirit Wear.** Setting up, ordering and disbursing team attire.
7. **Community Outreach.** Help our swimmers get involved in giving back - many of these can be in conjunction with Shepherd University's efforts
8. **Open for Suggestions.** See another need? Let us know and start up a committee!

This list will be updated as committees become finalized before the first week of practice.

### **Meet Volunteer Job Requirements**

Each swimmer is required to have one family member, or other appointed individual over 13, to fulfill a role at each swim meet. Examples of these roles are timing, concessions, set-up and tear-down, running the computer, etc.



## Mid-Atlantic Summer Swim League (MASSL)

### League Teams & Away Meet Locations

#### **Frederick Area Swim Team (FAST)**

Middletown High School  
200 Schoolhouse Dr.  
Middletown, MD 21769

#### **HAGY Gators**

Hagerstown YMCA  
1100 Eastern Blvd. N.  
Hagerstown, MD 21742

#### **Jefferson Park Dolphins**

Jefferson Memorial Park  
400 Forrest Ave.  
Charles Town, WV 25414

#### **Martinsburg Marlins**

Lambert Park Pool  
273 Woodbury Ave.  
Martinsburg, WV 25404

#### **Mercersburg Area Swim Club (MASC Gators)**

James Buchanan High School  
4773 Fort Loudon Rd.  
Mercersburg, PA 17236

#### **MSSC Stingrays**

Moss Springs Swim Club  
475 N. Allison St.  
Greencastle, PA 17225

#### **Northwood Suns**

Northwood Swim Club  
13116 Pennsylvania Ave.  
Hagerstown, MD 21742



Swim meets will be held once or twice a week on weeknights and/or Saturdays. All scheduled home meets will be held at the Wellness Center on Saturdays beginning at 4pm. The championship swim meet will be held at the end of July. The meet schedule will be sent via email and posted on the Team Unify page once it is finalized by the MASSL teams. Parents are responsible for organizing transportation to and from all swim meets. Children under 13 must have parent/guardian supervision at all swim meets. Participation in meets is not required, but is expected and encouraged for Gold, Silver, and Bronze group members.

More information on meets will be provided as the season progresses. Swimmers must “opt-in” for each meet by declaring their attendance on the Meets and Events page of the team website, [shepherdseasnakes.com](http://shepherdseasnakes.com), by the deadline.

## **Sea Snakes MASSL 2024 Meet Schedule**

**Saturday, June 8** - HAGY @Shepherd 3:30 pm Warm-up

**Tuesday, June 11** - Tri Meet @ FAST w/ HAGY 5:30 pm Warm-up

**Saturday, June 15** - @ Mercersburg 8:00 am warm-up

**Saturday, June 22** - Jefferson Park, Martinsburg @ Shepherd 3:00 pm warm-up

**Saturday, June 29** - @ Moss Spring 8:00 am warm-up

**Tuesday, July 2** - @ Northwood 5:30 pm warm-up

**Thursday, July 11** – Martinsburg @ Shepherd 5:30 Warm-up

**Saturday, July 20** - Summer Splash League Last Chance Qualifier @ Northwood 8:00 am warm-up

**Saturday, July 27** - All Stars League Championship Meet @ Shepherd 2 pm Warm-Up



## Enrollment Terms & Other Policies

### Terms of Enrollment

#### Payments

Swimmers may register online through our Member Portal ([myshepherdwellness.com](https://myshepherdwellness.com)) or by visiting the front desk of the Wellness Center during operating hours. The enrollment period will begin April 1, 2024 and end June 15, 2024. Current and former Sea Snakes participants will have the option to priority register until April 15, 2024. Participants will receive a team t-shirt and cap as part of their Booster Registration Fee. In order to receive team apparel **before** the first swim meet, registration must be completed before May 11, 2024. All group pricing is based on a per practice rate of \$7.13 for all participants. All participants will also be assessed a \$25 Booster Fee. Session payment to the Wellness Center and swimmer Booster to the Booster Club must be paid in full before swimmers may participate in practices.

Gold	High School	43 practices + meets	1.25hr	\$433
Silver	Middle School	43 practices + meets	1hr	\$356.50
Bronze	Elementary School	43 practices + meets	1hr	\$356.50
Copper (Swim Lessons)	5+	8 lessons per session (2 sessions offered)	30-minutes	\$100 (per session)

#### Registration and Enrollment Fee Breakdown

The group enrollment fee (listed above for each group) covers costs such as paying coaches and lifeguards, pool usage, equipment maintenance, etc. The swimmer Booster fee covers costs that are unique to the summer program, such as team apparel, the MASSL league fee, swim meet fees, concession fees, etc.

#### Enrollment Agreement

Enrolling in the summer swim program implies participants and parents/guardians/family members agree to abide by all rules and regulations established by the Shepherd University Wellness Center for the duration of the enrollment period. All enrollment sales are final.

#### Photography

Shepherd University Wellness Center reserves the right to take photographs or videos of swimmers and program attendees present for promotional purposes. The parent/guardian/swimmer authorizes such use without compensation or notification.



## Electronic Communication Policy

The Sea Snakes Swim Team recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. All electronic communications should be between the parent/guardian and Coach Erica (ewheatle@shepherd.edu) and Andria (aleach@shepherd.edu). The communication should be professional in nature and for the purpose of communicating information about team activities only. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct.

### **Social Media**

Coaches and swimmers are not permitted to have each other join their personal page(s) as a "friend." Coaches and swimmers are also not permitted to communicate through social media or any other forms of instant message chatting. All coaches are encouraged to set their pages to "private" to prevent others from accessing their personal information.

## Team Travel Policy

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles, and hotel rooms – is less structured and less familiar.

- All participants are required to provide their own transportation and accommodations for any away events. Any time spent traveling is not considered a part of the program.
- Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior written parental permission is obtained.
- When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.

## Anti-Bullying Policy

Bullying of any kind is unacceptable and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. Our Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is encouraged to report the incident to a coach as soon as possible. More information may be obtained at the [USA Swimming Safe Sport website](#).



## Reporting Misconduct

The University reserves the right to terminate the membership or enrollment of any employee, member or community member for the welfare of all patrons of the Wellness Center. Cause for termination of membership and suspension from campus activity privileges may include, but are not limited to, willful harassment, abuse, or intimidation of other patrons or employees, theft, disorderly conduct, or any other conduct that is unreasonably disruptive or dangerous to other patrons.

If you have any questions or concerns to report, you are encouraged to contact any of the following (in writing is best):

Jennifer Flora Wellness Center Director <a href="mailto:JFlora@shepherd.edu">JFlora@shepherd.edu</a> 304-876-5295	Andria Moyer Sea Snakes Team Administrator <a href="mailto:ALeach@shepherd.edu">ALeach@shepherd.edu</a> 304-876-5440	Shepherd University Police Chief Lori Maraugh <a href="mailto:LMaraugh@shepherd.edu">LMaraugh@shepherd.edu</a> 304-876-5374
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