



**New  
Parent/Swimmer  
Handbook**

**Last updated Aug. 5, 2013**

**2013-2014**

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## SUNN Calendar of Events:

This is a preliminary schedule for the 2013-2014 season. Events may be added, deleted or changed from this list. For the latest updates to the SUNN Calendar of Events, please check the SUNN website at [www.sunn.org](http://www.sunn.org).

Date	Event
<b>Aug. 26 and Aug 29, 2013</b>	New Swimmer Evaluations
<b>Sep. 3</b>	Practice begins for 2012-2013 season. Welcome back!
<b>Sep. 21</b>	CSA Dual Meet PASA @SUNN Sunnyvale Middle School
<b>Sep. 28</b>	CSA Dual Meet SUNN @ Quick Silver Swimming
<b>Oct. 5</b>	CSA Dual Meet Valley Splash @ SUNN Sunnyvale Middle School
<b>Oct. 12</b>	CSA Dual Meet SUNN @ Mission San Jose Aquatics
<b>Oct. 26-27</b>	Fall Classic Meet <b>hosted by SUNN</b>
<b>Nov. 2</b>	CSA Dual Meet Seaside Aquatics @ SUNN Sunnyvale Middle School
<b>Nov. 16</b>	CSA Dual Meet SUNN @ West Coast Aquatics
<b>Nov. 23</b>	CSA Dual Meet SUNN @ Burlingame Aquatics
<b>Dec. 6 – Dec. 8</b>	Junior Olympics Championship
<b>Dec. 6- Dec. 8</b>	Husky Invitational Senior Travel Meet
<b>TBD</b>	SUNN Holiday Party
<b>Dec. 21 – Dec. 23</b>	CSA Championship Meet
<b>Dates for swim meets from Jan. – August will be coming.</b>	Check the SUNN.org website for updates.
<b>May 18</b>	SUNN Banquet
<b>Jun. 28-29</b>	Silicon Valley Long Course Open <b>hosted by SUNN</b>

# *Welcome to SUNN Swimming.*

Thank you for considering SUNN Swimming, **a community-based team providing a high quality, competitive program that promotes essential life skills through the sport of swimming.**

Founded in 1979, Sunnyvale Swim Club is known as a first-class, year-round competitive swim program. We offer a guided age-group youth program for children age 5 and up, from the beginning swimmer to the most competitive and skilled swimmer.

At SUNN Swimming we work to develop athletes who are a credit to society. Joining Sunnyvale Swim Club will help shape and strengthen character throughout an athlete's lifetime. We strive to develop champion swimmers, and measure success not only by winning, but also by personal improvement.

Our objective at SUNN Swimming is to enable swimmers to learn, train and compete at their highest individual level of achievement. We focus on consistently placing among the top clubs in this area and beyond. We have swimmers from the beginning level to the National Level. We continue to improve and expand our aquatics programs for the community, enrolling all who are interested in competitive swimming while maintaining the highest levels of quality. We are big enough to make an impact on the swimming world, yet small enough to deliver individual attention.

The SUNN Swimming program strives to instill in young swimmers an understanding of and appreciation for such concepts as high self-esteem, personal accountability, self-discipline, goal setting, and goal achievement as these ideas relate to their success in training and in competition today and throughout their lives. It is our belief that the process of achieving is as significant as realizing the achievement itself.

At each level of the SUNN Swimming program, swimmers are instructed to strive for excellence. Excellence in this sense represents the achievement of that level at which you know that you have done your very best. This belief is consistent at every level of our program, and is fundamental to the basic tenets of our club.

Again, thank you for considering the SUNN family.

**The SUNN Coaching Staff.**

Hopefully this handbook will answer most of your questions about the great new sport your child has joined. As other questions come up, don't hesitate to ask more experienced parents on the team or any of the Board members listed on SUNN's website, [www.sunn.org](http://www.sunn.org) for help.

See you at the pool!

## Club Communication & Contact information

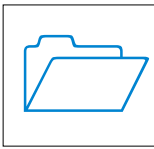


The main means of communication is the club web site: [www.sunn.org](http://www.sunn.org). This is where you will find updated information on practice (Weekly Reminders) and meets (Upcoming Events). Check it regularly!

Upon joining the team, you will also receive a password to access the members' area of the website where you can review your swimmer(s) results at meets or check your service hours.



We also send out a monthly newsletter focusing on key events, information about future happenings, and swimmer/parent development and education. Please read the newsletter as it will answer your questions that come up throughout the season.



Each swim team member and coach has a file kept on the pool deck at the swimmer's practice location. Check it often for specific information about SUNN's events (Swim-a-thon, Awards ceremony, etc.); and for ribbons and awards earned at meets, the week following the competition.







Other means of communication include the coaches' e-mail list. It is important for parents and swimmers to get into the habit of checking the website and folders often for the latest information on practice schedules, schedule changes, meet announcements, awards, and so on.

## Important Contact Information

SUNN Swimming  
P.O. Box A  
Sunnyvale, CA 94087  
408-306-7930

### SUNN Board of Directors:

The SUNN Board of Directors is available to answer any questions or concerns you might have. Feel free to contact any member for help or guidance.

<p><b>President – Doug Farnham</b>  <a href="mailto:president@sunn.org">president@sunn.org</a></p>		<p><b>Secretary – Kristine Narum</b>  <a href="mailto:secretary@sunn.org">secretary@sunn.org</a></p>	
<p><b>Vice President – Lesley Wynne</b>  <a href="mailto:vice.president@sunn.org">vice.president@sunn.org</a></p>		<p><b>Ways and Means-  Tanya Ranabhor</b>  <a href="mailto:wms@sunn.org">wms@sunn.org</a></p>	
<p><b>Treasurer – Alvin Jee</b>  <a href="mailto:treasurer@sunn.org">treasurer@sunn.org</a></p>		<p><b>Meet Director –Aditya Agarwal</b>  <a href="mailto:meet.director@sunn.org">meet.director@sunn.org</a></p>	

## Coaches

Head Coach	Brad Meacham	HeadCoachBrad@sunn.org
Head Age-group Coach	Bob Hill	CoachBob@sunn.org
Coach	Elven McKnight	CoachElven@sunn.org
Coach	Shelbi Campbell	CoachShelbi@sunn.org
Coach	Ariana Canalez	CoachAriana@sunn.org

## Useful Websites

Online Meet Entry - <https://ome.swimconnection.com/>

Pacific Swimming - <http://www.pacswim.org/>

USA Swimming - <http://usaswimming.org/>

## About the Coaches



### **Brad Meacham - Head Coach**

Brad swam competitively for 12 years. In 1984, he won the 200 IM at CCS. He also won the 200 IM at Junior Nationals and qualified for Senior Nationals in both the 200 and 400 IMs. He went on to compete at Senior Nationals the next three years. Brad has competed in masters swimming, and in May of 2007, Brad won three National Titles in the 100, 200 and 400 IMs at the Masters Short Course Nationals in Federal Way, Washington. He also broke a Pacific Masters Short Course record in the 100 IM.

Brad began coaching at SUNN in 2006. He became the Head Age Group Coach in 2008 and the SUNN Head Coach in 2011. Before coaching, he was a mortgage broker for 10 years and wore a suit-and-tie most of the time. He attended UC Davis and majored in Economics and is currently working on an MBA at the University of Phoenix.

### **Bob Hill -Head Age Group Coach**

Bob began swimming with San Jose Aquatics at 7 years old. At 12 he and three of his teammates broke the National Record for the 200 Medley Relay, and broke Pacific Swimming records in the 200 Free, 400 Free, and 400 Medley Relays as well. He swam for Pioneer High School, qualifying for CCS all four years, and for West Valley Jr. College placing 4<sup>th</sup> in the 200 Butterfly at State Championships in both 1989 and 1990.



Bob began his coaching career in 1992 and has held Assistant and Head Coach positions here in the Bay Area and in Washington where he most recently was head coach for Barracuda Swimming. After moving back to the Bay Area in May of 2011, he became the Head Age Group coach with SUNN Swimming. Bob is excited to be working for SUNN, and with Head Coach Brad Meacham, a former SJA and West Valley Jr. College teammate.



### **Elven McKnight - Coach**

Elven is an experienced swimmer and instructor who grew up swimming for SUNN and later at UC Santa Cruz and can still be found in the water at an occasional SUNN meet or practice. He is an excellent instructor who has worked with all age groups. Most recently, Elvin has been teaching our youngest swimmers in the Bronze, Silver and Gold groups. Elvin inspires fitness in and out of the water. You will see him on his bicycle pedaling to SUNN practices, meets and events everywhere.



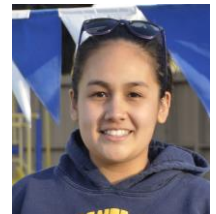
### **Shelbi Campbell – Coach**

Shelbi began swimming at 3 months old in her backyard pool. As a child, she discovered she had Scoliosis and joined South San Francisco Aquatics to help strengthen her back, successfully keeping her away from major back surgery. While on the El Camino High varsity swim team, Shelbi personally went undefeated as did her team which won the P.A.L Championship all four years. She also swam for the College of San Mateo. She is an All-American and received the Stand-Out-Swimmer award, M.V.P. and Most Inspirational Athlete of The Year. The last three years of her swimming Shelbi swam through two surgeries with a broken wrist. Shelbi wants to teach the same love and passion she has towards the water despite disabilities and difficulties ultimately get swimmers to achieve their best.

Shelbi has coached for the Daily City Dolphins and the South San Francisco Aquatics Club as a senior and age group coach. She is currently a student at San Jose State University pursuing her Bachelors' Degree in Liberal Arts. Once she completes her degree Shelbi wants to join the Navy as an Officer.

### **Ariana Canalez – Coach**

Ariana began swimming with SUNN at 11 years old, continued to do so until high school, and then later swam at De Anza Community College. Ariana's coaching and teaching experience began with becoming a swim instructor at California Sports Center in Sunnyvale, where she then worked for 3 years. She also coached the pre-competitive group while working there. She has been a coach for 4 summers previously with SUNN's Summer Team, and most recently was the Head Coach for the summer team.



Ariana went to UC Santa Cruz and recently graduated with a Bachelors' degree in Philosophy, and is currently pursuing a law degree as a student at Santa Clara University. She is very excited to be working with SUNN, as well as to give swimmers the same great SUNN swimming experience that she was given while swimming on the team

# Team Structure

SUNN Swimming (SUNN) is a community-based team providing a high quality, competitive program that promotes essential life skills through the sport of swimming. All skill levels, from pre-competitive to nationally competitive, are welcome to join. Our club provides a friendly atmosphere where every swimmer can strive to achieve his or her personal best both as an athlete and an individual.

## Team Composition

The year-round team consists of approximately 200 swimmers between the ages of 5 and 19. Swimmers are instructed in each of the competitive strokes--butterfly, backstroke, breaststroke, freestyle and IM --as well as their related starts, turns, and finishes.

SUNN programs offer a fun, friendly, and positive environment emphasizing correct technique for the long-range success of the swimmer. Swimmers are assigned to practice groups depending on age, skill and swimming goals.

Regular, year-round attendance is encouraged in all groups, and participation in scheduled competition is strongly encouraged for most groups.

In the fall, SUNN competes in the California Swimming Association League. As part of this league, SUNN will participate in dual meets approximately every other week. The dual meets will be approximately 4-6 hours long on one day of the weekend. Additionally, SUNN competes in a Zone 1 North subdivision of Pacific Swimming, the administrative division of United States Swimming that governs our geographic area. From January through August, SUNN participates in approximately 1 meet per month from meets on the Pacific Swimming schedule. These meets are generally two day meets. SUNN hosts one Pacific swimming meet in the fall (Fall Classic) and another in the summer (Silicon Valley Long Course).

More information on the meets in which we are participating can be found on our website under the Events tab.



## Practice Group Descriptions

SUNN groups are divided by skill and age level; placement into a particular group is determined by the coaching staff.

Group Move-ups will be determined by the coach of the respected group based on progression and skill level.

### Seals -

**AGE:** 5 - 8 years old

**PRACTICES:** Offered three times per week.

DAYS	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM							
PM	3:30-4:15		3:30-4:15		3:30-4:15		

**LOCATION:** Fairbrae Swim and Tennis Club (696 Sheraton Drive, Sunnyvale, CA 94087)

**DESCRIPTION:** Designed for 5-8 years old children who are still learning to swim. Emphasis will be put on building self-esteem, learning to practice within a group, and proper stroke technique for Free and Backstroke. Making new friends and having FUN is part of the curriculum, too!

**QUALIFICATIONS:** Swimmers must be able to swim 25 yards of freestyle and backstroke without stopping and without assistance.

**EXPECTATIONS:** Attendance is not mandatory at every practice; however, Seals should attend practice as often as they can. Consistency is the key to progress. Swimmers may participate in local swim meets and should check with their coaches about which events to enter.

**EQUIPMENT:** water bottle, kickboard and fins (Mesh bag Suggested)

### Bronze -

**AGE:** 6-8 years old

**PRACTICES:** Offered five times per week

DAYS	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM							
PM	4:15-5:15	4:15-5:15	4:15-5:15	4:15-5:15	4:15-5:15		

**LOCATION:** Fairbrae Swim and Tennis Club ([Map](#))

**DESCRIPTION:** Designed for 6-8 years olds who are new to a swim team. The main goal of this groups is to build self-esteem and learn to practice within a group. Emphasis will be put on improving efficiency in Free and Backstroke while developing the proper technique in Breaststroke and Butterfly. Making new friends and having FUN is part of the curriculum, too!

**EXPECTATIONS:** Attendance is not mandatory at every practice; however, swimmers should attend practice as often as they can. Three times per week is recommended. Swimmers may participate in local swim meets and should check with their coaches about which events to enter

**EQUIPMENT:** water bottle, kickboard and fins (Mesh bag Suggested)

### **Silver -**

**AGE:** 9 – 10 years old

**PRACTICES:** Offered five times per week

DAYS	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM						TBD	
PM	5:15:-6:15	5:15:-6:15	5:15:-6:15	5:15:-6:15	5:15:-6:15		

**LOCATION:** Fairbrae Swim and Tennis Club ([Map](#))

**DESCRIPTION:** Designed for intermediate level 9 - 10 years olds who are progressing but need further stroke work to be able to demonstrate proper technique in all four strokes. Emphasis will be put on improving efficiency in Free and Backstroke while developing the proper technique in Breaststroke and Butterfly. Making new friends and having FUN is part of the curriculum, too! Swimmers may participate in local swim meets and should check with their coaches about which events to enter.

**EXPECTATIONS:** No attendance requirement; however, swimmers should try to attend at least 3 practices per week.

**EQUIPMENT:** water bottle, kickboard and fins (Mesh bag Suggested)

### **Gold -**

**AGE:** 8-10 years old

**PRACTICES:** Offered five times per week

DAYS	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM						TBD	
PM	6:15-7:30	6:15-7:30	6:15-7:30	6:15-7:30	6:15-7:30		

**LOCATION:** Fairbrae Swim and Tennis Club ([Map](#))

**DESCRIPTION:** Designed for 8-10 year olds who are proficient in all four strokes. The emphasis is primarily to give swimmers valuable stroke and technical improvements, including starts and turns, to prepare them for the next level.

**EXPECTATIONS:** Attendance is not mandatory at every practice; however, swimmers should attend practice as often as they can. Consistency is the key to progress. Participation in meets is encouraged, but not mandatory.

**EQUIPMENT:** water bottle, kickboard, fins, paddles, and mesh bag

## **Blue -**

**AGE:** 11 -14 years old

**PRACTICES:** Offered five times per week

DAYS	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM						TBD	
PM	5:15-6:45	5:15-6:45	5:15-6:45	5:15-6:45	5:15-6:45		

**LOCATION:** Sunnyvale Middle School Pool ([Map](#))

**DESCRIPTION:** Designed for swimmers 11-14 years old who can swim in all four strokes legally and are working on achieving the next level at SUNN Swimming. Some are newer members of the team or are committed to other activities in addition to swimming. Emphasis is on stroke technique, turns and starts as well as endurance training.

**EXPECTATIONS:** Attendance is not mandatory at every practice; however, swimmers should attend practice as often as they can. Consistency is the key to progress. Participation in meets is encouraged, but not mandatory.

**EQUIPMENT:** water bottle, kickboard, fins, and mesh bag

## **White-**

**AGE:** 11 years old & Up

**PRACTICES:** Offered five times per week

<b>DAYS</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>AM</b>							
<b>PM</b>	3:45-5:15	3:45-5:15	3:45-5:15	3:45-5:15	3:45-5:15		

**LOCATION:** Sunnyvale Middle School Pool ([Map](#))

**DESCRIPTION:** Designed for swimmers 11 and over swimmers who are progressing but need further stroke work to be able to demonstrate proper technique in all 4 strokes. Most are newer members of the team or are committed to other activities in addition to swimming. Emphasis is on stroke technique, turns and starts as well as endurance training. Participation in meets is encouraged, but not mandatory.

**ATTENDANCE:** No attendance requirement. However, regular attendance is key to progress.

**EQUIPMENT:** water bottle, kickboard and fins (Mesh bag Suggested)

## **Junior 1 -**

**AGE:** 8-11 years old

**PRACTICES:** Offered six times per week

<b>DAYS</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>AM</b>						TBD	
<b>PM</b>	5:45-7:15	5:45-7:15	5:45-7:15	5:45-7:15	5:45-7:15		

Dryland Tuesdays and Thursdays

**LOCATION:** Fremont High School ([Map](#))

**DESCRIPTION:** Designed for experienced 8 - 11 year old swimmers who are committed to swimming and competing in meets with the focus on continuing proper stroke development, body position, kicking, endurance, and conditioning

**QUALIFICATION:** swim all four strokes legally; have achieved 3 “A” times in the 9 - 10 age group in two different strokes; coach discretion

**EXPECTATIONS:** There are no attendance or meet requirements in this group, however regular practice and meet participation is strongly recommended. Swimmers are expected to attend all SUNN hosted meets and at least one championship meet each season, and Junior Olympics and Far Westerns are must attend if the swimmer qualifies.

**EQUIPMENT:** Long Fins, Paddles, Buoy, Snorkel, Kick Board, Mesh Bag, Water Bottle

### ***Junior 2 -***

**AGE:** 10 - 13 years old

**PRACTICES:** Offered six times per week

<b>DAYS</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>AM</b>						TBD	
<b>PM</b>	6:15-8	6:15-8	6:15-8	6:15-8	6:15-8		

**LOCATION:** Sunnyvale Middle School Pool ([Map](#))

**DESCRIPTION:** Designed for experienced 10 - 13 year old swimmers who are committed to swimming and competing in meets with the focus on continuing proper stroke development, body position, kicking, endurance, and conditioning. Dry land and stretching are increased.

**QUALIFICATION:** swim all four strokes legally; have achieved 4 “A” times in the 11 - 12 age group in two different strokes; coach discretion

**EXPECTATIONS:** All swimmers in this group must make a minimum average of 67% attendance (4 out of 6) practices per week\* AND compete in roughly 67% of the swim meets on the SUNN meet schedule (can miss 1 out of 3)\*. Swimmers are expected to attend all SUNN hosted meets and at least one championship meet each season, in addition Junior Olympics and Far Westerns are must attend if the swimmer qualifies.

**EQUIPMENT:** Long Fins, Paddles, Buoy, Kick Board, Mesh Bag, Water Bottle

### ***Senior Developmental -***

**AGE:** 8<sup>th</sup> Grade or High School

**PRACTICES:** Offered five times per week

<b>DAYS</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>AM</b>						TBD	
<b>PM</b>	3:45-5:45	3:45-5:45	3:45-5:45	3:45-5:45	3:45-5:45		

**LOCATION:** Sunnyside Middle School Pool ([Map](#))

**DESCRIPTION:** This group is designed for the 8<sup>th</sup> grade or high school aged swimmer who either cannot make the commitment to Senior 1 or 2, or does not have the qualifying times yet. Swimmers in this group will be challenged to make the next level of swimming in their age group with a continuing emphasis on proper stroke development, body position, kicking, endurance, and conditioning.

**QUALIFICATIONS:** 8<sup>th</sup> – 12<sup>th</sup> Grade; able to swim all four strokes legally.

**EXPECTATIONS:** There is no attendance requirements for this group, but regular practice is strongly encouraged. Swimmers are expected to attend all SUNN hosted meets and at least one championship meet each season.

**EQUIPMENT:** Long Fins, Paddles, Buoy, Kick Board, Mesh Bag

### **Senior 1 -**

**AGE:** 7<sup>th</sup> – 9<sup>th</sup> Grade

**PRACTICES:** Offered six times per week

DAYS	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM						7:30-9:30*	
PM	5:45-7:45	5:45-7:45	5:45-7:45	5:45-7:45	5:45-7:45		

**LOCATION:** Fremont High School ([Map](#)); \*Saturday practices at Sunnyside Middle School Pool

**DESCRIPTION** 7<sup>th</sup> – 9<sup>th</sup> Grade. This group is designed for elite age-group swimmers who are not yet in high school and who want to increase their level of training and performance. Practices will focus on efficiency on all 4 strokes as well as developing a strong aerobic base. There will be rigorous dry land.

**QUALIFICATIONS:** Swimmers must have achieved the following time standards: Girls need to have four Senior II cuts. Boys need to have one Senior II and five Senior I cuts. Coach discretion.

**EXPECTATIONS:** Athletes in this group are expected to make an average of 5 out of 6 practices each week or more. Swimmers are expected to attend all SUNN hosted meets and at least one championship meet each season, and should attempt to make as many of the meets on the SUNN Meet Schedule as possible. This group will be attending mostly Senior Level meets. Regular attendance is mandatory.

**EQUIPMENT:** water bottle, fins, kickboard, pull buoy, snorkel, paddles (Strokemakers), Stretchcordz Knee Elastic, mesh bag



## Senior 2–

**AGE:** 8<sup>th</sup> Grade - Collegiate

**PRACTICES:** Offered eight times per week

DAYS	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM		5-7		5-7		7:30-10*	
PM	3:45-6:15	3:45-6:15	3:45-6:15	3:45-6:15	3:45-6:15		

Dryland from 5:45pm to 6:15pm every afternoon

**LOCATION:** Fremont High School ([Map](#)); \*Saturday practices at Sunnyvale Middle School Pool

**DESCRIPTION:** This is our top level group for high school swimmers who are committed and wish to excel in this competitive sport. Swimmers must have sufficient competitive swimming experience and be physically and mentally ready to handle more intense work-outs as well as dry land and weight lifting.

**QUALIFICATIONS:** 8<sup>th</sup> Grade – Collegiate; Swimmers must have achieved the following time standards: Girls need to have two Senior II cuts and two Senior III cuts. Boys need to have five Senior II cuts. Coach discretion.

**EXPECTATIONS:** Athletes in this group are expected to make 6 out of 8 practices each week. Swimmers are expected to attend all SUNN hosted meets and at least one championship meet each season, and should attempt to make as many of the meets on the SUNN schedule as possible. This group will be attending mostly Senior Level meets.

**EQUIPMENT:** water bottle, fins, kickboard, pull buoy, snorkel, paddles (Strokemakers), Stretchcordz Knee Elastic, mesh bag

# SUNN Team Apparel and Equipment

## Training Equipment

Training equipment may be purchased through the following vendors:






**SwimOutlet** – Our SUNN website has a link to SwimOutlet (Home page on the lower right-hand corner under “Partners”). SUNN will receive a portion of all orders placed through this link.








**Sports Basement** – A 10% off coupon can be found in the filing cabinet at our pools. Use the coupon and you receive 10% off your purchase as well as SUNN receives 10% of your total purchase. 1177 Kern Ave Sunnyvale, CA 94085 (408) 732-0300

**Palo Alto Sport** – *Palo Alto Sport Shop offers a discount to SUNN Swimmers*  
526 Waverley Street, Palo Alto, CA 94301 (650) 328-8555)

**NorCal Swim Shop-**  
5124 Stevens Creek Blvd # 10 San Jose, CA 95129-1019 (408) 248-7946

Item	Name	Notes	Groups that need this item
	Kickboard	Available in kid sizes and adult sizes. No particular brand or color is needed.	Required for all groups. Seals, Bronze, Silver and Gold groups should be buying kid sized kickboards.
	Water Bottle	No specific brand or color is needed. Just be sure your swimmer has one at practices.	Required for all groups.
	Fins	This year, all groups will be using the full-size long fins. These come in different sizes based on foot size. No particular	Required for all groups.

		brand or color is needed. Buy the proper size for your swimmers foot.	
	Mesh Bag	No specific brand or color is needed.	Suggested for all groups.  Required for Junior 1,2 and Senior Development, 1,2
	Pull Buoy	Available in kid sizes and adult sizes. No particular brand or color is needed.	Required for Junior 1, 2 and Senior Development, 1, 2.
	Strokemaker Paddles	These come in different sized based on hand size. Ask your coach or store personnel for help with the proper size for your swimmer.	Required for Gold, Junior 1, 2 and Senior Development, 1, 2.
	Snorkel	These come in Junior and adult sizes. Be sure to get a swimmer's snorkel and not a recreational snorkel.	Required for Junior 1, Senior 1, Senior 2
	Strechcordz Knee Elastic	Available at SwimOutlet	Required for Senior 1, 2.

## Where can I purchase/order Team Apparel and Equipment?

**Swim caps** - Each swimmer will receive a SUNN latex swim cap at the first meet. If your swimmer doesn't receive one, just ask your coach. Silicon SUNN caps can be purchased from your coach for \$13. Latex caps to use during practice are \$3. At least once per season, we will place a group order for personalized SUNN caps. We must have a minimum number of orders to do this. Details will be communicated in the newsletter and email.

**Team clothing** – SUNN T-shirts, sweatshirts, sweats, caps and more can be purchased in youth, men and woman sizes from the SpiritWear shop on our SUNN website. Just look for the SpiritWear logo.



SUNN periodically places consolidated orders for special team gear commemorating a special event or championship season. To participate in the consolidated order, your order form must be in the "SUNN Gear" or "SUNN Wear" folder at your pool no later than the order dateline. Several emails will go out reminding you of the upcoming deadline.

**Swim suits** – SUNN does not require a team suit at practices or swim meets. Suits with the team logo can be ordered through Palo Alto Sports. All suits must meet the Fina regulations:



1. Swimsuits for men may not extend above the navel or below the knee and for women may not cover
  1. the neck or extend past the shoulders or below the knee;
  2. Material used for swimsuits can be only textile fabric which is defined as materials consisting of
    3. natural and/or synthetic, individual and non-consolidated yarns used to constitute a fabric by weaving,
    4. knitting, and/or braiding; and
    5. No zippers or other fastening devices are allowed except for a waist tie on a brief or jammer.



## Parkas and Warm-ups –



Parkas and warm-ups are available through Palo Alto Sports. Download the [Parka, Team Suit and Warm Up Order Form](#) at [www.sunn.org](http://www.sunn.org) (Click Club Info at top, then SUNN Store). This form can be taken to Palo Alto Sport where sizes can be tried on before ordering. Palo Alto will contact you when your order is completed. Please note that parka orders can take up to two months to complete during the fall and early winter. Get

your orders in early to have a warm parka when winter comes.

Parkas can also be ordered through [Swimoutlet.com](http://Swimoutlet.com). Please remember to go to the SwimOutlet link on our homepage first so that SUNN will earn a portion of your order. By ordering through SwimOutlet, you are responsible for specifying all the parameters of the parka (colors, letter sizing, etc.) and you will not be able to try on sizes in advance. The specifications for the SUNN parka are as follows:



Shell Color: Navy

Lining Material: 19 Oz. Arctic Fleece

Lining Color: Gold

Front Embroidery: First And Last Names On Front - Block

Embroidery Color: Gold

Embroidery Text: Your Swimmers Name Here if you want it

Tackle Twill Lettering (Back): Yes

Tackle Twill Info:"SUNN" Four 4" Plain Block letters 2 colors-gold letters with white trim (gold on the outside with white trim behind - the predominant color is gold.)

Periodically, SUNN will special order items such as soccer style shirts, beanies, flannel pants, etc. Details will be communicated in the newsletter and email

If you have any questions, feel free to contact SUNN Gear Coordinator at:

[sunn.gear@sunn.org](mailto:sunn.gear@sunn.org)

# Membership fees and procedures

## How to join?

**Step One:** Review this handbook for information on the club's philosophy, practices, the club's dues structure, and the volunteer requirements.

**Step Two:** Fill out the Swimmer Evaluation form (found on [www.sunn.org](http://www.sunn.org) under the JOIN OUR TEAM tab). Prepare a check for \$95 made out to SUNN Swimming (SUNN's registration fee).

**Step Three:** Attend a swim evaluation. Schedule a swim evaluation for your child by emailing [info@sunn.org](mailto:info@sunn.org) or calling 408-306-7930. Hand the filled-out membership application packet and payment to the coach at the beginning of the evaluation. After the assessment, the coach will place your child in a practice group and give you back the bottom part of the evaluation form. The coach will also answer any questions you may have about the overall program.

**Step Four:** After the evaluation, complete the online registration package (found on [www.sunn.org](http://www.sunn.org) under the JOIN OUR TEAM tab)

**Step Five:** New swimmers have one free trial week (5 consecutive days) beginning the Monday following the evaluation. Bring the tryout slip to your child's coach on the first day of practice. Please notify SUNN secretary ([info@sunn.org](mailto:info@sunn.org) or 408-306-7930) on or before the last day of the trial week if your swimmer does not wish to continue, and we will return your registration payment. After the trial week, you will receive an invoice for the first month dues.

**Step Six:** Regularly check the SUNN website ([www.sunn.org](http://www.sunn.org)). This is where you will find updated information on practice ([Weekly Reminders](#)) and meets ([Upcoming Events](#)). You will also receive a password to access your account on the website where you can review your swimmer(s) results at meets or check your service point balance.

## Membership dues and fees

Upon joining, all members pay the Annual SUNN registration fee. (Bring payment with membership application to tryout). You will receive an invoice for the first monthly dues, after the trial week.

- **Annual SUNN registration: \$95 per swimmer** for new and returning members.
- **Travel Participation Fees: \$20 per swimmer per travel meet.** A travel meet is defined as one which requires an overnight stay for coaches and any chaperoned athletes, a meet which necessitates the use of SUNN provided transportation, or a meet in which the reimbursed coach travel costs are high. The general rule of thumb is that a travel meet could be any meet beyond a 25 mile radius of Sunnyvale at the discretion of the board of directors. All JO and Far Western meets are defined as travel meets.
- **Monthly dues** are based on group assignments:

Group*	Practice Times	Location	Monthly Dues
Otters	TBD	Fairbrae	Per session

			fees
Seals	M, W, F 3:30 – 4:15pm	Fairbrae	\$96.00
Bronze	M-F 4:15 - 5:15 pm	Fairbrae	\$116.00
Silver	M-F 5:15-6:15 pm;	Fairbrae	\$116.00
Gold	M-F 6:15-7:30 pm; Sat TBD	Fairbrae	\$125.00
Blue	M-F 5:15 – 6:45pm Sat. TBD	Sunnyvale Middle School	\$139.00
White	M-F 3:45-5:15 pm;	Sunnyvale Middle School	\$139.00
Junior 1	M-F 5:45-7:15 pm; Sat TBD	Fremont High School	\$139.00
Junior 2	M-F 6:15-8 pm; Sat TBD	Sunnyvale Middle School	\$151.00
Senior Development	M-F 3:45 – 5:45pm; Sat TBD	Sunnyvale Middle School	\$161.00
Senior 1	M-F 5:45-7:45; Sat 7:30-9:30am@SMS	Fremont High School	\$161.00
Senior 2	M-F 3:45-6:15 pm; AMs Tu /Th 5-7 Sat 7:30-10 @ SMS	Fremont High School	\$182.00

### **Multi-swimmer discount**

SUNN offers a generous family dues discount for families with more than one active, year-round swimmer. Families with two swimmers may deduct \$15.00 per month from the family's dues. Families with three swimmers may deduct \$30.00 per month; and families with four swimmers may deduct \$45.00 per month from their monthly, total dues.

### **Payment details**

Monthly dues are paid for 12 months over an 11 month period. Members will pay their monthly fee for September thru July. All payments must be received by the 10th of each month. A \$10.00 fee will be assessed for payments received after that date. Payments should be mailed to SUNN Swimming, P.O. Box A, Sunnyvale, CA 94087, or left in the treasurer's folder at the pool. All checks should be made out to the "SUNN Swimming". No cash please. *A \$25 handling charge will be assessed on each returned check.*

For first time or returning swimmers, first month dues may be pro-rated. However, after the first month, dues will not be pro-rated and must be paid in full for any month during which the swimmer swims with SUNN, even once.

We do not offer make-ups, refund or credits for missed practices.

## **Change of status: Inactive / Withdrawals**

If a swimmer will not be attending practice or meets for a month or more, SUNN offers an inactive status, with advance written notice. Monthly dues for inactive swimmers are \$35.00/month (no discounts for multiple swimmers when one is in inactive status).

To withdraw a swimmer from the team or have a swimmer placed in inactive status, please fill out the "Change of Status" form that can be found on the website. Note that the form must be filled out and submitted by the 15th of the month prior to the month the swimmer change is to take effect. *There are no exceptions.* A confirmation email will be sent to you acknowledging the change.

If a Change of Status/Withdrawal request is received after the 15th of the month, you will be charged your normal rate the following month and the change will take effect the month after. For example, if you request a change to inactive status on May 18th, your swimmer will be considered active for June (full dues) and inactive for July, and you will be invoiced accordingly.

If dues or inactive payments are delinquent for more than one month, you will be removed from SUNN's roster and will have to pay the Annual SUNN registration fee of \$95 upon re-joining, even if it was paid earlier in the same year.

## **Fundraising**

Unfortunately, registration fees and monthly dues are not enough to cover all of our club expenses. Fundraising is an important part of our fiscal budget and allows us to keep monthly dues at a reasonable rate. **There is a fundraising suggested amount of \$200 per swimmer or \$500 per family for the 2013-2014 season.** This can be met in a number of ways:

- Participate in the Swim-a-thon and enlist family, friends, and neighbors to pledge support for your swimmer(s).
- Solicit sponsorship for SUNN with local businesses. We are always looking for sponsors and advertisers for our hosted swim meet programs. Any amount a company donates to SUNN as a result of your efforts will count toward your fundraising goal.
- Solicit donations for our hosted swim meets. Donations of coffee, donuts, bagels, hamburgers, and anything else we need at our swim meets will count toward your fundraising goal.
- Write a check for the full amount of your fundraising goal and be done with it. Or, increase your monthly dues by approx. \$18 a month. You can write a quarterly check if you prefer.
- Any combination of the suggestions listed above.

Swimmers who are with SUNN for only a portion of the season will have the fundraising goal prorated based on the number of months on the team.

Fundraising payments should be made separately from your monthly dues (reason, it is being kept track of by the Fundraising Team) and please make sure that "Fundraising for \_\_\_\_\_(swimmers fall name)" is on the memo part of the check so that you can get the right

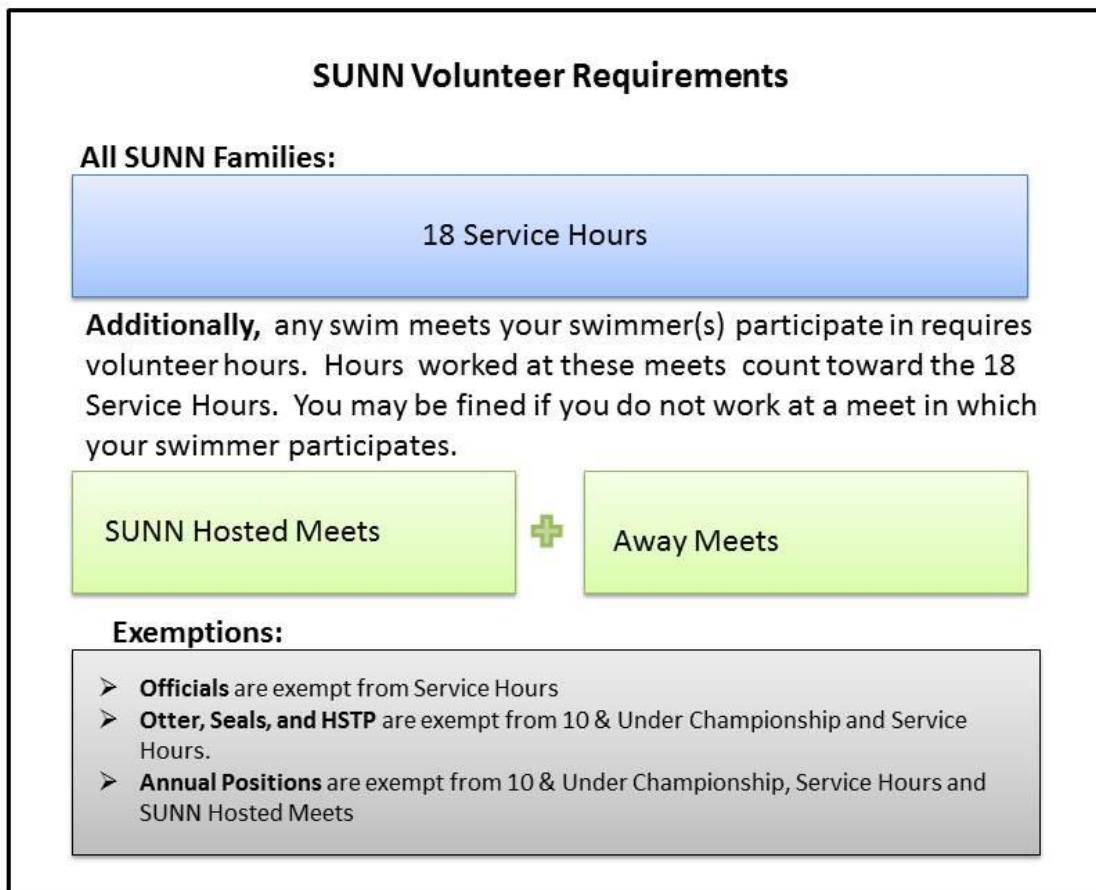


credit for your payments.

## SUNN Family Service Program

Like most swim clubs in the area, SUNN Swimming is run by parent volunteers who elect a board of directors to oversee swim club operations. Our paid coaches are responsible for administering the “wet side” of club operations and our board along with member families, are responsible for running the “dry side” of club operations.

Parent volunteers help out with day-to-day operations and special events to keep our monthly dues down, and this makes us the successful club that we are. One of our primary sources of fundraising is holding swim meets. A well-run meet can generate \$7,500 - \$10,000. We need support from all our families to make the meets we host each year a success. The requirements we have set throughout the Family Service Program are the minimum levels of support needed. We appreciate the many families who go well beyond these minimum levels each year.



## ***Volunteer requirements for all families -***

### **Service Hours:**

SUNN requires **18 service hours per family** to be fulfilled anytime throughout the year. If a family joins or leaves the club mid-year, the service hour requirement will be reduced by 1.5 hours for each month they are not a part of the club. For example, if a swimmer joins SUNN in January, they will have an 12 hour service requirement since they are not part of the team during September, October, November and December.

### ***Ways to Earn Service Hours***

- **Volunteer at swim meets.** Volunteer hours for SUNN assigned jobs will count toward family service hours.
- **Volunteer for Fundraising Events.** SUNN hosts a fundraising Swim-a-Thon and Silent Auction and needs volunteers to organize and run these events
- **Volunteer for Social Events.** SUNN hosts social events, such as the holiday party and awards banquet which are volunteer run.
- **Volunteer as events/opportunities become available.** Throughout the year, other volunteer opportunities will be communicated through the newsletter and email.

## ***Additional Volunteer Requirements -***

If your swimmer is participating in swim meets, your family **is required** to help with any meets in which your swimmer participates. Hours worked at swim meets can count toward the 18 service hours, but once the 18 hours is met, you are still required to help at any meets your swimmer attends. **If you do not work at a swim meet in which your swimmer participates, you may be fined at a rate of \$35 per hour.** If you cannot work at a meet due to extenuating situations, please first try and find another parent to cover your duties. If you still cannot cover your responsibilities, please contact the volunteer coordinator in advance to determine a course of action.

### **SUNN Hosted Meets:**

SUNN hosts the Fall Classic (October 26-27, 2013) and the Silicon Valley Open (June 28-29, 2014) as well as up to three dual meets between Sep. and Dec 2013. **All families with swimmers participating in the meet are required to volunteer.**

### **Meets hosted by other clubs:**

SUNN swimmers also attend swim meets hosted by other clubs. Usually at these “away” meets,

SUNN is expected to fulfill a meet job such as timing assignments. **All families with swimmers participating in an “away” meet are required to volunteer for any SUNN assigned jobs. If you do not work at a swim meet in which your swimmer participates, you may be fined at a rate of \$35 per hour.** If you cannot work at a meet due to extenuating situations, please first try and find another parent to cover your duties. If you still cannot cover your responsibilities, please contact the volunteer coordinator in advance to determine a course of action.

## ***Exemptions from Volunteer Requirements -***

The following positions/groups have some exemptions from the SUNN Volunteer Requirements:

**Families holding annual positions.** Annual positions are filled in September for the coming year. Annual positions usually require more than the total number of allocated service hours, but the advantage is that you do not have to look for service hour opportunities, and you can choose a position you find interesting and rewarding.

Annual positions are exempt from the Service Hour requirements and SUNN Hosted Meet requirements.

**Meet Officials.** SUNN is required to provide officials for swim meets. If you join our team of officials, you will be fully trained by Pacific Swimming to officiate at meets. You will be asked to work at all SUNN hosted meets and other meets throughout our zone.

SUNN officials are exempt from the Service Hour requirements.

**Otter, Seals, and High School Training Program Families.** Families in these SUNN practice groups are encouraged, but not required, to volunteer with the 10 & Under Championships. They are exempt from the Service Hour requirements.

## ***Unfulfilled Service Hours***

All team families are required to volunteer time to support SUNN’s meet and/or social activities, in order to support SUNN’s goal of providing a quality and fun competitive swimming program. Any unfulfilled hours may be bought out for \$35/hour. At the end of each swim year, any unfulfilled hours will be billed at \$35/hour.

## ***Tracking Your Service Hours***

Service hours earned at SUNN hosted meets or events will be tracked using the forms on our website. The Volunteer Coordinator will periodically send out reports of volunteer hour balances. It is your responsibility to make sure that your service hours are reported and recorded.

## What Happens When You Don't Fulfill All Of Your Service Hours?

Anyone who does not fulfill all their volunteer hour requirements will be billed at the end of the season in August at \$35 per point (hour).

## Introduction to Competitive Swimming

United States Swimming (USS) is the only sanctioned swimming body on the United States Olympic Committee, representing nearly a quarter-million swimming athletes, over 10,000 organized swim teams, and many thousands of volunteers. The USS national program is one of the most organized amateur sports programs in our nation. Competitions are held in 'Local Swim Committees' (LSC) and local zones. For instance, SUNN competes in Zone 1 North of the Pacific Swimming (PC) LSC. USS sanctions all eligible competitions and certifies all eligible coaches, requiring that they meet USS's high standards of excellence.

### The Sport

Competitive swimming is a sport of individual and team racing in water. Races are held in swim 'Meets', in which at least two teams participate. All meets are made up of "events" or races in various stroke combinations and lengths.

### Events

Participants normally swim against others their own age, girls against girls, boys against boys. Each age group has different lengths of races, with the length increasing as the swimmer gets older. For example, 8 and under typically swim 25-yard races with just a couple longer ones. Most events are single stroke (i.e. backstroke) except for the Individual Medley where the swimmer does all strokes in a specific order (Butterfly, Backstroke, Breaststroke, and Freestyle).



In each event, swimmers are grouped in racing 'heats', in which six or eight swimmers will race together. Racing 'heats' are arranged for swimmers of equal age and ability. This allows for fair and productive competitions.

Events are divided into age group, style and distance classifications. These are:

### Style

- Freestyle (front crawl)
- Butterfly
- Individual Medley (all 4 strokes)
- Backstroke (back crawl)
- Breaststroke

### Distance

- 25 yards
- 50 yards or meters
- 100 yards or meters
- 200 yards or meters
- 400 meters/ 500 yards
- 800 meters/ 1000 yards
- 1500 meters/ 1650 yards

### Age Groups

- 6 year old and under
- 8 year old and under
- 9 and 10 year olds
- 11 and 12 year olds
- 13 and 14 year olds
- 15 and 16 year olds
- 17 and 18 year olds
- 19 year olds and older

### **Time Standards**

Time standards and age determine the type of meet in which a swimmer may participate. Pacific age group standards are, in successively faster levels: C, B, A, JO, FARW (Q), and PRT. (USA Swimming uses different C, B, BB, A, AA, AAA, and AAAA time standards which can be found on both the Pacific Swimming and USA Swimming websites.) Senior time standards are, in successively faster levels: Junior, Junior+, Senior, Senior Trials and Finals, Sectional, Nationals and Olympic Trials.

These senior standards are not based on age, but strictly by time.

Print current time standards at [http://www.pacswim.org/page/times\\_standards.html](http://www.pacswim.org/page/times_standards.html).

### **Yards versus Meters in Competition**

Year-round swimming is divided into two seasons: short course and long course. **Short course** season is the time period between September and April when the swimmers train and compete in the 25 yard width of the pool. **Long course** season takes April through August when the pool is set up for training and competition lengthwise in 50 meter lanes. Each season has corresponding time standards.

Championship meets are held near the end of the short course and long course seasons. A swimmer's time standard will determine which Championship they will attend; Zone 1 North Championships, Junior Olympics, Far Western Championships, Senior Championships, Nationals.

## **Types of Swim Meets**

### **Age Group Swim Meets**

Pacific Swimming meets are part of the United States Swimming classified age group program. There are seven age groups in USA Swimming: 8 & under, 10 & under, 11 & 12, 13 & 14, 15 & 16, 17 & 18 (sometimes 15 – 18) and senior. Within each age group there are seven different "ability levels" or classifications: Pacific currently uses its own C, B, A, JO, FARW, and PRT standards.

The time standards for each classification are established by Pacific Swimming and are subject to change. The time standards for each age are set annually and listed in the Pacific Swim Guide and on the Pacific Swimming website. In order to swim in a specific classification, a swimmer must have achieved the appropriate qualifying time.

Pacific meets usually combine classifications to allow swimmers to compete in a complete event schedule. In a C/B meet, for example, a swimmer could swim the "C" breaststroke event and the "B" freestyle event in the same meet. A meets are usually open to swimmers with A, or better times.

### **Senior-Level Swim Meets**

Swimmers, regardless of age, who achieve Pacific Swimming Senior Time Standards, Sectional or Senior National time standards, participate in a host of senior-level competitions designed to provide older and faster athletes the chance to compete in events offered at regional and national level competitions. These meets are usually in a trials and finals format and are not tied to the swimmers age, only the qualifying time achieved in any event. Unlike age group meets, these meets are open to

all qualifying swimmers within Pacific Swimming (or specified region for national meets) and not limited to the different zones. Examples of senior competition are local or regional Junior+, Senior and Senior Trials and Finals meets. There are also Sectional Championships and Junior and Senior National Championship meets with the top swimmers in region or rest of the country.

# How to Enter a Swim Meet

## Electronic Entry

1. Go to the Swim Connection “Enter Meets” page at <https://ome.swimconnection.com/meets>
2. Click on the meet your coach has instructed you to enter.
3. Click on the button labeled “Online Meet Entry”.
4. If you are not a member click on the button labeled “non-member” (if you plan to enter most meets this way, you might want to become a member – you can learn about this on the swim connection website.)
5. Enter your name and email address.
6. On the next screen, click "Guide me on how to enter a swimmer to this meet."
7. Next, Select "Pacific Swimming" for the Swimming Association.
8. If you do not yet have your USA Swimming number yet, select "No" for the question, "Is your swimmer registered with USA Swimming."
  1. Leave the "Registration Number" field blank and select "Pending."
  2. Fill in the rest of the personal information. The team code is SUNN.
9. If you do have a USA Swimming number, please enter it. Each swimmer’s ID number is “mmddyAAABCCCC” where mmddy = the swimmer’s birthday, AAA are the first three letters of the swimmer’s first name, B is the swimmer’s middle initial (or “\*” if the swimmer does not have a middle name) and CCCC are the first four letters of the swimmer’s last name (again “\*” to fill in if less than 4 letters in last name). As an example, Swimmer John D. Smith with a birthday of 03/01/97 would have a USA Reg No of 030197JOHDSMIT while John Doe with the same birth date would be 030197JOH\*DOE\*.
10. Your swimmer’s information should appear on the next page along with the events offered for his or her age group. Click on the “Get All Best Times” button to obtain all your swimmer’s previous best times as stored in Swim Connections database, or click “Best” next to an individual event to select by event. Click on “Clear” to remove events. Times will only be stored if your swimmer participated in a USA Swimming sanctioned event. If no times are available, ask your swimmer's coach to give you entry times or enter “NT” (for no time.)
11. Once all entry times are entered, press the “Save” button and proceed to paying for the meet entry. You will see a confirmation page. Print it out for proof of registration. You will also receive confirmation via email. NOTE: Swim Connection adds a transaction fee. If you do not want to pay this fee, print out the meet sheet and follow the “How to Enter a Swim Meet – Paper Entry” instructions below.

## Paper Entry

1. Fill out your SAMMS Consolidated entry card(s) completely (can usually be found on the last page of the meet sheet, blank ones are also in the Documents pages at [www.pacswim.org](http://www.pacswim.org).)
2. Be sure to fill in all spaces with your USS Registration number as above.
3. Mail or deliver your entry with appropriate fee to the address on the meet sheet by the deadline given.
4. Please use only the name on your current USS Registration card on your meet entries. Meet times

are computerized and in order to maintain accurate lists of best times, your name, club, and age must be consistent from meet to meet.

## First Swim Meet

### What to Bring to the Swim Meet

**ALWAYS:** Swimsuit, towels, caps, goggles, water bottle, shoes / flip-flops, games, books.

**WARM WEATHER:** Sunscreen, hat, umbrella, chair, blanket, frozen water bottles. Look for shade.

**COLD WEATHER:** Warm hat, extra socks, warm slippers, extra sweats, ski boots, swim parka, extra swimsuits, tent, waterproof tarp, blankets, lots of towels, hot water in thermos.



### What to do When you Arrive at the Meet

1. Arrive at time designated by the coaching staff.
2. Check in with your coach.
3. Find the team spot, easy to find if everyone wears team shirts/ sweatshirts.
4. Check in for your events at the CHECK IN desk by circling your events, and initialing by your name. If necessary, scratch any undesired or extra events by crossing out with an "X".
5. Prepare for group warm ups. See your coach.

### Getting ready for your race

1. Prior to each race, look up your heat and lane assignments [posted] and write the information in waterproof ink on the back of your hand. For example, write "4/3/5 100fr" if you are swimming 100-yard freestyle in the event #4, heat #3, lane #5.
2. Then see your Coach for race strategy.
3. Warm up for your race if available.

### What to do While Waiting Behind the Blocks

1. Stay as warm as possible all the way up until it is time for you to get up on the block.
2. Keep shoes/boots on your feet, jacket or towel on your arms.
3. Before you get up on the block, swing your arms forward and backward.
4. Stay as loose as possible; do not just stand there waiting; keep moving. Warm muscles are better than cold, tight ones.



### Racing

1. Once you hear two short whistles, move behind the block.
2. When you hear the long whistle, step up onto the block for all strokes except backstroke in which you enter the water. If you are uncomfortable entering from the block, either stand next to the block and prepare to dive in, kneel next to the block and prepare to dive in, or sit down next to the block and prepare to dive in from a seated position.
3. When the "starter" says "Swimmers, take your mark" assume a racing position and wait until you hear the starting "beep".
4. Swim your best and have fun.



5. After each race, warm down, then see your Coach for race feedback.

## **Food**

Eat "healthy" foods during the meet; you are there to swim your best, right? So why eat junk??? Be a smart swimmer.

- No fat foods
- No nachos
- No sodas
- No candy
- No junk food

### **SUGGESTIONS:**

Bagels, fruit, instant oatmeal, noodle soup, raw vegetables, power bars, Odwalla type drinks, lots of water.

## **Awards**

Awards and ribbons are picked-up by your coaches at the end of the meet. Retrieve them in your folder at the pool the week following the competition.

## **Helpful Tips**

1. Shoes/flip-flops on at all times.
2. Dress appropriately: Warm Muscles = Fast Swimming.
3. Warm up and down with goggles.
4. Never leave a meet without saying good-bye to the Coaches.
5. Swim meets are a time to have fun, and a chance to make new friends and spend time with teammates.
6. Since every parent is responsible for helping time, work with another and take turns watching each other's children, or match your child up experienced swimmer who would be willing to help them. Timing is a way to learn about swimming and meet other parents.
7. Go to bed early and do yourself a favor and get plenty of rest. This is an important part to swimming fast.
8. Do what is best for you; Think Smart!
9. Have Fun and give your best effort!!

# GLOSSARY OF TERMS

**Block(s) or Starting Block(s)** - The starting platform from which swimmers dive into the pool.

**Circle Swimming** - Performed by staying in to the right of the black line when swimming in a lane, to enable more swimmers to swim in each lane

**Clerk of Course** - The person who arranges swimmers in their proper heats and lanes during a meet.

**Cut Time** – a time that has to be matched or beaten in order to qualify for a championship meet.

**Disqualified (DQ)** – This occurs when a swimmer has committed an infraction of some kind (e.g. failure to use a two-hand touch on the breaststroke). A disqualified swimmer is not eligible to receive awards, nor can the time be used as an official time.

**Drill** - An exercise involving a portion or part of a stroke, used to improve technique.

**Dryland Training** - Training done out of the water that aids and enhances swimming performance.

**False Start** - When a swimmer is moving too early at the start of a race usually results in a disqualification.

**Flags** - Backstroke flags placed 5 yards from the end of the pool - they enable backstrokers to execute a backstroke turn more efficiently by referencing their distance from the wall.

**Individual Medley (IM)** - An event in which the swimmer uses all four competitive strokes in the following order: butterfly, backstroke, breaststroke, and freestyle.

**JO's** - The Junior Olympic Championship Meets,

**Long Course** – USA Swimming competition taking place in a 50-meter pool.

**LSC** – Local Swim Committees, LSC are divided in zones. SUNN is part Zone 1 North of the Pacific Swimming (PC) LSC.

**Meet** - A competition between two or more swim teams.

**Negative Split** - Swimming the second half of the race equal to or faster than the first half.

**Official** - A judge on the deck of the pool at a competition who enforces the rules. There are stroke and turn judges, administrative officials, timers and referees.

**Pace Clock** – A large clock with a large second hand and a smaller minute hand used to check pace or maintain intervals in practice.

**Personal Best Time (PB)** – Individual swimmer's lowest time in a given event in an official meet. Swimmer's PBs is tracked on “my results” page in the member's area of SUNN's website.

**Relay** – An event in which 4 swimmers compete together as a team to achieve one time. There are Medley relays, in which each swimmer swims a different stroke in order (Backstroke, Breaststroke, Butterfly & Freestyle), and Free relays, in which all swimmers swim the freestyle.

**Scratch** – To withdraw from an event in competition.

**Sanctioned Meet** – a meet that has received an official sanction number from the USA Swimming District and in which all of the USA Swimming requirements for meets have been met.

**Seed** – a procedure by which swimmers in a meet are assigned to lanes and heats according to their ability or qualifying times.

**Short Course** – USA Swimming competition taking place in a 25-yard pool.

**Split** - A swimmer's time for an intermediate portion of the race.

**Starter** - The person who assumes control of the swimmers from the referee, directs them to "take your mark", and sees that no swimmer is in motion prior to giving the start signal.

**Streamline** - The position used to gain maximum distance during a start and push-off from the wall in which the swimmer's body position is as tight and efficient as it can be.

**Timers** – People who operate stopwatches and record the official time for the swimmers in their lane (usually 2 timers on a lane and a head timer).

**Touch Pad** – A large touch sensitive board at the end of each lane where a swimmer's touch is registered and sent electronically to the timing system.

**USA Swimming** - This is the national governing body for amateur competitive swimming in the United States.

**Warm Down** - Low intensity swimming used by swimmers after a race or main practice. It rids the body of excess lactic acid and to gradually reduce heart rate and respiration.

**Warm Up** - Used by a swimmer prior to a main practice, set or race. Gets muscles loose and warm and gradually increases heart and respiration.



# Younger Swimmer's Disciplinary Policy

(Seals, Bronze, Silver, Gold)

I, \_\_\_\_\_, a Sunnyvale Swim Club swimmer, will follow SUNN Swimming disciplinary policy.

Parent Int.      Swimmer Int.

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. I will do my best by listening to my coach when he / she is talking and by following the instructions at practice and at swim meets.  |
| _____ | _____ | 2. I will respect my fellow teammates and offer encouragement and support during practice as well as at swim meets.  |
| _____ | _____ | 3. I agree that if I am poorly behaved, my coach will give me two warnings. The first warning will be verbal; the second warning will be a time out. After warnings have been used, if I disturb the class again, I will be removed from practice. After being removed from practice, I will quickly dry off and change clothes. I am not allowed to shower and must sit where my coach tells me to until my parent comes to pick me up. |
| _____ | _____ | 4. My parents agree to pick me up no later than 15 minutes after practice.   |
| _____ | _____ | 5. My coach can remove me from practice without any warnings if he/she feels my actions are unsafe and/or serious enough.  |

## Unacceptable behavior and reason for suspension:

1. Intentionally pulling on/down swimsuits.
2. Profanity (bad language) or other negative or insulting comments.
3. Physical violence such as, but not limited to: punching, hitting, pulling hair, kicking, scratching, poking, unwanted intentional touching etc.
4. Throwing objects such as swim equipment or other items at someone to intentionally cause harm.
5. Blatant disrespect to Coaches and/or teammates.

\* Parents have a right to request any suspension be reviewed by SUNN Swimming Board members and Head Coach Brad Meacham.

# Code of Conduct

(Blue, White, Junior 1, Junior 2, Senior Development, Senior 1 and Senior 2)

## PURPOSE

The purpose of this code is to promote the best possible individual, team, and competitive swim program. This code is a set of rules to help establish a friendly, safe, and productive swim environment.

## PART I – GENERAL CODE OF CONDUCT

1. All participating team members will abide by this code of conduct.
2. All members will respect the coaches. This includes giving them their full attention when they are speaking and giving instructions.
3. All members will arrive at SUNN activities early enough to start on time.
4. All members will not swim under pool covers, sit or stand on lane lines, climb on landline/pool reels, or buildings.
5. All members will treat each other with respect and have good sportsmanship. Foul language or name-calling is not permitted. Disrespectful, indiscreet or destructive behavior will not be tolerated. It is the responsibility of each swimmer to not partake in unwanted behavior.
6. Pushing, hitting, kicking, and other intentional unwanted touching or interfering is not permitted.
7. Running or other horseplay activity is not allowed.
8. All swimmers will wait inside swim complexes until parent comes in and picks them up. Swimmers are not to wait outside unless supervised by an adult or coach. Parents must pick up within 15 minutes of the end of scheduled practice.
9. We are a drug free organization; using alcohol, non-prescription illegal drugs, or tobacco is not permitted.
10. All athletes are expected to participate in all designated championship meets they are qualified for.

## PART II – ADDITIONAL MEET CODE OF CONDUCT

11. Curfews at team travel events, as a member of Sunnyvale Swim Club, Pacific Swimming or USA Swimming sponsored events and at all related activities will be obeyed. The Head Coach and/or Head Age Group Coach will only grant extension. Curfew is not enforced if participant is with parents.
12. Male and Female swimmers may not be in each other's room on any team trip unsupervised with the exception of having the door fully open and/or adult supervision.
13. All participants and their parents have a responsibility to do their best to ensure that this Code of Conduct is adhered to and to help ensure the safety of these Program participants.
14. All participants are expected wear designated team suits, T-shirts, and caps during all competition.

## PART III- VIOLATION OF THE CODE OF CONDUCT RULES

1. **At the discretion of the Head Coach and or Head Assistant Coach** any one or all of the following penalties will be applied:
2. For General Code of Conduct Rules 2 – 7, a three step disciplinary action will be taken. First offense; a verbal warning. Second offense; a time out or a discipline action left to coach. Third offense; swimmer is removed from practice and must immediately change and a call to parent will be made. Depending on severity of indiscretion, the coach has the option to go immediately to step three and an inquiry may be initiated.
3. Swimmer may be scratched from the meet.
4. Swimmer may be sent home immediately from practice or meet at his own expense and if there is extra expense it will be swimmer's responsibility.
5. Swimmer may be suspended from the team until the swimmer and parents have had a conference with the Head Coach and or Head Age Group Coach and appropriate disciplinary actions have been implemented. This is automatic with violations of General Conduct Rules 6, 9, and (or) 12 depending on degree of the infraction.
6. Violation of General Conduct Rules 6, 9, 12, and (or) 5 on team trips will result in the swimmer being suspended from ALL team trips for the remainder of the swim year and/or a specific period determined by the Head Coach and/or Head Age Group Coach.

I, hereby agree to abide by the rules of conduct as set forth in Part I above and acknowledge that, should I violate any provision in Part I or II, I will be subject to disciplinary action, as set forth in Part III, including suspension.

# Parent Code of Conduct

As a parent of a swimmer and member of SUNN Swimming, I will abide by the following guidelines:

1. Practice teamwork with all parents, swimmers and coaches by supporting the team mission of creating an environment where all swimmers can strive for excellence, work to achieve their goals and have fun as a team.
2. Enjoy involvement with SUNN by supporting the swimmers, coaches and other parents with positive communication and actions.
3. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices.
4. As a parent, I will respect the coaches' need to focus on swimmers during practice time. If either I or my swimmer needs to talk with the coaches, I will pre-arrange a time that works for all involved to meet and discuss any issues at hand.
5. As a parent, I will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.
6. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff. Parents address officials via the coaching staff only.

Should I conduct myself in such a way that brings discredit or discord to SUNN Swimming, or USA Swimming, I voluntarily subject myself to disciplinary action by the SUNN Board of Directors.

SUNN maintains the right to terminate any membership with/without cause in the **interest of pursuing our club mission and objectives.**

# SUNN Swimming Travel Policy

In order to provide a complete competitive experience for its athletes, SUNN Swimming will periodically travel to attend swim meets. A travel meet is defined as one which requires an overnight stay for coaches and any chaperoned athletes, a meet which necessitates the use of SUNN provided transportation, or a meet in which the reimbursed coach travel costs are high. The general rule of thumb is that a travel meet could be any meet beyond a 25 mile radius of Sunnyvale at the discretion of the board of directors. All JO and Far Western meets are defined as travel meets. This policy outlines the policies associated with these travel meets. This does not include local meets where some coaches or parents choose to stay overnight. Similarly, it does not include meets attended by individuals of the club without the team coaches or sponsorship.

## **General**

Safety of all participants is the primary goal of this policy. Although the competitive experience and enjoyment of members are key reasons for attending travel meets, the needs of safety always come first. In addition, USA Swimming and Pacific Swimming policies and regulations take precedence over this policy.

## **USA Swimming Policies**

This policy includes and augments, but does not contradict, the USA Swimming Travel and Conduct Policies. These policies are included by reference with some provisions replicated for clarity. The USA Swimming policies are available at [usaswimming.org](http://usaswimming.org) in the USA Swimming Rulebook. Specifically these provisions are part of this policy:

- a) Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.0)
- b) Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check (305.5.8) and have completed the Athlete Protection training.
- c) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d) When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

In addition, USA Swimming publishes additional recommendations which SUNN will attempt to follow as appropriate. For example, when traveling as a car-pool, it is often not practical to have two adults in the car per items a) and b) below; however on a longer trip in a van, it is desirable and should be followed if space allows. These recommendations are:

- a) During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- b) Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c) During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & Under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- d) 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.

- e) To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f) A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g) Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h) Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i) Curfews shall be established by the team or LSC staff each day of the trip. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- j) The directions & decisions of coaches/chaperones are final.
- k) Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- l) When visiting public places such as shopping malls, movie theaters, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- m) The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor athlete.

\_\_\_\_\_ Parent Initial

## ***Arrangements***

Travel meets shall be pre-approved by the Board of Directors far enough in advance to allow for economical travel and must be approved before any financial commitments are made. The team Travel Coordinator is responsible for submitting an initial budget and travel options. Once the preliminary plan is in place, it will be shared with the swimmers and parents and be open for swimmer sign-ups.

\_\_\_\_\_ Parent Initial

## ***Payment***

The costs of travel will be borne primarily by the members traveling. Travel meets will incur a "Travel Participation" fee of \$20 per swimmer per meet. This fee is the same for any travel meet regardless of the number of days of participation or the distance of travel. This fee will be applied to coach and chaperone travel expenses. This fee is required of any swimmer participating in the meet regardless of whether they are traveling as a chaperoned athlete or as a non-chaperoned athlete. Chaperoned swimmers will additionally incur the actual costs associated with their travel, lodging, meals, and ground transportation expenses.

\_\_\_\_\_ Parent Initial

## ***Chaperones***



Chaperones shall be designated for all travel meets. For travel meets where a coach may travel with a small number of senior swimmers, the coach(es) may act as chaperone(s) if approved by all parents (in order to control costs). An attempt will be made to have at least one chaperone of the gender of all swimmers (i.e. if both genders are attending, there should be both male and female chaperones). For chaperones, SUNN will cover travel transportation costs as well as the costs of the rooms and ground transportation. This may vary at the discretion of the board, depending on trip size, cost, and volunteers for chaperoning. Chaperones must stay with younger swimmers at all times and provide age appropriate supervision for older swimmers. Chaperones must register with USA Swimming and complete a background check and Athlete Protection training per USA Swimming regulations. All chaperones and coaches must carry a complete set of Medical Consent forms for all athletes on the trip (not just the athletes being chaperoned) during the entire duration of the trip.

\_\_\_\_\_ Parent Initial

### **Conduct**

All swimmers, chaperones, and coaches must abide by all laws, the SUNN conduct guidelines, USA Swimming Guidelines, and Pacific Swimming Guidelines as well as any and all rules imposed by facilities used during the trip, including pools, changing rooms, restaurants, airports, and hotels. Physical psychological or emotional bullying of any kind will not be tolerated on a trip. Failure to abide by the policy may result in discipline including possible early return from the trip at the parent's expense.

\_\_\_\_\_ Parent Initial

### **Agreement**

All participants and parents/guardians (unless swimmer is 18 years old) must sign this document.

I have read this document and agree to abide by its terms including paying for return transportation in the event of a violation of the conduct portions of the policy:

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Swimmer \_\_\_\_\_ Date \_\_\_\_\_

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Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_