

# Ketchikan Killer Whales Swim Club Handbook 2018-2019



**KKW est.1973**

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## INTRODUCTION

Welcome to the 2018-19 Swim Season for the Ketchikan Killer Whale Swim Club. We are excited about the upcoming year and look forward to a very successful, fun, and FAST season for your family.

The purpose of this handbook is two-fold: to explain to new members just what the Killer Whale Swim Club is, and to outline various policies and philosophies that affect all swimmers, year after year. It should be read by all families so that they may become familiar with important facts and rules of the club.

## WHY SWIM?

### *Physical Development*

Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much?

- Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports, an hour of practice may yield as little as 10 minutes of meaningful exercise. Competitive swim teams use every minute of practice time developing proper technique and lifelong fitness.
- Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as efficiently.
- Swimming and its accompanying dry land training enhances children's natural flexibility by exercising all of their major joints through a full range of motion.
- Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.
- Swimming is the most injury-free of all sports.
- Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Masters Swimming programs are still training and racing well into their 90's.
- With drowning being the second cause of death in kids 18 and younger, swimming is the only sport that teaches a skill that can save your life.

### *Intellectual Competence*

In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. The discipline swimmers require to succeed is translated directly to academics and learning. The meticulous detail swimming requires to achieve seemingly small successes teaches swimmers the importance of small details and thoroughness in their lives and school. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally, their accomplishments in learning and using new skills contribute to a stronger self image.

## ABOUT THE TEAM

### *KKW Team Mission Statement*

*Challenging swimmers to reach their maximum potential in swimming and in life.*

### *KKW Vision Statement*

*Through hard work, skill development, and articulated goal-setting, Killer Whales encourages athletes to exceed their own expectations. KKW strives to make swimming the largest participation activity in Ketchikan by growing the team and supporting all other aquatic efforts with time and expertise.*

### **History:**

Established in 1973 by coach Gene Horne, The Ketchikan Killer Whales Swim Club was formed to promote skill building and competition in the pool. From these beginnings with Coach Horne, The Killer Whales have steadily increased their membership. As a USA Swimming team, the Killer Whales are supported by the largest and most developed competitive swimming organization in the world, USA Swimming. Members of the Killer Whales are USA Swimmers who compete year-round in Alaska and the United States, representing Ketchikan. The Ketchikan Killer Whales Swim Club is a nonprofit organization open to all swimmers of any age who are interested in bettering themselves in and out of the water. The Killer Whales are governed by a volunteer Board of Directors made up of parents. The Killer Whales swimmers are represented in competition from beginning level local meets to national competition positively representing themselves and their community.

### **THE KILLER WHALES SWIM CLUB IS DEDICATED TO PROMOTING THESE VALUES:**

**FOR THE SWIMMER:** To attain maximum potential as both a swimmer and a contributing team member. To recognize his/her ability to set and achieve goals and to develop self-esteem and positive feelings about the sport of swimming and competition.

**FOR THE TEAM:** To promote good sportsmanship, self-discipline, fitness and team camaraderie. To place well in competition as a team. To promote competitive swimming as a major, year round sport in Ketchikan.

**FOR THE FAMILIES:** To provide a family-oriented club experience where the parents can play an active role in their swimmer's and the club's activities and development.

**FOR THE COMMUNITY:** To provide a supervised recreational opportunity for Ketchikan's youth and to provide positive direction and supervision for the youth of Ketchikan.

## **USA Swimming Identity and Structure**

As the National Governing Body for the sport of swimming in the United States, USA Swimming is a 400,000-member service organization that promotes the culture of swimming by creating opportunities for swimmers and coaches of all backgrounds to participate and advance in the sport through clubs, events and education.

Our membership is comprised of swimmers from the age group level to the Olympic Team, as well as coaches and volunteers. USA Swimming is responsible for selecting and training teams for international competition including the Olympic Games, and strives to serve the sport through its core objectives: Build the base, Promote the sport, Achieve competitive success.

### ***USA Swimming Mission***

***USA Swimming is the National Governing Body for the sport of swimming. We administer competitive swimming in accordance with the Olympic & Amateur Sports Act. We provide programs and services for our members, supporters, affiliates and the interested public. We value these members of the swimming community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport. We are committed to providing a safe and positive environment for all members.***

## **USA SWIMMING CORE OBJECTIVES:**

USA Swimming has adopted three core objectives. These core objectives establish the foundation of the strategic business plan for our sport. USA Swimming encourages all members to participate in the local, regional and national efforts to ensure that these objectives are accomplished.

### **Build The Base**

We seek to expand our membership in order to share our sport with as many other people as possible. We are especially committed to sharing the values of our sport with young people who may discover that swimming is an activity they can enjoy for their entire life.

### **Promote The Sport**

We want swimming to receive as much publicity as possible because we believe that the more people learn about our sport, the more inclined they will be to join the ranks of our membership. We are proud of our sport and we seek to celebrate it whenever possible.

### **Achieve Competitive Success**

USA Swimming has been ranked as the number one swimming nation in the world for more than 40 years. We seek to continue this tradition of competitive excellence. When our elite athletes are successful in fulfilling their Olympic dreams, our society benefits from the inspiration these athletes give us.

## Board of Directors

The administrative functions of the club are overseen by the Board of Directors, made up of seven elected volunteers, for one-year terms. The elections for board positions are held annually in May.

**President:**.....Conducting board meetings  
Primary liaison with Head Coach  
Primary contact for Pool Management/Borough Government  
Appoint Committees  
Calling special meetings  
Delegating authority and responsibility  
Holding elections  
Board membership/job descriptions  
Maintaining staff  
Official spokesperson for team statements

**Vice President:**.....Conducting meetings in absence of President  
Organization of July 4<sup>th</sup> Float

**Treasurer:**.....Collecting fees, dues  
Athlete/Staff/Volunteer registration with USA Swimming  
Budgets  
Filing taxes/ Paying bills  
Maintaining receipts  
Financial reports  
Maintaining pull tab account

**Secretary:**.....Recording minutes of meetings  
Posting meeting agenda  
Sending thank-you notes  
Maintaining historical records  
Club mailings  
Writing necessary letters/ Sending gifts

**Ways and Means:**.....Fundraising coordinator - Raffle tickets/Blueberry Festival  
Sponsorship and advertising

**Meet Director:**.....Delegating responsibilities for meets/time trials for KKW/High School  
Recruit and retain USA Swimming officials  
Volunteer coordination  
Primary contact for facility for competition

**Membership:**.....Primary contact for new members  
Primary contact with ASI Registration Chair  
Process paper and electronic registrations  
Connect new members with veteran families  
Update/Create family files  
Maintain Parents Facebook page

**Board members are also assisted by standing committees, which are composed of parents from the club.**

## COACH INFORMATION

### Coach's Responsibilities

The coach's job is to supervise the entire competitive swim program. The Killer Whale Swim Club coaching staff is dedicated to providing a program for athletes of all ages and abilities that will enable them to reach their maximum potential. Active commitment is required to do so. Therefore, the coaches are the helm in all matters affecting training and competition.

The Killer Whale Swim Club uses a "progressive" age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced to the training program.

At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long-term goal of total excellence is always in mind. As each child is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making recommendations based on a swimmer's physical, mental, and emotional level of development.

- The coaches are responsible for placing swimmers in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/ she will be placed in a more challenging training group by the coach.
- Sole responsibility for stroke instruction and the training regimen rests with the Killer Whale Swim Club coaching staff. Practices are based on sound scientific principles and are geared to the specific goals of that group.
- The coaching staff will make the final decision concerning which meets Killer Whale Swim Club swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer is entered into.
- At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmers performance. (It is the parent's job to offer love and understanding, regardless of their youngster's performance.)
- The building of a relay team is the sole responsibility of the coaching staff.
- Each coach has a responsibility to constantly be aware of the swimmers' safety and wellbeing.
- Each coach has a responsibility to be a positive role model for the swimmers.
- Each coach has a responsibility to be a technical expert on the sport of swimming.
- Each coach has a responsibility to help construct the vision for the athlete of what is possible in the sport of swimming and the path each swimmer will need to follow to achieve that goal.

### COACHES' BILL OF RIGHTS

1. Each coach is a professional and has a right to be treated with respect by all swimmers, parents, and other coaches.
2. Each coach has a right to expect the full support of all parents in the Ketchikan Killer Whales swimming program.
3. Each coach has a right to establish training programs which are safe and which will meet the needs and goals of the swimmers, head coach, and Killer Whales Swimmers.
4. Each coach has a right to be free from unnecessary interruption from parents during training sessions or meets.
5. Each coach has a right to be compensated fairly for his or her services considering the financial abilities of the Ketchikan Killer Whales Swim Club.

## GROUP DEFINITIONS

The Ketchikan Killer Whales Swim Club training group development plan is outlined below. The training plan is centralized around the KKW Levels of Swimming Development found at the end of this handbook, measuring improvement and achievement intervals in six different categories, each with eight attainable levels. The goals of the overall program are to develop senior bound and lifelong swimmers from a young age, putting all swimmers in the position to swim in college if they so choose. The program is designed to have a group for every ability swimmer from novice to advanced. Athletes are introduced to new training focuses, challenges, and learning topics at each level. Education and fun are as much of an emphasis on each athlete as training throughout their swimming career.

### **Stroke Development: Age: 8 and under**

Stroke Development is designed for novice swimmers at the beginning of their swimming careers and is made up of primarily 8 and unders with a few 9 – 10 year olds. The goals of swimmers in this group are to develop proper stroke mechanics in all four strokes and to foster fun and enjoyment for the sport. Education and fun are paramount in this group, as practice is entirely instructional. Swimmers are taught how to be good teammates and have good practice procedures, as well as an understanding of basic swimming terms. Although no attendance requirement is in place for this group, swimmers are encouraged to attend up to three practices a week as offered. Swimmers will be taught and prepared for future competition.

### **Level requirements for this group by category:**

- Biomechanics - Level One
- Character Development and Life Skills - Level One
- Competitive Performance - None
- Physiology - Level One
- Psychology - Level One
- Training Set - None

### **Additional requirements for this group:**

- Successful evaluation by KKW coach

### **Practice Times:**

- September-May: Tuesday-Thursday 5:00-6:00 pm
- June-August: Tuesday-Thursday 9:00-10:00 am

**Daily Training Equipment:** Water bottle, Kick Board, Fins

**Age Group Prep: Ages: 9-12**

Age Group Prep is designed for age group swimmers still at the beginning stages of their swimming career requiring emphasis on stroke development. This group teaches swimming lingo and practice procedures required of higher level groups. Swimmers in this group are made up of primarily 9-10 year olds with some 11-12 year olds. The goals of this group are to further develop and refine stroke mechanics while being introduced to basic interval training. Swimmers begin to do practices to build endurance. Swimmers in this group begin to travel regularly to meets and are introduced to the competitive side of swimming. Although no attendance requirement is in place for this group, it is highly encouraged to attend at least three practices a week.

**Level requirements for this group by category:**

- Biomechanics - Level Two
- Character Development and Life Skills - Level One
- Competitive Performance - Level One
- Physiology - Level Two
- Psychology - Level One
- Training Set - Level One

**Additional requirements for this group:**

- Successful evaluation by KKW coach.
- Minimum 9 years old

**Practice Times:**

- September-May: Monday, Tuesday, Wednesday, Friday 5:00-6:00 pm
- June-August: Monday-Thursday 9:00-10:00 am

**Daily Training Equipment:** Water bottle, Kick Board, Pull Buoy, Fins

**Age Group Endurance: Ages: 9-13**

Age Group Endurance is designed for age group swimmers who are experienced in swimming and who have developed a foundation as well as a well-rounded understanding of stroke mechanics. Athletes in this group have displayed a consistent commitment to the sport. Interval training begins at this point in the swimmers' careers. While stroke development and instruction are still largely emphasized, performance begins to be a goal of swimmers in this group. Swimmers in this group will primarily compete at Age Group Champs at the end of the short course season. Swimmers in this group will demonstrate increased commitment by attending at least three practices a week consistently or maintaining 60% season cumulative attendance. Swimmers who do not maintain the attendance requirements of the group may be moved back to Age Group Prep.

**Level requirements for this group by category:**

- Biomechanics - Level Three
- Character Development and Life Skills - Level Three
- Competitive Performance - Level Two
- Physiology - Level Three
- Psychology - Level Four
- Training Set - Level Three
- Or average of Level Four from all groups

**Additional requirements for this group:**

- Successful evaluation by KKW coach.
- Minimum 9 years old
- Minimum attendance of three days per week or season cumulative of 60%

**Practice Times:**

- September-May: Monday-Friday 4:30-6:00 pm
- June-August: Monday-Friday 7:30-9:00 am

**Daily Training Equipment:** Water bottle, Kick Board, Pull Buoy, Fins

**Age Group Performance: Ages: 10-13**

Age Group Performance is designed for age group swimmers who have demonstrated the highest commitment to swimming and have proven to require a more challenging training regimen. Swimmers in this group are primarily 11-13 with a few 10 year olds. Swimmers in this group typically will attend Alaska Junior Olympic Championships and will have goals of qualifying for Zones or Sectionals. Training intensity increases in this group, and the focus is on implementing and learning racing strategies of multiple events. Swimmers in this group will have dryland training included in their overall training plan. Stroke instruction and education are still a priority for swimmers in this group, but become more individualized to the swimmer. Swimmers in this group will consistently attend practice four days a week or more and maintain 80% cumulative attendance; those who do not may be moved to Age Group Endurance.

**Level requirements for this group by category:**

- Biomechanics - Level Four
- Character Development and Life Skills - Level Five
- Competitive Performance - Level Two
- Physiology - Level Four
- Psychology - Level Five
- Training Set - Level Three
- \*Or average of Level Five from all groups

**Additional requirements for this group:**

- Successful evaluation by KKW coach.
- Minimum 10 years old
- Minimum attendance of four days per week or season cumulative of 80%

**Practice Times:**

- September-May: Monday, Wednesday, Friday 4:30-6:30 pm; Tuesday, Thursday 4:30-6:00 pm
- June-August: Monday-Friday 7:30-9:00 am

**Daily Training Equipment:** Water bottle, Kick Board, Pull Buoy, Z2 Zoomers, Strokemaker Paddles

**Senior Group: Age: 13 and older**

The Senior Group has a continued focus on stroke instruction, but the largest emphasis is on performance in races. Swimmer's age will be a minimum of 13, or grade level 8th grade. Swimmers in this group are comprised primarily of high school swimmers and eighth graders. Swimmers in this group are expected to attend all practices held. Training is performance-based in this group, and emphasizes speed and tempo. Proper stroke instruction is still an emphasis in this group, but becomes more specific from athlete to athlete. Swimmers have basic dryland training incorporated into their season plans. Maximizing the number of athletes to continue to compete in college is a major goal of this group, and all athletes are prepared for the rigors of college training.

**Level requirements for this group by category:**

- Biomechanics - Level Two
- Character Development and Life Skills - Level Three
- Competitive Performance - Level One
- Physiology - Level Three
- Psychology - Level Three
- Training Set - Level One

**Additional requirements for this group:**

- Successful evaluation by KKW coach.
- Minimum 13 years old

**Practice Times:**

- September-May: Monday, Wednesday, Thursday 3:15-5:00 pm; Tuesday, Friday 3:15-5:30 pm
- June-August: Monday-Friday 6:00-7:30 am

**Daily Training Equipment:** Water bottle, Kick Board, Pull Buoy, Z2 Zoomers, Strokemaker Paddles, Training Snorkel, Tempo Trainer, Foam Roller

## Senior Performance Group

### Age: 13 and older

Swimmers in this group have the most individualized training program. They additionally have the most rigorous and requiring practice regimine of the team. Swimmers in this group are expected to attend all practices held. Swimmers in this group have the most experience of any in the pool and consistently travel to meets. Swimmer's age will be a minimum of 13, or grade level 8th grade. Emphasis on training with this group is in qualifying and competing at meets outside of Alaska. Swimmers have a structured dryland regimine individualized to their needs. Swimmer will have doubles throughout the winter months. Swimmers traveling to specific meets will travel and stay together as a team with the coach. Maximizing the number of athletes to continue to compete in college is a major goal of this group, and all athletes are prepared for the rigors of college training.

### **Level requirements for this group by category:**

- Biomechanics - Level Four
- Character Development and Life Skills - Level Six
- Competitive Performance - Level Three
- Physiology - Level Six
- Psychology - Level Six
- Training Set - Level Three
- \*Or average of Level Six from all groups

### **Additional requirements for this group:**

- Successful evaluation by KKW coach.
- Minimum 13 years old
- Rec Center Membership
- Minimum attendance of four days per week or season cumulative of 80%

### **Practice Times:**

- September-May: Monday, Wednesday, Thursday 3:15-5:00 pm; Tuesday, Friday 3:15-5:30 pm  
Morning Dry Land: Monday, Wednesday, Thursday 6:00-7:00 am
- June-August: Monday-Friday 6:00-7:30 am

**Daily Training Equipment:** Water bottle, Kick Board, Pull Buoy, Z2 Zoomers, Strokemaker Paddles, Training Snorkel, Tempo Trainer, Foam Roller

## SWIMMER'S RESPONSIBILITIES AND PRACTICE INFORMATION

### Importance of Practice

As a swimmer's level of swimming ability increases, so does his/her responsibility. The program is designed to encourage all swimmers to be Senior swimming-bound. As swimmers improve this is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice. Swimming is unique to many other sports in that it takes place in the water, and the abilities and techniques learned are very specific, utilizing muscle groups not typically used in land sports. Coaching staff will place swimmers in their appropriate group. Please remember that individuals vary on physical and emotional maturity.

### *Swimmers' Practice Responsibilities:*

1. To treat his or her coach with respect at all times and to use proper channels to address any problems or complaints.
2. To adhere to the coach's rules governing training sessions and to focus on the training program.
3. To take his or her commitment to swimming seriously at whatever his or her training level may be.
4. To support the Ketchikan Killer Whales Swim Club, fellow swimmers, and his or her coach by encouragement and attendance at practice and meets.
5. To make the minimum number of training sessions set by the coach and strive for the recommended attendance percentage.
6. To train and race as hard as he or she can.

### *Practice Policies*

The following guidelines are to inform parents and swimmers of the coaches' policies regarding practice. These policies are designed to provide the best possible practice environment for all.

1. Each training group has specific attendance requirements appropriate for the objectives of that group. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The expectation level of the coaches' that each swimmer attends practices increases as swimmers move to higher groups.
2. For the safety and protection of the swimmers, they should arrive at the pool no more than 10 minutes before the start of practice and be picked up immediately after practice. It is imperative that the swimmers arrive on time so that the coaching staff can efficiently use the allotted time; however it is also extremely important that children not be left unsupervised at the pool prior to or after practice. The coaching staff is NOT responsible for supervising athletes either prior to or following a practice session. If a family is found to be abusing this policy they will be warned. If the behavior continues, the swimmer may be suspended from team membership.
3. Each swimmer should plan to stay the entire practice, as each practice is designed to be most beneficial when completed in its entirety and coaches often make announcements at the end of practice. In the event that your child needs to be dismissed early from practice, please notify the coach **prior** to the beginning of practice **in writing**.
4. All practice groups are expected to be at their designated starting place with their practice equipment ready to start practice on time.
5. Swimmers must notify their coach if they leave the pool and/or pool deck at any time during the practice.
6. Occasionally some or most of a practice group may be at a meet, in which case your swimmer will be notified of a practice change.

### **PRACTICE CODE OF CONDUCT FOR SWIMMER AND FAMILIES**

1. Swimmers are expected to support their teammates at practice as well as in competition. Working together as a team benefits all individuals in the group and is an important part of the Killer Whales. Swimmers are encouraged always to be positive at practice.
2. Swimmers are expected to follow the instructions of the coaching staff at all times.
3. Abusive language, lying, stealing, and/or vandalism will not be tolerated. These behaviors are directly contrary to the objective of the Ketchikan Killer Whales Swim Club, and may warrant strict disciplinary actions - up to and including expulsion from the team.
4. Swimmers may leave practice early only with the coaches' permission.
5. The Gateway Borough Recreation Center is off limits to all individuals unless they have a paid membership with the Recreation Center.
6. During workouts, the pool deck is for coaches and swimmers only. If you need to speak with the coaches, please call or email them at least two hours before practice. Swimmers and parents are discouraged from disrupting the coach or other swimmers with unnecessary communication, unless of course, it is an emergency.
7. Parents are responsible for a swimmer's behavior before and after workouts. This includes carpool members as well.
8. Any individual not registered with USA Swimming, Inc. through the Ketchikan Killer Whales is not permitted in the pool at any time or on pool deck. In accordance with the governing body of USA Swimming, Inc., parents may observe practice from the stands. At no time are parents, siblings, or non-registered people allowed on pool deck for liability reasons.
9. Any siblings or guests must have adult supervision at ALL times and in accordance with the governing body of USA Swimming, Inc., may observe practice from the bleachers. The pool deck, space outside of the Swim Coach's Office, and the pool office shall remain clear of spectators.
10. It is of the utmost importance that ALL swimmers and parents remember that we are guests of Ketchikan Gateway Borough Recreation Center, and therefore should respect and follow all rules set forth by them.
11. While on pool grounds, the swimmers are required to listen to the Borough Pool staff. Swimmers who misbehave run the risk of losing their privileges to enter the building and will not be able to practice.

### **SWIMMER BILL OF RIGHTS**

Swimmers have a right to:

1. Be treated with respect and to be free of verbal or physical abuse from a coach or another swimmer.
2. Expect that his or her coach, after being made aware of a limiting physical condition, will not ask the swimmer to perform or train in a manner that the coach knows will be harmful to the swimmer.
3. Expect that all practices, both in and out of the water, will be conducted in a safe manner so that the swimmer will not be exposed to unnecessary risk.
4. Know that his or her coach cares about them as a person/individual as well as an athlete.
5. Be positively encouraged to do better, to be congratulated on a good performance, and to be criticized constructively when improvement is needed and attainable.
6. Expect practice to be challenging and that, overall, competition will be rewarding.
7. Set his or her own swimming goals with his or her coach, and to change these goals as circumstances arise.

### **SWIMMER CODE OF CONDUCT**

Located at the end of this handbook is **APPENDIX B, "Swimmer Code of Conduct."** Please carefully read this form. By registering as a member of the Ketchikan Killer Whales, you are agreeing to and will be held accountable for the terms of this contract.

#### ***Illness and Injury***

Whenever possible, the coach should be informed in advance of an illness or injury. Regardless of how serious or trivial it may be, it will almost always be possible to find a physician (or parent) who will recommend abstaining from training and one who will recommend a modified approach. It is helpful to find a family physician who appreciates the importance of participation and who understands the repercussions associated with missed meets and training sessions.

If your swimmer will be out of the water over a long period of time with an injury or illness, please notify the coaching staff.

#### ***Practice Cancellation***

Planned cancellations of practices are announced in advance through email, the team website, and Facebook. Practice is only canceled the day of, in the events that school has been cancelled. Last minute cancellations due to weather or other circumstances that the schools would close would be communicated similarly.

*Swimming requires discipline, persistence, integrity, respect, and trust. Your child can only learn these values if you live them yourself. With the assistance of your coach and a positive supportive atmosphere, your child could achieve dreams which he/ she did not think they were capable of.*

## **PARENT ROLE FOR THE TEAM:**

### **Parents...Your Athlete Needs You**

A successful swimming program requires understanding and cooperation among the coaches, swimmers, and parents. This relationship can be critical to your child's successful development on the team. The coaching staff understands your commitment to your child. The coaches understand that you will always be looking out for your child's best interests. While the coaches are also committed to ensuring that your child's best interests are served, their responsibility is to serve each athlete on the team. Your perspective and the coaches' perspective may differ when it comes to your child's development. Patience, understanding, and most importantly, communication are the cornerstones of this relationship. With this in mind, please review and consider the following guidelines.

1. Individuals learn at different rates and in different ways. Some athletes will quickly pick up a skill while others may require more time to learn the same skill. Please be patient with your child and his/her development. Direct any questions to the coach.
2. Progress is rarely immediate. New team members will always go through a period of adaptation, no matter their age, that may impede immediate progress. This could be caused by greater training demands, a stronger emphasis on technique, or simply nerves. Patience, trust, and communication among coaches, swimmers, and parents will help any struggling swimmer through such a period.
3. Plateaus can occur at one time or another in every swimmer's career. Plateaus can be both in competition and training. A plateau signifies the swimmer has mastered lower-order skills, but they are not yet sufficiently automatic to leave the attention free to attack newer, higher order skills. It is important to explain to the athlete that plateaus occur in all fields of physical learning. The more successful athletes are those who work through this momentary delay in improvement and go on to achieve greater performance to approach their personal potential.
4. Swimmers ten years and younger are the most inconsistent swimmers. This can be frustrating for parents, coaches, and swimmers alike! We must be patient and permit these youngsters to learn to love the sport.
5. Parents must realize that slow development of the competitive drive at an early age is normal and perhaps more desirable than precocious or forced early development. It is important that everyone learn to compete and develop some competitive spirit. It is also important for children to learn to adapt to reasonable levels of emotional stress. The small disappointments we must learn to handle as youngsters prepare us for the larger ones we are certain to experience as adults.
6. It is the coaches' job to offer constructive criticism of a swimmer's performance. It is the parents' job to supply love, recognition, and encouragement necessary to help the young athlete feel good about him or herself.
7. Parents' attitudes often dictate those of their children. A child might not be consciously aware of what is taking place while subconsciously absorbing powerful messages about his/her parents' desires. For example, be enthusiastic about taking your child to practice and meets, fund-raising projects, meetings, etc. – don't look at these functions as chores.
8. If you have any questions about your child's training or team policies, contact the coach. Criticizing the coach in front of the child undermines the coach's authority and breaks the swimmer-coach support that is necessary for maximum success.
9. No parent should behave in such a way as to bring discredit to the child, the team, or competitive swimming. Any disagreement with a meet official should be brought to the attention of the coach and handled by the coach.
10. Children should swim because he/she wants to. It is natural to resist anything they "have to do." Self-motivation is the stimulus of all successful swimmers.
11. The etymology of the word "competition" goes back to two Latin words: "com" and "pet ere," which means "together to strive." Avoid "playing" your child against his nearest competitor, thereby creating friction within the team and swimming community. Close competition provides two great services for the athlete: it brings out the best in him/her and shows where improvement is needed.
12. The communication between coach and swimmer is very important. A two-way relationship must exist daily at practice. It is imperative that the coach has the swimmer's full attention at these times. For this reason parents are allowed to watch practice only from the stands in the pool area. They are NOT permitted to participate or instruct. Parents who attempt to coach their child during a practice may be asked to leave the pool.

Please leave all coaching to the coaching staff. If you have questions about technique or coaching strategies, we encourage you to arrange a time (NOT during practice) to speak to your child's coach. Remember, particularly in the case of younger swimmers, that attitude and behavior of the parents in regard to their outlook on the sport has an important effect on the child. In swimming, as in life, nobody can "win" or succeed all the time – there will always be some disappointments. Every child can gain from his experience, whether or not he/she ever wins a single race. The important thing is to keep on striving to do better next time.

## Guide to Being a Good Swim Parent

The parent's primary role is that of unconditional love and support for their swimmer. There are many ways to fulfill this role:

1. ***The first is to remind your child that you love them, no matter how they perform either at practice or at a meet.***
  - ◆ Support your child's goals by first allowing them to make goals of their own in consultation with their coach.
  - ◆ Remember that this is your son's or daughter's childhood and not your own: Recognize their dreams and support their ambitions, but don't create them for the child.
  - ◆ Make sure that your child is having "fun!" If this isn't fun, then why do it? If they are not having fun, find out why or ask the coach to find out why.
  - ◆ Do not let your child's performance affect your attitude towards them. If your child swims poorly it will not make them feel better to see disappointment in their parents. Before they race encourage them to have fun and after they race tell them you love them. Simple words can have a drastic impact on a child's outlook.
  - ◆ Do not pay your child or provide material rewards for swimming well. Children must learn that doing a thing well is worthwhile in its own right. Through swimming, they should earn respect because of their commitment and not money for their accomplishments.
  - ◆ Understand that swimming can be daunting, especially to new swimmers or younger swimmers. A fifty meter pool looks awfully long to an eight year old! If your child is afraid to swim an event remind them that the coach would only suggest it or enter them in it because they believe in your child.
2. ***It is imperative that your swimmer believe you support the coach, even when you disagree with him/her.***
  - ◆ Disagreements are natural and when they exist everyone wants resolution, but there is a time and a place to discuss disagreements. The pool deck is not the place to argue or confront the coach about any disagreement. All coaches are available away from the pool deck and will respond to either email or telephone calls.
  - ◆ During practice a coach's attention must be focused on the group. If you wish to meet in person with your child's coach, please schedule a time to do so; do not arrive at practice assuming that either the coach will be available to meet with you or that it is the appropriate time and place to meet.
  - ◆ Support the coach by understanding they do have a life outside of the pool. This sport requires long hours of work. Respect the coach's desire to go home to his/her family after practice.
3. ***Support the team at practice, at away meets, and at home.***
  - ◆ Supporting the team means everything from making sure your child wears team apparel at meets to volunteering your own time at any of our home meets. Do not leave it to others to do this work. Our team extends beyond the coaches and swimmers and we need everyone's involvement to be successful.
  - ◆ Supporting the team also means being a positive influence at any meet from the sidelines. There are often instances where parents from opposing teams do not get along, which only creates more tension for the child. We want each swimmer to be a good sport, which means we need our parents to be good sports.
  - ◆ In order to support the team, one must be an active member - beyond just dropping your child off before practice and picking them up afterwards.
  - ◆ Attend parents meetings.
  - ◆ Volunteer at meets, time trials, and team events.
  - ◆ House out-of-town swimmers at home meets.
  - ◆ Become an official
  - ◆ Pay all bills promptly and in full.
4. ***Be punctual for practice and meets and plan for your child to spend the entire practice at the pool. It is disruptive to have a child arrive late or leave early. It also diminishes the value of teaching a child the value of commitment.***
5. ***Do not coach from the sidelines or stands.***
  - ◆ Leave the racing strategies to the coach.
  - ◆ Allow the coach to discuss technical issues with the swimmer and do not second-guess them either with or in front of your child. If you have questions, please discuss it with the coach.
  - ◆ Do not compare your child to anyone else on the team. Your child is unique, wonderful, and full of potential. Remember that everyone achieves potential in different ways and at different times.

- ◆ Don't time your child from the stands. There are enough timing devices around at meets and at practice. When a parent times from the stands, it simply adds pressure on the child.
- 6. ***Do not criticize officials. Most officials are parents just like you, committed to their children and committed to their sport.***
- 7. ***Winning is NOT everything. The most important things a child can do in a race are:***
  - ◆ Have fun!
  - ◆ Try to employ the coach's technical instructions and racing strategy.
  - ◆ Give their best effort and RACE!
  - ◆ Congratulate the other competitors no matter what the outcome.
- 8. ***Encourage healthy eating. Make smart eating decisions for your child and for yourself. Your children will emulate the people they respect and love most: their parents. Allow their desire to swim to make a positive influence on your own life and health by using it as another reason to make good eating decisions.***
- 9. ***Stay informed by reading all e-mail communications and regularly checking the team website.***

#### ***Parent Responsibilities***

Located at the end of this handbook are:

Appendix A "Terms and Conditions for Participation"

Appendix C "Parents' Code of Conduct"

Appendix D "Service Hours Obligation Policy"

Appendix E "Fundraising Obligation Policy"

Please read all of these forms carefully. By registering, you are agreeing to and will be held accountable for the terms of each of these contracts.

## VOLUNTEERISM

To ensure that The Ketchikan Killer Whales Swim Club swimmers have the opportunity to participate in team activities, swim meets, and USA Swimming, Inc. sanctioned competitions, as well as supplement operating expenses, KKW host several events throughout the year, including a swim meet and monthly time trials. All team-affiliated events are staffed totally by parent volunteers and cannot run without family participation. KKW is very fortunate to have an incredible group of very committed members who have volunteered generously, however it has become necessary to implement a Service Hour Obligation policy to ensure that ALL families participate. A family's willingness to volunteer will have a great impact on their child's athletic experience and love for the sport of swimming. Regardless of whether or not a swimmer actually participates in a meet, it is the positive experience of being involved in the whole TEAM event that will give each athlete the support and fellowship offered by being a valuable member of the KKW TEAM.

### Service Hour Obligation Policy

Located at the end of this handbook is APPENDIX D; "Service Hours Obligation Policy." Please carefully read this form. By registering as a member of The Ketchikan Killer Whales Swim Club, you are agreeing to and will be held accountable for the terms and financial obligations of this contract.

### Become a USA Swimming Inc. Official

Four Reasons to Become an Official

1. You'll be working with the greatest group of volunteers in all sports.
2. You'll be close to the action. The bleachers aren't comfortable anyway!
3. It's a great way to meet future Olympians—unless you already have one in your home.
4. Great food in hospitality room at meets!

Contact a KKW Coach or the Meet Director to begin this incredible and valuable service for your team.

Steps will include:

1. Registering as a non-athlete member of USA Swimming.
2. Successfully pass a background check through USA Swimming.
3. Attend a local clinic.
4. Take an official's test available online.
5. Apprentice to get on the job training at local sanctioned meets and time trials.
6. Then ... have fun!

### How to Sign Up to Volunteer

Each event is posted on [www.ketchikankillerwhales.com](http://www.ketchikankillerwhales.com) under the Events and Meets tab. Look for "Job Sign Up" under the date of the event. When clicked, the user is directed to a page that offers the different jobs available, with various time slots to sign up for. Job slots will be available to sign up 2 months prior to the event and be on a first come, first served basis. In the event all of the job positions are full, you can contact the head coach or meet director if additional help could be used.

### Keeping track of your Service Hours

Service hours are approved in the days following the event. Some events will have a sign-in sheet for parents to fill out on arrival so they can get credit. In the event you have people other than yourself volunteering to help, make sure your account name is listed to receive credit. You can track your hours by logging into your KKW account through our website.

### Volunteer Opportunities

*Time Trials and Swim Meet:*

Timing, Officiating, Hospitality contributions, Concessions, etc

*The team will also run additional events:*

Blueberry Festival, Winter Arts Fair, Coffee sales

## COMMUNICATION:

Effective communication between parents, swimmers, and coaches is important in maintaining a successful team and meeting the goals and expectations of all concerned. The KKW board and coaching staff use a variety of methods to establish and maintain communication with parents and swimmers. The more active a role the parents take in assuming responsibility for keeping informed, the more successful we will all be. Please ask questions! We strongly encourage veteran swim parents to reach out a helping, informed hand to newer families. Below is a list of where you can go to get more information:

- **Coach/Staff Email** – Emailing is a preferred method of communication unless the issue is an emergency or extremely sensitive, requiring a direct phone call. The coaches' emails can be found on the team website. It is a coach's personal prerogative to give out their cell phone number. In the event you utilize this form of communication, please be considerate of both their personal time and life outside of the pool. Believe it or not, they are real people with families and feelings just like you!
- **Weekly Email**- The head coach will send a weekly team email to all members on upcoming dates and events, as well as current announcements with the club. Be sure to read through the emails in their entirety to stay up to date on what is going on in the club.
- **KKW Information Handbook** - Be sure you read this entire handbook. Much of the most pertinent information from the web site can be found here.
- **KKW Website**- [www.KetchikanKillerWhales.com](http://www.KetchikanKillerWhales.com) The team website, a.k.a. Team Unify, is maintained by the coaching staff and contains all information on current events on the club and announcements. This is a great site to visit for up-to-date information on events, view activity in your account, check out swimmers' times, results, entries, education articles, etc.
- **Ask a Coach**- Before or after practice, email the coach or make arrangements to speak with them when their on-deck duties are completed. Please, never interrupt a practice by asking a coach a question or starting a conversation. The coaches are very busy during practice observing and instructing the swimmers and managing their safety. Coaches will not engage in conversations of any nature during practice time. However, coaches are happy to be available at other times to answer your questions. Please make arrangements to speak with them when their on-deck duties are completed.
- **Board Members**- If you have any questions or concerns, please feel free to contact any of the Board members. Their names and e-mail addresses are listed on the website.
- **Facebook Page**- KKW has a Facebook page with info on upcoming events, photos from previously held events, informational posts about swimming, and other athletic related items. There is also a closed parents group for members to share photos with each other.
- **Instagram Page**- The team has an Instagram page to keep swimmers and parents alike engaged.
- **Announcements** – It is most common for the Senior groups to be made aware of all things swim through direct announcements by the Head and/or Assistant Coaches. The expectations for our Senior swimmers is to pay attention, retain, and communicate to their parents any and all team information.

### The How To's of Healthy Communication

If any member, parent or swimmer, has questions or concerns, the lines of communication with every coach is open. It is best to communicate with the coach most involved with your child's program.

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents, rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

1. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group that can range in size from 10-90 members. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short term inconvenience.
3. If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head age group coach or head coach join the dialogue as a third party.
4. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the parent to speak directly to the coach. He/she is the only one who can resolve the problem.

Discussions with the coaching staff ARE NOT/WILL NOT be held during practice or meets.

## COMPETITION and MEETS

Meets and competition is an important part of competitive swimming. It is important that swimmers take advantage of the opportunities to compete to measure their improvement and be recognized for their success. Swimmers from a young age should be competing as frequently as possible, and become more specific in the meets they would travel to as they age and become Senior swimmers. Time trials are offered monthly and are free of cost to help encourage swimmers to compete and give them opportunities to help measure these successes.

There are meets for every level swimmer on the team, and opportunities for each one of these swimmers to succeed. One of the greatest benefits of swimming is that all athletes have the opportunity to compete and are not benched to have another athlete put in their place. Athletes are coached and pushed to realize and reach their maximum individual potential through meets and time trials.

Consistent competition and early reinforcement of improvements and successes are crucial for long term interest in the sport and a positive self esteem. Swimmers are rewarded young with awards and medals to show a tangible success that they have to show others, but the true measure of improvement in these developmental and age group swimmers is having fun and improving on even one technical point in their event. Improvement in time and stroke are encouraged and praised in athletes young and old. This positive reinforcement from early on helps to keep kids interested in swimming and sets them up for long term success in the pool. These early reinforcements are most readily seen and achieved through competing.

The Killer Whale Swim Club engages in a multi-level competition program with USA Swimming that, like our training program, attempts to provide challenging, yet success-oriented competitive situations for swimmers of all ages and abilities. The following policies outline our philosophy:

- Improvement for swimmers is based on their individual performances, not on how they rank up amongst their peers. Often times, the time of a race is the sole measure used to determine improvement. Although time is the easiest to use, the time is only a small portion of how to measure the improvement of a swimmer.
- The awards and rewards that athletes earn are an important part in keeping swimmers in the sport long-term, as they are a tangible thing that shows their successes and are to be proud of. Awards are not the primary goal coaches are seeking for the swimmers, but are a great benefit for swimmers, especially new, to motivate hard work.
- Sportsmanlike behavior is of equal importance of improved performance. All the coaches teach swimmers how to behave like a champion when the swimmer has both a "good" and a "bad" swim. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the Killer Whale Swim Club coaching staff.
- A swimmer is praised for improving his/her stroke or time. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way.
- Swimmers are taught to set realistic, yet challenging, goals for meets and to relate those goals to practice to direct their training efforts.
- Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore their potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmer's "best" stroke changes as they mature and his/her body goes through physical changes. The coaches select events for the swimmers, based on individual improvement, and what is best for the team.

### Age Groups

There are seven different age group classifications recognized by USA Swimming Inc.: 8-Under, 10-Under, 11-12, 13-14, 15-16, 17-18, and Senior. The senior classification includes any age registered swimmer who has achieved the qualifying time for the event. Not all age group classifications are offered at every swim meet. The swimmers age on the first day of a meet will govern the swimmers age for the entire meet.

## Motivational Times

Within each age-group there are different nationally recognized levels of achievement based on times. These times are designed to help age group swimmers to better understand their times and to set realistic goal times for their future. The classifications are "B", "BB", "A", "AA", "AAA", and "AAAA". The times required for each ability level are updated every four years by USA Swimming Inc. This permits fair, yet challenging, competition on all levels.

### *Time Standards by percentile*

'AAAA'	98th	Standard represents the top 2% of swimmers nationally
'AAA'	94th	Standard represents the top 6% of swimmers nationally
'AA'	92nd	Standard represents the top 8% of swimmers nationally
'A'	85th	Standard represents the top 15% of swimmers nationally
'BB'	65th	Standard represents the top 35% of swimmers nationally
'B'	45th	Standard represents the top 55% of swimmers nationally

In some cases, a swimmer may be in a different class in each stroke. An example: a "C" breaststroke time, a "B" freestyle time, and an "AA" backstroke time.

Some swim meets set certain qualification standards. In order to swim in a certain classification, a swimmer must have achieved the qualifying time for that particular classification.

## Meet Descriptions

USA Meets are broken down into different categories and tiers to best suit each swimmer's ability. All meets that KKW competes at are sanctioned by USA Swimming, meaning that each meet is held to the exact same rules and standards as any other meet sanctioned by USA Swimming nationally. Sanctioned meets allow swimmers to achieve and earn official times that can qualify for any level USA Swimming meet. From the beginning age group swimmer to the elite senior athlete, there are different level meets to set goals to qualify for and compete at, as well as meets to compete in to achieve those goals. The structural breakdowns of common meets throughout the seasons are as follows:

**Time Trials** – As an opportunity to offer competitive opportunities for our swimmers to better themselves and qualify for higher level meets, we offer Time Trials throughout the season. These meets are held at our own pool and are for our own team. Events are set up and swimmers compete against each other. These events are free and require parents volunteers to help run. All swimmers regardless of group should be in attendance for these meets.

**Open Qualifier** – These are one of the most common meet types through the seasons. Open qualifier meets are those that do not require swimmers to be faster than a certain time or slower than a certain time. Any ability athlete may enter these meets.

**Slower Than Meet** – These meets are primarily for newer swimmers to the team or the sport itself. Although no meets of this type are held in Alaska, they are a common meet in the Lower 48. Swimmers with a time slower than the listed time standard in the meet information may enter these meets. Athletes who have not swam an event, and thus do not have a time yet, may enter these meets. Athletes are not penalized for swimming faster than the time standard in the meet. These meets are great for all swimmers just starting out.

**Faster Than Meet** – Swimmers need to qualify for these meets with previous swims where they swam faster than the cut off time. Qualifying times are usually in line with the National Age Group Motivational Time Standards (NAG16). Meets may require 'B' times or 'A' times to have been previously achieved in order to enter these meets. Cut off times are specified in the individual meet info as well as the meet schedule.

**Preliminary/ Final Meet** – Many faster than meets are swum as preliminary/ finals. This means that there are multiple sessions in the same day for the same age group. In prelims, all athletes entered in each event compete in various heats in order to qualify to swim at finals. Finals are what every swimmer works to compete at, an opportunity to race all of your competition at once without other heats. Finals are typically held in the evening and consist of the top swimmers from preliminaries. All finals include a Championship (A) final consisting of the top 8-10 swimmers from preliminaries depending on the number of lanes in the venue. Some events offer a Consolation (B) final of the next 8-10 fastest swimmers, few meets offer a bonus (C) final and even a D final. Only athletes competing in finals score team points and are eligible for awards. Swimmers can only place in their own final; meaning if a swimmer in the B final swims faster than someone in the A they would not place higher than first place in the B final.

**Championship Meets** – These meets are typically faster than meets held as preliminary/finals. These are the focus meet of most athletes on the team each season with coaches planning their season work to prepare the athletes to swim their best here. Senior athletes and some age group swimmers have their best shot of qualifying for the Sectional meet and higher at these meets. Championship meets are always held at the end of the season and are the climax of the season. All athletes that qualify for these meets are expected to attend each day offered.

**Zones** – This is the highest meet that age group swimmers can qualify for. Qualification to the Zone Championships requires swimmers to achieve ‘AAA’ time standards in their age group. Athletes in Age Group Performance and Senior group will typically have goals of swimming at this meet. Swimmers who qualify here travel with the rest of the athletes from the district to compete together as the Alaska All Star team. Each district fills their roster with all their qualifiers and then competes against the other districts. This is a very fun and prestigious meet for age group swimmers. Senior Zones has similar qualifying standards, but is open to all age athletes 19 years and younger.

Additional information on more meet levels and qualifying times for these meets can be found on the KKW website.

### **To sign up for a meet**

1. Click on the [Meet/Events page](#) on this website.
2. Find the event you would like to attend and click on "Edit Commitment," which appears immediately below the event title.
3. Click on your swimmer. (It will show under the column titled "Member Commitment" as Undeclared )
4. In the "Declaration" box, click on: "Yes, please sign [swimmer name] up for this event." You can also put a note for the coaches if you cannot attend one of the days, for instance, or if you need to leave early with your swimmer.
5. Please note that when meets have “qualifying times,” if your swimmers times don’t meet the criteria, their times will be shown in red, indicating a no qualifying time. On the right side of each event will be listed the time needed to participate.
6. Please read the meet information. It lists how many events per day a swimmer can participate in. The host is not required to refund monies if there is an error. It is a parent’s responsibility to verify entrance into the meet has been done correctly.
7. Some larger out-of-state meets require quick and early entry deadlines to sign swimmers up before a meet fills. Swimmers aged 12 and Under make up the largest portion of swimmers nationally and many times teams are closed out by sessions that are estimated to run longer than four hours.

### **Entry Fees and Surcharges**

Each event/race a swimmer enters at a swim meet carries an entry fee, also known as meet fee or splash fee. Swim meets sanctioned by Alaska Swimming, Inc., in accordance with the governing rules of USA Swimming, Inc., may determine the amount that may be charged for each event. This fee can range from \$2 to \$20 per race. In addition to the meet fee for each individual event, the hosting team may require a surcharge or facility fee for each swimmer participating in the meet. Meet entry fees and surcharges are due to the hosting team prior to the start of the swim meet. Therefore, the Ketchikan Killer Whales, on behalf of its entered swimmers, pays the fees upfront and ahead of each individual member’s account being charged. Each swimmer’s meet fees are charged to their account following the actual swim meet. It is absolutely imperative that accounts are paid on time so that members may continue to have this benefit. Once the entry have been submitted to the hosting team, there will be NO refunds for meet fees for any reason.

## Expected Behavior at Swim Meets

1. Athletes and parents alike, wearing KKW Swimming apparel represent our team. Please let your actions reflect your pride in your team.
2. KKW Team colors are Black and White. Swimmers should have a black suit as well as a white and black team competition swim cap to wear at all competitions. Additional equipment should be team gear or black and white.
3. All swimmers in competition will wear black competition caps in preliminary and timed finals swims. Swimmers competing in finals will wear white competition caps. Senior swimmers who earned their dome cap will wear their matching color dome cap in future competitions.
4. As a matter of USA Swimming policy and courtesy to the officials and meet host, it is strongly encouraged that swimmers and parents stay off the deck and out of the competition area unless they are competing or serving in an official capacity.
5. Also, as a matter of courtesy, all questions swimmers or parents may have concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.
6. As a matter of pride, leave the team area and the pool in a neat and clean condition at the conclusion of each meet session.
7. Please consult with the coaching staff prior to scratching an event or deck-entering an event. The coaching staff will always make the final decision on any scratches or deck-entries.
8. Swimmers who qualify for finals in prelim/finals meets are expected to compete in the finals. ALWAYS consult your coach if, for some reason, a swimmer would like to scratch from a final.
9. Swimmers are expected to offer encouragement and support to all members of the team. Positive comments and team spirit are beneficial to everybody. Negative thoughts and comments should be kept to yourself.
10. Families are responsible for booking and financing their own travel to meets including the entry fees associated with the meets themselves. KKW will provide the coach's travel schedule for the entire season as early as possible.

## Swim Meet Procedures

1. Review the Meet Announcement found by clicking the Events tab, name of the swim meet attending, and the Meet Info link. The who, what, and where of any meet will be found in the pages of the Meet Announcement.
2. Verify your swimmers meet entries prior to the meet and report any mistakes to your Coach.
3. The warm up schedule will be emailed or posted. The time shown is the time swimmers have to be on pool deck ready to do team stretches and/or feet should enter the water, therefore plan ahead! It is important that swimmers and parents alike understand that a good warm-up is an essential part of a successful performance. All warmup rules must be adhered to such as, feet first entry, circle swimming, etc.
4. Swimmers should sit in the designated team area with their teammates, wearing their team suit, cap, and uniform. Parents are recommended to pack healthy snacks for their swimmers along with plenty of WATER for hydrating.
5. It is recommended that parents retrieve a Heat Sheet and verify the event, heat and lane your swimmer is signed up for. Each swimmer will be responsible for knowing which events they are swimming as well as what heat and lane they are assigned to. Swimmers will need to report to the blocks on time and prepared on their own. It is often helpful to write event, heat, and lane numbers on a young swimmer's arm or thigh for their reference.
6. Before reporting to the blocks prior to their race swimmers must confer with their coach to discuss strategy and goals.
7. At the conclusion of each race, the swimmer should ask the lane timer for their watch time, and then warm down per the coach's instructions. Following warm down, the swimmer should report to the coach to discuss the race.
8. Between races, swimmers are asked to stay in the designated team area to rest and stay warm. All energy should be focused on racing.
9. It is very important that the athlete check with the coaching staff prior to leaving the swim meet. Swimmers will often be counted upon to participate in relays which are generally the last events of a session. If a swimmer leaves without notifying the coach, the result could be three other swimmers losing their chance to compete.

## Team Travel

Team Travel is offered for select swim meets throughout the season for the Senior Groups only. While team travelling, all swimmers are expected to abide by the policy and procedures set forth in the Team Handbook. If a swimmer is found to be in violation, their parents and/or guardians will be contacted and responsible for the swimmers immediate return home.

Located at the end of this handbook in the team policies is; "Team Travel Commitment Policy." Please carefully read this form for information on Ketchikan Killer Whales swim meet Team Travel.

## **Team Uniform**

KKW team colors are black and white. It is KKW tradition to wear team gear on the last Friday of each month.

Several times a year, KKW will organize an order for SPEEDO team gear through our team supplier. Training equipment can be purchased from them year round.

Swimmers may wear any color of swimsuit for practice and will not wear their meet suit at practice.

## **Swim Cap Policy:**

Swimmers are issued one black or white latex cap annually to be worn for practice. Replacement practice caps will be issued as they are needed, and accounts billed \$5 per replacement.

Competition caps are silicone and are available from the team at competitions; accounts will be billed \$15 per cap. Swimmers may also purchase them directly from the team vendor when team orders are open. When purchasing from the team vendor, you have the option to customize the cap with your swimmer's name. Competition caps are silicone caps with KKW printed on the sides.

Senior dome caps are earned by swimmers competing at Alaska Senior Champs or higher. These caps are issued at competition and are silicone dome caps. Black caps are earned by competing in preliminaries and white is earned by competing in finals. Accounts will be billed \$25 per cap.

## CHAPERONES AND HOUSING

### *Chaperones*

Parents are occasionally needed to chaperone out of town meets. By becoming a chaperone, you will have an opportunity to assist the coach and team, get acquainted with other swimmers and understand meet procedures and events. KKW will pay chaperones' airfare and hotel accommodations.

If you are interested in becoming a chaperone, it is required that you are registered with USA Swimming as a non-athlete for insurance purposes; you will need to complete the athlete protection training through USA Swimming; and you must have completed the background check required through USA Swimming. Interested parents can contact the head coach.

Because chaperones may be called at any time of day or night to respond to unforeseen situations regarding swimmers, chaperones shall not consume alcoholic beverages while acting as chaperone on the trip. Chaperones may not house swimmers, including their own, in the hotel room with them so that they may remain available for emergency situations.

### *Housing*

Out-of-town swimmers who participate in swim meets sponsored in Ketchikan may be housed by KKW swim families. Parents may be asked to volunteer to house visiting swimmers.

- **TRANSPORTATION:** You are responsible for transporting the swimmer(s) to and from the pool, as well as to and from the ferry or airport unless you are assured that other arrangements have been made.
- You are responsible for feeding the swimmer(s) not only when they are at your home, but also during the day. Please send either a sack lunch with the swimmer(s) you host or make sure they have enough money to buy lunch.
- Swimmer(s) usually bring their own sleeping bags. Most coaches require swimmers to be in bed by a certain time. Ask them. Many will have a housing sheet for you—check it. Swimmers need their sleep!
- Don't allow your guest swimmer(s) to do anything you wouldn't let your own child do. Treat them as you would want a host parent to treat your child in another town. If problems arise, please contact the child's chaperone and the housing chairperson.
- Be sure the swimmer(s) check out with their chaperones before leaving the pool so that no one needs to worry about a lost child.
- Swimmers should not be left unattended in the home. Swimmers housed in homes where parents will be working are the responsibility of their chaperones during the working hours. The head chaperone will have a list of all names and telephone numbers of the swimmers.
- Only movies and games rated G or PG are acceptable.

## FEES AND FUNDRAISING

*Characteristic of any business, KKW expenses begin the first day of every month. A positive cash flow is required to assure payroll requirements and various other expenditures. It is, therefore, imperative for all KKW members to pay their swimmer's monthly account balance on the first of each month. If fees are not current, your swimmer will not be allowed to participate in practice, meets, or in other team activities.*

### Types of Fees:

- **Monthly Dues (See page 28):** Monthly dues cover general operating expenses, including but not limited to payroll, pool rental, and travel. This is a non-refundable fee.
- **Annual Registration Fee (\$25):** Charged at the time of registration for all members who are already active on the club; covers administrative costs. This is a non-refundable fee.
- **New Member Registration Fee (\$125):** This fee is due at the time of registration by all new members to KKW. This is a non-refundable fee.
- **USA Swimming Registration (\$80):** Due at the time of new member registration, this will establish the swimmer's amateur status as a competitive swimmer, as well as provide insurance coverage during swim practice and meets. KKW will automatically renew each established swimmer's USA registration for the following year in the month of October and the charge will post to each Team Unify account for the November billing cycle. This is a non-refundable fee.
- **Meet/Entry Fee:** A swimmer is charged per event swam in a meet, including relays, as well as a surcharge to enter the meet. Specific meet information has what those charges are. KKW will pay the fee ahead of time to the meet host and bill individual swimmer accounts for their entry charges. This is a non-refundable fee once swimmers are entered into events.
- **Team Travel:** Seniors traveling as a group to specific meets are billed following the meet for their portion of team housing, meals, and/or transportation. This is a non-refundable fee.
- **Swim Shop:** Swimmers who need a practice cap, competition cap or any other sort of equipment that the team has to offer will be billed once they are handed out. This is a non-refundable fee.
- **Unfulfilled Service Hours:** Accounts not satisfying their minimum hours will be billed \$50 per hour not fulfilled by 15 August. This is a non-refundable fee.
- **Unmet Fundraising Obligation:** Each swimmer is required to annually raise \$619 in fundraising based on a season of September - May. This total is prorated for those who join the team later than September based on a nine month season. Swimmer not meeting this requirement by the end of May will be billed for the balance. This is non-refundable fee.
- **Insufficient Funds (\$30):** Any payments returned for insufficient funds or credit cards denied for any reason will be charged a \$30.00 fee to that members account.
- **Late Payment (\$20):** If a members account is not paid by the 15th of the current month, an extra fee of \$20 will be applied to the account. This is a non-refundable fee.
- **Late Meet Entry Fee (\$10):** Swimmers who do not sign up for meets by the deadline will be charged a \$10 late fee, provided that the host team is still allowing entries. This is a non-refundable fee.

**Team Billing:** All KKW billing is entered and processed through our website and the Team Unify system.

1. Once a member is entered into the Team Unify system, they are given an account with a login and password. This account gives a member access to their billing summaries, invoices, charges, and payments, as well as other valuable information on their swimmer's progress.
2. Members are expected to enter a Bank Card (Debit) or Credit Card to have on file that will automatically be processed for the account balance and any new fees on the first of each month. A member may choose to pay by check directly to the Treasurer as long as the monthly payment is received before the 15th of the month.
3. If a member's account is not paid by the 15th of the current month, an extra fee of \$20 will be applied to the account. If the account balance is not paid by the first of the next month, the member's swimmer will not be allowed to participate in practice, meets, or team events until the account is up to date.

**Deactivating Account:** In the event that a family decides to deactivate their account with KKW, they will need to notify the head coach or treasurer by email at least one week prior to the first of the month to prevent being billed for it. The family is responsible for all accrued fees and fundraising obligations earned until request to deactivate is submitted.

**Monthly Dues Schedule – Sept-May:****Option A:**

Stroke Development II:	\$60/month along with \$619/season requirement for Fundraising
Age Group Prep:	\$65/month along with \$619/season requirement for Fundraising
Age Group Endurance:	\$75/month along with \$619/season requirement for Fundraising
Age Group Performance:	\$80/month along with \$619/season requirement for Fundraising
Senior Group:	\$85/month along with \$619/season requirement for Fundraising
Senior Performance:	\$95/month along with \$619/season requirement for Fundraising

**Option B:**

Stroke Development II:	\$129/month with no Fundraising Requirement
Age Group Prep:	\$134/month with no Fundraising Requirement
Age Group Endurance:	\$144/month with no Fundraising Requirement
Age Group Performance:	\$149/month with no Fundraising Requirement
Senior Group:	\$154/month with no Fundraising Requirement
Senior Performance:	\$164/month with no Fundraising Requirement

**Summer Session (June-August) - All Current KKW Swimmers**

<i>Stroke Development Swimmers:</i>	\$100
<i>Age Group and Senior Swimmers:</i>	\$125
<i>First time KKW Swimmers:</i>	\$175.00 plus prorated USA Swim Fee

Located at the end of this handbook is **APPENDIX A, “Terms and Conditions for Participation, APPENDIX D. , “Service Obligation Policy,”** and **Appendix E, “Fundraising Obligation Policy.”** Please carefully read these forms. By registering as a member of The Ketchikan Killer Whales Swim Club you are agreeing to and will be held accountable for the terms and financial obligations of the contract

**Scholarships for Dues**

Scholarships are available to help cover monthly fees and/or travel expenses and will be considered on a case-by-case basis. If your family is in need of assistance, please contact the President or the Treasurer. The committee consists of the President, Treasurer and the membership chair. All scholarships are confidential.

**Fundraising Structure**

All Swimmers are required to participate in fundraising for the team throughout the season, unless opting to pay a higher monthly premium. All swimmers will be billed for a book of raffle tickets regardless of whether they will be participating in fundraising or not. It is your responsibility to sign this book out. Each individual account will be required to raise a minimum of \$619 by May of each year. If an account is unable to raise the minimum amount by the end of the season, the remaining amount will be billed to their account. If a family leaves the team early, they will be responsible for a prorated amount of the required \$619 depending on how many months they participated on the team. The team will make numerous efforts throughout the season to assist families in their fundraising requirements. Families are encouraged to raise more than the minimum amount for the team and any fundraising over the \$619 requirement will benefit KKW and will not be credited to individual accounts.

**Main Fundraising Opportunities**

Fall Raffle (October – December)  
Swim-A-Thon (January – March)  
Sponsorship (May)

**Additional Fundraising Opportunities**

Coffee Sales (Year Round)

All swimmers required to fundraise \$619 unless they opt to pay more in monthly dues.

**\*Any swimmer not registered for the entirety of the nine month season, September to May, will have their volunteer and service hour obligations prorated based on the time the swimmer is activated on the team.**

*If you have questions on billing or your account please contact the Treasurer.*



**Ketchikan Killer Whales  
Swim Club**  
*Athlete Development Progressions*

## Levels of Development

The progressions for Athlete Development were originally developed by USA Swimming in an attempt to answer the question, “What is the best way to develop an athlete?” The materials were produced based on a great deal of discussion and the input from numerous USA Swimming technical committees, staff personnel, and coaches. KKW has adopted these levels of development and modified them slightly in order to meet the specific need of swimmers of this region.

The Progressions for Athlete Development comprise eight levels of development, which encompass six critical areas to help guide the journey for each and every athlete. The six areas are:

- Biomechanics
- Character Development and Life Skills
- Competitive Performance
- Physiology
- Psychology
- Training

When reading through the progressions, there may be some specific questions about the development of particular athletes. The progressions are meant to be a tool or a yardstick to evaluate the overall development and progress of the swimmers. The “how” of getting athletes to each and every milestone is completely up to the coach. Helping athletes reach these accomplishments will be the results of balancing the art and science of coaching.

The Progressions are not meant to create clone swimmers. Will every athlete progress to level 8? No. Will every athlete excel at the same pace? No. Can an athlete make it to the upper levels by virtue of his or her talent and achievements? Yes, but only in the categories of training parameters and competitive performance. The athlete could be at level 4 in character development for his or her entire life. In other cases, just the opposite is true. There are kids who are head and shoulders above others when it comes to life skills such as making a commitment and having a work ethic, but unfortunately, some of these athletes will never make a Junior National cut. These athletes may be level 8 in the character development category, but they may never achieve higher than level 4 or 5 in the competitive performance area. We hope that the progressions will help motivate the full development of every Killer Whale swimmer.

It is important to keep in mind that all aspects of development do not occur at an exact rate and at the same time. We know that physical development occurs in spurts. An athlete may experience a big improvement in the training or the competitive components, but he or she may still lag behind in the psychological area. Each swimmer’s journey proceeds at an individual pace, with many different levels of success. These progressions can be helpful in creating a career plan for the development of swimmers. Each swimmer’s progression can be reevaluated monthly.

The material is presented in chart form. Each chart illustrates one area of focus. Swimmers can progress in each area individually and are not constrained to progressing in all areas in order to achieve a higher level.

Biomechanics Descriptions	Level One Minimums	Level Two Minimums	Level Three Minimums
<p>The biomechanical progressions emphasize technique acquisition in the development of swimmers. The goal here is to provide a step-by-step developmental timeline to keep athletes advancing throughout their careers.</p> <p>The levels focus on both creation of propulsion through sculling and the minimization of water drag during training and races. Both factors are critical in improving overall swimming speed.</p> <p>The distance per stroke cycle (one complete cycle, e.g. right-arm entry to right-arm entry in freestyle and backstroke) is very important to proper biomechanics and must be reinforced as the swimmer progresses through the developmental levels. Research continually shows that long distance per stroke is the most important factor in elite level swimming. Monitoring an athlete's distance per stroke cycle is the simplest, most objective tool that can be used in the field to assess biomechanical technique. Distance per stroke cycle should lengthen as technique improves.</p> <p>Speed is the combination of distance per stroke and the speed those strokes are taken. The challenge of swimming is to maintain the appropriate distance per stroke while increasing the stroke rate. This is achieved by first learned proper form in the water and emphasizing it throughout the swimmers' career.</p>	<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li>1. From a push in prone streamlined body position, defined as: one hand on top of the other, ears between the upper arms, lower body stretched long, and toes pointed.</li> <li>2. Hold this position for at least one and one-half body lengths, and be able to vary the depth of the underwater push-off.</li> <li>3. Execute a breakout from a push by holding the streamlined position; then initiate a kicking action and progress to the surface of the water with a pull to the surface.</li> <li>4. Propel forward in a prone position for at least one length of the pool.</li> <li>5. Propel forward in a supine position for at least one length of the pool.</li> <li>6. Maintain a vertical, stationary position with little or no leg movement in deep water, using a sculling motion.</li> <li>7. The swimmer is certified in racing starts from the blocks.</li> <li>8. Perform an open turn, either prone or supine, where the hand touches the wall first, the body rotates to place the feet against the wall, the body drops underwater, and the swimmer pushes off in a streamlined position.</li> <li>9. Stroke progressions. Complete progressions for the freestyle and backstroke. Begin to develop the butterfly and breaststroke.</li> </ol> <p><i>Freestyle</i></p> <ol style="list-style-type: none"> <li>A. Complete the legal freestyle technique using arms and legs for one length of the pool.</li> <li>B. Demonstrate hip rolling motion during the freestyle stroke.</li> <li>C. Demonstrate the ability to comfortably take a breath on either the right or left side.</li> </ol> <p><i>Backstroke</i></p> <ol style="list-style-type: none"> <li>A. Complete legal backstroke technique using arms and legs for one length of the pool</li> <li>B. Demonstrate hip rotation during the backstroke.</li> </ol> <p><b>Cognitive:</b></p> <ol style="list-style-type: none"> <li>1. The swimmer can count strokes of freestyle and backstroke.</li> <li>2. The swimmer is able to repeat key words as prescribed by the coach to explain and describe movements appropriate to that level.</li> </ol>	<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li>1. Execute a start from the blocks. Hold the underwater streamlined position for one and one-half body lengths, initiate a kicking action for one body length, and progress to the surface of the water with a pull.</li> <li>2. Execute a legal freestyle, backstroke, butterfly, and breaststroke turn, including an approach of at least 10 yards.</li> <li>3. Perform legal breaststroke pull outs off each wall.</li> <li>4. The swimmer performs relay exchanges.</li> <li>5. The swimmer performs prescribed underwater dolphin kicks for freestyle, backstroke, and butterfly starts and turns.</li> <li>6. Performs 100 yards of individual medley with legal technique.</li> <li>7. Stroke progressions. Complete progressions for the butterfly and breaststroke.</li> </ol> <p><i>Butterfly</i></p> <ol style="list-style-type: none"> <li>A. Complete one length of the pool with legal butterfly form.</li> <li>B. Demonstrate correct timing of the pull, kick, and breath during the butterfly.</li> <li>C. Demonstrate an undulating motion during the butterfly stroke.</li> </ol> <p><i>Breaststroke</i></p> <ol style="list-style-type: none"> <li>A. Complete one length of the pool with legal breaststroke form.</li> <li>B. Demonstrate correct timing of the pull, kick, and breath during breaststroke.</li> <li>C. Perform legal kick with the knees narrower than the feet.</li> </ol> <p><b>Cognitive:</b></p> <ol style="list-style-type: none"> <li>1. From a push swimming freestyle the swimmer can accurately count their strokes for a 25 and record their time unassisted.</li> <li>2. From a push swimming backstroke the swimmer can accurately count their strokes for a 25 and record their time unassisted.</li> <li>3. From a push swimming breaststroke the swimmer can accurately count their strokes for a 25 and record their time unassisted.</li> <li>4. From a push swimming butterfly the swimmer can accurately count their strokes for a 25 and record their time unassisted.</li> <li>5. The swimmer knows the difference between stroke count and cycle count.</li> </ol>	<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li>1. The swimmer can perform a legal 200 Individual Medley.</li> <li>2. The swimmer can perform 100 yards of each stroke legally.</li> <li>3. The swimmer can perform the age appropriate distance event.</li> </ol> <p><b>Cognitive:</b></p> <ol style="list-style-type: none"> <li>1. From a push the swimmer can accurately match their stroke count to their time for repeat 25's freestyle.</li> <li>2. From a push the swimmer can accurately match their stroke count to their time for repeat 25's backstroke.</li> <li>3. From a push the swimmer can accurately maintain their time while improving their stroke count for repeat butterfly 25's.</li> <li>4. From a push the swimmer can accurately maintain their time while improving their stroke count for repeat breaststroke 25's.</li> </ol>
Date Achieved			

Level Four Minimums	Level Five Minimums	Level Six Minimums	Level Seven Minimums	Level Eight Minimums
<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li>The swimmer performs a 400 IM with correct turns and transitions.</li> <li>The swimmer can adjust their stroke rate in reference to descend sets.</li> <li>The swimmer is able to maintain a consistent time or pace.</li> <li>The swimmer is able to achieve the following score in swimming golf:               <ol style="list-style-type: none"> <li>4 X 50 Free @ :55</li> <li>4 X 50 Back @ :55</li> <li>4 X 50 Breast @ :60</li> <li>4 X 50 Fly @ :55</li> </ol> </li> </ol> <p><b>Cognitive:</b></p> <ol style="list-style-type: none"> <li>The swimmer understands the relationship between distance per stroke, stroke rate, and swimming with speed.</li> <li>The swimmer can name two ways to minimize resistance or drag from the water.</li> <li>The swimmer can explain one reason why sculling is important in creating propulsion.</li> <li>The swimmer swims with prescribed breathing patterns during practice and meets.</li> </ol>	<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li>The swimmer completes 200 yards or each stroke legally.</li> <li>The swimmer is able to maintain stroke rate over the course of their swim.</li> <li>The swimmer is able to maintain proper technique under increased training loads.</li> <li>The swimmer is able to achieve the following score in swimming golf:               <ol style="list-style-type: none"> <li>6 X 50 Free @ :50</li> <li>6 X 50 Back @ :50</li> <li>6 X 50 Breast @ :55</li> <li>6 X 50 Fly @ :50</li> </ol> </li> </ol> <p><b>Cognitive:</b></p> <ol style="list-style-type: none"> <li>The swimmer, with the assistance of his or her coach, can calculate swimming speed, distance per stroke, and stroke rate during competition and training.</li> <li>The swimmer can manipulate stroke rate and distance per stroke to vary speed.</li> </ol>	<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li>The swimmer is able to achieve the following score in swimming golf:               <ol style="list-style-type: none"> <li>8 X 50 Free @ :45</li> <li>8 X 50 Back @ :45</li> <li>8 X 50 Breast @ :50</li> <li>8 X 50 Fly @ :45</li> </ol> </li> </ol> <p><b>Cognitive:</b></p> <ol style="list-style-type: none"> <li>The swimmer can calculate swimming speed, distance per stroke, and stroke rate.</li> </ol>	<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li>The swimmer continues to improve distance per stroke and/or swimming speed during competition and training.</li> <li>The swimmer is able to achieve the following score in swimming golf:               <ol style="list-style-type: none"> <li>10 X 50 Free @ :40</li> <li>10 X 50 Back @ :40</li> <li>10 X 50 Breast @ :45</li> <li>10 X 50 Fly @ :40</li> </ol> </li> </ol> <p><b>Cognitive:</b></p> <ol style="list-style-type: none"> <li>Stroke and speed control               <ol style="list-style-type: none"> <li>The swimmer can swim faster by decreasing cycle count and maintaining stroke rate.</li> <li>The swimmer can swim faster by increasing stroke rate and maintaining cycle count.</li> <li>The swimmer can choose precise cycle count and stroke rate combinations for different races.</li> </ol> </li> </ol>	<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li>The swimmer continues to improve distance per stroke and/or swimming speed during competition and training.</li> <li>The swimmer is able to achieve the following score in swimming golf:               <ol style="list-style-type: none"> <li>12 X 50 Free @ :35</li> <li>12 X 50 Back @ :35</li> <li>12 X 50 Breast @ :40</li> <li>12 X 50 Fly @ :35</li> </ol> </li> </ol>

Character Development/ Life Skills Descriptions	Level One Minimums	Level Two Minimums	Level Three Minimums
<p>Many coaches support the learning of life skills as a major benefit of participating in a swim program. These skills include such things as championship behavior and accountability, work ethic and self discipline, time management, and commitment and loyalty. Ten years after a swimmer has stopped swimming, the items most often mentioned about his or her swimming career are in this category. As in all the other categories presented, each level builds upon the previous level.</p>	<p><b>Championship Behavior and Accountability</b></p> <ol style="list-style-type: none"> <li>1. The swimmer understands that he or she is part of a team and has respect for his or her teammates.</li> <li>2. The swimmer listens to recommendations from their coach and, to the best of their abilities, makes the appropriate changes.</li> <li>3. The swimmer understands appropriate team rules and the consequences of breaking the rules.</li> </ol> <p><b>Work Ethic and Self Discipline</b></p> <ol style="list-style-type: none"> <li>1. The swimmer will pick up and put away any equipment he or she used in practice.</li> <li>2. The swimmer will be ready to start practice on time with the appropriate equipment.</li> <li>3. The swimmer understands the importance of giving the coach his or her undivided attention while the coach is talking. The swimmer should focus his or her eyes on the coach and remain quiet when the coach is talking. The swimmer will also follow directions set forth by the coach in practice.</li> <li>4. The swimmer will “just say no!” to drugs and other harmful substances.</li> <li>5. The swimmer will show respect for the facilities and equipment.</li> </ol> <p><b>Time Management</b></p> <ol style="list-style-type: none"> <li>1. The swimmer will arrive to practice on time.</li> </ol> <p><b>Commitment and Team Loyalty</b></p> <ol style="list-style-type: none"> <li>1. The swimmer will know the team name and the team colors.</li> <li>2. The swimmer will know the names of teammates and coaches in his or her practice group on the team.</li> <li>3. The swimmer will know the name of all training groups on the team besides his or her own group.</li> </ol>	<p><b>Championship Behavior and Accountability</b></p> <ol style="list-style-type: none"> <li>1. The swimmer demonstrates an understanding of sportsmanship-championship behavior (e.g. doesn’t throw goggles, congratulates opponents).</li> <li>2. The swimmer will treat teammates, parents, and coaches like he or she would want to be treated.</li> <li>3. The swimmer talks to the coach before and after each race.</li> <li>4. The swimmer knows basic meet procedures, including how to use and read a heat sheet.</li> </ol> <p><b>Work Ethic and Self Discipline</b></p> <ol style="list-style-type: none"> <li>1. During practice the swimmer will:             <ol style="list-style-type: none"> <li>a. Leave on time during sets</li> <li>b. Start and finish at wall</li> <li>c. Swim the set in the prescribed manner (e.g. doesn’t do freestyle on butterfly sets, doesn’t pull on kicking sets, performs all turns legally).</li> <li>d. Swim the entire set (e.g. doesn’t walk on bottom, counts accurately).</li> </ol> </li> <li>2. The swimmer will communicate with their coach.</li> </ol> <p><b>Time Management</b></p> <ol style="list-style-type: none"> <li>1. The swimmer will turn in appropriate team paperwork in a timely fashion.</li> </ol> <p><b>Commitment and Team Loyalty</b></p> <ol style="list-style-type: none"> <li>1. The swimmer chooses a swimming role model, whom may be a part of the team, and knows the event in which the individual competed or competes.</li> <li>2. The swimmer takes pride in being a member of the team, which the swimmer demonstrates by:             <ol style="list-style-type: none"> <li>a. Participating in team cheers</li> <li>b. Knowing the coaches’ names</li> <li>c. Cheering on teammates during swims</li> <li>d. Wears the team uniform.</li> </ol> </li> </ol>	<p><b>Championship Behavior and Accountability</b></p> <ol style="list-style-type: none"> <li>1. The swimmer will demonstrate a higher level of sportsmanship -championship behavior than in level 2 (e.g. respects competitors and gets along with friends regardless of ability level).</li> </ol> <p><b>Work Ethic and Self Discipline</b></p> <ol style="list-style-type: none"> <li>1. The swimmer attends the recommended meets and understands the importance of being on time for meet warm up.</li> <li>2. The swimmer will meet the established attendance requirements.</li> <li>3. The swimmer will understand why he or she must “just say no!” to drugs and other harmful substances.</li> <li>4. The swimmer will learn to challenge him or herself to perform the utmost of his or her ability in practice.</li> </ol> <p><b>Time Management</b></p> <ol style="list-style-type: none"> <li>1. The swimmer demonstrates an ability to balance school and outside activities.</li> </ol> <p><b>Commitment and Team Loyalty</b></p> <ol style="list-style-type: none"> <li>1. The swimmer chooses a national swimming role model and knows what events he or she competes in.</li> <li>2. The swimmer will know the history of the team.</li> </ol>
Date Achieved			

Level Four Minimums	Level Five Minimums	Level Six Minimums	Level Seven Minimums	Level Eight Minimums
<p><b>Championship Behavior and Accountability</b></p> <ol style="list-style-type: none"> <li>1. The swimmer will know their competitors' names.</li> <li>2. The swimmer knows the qualifying times for the highest level in state meet.</li> </ol> <p><b>Work Ethic and Self Discipline</b></p> <ol style="list-style-type: none"> <li>1. The swimmer is not influenced by the negative behavior of his or her teammates.</li> <li>2. The swimmer understands and takes responsibility for attendance, performance, and habits in practice and how these three relate to meet performance.</li> <li>3. The swimmer understands the traits of a positive leader and endeavors to become one.</li> </ol> <p><b>Commitment and Team Loyalty</b></p> <ol style="list-style-type: none"> <li>1. The swimmer demonstrates commitment to his or her team by continued dedicated membership of at least two years.</li> </ol>	<p><b>Championship Behavior and Accountability</b></p> <ol style="list-style-type: none"> <li>1. The swimmer accepts the responsibility of being a leader and/or role model. The swimmer will lead by being a positive example.</li> <li>2. The swimmer knows the requirements for qualifying to compete in finals for the highest level in state meet.</li> </ol> <p><b>Work Ethic and Self Discipline</b></p> <ol style="list-style-type: none"> <li>1. The swimmer will be able to explain the rationale of the five categories of banned substances.</li> <li>2. The swimmer has their own personal diet plan.</li> </ol> <p><b>Time Management</b></p> <ol style="list-style-type: none"> <li>1. The swimmer has learned to prioritize and make sacrifices to prevent interference with their training and competition.</li> </ol> <p><b>Commitment and Team Loyalty</b></p> <ol style="list-style-type: none"> <li>1. The swimmer demonstrates commitment to his or her team by continued dedicated membership of at least four years.</li> <li>2. Decides to be a swimmer.</li> </ol>	<p><b>Championship Behavior and Accountability</b></p> <ol style="list-style-type: none"> <li>1. The swimmer accepts the responsibility of being a leader and/or role model. The swimmer will lead by being a positive example.</li> <li>2. The swimmer knows the time standards to qualify for Sectionals.</li> </ol> <p><b>Work Ethic and Self Discipline</b></p> <ol style="list-style-type: none"> <li>1. The swimmer will demonstrate an understanding of the short and long term effects of performance enhancing drugs.</li> <li>2. The swimmer maintains their diet plan, even while traveling.</li> </ol> <p><b>Time Management</b></p> <ol style="list-style-type: none"> <li>1. The swimmer has mastered time management skills so outside activities do not interfere with practice and meet attendance.</li> </ol> <p><b>Commitment and Team Loyalty</b></p> <ol style="list-style-type: none"> <li>1. The swimmer understands the need to sacrifice self interest for team goals.</li> <li>2. The swimmer demonstrates commitment to his or her team by continued dedicated membership of at least six years.</li> </ol>	<p><b>Championship Behavior and Accountability</b></p> <ol style="list-style-type: none"> <li>1. The swimmer demonstrates leadership responsibilities by working with younger swimmers (e.g. talking with them, helping them at meets).</li> <li>2. The swimmer understands the importance of seasonal, yearly, and quadrennial planning and the consistency of the plan within each of the cycles.</li> <li>3. The swimmer will recognize the effects of poor communication.</li> <li>4. The swimmer knows the qualifying standards for Junior Nationals.</li> </ol> <p><b>Work Ethic and Self Discipline</b></p> <ol style="list-style-type: none"> <li>1. The swimmer takes pride in doing the little things well and goes beyond the call of duty.</li> <li>2. The swimmer demonstrates self motivation.</li> </ol> <p><b>Commitment and Team Loyalty</b></p> <ol style="list-style-type: none"> <li>1. The swimmer demonstrates commitment to his or her team by continued dedicated membership of at least eight years.</li> </ol>	<p><b>Championship Behavior and Accountability</b></p> <ol style="list-style-type: none"> <li>1. The swimmer understands the relationship of seasonal, yearly, and quadrennial planning and works with the coach in establishing priorities.</li> <li>2. The swimmer recognizes the importance of communicating with the media.</li> <li>3. The swimmer accepts and appreciates the responsibilities and benefits of being an ambassador of swimming by participating in public speaking, interviews, autograph sessions, ect.</li> <li>4. The swimmer knows the qualifying standards for Nationals.</li> </ol> <p><b>Work Ethic and Self Discipline</b></p> <ol style="list-style-type: none"> <li>1. The swimmer demonstrates consistent, high quality performance in training.</li> <li>2. The swimmer can manage setbacks so they don't interfere with long range goals.</li> <li>3. The swimmer will consistently make choices that positively affect training performance.</li> </ol> <p><b>Commitment and Team Loyalty</b></p> <ol style="list-style-type: none"> <li>1. The swimmer demonstrates commitment to his or her team by continued dedicated membership of at least ten years.</li> </ol>

Competitive Performance Descriptions	Level One Minimums	Level Two Minimums	Level Three Minimums	Level Four Minimums
<p>The competitive performance section is designed to allow the coach to establish a progression of times for the athletes to achieve in competition before the athlete can move to the next level. The focus is very light in the first three levels, which include the prerequisite level; performance times are introduced in level three. One of the goals in this category is to prepare the athlete for long-term development by emphasizing all four strokes, avoiding specialization until later in the athlete's career. Another is to expose our athletes to what swimmers in the rest of the country are doing in terms of performance and prepare them for what awaits in college swimming..</p> <p>The competitive times progressions are designed to dovetail into what is expected in practice performances. The times listed next for each level are used to determine the training speeds in the training category.</p>	<p>The swimmer has competing in at least three time trials for the primary focus of skill and technical development.</p>	<p>The swimmer has competing in at least one swim meet for the primary focus of skill and technical development.</p> <p>The swimmer has completed their IMReady program.</p>	<p>1. Swimmer must achieve at least:</p> <ul style="list-style-type: none"> <li>a. 10 and under 'AAA' time standard, or</li> <li>b. 11-12 'A' time standard, or</li> <li>c. 13-14 'BB' time standard</li> </ul> <p>from the National Age Group Motivational Time Standards (NAG 16) in at least two different strokes.</p> <p>2. Has completed their IMX program and earned a score of 1500 points or higher.</p>	<p>1. The swimmer must achieve at least:</p> <ul style="list-style-type: none"> <li>a. 11-12 'AA' time standard, or</li> <li>b. 13-14 'A' time standard</li> </ul> <p>from the National Age Group Motivational Time Standards (NAG 16) in at least two different strokes.</p> <p>2. Has completed their IMX program and earned a score of at least 2400 points.</p>
Date Achieved				

Level Five Minimums	Level Six Minimums	Level Seven Minimums	Level Eight Minimums
<ul style="list-style-type: none"> <li>1. The swimmer must achieve a 13-14 National 'AAA' Time standard.</li> <li>2. The swimmer has completed their IMX program with a score of at least 2800.</li> </ul>	<p>In addition to the previous levels, the swimmer has qualified and competed at USA Swimming Speedo Sectional Championships in at least one individual event.</p>	<p>In addition to the previous levels, the swimmer has qualified and competed at USA Swimming Junior National Championships in at least one individual event.</p>	<p>In addition to the previous levels, the swimmer has qualified and competed at USA Swimming National Championships in at least one individual event.</p>

Physiology Descriptions	Level One Minimums	Level Two Minimums	Level Three Minimums	Level Four Minimums
<p>A variety of physiological adaptations are required for optimal performance because events in competitive swimming range in duration from about 20 seconds up to a little less than 20 minutes. Elements of both speed and endurance have been shown to be important factors in competitive success. Thus, competitive swimmers spend a great deal of their training efforts on enhancing their physiological capacities to optimize their sprint and endurance abilities. The development of physiological systems for success must coincide with that athlete's responsiveness to the various forms of conditioning at different times during his or her growth and development. For example, it has been shown that children have a limited capacity to perform and adapt to high-intensity anaerobic work prior to puberty. Thus, a well-planned training program designed to maximize the swimmers' ultimate performance potential will avoid placing too much emphasis on this kind of physiological conditioning until the late adolescent phase of development. Instead, the focus in early childhood should be in developing the skills and aerobic endurance necessary to perform the higher-intensity training later in the swimmers' careers. The physiological progressions included in this booklet were designed to reflect this philosophy by introducing physiological capacities at the appropriate times of the swimmer's career.</p>	<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li>Coordinated movement patterns: The swimmer can swim freestyle and backstroke with legal form.</li> <li>Aerobic endurance:               <ol style="list-style-type: none"> <li>The swimmer can complete a 45 minute practice session without breaks.</li> <li>The swimmer can perform a continuous swim for 5 minutes.</li> </ol> </li> </ol> <p><b>Dryland:</b></p> <ol style="list-style-type: none"> <li>The swimmer will participate in multiple sports / activities.</li> </ol> <p><b>Nutrition:</b></p> <ol style="list-style-type: none"> <li>The swimmer can name three sources of fruit, vegetables, grains, dairy, protein, and fat.</li> <li>Has a favorite healthy snack.</li> <li>Asks for healthy snacks/meals.</li> </ol>	<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li>Coordinated movement patterns: The swimmer can swim all four competitive strokes legally.</li> <li>Aerobic endurance:               <ol style="list-style-type: none"> <li>The swimmer can complete an hour practice session without breaks.</li> <li>The swimmer can perform a continuous swim for 10 minutes.</li> </ol> </li> </ol> <p><b>Cognitive:</b></p> <ol style="list-style-type: none"> <li>The swimmer begins to understand maturation, physical development, and nutrition.               <ol style="list-style-type: none"> <li>Understands and accepts individual differences in physical size within an age group.</li> <li>Understands that energy for exercise is derived from nutrition.</li> <li>Understands and pinpoints where the power, recovery, and glide portions of all the strokes are.</li> </ol> </li> </ol> <p><b>Dryland:</b></p> <ol style="list-style-type: none"> <li>The swimmer will participate in multiple sports / activities.</li> </ol> <p><b>Nutrition:</b></p> <ol style="list-style-type: none"> <li>Can independently pack healthy snacks for during school and before and after training.</li> <li>Able to choose quality calories from fruit, vegetables, whole grains and cereals, dairy, protein and fats.</li> </ol>	<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li>Coordinated movement patterns: The swimmer can swim all four strokes with legal forms.</li> <li>Aerobic Endurance: The swimmer performs a T30 swim in practice once per season.</li> </ol> <p><b>Cognitive:</b></p> <ol style="list-style-type: none"> <li>The swimmer understands maturation and physical development: Begins to understand the relationship between training programs, maturation, and physical development.</li> <li>The swimmer understands the purpose of heart rate measurement.</li> <li>The swimmer can measure his or her own resting and exercise heart rate.</li> <li>The swimmer understands the importance of muscular flexibility in swimming performance.</li> <li>The swimmer understands the importance of proper technique and its role in injury prevention.</li> </ol> <p><b>Dryland:</b></p> <ol style="list-style-type: none"> <li>The swimmer starts to learn athletic movements on land that they aren't getting playing other sports.</li> <li>The swimmer participates in multiple sports / activities.</li> </ol> <p><b>Nutrition:</b></p> <ol style="list-style-type: none"> <li>Understands that "food is fuel".</li> <li>Makes healthy food choices (despite teammates unhealthy choices while traveling, after training, ect.)</li> <li>Can put together a healthy meal with all macros.</li> </ol>	<p><b>Physical:</b></p> <p>Aerobic endurance:</p> <ol style="list-style-type: none"> <li>The swimmer completes a T30 swim two times per season with improvement.</li> <li>The swimmer completes a T30 kick in practice at least once per season.</li> <li>The swimmer completes a 4 X 500 two times per season with improvement.</li> </ol> <p><b>Cognitive:</b></p> <ol style="list-style-type: none"> <li>The swimmer understands the concept of a balanced diet and basic fuels used during swimming training.</li> <li>The swimmer begins to understand the basics of different energy systems usage in sprinting versus distance swimming.</li> <li>The swimmer can use heart rate measurement to monitor exercise intensity and recovery.</li> <li>Introduction of broken swims to learn race strategy and pacing.</li> <li>Swimmer begins to train at known race paces.</li> <li>Swimmer follows prescribed race plan.</li> </ol> <p><b>Dryland:</b></p> <ol style="list-style-type: none"> <li>The swimmer starts to take ownership of the dryland activities.</li> <li>The swimmer emphasizes keeping the body healthy and injury free.</li> <li>The swimmer participates in dryland approximately three times per week.</li> </ol> <p><b>Nutrition:</b></p> <ol style="list-style-type: none"> <li>Reads and understands aspects of nutrition labels ex: calories to serving, fats (g), carb (g), protein (g).</li> <li>Can cook a healthy meal using kitchen equipment.</li> </ol>
Date Achieved				

Level Five Minimums	Level Six Minimums	Level Seven Minimums	Level Eight Minimums
<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li><i>Aerobic Endurance</i> <ol style="list-style-type: none"> <li>The swimmer completes a T30 swim three times per season with improvement.</li> <li>The swimmer completes a T30 kick two times per season with improvement.</li> <li>The swimmer completes 4 X 500 three times per season with improvement.</li> </ol> </li> <li><i>Sprint Capacity:</i> <ol style="list-style-type: none"> <li>The swimmer swims 12 X 25 doing 3 of each stroke at maximum velocity at least 3 times per season.</li> </ol> </li> </ol> <p><b>Cognitive:</b></p> <ol style="list-style-type: none"> <li>The swimmer understands the difference in aerobic and anaerobic energy systems.</li> <li>The swimmer understands nutritional requirements of training and competition and demonstrates an understanding of basic nutrition principles, fuels for swimming performance, training diets, hydration, RDA's for swimmers, and the importance of eating a balanced diet.</li> <li>The swimmer demonstrates an understanding of the relationship between training programs and maturation and development as well as their effects on competitive and training performance.</li> <li>Understands how to use heart rate measurement to monitor training progress.</li> <li>The swimmer knows race plans for each event and the appropriate training paces to achieve goal times.</li> </ol> <p><b>Dryland</b></p> <ol style="list-style-type: none"> <li>Participates in dryland 3-5 times per week.</li> <li>Introduced to foam rolling/dynamic stretching.</li> <li>Performs the following with good form. <ol style="list-style-type: none"> <li>20 Pushups</li> <li>:30 Flutter Kick</li> <li>:30 Wall Sit</li> <li>:30 Plank</li> <li>:30 Right Plank</li> <li>:30 Left Plank</li> </ol> </li> </ol> <p><b>Nutrition</b></p> <ol style="list-style-type: none"> <li>Can determine calorie needs considering activity level.</li> <li>Can read and understand aspects of nutrition labels ex: Fat/ Carb/ Protein % and electrolytes.</li> <li>Can set personal goals to help achieve healthier lifestyle and diet.</li> </ol>	<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li><i>Aerobic Endurance</i> <ol style="list-style-type: none"> <li>The swimmer completes a T30 swim three times per season with improvement.</li> <li>The swimmer completes a T30 kick three times per season with improvement.</li> <li>The swimmer completes 4 X 500 three times per season with improvement.</li> </ol> </li> <li><i>Sprint Capacity:</i> <ol style="list-style-type: none"> <li>The swimmer performs 12 X 25 at maximum velocity at least three times per season with improvement.</li> </ol> </li> <li><i>Lactate Tolerance:</i> <ol style="list-style-type: none"> <li>The swimmer performs the following set three times per season: 12 X 100 @3:30 holding goal 200 time.</li> <li>The swimmer performs the following set three times per season: 7 X 100 @ best time plus :03 on all.</li> </ol> </li> </ol> <p><b>Cognitive:</b></p> <ol style="list-style-type: none"> <li>The swimmer demonstrates knowledge of energy systems. <ol style="list-style-type: none"> <li>Can describe the relationship between training sets and energy systems.</li> <li>Demonstrates an understanding of training periodization.</li> </ol> </li> <li>The swimmer understands nutritional requirements of training and competition.</li> </ol> <p><b>Dryland</b></p> <ol style="list-style-type: none"> <li>The swimmer is introduced to strength training.</li> <li>The swimmer is introduced to light jump training with emphasis on landing mechanics first and progressing to double, single and reactionary.</li> <li>The swimmer participates in dryland 4-5 times per week.</li> <li>The swimmer can perform the following with good form: <ol style="list-style-type: none"> <li>30 Push ups</li> <li>1:00 Flutter Kick</li> <li>1:00 Wall Sit</li> <li>1:00 Plank</li> <li>1:00 Right Plank</li> <li>1:00 Left Plank</li> </ol> </li> </ol> <p><b>Nutrition:</b></p> <ol style="list-style-type: none"> <li>Has a healthy meal/ snack routine throughout the week that is time efficient.</li> <li>Can meal prep when needed.</li> <li>Makes smart decisions at the grocery store.</li> <li>Can compare nutrition labels for healthier options.</li> </ol>	<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li><i>Aerobic Endurance</i> <ol style="list-style-type: none"> <li>The swimmer performs a T30 swim four times per season with improvement.</li> <li>The swimmer performs a T30 kick four times per season with improvement.</li> <li>The swimmer completes 4 X 500 four times per season with improvement.</li> </ol> </li> <li><i>Sprint Capacity:</i> <ol style="list-style-type: none"> <li>The swimmer performs 12 X 25 at maximum velocity four times per season with improvement.</li> </ol> </li> <li><i>Lactate Tolerance:</i> <ol style="list-style-type: none"> <li>The swimmer performs the following set four times per season: 12 X 100 @ 3:00 holding goal 200 time.</li> <li>The swimmer performs the following set four times per season: 7 X 10 @ best time plus :03 on all, making all 100's.</li> </ol> </li> </ol> <p><b>Cognitive:</b></p> <ol style="list-style-type: none"> <li>The swimmer demonstrates knowledge of energy systems. <ol style="list-style-type: none"> <li>Demonstrates knowledge of personal training velocities for each training category.</li> <li>Can discuss training needs based on test set results.</li> </ol> </li> <li>The swimmer develops and understands nutritional plan for training and competition.</li> </ol> <p><b>Dryland:</b></p> <ol style="list-style-type: none"> <li>The swimmer continues with an athletic based strength program.</li> <li>The swimmer will do a plyometric program which will emphasize landing properly and jumping as quickly and as high as possible.</li> <li>The swimmer can perform the following with good form: <ol style="list-style-type: none"> <li>40 Pushups</li> <li>1:30 Flutter Kicks</li> <li>1:30 Plank</li> <li>1:30 Right Side Plank</li> <li>1:30 Left Side Plank</li> <li>1:30 Wall Sit</li> </ol> </li> </ol>	<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li><i>Aerobic Endurance:</i> <ol style="list-style-type: none"> <li>The swimmer performs a T30 swim five times per season with improvement.</li> <li>The swimmer performs a T30 kick five times per season with improvement.</li> <li>The swimmer completes 4 X 500 five times per season with improvement.</li> </ol> </li> <li><i>Sprint Capacity:</i> <ol style="list-style-type: none"> <li>The swimmer performs 12 X 25 at maximum velocity five times per season with Improvement.</li> </ol> </li> <li><i>Lactate Tolerance:</i> <ol style="list-style-type: none"> <li>The swimmer performs the following set five times per season: 12 X 100 @2:30 holding goal 200 time.</li> <li>The swimmer performs the following set 5 times per season: 7 X 100 @ best time plus :03 on all, making all 100's.</li> </ol> </li> </ol> <p><b>Cognitive:</b></p> <ol style="list-style-type: none"> <li>The swimmer understands the nutritional requirements of training and competition; he or she demonstrates the ability to apply nutritional information to daily living.</li> </ol> <p><b>Dryland</b></p> <ol style="list-style-type: none"> <li>The swimmer can perform the following with good form: <ol style="list-style-type: none"> <li>50 Pushups</li> <li>2:00 Flutter Kick</li> <li>2:00 Plank</li> <li>2:00 Right Side Plank</li> <li>2:00 Left Side Plank</li> <li>2:00 Wall Sit</li> </ol> </li> </ol>

Psychology Descriptions	Level One Minimums	Level Two Minimums	Level Three Minimums	Level Four Minimums
<p>The factors that make up the psychological domain include peak performance management, concentration, self image, self talk, imagery and visualization, goal setting, and meet and practice behaviors.</p> <p>These skills help the athlete develop the ability to focus on what he or she can control and not to worry about the “uncontrollables.”</p>	<ol style="list-style-type: none"> <li>The swimmer demonstrates a sense of becoming capable of performing increasingly complex tasks.</li> <li>The swimmer understands and behaviorally demonstrates that others can teach them new things (willingness to learn new things and new perspectives or coachable)</li> <li>The swimmer behaviorally demonstrates and verbally communicates that participation in this activity is worth their time and effort (fun).</li> <li>The swimmer behaviorally demonstrates “initiative and competency” - becoming more comfortable with the pool/swimming environment and culture.</li> <li>The swimmer behaviorally demonstrates both a “me and a we” (egocentrism) in their learning and participation.</li> </ol>	<p><b>Peak Performance Management</b></p> <ol style="list-style-type: none"> <li>Can describe the relationship between nervousness and performance.</li> <li>Can describe the mind-body connection (negative thoughts lead to tight muscles lead to poor performance).</li> <li>Understands and can demonstrate the difference between tense and relaxed muscles (e.g. body position floats.)</li> <li>Can identify past situations where both have been present.</li> </ol> <p><b>Self - Image</b></p> <ol style="list-style-type: none"> <li>Understands the role of failure and the importance of learning from one’s mistakes; understands that this is essential to becoming a champion.</li> </ol> <p><b>Self - Talk</b></p> <ol style="list-style-type: none"> <li>Has a general understanding of the effect that negative self-talk plays on performance (understands the concept of garbage in, garbage out).</li> </ol> <p><b>Mental Dimensions of Training</b></p> <ol style="list-style-type: none"> <li>Understands that an important part of training in swimming involves the mental dimension.</li> </ol> <p><b>Concentration</b></p> <ol style="list-style-type: none"> <li>Has an understanding of what to focus on and what to block out both in practice and in meets.</li> <li>Is aware when focus leaves target and knows how to bring focus back (how to concentrate).</li> <li>Possesses a basic understanding of the concept of concentrations.</li> <li>Knows the difference between focusing on what’s important and what’s not.</li> </ol>	<p><b>Peak Performance Management</b></p> <ol style="list-style-type: none"> <li>Understands the relationship between relaxation and performance.</li> <li>Knows the three levels of nervousness (too little, just right, too much).</li> <li>Can perform diaphragmatic (belly) breathing as relaxation technique.</li> <li>Understands that stress comes from negative self-talk and faulty focus of concentration.</li> <li>Understands the concept of “UC’s” or uncontrollables, as a major source of stress.</li> </ol> <p><b>Self - Image</b></p> <ol style="list-style-type: none"> <li>Is able to accept criticism from the coach.</li> <li>Understands that criticism is a critique of skills not a critique of an individual.</li> </ol> <p><b>Self - Talk</b></p> <ol style="list-style-type: none"> <li>Understands the benefits of and uses positive self-talk and affirmations.</li> <li>Closely monitors negative self-talk.</li> </ol> <p><b>Goal Setting</b></p> <ol style="list-style-type: none"> <li>Understands the value of setting goals to improve performance.</li> <li>Swimmer knows best times for practice and meets.</li> <li>Swimmer sets and writes personal goals.</li> </ol> <p><b>Concentration</b></p> <ol style="list-style-type: none"> <li>Understands the importance of concentration in practice and meets and can regularly recognize a faulty focus and bring self back to proper focus.</li> </ol>	<p><b>Peak Performance Management</b></p> <ol style="list-style-type: none"> <li>Can combine self-talk and slow breathing for arousal control.</li> <li>Has a clear awareness of personal stressors (UC’s).</li> <li>Is capable of performing progressive muscle relaxation.</li> <li>Recognizes that anxiety can negatively affect mind and body.</li> <li>Knows techniques to control mind (positive self-talk and imagery) and body (deep breathing, progressive muscle relaxation).</li> </ol> <p><b>Imagery and Visualization</b></p> <ol style="list-style-type: none"> <li>Understands the importance of imagery in enhancing performance.</li> <li>Knows the principles behind effective imagery practice.</li> <li>Can perform basic visualization skills.</li> </ol> <p><b>Self - Talk</b></p> <ol style="list-style-type: none"> <li>Knows at least one technique for handling negative self-talk.</li> </ol> <p><b>Goal Setting</b></p> <ol style="list-style-type: none"> <li>Understands the principles of effective goal setting.</li> <li>Beginning to set goals for the entire season.</li> </ol> <p><b>Concentration</b></p> <ol style="list-style-type: none"> <li>Can quickly return concentration focus in practice and in meets from uncontrollables to appropriate focus.</li> </ol>
Date Achieved				

Level Five Minimums	Level Six Minimums	Level Seven Minimums	Level Eight Minimums
<p><b>Peak Performance Management</b></p> <ol style="list-style-type: none"> <li>1. Demonstrates an understanding of the individual zones of optimal functioning concept.</li> <li>2. Can identify (personal) optimal zone of performance both in practice and competition.</li> <li>3. Understands personal signs of under or over excitement ( not enough or too much nervousness).</li> <li>4. Skilled in two or more excitement/nervousness control techniques.</li> </ol> <p><b>Self - Image</b></p> <ol style="list-style-type: none"> <li>1. Realizes that positive comments help reduce stress, build confidence, and can increase the enjoyment of competition and practice.</li> <li>2. Understands the damage of negative self talk to self-esteem, performance, and the enjoyment of the sport.</li> </ol> <p><b>Imagery and Visualization</b></p> <ol style="list-style-type: none"> <li>1. Can visualize a race from start to finish. Can control the image so vision matches actual performance.</li> </ol> <p><b>Goal Setting</b></p> <ol style="list-style-type: none"> <li>1. Has developed a long-range goal within the sport.</li> <li>2. Develops short-term and intermediate goals that ultimately tie into long-range goals.</li> </ol> <p><b>Concentration</b></p> <ol style="list-style-type: none"> <li>1. Develops a pre-race ritual or routine.</li> <li>2. Develops race focal points for concentration.</li> </ol> <p><b>Meet and Practice Behavior</b></p> <ol style="list-style-type: none"> <li>1. Understands the effect of posture and actions on emotions.</li> <li>2. Uses the “Act as if” strategy as a fallback position.</li> </ol>	<p><b>Peak Performance Management</b></p> <ol style="list-style-type: none"> <li>1. Demonstrates an understanding of factors that excite and relax the athlete.</li> <li>2. Utilize relaxation techniques under meet duress to perform optimally.</li> <li>3. Maintain optimum relaxation level (“good nervousness”) regardless of uncontrollables.</li> <li>4. Learns to utilize imagery skills to manage competitive stress.</li> </ol> <p><b>Self - Image and Goal Setting</b></p> <ol style="list-style-type: none"> <li>1. Can use ultimate goal in sport to maintain intensity and work ethic in practice.</li> </ol> <p><b>Self - Talk</b></p> <ol style="list-style-type: none"> <li>1. Able to positively reframe uncontrollables and adversity to enhance confidence.</li> </ol> <p><b>Imagery and Visualization</b></p> <ol style="list-style-type: none"> <li>1. Through instruction is able to visualize a race from start to finish in complete detail (seeing, hearing, and feeling).</li> </ol> <p><b>Concentration</b></p> <ol style="list-style-type: none"> <li>1. Demonstrates an ability to rebound quickly from mistakes and failures.</li> <li>2. Able to successfully use pre-race routines and control focal points to maintain concentration during a race.</li> <li>3. Consistently swims “in own lane” in practice and meets.</li> </ol>	<p><b>Peak Performance Management</b></p> <ol style="list-style-type: none"> <li>1. Skilled at managing competitive pressure (uses relaxation techniques pre-race).</li> <li>2. Maintains perspective before big meets and can have fun in big competitions.</li> <li>3. Aware of tension in muscles and can relax them on cue as needed.</li> <li>4. Develops and uses relaxation cues pre performance to maintain arousal control.</li> </ol> <p><b>Self - Image</b></p> <ol style="list-style-type: none"> <li>1. Able to keep racing and swimming in perspective.</li> <li>2. Does not tie up self-image in swim results.</li> </ol> <p><b>Imagery and Visualization</b></p> <ol style="list-style-type: none"> <li>1. Can successfully utilize coping imagery for mastering stress.</li> <li>2. Is able to create more vivid images in mind’s eye.</li> <li>3. Has developed control of internal images and can turn negatives into positives.</li> <li>4. Can assess past races to develop peak performance cues.</li> </ol> <p><b>Race Mentality</b></p> <ol style="list-style-type: none"> <li>1. Understands that swimming fast is about not thinking.</li> <li>2. Develops a sense of trust in self and abilities pre-race.</li> <li>3. Learns to let the fast swim happen.</li> </ol> <p><b>Goal Setting</b></p> <ol style="list-style-type: none"> <li>1. Can utilize ultimate goal to persevere in the face of setbacks, obstacles, and losses.</li> <li>2. Completely intrinsically driven.</li> </ol>	<p><b>Peak Performance Management</b></p> <ol style="list-style-type: none"> <li>1. Can raise or lower arousal control as needed before a competition.</li> <li>2. Has developed own personal coping style integrating a number of relaxation techniques.</li> <li>3. Can effectively handle national and international level pressure.</li> <li>4. Has developed awareness of competitors’ arousal level without being distracted.</li> <li>5. Relaxation techniques perfected and utilized automatically as needed.</li> </ol> <p><b>Self - Image</b></p> <ol style="list-style-type: none"> <li>1. Has developed inner sense of well- being from personal and athletic development.</li> <li>2. Has a fully developed sense of mental toughness.</li> </ol> <p><b>Self - Talk</b></p> <ol style="list-style-type: none"> <li>1. Has the ability to swim fast despite the presence of last-second negative self-talk.</li> <li>2. Can put self on “automatic” and quiet inner dialogue when racing.</li> </ol> <p><b>Imagery and Visualization</b></p> <ol style="list-style-type: none"> <li>1. Able to utilize peak performance cues before races.</li> <li>2. Displays ability to mentally rehearse in vivid detail and with imagery control.</li> <li>3. Utilizes both mastery and coping imagery as needed.</li> <li>4. Visualization skills perfected and used automatically as needed.</li> </ol> <p><b>Concentration</b></p> <ol style="list-style-type: none"> <li>1. Skill refined to “tunnel vision” as needed in practice and competition.</li> <li>2. In total control of eyes and ears in terms of concentration.</li> </ol>

Training Set Descriptions	Level One Minimums	Level Two Minimums	Level Three Minimums	Level Four Minimums
<p>The workout sets listed in the training category are not intended to represent a full menu of sets for each of the energy systems. The critically important lactate tolerance sets and other anaerobic sets are not included because swimmers at any level can "keep up" with the long rest intervals. The intervals that are presented in the training category of this booklet represent the minimum pace that the swimmers must be able to sustain to handle the aerobic work in the next level. Needless to say, both the intervals and the length of the aerobic sets at any given level will carry throughout the season.</p>	<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li>The athlete is capable of swimming a 300 yard set of freestyle and backstroke as well as kicking on the following 50 yard intervals:                             <ol style="list-style-type: none"> <li>Free - 1:30</li> <li>Back - 1:30</li> <li>Kick - 1:30</li> </ol> </li> <li>The athlete is capable of swimming a 150 yard set of legal breaststroke and butterfly on the following 25 base intervals:                             <ol style="list-style-type: none"> <li>Fly - 1:00</li> <li>Breast - 1:00</li> </ol> </li> </ol> <p><b>Cognitive:</b> Begins to use the pace clock</p>	<p><b>Physical:</b></p> <ol style="list-style-type: none"> <li>The athlete is capable of swimming 600 yard set of the four competitive strokes as well as kicking on the following 50 yard interval bases.                             <ol style="list-style-type: none"> <li>Free - 1:00</li> <li>Back - 1:10</li> <li>Breast - 1:30</li> <li>Fly - 1:30</li> <li>Kick - 1:30</li> <li>IM - 2:30 (Per 100)</li> </ol> </li> </ol> <p><b>Cognitive:</b> Accurately counts and computes distances.</p>	<p><b>Physical:</b></p> <p>Can complete the following practice sets:</p> <p>6 X 200 IM @ 3:40                              10 X 100 Kick @ 2:00                              15 X 100 Free @ 1:40                              15 X 100 Fly @ 2:00                              15 X 100 Back @ 1:50                              15 X 100 Breast @ 2:00</p>	<p><b>Physical:</b></p> <p>Can complete the following practice sets:</p> <p>8 X 200 IM @ 3:20                              15 X 100 Kick @ 1:50                              20 X 100 Free @ 1:20                              20 X 100 Back @ 1:30                              20 X 100 Breast @ 1:40                              20 X 100 Fly @ 1:40</p>
Date Achieved				

Level Five Minimums	Level Six Minimums	Level Seven Minimums	Level Eight Minimums
<p><b>Physical:</b></p> <p>Can complete the following practice sets:</p> <p>6 X 400 IM @ 6:00                              20 X 100 Kick @ 1:40                              25 X 100 Free @ 1:15</p>	<p><b>Physical:</b></p> <p>Can complete the following practice sets:</p> <p>6 X 400 IM @ 5:40                              20 X 100 Kick @ 1:30                              25 X 100 Free @ 1:10</p>	<p><b>Physical:</b></p> <p>Can complete the following practice sets:</p> <p>8 X 400 IM @ 5:20                              20 X 100 Kick @ 1:25                              30 X 100 Free @ 1:05</p>	<p><b>Physical:</b></p> <p>Can complete the following practice sets:</p> <p>8 X 400 IM @ 5:00                              25 X 100 Kick @ 1:20                              30 X 100 Free @ 1:00</p>

# KKW TEAM POLICIES

## Locker Room

### *Purpose*

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

### *Facilities*

Ketchikan Killer Whales Swim Club practices at the Ketchikan Gateway Borough Parks & Recreation Gateway Aquatics Center. This location has a changing area that is shared with the general public. As such, there are likely to be people who are not associated with KKW in the changing area around the time of practice.

### *Monitoring*

#### **General Policy Considerations**

Coaches and staff make reasonable effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, they will check on the athlete's whereabouts. The coach or staff may ask a KKW adult parent member to check on the missing swimmer. In those instances, it will be a same-sex parent.

If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight) or an athlete's disability warrants assistance, then KKW asks that the swimmer's parents help the athlete. If the adult helping the swimmer is an appointed person, we ask the swimmers parent to let the coach or staff know beforehand who the appointed person will be, that is helping the swimmer.

KKW has staggered practices, with different groups arriving and departing at different times. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While KKW does not post staff, a coach, parent, or other adult inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Staff, a coach, parent, or other adult may conduct these sweeps, with women checking only female locker rooms, and men checking only male locker rooms.

In addition to the KKW representatives checking locker rooms, Ketchikan Gateway Aquatics Center Staff also monitors locker rooms. Any finding by Ketchikan Gateway Aquatics Center Staff will have the same consequences as any finding by a KKW representative.

### *Use of cell phones and other mobile recording devices*

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area:

#### ***Reference USA Swimming: 305.3***

**Use of audio or visual recording devices, including a cell phone camera is not allowed in changing areas, restrooms, or locker rooms.**

## Travel

*Alaska Swimming offers travel assistance for Age Group Championships, Junior Olympics, Senior Champs, and National-Level Meets. Copies of full fare ticket receipts must be submitted to the Treasurer within three days after the meet to submit to ASI for individuals' reimbursement. Alaska Swimming does not offer travel assistance for mileage tickets.*

In order to travel to a meet, a swimmer must have the following qualifications: Approval by the coach; KKW fees current; have the qualifying times or the ability to swim the number of swims needed to attend the meet; achieve at least the minimum practice attendance required by their training group.

Travel is the most costly of the club's expenses. Coaches will only travel to meets offered on the meet schedule. The coach and chaperone's airfares, hotel accommodations and the coaches' per diems are paid from the club monies. The team will not travel to an open qualifier meet without a minimum of 3 swimmers attending. For Championship Meets, the team will travel as long as a qualified athlete is attending.

Swimmer's travel expenses, as well as additional funds needed for food and personal expenditures during travel, are the responsibility of their parents. There will be swim meets that do not house traveling swimmers, which then will require enough funds for food and accommodations for the entire swim meet.

A swimmer who has repeatedly caused problems during workouts or who has been a problem on a prior trip may not be allowed to travel.

Swimmers must adhere to the KKW code of conduct (signed by swimmer at registration) while traveling to and from a meet. Swimmers must follow rules and instructions of coaches and chaperones. When traveling, swimmers must check in and out with chaperones and/or the coach. This includes a final check out upon returning home, if traveling without parents. Swimmers must be accompanied by an adult when not at the pool.

### ***Swimmers Traveling Without Their Parent***

Swimmers attending Alaska Senior Championships, Oregon Senior Championships, and National-Level Meets will travel with the coach to the meet. Team housing will be organized by KKW. Swimmers traveling to meets are responsible for their travel costs. Swimmers housed in a hotel will be responsible for their portion of the total for the accommodations. For all other meets the swimmers' travel plans and supervision as well as the financial requirement is the parents responsibility. The following policies pertain to swimmers traveling without their parents.

The following items are Code of Conduct stipulations in the USA Swimming Rulebook:

- A. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- B. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- 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 to USA Swimming's required code of conduct policies, KKW's rules are as follows:

- A. Swimmers are not allowed to get off the airplane or ferry at stops unless pre-arranged by the parent with the chaperone/coach for a particular reason, or at the discretion of the chaperone or coach.
- B. On the ferry, no swimmer of any age is allowed on the outside deck without an adult. No swimmers are allowed in the solarium at any time. Crew quarters, car deck and staterooms are off limits for all swimmers unless the chaperone or coach has granted specific permission.
- C. Swimmers must be accompanied by an adult at all times in public.
- D. Upon arrival at the airport or ferry terminal, you must check out with your coach/chaperone before leaving with your housing family or your parents.

- E. At the pool, swimmers must check in each morning with their coach/chaperone and check out before leaving at the end of the day.
- F. No swimmer is to leave the pool at any time during the meet without permission from the coach/chaperones.

KKW suggests the following:

- A. When booking a minor traveling alone, families may list the coach as the guardian or call Alaska Airlines to explain that KKW is traveling as a group.
- B. Families should send an appropriate amount of money with their swimmer for meals and possibly shopping. If you would like to send additional money with the coach for the swimmer, contact the head coach.
- C. It is recommended to bring only one piece of luggage and a backpack. Be sure to label all belongings. For airplane travel, swim gear must be with the swimmer in their backpacks and not in checked luggage.

Please make sure that you are representing Ketchikan and KKW with the utmost respect.

Chaperones, housing parents and coaches are not required to be knowledgeable about medical issues that your child may have. If your child has serious medical problems like asthma or allergies or requires daily prescription medication that may require medical attention if not adhered to, it is recommended that you travel with your child. If you choose to send your child, chaperones and coaching staff will attempt to accommodate the needs of your child if they require such medications. (Please refer to the liability section of the medical release form). All parents of swimmers who are traveling must have signed a medical release form. All parents of swimmers who are housing out with host families must have signed a housing liability release form.

If your swimmer has pills or medication that are being used, please let the chaperone know at the time of travel. Chaperones/coaches will not dispense any pills/medication except at the written request of a parent or guardian, including ibuprofen or acetaminophen.

Rude or disruptive behavior, including swearing or other forms of foul language, will result in disciplinary action. Smoking or possession of alcoholic beverages or other drugs will result in direct disciplinary action.

Failure to comply with the above rules of conduct may result in the following disciplinary action:

- If a swimmer's conduct at meets held in Ketchikan does not conform to the above rules, the swimmer may not be allowed to participate in or travel to the next swim meet.
- At an away meet, on a first offense, swimmers may be scratched from the remainder of the meet and may be sent home immediately at their parents' expense.
- A second offense may result in a loss of all travel rights for a time to be determined by the KKW Board of Directors.

## Photography

All photographs must observe generally accepted standards of decency, in particular:

1. Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
2. Action shots should not be taken or retained where the photograph reveals a torn or displaced suit.
3. Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the pool.
4. Photographs should not be taken in locker rooms or bathrooms.

Photos and videos will be used for promotional purposes of the team and/or educational purposes for the athlete and may be published on a bulletin board, in email/newsletter, website, Facebook page, Instagram and other team promotional publications.

Parents who do not give permission for Ketchikan Killer Whales Swim Club to use their children's photos and videos for promotional use may express this in writing to the Head Coach or Board President. Team and large group photos taken at team events will be used for promotional use and parents refusing permission of use, should have their children refrain from participating in these photos.

## Electronic Communication Policy for KKW:

The KKW 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. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

**General Content:** All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

As with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol
- use sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems
- inappropriate or sexually explicit pictures

**Note:** Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

*Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the board, or other athletes?" With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **Transparent, Accessible and Professional**.*

*Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.*

*Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.*

*Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.*

*If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.*

**Facebook, blogs and similar sites:** Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a “friend.” A coach should not accept any “friend” request from an athlete. In addition, the coach should remind the athlete that this is not permitted.

Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

*The KKW Swim Club has an official Facebook page and Instagram account that athletes and their parents can follow for information and updates on team-related matters.*

*KKW also has a closed parents group on Facebook for current parents members to join to share photos and socialize. This is not an official communication forum for the team.*

**TWITTER:** Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete’s message/post. Coaches and athletes are not permitted to “direct message” each other through Twitter.

**TEXTING:** Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes. Texting only shall be used for the purpose of communicating information directly related to team activities.

**EMAIL:** Athletes and coaches may use email to communicate. When communicating with an athlete through email, a parent, another coach, or a board member should also be copied.

**REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS:** The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

## Action Plan of the KKW Swim Club to Address Bullying

Bullying of any kind is unacceptable at KWW Swim Club, and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The 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 expected to tell a coach, board member or athlete/mentor.

### Objectives of the Club's Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. KKW takes bullying seriously and all swimmers and parents can be assured that they will be supported when bullying is reported.

### What is bullying:

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

1. causing physical or emotional harm to the other member or damage to the other member's property;
2. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
3. creating a hostile environment for the other member at any USA Swimming activity;
4. infringing on the rights of the other member at any USA Swimming activity; or
5. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

### Reporting Procedure:

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents
- Talk to a Club Coach, Board Member
- Write a letter or email to the Club Coach, Board Member

### Addressing a bullying:

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **finding out what happened** and **supporting the kids involved** by using the following approach

#### FINDING OUT WHAT HAPPENED

##### Get the facts.

1. Keep all the involved children separate.
2. Get the story from several sources, both adults and kids.
3. Listen without blaming.
4. Don't call the act "bullying" while you are trying to understand what happened.

5. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyberbullying. Collect all available information.

**Determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

1. Review the USA Swimming definition of bullying;
2. To determine if the behavior is bullying or something else, consider the following questions: *What is the history between the kids involved? Have there been past conflicts? Is there a power imbalance? (Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.) Has this happened before? Is the child worried it will happen again?*
3. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
4. Once you have determined if the situation is bullying, support all of the kids involved.

### **Support the kids who are being bullied**

1. Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.
2. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. Etc. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

### **Address bullying behavior**

1. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
2. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
3. Work with the child to understand some of the reasons he or she bullied.
4. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others.
5. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people.

### **Support bystanders who witness bullying.**

Every day, kids witness bullying. They want to help, but don’t know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

1. Be a friend to the person being bullied;
2. Tell a trusted adult – your parent, coach, or club board member;
3. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
4. Set a good example by not bullying others.
5. Don’t give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

## Appendix A

### **TERMS AND CONDITIONS FOR PARTICIPATION The Ketchikan Killer Whales Swim Club**

1. All Member Registration Fees including, but not limited to USA Swimming Inc. registration fees, are not refundable.
2. Monthly dues are to be paid by the first day of each month. They will not be prorated. If a swimmer is active even one day during a month, they are responsible for that month's coaching dues.
3. Accounts carrying a balance past the 15th of each month will be charged a late fee of \$20. If the balance remains unpaid by the 1st of the following month, the swimmer will not be allowed to participate in practice, meets, and club related activities until the balance of the account is paid in full.
4. Any payments returned for insufficient funds or credit cards denied for any reason will be charged a \$30.00 fee to that member's KKW account.
5. In the event a swimmer is "moved-up" into a new group, they are then responsible for that group's monthly coaching fees.
6. Meet entry fees, office item charges, registration fees, swim shop, and team travel are in addition to the monthly dues. Nonpayment of any of these fees will also necessitate non-participation for the swimmer(s) until payment is made.
7. Should a swimmer decide to discontinue participation in the program with the Ketchikan Killer Whales Swim Club, the monthly dues for the month of which he/she is active for any portion thereof and any outstanding fees are considered an obligation to KKW, and are payable upon termination of participation, including but not limited to unfulfilled Service Hours and Fundraising.
8. Each parent, guardian, and swimmer is responsible for reading, understanding, and abiding by the contents of the Ketchikan Killer Whales Swim Club Team Handbook and the policies it contains.
9. Each parent, guardian, and swimmer will be required to read and abide by the "Parents Code of Conduct," "Service Hours Obligation Policy," "Fundraising Obligation Policy," and "Swimmers Code of Conduct." Failure to comply with the appendices of the team handbook may result in penalty fees and/or expulsion from the Ketchikan Killer Whales Swim Club.

I understand and agree to the above terms and conditions of the Ketchikan Killer Whales Swim Club in exchange for the privilege of my child(ren) to participate in the activities and swim program.

Ketchikan Killer Whales Swim Club official 2018-2019 registration will stand as agreement to the above conditions.

## Appendix B

### SWIMMER CODE OF CONDUCT

#### The Ketchikan Killer Whales Swim Club

1. The Ketchikan Gateway Borough Parks & Recreation/Gateway Aquatics Center rules are to be followed at all times, in all facilities.
2. You shall pledge your support and commitment to the KKW mission statement and accept your role as an ambassador for KKW and USA Swimming. Any actions taken by you that are determined to not be in support of this mission shall be declared a violation of the KKW Code of Conduct.
3. You shall adhere to the USA Swimming Code of Conduct.
4. The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or substance of any kind is prohibited. Any team member found or suspected to be in the presence of others (regardless of team affiliation) partaking in any of the above activities will be subject to expulsion from the Ketchikan Killer Whales Swim Club.
5. Disrespectful, indiscreet or destructive behavior will not be tolerated. It is the responsibility of each swimmer to make every effort to avoid guilt by association with such activities at any time.
6. Use of proper language is expected at all times.
7. All athletes are expected to treat team members, coaches, staff, and competitors with respect, support, and kindness. These expectations apply to all forms of conduct and communications, whether physical, verbal, written, or electronic that are consistent with the values set forth above and which go to the very core of this team. Only those athletes willing to show respect for their fellow members of our community belong on the Ketchikan Killer Whales Swim Club. Members who choose to ignore this policy can expect significant consequences, including the possibility of suspension or expulsion from the team for particularly serious or repeated disregard of this critically important principle.
8. Inappropriate displays of affection between swimmers has no place on pool deck at any time. Public romance, physical expressions of mutual attraction, or behavior deemed inappropriate by the KKW coaches will result in a dismissal from practice, competition, and team activities.
9. Athletes shall not engage in any behavior that presents a safety hazard to themselves or others.
10. Any person guilty of thievery, on and off of the team premises, will be subject to expulsion from the team.
11. Each swimmer is responsible for replacing accidentally lost or damaged equipment.
12. Each swimmer must have the required team cap for competition. When competing in preliminary and timed final swim swimmers will wear a black silicone KKW cap. When competing in finals swimmers will wear a white silicone KKW cap. Swimmers who earned a dome cap may wear that in the appropriate color.
13. Athletes shall adhere to all published KKW travel policies.
14. Be on time and prepared for each practice, competition, and team event.
15. ALWAYS represent the team positively in your behavior, appearance, and sportsmanship.

Violations of the Killer Whale Swim Club's Code of Conduct will result in disciplinary action up to and including dismissal from the team. Actions taken by the Board of Directors may include, but are not limited to:

- Written warning: from coach/official/Board of Directors detailing the infraction and future consequences pertaining to continued occurrence.
- Suspension: from club activities for an indeterminate time and a written warning from the coach/official/Board of Directors detailing the infraction and future consequences pertaining to continued occurrence.
- Dismissal: from club activities, a refund of all unused dues and a written warning from the coach/official/Board of Directors detailing the infraction and any possible actions present and/or future that may be taken by the dismissed member and/or by the club.

Ketchikan Killer Whale Swim Club official 2018-19 registration will stand as agreement to the above conditions, on behalf of the swimmer.

## Appendix C

### PARENT CODE OF CONDUCT

#### Ketchikan Killer Whales Swim Club

1. You shall pledge your support and commitment to the KKW mission statement and accept your role as an ambassador for KKW and USA Swimming. Any actions taken by you that are determined to not be in support of this mission shall be declared a violation of the KKW Code of Conduct.
2. You shall adhere to the USA Swimming Code of Conduct.
3. You shall not engage in any behavior that presents a safety hazard to you or others.
4. Practice teamwork with all parents, swimmers and coaches by supporting the values of Discipline, Loyalty, Commitment and Hard Work.
5. Do not coach or instruct the team or any swimmer at a practice or meet (from the stands or any other area) or interfere with coaches on pool deck.
6. Demonstrate good sportsmanship by conducting oneself in a matter that earns the respect of your child, other swimmers, parents, officials and the coaches at meets and practices.
7. You shall not engage in or support those who gossip, those who make negative and/or derogatory comments and those who encourage divisiveness concerning the current and/or proposed policies and practices of coaches, club officials, board members and other members of the club.
8. Maintain self-control at all times. Know your role.
  - a. Swimmers - Swim
  - b. Coaches - Coach
  - c. Officials - Officiate
  - d. Parents - Parent
9. Criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, and/or any participating swimmer will not be permitted or tolerated. These expectations apply to all forms of conduct and communications, whether physical, verbal, written, or electronic. Only those parents willing to show respect for their fellow members of our community belong on the Ketchikan Killer Whales Swim Club. Members who choose to ignore this policy can expect significant consequences, including the possibility of suspension or expulsion from the team for particularly serious or repeated disregard of this critically important principle.
10. You shall adhere to all published KKW travel policies.
11. Enjoy involvement with the Ketchikan Killer Whales Swim Club by supporting the swimmers, coaches and other parents with positive communication and actions.
12. You shall refrain from seeking a coach's attention during practice or while a KKW swimmer is competing, and from walking onto the pool deck during practice or at a competition for the sole purpose of engaging in a conversation with a coach or swimmer.
13. You shall abide by the "24-Hour Rule" when registering a complaint and utilize the appropriate channels of communication with regards to resolving this complaint, unless there is an immediate concern for the safety of an individual. The purpose of this "24-Hour Rule" is to provide a cooling off period for concerned parties.
14. During competitions, questions or concerns regarding decisions made by a meet official are directed to a member of our coaching staff. Parents may address USA Swimming Officials via the coaching staff ONLY.

Violations of the Killer Whale Swim Club's Code of Conduct will result in disciplinary action up to and including dismissal from the team. Actions taken by the Board of Directors may include, but are not limited to:

- Written warning: from coach/official/Board of Directors detailing the infraction and future consequences pertaining to continued occurrence.
- Suspension: from club activities for an indeterminate time and a written warning from the coach/official/Board of Directors detailing the infraction and future consequences pertaining to continued occurrence.
- Dismissal: from club activities, a refund of all unused dues and a written warning from the coach/official/Board of Directors detailing the infraction and any possible actions present and/or future that may be taken by the dismissed member and/or by the club.

Ketchikan Killer Whales Swim Club official 2018-2019 registration will stand as agreement to the above conditions.

## **APPENDIX D**

### **SERVICE OBLIGATION POLICY The Ketchikan Killer Whales Swim Club**

The intent of this policy is not to raise money, but to ensure that The Ketchikan Killer Whales Swim Club (KKW) swimmers have the opportunity to participate in competition as well as emphasize how very important it is that as members of a team, the service effort required is shared equally among its members. KKW is very fortunate to have a group of very committed parents who have helped unconditionally; however, there are times when events are threatened to not be held due to many positions left unfilled. We need help from everyone to continue to provide the service that the swimming community has come to expect as well as support the mission and vision of our team.

1. Each family is required to provide 30 service hours from September to May of the 2018-2019 Swim Season.
2. Each family is required to provide a minimum of 15 of those 30 service hours 'on deck'. ie. During either Time Trials or Swim Meets.
3. Accounts will be billed \$50 per hour of unfulfilled work hours at the end of the year.
4. Positions can be filled by parents and family members as well as friends and other families. Each family is responsible to filling the position but are not required to work the slot themselves necessarily.

To achieve our goals, we must work together as a team. We understand that there are many reasons a family may not be able to meet the 'on deck' obligation. In an effort to be as inclusive as possible to every family, parents with extenuating circumstances are asked to approach the Volunteer Coordinator, currently being covered by the Meet Director.

On-deck hours are any slots signed up for during time trials, or swim meets on the Team Unify website.

To achieve our goals, we must work together as a team. Those who cannot follow the rules stated above will not be welcome as part of our program. Failure to comply with the team policies may result in suspension or dismissal from the Ketchikan Killer Whales Swim Club.

Ketchikan Killer Whales Swim Club official 2018-19 registration will stand as agreement to the above conditions.

## APPENDIX E

### Fundraising Obligation Policy The Ketchikan Killer Whales Swim Club

- All Swimmers are required to participate in fundraising for the team throughout the season, unless opting to pay a higher monthly premium. **Each individual account will be required to raise a minimum of \$619 by May of each year.**
- If an account is unable to raise the minimum amount by the end of the season, the remaining amount will be billed to their account.
- If a family leaves the team early, they will be responsible for a prorated amount of the required \$619 depending on how many months they participated on the team.
- The team will make numerous efforts throughout the season to assist families in their fundraising requirements.
- Families are encouraged to raise more than the minimum amount for the team. Any fundraising over the \$619 requirement will benefit KKW and will not be credited to individual accounts.
- All swimmers will be billed for a book of raffle tickets regardless of whether they will be participating in fundraising or not. It is your responsibility to sign this book out.

#### Main Fundraising Opportunities

Fall Raffle (October –December)

Swim-A-Thon (January-March)

Sponsorship (May)

#### Additional Fundraising Opportunities

Coffee Sales (Year Round)

All swimmers required to fundraise \$619 unless they opt to pay more in monthly dues.

**\*Any swimmer starting after September will have Fundraising Obligation prorated based on the 9 month swim season.**

To achieve our goals, we must work together as a team. Those who cannot follow the rules stated above will not be welcome as part of our program. Failure to comply with the team policies may result in suspension or dismissal from the Ketchikan Killer Whales Swim Club.

Ketchikan Killer Whales Swim Club official 2018-19 registration will stand as agreement to the above conditions.

### Glossary

A glossary of those strange and wacky words we use in the sport of swimming. You may not find these words in the English Dictionary, and if you do, their definitions will probably be radically different than the ones listed in this Glossary. Relax and take your time reading. Soon you'll be understanding and maybe even speaking some "SWIMSLANG".

**A Finals** - The top 6 or 8 swimmers (depending on the # of lanes in the pool) in Prelim/Finals meet who, after the preliminary swim, qualify to return to the Finals. The A Final is the fastest heat when multiple heats are swam.

**Admission** - Some swim meets charge an admission fee to attend the meet as a spectator. These are typically larger more prestigious meets. Sometimes a heat sheet is included in the purchase of admission.

**Age group** - Division of swimmers according to age. The National Age Group divisions are: 10-under, 11-12, 13-14, 15-16, and 17-18. Some LSC's have divided the swimmers into more convenient divisions specific to their situations: e.g. 8-under, 13-over, Junior, Senior

**Aggregate Time**- times achieved by four individuals separately that are added together to get a relay time for entry procedures

**Alternate**- In a prelims/finals meet, after the finalists are decided, the next two fastest swimmers other than the finalist are designated as alternates (the faster of the 2 being first alternate and the next being the second alternate). If a finalist cannot participate, the alternates are called to take their place, often on a moment's notice.

**Anchor**- The final swimmer in a relay

**Approval**- a permit issued by an LSC for meet conducted in conformance with USA Swimming technical rules in which both members and non-members may compete.

**Approved Meet** - Swim meets conducted by organizations (other than USS member clubs or LSC's) that have applied to USS or the local LSC for approval. If approval is granted, swimmers may use times achieved as USS qualifying times. A USS official must be present at all sessions of the meet. Approval does not mean Sanctioned

**Attached** - the status of an athlete member who represents a member club in competition.

**Backstroke**- One of the 4 competitive racing strokes, basically any style of swimming on your back. Backstroke is swum as the first stroke in the Medley relay and second stroke in the I.M.

**Beep** - The starting sound from an electronic, computerized timing system.

**Bell Lap** - The part of a freestyle distance race (400 meters or longer) when the swimmer has 2 lengths plus 5 yards to go. The starter fires a gun shot over the lane of the lead swimmer when swimmer is at the flags.

**Block** - the platform located behind each lane where the swimmer starts their race.

**Breaststroke**- One of the 4 competitive racing strokes consisting of an underwater simultaneous recovery and pull, kick is performed like a frog. Breaststroke is swum as the second stroke in the medley relay and the third stroke in the I.M.

**Butterfly**- One of the 4 competitive racing strokes consisting of an overwater simultaneous recovery and simultaneous pull, kick is performed like a dolphin. Butterfly (or FLY) is swum as the third stroke in the medley relay and first stroke in the I.M.

**Button**- The manual timing system stopping device that records a back-up time in case the touchpad malfunctioned. It is the timers' responsibility to push the button as the swimmer finishes the race.

**Cap** -The latex or silicone covering worn on the swimmers' head.

**Champ. Meet** - The meet held typically at the end of a season. Qualification times are usually necessary to enter the meet.

**Champ. Finals** – The top 6, 8, or 10 swimmers (depending on the number of pool lanes) in an event after swimming preliminaries qualify to swim in finals. This is the fastest heat of finals when multiple heats are held.

**Check-In** – The procedure required before a swimmer swims an event in a deck seeded meet. Sometimes referred to as positive check in, the swimmer must indicate they are in attendance to swim that day of the meet. Instructions are provided by the meet host.

**Circle Seeding**- Typically done when there are preliminaries and finals. In the preliminary heats the last three heats are circle seeded. Instead of all the fastest swimmers being in the last heat they are spread between the last three heats. The fastest time will be in the last heat, second fastest time in the second last heat, third fastest time in the third last heat and so on with this pattern for the final three heats.

**Club** - An organization which has been accepted for membership in USA swimming and pays dues to USA Swimming and its Local Swim Community (LSC).

**Colorado** - A brand of automatic timing system used at swim meets.

**Conforming Time**- Time achieved in a course that corresponds to the meet competition course.

**Consolation Finals**- The next fastest 6, 8, or 10 swimmers, after the Championship Final heat has been filled after the preliminary swims. These swimmers qualify to return to the finals. Consolations are the second fastest heat of finals when multiple heats are held and are conducted before the championship heat.

**Course** - Designated distance (length of pool) for swimming competition. Long Course = 50 meters / Short Course = 25 yards or 25 meters.

**Deadline** - The date meet entries must be "postmarked" by, to be accepted by the meet host. Making the meet deadline does not guarantee acceptance into a meet since some larger meets are "full" weeks before the entry deadline.

**Deck** - The area around the pool reserved for swimmers, officials and coaches. No one but an authorized USA member may be on deck during a swim competition, warm-ups or practice.

**Deck Entry** - Entering into a meet the day of competition. Prices for deck entry are typically double what normal entry is. USA id number and USA registration card are necessary to deck enter. Some LSC's do not offer deck entry at meets.

**Deck Seeding** - Swimmers report to the Clerk of Course or a staging area and receive their lane and heat assignments for their events. Often times lane assignments are posted in a specific location at the pool for display.

**Developmental Meet** - A level meet specifically for novice and developing swimmers, who may or may not be new to the sport.

**Disqualified** - A swimmer's performance is not counted because of a rules infraction. An official raising one arm with open hand above their head shows a disqualification.

**Dive** - Entering the water head first. Diving is not allowed during warm-ups except at the designated time in specific lanes that are monitored by the swimmer's coach.

**Diving Well** - A separate pool or a pool set off to the side of the competition pool. This pool has deeper water and diving boards/platforms. During a meet, this area may be designated as a warm-down pool with proper supervision.

**Drag suit** - A second loose fitting swim suit worn by swimmers in workout and warm-up to add a certain amount of weight and resistance to the flow of the water around the swimmer. The concept is similar to a batter swinging two or three bats while on deck in a baseball game.

**Dropped Time** - When a swimmer goes faster than their previous performance, they have "dropped their time".

**Dryland** - The workout and various strength programs swimmers do out of the water.

**Dual Meet** - Type of meet where two (2) teams/clubs compete against each other.

**Electronic Timing** - Timing system operated on DC current (battery). The timing system usually has touchpads in the water, junction boxes on the deck with hook up cables, buttons for backup timing, and a computer type console that prints out the results of each race. Some systems are hooked up to a scoreboard that displays swimmers time.

**Entry** - An individual, relay team or club roster's event list into a swim meet.

**Entry Fees** - The amount per event a swimmer or relay is charged. This varies depending on the LSC and type of meet.

**Entry Limit** - Each meet will usually have a limit of total swimmers they can accept, or a time limit they cannot exceed. Once an entry limit has been reached, a meet will be closed and all other entries returned.

**Equipment** - The items necessary to operate a swim practice or conduct a swim competition

**Event** - Any race or series of races in a given stroke and/ or distance. For competitive limits, one event is inclusive of preliminary heat(s) plus related final(s), or one timed final, or one time trial

**False start** - Occurs when a swimmer leaves the starting block, or is moving on the block, before the starter officially starts the race. In U.S. Swimming, one false start will result in an automatic disqualification from the race.

**Fast Skin/ Fast Suit** - competition suit used in big races and meets. Many are made of high tech material that mimics shark skin or resists water. Many are compression suits that when immersed in water compress to the swimmers body as another layer of skin, the suits will typically have muscle stimulators. Certain forms of Fast Skins have been banned by FINA.

**Fastest to Slowest** - A seeding method used on the longer events held at the end of a session. The fastest seeded swimmers participate in the first heats followed by the next fastest and so on. Many times these events will alternate one girls heat and one boys heat until all swimmers have competed.

**Fees** - Money paid by swimmers for services. Practice fees, registration fee, USA membership fee, etc.

**FINA** - Federation Internationale de National de Amateur, the international governing body of competitive swimming, diving, water polo and synchronized swimming.

**Final** - There are sometimes three different finals, 'A' 'B' 'C'. The 'A' final, or championship final, is the fastest 6-10 swimmers from the morning preliminary event, if finals are held this is always included. Occasionally 'B' finals, consolation final, will be held, this is the next 6-10 fastest swimmers from the preliminary event after the swimmers in the 'A' final. A 'C' final is used rarely and is considered a 'bonus' final, this would contain the 8-10 fastest swimmers after the consolation final. Depending on the level of meet additional finals heats may be seen.

**Final Results** - The printed copy of the results of each race of a swim meet.

**Fins** - Large rubber fin type devices that fit on a swimmer's feet. Used in swim practice and not during competition.

**Flags** - Pennants that are suspended over the width of each end of the pool. In yards pools they are 5 yard from the wall, and in meters pools they are 5 meters from the wall. They aids in telling backstrokers when the wall is approaching.

**Freestyle** – One of the 4 competitive strokes, swimmers may swim in any manner. Freestyle (FREE) is swum as the fourth stroke in the medley relay and also in the I.M.

**Goals** - The short and long range targets for swimmers to aim for

**Goggles** - Eyewear worn by swimmers in the pool to protect the swimmers' eyes from the effects of chlorine in the water and to help improve sight in the water.

**Gutter** - The area at the edges of the pool in which water overflows during a race and is re-circulated into the pool. Deep gutters catch surface wave and do not allow them to wash back into the pool and affect the race.

**Handbook** - A reference manual published by teams/clubs and LSC's or other swimming organizations.

**Heats**- The division of an event when there are to many swimmers to swim at once. Heats are usually seeded slowest to fastest with the fastest times being in the last heat and the slowest time, including NT, in the first heats.

**Heat Winner** – A ribbon or coupon given to the winner of a single heat at an age group swim meet.

**Heat Sheet** – The pre-meet printed listings of swimmers seed times in the various events at a swim meet. These sheets vary in accuracy, since the coaches submit swimmers times many weeks before the meet. Heat sheets are sold at the admissions table.

**High Point** - An award given to the swimmer scoring the most points in a given age group at a swim meet (not all meets offer highpoint awards).

**Illegal** – Doing something against the rules that is cause for disqualification.

**IM**- Slang for individual medley, an event in which the swimmer uses all four competitive strokes in the following order: butterfly, backstroke, breaststroke and freestyle.

**Interval** - A specific elapsed time for swimming or rest used during swim practice.

**Jr. Nationals** - A USA National Championship meet for swimmers 18 years old or less. Qualification times are necessary. National Meets are conducted both short course (in December) and long course (in August).

**Jump** – An illegal start done by the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> member of a relay team. The swimmer on the block leaves the block before the swimmer in the water touches the wall.

**Kick Board** – A flotation device used by swimmers during practice.

**Lane** – The specific area in which a swimmer is assigned to swim.

**Lane lines** - The dividers used to delineate the individual lanes. These are made of individual finned disks strung on a cable which rotate on the cable when hit by a wave. The rotating disks dissipate surface tension waves caused by swimmers in a competitive pool, preventing the impedance of waves from other lanes to affect other swimmers.

**Lap**- Finishing at the same point of origin. In a 25 yard pool a lap will be 50 yards, in a 50 meter pool a lap will be 100 meters.

**Lap Counter** - The large numbered cards (or the person turning the cards) used during the freestyle events that are 500 yards or longer.

**Late Entries** - Meet entries from a club or individual that is received by the meet host after the entry deadline. These entries are usually not accepted and are returned to sender.

**Leg** – The part of a relay event swum by a single team member.

**Length**- The extent of the course from end to end, beginning at one end of the pool and ending at the other.

**Long Course** – A 50 meter long pool. A pool configured for swimming with a 50 meter long racing course.

**LSC**- Local swimming committee. An administrative division of USA swimming with supervisory responsibility within a certain geographic boundary that has been designated by USA swimming. The LSC we are a part of is Alaska Swimming.

**Marshall** – The designated official who controls the crowd and swimmer flow at a swim meet.

**Meet** – A swimming competition.

**Meet Director** – The official in charge of the administration of the meet.

**Meters** – The measurement of the length of a pool that was built per specs using the metric system. Long course is 50 meters, short course is 25 meters.

**Mile** – The slang referring to the 1500 meter or the 1650 yard freestyle event, both of which are slightly short of a mile.

**NAG 16**- National Age Group Motivational Time Standards. These are new times issued every four years after the Olympic year to motivate swimmers to progress faster. These times range from 'B' time standards to 'AAAA' time standards. Time standards with A's are faster than standards with B's. The 'AAAA' time standard is derived from the 16<sup>th</sup> fastest national time in a given event for a certain gender and age over the previous four years. All other standards are a percentage of swimmers from those previous four years with these points taken into account.

**Natatorium** – A building constructed for the purpose of housing a pool and related equipment.

**Nationals** - USA senior or junior level meets conducted in December and August. See Senior or Junior Nationals.

**Negative split** – When a swimmer's second split of a race is faster than their first split.

**NCAA** - National Collegiate Athletic Association

**Non-Conforming Time**- An entry time achieved in a course which does not correspond to the course the meet will be conducted in. EX. Times achieved in yards are non conforming times for meters and vice versa.

**NT** - No Time. The abbreviation used on a heat sheet to designate that the swimmer has not swam that event before.

**Official** - The USA Swimming certified, adult volunteers, who operate the many facets of a swim competition. Various judges watch the swimmer's strokes, turns and finishes or are timers.

**Olympic Trials** - The USA sanctioned long course swim meet held the year of the Olympic Games to decide what swimmers will represent the USA on our Olympic Team. Qualification times are faster than Senior Nationals.

**Open Water Swimming**- Any swimming competition that takes place in rivers, oceans, or lakes.

**Pace Clock** - The large clocks with highly visible numbers positioned at the ends or sides of a swimming pool so the swimmers can read their times during warmups or swim practice.

**Parka** - Large 3/4 length fur lined coats worn by swimmers. Usually are in team colors with logo or team name.

**Practice** - The scheduled workouts a swimmer attends with their swim team/club.

**Prelim** - Short for preliminary, also called heats. These are the races in which swimmers qualify for the championship and consolation finals in the events. Preliminaries are held in the morning of meets typically.

**Prelims-Finals** - Type of meet with two sessions. The preliminary heats are usually held in the morning session. The fastest 6 or 8 (Championship Heat) swimmers and the next fastest 6 or 8 swimmers (Consolation Heat) return in the evening to compete in the Finals. A swimmer who has qualified in the Consolation Finals may not place in the Championship Finals even if their finals time would place them so. The converse also applies.

**Pre-seeded** - A meet conducted without a clerk of course in which a swimmer knows what lane and heat they are in by looking at the Meet heat sheet, or posted meet program.

**Proof of Time** - An official meet result or other accepted form. Swimmers/Coaches must supply proof of time with some meet entries, and other meets it is not required unless a swimmer misses a cut of time at the meet.

**Psych Sheet** - This booklet lists the swimmers in a meet based on fastest to slowest in each event.

**Pull Buoy** - A flotation device used for pulling by swimmers in practice.

**Qualifying Times** - Published times necessary to enter certain meets, or the times necessary to achieve a specific category of swimmer.

**Referee** - The head official at a swim meet in charge of all of the "Wet Side" administration and decisions.

**Registered** - Enrolled and paid as a member of USA Swimming and the LSC – Alaska Swimming.

**Relay**- An events where four swimmers swim a specific portion of the race.

**Relay exchange** - The exchange between the swimmer in the water and the next swimmer on the relay team.

**Ribbons** - Awards in a variety of sizes, styles, and colors, given at certain swim meets.

**Sanction**- A permit issued by an LSC to a USA swimming group member to conduct a meet in conformance with all USA swimming rules in which all participating athletes are members of USA Swimming.

**Scratch**- Withdraw of an entry from competition.

**Seed**- To distribute swimmers among the required number of heats and lanes based on the entry times

**Deck Seeded**- Swimmers are required to check in for their events the day of the meet, after scratches are determined the event is seeded.

**Pre-Seeded**- All events are seeded prior to the start of the meet.

**Senior** - Any swimmer over the age of 14.

**Senior Meet** - A meet that is for senior level swimmers and is not divided into age groups. Qualification times are usually necessary and will vary depending on the level of the meet.

**Senior Nationals** - A USA National Championship swim meet for swimmers achieving qualifying times. National Meets are conducted both short course (in April) and long course (in August).

**Session** - Portion of meet distinctly separated from other portions by locale, time, type of competition, or age group.

**Shave** - Prior to a major competition a swimmer will shave his or her entire body. The removal of the hair provides less resistance between skin and water and heightens a swimmer's sensations in the water.

**Short Course** - A pool configured in 25 yard or 25-meter lengths.

**Split** - A swimmer's intermediate time in a race. Splits are registered every 50 meters (or 25 yards depending on the pool and the equipment on hand) and are used to determine if a swimmer is on record pace.

**Start** - The beginning of a race. The dive used to begin a race

**Starter** - The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.

**Stand-up** - The command given by the Starter or Referee to release the swimmers from their starting position.

**Step-Down** - The command given by the Starter or Referee to have the swimmers step off the blocks. Usually this command is a good indication everything is not right for the race to start.

**Stroke** - There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, and Freestyle.

**Stroke Judge** - The official positioned at the side of the pool, walking the length of the course as the swimmers race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be disqualified.

**Submitted Time** - Times used to enter swimmers in meets. These times must have been achieved by the swimmer at previous meets.

**Suit** - The racing uniform worn by the swimmer, in the water, during competition.

**Swim-off** - In a Prelims/Finals type competition, a race after the scheduled event to break a tie. The only circumstance that warrants a swim-off is to determine which swimmer makes finals or an alternate, otherwise ties stand.

**Taper** - The resting and race prep process in training for the season focused swimming competition. During the middle of the swimming season a swimmer may work out 10 to 15 thousand meters (8 to 10 miles) each day. As major competition draws near, the swimmer will "taper" off the distances and intensities swum each day, allowing the body to rebuild. A perfectly designed taper will enable the swimmer to compete at their peak capability and is one of the most difficult aspects of swimming.

**Team** - USA Swimming registered club that has the right to compete for points.

**Team Records** - The statistics a team keeps, listing the fastest swimmer in the clubs history for each age group/each event.

**Timed Finals** - Competition in which only heats are swum and final placing is determined by those times.

**Timer** - The volunteers sitting behind the starting blocks/finish end of pool, who are responsible for getting watch times on events and activating the backup buttons for the timing system.

**Time Standard** - The time a swimmer must have previously achieved in order to compete in that event at a designated competition.

**Time Trial** - An event or series of events where a swimmer may achieve or better a required time standard.

**Top 10** - A list of times compiled by the LSC or USA Swimming that recognizes the top number of swimmers (boys & girls) in each event and distance.

**Touch** - The finish of the race.

**Touchpad** - The area at the end of each lane in the pool where a swimmer's time is registered and sent electronically to the timing system then the scoreboard.

**Transfer** - The act of leaving one club or LSC and going to another. Usually 120 days of unattached competition is required before swimmer can represent another USA Swimming club.

**Turnover** - The number of times a swimmer's arms turn over (cycle) in a given distance or time during a race. The stroke rate that swimmers swim with.

**Unattached** - Status of a member who does not represent a club in competition

**USA Swimming** - United States Swimming, Inc., the national governing body for competitive swimming in America and is in charge of filling the Olympic team every four years. USA swimming is the highest level of competitive swimming in the country and is regarded as the best swim team in the world.

**USA Swim Number** - A 14 digit identification assigned to a swimmer after they have registered and paid their annual dues. The swimmers date of birth, then first three letters of swimmers first name, middle initial, then last four letters of last name.

**Warm down** - Used by the swimmer to rid the body of excess lactic acid generated during a race.

**Warm-up** - Used by the swimmer before the race to get their muscles loose and ready to race.

**Yardage** - The distance a swimmer races or swims in practice. Total yardage can be calculated for each practice session.

**Zones** - The country is divided up into 4 major zones: Eastern - Southern - Central - Western. At the end of the long course season (in August) the Zone Administration sponsors a championship age group meet.

Ketchikan Killer Whales 2018-2019 Meet Schedule					
Date	Meet	Location	Suggested Group(s)	Time Standards	Senior Travel Meet
		July Meet			
27-29 July 2018	Alaska Summer Champs	Anchorage, Alaska	All	B' Time Standards	Yes, Min 5
September Meets					
21-22 September 2018	September Time Trial	Gateway Aquatics Center	All	none	
October Meets					
6-7 October 2018	Aqua Sol Invite	Cameron Park, California	Senior	none	Yes, Min. 5
20-21 October 2018	SRST Open	Snohomish, Washington	ALL	none	
26-27 October 2018	October Time Trial	Gateway Aquatics Center	ALL	none	
November Meets					
9-11 November 2018	November Rain Invite	Petersburg, Alaska	Stroke Development I/II; Age Group Prep/ Age Group Endurance	none	
16-17 November 2018	November Time Trial	Gateway Aquatics Center	ALL	none	
December Meets					
14-16 December 2018	Mike Smithers December Decathlon	Ketchikan, Alaska	ALL	none	
January Meets					
11-12 January 2019	January Time Trial	Gateway Aquatics Center	ALL	none	
19-20 January 2019	Winter Games South	Craig, Alaska	Stroke Development I/II; Age Group Prep/ Age Group Endurance	none	
25-27 January 2019	Alaska Senior Championships	Homer, Alaska	Senior; Age Group Performance	13-14 NAG 'A' Time Standards	Yes
February Meets					
1-2 February 2019	February Time Trial	Gateway Aquatics Center	ALL	None	
15-17 February 2019	Alaska Age Group Championships	Anchorage, Alaska	ALL Who Qualify	Single Age NAG 'B' Time Standards	
March Meets					
28 February - 3 March 2019	Oregon Senior Championships	Portland, Oregon	Senior; Age Group Performance	Oregon 14 year old 'A' Time Standards	Yes
8-9 March 2019	March Time Trial	Gateway Aquatics Center	ALL	none	
14-17 March 2019	USA Speedo Sectional Championships	Federal Way, Washington	Senior	Sectional Time Standards	Yes
April Meets					
5-7 April 2019	Southeast Champs	Juneau, Alaska	ALL	none	
12-13 April 2019	April Time Trial	Gateway Aquatics Center	ALL	none	
25-28 April 2019	Alaska Junior Olympics	Anchorage, Alaska	ALL Who Qualify	NAG 'BB' Time Standards	Yes, Min 5
May Meets					
17-19 May 2019	CAT Long Course Invite	Corvallis, Oregon	All Who Qualify	Oregon 'B' Time Standards	Yes, Min 5

-All meets in gray are home meets and all swimmers are expected to be in attendance  
 -The schedule is a general guideline, please talk with your coach to travel to meets that best achieve your swimmer's' goals  
 -Senior Group attendance is pulled the day of meet entry due date