

CHAMPAIGN COUNTY

YMCA

HEAT

Swim Team Handbook

www.ccyymcaheat.org

Updated August 2018

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Mission & Philosophy

Welcome to the Champaign County YMCA *HEAT* Swim Team. Our organization is committed to excellence in competitive and recreational aquatics. By joining our team, you are embarking on a journey of self-improvement, enjoyment, success, and building powerful skills needed for accomplishing any goal in life. This handbook contains valuable information for both swimmers and parents. ***Families are responsible for reading all of the information provided.***

Mission Statement

Put Christian values into practice through programs that build a healthy spirit, mind, and body.

Program Objective

To encourage the development and enjoyment of swimming as a lifelong activity and sport by promoting skill improvement and achievement of personal goals in a positive, team-oriented environment.

Program Goals

1. Provide our young athletes with the best instruction and training in swimming and life skills.
2. Provide this instruction in a fun, relaxed, and positive atmosphere.
3. Instill the core YMCA values of caring, honesty, responsibility, and respect

Team Philosophy

We want our participants to learn how to swim, stay in shape, improve their technique, or train for more serious competition. We want to do this by challenging each athlete to improve him or herself while learning the values of good sportsmanship, teamwork, time management, goal setting, and the power of positive thinking.

Swimming is a lifelong skill. From both a safety and fitness viewpoint, reasonable swimming abilities should be attained before adulthood. We will always encourage anyone to participate regardless of background or experience.

Club Structure and Organization

The *HEAT* Swim Team is a program of the Champaign County YMCA. The YMCA is a not-for-profit, tax exempt, 501(c) (3) organization, and our program complies with the rules and regulations set forth by the YMCA national governing body.

The Head Coach directs and manages the program. The Head Coach is responsible for administration, coaches' training, season planning, and club development and works closely with the CCYMCA *HEAT* Executive Board. He is an employee of the YMCA and is supervised by Y management.

We also have Assistant Coaches in charge of specific groups who report to the Head Coach. Kayla Carleton performs all billing tasks. She handles all registration fees, meet fees, volunteer fees, and USA Swimming fees. (See the Appendix A for staff bios.)

We have a Booster Board (Steering Committee) that is made up of 5 Officers (Executive Committee) and Chairs/Representatives. The Executive Committee is made up of a President, Vice President, Treasurer, Secretary, and an At-Large Member. The purpose of the Booster Board is to provide supplementary funding and support specifically for the competitive aspects of the team. Please see the By-Laws of the Champaign County YMCA Boosters (Appendix C).

Upon registration, our athletes have a unique opportunity to be a part of two outstanding national governing bodies of our sport, the YMCA and United States Swimming, Inc. (USAS). By being members of both, we can participate in various meets and events that cater to all of the needs of our swimmers.

The YMCA circuit provides excellent opportunities for beginners at small, half-day dual meets as well as opportunities for more seasoned swimmers at district, state, and national competitions. USAS meets and events are usually longer, multi-day competitions. They offer more swimming events and opportunities and usually have more participants involved. This circuit provides our athletes opportunities to participate in local, regional, state, sectional, zone, national, and international meets. Please see the *Meet Schedule* on the team website at www.ccyymcaheat.org.

The athletes and their families are an important constituent of the *HEAT*. They are the sole reason for our existence. While each of the athletes and their families have their own reasons and goals for being part of the team, their actions must coincide with the mission and philosophies of the *HEAT* to ensure the success for all of our participants.

We want to educate our parents and guardians in addition to our participants. There is a *Glossary of Swimming Terms* to read in Appendix E, and we host 1-2 parent meetings each year. The information provided is vital to the development of our swimmers, so we highly encourage all parents and guardians to attend all of the parent meetings regardless of experience. This will provide you with information that will ensure the success of the entire team and, of course, your athlete.

We host several meets during the year and need assistance from all our parents to make them run smoothly. There are volunteer commitment requirements for members of the *HEAT* team. Volunteers are essential for the survival of this organization. We work with parents to find the tasks that fulfill the needs of both parents and our team. When you volunteer, you have the opportunity to be a major part of the success of our club, get to know other families, and have some fun with your child at a meet. (See Appendix B for more information.)

Mode of Operation

Communication

Our main source of communication is through the team website: www.ccyymcaheat.org. Secondly, we email all notices, changes, meet sign-up reminders, and other information to all registered team members on our email list. If you are not receiving team emails, please notify the Head Coach at 239-2806. If you need more information, you can email our Head Coach, Will Barker, at will@ccymca.net.

Practice Expectations

- **Be respectful to your teammates, coaches, facility staff, and other parents.**

Obviously, we practice to improve. We strive to help our athletes improve physically, mentally, and emotionally. *HEAT* provides this in a fun and relaxed atmosphere; however, our staff wants to remind all participants that a big part of having fun is finding success. If there is excessive horseplay or rambunctious behavior, it prevents others from learning and improving. Please refer to the Discipline Policy section for more information.

- **Try to keep your practices consistent.**

Practices are available 4-11 times during the week with times and frequency varying depending on the group. Please see group guidelines and requirements in the Group Descriptions section.

In order to improve athletes' skills and stamina, consistency in attending practices is important. While some swimmers might gain results in the short term, sporadic attendance will hinder long-term growth and improvement. Consistent practice attendance is very important, especially for the competitive swimmer. Progressing as a group will also make the practices more efficient and enjoyable for all participants. See Group Guidelines for specific group recommendations on frequency of practice.

- **Be on time.**

Athletes should arrive about 10 minutes before the practice session begins so they can start on time. This means that before the practice start time, they should have their equipment ready; their suits, caps, and goggles on; and be ready to commence warm-ups per the coach's instructions. If you are going to be more than 15 minutes late, it is recommended that you not attend. Depending on what the main theme of the practice is, latecomers might miss all of the warm-up session and then risk injury by jumping right in on a main set without properly warming up. If you are late, ask the coach if it is okay to enter practice at that time. Please do not ask the coach if you can warm up separately and then join the practice. We are very limited on pool time, and trying to change practice and structure to accommodate that one swimmer is not appropriate.

- **Always give your best effort.**

Practices will be challenging. Some will be challenging physically and some mentally. Sometimes the athlete will be asked to go fast and sometimes slow and purposeful. All participants need to listen carefully and try their best to follow instructions. Athletes in practice should constantly strive to improve technique, mental toughness, physical fitness, and team camaraderie. By gaining confidence and expanding their comfort zone, they will improve on all fronts.

Each athlete will improve at a different rate, so our staff insists all athletes and parents only worry about what they can control. Work hard, work smart, and don't worry about anyone else's goals or progress.

- **Parents, please limit your contact with the coach(es) during practice.**

Parents and other visitors are welcome to observe the practice. They should minimize contact with the coach(es) until after the practice session is completed or arrive early to talk to them. The coaches are expected to give 100% of their attention to the athletes during a practice. The coaches are responsible for the athletes' safety, developing and conducting the workout, and maintaining organization and discipline while continuing to motivate the athlete. During this premium time, please permit the coaches the authority to properly execute their duties.

- **Parents, please limit your contact with your swimmer during practice.**

Parents should also limit contact with their swimmer. Swimmers need to be listening to the coach and not the parent. Even if the parent has good intentions, it usually disrupts the practice to try to communicate with the swimmer. This includes but is not limited to: telling swimmers how to perform a skill, using hand gestures, taking swimmers' times during practice, or filling swimmers' water bottles.

Parents have an important role to play in providing support to the athletes and the *HEAT* staff. Parental involvement and encouragement are essential ingredients in a successful swimming program. Please see Parent Involvement Section (page 13) for the best way to provide this assistance.

- **Be respectful to others.**

In and out of the pool, *HEAT* members should always demonstrate good sportsmanship and manners. In the pool, coach(es) will have specific guidelines for each group.

Here are some **lane etiquette** tips to keep in mind:

- When circle swimming, stay on your side of the lane.
- Help make room for everyone's equipment at the end of the pool.
- If your feet are touched, move over and let the swimmer pass at the next wall, .
- Never push off the wall right in front of another swimmer.
- Bring your own water bottle. Sharing could promote the spread of illnesses.
- Be encouraging. Never ask someone to swim slow because you don't want to go faster.

- **Be respectful of our and others' facilities.**

Because of the size of our team, we use many facilities. Pool time is tough to come by and is a privilege. We will not be welcomed back if we cannot abide by their rules and listen to the staff. Please leave locker rooms clean, pick up your belongings, put all equipment away, and pick up any trash before leaving any facility we use.

Note: If a practice session must be temporarily changed or canceled, the website will be updated with the announcements or revisions, or you can call the YMCA at 359-9622.

Practice Locations

Locations of the practices vary depending upon the availability of pools and the needs of the athletes. The following locations are most commonly used:

Stephens Family YMCA: 2501 Fields South Drive, Champaign

Centennial High School: 913 Crescent Drive, Champaign

University of Illinois ARC: 201 E. Peabody Drive, Champaign

Urbana Indoor Aquatic Center: 102 E. Michigan Avenue, Urbana

Goals

Independent of the athlete's level, each athlete is expected to determine his/her goals and strive toward attaining them. Typically, at the beginning of each season, the coaches will take some time to discuss goals with the individual athletes. This is an important life lesson as these goals can relate to things other than swimming later in life. Please let the coach discuss these with the swimmers because we want the goals to be the swimmers' desire and not anyone else's. These goals should be limited to things they can work on in practice every day. Do not make goals such as "win JOs" or "beat Suzie Swimmer in the next race." They cannot control how fast someone else races and, therefore, their success shouldn't be judged on that outcome. The coaches will help athletes throughout the season on setting and working toward their goals.

Group Guidelines

The Head Coach will recommend placing an athlete into one of five groups. Parents and/or guardians and the athlete are welcome to discuss the recommendation with the coaches, but the Head Coach will make the final decision. With the Head Coach's permission, swimmers can move from one group to another. The groups are not age based but instead a reflection of ability, attitude, and maturity. The athletes can enter meets regardless of their practice group.

The six groups for *HEAT* are described as follows:

Sparks - This is our pre-team group for the beginning swimmer. Swimmers should be able to swim freestyle and backstroke (they do not need to be proficient) and should not need an instructor in the water. This group is available Tuesday and Thursday and meets 4:15-4:45 at the YMCA. There is a 15-minute practice extension available both days. There are no attendance requirements; however, it is recommended that your athlete attend both days each week.

Group 1 - This is our developmental group for the beginning swimmer who can complete a 25 freestyle reasonably well and 15 yards of backstroke. A great deal of individualized instruction occurs in the short practices. Group goals include: body awareness, general stroke technique, streamlining, and some terminology. This group is available Monday-Thursday and meets 4:15-5:00 at the YMCA. There are no attendance requirements; however, it is recommended that your athlete attend *at least two days a week*.

Recommended Equipment:

Kickboard
Small Pull Buoy

Group 2 – The next level generally is made up of swimmers ages 7-11. Swimmers should be able to swim 100 freestyle, 50 backstroke, 25 breaststroke, and 25 butterfly. They should also have mastered the basic stroke drills from Group 1 and have a good knowledge of how to streamline. Group goals include: building the foundation of solid technique, working on circle swimming, bilateral breathing, underwater fly kicking off walls, breaststroke pull out, and introductions to starts and turns. This group is available 5 days a week, usually Monday-Thursday and once on the weekend. There are no attendance requirements; however, it is recommended that your athlete attend *at least three days a week*.

Recommended Equipment:

Kickboard
Small Pull Buoy

Group 3 – The third level in our program requires a little more stamina. These swimmers should be able to swim a 200 free, 100 back, 50 breast, and 50 fly. All of these should be nonstop and with a fair amount of confidence. The group goals include: introduction to reading a pace clock and send offs, refining technique and learning more advanced drills, refining skills on starts and turns, learning how to read a heat sheet, getting to the block on their own, basic goal setting, performing longer aerobic sets such as 10 x 100 free on 2:00 and 10 x 100 IM on 2:15, and basic mental skills. This group is available 5 days a week, usually Monday-Thursday and once on the weekend. There are no attendance requirements; however, it is recommended that your athlete attend *at least three days a week*.

Recommended Equipment:

Kickboard
Small Pull Buoy
Fins

Group 4 – This group is our championship preparation group. Swimmers should be able to swim a 400 free, 300 back, 200 Breast, and 100 fly with relative confidence and minimal rest between each. Swimmers must have reached a maturity level where they can listen to the coaches and take direction. This group is usually our biggest group because it contains swimmers wanting to move up to group 5, swimmers returning from along lay off, and swimmers who do not want to commit to the attendance requirements for group 5. Group goals include: further refinement of technique, increasing speed and endurance training, performing sets such as 20 x 100 on 1:40 and 16 x 100 IM on 1:55, expanding the spectrum of meet event participation, basic race strategies, and the next steps in mental skills. This group is available 6 days a week, usually Monday-Friday and once on the weekend. There are no attendance requirements; however, it is recommended that your athlete attend *at least four days a week*.

Recommended Equipment:

Kickboard
Small Pull Buoy
Fins
Paddles (ask your coach first)

Group 5 - This group is divided into two training groups. Group 5 Flex has no minimum practice requirements and no meet requirements. This group typically meets for one hour and 45 minutes on Monday/Wednesday and an hour and a half on Tuesday, Thursday, Saturday, and Sunday. Outside dryland and technique training are allowed. For the Group 5 High Performance group, a minimum of 6 practices are required each week; dryland training counts. There are some meet requirements. Practices are offered every day of the week. No outside/unapproved training or coaching is allowed.

Recommended Equipment:

Kickboard
Small Pull Buoy
Fins
Paddles (ask your coach first)
Drag or Denim shorts
Band
Snorkel (optional)

For times and locations of practices go to www.ccyccaheat.org under *Practice Schedule*.

Moving Up Groups

Ultimately, the Head Coach decides whether an athlete may move training groups based on the recommendation of the group coach. Factors include, but are not limited to: age, ability, maturity, clock reading, understanding the terminology, and communication skills. Please refer to the group guidelines in the previous section for examples of skills for each group. There may be certain situations where a child needs to be in a group (temporarily) one day a week because of extenuating circumstances. There may also be a situation where a child is participating in two groups as a transition to the next group. The Head Coach reserves the right to allow this temporary event to try to help our participants reach their maximum

potential. This does not allow anyone to move to a different group out of convenience. All athletes must have approval from the Head Coach before moving up.

Swim Meets

General Information

Our Meet Schedule can be found on our website: www.ccyacaheat.org. Our team has a unique opportunity in that we are a YMCA and a USA Swimming team. This allows us a wide range of competitions to meet the needs of all of our athletes. These competitions range from small, one-afternoon dual meets to multiple-day, multiple-team meets. Your group coach is the best resource for asking which meets you should attend. Group 5 must attend meets recommended by their coach(es), as well as participate in the championship season; otherwise, there are no meet attendance requirements for the other athletes. Our staff always encourages participation in competitions because there are many benefits to experiencing these situations:

1. Preparation for a performance (test, speech, project, etc.)
2. Goal setting and working toward that success
3. Realizing personal rewards for their hard work
4. Gaining confidence by focusing on self improvement
5. Team interaction and support
6. Social time for parents, staff, and swimmers to get to know each other

YMCA vs. USAS Competitions

The YMCA offers a wide range of meets for our swimmers. These usually are small, one-day dual meets which are great introductory meets for new swimmers. They also offer longer day and even multiple-day meets. We participate in the championship series in the winter season, competing in Jr. Districts, Districts, State, and Nationals. In order to swim at these meets, a swimmer must have competed in 3 YMCA meets during the course of the season and be registered with the team by December 1. If a high school swimmer is competing in their school's organized team, then the requirement is 2 meets. Athletes must be YMCA members to be eligible to swim in YMCA competitions.

USA Swimming is the governing body of swimming in the US and works very closely with the international federation for developing and supervising national and international competitions. This circuit usually involves multiple-day meets divided into sessions where an athlete may swim 2-4 days but will not need to stay all day. Our state is governed by Illinois Swimming, Inc. (ISI) and supervises the competitions in this state, which also offers a championship season: Regionals (A times), Age Group State Championships (14 & U), and Senior State Championships (open). In cooperation with USA Swimming, the series continues to Sectionals involving 5-7 different states, Jr. Nationals, Senior Nationals, US Open, and Olympic Trials. There are also special meets during the year for which you can apply that are great opportunities to swim with other states and competitors. These include: Zones, Mid-States, Select Camps, and Spirit Camps.

Signing Up for a Meet

Our *Meet Schedule* can be found on our website: www.ccyacaheat.org. Swimmers should sign up for meets from the website. See Appendix F for instructions on signing up for a competition online. Generally, swimmers may choose which events they would like to swim. Coaches may also suggest events for swimmers. Certain meets may require that the swimmer already have attained

qualifying times in each event entered. If required, these qualifying times can be found in the meet information packet. Dates for entry deadlines are posted on the web and also emailed to families as meet information packets are received from host clubs. YMCA dual meets are free of charge. All other meets charge small meet fees per event and/or per swimmer. These can be paid by credit card online or by check or cash at the front desk of the YMCA.

Meet Guidelines

The coach(es) of your group will be able to provide you with guidance as to which meets your athlete should attend. Some meets are open to any entries, and some require certain time standards. The meet information is posted on our team website and also emailed to our members. We will also email a reminder to sign up for meets with notification of dates of entry deadlines.

A few days prior to the meet:

- Make sure you have directions
- Ensure the athletes are getting proper nutrition and rest
- Ensure the athletes have their personal homework in control
- Recommendations on items to bring to a meet:
 - nutritious snacks
 - team swimsuit
 - two swim caps and two goggles (in case one breaks)
 - talcum powder for the swim caps so they don't stick together when wet
 - two or more towels
 - something to sit on, e.g., sleeping bag, old blanket, etc.
 - warm ups/sweatshirt and sweatpants
 - two T-shirts
 - sandals/shoes
 - items to pass the time between events, e.g., homework, games, books, cards
 - drinks, water, sports drinks

Note: The pool area is typically very warm and humid. However, the team area is usually cooler, so wearing layers of clothes is recommended. Please dress appropriately.

Before the meet starts

- Eat in advance and get proper nutrition (see nutrition section).
- Arrive at the pool 10-15 minutes prior to scheduled warm-up time. The time will be listed in the meet info.
- Upon arrival, find a place to put your personal belongings. The team swimmers and their families usually "camp" together in the gym or other large open area. Lawn chairs, sleeping bags, blankets, and towels are prevalent.
- If the meet requires "Positive Check-in," proceed to the meet registrar or the clerk of course and sign in each swimmer for each event. This requirement varies for different meets. If it is required, the swimmer must sign in or be scratched from competing that day.
- Once you have checked in, you can write each event and number on the swimmer's hand with ink or a Sharpie. This helps them remember when and what they are swimming.
- Get ready for warm-ups! All swimmers must warm up before competition to ensure great success and prevent injury. The coach(es) will direct the athlete to the pool and tell them what to do. There is NO DIVING in general warm-ups! Sit and slide in only. There will a time where dive starts are allowed. Please be on time because there are some meets where we have very limited time to warm up!

Once the meet starts

It is important for each swimmer to know the events they are swimming. They might swim immediately following warm-ups or wait an hour until their first event. It is important that swimmers stay in the team area and listen for their event to be called. Missing an event can lead to the swimmer being disqualified from other events or even the rest of the meet at some competitions.

Event numbers are usually called over a loudspeaker and posted on a board. At some meets, the swimmer will need to report to the "bullpen" at that time. Swimmers should bring their cap and goggles and continue to wear warm clothes. The bullpen is an area where they check in before each event. An official volunteer will give each swimmer instructions on where to go for his/her event. Sometimes swimmers will be given a card in the bullpen, which will include the swimmer's name, event heat, and lane. This card should be given to the timer in his/her lane.

Upon completion of a race, the swimmer should ask for his/her time from the timer in his/her lane, check the scoreboard to get the time, and then **report directly to the coach on the pool deck** to discuss the race.

Generally, the coach will provide positive feedback and suggestions for improvement, and then answer any question that the swimmer might have about the race.

As a parent, you should congratulate your swimmer's effort and acknowledge his/her effort. Leave any suggestions for improvement up to the coach. Return to the team area with your swimmer and encourage him/her to relax. Get your swimmer a light snack or drink if needed.

At the end of the meet

When a swimmer has completed all his/her individual and relay events, the swimmer can leave after checking with the coach. Please clean up any mess in the team area and make sure you have all of your belongings. Ensure your swimmer has checked with the coach for additional instructions about the next day or if he/she is needed for a relay or anything else.

Awards

Some meets will give a token award to the winner of each heat. These prizes have been plastic bottles of sports drinks, travel shampoo, coupons to a fast food restaurant, key chains, candy, etc. At the end of each event, the competing swimmers are ranked in order of their times. Awards are given to the top swimmers for most age groups for most meets. The number of awards varies depending upon the meet host. Some hosts provide awards for the first swimmers in each category, e.g., A, B, C. The time standards delineating these categories are available on the ISI website and will be distributed whenever they are updated. The awards vary as well. They might be medals, ribbons, plaques, trophies, or combinations. Independent of receiving an award for an event is the importance of swimming the best they can and improving on their best time. Usually the *HEAT* coach at the meet will pick up all the awards at the conclusion of the meet and distribute them at the next practice.

Meet Expectations

The athletes, parents, coaches, and team officials not only represent our team but the YMCA, our community, and our state. Here are our team expectations for all representatives of our team for all competitions:

- Model the YMCA values of Caring, Honesty, Responsibility, and Respect
- Display good sportsmanship at all times

- Direct entry, seeding, relay, and other questions to the *HEAT* coach and never to the host team. All communication with host team must be done through the coach, or we run the risk of not being invited back!
- Remember that competition is for self-improvement. Do not worry about place or particular awards. Try to focus on the things that the athlete can control such as: streamlines, turns, breathing, finishes, and intensity. You cannot control someone else's performance; therefore, you cannot control your place or award.
- Say "Good Luck" before a race or "Nice Job" after a race to all competitors, especially your teammates.
- Wear team apparel
- Participate in the team cheer

Swimming Seasons

Short Course

This season lasts from September to April each year. Events are swum in a 25-yard pool. The short course yard time standards apply to all meets during this time.

Long Course

This season lasts from April through August each year. Events are swum in a 50-meter pool. The long course meter time standards apply to all meets during this time.

Code of Conduct

These are the Champaign County YMCA *HEAT* behavior guidelines. All parents, coaches, officials, and athletes are expected to follow this code at all practices, meets, and team functions.

1. Please follow the code of conduct at all times. Even if you are out in the community, try to set a great example of what our team is all about.
2. Follow the YMCA core values of Honesty, Caring, Respect, and Responsibility.
3. Comply with all National and Illinois area YMCA, as well as USA Swimming rules and regulations. When competing on a national scale, know the doping control rules (USADA). You can get USADA guidelines from usaswimming.org.
4. Refrain from unsportsmanlike, indiscreet, or destructive behavior and obscene language.
5. Avoid being "guilty by association" with any people who violate this code of conduct. If there are *HEAT* people not following these rules, you must immediately distance yourself, or you run the risk of being assumed you have participated as well.
6. Listen and follow the directions of your coaches, officials, and volunteers.
7. To get the highest benefit from training, participants should abstain from the use alcohol, tobacco products, and/or other illegal or performance-enhancing drugs. Any athlete determined to have used, is in use of, or is in possession of any of the substances at any *HEAT* practice, meet, or other function shall be subject to suspension or dismissal from the team.

Discipline Policy

Violations of the code of conduct or our practice or meet guidelines could result in the following consequences:

Practice

1. After the first violation, a swimmer will be instructed to exit the pool for 5 min. A coach, when appropriate, will discuss the matter with the athlete before he/she gets back in the pool.
2. After the second violation, the swimmer will be instructed to leave practice for the day, and the parent or guardian will be notified.
3. If these behaviors continue, the athlete will not be allowed to participate in any more practices until the parent, athlete, and coach(es) schedule a meeting together.
4. If the attitude cannot be adjusted, the swimmer will be asked to stop swimming until he/she can control his/her behavior.

Competition

1. After the first violation, the swimmer will have to meet with the coach before further competition. If not, he/she runs the risk of the coach(es) scratching him/her from the remainder of the day or pulling him/her from a relay.
2. After the second violation, the swimmer and the parent/guardian must meet with the coach(es) before further competition. If they do not, they run the risk of the coach scratching the swimmer from the remainder of the day or pulling the swimmer from a relay.
3. If the behavior doesn't stop, then the coach will scratch the swimmer from the rest of the meet and he/she will not be allowed to participate in any more meets until the coach(es), parent/guardian, and swimmer schedule a meeting together.

Team Functions

1. After the first violation, the swimmer will have to meet with coach(es), staff member or volunteer before further participation on the activity. If he/she does not, the swimmer runs the risk of being asked to leave or suspended from other functions.
2. After the second violation, the swimmer and the parent/guardian must meet with the coach(es) staff member, or volunteer before further participation in the activity. If they do not, they run the risk of being asked to leave or suspended from other functions.
3. If the behavior doesn't stop, then the athlete will not be allowed to participate in any more team functions until the coach(es), parent/guardian, and swimmer schedule a meeting.

Note: Any third violation can carry a 3- to 14-day suspension. A swimmer and/or his/her parent/guardian may appeal any suspension over three days (within those first three days) to the Head Coach. The Head Coach shall make a decision on the matter after discussing it with all parties involved.

In extreme cases, permanent dismissal from the team may be imposed upon a participant by decision of the Head Coach. The matter will be thoroughly discussed with the parties involved and the *HEAT* Executive Committee. Any such dismissal decision may be appealed to the CEO, Jeff Scott, or COO, Kim Webb.

Parental Involvement

Parents are a key element in their athlete's success. Along with the coach and the athlete themselves, the parents must provide the correct ingredients. We need your help supporting the organization that brings your child this amazing opportunity. The best way to ensure your child's success is to follow the guidelines below:

Parents' key roles include:

- Encouragement of their athletes' personal progress and not their place or how fast they are compared to others. Not every race will be a best time, especially the older they get.
- You can keep track of times but avoid making a push for a time standard. The athlete has no control over that; swimmers can only control what they can actually do, like streamlining or pacing. Stay relaxed at meets, and try to maintain a fun and relaxing atmosphere. Swimmers almost always do their best under these circumstances. If a swimmer is always getting comments on how they need to achieve a certain time or, worse, a place, they will get nervous before meets and could end up performing poorly.
- Physical support, e.g., delivering them to practice on time (and meet warm ups!)
- Financial support, e.g., helping pay for fees and equipment
- Encouraging a positive attitude
- Encouraging supportive behavior: cheering for teammates, participating in relays, and being happy for the successes of all the *HEAT* swimmers.
- Your number one job as a parent is 100% unconditional love and support for your athlete. No matter what, you need to be his/her #1 fan. Not by screaming at the top of your lungs every stroke of the way, but by encouraging your swimmer, cheering for him/her, and providing a positive thought after the race. Even though you may feel it necessary, under no circumstances are you to comment on the race in any way other than something positive. You don't have to say it if you know it was a poor performance, but you can ask what their coach said. Encourage him or her to ask the coach how they can improve next time.
- Do not coach your child!! Even if you were a swimmer, please remember these things:
 - Things change and may not be the same as when you were swimming.
 - We may be working on something other than what you saw. Most kids can only handle one thing at a time when racing, so we try to have them work on the skills they were performing in practice.
 - Please leave the coaching to the coaches and direct any questions about a race to the coach(es) at an appropriate time.
 - We know you only want the very best for your child, but coaching and commenting confuses them on two issues: one, it can bring a negative connotation to the post-race conversation that the race wasn't good enough for you, and two, they won't know who to listen to, especially if the information is conflicting.
- Communicate! Communication can be constructive, complaining is not. If you have questions or concerns, please call or email the Head Coach, especially if your child is not having FUN! This is the number one reason kids quit sports. We would rather move an athlete to somewhere where he or she is having fun than lose the athlete to the couch or video games. Complaining to other parents is the number one way to break up the team into cliques. No one enjoys being around the person who is never happy. Take it straight to the Head Coach. If you are not comfortable going to him or her, please talk to an Executive Board member, a committee head, or your group representative.
- Encourage swimmers to set goals with their coaches and working hard to accomplish them. This will help them later and carry over to many aspects of their lives. While parents are always welcome to be a part of the goal-setting process, please remember to let the athlete decide what his/her goals should be. Swimmers need to have ownership of their goals, so we all need be sure it is the swimmer's goal and not the coach's or the parents' goal.
- Help new parents get acclimated.
- Be sure to attend all parent education meetings or, at least, get the information from the website.

Volunteer Commitment

As a team, we are committed to providing local opportunities for our athletes to compete. We do this by hosting several in-town meets. These meets provide financial support for our team, minimize travel costs for our families, and give our athletes the comfort and advantage of competing in a familiar pool. As parent volunteers, we partner together to fully run these in-town meets. To do this we need your help! .

What are the service requirements?

We host several meets during the year. Some are dual meets run on a weekend morning or afternoon (YMCA meets), while others are large invitational meets (Erin Block, Mid-Winter and Illinois Open) that are Friday evening through Sunday evening.

- **Dual Meets:** For YMCA meets (duals), all families that attend are expected to have at least one worker if your swimmer is participating in that meet. This also includes championship meets (District and Area).
- **Hosted Meets:** These include Erin Block (November), Mid-Winter (January), and the Illinois Open (July). If you have a swimmer who participates in any of these meets, regardless of how many sessions he/she swims in that meet, you are required to serve 3 sessions during the course of that meet. One of the sessions can be a food donation. If you do not serve, you will be charged \$50 per session of service that was not completed.
- **Out-of-Town Meets:** If your swimmer is swimming at an out-of-town meet, often the host team will ask each team to provide timers. The amount of volunteers our team needs to provide will be posted in the meet overview in the days leading up to the meet. It is our job as parents to jump in and help take turns serving for our team at these meets. This is especially true during our championship season.

How do I sign up to serve?

Our volunteer coordinators will email you before each meet with a link to go online and sign up. The volunteer coordinators usually use SignUp Genius.

What areas can I serve in?

For every meet, we need help with meet set-up/tear down, timers, runners, concessions, runners, and more. There are plenty of places to help, and none require previous experience. If you have questions or need suggestions, just ask the Volunteer Coordinator. If you know that you will not be able to help at a particular meet, please let the Volunteer Coordinator know as soon as possible (preferably 2 to 4 weeks before the meet), or you will be charged for those missed sessions. There are always 16 pre- or postmeet duties that need attention. You can help with these needs before you leave or when you get back.

What if I don't serve?

Families that do not meet the volunteer commitment and do not make other arrangements will be billed \$50 per missed session. Please understand that we really do not want your money. We much prefer your assistance!

Parents: “Why you should get involved with competitive swimming”

The following was reprinted from John Leonard's **Parent, Coach, and Athlete**.

Why should you (parents) be involved with the swim team? What is your role in all of this to be? It is clear when you first visit a team that there are a lot of parents around swim teams. Most of them seem to already know what is going on. Their talk is filled with terms like "splits," "training," "prelims," "negative splits" and the always popular (and disturbing) "he died in that race." Where do you learn about all of this, and in the end, is it all worth it?

Well, much of what your child gets out of all this will depend on you. As a parent, you're the child's anchor, their stability. Over the years of your child's competitive career, what you do and do not do will have a profound effect on the satisfaction they derive from the sport. You are critical to the quality of their experience, and the happiness that you get from your child's experience in the sport will depend entirely on the approach and philosophy that you bring to the swimming program.

You need to examine your own motives periodically . . . and you can be sure that others will evaluate your motives as well! Swim teams are a lot like small towns . . . part of the fun is relating to those around you. You should have fun, and your child the swimmer should have fun. Sports in general should be fun. Almost no one makes their living by performing a sport . . . and certainly not by swimming. So there is little economic pressure. You and your child participate in swimming for the pleasure it can give, and the great values and lessons it can teach. Keep that in mind.

As a parent, one of your tasks is to guide your child through some of the types of experiences that will provide the growth and values that you want them to get from swimming. Fun can mean a lot of different things at different times, places and situations. It can be "amusement park style" with laughter, excitement and unbridled joy, and it can be a quiet satisfaction for a job well done, and an effort well made. Both experiences, and the full spectrum in between, are available in swimming. Part of what you will do in swimming is to help your child recognize the value of each type of fun.

The learning process that your child goes through will be key in their development. Swimming can help children learn to learn, and realize that they do learn, and make progress, due to their own personal effort. In this process, there are lessons that teach the value of persistence, courage and judgment, as well as direct lessons on the value of effort, and the cause and effect relationship.

Along the path that the athlete follows, is a sign that says, "Compete." This one sign is perhaps the most confusing part of the path for parents. The way to avoid the confusion, and prepare yourself in a proper philosophical framework for the sport, is to remember that the word "competition" comes from old Greek that translates to, "STRIVE WITH." The words are important . . . "Strive" . . . to try hard . . . "With" . . . a cooperative image. And that is exactly what happens in swimming. The swimmers dive in, and swim

side by side down the pool, each trying to swim faster than the other. It is not against anyone . . . like football, or basketball . . . it is with. Trying with. Striving with. Competing with.

Understanding the nature of true competition is a vital lesson. In order for your child to reach their personal potential, they must be surrounded by people with whom they can truly "compete" (strive with). Without competition, it is impossible for a young person to push themselves to the true degree of their capabilities. The better the competitor, the more of themselves the young person must call on to meet the challenge and "strive with." Remember that the ultimate value that your child will gain from the sport has everything to do with the people around them, and the competition that engenders.

Many swim parents fall prey to the "competition urge." They misinterpret the word, and think things like "compete against," and there is no against. "Compete against" is an oxymoron. The parents who run afoul of this are easy to spot . . . they are the ones concerned about "winning," and "beating so and so," and say things like, "you lost to John" or "We won." These are success seekers carried to an unhealthy extreme. Learning to finish first is only a small part of the learning process, as is learning to finish in other positions in the race. In all of youth sport, there are inappropriate role models in abundance. And all because they fail to recognize the meaning of the word, "Competition."

"Success seekers" miss the point. Success is personal growth for their child . . . not first place. The "we" is a dangerous idea . . . the parent did not swim a stroke of the race, nor learn the flip turn, nor put their head down and drive the last five strokes to the wall. The child did that. The child has the learning process, and deserves the praise. The parent provides the support to help make all this happen, and that is all.

There is an emotional roller coaster for swimming parents to ride. There is a great tendency to say "we" where the child's name will suffice. There is a tendency to identify with the child's accomplishment, and it is a tendency that must be overcome if your child is to have a long and satisfying swimming career.

This brings us to an examination of what is your role as parent in the "parent, coach, athlete" triangle? For that matter, what is the proper role of the other two? The answer is simple, and direct.

The parent provides emotional support (an anchor) and physical support for the athlete.

The coach provides technical expertise that is unavailable anywhere else in the triangle, and to a lesser degree, motivation in the form of vision, and challenge, and emotional support.

The athlete brings the raw material . . . the eagerness to learn, to develop, to respond. The willingness to grow as a person and the willingness to become an active contributor in their own development.

That is really all there is to it. There are gray areas between these, and there always will be. If parents remember that they are in the sport for the values and development it can bring to their child and coaches remember that they are dealing with a precious young life, the gray areas all work themselves out quite nicely. As a parent, you need to relax, remember that both enjoyment and development are in the sport for your child to find, and keeping your sense of humor handy at all times will get you through it. Just like being a parent at any other time or place.

Fundraisers

HEAT will conduct non-intrusive and non-mandatory fundraisers to stay financially viable. These usually will not interfere with the athlete's practice time and will not burden their free time outside of school and swim practice. Examples of fundraising activities include car washes, selling heat sheet ads, HEAT night at local fast food restaurants, and enlisting the support of local sponsors. If you have an idea of a non-intrusive fundraiser, call or email our Volunteer Coordinator. These all help keep our costs down.

Financial Assistance

The YMCA has an Open Doors Program to provide financial assistance for memberships for those who qualify. Please contact the Head Coach at 239-2806, in person, or by email for more information (will@ccymca.net). There are many levels of assistance, and we are constantly adjusting the system.

Nutrition

All athletes in training require frequent, well-balanced meals. Expect your swimmers to feel hungry more often and to have bigger appetites. Satisfy this hunger with 3 meals supplemented with 2-3 snacks per day. Serve nutritious foods while avoiding sugar-based snacks and drinks. Coaches will discuss age-appropriate nutritional information with individual athletes. Periodically, coaches will also distribute additional nutritional information via newsletters or at practice.

The key to good nutrition is balance, balance of food source, choice, and frequency. Because different nutrients serve different purposes, it is important to get a proper ratio of carbohydrates, proteins, and good dietary fat at every meal. Different foods also provide different nutrients, so it is important to vary the type of foods served at every meal and every day.

Carbohydrates: The primary fuel source for moderate to high levels of activity. The goal for active individuals is to eat 50%-65% of total calories as carbohydrates. There are 2 types of carbohydrates: simple and complex. **Simple carbohydrates** are digested quickly but contain refined sugars and few essential vitamins and minerals. Examples include fruits, fruit juice, milk, yogurt, honey, molasses, and sugar. **Complex carbohydrates** take longer to digest and are usually packed with fiber, vitamins, and minerals. Examples include vegetables, whole grain breads, whole grain cereals, beans, potatoes, root vegetables, and whole grain pasta. **Contrary to popular belief, you do not need to overload on complex carbohydrates. Athletes also do not need to reduce their carbohydrate intake. Consuming balanced meals with reasonably sized portions is the best for athletes.

Proteins: Often overlooked because they are not as readily available, proteins are essential building blocks of muscle tissue. The soreness athletes experience in their muscles is the result of tiny micro tears in the muscle. Proteins repair these tears and strengthen the muscle, so these tears do not occur again at the same exercise intensity. This is adaptation and the process in which you improve. A good goal is 3 servings of dairy a day and 2-3 servings of high quality protein a day. Proteins should make up 15%-20% of daily caloric intake.

Fats: There are many negative thoughts about fats; however, these are the primary fuel sources for moderate to low levels of activity and are essential for many body functions. There are two types of fat: saturated and unsaturated. You want to get as much of your fat from unsaturated fats as you can. They are found in foods like salmon, avocados, olives, walnuts, and almonds. Saturated and trans fats are usually solid at room temperature and can be broken down into acids that can promote fat storage. Partially hydrogenated oils are included in this category. No more than 30% of calories should come from fat.

Meals

Examples of some balanced meals include:

Breakfast

Meal #1

1 cup of oatmeal
A few almonds
8 oz of low fat/skim milk
2 slices of Canadian bacon
½ banana

Meal #2

Scrambled eggs
1T peanut butter on 1 slice whole
wheat toast
6 oz orange juice
8 oz low fat/skim milk

Lunch

Meal #1

2 slices whole wheat bread
3 oz/3 slices turkey or chicken
Lettuce, tomato, light mayo, mustard
1/2 cup of fruit
1 cup of fresh veggies or 2c salad with
veggies
8 oz low fat/skim milk

Meal #2

2 slices whole wheat bread
3 oz tuna salad made with light mayo,
lettuce, tomato
1/2 cup of fruit
1 cup of pasta salad made with veggies
and light Italian dressing
8 oz low fat/skim milk

Dinner

Meal #1

1-2 cups chicken stir-fry made with:
broccoli, cauliflower, mushrooms,
peppers, onions and snow peas with
about 1 teaspoon of sesame oil
½ cup of steamed rice
About a cup of fresh strawberries
8 oz low fat/skim milk

Meal #2

Lean Pork Medallions
Dijon mustard
Tossed salad with veggies
Light, fat free, or vinegar and oil dressing
Steamed broccoli
Apple
8 oz low fat/skim milk

Just the same as fueling up, you need to refuel immediately after working out or a race. Get some carbohydrates and protein within 30 min of working out for optimal recovery. Then, within 2 hours get a real meal.

**See usaswimming.org
for more info and great articles about nutrition.**

Meet Snacks

You want to eat small amounts throughout a meet. Do not eat a huge breakfast and then nothing else. Your energy levels will fluctuate too much. Start with a moderate, balanced breakfast and then snack on healthy, energy-dense foods. Choosing only carbohydrates will cause an energy “crash” during meets, and performance can suffer. Similarly, choosing “simple” carbohydrates, including soda, potato chips, and candy, will result in the same unpredictable “crash.” BALANCE is the key.

CHOOSE these:

Low fat granola bars
Trail Mix (without M&M's)
Dry Cheerios, Chex
Apple w/ peanut butter
Crackers with cheese or peanut butter
Goldfish
Yogurt/Yogurt and fruit smoothies
Whole grain bagel w/ cream cheese
Water or Gatorade

AVOID these:

Candy bars
Potato chips
Fruity, sugary cereals
Fruit snacks
Cookies
Puppy Chow
Ice cream
Doughnuts
Any soda, even diet

Injuries and Illnesses

If an athlete is not feeling well, please let the coach know. If a swimmer has an infectious disease, the athlete's parents must inform the coach, and they will inform the other athletes that might have been exposed. Specifically, athletes that have a fever, diarrhea, vomiting, or an infection should not be in the pool. If the athlete has an open, bleeding wound, it must be covered so it is completely water tight, or they cannot enter the pool.

We encourage athletes to come to practice regularly. During practice, if an athlete is unable to swim for the duration or unable to swim to his/her potential, then he/she should discuss the situation with the coach in advance of entering the water in order to prevent any complications. If an athlete suffers an injury, the swimmer should inform the coach immediately. This includes pulled muscles, cuts, bruises, and muscle cramps. The coach will provide guidance on relief for minor injuries or take immediate action in the unlikely event of a serious injury. There are, many times, exercises one can still do during practice even though an athlete might be injured. TALK TO YOUR COACH!

Appendix A: Staff

Will Barker:

Will brings 20 years of coaching experience to the club as an ASCA Level 4 Coach. He was Head Coach at Storm Aquatics for 14 years and Central High School Girls and Boys teams and is also Head Coach for Champaign Country Club. Will swam competitively for 8 years and played water polo at University of Miami. Will has also coached for Aquachiefs and the Champaign Park District and was the Age Group Coach for Hurricane Aquatics in Miami, Florida. He was an Assistant Zone Coach in 1993 and 2005 and Head Zone Coach in 2009. In 2006, he was selected for the USAS Coach Mentor program and was fortunate to spend three days here in Champaign with Richard Quick (multiple time Head and Assistant Olympic coach), who offered wise council on the finer points of technique, training, organization, national recognition, and club development.

Appendix B: Descriptions of Committee Chairs/ Representatives

Equipment & Apparel

Description of Responsibilities: work with Head Coach and Team Administrator to order apparel (e.g., t-shirts, polo shirts, swim caps) for swimmers and parents and order equipment for swimmers (e.g., fins, kickboards, paddles). This person(s) will pick up merchandise and help distribute to athletes, parents, and coaches.

Publicity

Description of Responsibilities: work with staff (coaches, Team Administrator, webmaster) to publicize information relative to the team. This could include (but is not limited to): meet results, advertising about joining team, special articles about significant upcoming events, etc.

Social

Description of Responsibilities: work with coaching staff to structure activities, for both swimmers and families, to develop friendships and provide opportunities for the team to get together outside of competitions. This position will organize the spring banquet and fall kick-off cookout.

Fundraising

Description of Responsibilities: work with YMCA staff and coaching staff to develop plans and actions for raising funds to help the competitive program of the team meet the financial needs on an annual basis.

Website Communications

Description of Responsibilities: work with coaching staff to develop and maintain an informative team website that is current, reflecting important information related to practices, upcoming events, and other relevant news.

Officials

Description of Responsibilities: develop a group of parents who are willing to become certified USA Swimming/YMCA officials and help in maintaining that certification through continuing education and training.

Meet Management

Description of Responsibilities: work with coaching staff and meet location staff to secure dates for the home meets (Erin Block Invitational, Mid-Winter Classic, Illinois Open), work with IL Swimming to get meets sanctioned and meet information packets submitted, help secure meet directors for the home meets, and help secure major subcommittee chairs for the home meets.

Subcommittee Chairs for Home Meets:

Meet Director(s)

Description of Responsibilities: work closely with Meet Management Chair to plan and organize the major home meets and the smaller half-day YMCA meets. This includes submitting sanction applications to IL Swimming, securing dates with the location hosts, overseeing the operation of the meet (coordinating the various subcommittee chairs), and submitting financial reports at conclusion of meet.

Concessions

Description of Responsibilities: plan and organize concession sales for home meets. This includes obtaining permit from Department of Public Health, purchasing food to be sold, arranging with area restaurants for donations or deliveries of food, and arranging for ice.

Computers

Description of Responsibilities: plan and organize (with Volunteer Coordinator) a group of parents knowledgeable in the running of the computers and the computerized timing system used at meets to work the various sessions at home meets.

Awards

Description of Responsibilities: order ribbons and medals for major home meets and distribute accordingly at the meets based on results.

Meet Entries

Description of Responsibilities: work with Meet Director(s) and Head Coach to organize entries for home meets.

Training Group Representatives

Description of Responsibilities: be the “voice” of the training group you represent (typically the group in which your child swims). This can include bringing concerns to the Board about practice issues; coach issues; or any other parental concerns, comments, or questions of which the Board should be aware.

Volunteer Coordinator

Description of Responsibilities: work with Meet Management chair and meet directors for home meets to develop a roster of needs for volunteer help. Also entails contacting families to solicit help and to schedule shifts for working at all home meets.

Appendix C: By-Laws of the Champaign County YMCA Boosters/Nominating Processes

- I. BASIC UNDERSTANDING: The YMCA Board of Directors has authorized the formation of Booster Clubs to support the competition teams for various sports. No new booster club may be formed without the authorization of the Champaign County YMCA Board of Directors.
- II. NAME: The Board of Directors has authorized two Booster Clubs. They are the Power Tumbling, Trampoline, and Gymnastics Booster Club and the *HEAT* Booster Club.

- III. PURPOSE: To provide supplementary funding and support for specific competitive sports participation. While YMCA staff provides coaches and facilities for specific training of competitors, Booster Clubs provide resources that enable teams to compete against other clubs and organizations. This includes, but is not limited to, funding and arrangements of meets, coach certifications for competition, travel to competitive events and costs associated with competition.
- IV. GOALS:
The goals of all YMCA Booster Clubs shall be:
- A. To create an involved, positively competitive environment for youth.
 - B. To minimize parents'/guardians' expense.
 - C. To work cooperatively with the YMCA management to update/upgrade equipment.
 - D. To be responsible for organizing and running all home meets and other fund-raisers associated with competition and the function of the Booster Club.
 - E. To provide supplementary educational opportunities to staff, team participants and parents/guardians by means of workshops, guest speakers and open discussion.
- V. BOOSTER CLUB OPERATION AND RELATIONSHIP TO YMCA:
Booster Clubs have been granted limited autonomy by the YMCA Board of Directors to operate competitive programs. It is important to note that the YMCA still maintains the following responsibilities:
- A. Hiring and management of coaches.
 - B. Accounting, cash management, and oversight of expenses.
 - C. Setting policy and entering into legal contracts.
 - D. Management and maintenance of facilities.
 - E. Liability of equipment.
- VI. BASIC POLICIES:
- A. Booster Clubs shall be noncommercial, nonsectarian and nonpartisan.
 - B. Booster Clubs shall not seek to direct the YMCA administrative activities of the team or to control team policies and procedures.
 - C. The YMCA Booster Clubs shall not determine any type of compensation (as distinct from reimbursement), direct or indirect, for any coaches, team advisors, or any other person employed by the YMCA. This is the sole responsibility of management.
 - D. Booster Clubs are part of the YMCA and shall conduct themselves in a manner in keeping with the YMCA philosophy and guidelines.
 - E. YMCA Booster Clubs shall not directly or indirectly participate or intervene in any political campaign.
 - F. These bylaws shall constitute the regulating policies, organization and rules of each YMCA Booster Club. A copy of said bylaws shall be made available upon request to any member, or the parent/guardian of any member, of YMCA competitive teams.
 - G. The YMCA Booster Club may cooperate with other organizations and Booster Clubs active in competitive sports, such as, conference groups or coordinating councils, provided the Booster Club representatives make no commitments that bind the Booster Club, competitive team, or YMCA. This can only be done by management staff with proper authority.
- VII. MEMBERSHIP
- A. Any person having a child involved in Champaign County YMCA competitive sports programs is a member of that child's team's Booster Club at the YMCA.
 - B. Management staff may be asked to serve in an advisory capacity to the Booster Club. These shall be non-voting positions.
 - C. Coaches, meet directors, administrators and/or team directors who are also parents can participate in a discussion, but may not move or second a motion and must abstain from voting.
- VIII. STEERING COMMITTEES
- A. Officers and chair/representatives of various age groups/levels within each team make up the Steering Committee.

- i. Power Tumbling, Trampoline, and Gymnastics Booster Club
 - 1. Girls – representation for every 8 gymnasts at each level (4 – 5 – 6 – 7 – 8 – 9/10)
 - 2. Boys – representation to be 2/3 of the girls’ representation and representation of compulsory and optional gymnasts
 - 3. Trampoline & Tumbling – representation to be 2/3 of girls’ representation
 - ii. *HEAT* Booster Club
 - 1. One parent representative per training level.
 - B. It is the responsibility of the Steering Committee to nominate the slate of officers for the coming year.
 - C. Regular Steering Committee meetings shall be held monthly. It is recommended that the first meeting be held as soon as new officers have been elected or in August prior to the start of the new fiscal year in September.
 - D. Special meetings shall be held at the call of the President.
 - E. The Steering Committee shall:
 - i. Be responsible for organizing, coordinating and monitoring the progress of all the programs, taskforces and committees sponsored/established by its Booster Club.
 - ii. Be responsible for establishing and maintaining a communication network among all Booster Club members.
 - iii. Be responsible for maintaining open communication with YMCA management and other Booster Club steering committees.

IX. VOTING/MEETINGS

- A. At the Annual Meeting
 - i. Any voting item must be passed by a simple majority of those members present. These meetings shall be open to all Booster Club members and does not include regular business of the Booster Club’s Steering Committee.
 - ii. There shall be an annual meeting at the conclusion of the season and/or at the start of the next season in which a report shall be given to the membership.
 - iii. Each family has one vote within the Booster Club.
 - iv. Only those parents/guardians who have a team participant and are in good financial standing shall have the opportunity to vote.
 - v. The general membership shall vote on (among, potentially, other matters of relevance): the budget, bylaw amendments and the election of officers.
 - vi. Booster Club members shall receive notification of Annual Meetings at least seven days in advance. The minutes of the previous meeting shall be available at each meeting. Past minutes shall be available to any Booster Club member upon request to the Steering Committee secretary.
- B. Steering Committee
 - i. Regular meetings of the Steering Committee shall be held monthly during the entire year, the date, time and location to be fixed by the Steering Committee at their first meeting of the fiscal year.
 - ii. A yearly calendar of meetings shall be approved at the first regular Steering Committee meeting of the fiscal year.
 - iii. Booster Club members shall receive notification of Steering Committee meetings at least seven days in advance. The minutes of the previous meeting shall be available at each meeting. Past minutes shall be available to any Booster Club member upon request to the Steering Committee secretary.
 - iv. Special meetings shall be held at the call of the President.
 - v. The President, with assistance as needed from the director and officers, shall be responsible for the planning of the agenda for the individual meetings.
 - vi. No official meeting can be called unless YMCA management is in attendance.
 - vii. In order for a vote to be official for items that have been placed on the meeting agenda, there must be a quorum of 50% or more voting members of the steering committee.
 - viii. Voting shall be in person only; no proxy is allowed and there is one vote per position.

- ix. Only those parents/guardians who have a team participant and are in good financial standing shall have the opportunity to vote.
- x. Recommendations for policy change and unbudgeted expenditures that affect the YMCA operation must go to appropriate YMCA committees and/or the YMCA Board of Directors.

X. OFFICERS and THEIR ELECTION

- A. There are five elected officers. These individuals make up the executive committee:
 - i. President
 - ii. Vice-President
 - iii. Secretary
 - iv. Treasurer
 - v. One at Large
- B. The Executive Committee may transact business of the organization in an emergency; however, no action taken shall be in conflict with that taken by the voting body of the Booster Club or of the Steering Committee.
- C. Officers shall be selected annually at a designated time to serve a one-year term. If there be just one nominee for an office, upon motion from the floor, the approval may be by voice. Should there be two or more candidates for an office, a written ballot shall be cast. It is required that the President shall have served on the Steering Committee at some time in the past.
- D. Officers shall hold office for a term of one year from September 1 through August 31.
- E. A person shall not be eligible to serve more than two consecutive terms in the same office.
- F. Only those who have consented to serve may be nominated.
- G. A vacancy occurring in any office shall be filled for the unexpired term by a person selected by a majority vote of the remaining members of the YMCA Booster Club Steering Committee.

XI. DUTIES OF THE OFFICERS

- A. The President shall:
 - i. Preside at all meetings of the organization.
 - ii. Be an ex-officio member of all committees.
 - iii. Appoint special task forces
 - 1. To meet the goals as set forth by the bylaws.
 - 2. To meet the needs of the team as agreed upon by the Steering Committee.
 - iv. Coordinate the work of the officers and committees in order that the objectives and policies may be promoted.
 - v. Establish a means of communication and cooperative relationship between the YMCA Boosters and the YMCA.
- B. The Vice President shall:
 - i. Perform the duties of the President in the absence or inability of that officer to serve.
 - ii. Perform other duties as necessary and/or assigned.
- C. The Treasurer shall:
 - i. Validate the record of all receipts and expenditures as recorded by the YMCA business office; keep an accurate record of all receipts and expenditures and disburse approved funds in accordance with the budget as authorized by the organization.
 - ii. Present a financial statement of Booster Club activities during each meeting and at other times as requested by the Steering Committee.
 - iii. Open treasurer's books for examination and comparison by the YMCA Booster Club at any given time; however, the YMCA maintains the official records that are audited each fiscal year.
 - iv. Deposit money collected at meets or other events promptly.
- D. The Secretary shall:
 - i. Keep minutes of all meetings.
 - ii. Notify members of any impending election or agenda items.
 - iii. Keep a file of the charges for all standing committees and task forces.
 - iv. Keep a file of all project reports.

- v. Distribute minutes.
- vi. Be in charge of general correspondence not otherwise assigned.
- vii. Keep attendance records.

XII. FINANCE AND BUDGET

- A. Guidelines for a Booster Club budget should be established each year before the beginning of the fiscal year. Current officers shall draft a budget in advance of the Annual Meeting. Budgets should be determined for necessary committees, with regard to previously determined commitments. This process will be facilitated by the submission of budget requirements from each committee at the end of each fiscal year.
- B. Should an occasion arise that a financial decision must be made before the next regularly scheduled Steering Committee meeting that decision may be made by a majority of the Executive Committee. A decision of this nature shall be made in accordance with and along the guidelines of previously made motions and policies. Any action taken shall be reported promptly at the next regular scheduled steering committee meeting and recorded in that meeting's minutes.
- C. Emergency expenditures up to \$500 may be authorized by a majority of the Executive Committee along with YMCA Director approval.
- D. Any business done with boosters should be stated in the Annual Report. If any steering committee member is submitting a bid, they must abstain from voting on that particular issue.

XIII. STANDING COMMITTEES AND TASK FORCES

- A. Committees and/or task force shall be created by the Steering Committee as necessary to promote the objectives and policies of, and to carry on the work of the Booster Club.
 - i. Power Tumbling, Trampoline, and Gymnastics Standing Committees
 - 1. Home Meets, National Meets, Meet Concessions, Consignment Sales/Meet Consignment, Holiday Party, Communications/Publicity, Fundraising, End of Year Banquet
 - ii. *HEAT* Standing Committees (*See additional information at end of appendix, pg 28)
 - 1. Volunteer Coordinator
 - 2. Meet Management
 - 3. Publicity
 - 4. Fundraising
 - 5. Social
 - 6. Equipment
 - 7. Website Communications
 - 8. Officials
- B. A task force may be created by the Steering Committee when the need arises. A task force is created and its members appointed for a specific purpose and is disbanded when that work is done and the task force's final report is accepted.
- C. It is recommended that each committee have a chairperson and a co-chairperson, and that succession leadership be planned.
- D. A representative from each committee or task force (usually a chair) is expected to attend the regular monthly Steering Committee meetings, report on progress, participate in discussions and carry Steering Committee directions back to the working group.

XIV. DONATIONS AND SPONSORSHIPS

- A. The development director of the YMCA management team must approve all donations and sponsorships.
- B. Sponsorships are subject to YMCA guidelines.

XV. AMENDMENTS

- A. These bylaws may be recommended for amendment at the annual general meeting of each YMCA Booster Club, provided that notice of the proposed amendment has been given previously in writing. Any and all recommended amendments to these bylaws must be presented to the YMCA Board of Directors for approval.

- B. Any bylaws changes need to be approved by all existing Booster Clubs. YMCA management staff will direct this process.
- C. Once ratified, these bylaws become the official reference for the organization and, as dictated by its directives, supersede any previous precedents, commitments, arrangements and/or decisions.

NOMINATING PROCESS

Executive Board

The **Booster Board*** shall appoint a Nominating Committee in March to develop a slate of officers for the following year.

Such committee shall consist of the **At-Large Executive Board** member as the chairperson and **four other parents** from the general membership to represent a cross section of all the training groups. Ideally, those four parents should not be directly seeking a position on the Executive Board. However, it is understood that the Nominating Committee may decide collectively to include its members.

The new slate of officers will start their term at the **August** Booster Board meeting.

Officers' terms will extend from **August** to **July** of the following year. New officers can start attending meetings in **May** to give themselves three months to transition into their positions.

There shall be five elected officers. These individuals make up the Executive Committee:

- President
- Vice-President
- Secretary
- Treasurer
- At-Large Member

Please refer to "Duties of the Officers" on page 25.

The **nominating process** will be as follows:

- General membership is notified of the **Call for Nominations** (1) for all positions in early **March**.
- Nominations are closed on **April 8th**.
- Self-nominations are welcome.
- Only those individuals who have consented to serve may be nominated.
- The Nominating Committee meets before the **April** Booster Board meeting to create the slate of officers.
- The slate of officers is presented to the Executive Board prior to the **April** Booster Board meeting.
- Then, the slate is presented at the **April** Booster Board meeting and later communicated to the general membership.
- If there are only 5 nominees for the 5 positions, the new slate will be submitted for approval at the **April** Booster Board meeting. If there is more than one person per position seeking election, a ballot will be used at the end-of-the-season **banquet**. The resulting slate will be submitted for approval at the **May** Booster Board meeting.
- The chair of the Nominating Committee or another of its members shall communicate the resulting slate of new officials to the general membership.

Booster Board Chairs/ Representatives

The same **Nominating Committee** appointed to develop the slate of officers for the Executive Board shall conduct the search for the Booster Board Chairs/Representatives for the following year.

The new chairs/representatives will start their term at the **August** Booster Board meeting.

Chairs/Representatives' terms will extend from **August** to **July** of the following year. The chairs/representatives can start attending meetings in **May** to give themselves three months to transition into their positions.

Officers and Chairs/Representatives make up the **Booster Board**.

The chairs or representatives necessary to complete the Booster Board are the following:

- Meet Management
- Concessions
- Hospitality
- Website
- Officials
- Equipment
- Fundraising
- Social
- Volunteer Coordination
- Publicity
- Computer Table
- 5 Group Representatives

The nominating process will be as follows:

- General membership is notified of the **Call for Nominations** (1) for all positions in early **March**
- Nominations are closed on **April 8th**.
- Self-nominations are welcome.
- Only those individuals who have consented to serve may be nominated
- The Nominating Committee meets before the **April** Booster Board meeting to create the list of chairs/representatives.
- The list is presented to the Executive Board prior to the **April** Booster Board meeting.
- Then, the list is presented at the **April** Booster Board meeting and later communicated to the general membership.
- If there is one nominee per position the new list will be submitted for approval at the **April** Booster Board meeting. If there is more than one person per position seeking election, a ballot will be used at the end-of-the-season banquet. The resulting list will be submitted for approval at the **May** Booster Board meeting.
- The chair of the Nominating Committee or another of its members shall communicate the resulting list of new chairs/representatives to the general membership.

* **Booster Board** is equivalent to the term **Steering Committee** used on the By-laws of the Champaign County YMCA Boosters

(1) See **Call for Nominations** next.

CALL FOR NOMINATIONS

The Nominating Committee is seeking candidates to develop the slate of officers for the **2018-2019 Heat Executive Board** as well as the **Chairs/Representatives** necessary to complete the Booster Board.

The positions for the **Executive Board** are the following:

- President
- Vice-President
- Treasurer
- Secretary
- At-Large Member

The **chairs or representatives** necessary to complete the Booster Board are the following:

- Meet Management
- Concessions
- Hospitality
- Website
- Officials
- Equipment
- Fundraising
- Social
- Volunteer Coordination
- Publicity
- Computer Table
- 5 Group Representatives

Self-nominations are welcome. If you are nominating someone, please check with that person before submitting his/her name. All nominations are due on **April 8th**. Submit them via email to **At-Large Member (xxx@xx.xx)**.

From the Team Handbook:

Duties of the Officers

The President shall: **1.** Preside at all meetings of the organization. **2.** Be an ex-officio member of all committees. **3.** Appoint special task forces a. To meet the goals as set forth by the bylaws, b. To meet the needs of the team as agreed upon by the Booster Board. **4.** Coordinate the work of the officers and committees in order that the objectives and policies may be promoted. **5.** Establish a means of communications and working team relationship between the Heat Booster and the YMCA.

The Vice-President shall: **1.** Perform the duties of the President in the absence or inability of that officer to serve. **2.** Perform other duties as necessary and/or appointed.

The Treasurer shall: **1.** Validate the record of all receipts and expenditures as recorded by the YMCA business office; keep an accurate record of all receipts and expenditures and disburse

approved funds in accordance with the budget as authorized by the organization. **2.** Present a financial statement of Booster Club activities during each meeting and at other times as requested by the Booster Board. **3.** The Treasure’s books shall be opened for examination and comparison by the YMCA Booster Club at any given time, however, the YMCA maintains the official records that are audited each fiscal year. **4.** The money collected at meets or other events must be deposited promptly.

The Secretary shall: **1.** Keep minutes of all meetings. **2.** Notify members of any impending election or agenda items. **3.** Keep a file of all projects reports. **4.** Distribute minutes. **5.** Be in charge of general correspondence not otherwise assigned. **6.** Keep attendance records.

Appendix D: General Team By-Laws for USA Swimming

USA Swimming

Article I - Name

- 1.1 The name of this organization shall be “The Champaign County YMCA *HEAT*.”
- 1.2 The USAS club code shall be HEAT-IL.
- 1.3 The address for transactions is 500 W. Church St., Champaign, IL 61820

Article II – Purpose

- 2.1 To provide for a quality learning and training environment for all age levels.
- 2.2 To offer this opportunity in a fun and relaxed environment while instilling the YMCA values of Honesty, Caring, Respect and Responsibility.
- 2.3 To uphold the rules and purposes of USA Swimming, the YMCA and Illinois Swimming, INC.

Article III – Institutional Control

- 3.1 The Head Coach(es) are in charge of direction and management of all phases of program. They are supervised by YMCA management.
- 3.2 There is a booster board which supports the Head Coaches and many competitive aspects of the team. They are governed by the YMCA national guidelines. (See By-Laws of the Champaign County YMCA Boosters on next page)

Article IV – Membership

4.1 There shall be one class of membership in this organization consisting of:

- (i) the parents or legal guardians of and living with minor children who participate in amateur competitive swimming activities conducted by the corporation,
- (ii) minor children who participate in amateur competitive swimming activities conducted by the corporation, and
- (iii) emancipated persons who participate in amateur competitive swimming activities conducted by the corporation.

Members shall pay such dues and fees as may from time to time be fixed by the YMCA and the Executive Board.

Article V – Principles of Conduct

- 5.1 All participants (athletes, coaches, board members, parents and volunteers) shall conduct themselves with courtesy and good sportsmanship and adhere to the YMCA values of Honesty, Caring, Respect and Responsibility.
- 5.2 This behavior shall reflect the high standards of USA Swimming, the YMCA and Illinois Swimming, Inc.
- 5.3 Conduct unbecoming a member of any of these institutions is subject to the discipline policy set forth in the Team Handbook

Article VI – Officers and Committees

- 6.1 Processes and policies for all parent committee is outlined in the following section: By-Laws of the Champaign County YMCA Boosters

Appendix E: Glossary of Swimming Terms

'A' Time: The qualifying time in a given event for the USA swimming 'A' classification level. Age Group Swimmers compete in most meets only with those in their respective age groups. Current USA swimming/ ISI age groups are: 8 & under, 9-10, 11-12, 13-14, and senior. YMCA is similar.

Age Group Meet: All USAS registered swimmers, 18 years of age and younger, who have met the qualifying time standard for the specific event(s) are eligible to compete in their age category.

'B' Time: The qualifying time in a given event for the USA swimming 'B' classification meet.

Block: The starting platform where a swimmer begins a race with a dive.

Bullpen: The area at a swim meet adjacent to the clerk of course in which swimmers are assembled and assigned to their heats in advance of each event. Most meets will have a bullpen for younger swimmer and sometimes older swimmers.

'C' Time: The qualifying time in a given event for the USAS 'C' classification level.

Circle Swimming: In practice sessions or warm-ups, by staying to the right of the black line on the bottom of the pool. When swimming in a lane with multiple people, it to enables more swimmers to swim safely in each lane.

Classification of Meets: A swimmer's ability level represented by his or her best time at a previous meet.

Clerk of Course: The person responsible for assigning swimmers to heats and lanes.

Consolation Final: A final swim after the preliminary heats where swimmers, typically, compete for 9th through 16th place. These swimmers cannot receive higher than 9th place.

Course: The designated distance in yards or meters over which the competition is conducted.

Cuts: The qualifying times for specific types of championship meets.

Deck Seeding: A procedure for assigning swimmers to the proper lanes and heats immediately before each event.

Declared False Start: When it is too late to scratch an event or the swimmer cannot or does not want to swim an event, yet, will incur a penalty if missing the event; they can "Declare a False Start." The swimmer must clear this with their coach so they can go to the referee and tell them the event before.

Disqualification (DQs): Trained officials (judges) watch each race. Swimmers with improper form or technique are disqualified and told the reason(s) why. Swimmers should not be discouraged by a disqualification. Most team members have experienced a few DQs. Pay close attention to the official's remarks and work hard (with your coach's direction) to remedy the problem. Swimmers should swim remaining events that day and may enter the same event in the next meet.

Dryland Training: Training done out of the water that aids and enhances swimming performance; can include stretching, running, calisthenics, and weight lifting.

Dual Meet: Meets conducted between only two teams. Dual meets usually have a limited number of entrants that can score in each event.

Event: Any race or series of races (heats) in a given stroke and distance.

False Start: Occurs if a swimmer on the block is moving after they are told to take their mark and before the start gun is sounded. In USA Swimming, a false start will result in disqualification at the completion of the race.

Final: The championship heat of an event in which, typically, the top 8 swimmers from the preliminaries compete for final place. These swimmer cannot receive worse than 8th place unless they are DQ'd.

Fins: Soft, flexible, and usually made of rubber, fins or flippers are worn on swimmer's feet in practice during certain drills. Some swimmers wear thin or old socks inside the fins to minimize chafing of their feet.

Flags: (Backstroke flags) are placed 5 yards (short course) or 5 meters (long course) from each end of the pool. The flags enable backstrokers to execute a backstroke turn more efficiently without having to turn around and find the wall.

Free Relay: Four swimmers comprise the relay team. Each athlete swims one quarter of the distance using any desired stroke.

Gutter: The area along the edge of the pool in which water overflows during a race and is recirculated through the filtration system.

Heat: A division of an event into a series of separate races. Each race is one heat. Multiple heats are needed when more swimmers enter an event than there are lanes in the pool.

Heat Sheet: A list of swimmers entered in each heat of each event of a meet. They are typically listed in order of seeding times and sometimes include lane and heat identification. The host of the meet prepares the heat sheets and sells them for a nominal fee just before the meet starts.

Individual Medley (IM:) An event where the athlete swims all four competitive strokes in one race in the following order: butterfly, backstroke, breaststroke, and freestyle.

ISI (Illinois Swimming Incorporated): The organization that administers and governs the state program for USA Swimming.

Junior Olympics (JOs): Now called Age Group State Championships. This is the final end of the season meet on a state level for those swimmers that qualify. Limited to 14 year olds and under.

Kick Board: Flat floatation device used in practice. Held in front of the swimmer keeping their upper body afloat to work on strengthening the kick.

Lap Counter: A set of plastic display numbers used to keep track of laps during a distance race. Also, the person who counts for the swimmer can also be called the lap counter. This person is stationed at the opposite end of the pool from the start and places the number in the water as the swimmer approaches to let them know how far they have swum.

Local Swimming Committee (LSC); Governing body for swimming at the local (typically State) level. There are 59 LSCs in the country.

Long Course: The term designated for a 50-meter pool.

Medley Relay: Four swimmers comprise the relay team. Each athlete swims one quarter of the distance in the following order backstroke, breaststroke, butterfly, freestyle.

Mid-State Meet: A multi-state championship style meet where swimmer compete as a state. This, usually, occurs the first weekend of January. Swimmer, typically need a "AAA" time standard to apply.

National Reportable Time (NRT): Time standards set for both long and short course based on previous years' top 16 achievements. Only times meeting these standards may be submitted for consideration each year. The Top 16 submitted timed in each event are recognized.

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

Official: A judge on the deck of the pool at a sanctioned competition who enforces USAS or YMCA rules. There are stroke and turn judges, administrative officials, starters, safety marshalls and referees.

Open Water Race: A distance freestyle swimming event conducted in a natural body of water.

Pace Clock: A digital or analog clock kept on deck that typically used to check pace or maintain intervals in practice.

Prelims: Also called preliminaries, heats, or trials; those races in which swimmers qualify for the championship and consolation finals in the events.

Paddles: Plastic plates with holes attached to the swimmer's hands by a short piece of rubber tubing. Used in practice to improve stroke technique and build strength.

Proof of Time: Meet results signed by an official that can be used for entering championship meets. Sometimes brought to another meet to show that the swimmer has actually swam that time if they fail to swim their entry time and do not meet the time standard for that event.

Pull Buoy: Floatation devices held between the swimmer's legs during practice for stroke and pulling drills. Often used in combination with paddles.

Referee: The lead official at a meet. He or she has authority over all other officials and enforces all rules, decides questions on the conduct of a meet, and is responsible for the efficient, safe and effective running of a meet.

Relay: An event where a team of four swimmers is part of a single race.

Sanction: Official / authorized approval from USAS or ISI to sponsor a meet.

Scratch: To withdraw an entry from competition. The proper procedure must be followed or the swimmer could be barred from competing in their next event(s).

Seeding: Placing swimmers in order of their entry times for that event. Proper seeding will ensure swimmers in each heat will be of near or equal ability.

Senior State; This is the final end of season meet on a state level for those swimmers that qualify. There are no age groups or restrictions.

Short Course: The term designated for a 25-yard pool.

Split: The time per lap, or partial distance in an event. Coaches often record an athlete's splits at a meet or practice to help the swimmer improve pacing and race strategy. Also, the time for each of the four individuals in a relay.

Starter: The official at a meet responsible for the proper, legal, and safe start of each heat and event.

Streamline: The position used by swimmers when entering the water after starting off a block or pushing off the walls designed to reduce water resistance.

Stretch Cords: A long band of elastic material sometimes with handles secured on each end. It is used to exercise swimmers' arms and shoulders by looping the cord around a secure fixture, e.g. a starting block, and using the resistance to develop strength and conditioning. Can also be used in the pool tethered to a swimmer for resisted or assisted swimming.

Stroke Judge: A certified meet official who determines the legality of swimmers' strokes. They are an official that can disqualify a swimmer during a meet for a stroke infraction.

Taper: The final preparation phase prior to a season ending championship meet where total swimming volume and intensity are reduced to produce a fast swim. Sometimes referred to as "rest."

Time Standards: Listed qualifying times that have been set by ISI, USAS or YMCA for each event by age groups for a certain competition. The bigger the meet, the harder the time standard.

Timed Finals: A meet in which each athlete swims an event once, in their assigned heat. The final places are determined by ranking the times achieved in order from slowest to fastest.

Time Trial: A time-only swim that is not part of a regular meet; or it can be a whole meet where there are no awards or places just times recorded.

Touch Pad: The electronic device placed at the end of each lane in the water that registers the swimmer's touch and stops the clock.

Turn Judge: A certified meet official who determines the legality of swimmers' turns and finishes. They are an official that can disqualify a swimmer during a meet for a turn infraction.

Unattached Swimmers: Swimmers attending meets that are not members of a participating team.

USAS United States of America Swimming, Inc: The governing body for swimming in the US. The national headquarters is in Colorado Springs, CO.

Warm Down: Low intensity swimming used by swimmers after a race or main practice set to rid the body of excess lactic acid, and to gradually reduce heart rate and respiration.

Warm Up: Low intensity swimming used by the swimmer prior to a main practice set or race to loosen muscles. A proper warm up gradually increases heart rate, respiration, and helps prepare the body for higher levels of physical activity and to prevent injury.

Zone Meet: A multi-state Championship meet which each state competes as a state team. In the Midwest, teams representing each state or LSC compete in the annual Zone meet which occurs in late summer. To make the Illinois team, a swimmer must achieve a 'AAA' time in a sanctioned meet. An application must be filled out and sent to ISI to be selected.

Appendix F: How to Sign Up for a Swim Meet

Online Meet Sign Up Instructions

Go to **www.cymcaheat.org**

Choose **Meet Registration** under **Parents Section**

Choose **Option 1**, since you are a member

Enter your email and password and other information needed (you may need to create/enter this if you are new to the sign up)

After you have registered, click **HEAT Swim Team**

Click on the meet you wish to sign up for

Click on the events you wish to enter

****If it is a meet requiring time standards make sure you qualify in those events.**

From the Main page see - Time Standards. Or:

go to www.usaswimming.org and click on Swimmers

Click on Times/time standards

Enter your swimmers name and time frame for qualification

See all of your swimmer best times in the national database.

Choose **next**

Be sure the payment amount is accurate

Choose **Check Out**

Enter payment information

Submit