

Kaiserslautern Kingfish

Swim Team Handbook 2018/2019



Table of Contents

WELCOME FROM THE KINGFISH PRESIDENT.....3

COACHES’ CORNER.....4

HISTORY OF THE EUROPEAN FORCES SWIM LEAGUE.....5

SWIM TEAM GUIDELINES:

 Purpose.....6

 General.....6

 Board of Directors and Meetings.....6

 Membership.....7

 Practices, Meets and Equipment.....7-8

 Finances/Volunteering.....9-10

 Discipline..... 11

 Pool Regulations.....11-12

 Awards.....12

 References.....12

SWIMMER CODE OF CONDUCT.....13

PARENT CODE OF CONDUCT.....14

DISCIPLINARY ACTION POLICY.....15

SWIM NUTRITION.....16

CHAMPS QUALIFICATION TIMES.....17-18

AWARDS and KINGFISH POINTS TABLE.....19-22

RAMSTEIN AQUATIC CENTER SAFETY RULES.....23



Hello Fantastic Kingfish Families,

Welcome to the Kingfish Swim Team. I am Tina Tarpen and it is my pleasure to serve as your President for the 2018/2019 swim season. This handbook is designed to acquaint swimmers and their parents with the Kingfish Swim Team.

Every year we travel all over Europe, but some of the best meets in the EFSL are hosted here, at the Ramstein Aquatic Center. We are a voluntary, parent supported organization that strives to train children so they can both enjoy and thrive at competitive swimming. The Board is always looking for enthusiastic swim parents to help out and drive the direction of the Team. If you would like to get involved, please contact the Volunteer Coordinator:

kfvolunteercoordinator@gmail.com.

With the help of a fantastic team of coaches, our swimmers are able to maintain a winning reputation. The Kingfish are the reigning 2018 European Forces Swim League Champions and we're looking forward to staying on top this year with another winning season! Our swimmers hard work and dedication to the sport, all come together when they get to swim at Divisionals, Long Distance Champs and Individual Champs.

I am supported on this journey by our Vice President, Lauren Nelson our Secretary, Melanie McKinley and our Treasurer, Kristina Golden. Our board members are dedicated to delivering a wonderful experience for all of our swimmers and families.

You can stay connected with all of the latest Kingfish news on our website:

<http://kingfishswimteam.com/> and on our Facebook page:

<https://www.facebook.com/groups/998299350234713/>.

Excellence is not being your best; but doing your best. The Kaiserslautern Kingfish fully intend to take it to a new level of excellence this season!

If you need anything, please email me directly: kingfishpresident@gmail.com.

Sincerely,

Tina Tarpen

President, Kaiserslautern Kingfish

Dear Kingfish Parents and Swimmers,

Welcome to the 2018-2019 Kaiserslautern Kingfish Swim Team! It is indeed my honor to serve as your Head Coach during the upcoming swim season. Our Board and Coaching Staff are looking forward to another excellent season.

I have been with the Kingfish since 2006, when my son began swimming as a 7-year-old and have parented, coached and officiated in some capacity since! Additionally, I swam in high school and at Pacific Lutheran University, as well as playing water polo in high school, college and on club teams for a number of years. I have coached, on and off, since 1979, swimming, water polo, baseball, fastpitch, basketball, football, and cross country. Our coaching staff includes prior high school and college swimmers (some are service members as well) ...they are patient, caring and will work hard with our swimmers to make them the best they can be!

Our season will last approximately 6 months, beginning in August and culminating with the EFSL Divisional swim meet in February (which I encourage all of our swimmers to attend) and Champs in March. Along the way, kids will have many opportunities to improve individually and to compete in a number of swim meets both at home and at venues in other parts of Germany and Europe (Belgium, Portugal, Spain, Italy and the United Kingdom).

First and foremost, we stress sportsmanship to our swimmers...congratulating not only our team mates but our competitors as well. We always strive to do our best, in practices as well as competitions. We are all ambassadors of good will and positive representatives for our countries!

As coaches, we will do our best to assist your swimmer in becoming the best he or she can be! Communication is important! If you or your swimmers have questions...ask! Probably the best advice I can give new swimmers/parents is...hang in there, it's going to be a long ride! In my opinion, it takes at least one season to "get it." As with any athletic endeavor, there will be peaks and valleys along the way...this is normal (both kids and parents). During the season your kids will be sore and tired as well as challenged, enthusiastic and elated! If your swimmer is younger, do not worry about making every practice. Sometimes little ones need a break! If they can come 2 or 3 times a week, at least in the beginning, great!

In closing, we look forward to a great season and establishing a positive relationship with you and your swimmers. Also, we will see great improvements in our swimmers as we begin this 2018-2019 swim season!

Sincerely,

Kent "Chip" Bassett

History of the European Forces Swim League

The European Forces Swim League (EFSL) is an outgrowth of the U.S. and Allied Armed Forces community sponsored swim teams. The League was formed in the summer of 1975 in response to a recognized need to provide an organized competitive swimming program for the youth of military and civilian members stationed in Europe. The League is not intended to be competitive with, or draw participants from the local, regional, or national European competitive swimming programs.

The original teams of the EFSL were Berlin, Heidelberg, Lahr, Mannheim, Stuttgart and SHAPE. Since then the League has steadily increased in membership to approximately 18 teams located in Germany, Belgium, Italy, Spain, England and The Netherlands. American and NATO communities are represented. The EFSL has five competitive age levels: 10 and under, 11/12, 13/14, 15/16 and 17/19. Each level provides a stepping-stone for a swimmer to progress through successive levels of competition.

The first annual EFSL Championship Meet was held on 16 April 1977. Since then, this exciting event has been the climax of the League's regular season.

The EFSL is proud of its past achievements in providing a successful program for the personal development of our young people. It recognizes the support and efforts of swimmers, parents, coaches, sponsors, friends and community organizations without whose assistance these accomplishments could not have been achieved. Finally, the EFSL remains committed to supporting the youth of our communities through healthy competition and the fostering of the ideals of good sportsmanship.

The Kaiserslautern Kingfish Swim Team joined the League in 1980 and has developed into a championship team, winning numerous League Championships.

Swim Team Guidelines

- I. **PURPOSE:** This handbook is intended to provide swim team parents and swimmers with a general reference concerning the Kaiserslautern Kingfish Swim Team and its activities. Parents and swimmers should be familiar with its contents. Additional information may be found in the Teams' Constitution and By-Laws.
- II. **GENERAL:**
 - A. The Kaiserslautern Kingfish Swim Team is a private organization whose main objective is to form and provide a competitive swim team while instilling sportsmanship, personal pride and team spirit.
 - B. The Team is a member of the European Forces Swim League (EFSL) and must comply with the rules and regulations as stated in the EFSL By-Laws. This can be referenced on the EFSL webpage (<http://www.eteamz.com/EFSL/>).
 - C. Activities of the Team are governed by an established constitution and By-Laws.
- III. **BOARD OF DIRECTORS and MEETINGS:**
 - A. The Board of Directors ('Board') will govern the Team's activities as outlined in the Kingfish Constitution.

The Kingfish Board of 2018-2019 season are:

| | |
|--------------------|------------------------|
| President ** | Tina Tarpen |
| Vice-President ** | Lauren Nelson |
| Secretary ** | Melanie McKinley |
| Treasurer ** | Kristina Golden |
| Head Official | Margaret Glasgow |
| Meet Director | Christine Pierre-Louis |
| Fund Raising Chair | |
| Member at Large | Jill Hayes |
| Member at Large | Andrea Campbell |

** Member of the Executive Committee
 - B. Board meetings will be held monthly or more frequently if called by the President. Attendance is open to general team membership.
 - C. The Board, on routine basis, will call meetings for the general membership, normally once a month during the swim season. On occasion, swimmers may be requested to attend these meetings with their parents. Parent meetings are not mandatory but members are highly encouraged to attend. One hour of volunteer time will be credited per family in attendance.
 - D. Additional team information will be distributed through Facebook, email, telephone, or posted on the Team website at <http://www.kingfishswimteam.com/>.

IV. **MEMBERSHIP:**

- A. Team membership is in accordance with Kingfish By-Laws and EFSL By-Laws.
- B. All members in good standing with the Team, at the time of the EFSL Champs meet, are considered members in good standing through the following summer. Team membership expires at registration or the first parent's meeting (whichever comes first) of the new swim season, at which time all members must join for the next season.
- C. The coaching staff will evaluate each new swimmer's ability to swim, a minimum of, 50 meters of freestyle, backstroke, butterfly and breaststroke prior to extending membership ("Assessments"). All new swimmers interested in joining the Kingfish must attend assessments, including those transferring from other EFSL teams or CONUS USA Swimming teams with documented swim times.
- D. Participation in "off-season training" sessions does not constitute team membership for a new swimmer; an assessment must be performed with the Team prior to the new swim season.
- E. Membership begins when the registration fee is paid on the registration date and the first month's dues are paid before the 15th of the month. The following documents must be signed and on record with the Kingfish.
 - 1. Financial Agreement
 - 2. Hold Harmless (2 Copies)
 - 3. Emergency Medical Treatment Authorization
 - 4. Swim Code of Conduct
 - 5. Parent Code of Conduct
 - 6. Team Disciplinary Policy
 - 7. Sports Physical
 - 8. Awards Questionnaire
- F. Termination of Membership:
 - a. Family members wishing to terminate their membership with the Team at any point during the season, for any reason, may do so.
 - b. Written notice to the Team President is **mandatory**. For information regarding outstanding financial obligations or refunds, please reference Section VI Finances & Volunteering, paragraph G.
 - c. The Team may terminate membership due to violations of Swimmer/Parent Code of Conduct, Discipline Policy or Financial Agreement.

V. **PRACTICES, MEETS, and EQUIPMENT:**

- A. PRACTICES
 - 1. Each swimmer will be assigned to a practice group according to their ability as demonstrated during their assessment (new swimmers only), swim times, and maturity level.

2. Swimmers are encouraged to attend 100% of practices with the exception of time lost to sickness, injury, or other unavoidable problems. Exceptions can be made by the Head Coach or Team President as needed. High School Swimmers attendance will be tracked and posted on the Team website. Families are encouraged to verify the accuracy of the posted records and settle discrepancies in a timely manner.
 - a. Athletes competing for a High School Varsity Letter must attend a minimum of 75% of practices.
3. Athletes participating in another DoDDS varsity sport are encouraged to practice with the Team. Swimmers may not earn two varsity letters at the same time. A swimmer who is competing for a varsity letter in another DoDDS competitive sport can only swim in an exhibitions status while their non-swimming team is 'in-season'.
4. Practice will begin promptly at the scheduled time. Swimmers should arrive with sufficient time to stretch and be ready to swim when practice begins. Swimmers will not leave the pool area until the coaching staff has ended practice and dismissed swimmers.
5. High School swimmers must furnish the head coach with written notice, signed by a parent, for recurring absences.
6. Parent should notify the coaching staff of planned absences from meets or practices. In case of illness/injury, please contact the coach as soon as possible. Swimmers departing early must inform the coaching staff of the reason and time of departure at the beginning of practice.

B. MEETS:

1. Swimmers must participate in a **minimum of four meets** to be eligible to compete in Individual Champs.
 - a. Swimmers must swim at least one meet in each half of the swim season (Sept-Oct and Nov-Jan).
 - b. Divisional Champs can count as one of the four required meets to be eligible.
2. Swimmers must meet qualification times to participate in the Long Distance and Individual Champs meet. Qualification times are included at the back of this packet, the Team website and EFSL website.
3. Parents should notify the coaching staff as soon as possible if their swimmer will not be competing in an upcoming meet or at Championship meets.
4. Swimmers must be available for the duration of the entire meet. Swimmers scheduled for relays must swim unless excused by the coach. Parents that do not want their child to swim a relay must contact the coaching staff at the time of meet entry. No-shows to scheduled meets will be subject to penalties

from the Team (i.e. splash fee reimbursement/disciplinary action) at the discretion of the Head Coach or President.

5. Team cool downs are highly suggested for Senior Squad swimmers at home meets. Blue Squad swimmers are highly encouraged to attend.

C. **EQUIPMENT:**

1. Swimmers are responsible for their individual equipment. All equipment needed for practice should be brought into the pool area upon arrival at practice.
2. A kickboard, goggles, cap and fins are required for all swimmers. Red swimmers and above will also need a pull buoy. In addition, Senior Squad swimmers will need appropriately sized hand paddles. It is recommended (but optional) that all swimmers also purchase a front-style snorkel. Swimmers are not authorized to use Ramstein Aquatic Center equipment for practices. This includes fins, pull buoys, and kickboards.
3. Current team cap or Champs qualifier caps must be worn at all home and away meets.
4. Caps from previous seasons are not authorized at EFSL sanctioned meets.
5. Team suits will be determined by the Head Coach. Team Suits will be worn for meets or swimmers may revert to the Speedo Aquablade (blue). FINA approved technical suits and competitions skins are authorized when approved by the Head Coach.

VI. **FINANCES/VOLUNTEERING:**

- A. The Team operates from a budget supported by a registration fee, monthly membership dues, fundraising activities and donations. Recurring expenses include lane fees for practices, pool rental for swim meets, coach fees, travel expenses, seeding fees for the championship meets, administrative expenses, league dues, equipment/supplies, awards, web site fees, and other expenses as incurred.
- B. The amount of the annual registration fee is determined and approved by the Team Board. The registration fee covers the Team's insurance policy and includes a team swim cap and team T-shirt.
- C. Monthly dues are determined and approved by the Team Board.
- D. Dues are paid for the six-month competitive season in five installments (Sept-Jan). The competitive season begins the first day of practice and ends at the conclusion of the EFSL Championship Meet in February/March. Members have the option to pre-pay for the entire season. If so, the member will receive a 10% discount on dues.
- E. Monthly dues should be paid to the Team Treasurer by the 1st of each month(Sept-Jan). Dues may be paid at the previous month's parent's meeting, mailed, delivered to the Community Center, or given to the Treasurer by the 15th of the month. Please make checks payable to "Kingfish Swim Team".

- F. Late Payment:
 - a. Swimmers may be suspended from practice or meets if dues aren't paid by the 15th of each month.
 - b. A \$20.00 late fee will be added if payment is received on or past the 16th of each month.
 - c. In order to participate in the EFSL Championship Meet (Champs), ALL dues must be current and paid by the start of the Champs meet.
 - d. In order to receive end of the season awards, ALL dues and unmet volunteer hours must be paid **before** the end of year swim banquet.
- G. Early Termination of Membership:
 - a. Family members wishing to terminate their membership with the Team must submit written notice to the Team President.
 - b. Family members are entitled to a full refund of monthly membership dues paid, up to 14 days after registration. The annual registration fee will not be refunded.
 - c. If dues are paid in full, the member will not receive a refund for the current month in which dues are covering, but would receive a pro-rated refund for the remainder of dues paid for the season. The annual registration fee will not be refunded.
 - d. If a member pays monthly, no dues for the current month or previous months will be refunded. The annual registration fee will not be refunded.
 - e. In the event of extenuating circumstances warranting termination, written notice should be submitted to the Team President asking for special financial consideration. The Executive Board will discuss the request.
- H. Volunteering is vital to the success of the Team and helps hold fees and dues to a minimum. Kingfish families are required to perform 50 hours of volunteer swim team service per family during the swim season. **An additional 4 hours per family are required for families with swimmers participating in LONG-DISTANCE or INDIVIDUAL CHAMPS.**
 - 1. Volunteer hours can be earned by participating in fundraisers (Bake Sales, Gift Wrapping, Feed the Fish, etc.)
 - 2. Volunteer hours are tracked by an appointed member from the general membership with oversight from a member of the Kingfish Board. Volunteer hour disputes should be first brought to the attention of the team appointed member within two weeks of conflicting hours. If no resolution can be reached, the matter will be referred to the Executive Board, who will review and render a final decision.
 - 3. If volunteer hours are not fulfilled by the end of the season, parents will be billed at a rate of \$10.00/per each uncompleted hour. All unmet volunteer hours must be paid **before** the end of year banquet. Any unpaid balances not

paid before the banquet must be paid before the swimmer can continue the following season.

4. Assistance is available for spouses of deployed service members. The Board will review requests on a case by case basis.
- I. Individuals that confirm attendance at EFSL Champs and no-show will be subject to reimburse the Team any splash fees that were paid to the EFSL by the Team.
- J. If facing financial short-fall, a supplemental fee may be collected at the end of the year to meet Kingfish Swim Team financial obligations.

VII. **DISCIPLINE:**

1. SWIMMERS:

- A. The swimmer Code of Conduct (Page 15) is an agreement between each swimmer and the Team. All swimmers are expected to maintain a positive image and display the appropriate behavior at all times.
 - a. Swimmers are expected to be familiar with and obey the Swimmer Code of Conduct and their respective High School Athletic Code, if applicable.
 - b. Each swimmer must sign the Swimmer Code of Conduct.
- B. Competitive swimming is a sport that requires a great deal of self-discipline. This is a trait that takes time to develop and therefore requires a conscious effort from all team members during training sessions, competitions and while traveling.
- C. Normally, the coaching staff will be responsible for taking disciplinary action and their decisions are final. Swimmers will obey the coaches AT ALL TIMES.
- D. When a swimmer has violated the Disciplinary procedures (Page 17) set forth in the Kaiserslautern Kingfish By-Laws, for the Kaiserslautern Kingfish Swim Team, the head coach will present his/her recommendation and grounds to the Executive Committee for its deliberation and action.

2. PARENTS:

- A. The Parent Code of Conduct (Page 16) is an agreement between each swimmer's parent(s) and the Team. All parents are expected to model appropriate behavior for our swimmers to follow at all times.
- B. Parents must sign the Parental Code of Conduct.
- C. Misconduct on the behalf of a parent will be handled by the Board.

VIII. **POOL REGULATIONS:**

- A. The Ramstein Aquatic Center (RAC) is the home of the Kaiserslautern Kingfish. The RAC has established Safety Rules which can be found on the Kingfish website and on the last page of this handbook.
- B. Swimmers must have a membership to the pool either as part of a family, individual, or 6-month (Sept-Feb) pass/ID.
- C. ALL Kingfish swimmers are reminded of the following rules:
 1. For safety purposes, NO running or horseplay in the pool area!

2. No food or drinks in the pool area except water in plastic water bottles or sport bottles. NO GLASS containers are allowed in the pool area under any circumstances.
3. Locker rooms are OFF LIMITS to members of the opposite sex.
4. All swimmers must shower before entering the pool.

IX. **AWARDS:**

- A. Recognition of achievement will be given to Kingfish swimmers at the end of the regular season except for event ribbons and medals, which are presented to swimmers during the season as they are earned. All other awards will be presented at the annual Awards Banquet, normally held three or four weeks following the EFSL Individual Championship Meet.
- B. Awards are based on objective and/or subjective criteria in accordance with the specific award. Points are used to determine the Team's outstanding swimmer award and the earning of letters. Points are earned for the outstanding swimmer award through meet and practice attendance, overall finishing place in individual meet events, and exceeding motivational swim times in any individual event, while letters do not take motivational swim times into consideration. Team spirit, good sportsmanship and a positive attitude are the key subjective factors considered.
- C. Awards are outlined in the Team By-Laws.

X. **REFERENCES:**

- A. Kaiserslautern Kingfish Constitution
- B. Kaiserslautern Kingfish By-Laws
- C. DoDDS-Europe and EFSL Memorandum of Understanding
- D. USA Swimming National Age Group Motivational Times
- E. Pertinent EFSL By-Laws and documents

Swimmer Code of Conduct

- I. I will respect my body:
 - a. Smoking, drinking alcoholic beverages, and misusing drugs of any kind will not be tolerated and are grounds for immediate dismissal from the Kingfish Swim Team.
 - b. I will respect the EFSL curfew of 2300 hours the night prior to a swim meet.
 - c. I will respect pre-meet curfews set by the Kingfish coaching staff.

- II. I will respect the coaches:
 - a. Decisions made by the coaches are final (Concerns must be brought to the Team President)
 - b. I will correct my behavior and attitude if found inappropriate as set forth in the Team Disciplinary Policy
 - c. I will not enter or leave the water until told to do so.
 - d. I understand that if I do not follow coaching staff directions, I will be subject to disciplinary action.

- III. I will respect others and myself:
 - b. I will not use crude or offensive language or gestures.
 - c. I will honor the house rules set by my host family.
 - d. I will display good sportsmanship at all times.
 - e. I will not intentionally interfere with another swimmer, physically or verbally.
 - f. I will not take or use another swimmer's property without their permission.
 - g. I will refrain from excessive public displays of affection at team practice, meets or other events.

- IV. I will respect the Team:
 - a. I will support, assist and encourage my teammates at meets and at practice.
 - b. I will support our Team captains and help foster team spirit.
 - c. I will not wear clothing, swimsuits or caps that reflect negatively on the Team.

- V. I will respect the meet officials:
 - a. I will abide by the rules of the host team.
 - b. I will follow the directions of the Clerk of Course, Marshall, and Meet Director.
 - c. I will treat all officials with respect and will abide by decisions of the Head Official.

- VI. I will respect pool rules:
 - a. I will not participate in horseplay.
 - b. I will only enter or attempt to enter the locker room appropriate for my gender.
 - c. I will not vandalize or remove pool property.
 - d. I will be courteous to the pool management.

Parent Code of Conduct

As the Parent or Legal Guardian of a Kingfish swimmer(s), I agree to the following:

1. To abide by the guidance set for the in the Kingfish Team Handbook.
2. To attend regularly scheduled Parent's Meetings, normally held once a month.
3. To ensure my swimmer(s) attend regular practice sessions on time with appropriate equipment. I will promptly pick up my swimmer(s) after practice. Children Under 10 will be accompanied by a parent or Adult to practice.
4. To respect coaches on deck. I will not interrupt a coach during practice. I will not address my swimmers issues in the pool while my swimmer is in practice. I will wait until after practice to have any discussion with the coach or swimmer and do so respectfully.
5. To treat pool staff, our swimmers, visiting teams, visiting coaches, and visiting families with respect.
6. Follow the rules of the hosting pool, Team President, and referee/Official, wherever the swim meets may be.
7. To notify the coaching staff of planned absences from meets and practices. In case of illness, I will contact the coach as soon as possible.
8. To abide by the guidance of the Meet Director and Official during a swim meet.
 - a. If you have concerns, ask our Meet Director for help.
 - b. For technical matters, as a coach.
9. To make every effort to ensure my swimmer(s) attends all regularly scheduled EFSL meets.
10. To assist with home and away swim meets as a timer, runner, marshal, stroke and turn judge, starter, awards, etc.
11. To not consume alcohol within the swim facility (stadium seating, bleachers, or pool deck) during team practices, meets or any other official team function.

TEAM DISCIPLINARY PROCEDURES – 2018-2019 SWIM SEASON

Kaiserslautern Kingfish Swimmers are expected to arrive at practice and official team events on time and ready for all scheduled activities. Swimmers are expected to follow the directions of the coaching staff at all times, and, during meets, the direction of officials.

The following Disciplinary Procedures apply to all members of the Kaiserslautern Kingfish Swim Team. The purpose of disciplinary procedures is to correct improper behaviors.

The Head Coach is responsible for addressing routine, minor discipline problems during practice and during meets. Those discipline problems are described in two categories:

Category 1: Improper Personal Behaviors (Examples include late to practice/formal team events, “slacking”, bad attitude, destruction of property, inappropriate locker room behavior, etc.)

Category 2: Improper Behaviors Between Teammates (Example include Fighting, Bullying, etc.)

For Category 1 offenses, the Head Coach (or Coach On Deck) is authorized to administer immediate disciplinary measures, including extra laps, time-out, dismissal from daily practice, or other reasonable measures.

For Category 2 offenses, the Head Coach (or Coach On Deck) is authorized to administer immediate disciplinary measures, such as time-out or immediate dismissal from daily practice.

If a swimmer is dismissed from practice, they must leave the pool deck immediately. The swimmer may return to the next practice session but must be accompanied by a parent during that practice session.

The coaching staff will maintain a Disciplinary Roster and record all Category 1 and Category 2 offenses. When, in the opinion of the Head Coach and coaching staff, any misconduct (or a pattern of misconduct) by a swimmer warrants additional disciplinary measures, the Head Coach, with the approval of the coaching staff, will refer the swimmer to the Parent Board for action.

To provide an objective discipline process, swimmers referred to the Parent Board for discipline shall not be identified in any way, including as by age, sex, race, team status, practice session, or any other measure.

The Board will determine disciplinary actions and notify the Head Coach for swimmer identification. The President will then notify the parents and Head Coach within 24 hours. Board-directed disciplinary actions include 1) Warning, 2) Suspension, and 3) Dismissal from the Team. Suspension periods shall begin upon parent notification for an amount of time as determined by the coaching staff and the Parent Board. If a swim meet falls during that period, the swimmer shall not be allowed to participate in the meet. Prior to returning to the Team, a meeting with the Head Coach, President/Vice President and one parent is required prior to the swimmer returning to team practice. Dismissals shall extend for the remainder of the current swim season. The Kingfish organization shall not pro-rate team fees during suspension periods or in the event of a dismissal.

By placing your name below, you agree that you have reviewed the Kaiserslautern Kingfish Disciplinary Procedures. This letter must be signed by a parent prior to participation in team events. A copy of this letter shall be maintained by the Team.

Race day nutrition tips from USA Swimming:

EAT BREAKFAST!!!!

Start out with a proper breakfast. This does not entail grabbing a bagel with cream cheese and eating it in the car with a large orange juice on the way there. The bagel, especially if it's made with white flour can really jack up your blood sugar levels. Granted, the fat in the cream cheese will blunt this affect somewhat, but add in the OJ and you'll be all fired up for warm-ups and likely crash shortly thereafter.

The best-case scenario is to sit down and eat some slow cooked oatmeal (prepared the night before) with fruit, or some eggs and whole grain toast, or whole grain cereal with skim or low fat milk. If it's an early meet and you must eat on the run, at least make it a whole grain bagel with peanut butter, as these two foods together make up what is known as a complete protein by providing your body with all the essential amino acids it needs. Trade in the OJ for a lower sugar sports drink and you're good to go. Some more foods to stay away from include bacon, sausage, croissants, doughnuts and sugary breakfast cereals.

As far as what you should have in your bag for snacking, see below with a list of what you should bring VS. what you should not bring to swim meets.

What to bring:

1. At least 32oz of water to drink during and after the meet. No more than 16-20 oz of sports drinks that meet the above criteria.
2. Energy bars: Try to stick with bars that have less than 10 grams of fat, and less than 35% of their calories from sugar (the lower the better). To calculate this: multiply the number of grams of sugar by 4 and then divide that number into the total calories.
3. Whole grain pretzels, crackers and cereals.
4. Nuts, seeds and dried fruit (in limited quantity due to the relatively high sugar content)
5. Low sugar fruits: Strawberries, Apples, Cantaloupe, Blueberries, Raspberries and Peaches.

What not to bring or bring less of:

1. Chips of any type. Most are loaded with fat and calories.
2. Goldfish, cheese nips or any other type of cracker made with white, enriched flour.
3. White bagels and breads.
4. High Sugar Fruits: Banana, Raisins, Pineapples and Grapes.
5. High Sugar Energy Bars: Many types of Power Bars fall into this category.
6. Fruit Juices of any type: Too high in sugar and don't clear the gut as rapidly as sports drinks, possibly leading to stomach cramping.
7. SODA!! This one is an absolute NO-NO!
8. Cookies, candy, gummy bears or anything else along those lines.

CHAMPS Qualification Times

The following tables list times for the Individual and Long-Distance CHAMPS meets. The qualification times are the BB motivational times published by USA Swimming at www.usaswimming.org

2017-2020 Proposed Qualification Times

| 2017-2020 Qualification Times | | | | | | | | | |
|-------------------------------|-------|---------|---------|---------|---------|---------|---------|---------|---------|
| Girls | 50FR | 100FR | 200FR | 400FR | BK | BR | FL | 100IM | 200IM |
| 8&Under | 49.00 | 1:54.69 | 4:24.99 | | 59.55 | 1:06.32 | 1:01.79 | 2:04.70 | 4:37.19 |
| 9 years | 42.12 | 1:40.59 | 3:54.59 | | 53.67 | 59.19 | 56.45 | 1:52.44 | 4:03.79 |
| 10 years | 38.89 | 1:28.39 | 3:15.99 | | 46.29 | 52.49 | 46.19 | 1:41.29 | 3:36.19 |
| 11 years | 36.87 | 1:22.29 | 3:06.49 | | 44.08 | 48.19 | 41.29 | 1:33.79 | 3:23.19 |
| 12 years | 34.69 | 1:15.49 | 2:45.39 | | 39.29 | 44.19 | 37.69 | 1:26.59 | 3:05.39 |
| 13/14 years | 33.49 | 1:12.69 | 2:37.19 | 5:32.69 | 1:19.19 | 1:30.99 | 1:18.89 | | 2:55.89 |
| 15/16 years | 32.89 | 1:11.39 | 2:33.79 | 5:25.59 | 1:17.39 | 1:29.19 | 1:17.29 | | 2:52.59 |
| 17/19 years | 32.29 | 1:09.99 | 2:32.49 | 5:24.39 | 1:16.39 | 1:28.09 | 1:16.09 | | 2:49.99 |

| 2017-2020 Qualification Times | | | | | | | | | |
|-------------------------------|-------|---------|---------|---------|---------|---------|---------|---------|---------|
| Boys | 50FR | 100FR | 200FR | 400FR | BK | BR | FL | 100IM | 200IM |
| 8&Under | 47.83 | 1:51.49 | 4:03.59 | | 59.55 | 1:07.09 | 59.39 | 2:03.69 | 4:36.69 |
| 9 years | 41.42 | 1:37.89 | 3:45.69 | | 53.67 | 58.79 | 51.59 | 1:51.39 | 4:03.09 |
| 10 years | 38.09 | 1:26.99 | 3:05.69 | | 46.79 | 51.39 | 44.79 | 1:38.79 | 3:33.49 |
| 11 years | 36.69 | 1:19.69 | 3:02.39 | | 43.19 | 48.49 | 41.79 | 1:32.39 | 3:21.09 |
| 12 years | 33.39 | 1:12.89 | 2:39.79 | | 38.99 | 43.69 | 37.79 | 1:22.89 | 3:01.49 |
| 13/14 years | 30.79 | 1:07.29 | 2:26.69 | 5:14.19 | 1:13.89 | 1:23.49 | 1:13.29 | | 2:44.19 |
| 15/16 years | 29.59 | 1:04.49 | 2:20.89 | 5:02.79 | 1:10.19 | 1:19.59 | 1:10.09 | | 2:36.69 |
| 17/19 years | 28.69 | 1:02.99 | 2:18.19 | 4:57.19 | 1:07.99 | 1:17.89 | 1:07.59 | | 2:33.99 |

| 2017-2020 B Cut-off times | | | | | | | | | |
|---------------------------|-------|---------|---------|---------|---------|---------|---------|---------|---------|
| Girls | 50FR | 100FR | 200FR | 400FR | BK | BR | FL | 100IM | 200IM |
| 8&Under | 52.95 | 2:05.39 | 4:52.19 | | 1:05.45 | 1:12.72 | 1:07.85 | 2:16.09 | 4:59.99 |
| 9 years | 46.72 | 1:51.89 | 4:18.79 | | 59.57 | 1:05.59 | 58.97 | 2:05.64 | 4:32.29 |
| 10 years | 42.99 | 1:38.99 | 3:40.09 | | 51.99 | 58.89 | 52.39 | 1:53.39 | 4:03.49 |
| 11 years | 39.49 | 1:29.59 | 3:23.19 | | 47.18 | 53.69 | 47.89 | 1:40.49 | 3:42.59 |
| 12 years | 37.29 | 1:21.29 | 2:58.09 | | 42.99 | 47.59 | 42.59 | 1:33.19 | 3:25.69 |
| 13/14 years | 36.09 | 1:18.29 | 2:49.29 | 5:58.29 | 1:25.29 | 1:37.99 | 1:26.56 | | 3:09.49 |
| 15/16 years | 35.39 | 1:16.89 | 2:45.59 | 5:55.69 | 1:25.39 | 1:38.09 | 1:25.79 | | 3:05.79 |
| 17/19 years | 34.79 | 1:15.29 | 2:44.19 | 5:52.29 | 1:22.29 | 1:35.89 | 1:23.99 | | 3:02.99 |

| 2017-2020 B Cut-off times | | | | | | | | | |
|---------------------------|-------|---------|---------|---------|---------|---------|---------|---------|---------|
| Boys | 50FR | 100FR | 200FR | 400FR | BK | BR | FL | 100IM | 200IM |
| 8&Under | 51.35 | 2:04.52 | 2:49.09 | | 1:05.45 | 1:11.89 | 1:07.19 | 2:15.79 | 4:57.39 |
| 9 years | 46.42 | 1:50.99 | 4:17.03 | | 59.57 | 1:05.09 | 58.67 | 2:03.49 | 4:38.19 |
| 10 years | 41.99 | 1:36.99 | 3:36.29 | | 52.69 | 57.59 | 51.49 | 1:49.79 | 3:21.09 |
| 11 years | 39.47 | 1:27.39 | 3:19.79 | | 46.99 | 53.29 | 47.09 | 1:40.09 | 3:40.19 |
| 12 years | 36.99 | 1:19.99 | 2:55.09 | | 42.69 | 47.49 | 41.99 | 1:31.39 | 3:22.19 |
| 13/14 years | 33.19 | 1:12.49 | 2:41.99 | 5:54.29 | 1:23.59 | 1:31.89 | 1:22.89 | | 2:59.79 |
| 15/16 years | 31.89 | 1:09.49 | 2:34.79 | 5:49.09 | 1:20.59 | 1:29.79 | 1:21.49 | | 2:55.79 |
| 17/19 years | 32.89 | 1:11.79 | 2:40.79 | 5:29.09 | 1:18.19 | 1:30.89 | 1:19.79 | | 2:57.89 |

All Qualification times will be in line with the ASCA "BB" standard (TUSS in Team Manager)

All pick-up and alternate swimmers' times will be in line with the ASCA "B" standard

2017-2020 Proposed Long Distance QT

| Girls | 400 IM | 400 FR | 800FR | 1500FR |
|----------|---------|---------|----------|----------|
| 10&Under | n/a | 8:51.75 | 17:26.59 | n/a |
| 11 | 8:04.89 | 7:11.89 | 14:22.29 | 29:14.00 |
| 12 | 7:39.64 | 6:53.89 | 13:49.94 | 26:34.00 |
| 13-14 | 7:14.80 | n/a | 13:13.37 | 25:01.43 |
| 15-16 | 7:03.07 | n/a | 12:57.50 | 24:31.76 |
| 17-19 | 6:59.85 | n/a | 12:52.10 | 24:26.24 |
| | | | | |
| Boys | 400 IM | 400FR | 800FR | 1500FR |
| 10&Under | n/a | 8:18.27 | 16:43.59 | n/a |
| 11 | 7:52.49 | 6:58.69 | 14:13.65 | 28:42.39 |
| 12 | 7:28.49 | 6:28.69 | 13:36.72 | 26:15.83 |
| 13-14 | 6:47.09 | n/a | 12:32.55 | 23:51.39 |
| 15-16 | 6:32.14 | n/a | 12:06.21 | 23:07.23 |
| 17-19 | 6:21.67 | n/a | 12:01.27 | 22:47.68 |

Awards and Kingfish Points Table

1. **Awards**- Trophies, plaques and other similar type of awards will be purchased and presented by the Parent's Association to exceptional swimmers for their achievements and outstanding performance.
 - A. Medals and Ribbons: The distribution of medals and ribbons will depend upon the meet and host team policies.
 1. Medals are presented at Divisionals and at the two EFSL Championship meets in accordance with EFSL By-Laws.
 2. Place ribbons may be awarded to the first five places to include each member of a relay team.
 3. Personal best ribbons may be awarded as time improvements are achieved. A personal best may be attained in a relay ONLY if the swimmer swims the first leg of a legal, non-disqualified relay.
 - B. Record Breaker Patches- Record breaker patches are awarded to swimmers who break a Kingfish Team record or an EFSL record during the regular season to include individual and long-distance Champs. If a relay team breaks a record, each member of the team is awarded a patch. If a swimmer breaks a specific record multiple times in one season, only one patch will be awarded.
 - C. Captain's Awards- The captains and co-captains of the Team receive a captain's pin. At the discretion of the Executive Board, they may also receive a recognition trophy, plaque, etc. for their leadership and sportsmanship during the preceding swim season.
 - D. Outstanding Swimmer Award- This award is based on a swimmer's performance as measured by established USA Swimming National Age Group Motivation Times. A swimmer's actual age will be used throughout the duration of the season IAW USA Swimming National Age Group Motivational Times guidelines; no EFSL age-up rules will apply. To be considered for this award, a swimmer must swim in at least six different events but may swim in as many as their age group allows. Points are earned according to the motivational time standard achieved as depicted in the Kingfish Points Table Below. The top six events will be totaled for each swimmer. If the swimmer ages up in the course of the season, their top motivational time at either age will be utilized. **This award is to be presented to the top 10% of the Team's roster at the end of the season. If the last recipients are tied, both swimmers will receive the award.**

- E. Coaches' Award-This award is based on the subjective judgment of the team coaches. A swimmer's attitude, participation, sportsmanship and team spirit are key factors considered. This award may not be equally distributed throughout the age groups or gender and is limited to 10% of the Team's roster strength at the end of the season (rounded up).
- F. Most Improved Swimmer Award- This subjective award is based on the coach's assessment of the swimmer's improvement through the course of a single swim season. An analysis of the time reduction along with capability and performance will be deciding factors. This award may not be equally distributed throughout the age groups or gender and is limited to 10% of the Team's roster strength at the end of the season (rounded up).
- G. Kingfish Hall of Fame- Good sportsmanship, a positive attitude, participation and other attributes which contribute to high individual performance and team spirit, provide the subjective basis for this award. The objective requirements are as follows:
 - 1. Earn a minimum of 200 points in at least two swim seasons.
 - 2. Qualify for and swim in an EFSL Championship during the same swim season.
 - 3. Have a minimum cumulative GPA of 2.5 or German equivalent (applies to High School only).
 - 4. Must be the last year swimming with the Kingfish.
 - 5. At any time while swimming with the Kingfish have either:
 - a. Achieved three "A" USA Swimming National Age Group Motivational Times standards in any combination.
 - OR
 - b. Held or broken one or more Kingfish or EFSL records in ANY individual event or relay (excluding Pentathlon).

Each inductee into the Kingfish Hall of Fame will be presented with an award and each will be included in the Kingfish Hall of Fame book.

- H. Student-Athlete Award- Any High School Varsity letter winner may also be eligible for this award, which is given to those swimmers who (1) maintain a 3.5 GPA or above covering the entire first semester of the same swim season in the same academic year, or earn a German-equivalent grade through the marking period through January of the same swim season in the same academic year AND either (2a) place in the top 6 in at least one event at either Long Distance Champs or Individual Champs, or (2b) achieve at least an "A" time standard in at least one event

Note: Parents of eligible swimmers attending German schools will submit a copy of official transcripts issued by the school to the President and Coach for academic eligibility consideration no later than 15 February of each eligible swim season in the same academic year.

- I. Discretionary Awards: Additional awards or recognition may be provided at the discretion of the Coaching Staff, Board or Directors, or sources outside the Kingfish Swim Team Organization.
2. **Letters, Kingfish Achievement Award and Participation Awards**- Letter awards are based upon participation and performance in the EFSL sanctioned swim meets and practice attendance. Specific requirements are outlined in the DoDDS-E Memorandum of Understanding (MOU) with the EFSL. The Awards and Achievement Coordinator and Head Coach shall ensure swimmers meet academic grade standards before recommending any swimmer for letter recognition. Point tabulation for letters DOES NOT include points earned by exceeding motivational time standards.
 - A. Eligibility- To be eligible for a DoDDS Varsity letter according to the published provisions of the DoDDS-E and EFSL, students must:
 1. Meet the DoDDS-E academic and athletic eligibility standards and school regulations commencing on the first day of the season through the completion of the season.
 2. Be recommended for a letter by the local Swim Team’s Awards and Achievement Coordinator and Head Coach.
 3. Adhere to appropriate “Code of Conduct” provided by the Team.
 4. Maintain participation in practice 100% of the time with the exception of time lost to sickness, injury or other unavoidable problems. This also applies to all scheduled meets.
 5. Students may only participate in one varsity sport per season. Swimmers are welcome to practice or compete while in-season for another DoDDS sport, but they may only swim in an “Exhibition” status.
 - B. Varsity Letter- Students must fulfill the following standards to earn a High School swimming, Varsity letter:
 1. Students must be enrolled in grades 9-12 on the first day of the season.
 2. An individual must qualify for Individual Championships and earn at least 1 point from each column in the DoDDS-E/EFSL MOU Table

OR

3. Earn 60 points in any combination from the Points Table with a minimum of 1 point from each column.
- C. Kingfish Achievement Award- Swimmers who are not in grades 9-12 but otherwise meet the point requirements for a Varsity Letter qualify for a 'Kingfish Achievement' award. This award is presented to swimmers not old enough to earn a Varsity Letter (Ages 6 to Students in 8th grade).
3. **Kingfish Points Table**- The following table depicts the points table outlined in the DoDDS-Europe/EFSL MOU for calculating points toward High School Lettering. Also included are the USA Swimming National Age Group Motivational Times. Points assessed to USA Swimming National Age Group Motivational Times are used for calculation of the Team Outstanding Swimmer and other various awards and **DO NOT** contribute to High School Letter point totals. The awards chairperson or designee will actively tabulate points during the season with oversight provided by a designated member of the Board.

| DoDDS-EFSL MOU Point Table | | | | | USA Swimming National Age Group Motivational Times: Outstanding Swimmer |
|----------------------------|------------------------|--------------------------|---|----------|---|
| Points | Place in dual meets | Place in tri(+) meets | Participate in more than percent indicated | | |
| | | | Meets | Practice | |
| 10 | | 1 st | 95% | 100% | AAAA |
| 8 | 1 st | 2 nd | 90% | 95% | AAA |
| 6 | 2 nd | 3 rd | 85% | 90% | AA |
| 4 | 3 rd | 4 th | 80% | 85% | A |
| 2 | 4 th | 5 th | 75% | 80% | BB |
| 1 | 5 th | 6 th | 70% | 75% | B |

Ramstein Aquatics Center Safety Rules

1. Children 0-5 years old must be in the water with their parent, guardian or an adult. These children will be given a wrist band of a certain color identifying their age.
2. Children ages 6-10 must be directly supervised by their parent, guardian or adult at all times. Children between these ages must be within the direct line of sight of their child. Swim tests do NOT allow children to be alone without an adult. Swim tests are for the parent to understand their child's ability in the water, and to inform the guards these children have passed a rudimentary swim test.
3. Children ages 11-13 must pass the swim test in order to attend the facility without their parent, guardian or an adult. The swim test is administered with the guardian, adult present. Names are kept in both the computer system and in the Bath Attendant Office.
4. An adult is a person eighteen (18) years of age or older.
5. If a non swimming adult is present a Coast Guard approved life vest will be issued to the child and Adult accompanying the child.
6. Additional instructions for patrons:
 - SHOWERS using both soap and water are REQUIRED BEFORE entering the pool. SHOWERS using water are required AFTER utilizing the outdoor area.
 - Anyone with obvious evidence of a cold or other communicable disease, open sores, or lesions, or fungal skin diseases, is PROHIBITED from the water.
 - Swim diapers MUST be worn by children 0-3 years of age while in the facility, in the water, or on the equipment. No diaper changing is permitted on the pool deck, diaper changing is only allowed in bathrooms.
 - COAST GUARD approved flotation devices and toys ONLY; all other personal flotation devices and toys are PROHIBITED. The Aquatic Center has toys available for customer use.
 - NO GLASS of any kind is allowed into the facility. NO FOOD OR BEVERAGES are allowed in the main pool deck area.
 - Street shoes are prohibited on the pool deck and in the main pool area.
 - Strollers, baby carriages are PROHIBITED from the pool deck area.
 - NO RUNNING, no horseplay, no foul play, no hanging on safety ropes or lane lines, no playing with the rescue equipment.
 - DIVING is ONLY allowed in the deep diving well area of the pool - NO DIVING in the shallow ends. Front and back flips from the edge of the pool are NOT permitted.
 - Starter blocks are for SWIM TEAM USE ONLY.
 - Lifeguards may clear pools during electrical storms and at any other necessary times in the interest of safety. Please report any unsafe act or safety violations.
 - NO SMOKING at the Aquatic Center within 100 feet, or on the premises, including patio area and outdoor grassy area within fence.
 - Bather loads will be maintained at all times in each pool. Bather loads are posted.
 - Recreation water illnesses can be controlled by following and adhering to facility rules. The affected pool will be closed for at least 14 hours or more in event of fecal or other contamination.