

Kaiserslautern Kingfish

Swim Team Handbook 2020-2021



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Kingfish Families,

Welcome to the 2020-2021 swim season and more importantly to the Kingfish Swim Family. I am honored to serve as your Board President and help lead an incredible group of volunteers and families for the 2020/21 season. This handbook is designed to acquaint families and swimmers to the team and the protocol we follow in order to meet European Forces Swim League (EFSL) and for some Department of Defense Education Activity (DODEA) requirements.

If you are new to the Kingfish welcome to Europe and the Kaiserslautern Community. If you are returning, thank you for your continued support and participation. Your support and assistance will be essential as we attempt to execute a competitive swim season under expected health restrictions.

Our swimmers and families have the opportunity to travel throughout Europe and compete within the EFSL as a whole. I would encourage swimmers and families to look for opportunities to explore Europe while competing outside of our swim division. Some of my family's fondest swim memories have been traveling within Europe and competing against other great athletes.

We are a volunteer-based organization focused on youth sports and athletics. The success of this organization rests on our adult volunteers. Your swim board represents the larger Parent body and this year is comprised of great professionals in their own careers, moms and dads, and other community volunteers.

We will host six home meets this season. Please make sure you and your swimmer understand the various requirements for the team, competing in EFSL Championship Meets, and/or DODEA Athletic Lettering policy if you are a Senior Varsity Swimmer.

A key to success is staying connected with our Team Unify Web Page, Facebook Page, and using our OnDeck App. Additionally, our parent meetings will inform and allow families to plan as we progress through the season.

Again, welcome to the team and I hope each of you has a wonderful competition season.

Sincerely,

Andrea Kennedy
Kingfish Board President
Kingfishpresident@gmail.com

Dear Kingfish Parents and Swimmers,

Welcome to the 2020-2021 Kaiserslautern Kingfish Swim Team! It is my honor to serve as your Head Coach during the upcoming swim season. Our Board and Coaching Staff are looking forward to another excellent year. I have been with the Kingfish since 2017, when I started as an assistant coach. My prior coaching experience was with the Blue Waves Swim Team, a YMCA team in my hometown of Marshalltown, Iowa. I coached with the Blue Waves for 3 consecutive summer seasons and 2 additional winter seasons.

I have a long-standing relationship with swimming and am very passionate about the sport. I started swimming when I was 7 at the YMCA and swam on the Y team through middle school. I then swam 4 years in high school with the girl's swim team and also practiced with the boy's swim team after the girl's season finished my junior and senior years. After high school, I swam for one year at the University of Northern Iowa. I also picked up triathlon a few years ago and am enjoying adding the dynamics of this multi-disciplined sport to my swimming background.

This year's coaching staff includes prior high school and college swimmers. 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 concluding with the EFSL Divisional swim meet in February (which I encourage all of our swimmers to attend) and Champs meet in February/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.

As coaches, we stress first and foremost sportsmanship to our swimmers. We believe that it is important to congratulate not only fellow team mates, but also competitors. We are all ambassadors of good will and positive representatives for our countries! Secondly, we anticipate that each swimmer will demonstrate their best effort during each practice and competition. It is imperative to come prepared and to try your hardest at every given opportunity in order to be successful, both individually and as a team.

Lastly, communication is important! If you or your swimmers have any questions, don't hesitate to ask. It is a long season, so effective communication will be key. As with any athletic endeavor, there will be peaks and valleys along the way...this is normal (for both kids and parents). During the season your kids will occasionally be sore and tired from being challenged, but these challenges will lead to excitement and confidence come competition time! In closing, I am excited to get to work with all of your kids and see them grow and improve as they progress throughout the 2020-2021 season!

Sincerely,
Elizabeth McLain
Kingfish Head Coach kingfishheadcoach@gmail.com



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 referenced on the EFSL webpage (<https://www.teamunify.com/team/efsl/page/home>).
 - 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 2020-2021 season are:

President **	Andrea Kennedy
Vice-President **	Blythe Belenky
Secretary **	Tracy Patton
Treasurer **	Jennifer Tittel
Head Official	Margaret Glasgow
Meet Director	Chris Heinz
Fund Raising Chair	
Volunteer Coordinator	Laura Yost
Apparel Coordinator	Abby Erickson

** 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 will call meetings for the general membership once a month during the swim season. On occasion, swimmers may be requested to attend these meetings with their parents. Parent meetings are highly encouraged to attend. One hour of volunteer time will be credited per family in attendance. The first Parent Meeting of the season (usually August) is a required meeting as well as the February Meeting is required for SDC information and Board Voting.
 - D. Additional team information will be distributed through Facebook, email, telephone, or posted on the Team website at <https://www.teamunify.com/team/kkst/page/home>.

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 exhibition 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. There are certain age restrictions for wear of a 'Tech Suit'. Consult with the Head Coach prior to purchasing or wearing a 'tech suit'.
6. 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 Aqua blade (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 and/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 – 2020-2021 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 of 3 events.
 - 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
 - (2) (a) place in the top 6 in at least one event at either Long Distance Champs or Individual Champs, or
 - (b) 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.

1. **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).

2. **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



HEALTH & SAFETY RULES

1. Supervision requirements

Age (years)	NOT PASSED the swim test	PASSED the swim test
<5	<i>Interactive Supervision: Adult who is at least 18 years must be within arm's length</i>	<i>N/A</i>
6-10	<i>Interactive supervision in the FIT pool, Direct supervision in the REC pools: clear line of sight with ability to communicate</i>	<i>Direct supervision in all pools</i>
11-13	<i>Interactive supervision in the FIT pool and Direct supervision in the REC Pools</i>	<i>Can be unattended for up to 3 hours in the facility</i>
>14	<i>Adult supervision not required in the facility. Swim test not required for FIT pool.</i>	

2. Patrons are required to shower using both soap and water before entering the pool and after utilizing outdoor areas
3. Anyone with obvious evidence of a cold or other communicable diseases, open sores, lesions, or fungal skin diseases is prohibited from entering the water
4. Unsafe behavior or disorderly conduct is prohibited – (i.e. no running, horseplay, hanging on lane lines, playing with the rescue equipment, breath holding, or prolonged underwater swimming contests)
5. Starter blocks are for swim team or swim lesson use only. Diving is only allowed in dive well and deep ends of lane 8 and 9
6. When using the slides in Rec Pool, swimmers will adhere to the following: only feet first in seated position is permitted, tandem sliding with adult is required for children age 5 and under, tandem groups cannot exceed two people. Pool toys are not permitted on slides
7. Fitness equipment and other aquatic exercise aids are permitted in the FIT Pool for fitness swimming only
8. The following are prohibited on the pool deck:
 - Strollers and baby carriages, must be stored in locker rooms
 - Food, chewing gum and/or beverages, with the exception of water or in conjunction with approved RAC event
 - Street shoes
 - Outside toys, water toys are accepted
 - Diaper changing (only allowed in bathrooms or locker rooms)
 - Glass of any kind (in the facility)
9. Swim diapers must be worn under swimsuits by children who are not potty trained
10. Proper bathing attire is required. See-through, thong, or denim materials are not permitted. Clean military uniforms are allowed
11. Only US Coast Guard approved flotation devices are permitted in the pools, except while using Dive Board
12. No smoking within 100 feet of facility premises

All RAC Staff Members have final authority to restrict any behavior deemed to be unsafe or inappropriate. Failure to adhere to the Ramstein Aquatic Center policies will result in removal from facility.

