

JCAY  
BARRACUDA  
SWIM TEAM

PARENT  
HANDBOOK

*Where perseverance is more important than talent!*

## **A. Introduction**

The purpose of this handbook is to explain what the JCAY Barracuda Swim Team is and to outline various policies that affect all swimmers, year after year. The handbook should be read by all families to become familiar with important facts and rules of the club.

**WHY SWIM?** The USA Swimming age group swimming program is America's largest program of guided fitness activity for children. Age-group swimming builds a strong foundation for a lifetime of good health by teaching healthy fitness habits.

### **Physical Development**

Many physicians and pediatricians consider swimming the ideal activity for developing muscular and skeletal growth. Why do doctors like it so much?

1. Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports, an hour of practice may yield as little as 10 minutes of meaningful exercise. Age-group swimming teams use every precious minute of practice time developing fitness and learning skills.
2. Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well.
3. Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.
4. Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.
5. Swimming is the most injury free of all children's sports.
6. Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Master's swimming programs are still training and racing well into their 80's.

### **Intellectual Competence**

In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally, their accomplishments in learning and using new skills contribute to a healthy self -image.

## **Mission Statement**

The JCAY Barracuda Swim Team supports and encourages competitive and recreational swimming. The Club fosters lifetime physical, emotional and intellectual skills in an environment of teamwork, sportsmanship and excellence. Success is not defined by size. Rather, the Club succeeds when a swimmer achieves his or her potential.

## **General Club Description and Philosophy**

The JCAY Barracuda Swim Team is a year-round swim program. We offer a guided and progressive age-group youth program for children ages 5 and up, from the beginning swimmer to the most competitive and skilled swimmer. When a young person becomes a member of the JCAY Barracuda Swim Team, he/she learns the values of sportsmanship and teamwork. Swimming provides physical, emotional and intellectual skills that will last a lifetime.

The JCAY Barracuda Swim Team aims to develop both quality swimmers and quality individuals. The entire program focuses on allowing the individual the opportunities to become a better swimmer and much more. The philosophy is shared by the coaching staff, the swimmers, and the parents. The club philosophy is:

1. To afford every young person the opportunity to be a part of the JCAY Barracuda Swim Team. Each youth should have the chance to participate in club practices and meets.
2. To make each day a positive and rewarding experience for each swimmer. The swimmer who comes to practice and works hard should walk away with a sense of accomplishment and achievement.
3. To allow each swimmer to progress through the club's team structure at a pace that allows him or her to become the best swimmer possible and to enjoy the sport of swimming.
4. To develop and encourage sportsmanship and friendship. The sport of swimming offers the opportunity to learn to deal with success and failure in a supportive environment. The swimmers assist one another in developing these traits.
5. To focus on improvement on an individual basis. It is important that each swimmer focuses on improvements in his/her own best times or stroke technique. One swimmer cannot necessarily be compared to another because developmental differences, both physical and psychological, affect the rate of progress or success in each individual.

## **Club Goals**

1. To help each swimmer achieve the highest level of performance of which they are capable.
2. To help each swimmer learn the importance of dedication and hard work, not only as it relates to swimming, but to other endeavors as well. It is important that each swimmer draws the correlation between hard work and progress.
3. To develop a sense of discipline and respect in swimmers, skills that will be useful for the rest of their lives.
4. To ensure that each swimmer is having fun and enjoys the sport. The only way a swimmer will continue to progress is if he/she enjoys what he/she is doing.
5. To focus on individual progress, both through its team structure and with its emphasis on individual best times.

## **USA SWIMMING**

**(Parts reprinted from "A Tradition of Excellence" by United States Swimming)**

USA Swimming is the National Governing Body for amateur competitive swimming in the United States. At its headquarters office, located at the Olympic Training Center in Colorado Springs, Colorado, USA Swimming staff interact with 59 Local Swimming Committees (LSC's), athletes, coaches and volunteers at all levels to provide a variety of services to 280,000 registered athletes, 20,000 non-athletes and 2,500 swim clubs.

USA Swimming was conceived in 1978 with the passage of the Amateur Sports Act that decreed that all Olympic sports would be administered independently. Prior to this Act, USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (MU) located in Indianapolis, Indiana. USA Swimming headquarters were moved to Colorado Springs in 1981.

Today, with its headquarters at the Olympic Training Center in Colorado Springs, Colorado, USA Swimming is a Group A member of the United States Olympic Committee. Independent and a model for all amateur sport national-governing bodies, USA Swimming is in the vanguard of the Olympic movement around the world.

As the National Governing Body for the sport, USA Swimming is charged with the responsibility to formulate rules, conduct national championships, disseminate safety and sports medicine information, select competitors to represent this country in international competition and to insure the development of its member clubs and age group swimmers.

USA Swimming hosts three major swimming meets each year - the USA Swimming Spring and Summer National Championships, and the US Open, sponsored by Speedo America. Additionally, USA Swimming holds six Speedo/Junior Championship meets each year - three long course (50 meter pools) and three short course (25 yard pools).

Sixty-six percent (66%) of the revenues of the USA Swimming budget come from registration dues from athletes and membership fees from non-athletes and clubs. Without the support of

its membership, USA Swimming could not offer quality programs to its members. The remaining revenues are generated through corporate sponsorship, United States Olympic Committee development funds, event income, publications and promotional merchandise. Year-round athletes pay an annual registration fee of \$28.00. Athletes receive a membership card (held by the SHOR registration person) and have both liability and secondary medical insurance coverage. USA Swimming membership is maintained by paying the national fee of \$100.00. Membership benefits include USA Swimming Rules and Regulations, membership certificate and certificate of insurance. Clubs joining USA Swimming have liability insurance coverage for approved insured activities.

USA Swimming is the ruling body of sanctioned swimming meets in the United States. USA Swimming meets are designed to protect the swimmer, provide fair and equitable conditions of competition, and promote uniformity in the sport so that no swimmer shall obtain an unfair advantage over another.

The International Center of Aquatic Research, dedicated in 1988, provides the opportunity for state-of-the-art research and testing in the sport. The information gained through this facility, which includes a swimming treadmill, will be applied to improving swimming performances. Coaches' and athletes' education play an important role in USA Swimming. Programs such as the successful Coaches College, presenting the most current coaching and scientific literature, assist coaches in their efforts to provide optimal training conditions for their athletes.

USA Swimming National Headquarters strives to educate and inform its' membership through continued communication. Once a year USA Swimming publishes an updated version of the USA Swimming Rules and Regulations, the final word in technical swimming rules. Splash is a bimonthly publication providing current and timely information of interest to all USA Swimming members.

The USA Swimming Headquarters provides a variety of services and programs for its membership. Some of the additional services provided by USA Swimming are fund-raising activities, sports medicine programs, video resources and general information about swimming related activities. USA Swimming staff are available to assist in answering questions or providing additional information about United States Swimming. For information or assistance, contact: USA Swimming National Headquarters phone: (719) 578-4578 One Olympic Plaza fax: (719) 578-4669 Colorado Springs, CO 80909 \

## **B. Coaching Staff and Team Structure**

### **Coaches' Responsibilities**

The coaches' job is to supervise the entire competitive swim program. The JCAY Barracuda Swim Team coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself, "to be the best you can be." Therefore, the coaches must be in total control in matters affecting training and competition.

1. The coaches are responsible for placing youngsters in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/she will be placed in a more challenging training group by the coach.

2. Sole responsibility for stroke instruction and the training regimen rests with the JCAY Barracuda Swim Team coaching staff. Each groups' practices are based on sound scientific principles and are geared to the specific goals of that group.
3. The coaching staff will make the final decision concerning which meets JCAY Barracuda Swim Team swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer enters.
4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. Before and after each race, the coaches will offer guidance and constructive criticism regarding the swimmers performance. (It is the parent's job to offer love and understanding regardless of their youngster's performance.)
5. The building of a relay team is the sole responsibility of the coaching staff.
6. The coaching staff is constantly updating and improving the JCAY Barracuda Swim Team program. It is the swimmers' and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

## **Team Levels**

The JCAY Barracuda Swim Team uses a "progressive" age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. The emphasis in the early stages of participation must be on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced to the training program. In this respect, "too much too soon" is more often the cause of failure to achieve maximum potential in senior swimming than in the reverse situation.

In addition to emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers who are compatible in respect to abilities, commitment levels and goals. Unfortunately, this is not always the most convenient approach to take, but it is always the most productive.

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

## JCAY Barracuda Swim Team Group Descriptions

### Novice Level

#### **Pre-Competitive**

This group is for swimmers ages 5 and older who know the basics of freestyle and backstroke. The focus is on teaching competitive freestyle, backstroke, breaststroke, and butterfly stroke. Swimmers also learn starts, turns, and finishes for each stroke and are introduced to training and conditioning drills. We have a small coach to swimmer ratio to provide supervision and instruction for swimmers at this level. Swimmers are encouraged to participate in home meets, Mid-Mo Conference meets, and the Novice meet.

### Age Group Team

#### Bronze Team

This group is designed for swimmers who have competence in the four competitive strokes, and are ready to be introduced to new training principles and competitive strategies. The focus is on refining the competitive strokes, and introducing training and conditioning drills. Work is done with the pace clock, and basic life skills are introduced. The group is mostly instructional, but local meets, Mid-Mo conference meets and Novice meets are encouraged.

#### Silver Jr. & Silver Level

This group is designed for swimmers who are becoming more involved in the competitive aspect of swimming. The focus is placed on teaching the four competitive strokes, and more advanced training and conditioning. Goal setting, nutrition, and time management skills, as well as many others, are emphasized. Practices are longer and offered more often, and meets every 4-6 weeks are strongly encouraged.

##### *Silver and Silver Jr. Level Requirements:*

In order for a swimmer to be a member of the Silver Level Team the swimmer must be able to swim the following:

<b>SILVER LEVEL</b>	<b>SILVER JR. LEVEL</b>
8 x 100 Free on 2:00 <i>REQUIRED</i>	8 x 100 Free on 2:15 <i>OR</i>
6 x 100 IM's on 2:30 <i>REQUIRED</i>	4 x 100 IM's on 2:30
<u>Plus</u> , the swimmer must complete two (2) of the following:	<u>Plus</u> , the swimmer must complete two (2) of the following:
8 x 50 back on 1:10	6 x 50 back on 1:10
8 x 50 breast on 1:15	6 x 50 breast on 1:15
8 x 50 fly on 1:15	6 x 50 fly on 1:15

## **Gold & Gold Jr.**

This group is designed for swimmers who have made swimming their number one sport. The focus is on perfecting the strokes, starts, turns, and finishes necessary for successful competitive swimming. A progressive conditioning program is introduced, as well as life skills such as responsibility, dedication, and teamwork. There are practice and meet requirements, and a focus on preparing each swimmer for successful senior swimming.

### *Gold and Gold Jr. Level Requirements*

In order for a swimmer to be a member of the Gold Level Team the swimmer must be able to swim the following:

<b>GOLD</b>	<b>GOLD JR.</b>
10 x 100 Free on 1:30 REQUIRED	10 x 100 Free on 1:45 OR
6 x 100 IM's on 1:45 REQUIRED	6 x 100 IM's on 2:00
Plus, the swimmer must complete two (2) of the following:	Plus, the swimmer must complete two (2) of the following:
10 x 50 back on: 50	10 x 50 back on: 1:00
10 x 50 breast on: 55	10 x 50 breast on: 1:00
10 x 50 fly on: 55	10 x 50 fly on: 1:00

## **Platinum Level**

### **Pre-National**

This group is designed for those swimmers considered for the National Prep level. These swimmers all should have a goal of achieving National, or Sectional times. The swimmers in this level are expected to make a minimum of 7 practices per week, with 8 to 10 expected once morning practices are expanded to 5 per week. This level of swimmer is also expected to be a member of USA swimming and attend YMCA and USA meets.

### *Platinum Level Requirements*

In order for a swimmer to be a member of the Platinum Level Team the swimmer must be able to swim the following:

PLATINUM
10 x 100 Free on 1:15 REQUIRED and 8 x 100 IM's on 1:30 REQUIRED

## **Senior Team**

The Senior Team includes high school and college age athletes, as well as selected 13-14 year olds who have shown the dedication and motivation necessary for this group. The focus is on a progressive training and conditioning program designed for peak performance at the State, Regional, and National Championships. Practice and meet attendance is required, based on the individual's ability, age, and commitment.

From time to time, group modifications are made based on the number of swimmers in the club, their ages, and abilities. These modifications will be made at the coaches discretion.  
Testing for each level advancement will also be done at the coaches discretion.

## **C. Swimmers' Responsibilities**

### **Practice and Attendance Policies**

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

1. Each training group has specific attendance requirements appropriate for the objectives of that group. As a rule, the least possible interruption in the training schedule will produce the greatest success. The club does, however, encourage younger swimmers to participate in other activities in addition to swimming. The coach's expectation level to attend practices increases as swimmers move to higher groups.
2. All swimmers should have proper and functioning equipment for each practice. Coaches cannot spend time away from the group to find a lost swim cap or fix a swimmer's goggles.
3. Swimmers must show proper respect for coaches, teammates, and swim club equipment.
4. For the swimmers' protection, they should arrive at the pool no earlier than 15 minutes prior to their workout time. They should also be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim five minutes prior to the start of their practice.
5. In case a youngster is late for practice, it is our hope that the parents will send a note with the child explaining the reason for tardiness.
6. Plan to stay the entire practice. The last part of practice is very often the most important. Usually, there are announcements made at the end of each practice. In the event that your child needs to be dismissed early from practice, notice from the parent for each dismissal is recommended.
7. Occasionally, most of a practice group may be attending a meet, in which case you will be notified of a practice change or cancellation.
8. Swimmers are to enter the building and go directly to the pool area. A swimmer who is found in any other part of the building could damage our relationship with the YMCA.

9. During practice sessions, swimmers are never to leave the pool area without coach's permission.
10. Club members have an obligation to act as guests while in the YMCA (both swimmers and parents). Every member of the club needs to do everything possible to respect this privilege. Any damages to school property may result in financial liability of the swimmer's parents.
11. Parents are allowed to observe practice from the observation area above the pool or the bleachers on the pool deck. Please be considerate and keep conversations at a low volume when practice is in session. Do not try to communicate with or coach any swimmer from the observation area. This is not only distracting to the swimmer, but can be distracting to the entire team and the coach.
12. Parents may be asked to leave the pool deck area if they are causing a disruption during practice or with the coaching staff.
13. Swimmers are encouraged to lock their belongings with a padlock in the locker room or bring their belongings into the pool area to prevent loss.
14. All swimmers are required to attend three practices the week preceding a swim meet.
15. All swimmers are expected to arrive promptly for their scheduled warm-up times at all swim meets. The only exception will be if they have prior approval from the Head Coach to attend a different warm-up session.

### **Illness and Injury**

Whenever possible, the coach should be informed of an illness or injury. If a swimmer will be out of the water for a long period of time with an injury or illness, please notify the JCAY Barracuda Swim Team so the coaching staff is aware of the problem.

### **Swimmer's Training Responsibility**

As a swimmer's level of swimming ability increases so does his/her responsibility. The program is designed to encourage all swimmers to be Senior Swimming bound. As swimmers improve, this deep commitment requires great effort. A swimmer has responsibilities to the team, the coach, his/her parents, and more importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they practice.

### **Swimmer's Code of Conduct**

1. Any swimmer who is known to use alcohol drugs, or tobacco is subject to suspension from the team.
2. Never interfere with the progress of another swimmer during practice or otherwise.

3. At all club functions, whether practice, meets, or social gatherings, we expect each swimmer to behave in such a way that his/her actions reflect positively on the team.
4. All members of the club, whether parents or swimmers, continue to protect and improve the excellent reputation the club has throughout the city, state, and country.

## **D. The Parents' Role**

### **Introduction**

To have a successful program there must be understanding and cooperation among parents, swimmers, and coaches. The progress your youngster makes depends largely on this triangular relationship. It is with this in mind that we ask you to consider this section as you join the JCAY Barracuda Swim Team and reacquaint yourself with this section if you are a returning JCAY Barracuda Swim Team parent.

You have done a great deal to raise your child. You create the environment in which he/she is growing up. Your child is a product of your values, the structure you have provided, and the model you have been. Human nature, however, is such that a parent loses some of his/her ability to remain detached and objective in matters concerning his/her children's athletics. The following guidelines will help you keep your child's development in the proper perspective and help your child reach his/her full potential as an athlete.

1. The coach is the Coach! We want your swimmer to relate to his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and often times insurmountable, confusion as to whom the swimmer should listen. If you have a problem, concern, or complaint, please contact the coach.
2. Best kind of parent: The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply the love, recognition, and encouragement necessary to make the child work harder in practice, which in turn gives him/her the confidence to perform well in competition.
3. Twelve and Under: Twelve and Unders are the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmers alike! Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins the JCAY Barracuda Swim Team, there may be a brief period in which he/she appears to slow down. This is a result of the added concentration on stroke technique, but this will soon lead to much faster swims for the individual.
4. Even the very best swimmers will have meets where they do not perform at their best times. These "plateaus" are a normal part of swimming. Over the course of a season, times should improve. Please be supportive of these "pool" meets. The older swimmers may have only two or three meets a year for which they will be rested and tapered.

## **Parents' Responsibilities**

1. Please make every effort to have your swimmers at practice on time. Realize that your child is working hard and give all the support you can. Encourage good diet and sleeping habits. They will serve your child well.
2. The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent. On page 13 in this handbook is a reprint of an article called, "The Ten Commandments for Parents of Athletic Children". It offers some very useful and sound advice on communicating with your swimmer.
3. In Appendix "A", located at the end of this book, there is a copy of the "Terms and Conditions for Participation in the JCAY Barracuda Swim Team" that you signed when you registered with the Club. Please familiarize yourself with these items.
4. When leaving the swim team or taking a extended break of more than a month the following steps need to be made by the parent:
  - a. Inform the Head Coach and STPA Board.
  - b. Fill out the stop payment form for the swim team dues by the 15<sup>th</sup> of the previous month you plan on leaving at the front desk.
5. Please make every effort to have your swimmers at practice on time. Realize that your child is working hard and give all the support you can. Encourage good diet and sleeping habits. They will serve your child well.
6. The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent. On page 13 in this handbook is a reprint of an article called, "The Ten Commandments for Parents of Athletic Children". It offers some very useful and sound advice on communicating with your swimmer.
7. In Appendix "A", located at the end of this book, there is a copy of the "Terms and Conditions for Participation in the JCAY Barracuda Swim Team" that you signed when you registered with the Club. Please familiarize yourself with these items.
8. JCAY Barracuda Swim Team has a reputation in the state of hosting swim meets of the highest caliber. Thirty-five percent (35%) or more of our operating budget is generated from the Club hosting two or three swim meets each year. One of the commitments made when joining the JCAY Barracuda Swim Team was to help work our own swim meets. We usually host a meet in June, and one during the winter short-course season. Every family is expected to provide one worker per session of the meet.
9. The club's transportation policy for all functions related to the club is that unless arrangements are announced in writing in advance of a scheduled meet or social function, transportation to and from events is the responsibility of the swimmer and/or his/her parents. Any arrangements made to coordinate transportation with other swimmers are private agreements among those involved.

## **Communication**

Family File – Personal written communication, such as invoices, etc., will be put in a file folder at the desk of the Knowles Facility YMCA that has your family name on it. It is the swimmer's responsibility to check his/her folder daily. The JCAY Barracuda Swim Team web page [www.jc-barracudas.com](http://www.jc-barracudas.com) will be used to disseminate general information, such as STPA meeting minutes, qualifying times, meet schedules, practice schedules, special team events, etc. will be posted on the web-site. E-Mail will be used to send out important information regarding practice cancellations, reminders about deadlines, etc.

When contacting the coaches, please be considerate. The best way to speak with the coaches is to meet them after practice. They usually make themselves available for 10 minutes to answer questions, provide information, etc. Sending a note to the coach with your swimmer is a good way to get information to them.

### **DO NOT APPROACH A COACH ON THE POOL DECK DURING PRACTICE TIMES.**

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

### **Problems With The Coach**

1. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, although his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group that can range in size from 20-150 members. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run, the benefits of membership in the group compensate for occasional short-term inconvenience.
3. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the STPA Board. They are the only people who can assist in resolving the problem.
4. ***ALL ISSUES OR CONCERNS DEALING WITH THE COACHING STAFF WILL BE HANDLED THROUGH THE STPA BOARD AT ALL TIMES.***
5. ***IT IS NOT ACCEPTABLE FOR ANY PARENT OR TEAM MEMBER TO ACCOST OR CONFRONT ANY COACH BEFORE, DURING, OR AFTER PRACTICES.***

## **Swimwear Regulations**

As of May 1, 2008 the USA Swimming Association has outlawed all swimsuits that go below the knee and, for boys, suits that cover the chest or go below the knee for all 14 and under swimmers. The JCAY –STPA Board of Directors along with the coaches have decided to make this ruling a JCAY team rule also. NO SUITS BELOW THE KNEE AND, FOR BOYS, SUITS THAT COVER THE CHEST OR GO BELOW THE KNEE WILL NOT BE ALLOWED AT ANY MEET.

## **Ten Commandments For Parents of Athletic Children**

(Reprinted from "The Young Athlete" by Bill Burgess)

1. Make sure your child knows that win or lose, scared or heroic, you love him/her, appreciate his/her efforts, and are not disappointed in him/her. This will allow him/her to do his/her best without a fear of failure. Be the person in his/her life he/she can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic ability, his/her competitive attitude, their sportsmanship, and his/her actual skill level.
3. Be helpful, but don't coach him/her on the way to the pool or on the way back, or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.
4. Teach him/her to enjoy the thrill of competition, to be "out there trying," to be working to improve his/her swimming skills and attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun.
5. Try not to re-live your athletic life through your child in a way that creates pressure; you lost as well as won. You were frightened, you backed off at times, and you were not always heroic. Don't pressure your child because of your pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking, feeling, sensitive free spirit out there who needs a lot of understanding, especially when his world turns bad. If he/she is comfortable with you, win or lose, he/she is on his/her way to maximum achievement and enjoyment.
6. Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc., with your athlete.
7. Don't compare the skill, courage, or attitudes of your child with other members of the team, at least within his/her hearing.
8. Get to know the coach so that you can be assured that his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.

10. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear of discomfort.

## **E. STPA Board of Directors and Financial Information**

### **Board of Directors**

A Board of Directors comprised of adult members manages the affairs of the JCAY Barracuda Swim Team: Four officers (President, Vice-president, Treasurer, and Secretary). The immediate past-president of the club serves as the ex-officio.

Club officers are elected to terms of one year at the organization's annual general/awards meeting/banquet.

The Board of Directors usually meets monthly and is responsible for planning, budgeting, and consulting in the day-to-day operations of the club. It is also responsible for monitoring the financial stability of the club, and ensuring that the club is working towards offering what is best for all members of the club.

The board operates within the framework of a constitution and bylaws approved by the general membership of the club.

### **Fee Structure**

The JCAY Barracuda Swim Team parent board sets the club monthly fees/dues.

Characteristic of any business, a positive cash flow is required to assure payroll requirements and various other expenditures. It is, therefore, imperative for all JCAY Barracuda Swim Team parents fill out a automatic bank withdrawal form at the front desk of the YMCA so that swim team fees will be automatically deducted out of their account. This deduction will happen on the fifth (5<sup>th</sup>) day of every month. By using the automatic bank withdrawal program, this will alleviate "collection calls" from the Treasurer. **ALL AUTOMATIC BANK WITHDRAWAL FORMS MUST BE FILLED OUT BY THE FIFTEENTH OF THE MONTH PRIOR OF STARTING THE TEAM. If fees and automatic bank withdrawal forms are not current, your swimmer will not be allowed to participate in meets or practice.**

If you have any questions about any billing you may have received, please contact the treasurer.

**Listed below is a breakdown of the Club's expenses:**

80% Coach-related expenses -salaries, insurance, travel, clinics, etc.

7% Office supplies & concessions

7% Awards

6% Miscellaneous, i.e. team suits (JCAY share), etc.

## **Meet Entry Fees**

The JCAY team does not cover any relay charges. All relay fees will be divided equally among the four swimmers. If a relay participant cannot attend the swim meet he/she must give enough advance notification so the coaching staff can find a replacement. If enough advance notification is not given, he/she will be responsible for reimbursing the other relay family participants. Typically, you can expect to be charged \$2.50-\$4.50 per individual event. You will also find quite a few swim meets will have a swimmer surcharge to be added to the swim meet fees total. This surcharge usually runs \$5.00. In most meets, swimmers can swim three to five events per day. JCAY Barracuda Swim Team writes the host club a check for all the entry fees collected for the swimmers on our team.

## **Team Uniform**

The only item the team member is required to wear is a team swim cap. The reason for this requirement is that the coaches are responsible for up to 55 swimmers at each meet. Both coaches and parents easily spot the unique JC design of the Barracuda cap alike. This cap is available from specified members of the club as well as at CMA Sports. Most swimmers should have at least two on hand for each meet.

# **F. Swim Meets**

## **Competitive Strokes**

The four competitive strokes are (1) freestyle, (2) backstroke, (3) breaststroke, and (4) butterfly. Events are held in all of the competitive strokes at varying distances depending on the age group of the swimmer. In addition, there is a combination of the strokes swum by one swimmer called the individual medley. Other swimming events include relays, which are a group of four swimmers who either all swim freestyle (freestyle relay) or each swims one of the competitive strokes in the order of backstroke, breaststroke, butterfly and freestyle (medley relay).

## **Swim Seasons**

The swim year is divided into two seasons. The winter, or "short course", season runs from early- September to mid-March. The meets are held in a 25-yard pool. The summer, or "long course", season runs from early April to mid-August. Meets are generally held in 50-meter pools (Olympic size).

## **Competition**

...And the winner is... The JCAY Barracuda Swim Team Staff does not see the first place person as the only winner. We'd rather look to see who behaves like a winner. There are certain characteristics of a winner, and every swimmer, no matter where they place, has the opportunity to emulate those characteristics: concentration, listening skills, and working toward goals. A sport is not an end in itself, but a vehicle used to teach children life skills and how to reach their potential. We use sport as organized play to demonstrate and measure one's

abilities. Seen in this light, winning without learning is not JCAY Barracuda Swim Team's desired intention. In competition, the important measure is not who collected the most medals, or even who improved the most seconds. The real critical measure is who learned the most from the competitive experience. Swimmers quickly forget the medals, records, and their material benefits. They will, however, remember the development of interpersonal skills, discipline, listening skills, time management, goal setting, and enhanced self- image. These are the things that make the swimmer a more successful person with a better chance of living a life closer to their peak potential, and to contribute to the world they live in.

## **Levels of Achievement**

There are seven different age group classifications recognized by USA Swimming (the governing body of the sport): 8-Under, 10-Under, 11-12, 13-14, 15-16, 17-18, and Senior. The Senior classification includes registered swimmers of any age who have achieved the prescribed qualifying time for the event. Not all age group classifications are offered at every swim meet. The swimmer's age on the first day of a meet will govern the swimmers age for the entire meet. Some swim meets set certain qualification standards. In order to swim in a certain classification, a swimmer must have achieved the qualifying time for that particular classification.

## **Types of Swim Meets**

### 1. Dual Meets/ Double Dual Meets –

Occasionally, the JCAY Barracuda Swim Team will compete with one other team in a dual meet or 2 other teams in a double dual meet. These meets help promote team unity, but usually limit the number of events a swimmer may enter.

### 2. Age-Group Meets –

These meets generally do not have any qualification time standards. Most of the time, these meets offer each of the competitive strokes in the two distances offered for each group. Each swimmer is usually allowed to enter from 3-5 events per day.

### 3. Qualifying Meets –

These meets have some type of qualification time standard(s) that a swimmer must meet in order to enter the meet.

### 4. State Championships –

At the end of each short course (winter) and long course (summer) season, a State Championship meet is sanctioned by Missouri/Illinois Swimming, the governing body of swimming in the state of Missouri. MO/IL Swimming sets the qualifying time standards for championship meets.

### 5. Zone Championships –

After the state championships are held in the summer, a swimmer may qualify to participate in the select Zone Championships by swimming a national "AAA" time. This is an all-star meet where swimmers compete as a member of the Missouri Zone team against other states from the Midwest.

6. USA Swimming National Championships (Senior Nationals) - Other than the Olympic Trials and the World Championship Trials, each of which is held every four years, the highest level of competition for senior swimmers is the USS National Championships. As with the Sectional Champs, swimmers meeting the national qualifying time standards travel to various cities throughout the U.S. to compete against America's best swimmers. Swimmers can qualify for national teams that represent the U.S. in international competition by their performances at Senior Nationals.

## **Meet Schedule**

Each season's meet schedule is distributed at the outset of the season.

1. The meet schedule has been established with the expectation that swimmers will attend every meet available at their classification level. In other words, a "Senior" swimmer with "AA" times should participate in all "AA" level meets for "Seniors", an Age Group swimmer in meets scheduled for Age Group, etc. However, it is not mandatory to attend meets. One can also choose to enter only one day of a two or three day meet.
2. On an average, we want all team members to compete once every three or four weeks. The meet schedule is established with this philosophy in mind.
3. The JCAY Barracuda Swim Team hosts 2 large meets and 3-4 small meets every year. Every club member, swimmers and parents, are strongly urged to participate in these meets. All swimmers should compete and all parents should help during these meets. The income derived from these meets help to significantly reduce registration costs for the entire club.
4. The coaching staff reserves the right to make the final decision concerning meets JCAY Barracuda Swim Team swimmers may attend.

## **Philosophy of Competition**

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

1. We emphasize competition with oneself. Winning ribbons, medals, or trophies is not our main goal. Even if the swimmer finishes first, but has swum poorly in comparison to his/her own past performances, he/she is encouraged to do better. The individual's improvement is our primary objective.
2. Sportsmanlike behavior is of equal importance to improved performance. All the coaches teach swimmers how to behave like a champion when the swimmer has either a "good" or a "bad" swim. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the JCAY Barracuda Swim Team coaching staff.

3. A swimmer is praised for improving his/her stroke or time. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolsters the swimmer's confidence along the way.
4. Swimmers are taught to set realistic, yet challenging, goals for meets and to relate those goals to practice to direct their training efforts.
5. Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmer's "best" stroke changes as they mature and his/her body goes through physical changes.

## **Everything You Always Wanted To Know About Swim Meets...But, Were Afraid To Ask (Or Didn't Know What To Ask)**

Swim meets are a great family experience! They're a place where the whole family can spend time together. Listed below are some very in-depth guidelines geared to help you through your first couple of swim meets. It may seem a little overwhelming, but we tried to be as specific and as detailed as we possibly could. If you have any questions, please ask one of the coaches.

### **Before the Meet Starts**

1. Meet packets will include information about the location and time of the meet, as well as the individual events and relays that each member will swim. This information will be posted on the JC Barracuda website at [www.jc-barracudas.com](http://www.jc-barracudas.com) unfortunately, on occasion, a swimmer misses an entry deadline because of various reasons. If this should happen, talk to your coach immediately. If the meet is not full and the host team is accommodating, your swimmer can often be added to the meet. On occasion, there is absolutely nothing that our club can do once the entry deadline has passed. The club attempts to minimize these errors by keeping copies of each individual's meet entries for reference throughout the season.
2. Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. This time will be listed in the meet information
3. If check-in is required (usually not at local meets), find the check-in place and either you or your swimmer will need to check in.
  - This is usually around the area marked "Clerk of Course".
  - Check for special posted instructions in the area. Usually one will need to circle the swimmer's name or "#" before each swimmer's name, in each event they are swimming, that day. If this is not done, the swimmer will not be allowed to swim that event. This is done so that the people running the meet know who is actually at the meet.

4. Write each event-number on your swimmer's hand in ink. This helps him/her remember what events he/she is swimming and what event number to listen for.
5. It is very important for all swimmers to warm-up with the team. Swimmer's bodies are just like cars on a cold day, he/she needs to get the engine going and warmed-up before he/she can go all out.
6. After warm-up, your swimmer will go back and sit with the team until his/her next event is called.
7. The meet will usually start about 10-15 minutes after warm-ups are over.
8. According to USA Swimming rules (because of insurance purposes), parents are usually not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.
9. Heat Sheets. A heat sheet is usually available for sale in the lobby or concession area of the pool. Heat sheets generally sell for one to two dollars per day. It lists all swimmers in each event in order of "seed time". When the team entry is sent in, each swimmer and his/her previous best time in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no-time" swimmer will most likely swim in one of the first heats of the event.

### **After the Meet Starts**

1. It is important for any swimmer to know what event numbers he/she is swimming (again, this is why they should have the numbers on their hand). He/she may swim right after warm-up or they may have to wait awhile.
2. A swimmer's event number will be called, usually over the loudspeaker, and he/she will be asked to report to the "clerk of course". Swimmers should report with his/her cap and goggle. Generally, girl's events are odd-numbered and boy's events are even-numbered. Example: "Event #26, 10-Under Boys, 50 freestyle, report to Clerk of Course."
3. The people running the "Clerk of Course" will give a card to each of the swimmers swimming that event. This card will tell each swimmer his/her heat and lane number. (Otherwise referred to at the "Bullpen")
4. The clerk will usually line up all the swimmers and take them down to the pool in correct order.
5. Depending on the meet, either the people at clerk will give the card to the timers at the end of each lane or the people at the clerk will instruct the swimmers to hand their cards to the timers when it is their turn to swim. These cards are important because they tell the people running the meet who actually swam each event.
6. You can expect at least 4-8 heats of each event.

7. The swimmer swims his/her race.
8. After each swim:
  - He/she should go immediately to the coach. The coach will discuss the swim with each swimmer.
  - Generally, the coach follows these guidelines when discussing swims:
  - Positive comments or praise
  - Suggestions for improvement
9. Things you, as a parent, can do after each swim:
10. Tell him/her how great he/she did! The coaching staff will be sure to discuss stroke technique with them. You need to tell him/her how proud you are and what a great job he/she did.
11. The swimmer now waits until his/her next event is called and starts the procedure again at the "Clerk of Course".
12. When a swimmer has completed all of his/her events, he/she and their parents get to go home. Make sure, however, your swimmer checks with the coach before leaving to make sure he/she is not included on a relay. It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and he/she is not there. (The coaches speak from experience on this issue.)

### **What Happens If Your Child Has a Disappointing Swim?**

If your child has a poor race and comes out of it feeling bad, talk about the good things. The first thing you say is, "Hey that is not like you. You're usually a top swimmer." Then you can go on and talk about the good things the child did. You never talk about the negative things. If your child comes up to you and says, "That was a bad race, don't tell me it wasn't," there is nothing wrong with a swimmer negatively evaluating a race. The important thing is for the child not to dwell on it. You should move the swimmer on to something good. "All right, you have had a bad race. How do you think you can do better next time?" Immediately start talking about the positive things.

### **What to Pack for the Meet**

- Most important: JCAY Barracuda Team Swim Suit and JCAY Barracuda Swim Cap - and goggles (if your swimmer uses them).
- Baby or talcum powder - To "dust" the inside of swim cap. This helps preserve the cap and makes it easier to put on.
- Towels - Realize your swimmer will be there for a while, so pack at least two.
- A robe or lounge pants & shirt to keep the swimmer warm between events.

- Something to sit on. Example: sleeping bag, old blanket, or anything that will be comfortable to sit on. The swimmers will be spending a lot of time on it. Chairs for parent to sit on.
- Sweat suits: Bring one. Each swimmer may want to bring two because they can get wet and soggy.
- T -shirts: Two or three. Same reason as above.
- Games: travel games, coloring books, books, anything to pass the time.
- Food and Drinks: Each swimmer is usually allowed to bring a small cooler. It is better to bring snacks. They usually have snack bars at the meet, but the lines are long and most of the time they only sell junk food. Suggestions for items to bring. Drinks: Hi-C, Fruit juice, Gatorade, Snacks: Granola bars, Fun Fruits, yogurt, cereal, Jell-O cubes, and sandwiches.

Once you have attended one or two meets, this will all become very routine. Please do not hesitate to ask any JCAY Barracuda Swim Team parent for help or information!

These meets are a lot of fun for the swimmers! They get to visit with friends, play games, and meet kids from other teams. They also get to "race" and see how much they have improved from all the hard work they have put in at practice.

### **Special Parent's Note**

The pool area is usually very warm. Therefore, you need to make sure you dress appropriately. Nothing is worse than being hot at a swim meet. It makes the time passes very slowly!

### **Very Basic Swimming Rules**

Starts: The swimmers are not allowed a false start. If they jump the start and the starter thinks they are trying to get an advantage (whether intentional or not - it does not matter), they will be taken out of the race. This is not like the Olympics where they are allowed two false starts.

### **Turns and finishes:**

1. Freestyle: feet must touch the wall
2. Backstroke: swimmers have to be on their back when they touch the wall. After he/she touches, he/she can then turn around, but he/she must push off on their back. At the finish, a swimmer must finish on his/her back. Swimmers may not rollover and grab the wall until they have first touched it.
3. Breaststroke and Butterfly:
4. Swimmers have to touch with both hands at the same time.

5. A swimmer may not freestyle kick off the wall in either breaststroke or butterfly.
6. When swimming butterfly, both arms must move at the same time.

## **Championship Meets**

**Policy:** One of our team goals is to qualify as many swimmers as possible for the Championship meet(s). Attendance at the Championship meet is a special experience and extremely important to both the club and athletes' development. As Age Group swimmers, our swimmers learn they swim faster at the Championship meet than at any other time during the season. They are prepared for this; they are taught this; we practice this. If a young swimmer goes to the Championship meet and is not properly prepared, the experience is negative and can affect other championships later in his/her swimming career. We, as coaches and as board members, believe that the honor of competing in a Championship meet is earned through consistent practice habits and competitive experience at USA Swimming swim meets. There's a big difference between "wanting" to go to the championships and "deserving" to be at the championships. Talent plays a supporting role to commitment.

### **To insure that all of our swimmers are properly prepared for their championships:**

1. Meet attendance and participation throughout the entire season is important. USA Swimming meets offer the experience necessary for the championships.
2. Practice habits must be within our recommendations for the group the swimmer trains with. "Consistency" is the key word.
3. The State Championship is not the ultimate goal. It is a seasonal goal that should lead to Zones, USA Swimming National Championships, and beyond. Making the "cut off time" is simply a requirement to attend the meet.

The goal is to be as prepared as possible and perform to the best of one's ability at the meet. Sometimes swimmers get the "end" and the "means" mixed up. Swimmers are special people and deserve to have positive experiences as rewards for their dedication and commitment. Let's make sure that parents, swimmers, and coaches, are laying the foundation for the best possible experience at the Championship meet.

## **Prelims & Finals Meet Format**

In a preliminaries and finals meet format, the objective of the preliminary swim is to qualify for the evening finals session. If a swimmer places among the top 8 (in an 8-lane pool) after his/her morning swim, they then qualify to swim in the Championship finals in the evening session. Some meets also swim a Consolation final. If a swimmer places from 9th-16th place from preliminaries, he/she qualifies to participate in the Consolation finals in the evening session. In the evening finals session, the Consolation heat is swam first, followed immediately by the Championship heat. During the prelims, the results are usually posted within  $\frac{1}{2}$  hour of the conclusion of the event. If a swimmer does not wish to swim in a final swim he or she may "scratch" the event, with the coach's permission, and not be penalized. This must take place within a half-hour of the posting of the preliminary results. Therefore, within approximately 1 hour of the end of an event, a swimmer should know if they have

made finals. A swimmer should never leave the meet without making sure if they are a finalist or an alternate. **USA Swimming rules dictate that if a swimmer makes a finals event and fails to show up, they are barred from participating in the remainder of the meet (individual events and relays).** Alternates (the 17th & 18th place swimmers) should check with his/her coach about attending finals.

## Awards & Placing

The swimmers who participate in the championship finals receive awards as listed in the meet information. The swimmers who participate in the consolation finals often do not receive awards, but do score points for the team. One very important thing: Once a swimmer has made the championship final, the worst they can place is 8th, regardless of how slow they may swim in finals. The swimmers who participate in the consolation finals may place no better than 9th (the winner of the heat) regardless of how fast they swim. It has been known to happen that the winner of the consolation finals swims a time that would have placed him/her 2nd or 3rd in the championship finals, but the highest he/she can score is 9<sup>th</sup>. That is why it is important to swim very fast in the morning prelims session to make the championship finals. If a swimmer is disqualified in finals, they do not score points or get awards, however, a non-finals swimmer cannot be moved up to score. The place simply is not awarded. Alternates occasionally get to swim and can score the same as any other swimmer.

## Receiving Awards in Public

Whenever there is a system of presenting awards at a meet, it is customary for swimmers to be prompt and to cooperate fully with dignity and respect at the presentations. A club uniform is to be worn when accepting the award. It is also customary for JCAY Barracuda Swim Team swimmers to be polite and modestly thankful for any awards they receive. It is appropriate to congratulate other swimmers and receive the same with poise and a "thank you". Good sportsmanship is essential. If photos are being taken, we ask the swimmer to remain until the session is complete, being sure to cooperate with the photographer. Do not ham it up! The picture may be special to someone else. The image a swimmer presents is a direct reflection of the team.

## G. GLOSSARY OF TERMS

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

**Aggregate Time** Times achieved by 4 swimmers in individual events which are added together to arrive at a provable relay entry time.

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

**Age Group Swimming** Program through which USA Swimming provides fair and open competition for its younger swimmers. It is designed to encourage maximum participation, provide an educational experience, and develop a rich base of swimming talent.

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

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

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

**ASCA** The American Swim Coaches Association. The professional organization for swim coaches throughout the nation, certifying coaches and offering many services for coaches education and career advancement.

**Backstroke** One of the 4 competitive racing strokes, basically any style of swimming on your back. Backstroke is swum, as the first stroke in the Medley Relay and second stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back)

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

**Blocks** The starting platforms located behind each lane. Some pools have blocks at the deeper end of the pool, and some pools have blocks at both ends. Blocks have a variety of designs and can be permanent or removable.

**Bonus Heat** The heat held during the finals session of a Prelims/Finals meet, which is slower than the swimmers participating in Big Finals. The Bonus Heat may refer to Consolation Finals or and extra heat in addition to Consolation finals.

**Breaststroke** One of the 4 competitive racing strokes. Breaststroke is swum, as the second stroke in the Medley Relay and the third stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd. back)

**Bulkhead** A moveable wall, which divides the pool into different courses. The VHE pool has a bulkhead, which defines the 25 yd. swimming course.

**Butterfly** One of the 4 competitive racing strokes. Butterfly (nicknamed FLY) is swum, as the third stroke in the Medley Relay and first stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd. back)

**Button** The manual Timing System stopping device that records a back-up time in case the touch pad malfunctioned. The button is at the end of a wire, plugged into a deck terminal box. There is usually 1 button per lane. It is the timer's responsibility to push the button as the swimmer finishes the race.

**Camp** A swimming function offered by USA Swimming, your LSC, or a USA Swimming coach. There are many types of camps for just about every level of swimmer. When selecting a camp, ask for your coach's advice as to what will be the best for the swimmer, or call USA Swimming for details on the many camps they offer.

**Cap** The latex or lycra covering worn on the head of swimmers. The colors and team logo's adorning these caps are limitless. National Caps, State Team Caps, award caps, plain practice caps, etc.

**Cards** A card that is either handed to the swimmer in the bullpen or given to the timer behind the lane. Cards usually list the swimmers name, USA Swimming number, seedtime, event number, event description, and the lane and heat number the swimmer will swim in. Backup times are written on these cards. Each event has a separate card.

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

**Championship Finals** The top 6 or 8 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. The fastest heat of finals when multiple heats are held. Big Finals.

**Check-In** The procedure required before a swimmer swims an event in a deck-seeded meet. Sometimes referred to as positive check in, the swimmer must mark their name on a list posted by the meet host.

**Chlorine** The chemical used by most pools to kill the bacteria in water and keep it clear and safe to swim in.

**Circle Seeding** A method of seeding swimmers when they are participating in a prelims/finals event. The fastest 18 to 24 swimmers are seeded in the last three heats, with the fastest swimmers being in the inside lanes. (i.e.) Lane 4 in the final 3 heats. See rulebook for exact method for seeding depending on the lanes in the pool.

**Circle Swimming** Swimming to the right of the black line to enable many swimmers to use the same lane. Circle swimming is used for practice and warm-ups.

**Closed Competition** Swim meet, which is open to the members of an organization or group. Summer club swim meets are considered to be "Closed Competition".

**Club** A registered swim team that is a dues paying member of USA Swimming and the local LSC.

**Code** A set of rules that have been officially published.

**Code of Ethics** A Code of Conduct that both swimmers and coaches are required to sign at certain USA Swimming/LSC sponsored events. The Code is not strict and involves common sense and proper behavior.

**Colorado** A brand of automatic timing system.

**Consolation Finals** After the fastest 6 or 8 swimmers, the next 6 or 8 swimmers (depending on the # of pool lanes) in a Prelims/finals meet whom, after the Prelims swim, qualify to return to the Finals. Consolations are the second fastest heat of finals when multiple heats are held and are conducted before the Championship heat.

**Convention** United States Aquatic Sports annual, week long, meeting where all rule changes are decided and working committees are established. Representatives are sent by each LSC to make up the voting body.

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

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

**Deck** The area around the swimming pool reserved for swimmers, officials, and coaches. No one but USA Swimming members may be on the deck during a swim competition.

**Deck Entries** Accepting entries into swimming events on the first day or later day of a meet.

**Deck Seeding** Swimmers report to a bullpen or staging area and receive their lane and heat assignments for the events.

**Dehydration** The abnormal depletion of body fluids (water). The most common cause of swimmers' cramps and sick feelings.

**Distance** How far a swimmer swims. Distances for short course are: 25 yards (1 length), 50 yards (2 lengths), 100 yards (4 lengths), 200 yards (8 lengths), 400 yards (16 lengths), 500 yards (20 lengths), 1000 yards (40 lengths), 1650 yards (66 lengths). Distances for long course are: 50 meters (1 length), 100 meters (2 lengths), 200 meters (4 lengths), 400 meters (8 lengths), 800 meters (16 lengths), 1500 meters (30 lengths).

**Disqualified (DQ'd)** A swimmer's performance is not counted because of a rules infraction. An official raising one arm with open hand above his/her head shows a disqualification.

**Dive** Entering the water headfirst. Diving is not allowed during warm ups except at the designated time, in specific lanes that are monitored by the swimmers coach.

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

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

**Draw** Random selection by chance.

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

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

**Dry land** The exercises and various strength programs swimmers do out of the water.

**Entry** An Individual, Relay team, or Club roster's event list into a swim competition.

**Entry Chairperson** The host clubs designated person who is responsible for receiving, and making sure the entries have met the deadline, or returning the entries if the meet is full. This person usually will find discrepancies in the meet entries and notify the entering club to correct any errors.

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

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

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

**Eligible to compete** The status of a member swimmer that means they are registered and have met all the requirements.

**Event** A race or stroke over a given distance. An event equals 1 preliminary with its final, or 1 timed final.

**False Start** When a swimmer leaves the starting block before the horn or gun. One false start will disqualify a swimmer or a relay team, although the starter or referee may disallow the false start due to unusual circumstances.

**False Start Rope** A recall rope across the width of the racing pool for the purpose of stopping swimmers who were not aware of a false start. The rope is about  $\frac{1}{2}$  way on yard pools and about 50 feet from the starting end on meter pools.

**Fastest to Slowest** A seeding method used on the longer events held at the end of a session. The fastest seeded swimmers participate in the first heats followed by the next fastest and so on, until all swimmers have competed.

**Fees** Money paid by swimmers for services. (ie) Practice fees, registration fee, USA Swimming membership fee, etc.

**FINA** The international, rules making organization, for the sport of swimming. (Federation Internationale de Natation Amateur)

**Finals** The final race of each event. See "Consolation Finals", "Timed Finals", etc.

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

**Fine** The monetary penalty assessed a swimmer or club when a swimmer does not achieve the necessary time required to swim in an event, and cannot prove they have done the time previously.

**Fins** Large rubber fin type devices that fit on a swimmers feet. Used in swim practice, not competition.

**Flags** Pennants that are suspended over the width of each end of the pool five feet or meters from the wall.

**Format** The order of events and type of swim meet being conducted.

**Fund Raiser** A moneymaking endeavor by a swim team/club usually involving both parents and swimmers.

**Freestyle** One of the 4 competitive racing strokes. Freestyle (nicknamed Free) is swum as the fourth stroke in the Medley Relay and fourth stroke in the I.M. Racing distances are 50 yd./mtr, 100 yd./mtr,

200 yd./mtr, 400-mtr/500 yd 800 mtr/1000 yd., 1500 mtr/1650 yd. (LSC's with 8-under divisions offer the 25 yd. free)

**Gallery** The viewing area for spectators during the swimming competition.

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

**Goggles** Glasses type device worn by swimmers to keep their eyes from being irritated by the chlorine in water.

**Gun** The blank firing pistol used by the starter to start the races.

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

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

**Headquarters** The motel designated by the meet host. Usually, hospitality rooms and meetings relating to the meet will be held at this location. Many times this motel is one of the sponsors of the meet.

**Heats** A division of an event when there are too many swimmers to compete at the same time. The results are compiled by swimmers time swam, after all heats of the event are completed.

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

**Heat Sheet** The pre-meet printed listings of swimmers seed times in the various events at a swim meet. These sheets vary in accuracy, since the coaches submit swimmers times many weeks before the meet. Heat sheets are sold at the admissions table and are used mainly to make sure the swimmer has been properly entered in all the events they signed up for. Parents enjoy looking at the seedings prior to the race, plus swimmers can tell the order the events will be conducted and get a rough idea how long the meet sessions will last.

**High Point** An award given to the swimmer scoring the most points in a given age group at a swim meet. All meets do not offer high point awards; check the pre-meet information.

**Horn** A sounding device used in place of a gun. Used mainly with a fully automatic timing system.

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

**IM** Individual Medley. A swimming event using all 4 of the competitive strokes on consecutive lengths of the race. The order must be, Butterfly, Backstroke, Breaststroke, and Freestyle. Equal distances must be swum of each stroke. Distances offered: 100 yds, 200 yds/mtr, 400 yds/mtr.

**Insurance** USA Swimming offers "accident insurance coverage" which is automatic when swimmer, coach, or official, pays their USA Swimming membership fee. Many restrictions apply, so check with your club for detailed information.

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

**Invitational** ("Invite") Type of meet that requires a club to request an invitation to attend the meet.

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

**Kick** The leg movements of a swimmer. A popular word to "yell" to encourage swimmers during a race.

**Kick Board** A flotation device used by swimmers during practice. A lightweight object used with great accuracy by coaches.

**Lane** The specific area in which a swimmer is assigned to swim. (I.e.) Lane 1 or Lane 2. Pools with starting blocks at only one end: As the swimmers stand behind the blocks, lanes are numbered from Right (Lane 1) to Left (Lane 6).

**Lane Lines** Continuous floating markers attached to a cable stretched from the starting end to the turning end for the purpose of separating each lane and quieting the waves caused by racing swimmers.

**Lap** One length of the course. Sometimes may also mean down and back (2 lengths) of the course.

**Lap Counter** The large numbered cards (or the person turning the cards) used during the freestyle events 500 yards or longer. Counting is done from the end opposite the starting end. The numbers on the cards are "odd numbers" only with the final lap being designated by a bright orange card.

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

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

**Length** The extent of the competitive course from end to end. See lap

**Long Course** A 50-meter pool.

**LSC** (Local Swim Committee) The local level administrative division of the corporation (USA Swimming) with supervisory responsibilities within certain geographic boundaries designated by the Corporation.

**Lycra** A stretch material used to make competitive swimsuits and swim hats.

**Malfunction** A mechanical or electronic failure -not a human failure by the swimmer.

**Mark** The command to take your starting position.

**Marshall** The adult(s) (official) who controls the crowd and swimmer flow at a swim meet.

**Medals** Awards given to the swimmers at meets. They vary in size, design, and method of presentation.

**Meet** A series of events held in one program.

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

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

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

**NAIA** National Association of Intercollegiate Athletics.

**Nationals** USA Swimming senior or junior level meets conducted in March/ April and August.

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

**NCAA** National Collegiate Athletic Association.

**Negative Split** Swimming a faster time in the latter portion of an event than was swum at the beginning of the race.

**Newsletter** A written communication published by a club or association.

**NGB** National Governing Body.

**Non-Conforming Time** A short course time submitted to qualify for a long course meet, or vice versa.

**NRT** National Reportable Time. A time list published once a year, which if a swimmer equals or betters the time on the list, they may submit their time in that event for consideration for national recognition.

**NSSA** National Swim School Association.

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

**Officials** The certified, adult volunteers, who operate the many facets of a swim competition.

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

**Omega** A brand of automatic timing system.

**OT** Official Time. The swimmers event time recorded to one hundredth of a second (.01).

**OTC** Olympic Training Center in Colorado Springs, Colorado.

**OVC** Official Verification Card. A 3 copy form for certifying a national qualifying time made by a swimmer and issued only by a verification official of the area in which the meet was held.

**Open Competition** Competition which any qualified club, organization, or individual may enter.

**Pace Clock** The large clocks with highly visible numbers and second hands, positioned at the ends or sides of a swimming pool so the swimmers can read their times during warm ups or swim practice.

**Paddle** Colored plastic devices worn on the swimmers hands during swim practice.

**Positive Check In** The procedure required before a swimmer swims an event in a deck seeded or pre-seeded meet. Check In. The swimmer must mark their name on a list posted by the meet host.

**Prelims** Session of a Prelims/Finals meet in which the qualification heats are conducted.

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

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

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

**Psyche Sheet** Another name for a "Heat Sheet" or meet program, when lane and heat assignment are not listed. Swimmers are placed in order, usually from slowest to fastest.

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

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

**Race** Any single swimming competition. (i.e.) preliminary, final, timed final.

**Ready Room** A room poolside for the swimmers to relax before they compete in finals.

**Recall Rope** A rope across the width of the racing pool for the purpose of stopping swimmers who were not aware of a false start. The rope is about 1/2 way on yard pools and about 50 feet from the starting end on meter pools.

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

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

**Relays** A swimming event in which 4 swimmers participate as a relay team each swimmer swimming an equal distance of the race. There are two types of relays: 1) Medley relay -One swimmer swims Backstroke, one swimmer swims Breaststroke, one swimmer swims Butterfly, one swimmer swims Freestyle, in that order. Medley relays are conducted over 100 yd/mtr, 200 yd/mtr, and 400 yd/mtr distances. 2.) Freestyle relay -Each swimmer swims freestyle. Free relays are conducted over 100 yd/mtr, 200 yd/mtr, 400 yd/mtr, and 800 yd/mtr distances.

**Rest Area** A designated area (such as a gymnasium) that is set-aside for swimmers to rest during a meet.

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

**Safety** The responsible and careful actions of those participating in a swim meet. USS and each LSC now have a "Safety Coordinator" and each meet must have "Marshalls" in charge of safety.

**Sanction** A permit issued by an LSC to a USA Swimming group member to conduct an event or meet.

**Sanction Fee** The amount paid by a USA Swimming group member to an LSC for issuing a sanction.

**Schedule** USA Swimming or LSC list of meets with dates, meet host, meet location, type of meet, and contact's address and phone.

**Scratch** To withdraw from an event after having declared an intention to participate. Some meets have scratch deadlines and specific scratch rules, and if not followed, swimmer can be disqualified from remaining events.

**Seed** Assign the swimmers heats and lanes according to their submitted or preliminary times.

**Seeding** Deck Seeding -swimmers are called to report to the Clerk of the Course. After scratches are determined, the event is seeded. Pre Seeding -swimmers are arranged in heats according to submitted times, usually a day prior to the meet.

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

**Senior** A USA Swimming National Championship meet for swimmers of any age as long as the qualification times are met.

**Senior Nationals** Nationals are conducted long course in the spring (usually in late March) and in the summer (usually in late July or August).

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

**Shave** The process of removing all arm, leg, and exposed torso hair, to decrease the "drag" or resistance of the body moving through the water. Used only by Seniors at very important (Championship) meets.

**Short Course** A 25 yard or 25 meter pool.

**Simultaneously** A term used in the rules of butterfly and breaststroke, meaning at the same time.

**Splash** United States Swimming newsletter that is mailed bi-monthly.

**Split** A portion of an event, shorter than the total distance that is timed. (i.e.) A swimmers first 50 time is taken as the swimmer swims the 100 race. It is common to take multiple splits for the longer distances.

**Staging Area** The area where swimmers wait to receive their lane and heat assignments for a swimming event. Area usually has rows of chairs for the swimmers to sit in. The Clerk of the Course is in charge of the staging area.

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

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

**Still Water** Water that has no current caused by a filter system or no waves caused by swimmers.

**State A** meet held twice a year (Short Course and Long Course) sponsored by the LSC. It is common to hold a Championship Senior meet and Age Group meet separately. Qualification times are usually necessary.

**State Qualifier** A swimmer who has made the necessary cut off times to enter the State meet.

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

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

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

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

**Submitted Time** Times used to enter swimmers in meets. The swimmer at previous meets must have achieved these times.

**Suit** The racing uniform worn by the swimmer, in the water, during competition. The three most popular styles/types of suits worn are: Nylon, Lycra, and Polyester.

**Swim-A- Thon** The "Fund Raiser" copyrighted by USA Swimming for local clubs to use to make money.

**Swim America** The professional swim lesson program administrated by the American Swim Coaches Assoc. licensed to Coaches.

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

**Swimming World** The most informational and popular of the swim magazines. All swimmers and parents who are interested in swimming should consider a subscription.

**Taper** The resting phase of a senior swimmer at the end of the season before the championship meet.

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

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

**Team Unify** Online management system the JCAY swim team uses so that our parents can access their swimmers information from anywhere, anytime, using Team Unify integrated web tools from any Internet connected computer.

**Timed Finals Competition** in which only heats are swum and final placings are determined by the times.

**Time Standard** A time set by a meet or LSC or USA Swimming (etc) that a swimmer must achieve for qualification or recognition.

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

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

**Top 16** A list of times compiled by the LSC or USA Swimming or Swimming World that recognizes the top number of swimmers Top 16 in each age group (boys & girls) in each event and distance.

**Touch Out** To reach the touch pad and finish first in a close race.

**Touch Pad** The removable plate (on the end of pools) that is connected to an automatic timing system. A swimmer must properly touch the touchpad to register an official time in a race.

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

**Unattached** An athlete member who competes, but does not represent a club or team. (abbr. UNA)

**Uniform** The various parts of clothing a swimmer wears at a meet. May include: Parka, Warm-up jacket, Team duffel bag, sweat pants, suits, hat, goggles, T-shirt, etc.

**Unofficial Time** The time displayed on a read out board or read over the intercom by the announcer immediately after the race. After the time has been checked, it will become the official time.

**USA Swimming** The governing body of swimming in the United States.

**USA Swimming Number** A 14-part number assigned to a swimmer after they have filled out the proper forms and paid their annual dues. The first six parts are numbers of swimmer's birth date: Day/Month/Year using zeros as placeholders. The next three parts are letters standing for the first three letters of first name, the first letter of the middle name, and the last four letters of the last name, in that order. For example USS# for swimmer Kent Michael Nelson, born Aug.27, 1976 is 082776KENMNELS

**USOTC** United States Olympic Training Center located in Colorado Springs, Colorado.

**Vertical** At a right angle to the normal water level.

**Warm-down** The loosening a swimmer does after a race when pool space is available.

**Warm-up** The practice and loosening session a swimmer does before the meet or their event is swum.

**Watch** The hand held device used by timers and coaches for timing a swimmers races and taking splits.

**Whistle** The sound a starter/referee makes to signal for quiet before they give the command to start the race.

**WIAA** Wisconsin Interscholastic Athletic Association.

**Work Out** The practice sessions a swimmer attends.

**Yards** The measurement of the length of a swimming pool that was built per specs using the American system. A short course yard pool is 25 yards (75 feet) in length.

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

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

## **JCAY Barracuda Swim Team Parent Association Instructions and Rules of Conduct**

The following code of conduct will be a rule for all swimmers, parent/guardian(s) of swimmers, volunteers, coaches, and staff associated with the JCAY Barracuda Swim Team. Anyone in the previous list must adhere to the following conduct policies or be subject to the consequences listed at the end of this document. No swimmer may achieve a roster status or be allowed to practice with this team without a parent/guardian signing this form.

### **Procedures for new swimmer:**

Set up a meeting with Head Coach and tryout for swimmer

Begin a Full Family Membership with Jefferson City Area YMCA

Fill out New Member form

Sign this form and retain a copy for yourself

Fill out Meet Schedule and return to coaches one week from receiving schedule

Fill out any other necessary papers as directed by Head Coach or Parent Board

Attain New Suit Form from Secretary of Parent Board

### **YMCA Youth Sports Philosophy:**

YMCA Youth Sports are based on certain beliefs and philosophies: participation and everyone plays. The YMCA encourages having a healthy spirit, mind, and body, meaning the development of the whole person. The YMCA also emphasizes fundamentals, teamwork, fair play, cooperation, and respect for the officials one's self, one's teammates, and the other team. Our philosophy is simple: EVERYONE PLAYS – EVERYONE WINS. Every decision you make and every behavior you display is based first on what you think is best for your athletes, and second, on what can be accomplished to have everyone become a winner.

In order to provide positive support, care, and encouragement for my child participating in the Youth Sports Program I (and my guests) will: (each statement in the following list is preceded with the words "I will" referring to the parent and any guests, and the word everyone or phrase "anyone involved" will refer to swimmers, coaches, officials, other parents, pool personnel, YMCA staff, and anyone affiliated with the Jefferson City Area YMCA or its programs)

- Encourage good sportsmanship by demonstrating positive support for everyone.
- Praise my child for competing fairly and trying hard, making sure my child feels like a winner every time.
- Never ridicule or yell at my child or anyone involved for any reason related to swimming.
- Refrain from coaching my child or other swimmers during meets and practices, unless I am one of the official coaches of the team.
- Not force my child to participate in sports.
- Inform the coach of any physical disability or ailment that may affect the safety of my child or anyone involved.
- Do my best to make this program fun for my child.
- Keep winning in perspective. A child usually forgets the outcome of a race: it is the adults that have a tendency to stress the outcome of a race or meet.
- Ask my child to treat anyone involved with respect regardless, of race, age, sex, creed, or ability.
- Not engage in any kind of unsportsmanlike conduct with anyone involved such as booing and taunting, or using profane language or gestures.

- Treat officials and coaches with respect. They are there to provide your child with a safe and healthy learning environment. Officials and coaches deserve the same type of environment from the parents and spectators.
- Not make physical contact with any swimmer, coach, official, league representative, pool personnel or spectator
- Not deface or damage property belonging to any individual, team, association, or other party.
- Strive to be a good role model for my child and the other children in the program. I will encourage my child to learn to lose with dignity and win with grace.
- Respect my child's coach and do my best to have my child at all practices and meets on time. I realize they are important to the development of my child and the program. I will communicate with them and support their decisions.
- Demand a safe sports environment for my child that is free from drugs, tobacco, and alcohol and will refrain from their use at all YMCA sports events.
- Support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for everyone involved.
- Remember that competitive swimming is for the development of the youth participating, not adults. Consequently, I will place the emotional and physical well-being of my child ahead of my personal desire to win.
- Do my very best to be actively involved in my child's practices and meets and to make sports fun for my child.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or head of league organization
- Written warning
- Parental meet suspension with written documentation of incident kept on file by organizations involved
- Event Scratch through the official or coach
- Parental Season Suspension
- ***To remain in good standing, team members must participate in at least three YMCA meets at home or away per season. Parents of team members are also expected to volunteer for at least three or more YMCA meets at home or away per season.***

***I HAVE READ, UNDERSTAND AND RECEIVED A COPY OF THE PARENTS' CODE OF CONDUCT. I UNDERSTAND THAT ANY VIOLATION OF THE CODE OF CONDUCT MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING, ELIMINATION FROM MEETS OR PRACTICE OR NO FURTHER ATTENDANCE AT YMCA SPORTS ACTIVITIES.***

Print Child's Full Name \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Head Coach \_\_\_\_\_ Date: \_\_\_\_\_