

## **TEAM INFORMATION**

### **A. Concord Family YMCA Competitive Swim Program Philosophy**

One of the most important things the YMCA does is develop character. The Concord Family YMCA is committed to challenging all members and program participants to accept and demonstrate positive values. Our Competitive Swim Team participants, families, and coaches embrace this philosophy and will focus on the four character development traits throughout the season. These are HONESTY, CARING, RESPECT and RESPONSIBILITY. Keeping these positive lifestyle values at the forefront in all YMCA activities will serve as the YMCA guidepost

“Everybody Swims, Everybody Wins!”

### **B. Team Goals**

1. Each swimmer will develop a commitment to functioning as a team member.
2. Each swimmer will develop a sense of sportsmanship and fair play toward team members, competitions and life in general.
3. Each swimmer will develop friendships that may endure a lifetime.
4. Each swimmer will learn that self-improvement is more important than medals or ribbons and that such self-improvement will lead to a winning performance in areas both in and out of the pool.

### **C. Respect and Courtesy**

1. Each swimmer is asked to be courteous to all fellow swimmers, no matter what team they swim for, as well as all coaches, officials, and parents. Good sportsmanship is something we strive for at all times.
2. Any facility which we have the HONOR of using at home or away comes with the responsibility that each facility will be respected and left in the same or better condition upon our leaving.
3. Each swimmer is asked to respect another person's property and not disrupt belongings which are not theirs.
4. During any practice or meet the coaches are in charge of the team. If a swimmer or parent becomes disrespectful and/or disruptive, that individual will be given a verbal warning. If the behavior/language continues, the individual will be asked to leave. If there is a third offense by a swimmer or parent, that swimmer or parent will be told to leave the facility and will be suspended from participation for a determined amount of time. Please refer to the disciplinary policy or see one of the coaches if you have any questions.

## **GENERAL INFORMATION:**

### **A. Coaches**

Rebecca Stephens is the Aquatic Director & Team manager/Co-coach of the Sailfish. Amanda Celentano is the Assistant Aquatics Director & Co-Coach. John DeCaprio is our Volunteer Assistant Coach- Assistant Coaches work under the direction of Rebecca & Amanda during practices and meets. We also have some Deck Coaches who will help during practices. These Deck coaches/Volunteer Coaches are Masters Swimmers, Swim Instructors and/or High School swimmers: Liz MacBride, Bryan Quinn, Angela Ceriello, Anna Cross, and Sarah Hayes. Deck Coaches work under the direction of Rebecca, Amanda or an Assistant Coach. The Aquatic Director, Head Coach, and Team manager are responsible for the swim team program operation, the team's budget, establishing the team schedule, practice sessions, and preparing your swimmer for competition at the appropriate level.

### **B. Swimmers**

1. Age Groups Swimmers compete in their own age group. There are usually 5 age groups. Age is determined by the swimmers age at the time of the meet. If the meet is a 2-day meet and a swimmer's birthday is on the second day, the swimmer may swim the entire meet using their age from the first day. Sometimes 2 oldest and 2 youngest age groups are combined to save time during meets but scored separately.

#### 2. Practice Groups

We have two practice groups 10 years old and under & 11 years old and older. As the team grows, these groups may be divided up differently.

#### 3. Competition

**Fall/Winter:** Our team is a member of and will compete in the Tri-State Swimming Association during the Fall/Winter Season. The association may consist of teams from: Maine, New Hampshire, and Massachusetts. Teams currently in the TSSA are: Hampshire Hills Seawolves, Greater Nashua YMCA STORM, Oyster River Otters, Portsmouth Swim Team, Gold CRUSH, Manchester YMCA Tigersharks, and Concord YMCA Sailfish. The season will consist of dual or tri meets with teams from the TSSA. Some non-association teams (USA Swimming meets) and the TSSA Champs meet. ***Swimmers qualify for TSSA Champs by participating in a minimum number of 3 Tri-State Association meets.***

**Summer:** Our team is a member of and will compete in the Granite State Swimming association during the Summer season. ***Swimmers must participate in at least 2 Meets to qualify for the GSSA Champs meet.***

**Year Round:** The Sailfish also register with USA Swimming; which provides the swimmers with a broader range of competition. The YMCA pays for this fee (\$60.00) for swimmers who start in the Fall/Winter Season. If your child only swims summer, you will need to pay this fee. USA Swimming has its own championship series that swimmers must qualify for with times. USA Swimming is divided into regions and we swim in the New England (NES) region.

#### 4. Competitive Strokes

Freestyle, Breaststroke, Backstroke, Butterfly

IM – Individual Medley, swam in this order: Butterfly, Backstroke, Breaststroke, Freestyle

Medley Relay, swam in this order: Backstroke, Breaststroke, Butterfly, Freestyle.

Freestyle Relay

EVENT SCHEDULE FOR TSSA & GSSA DUAL and TRI MEETS

GIRLS	EVENT	BOYS
1	11-12 200 FREE	2
3	13-14 200 FREE	4
5	15-18 200 FREE	6
7	8&UNDER 100 MEDLEY RELAY	8
9	9-10 200 MEDLEY REEAY	10
11	11 -12 200 MEDLEY REEAY	12
13	13-14 200 MEDLEY REEAY	14
15	15-18 200 MEDLEY REEAY	16
17	8&UNDER 25 FREE	18
19	9-10 50 FREE	20
21	11-12 50 FREE	22
23	13-14 50 FREE	24
25	15-18 50 FREE	26
27	8&UNDER 100 INDIVIDUAL MEDLEY	28
29	9 – 10 100 INDIVIDUAL MEDLEY	30
31	11-12 200 INDIVIDUAL MEDLEY	32
33	13-14 200 INDIVIDUAL MEDLEY	34
35	15-18 200 INDIVIDUAL MEDLEY	36
37	8&UNDER 25 BACK	38
39	9-10 50 BACK	40
41	11-12 50 BACK	42
43	13-14 100 BACK	44
45	15-18 100 BACK	46
47	8&UNDER 25 FLY	48
49	9-10 50 FLY	50
51	11-12 50 FLY	52
53	13-14 100 FLY	54
55	15-18 100 FLY	56
57	8&UNDER 50 FREE	58
59	9-10 100 FREE	60
61	11-12 100 FREE	62
63	13-14 100 FREE	64
65	15-18 100 FREE	66
67	8&UNDER 25 BREAST	68
69	9-10 50 BREAST	70
71	11-12 50 BREAST	72
73	13-14 100 BREAST	74
75	15-18 100 BREAST	76
77	8&UNDER 100 FREE RELAY	78
79	9-10 200 FREE RELAY	80
81	11 – 12 200 FREE RELAY	82
83	13-14 200 FREE RELAY	84
85	15-18 200 FREE RELAY	86
87	11-12 500 FREE	88
89	13-14 500 FREE	90
91	15-18 500 FREE	92

### **How do I become a member of the team?**

All swimmers must:

- 1 Register at registration night or contact the Aquatic Director.
- 2 Swimmers must be a YMCA member (Family, Teen or Youth).
- 3 Have information forms completed: Fill out a parent/swimmer information sheet.
- 4 Be 18 years of age or younger.
- 5 Be able to swim 2 lengths of the pool comfortably or have the coach's recommendation,
- 6 Pay the swim team program fee.
- 7 Fill out a USA Swimming registration form at the parent meeting.
- 8 Swimmers and parents must check in at the front desk when coming in before a practice.

### **Team suits**

We are a Speedo Sponsored Team. This means that our team suit is Speedo brand. It is required to purchase a team suit. This is our uniform and is required for competition. **In order to keep your team suit from wearing out, we ask that you only wear it to swim meets.** Practice suits and drag suits should be worn for practices. All swimmers at practices should also wear swim caps if possible. You can order team suits from [www.discountswim.com](http://www.discountswim.com) - got to the Team orders section on the website. Team caps will be purchased from Rebecca or Amanda.

### **Team Fees**

Current YMCA membership is required to be eligible for team participation. This can be a youth membership (ages 5- - 12), a young adult membership (ages 13+) or as part of a family membership. These individual registration fees pay for coaches' salaries- pool time lifeguards, team registration and TSSA &GSSA league dues, swim meet program materials, and some special events. In order to assist families with the financial cost of this program, the YMCA offers a payment plan if needed. Families will have the opportunity to split the program fee into three payments the balance must be paid by the 19th of January for the Fall/Winter season. Swimmers must be registered before the season begins. Other fees that a family will have to pay for are swimsuits, any apparel that you want and concession foods, USA Swimming events and swimmer fees (usually \$3-\$5 per event and \$1 per swimmer). Families with financial needs or considerations are encouraged to obtain a Y Scholarship/ financial aid application form from the front desk of the YMCA. The YMCA has financial aid available to any families in need.

### **Communication**

Every effort is made to get accurate information to swimmers and their families in a timely manner. However, it is the ultimate responsibility of the swimmer (and their family) to keep themselves fully informed about all Sailfish activities. Swimmers should always tell coaches if they plan to miss a practice or meet in advance, but we also request that families give written notification of planned absences to coaches one day before a practice and three days before a meet. It is also important that swimmers and their families provide the coaches with any pertinent information that may affect the swimmer's well being or training.

Please be sure to have a completed medical information sheet.

### **E-MAIL**

E-mail is the MAJOR form of communication for us. Those families without e-mail need to use the Sailfish bulletin board and swimmer folders as their main forms of communication. Please make sure your e-mail address is listed correctly with the team

### **Sailfish Bulletin Board**

Posted outside the boys and girls locker rooms. We ask that all swimmers check the BULLETIN BOARD after each practice. If a notice has been posted for two full practices, it is considered to be common team knowledge and all swimmers are responsible for that info. If your swimmer misses a practice, IT IS UP TO THE SWIMMER AND THEIR FAMILY TO OBTAIN THE INFORMATION that was put out at the missed practice session. All information placed on the board must remain on the board until a coach or coordinator removes it.

### **Telephone Tree**

A telephone tree should be set up by a volunteer. The telephone tree will mainly be used prior to swim meets in case of bad weather and last minute changes. When using the telephone tree, if the person you are to call is not home, please leave a message and then call the next person in the tree to keep the chain of information flow going.

### **Team Pictures**

Prior to a chosen home swim meet the team will get together for a team photo. Orders for the team photos are organized by the team photographer, A "Book of the Season" may be put together by a volunteer for the end of the season banquet. A team video may be an option. Team photos may be posted on the Concord YMCA website or program brochure. Please be sure you have signed a Photo release form.

### **Awards**

Dual & Tri Meets: Ribbons are awarded to the top 6 finishers in each event. With multiple heats within an event it is often hard to know who will receive which place until the results have been tabulated. Heat winner ribbons will be past out at all home meets. Of a swimmer makes a personal best, they will receive a personal best ribbon.

### **End of the Season Banquet**

Every swimmer will receive recognition for participating on the team. Some swimmers will receive additional awards to be chosen by the coaches.

### **Sailfish Apparel**

Other apparel such as towels, sweatshirts, t-shirts, caps; goggles may be available to purchase. It is recommended that families order apparel along with the suit order and not rely on extra apparel to purchase.

### **Pre-Champs Dinner**

Generally takes place the week before Champs. The team comes together for dinner and a good time. Parents will be assembled for a Champs information meeting.

### **Preseason /Open workouts**

Families interested in participating on this season's team but are unsure about the challenges and commitment involved may participate in our preseason trial program. This will provide participants and their families with an opportunity to experience the team prior to making a season long commitment. Practices will be conducted during the same times as during the regular season.

### **Summer Season**

The Sailfish participate in the Granite State Swimming Association (GSSA). Summer season is intended to be fun and pressure free. Registration and fees are separate from the regular and spring season.

## **SWIMMER INFORMATION:**

### **A. Swimmer Responsibility**

The requirements to become a "Sailfish" is the ability to swim 2 lengths comfortably, have knowledge of the four competitive strokes, demonstrate Caring, Honesty, Respect, and Responsibility, and have fun safely. Along with that comes an obligation to follow the team philosophy and guidelines regarding good sportsmanship and "teammanship" and to become the best person you can be. All Sailfish swimmers are required to participate in a minimum number of three association dual/tri meets in order to participate in the association Championships at the end of the season (March). If a swimmer feels they have unusual circumstances, which they feel prevents them from fulfilling their team commitments for the season, it is the swimmer's responsibility to speak to their coach **IN PERSON** at the earliest possible time. We are a competitive swim team and our practices, events and meets are all planned with the hope of producing a happy, motivated team. Swimmers are encouraged to swim in practice at least 2-3 times a week depending on age. Each swimmer has a file in the Sailfish box located on the front desk counter.

### **What is meet captain?**

Meet Captains are swimmers with responsibility and respect, which are selected by their coaches to lead the team during a swim meet. A different meet captain is chosen at every swim meet. The Meet Captain's basic guidelines are:

- 1) Lead by doing – encourage your teammates as you give maximum effort.
- 2) Earn the respect of your teammates with mature behavior, team spirit and a willingness to give 110%
- 3) Lead a team cheer and gather swimmers to cheer for fellow swimmers during their races
- 4) Be a motivator.
- 5) Arrive on time and help fellow swimmers get checked in
- 6) Help ensure swimmers get to the bullpen or starting blocks on time.

### **Pool Area Rules**

The following guidelines are to help us have as much fun as possible while staying safe.

1. No "horseplay", no destruction of equipment or property and no "pranks" are allowed |
2. **NO DIVING IN THE SHALLOW END OF THE CONCORD YMCA POOL.**
3. No hanging on lane lines.
4. All swimmers are required to shower of prior to entering the pool.
5. Lifeguards should be listened to at all times.
6. No running; pushing, or shoving.
7. No snapping of towels, goggles, caps etc

### **Team Rules**

1. No foul language will be allowed in or around any team function.
2. Swimmers are encouraged to attend a minimum of two-three practices a week in order to show improvement.
3. Team members may not use ladders to enter or exit the pool during practice. Use the wall to push yourself out of the pool - it builds arm strength!
4. Please speak with a coach if you will have a prolonged (more than 3 in a row-) absence from practices.
5. Please obey all Concord YMCA rules and regulations. Non-members are not to use the facility unless you are a paid guest of a member. Observe the Pool Rules.
6. Please encourage your swimmer(s) to read the bulletin board.
7. All swimmers are expected to clean up their area before leaving after a swim meet.
8. **PLEASE BRING A WATER BOTTLE TO PRATICE.**

### **Swim Meets:**

The descriptions below are based on our home swim meets. When we travel to away meets the host team may run things a bit differently. There will always be general things that are the same. **The YMCA does not organize transportation to swim meets; swimmers must get to meets on their own.**

### **How do swimmers sign up for a swim meet?**

All MEET SIGN-UPS are done via e-mail, meet sign-up sheets or at practices. All swimmers are expected to sign up for each meet or indicate if they will be attending. Failure to notify the coaches about entries for a meet may limit the options that swimmer will have in the next meet. If your situation changes at the last minute, please call your coach immediately. **LAST MINUTE ADD ONS OR CANCELLATIONS ARE A REAL PROBLEM. PLEASE AVOID THIS WHENEVER POSSIBLE. DECK "NO SHOWS" HURT YOUR TEAMMATES. BE, A TEAM MEMBER AND BE THERE ESPECIALLY FOR RELAYS.**

**How long does a swim meet last?**

During the regular season, we hold dual or tri meets. A dual or tri meet lasts from 3-5 hours depending on the size of the teams involved. Each swimmer is required to be in a minimum number of 3 meets to swim at the TSSA Championships. The association designates the minimum number of meets.

**What should I bring to the meet?**

Bring swim cap, goggles, suit, camping chairs, extra towels, healthy snacks, money, games, books, warm clothes, extra suit, and a water bottle. A swim meet is very fun and much like camping out.

**How is a swim meet run?**

Meets are run by parents. Basically swimmers find out their events; report to the bullpen or behind the appropriate starting block when it is time, then they get filed in to correct heats and lanes, listen to the starter's command and swim! The races start at the far end of the swimming pool at the YMCA. The pool is 25 yards long.

**What is a heat?**

Usually there are more swimmers for an event than there are lanes so the same event has to be swum more than once. Swimmers are grouped into heats by their times and swim that event. Even if a swimmer wins their heat (race) this does not mean that they won the event overall, however they are considered a heat winner and usually get a ribbon!

**What should a swimmer do when arriving at a meet?**

When a swimmer arrives at the pool for a meet, their 1st job is to check in with their coach. Then get ready for warm-ups. This helps make sure there are no gaps in the meet if someone doesn't show. Warm-ups are next, under the direction of a coach. **THERE IS NO JUMPING OR DIVING IN DURING WARM-UPS**, except at designated times. The events the swimmer will be entered in will be posted. The swimmer should write their event numbers on their hand. Each swimmer needs to find the posted sheet for their age group. Relay events are subject to change because coaches may need to make some changes if there are swimmers absent. Swimmers need to know what event should report to the bullpen and know what race is currently going on in the pool.

**RACES WILL START WITHOUT SWIMMERS PRESENT AND RACES WILL NOT BE RE-SWUM FOR 1 SWIMMER WHO MISSES THEIR RACE!**

**What if the swimmers forget what their next race is?**

The swimmers can locate a deck parent or coach who has a meet program and ask them. The swimmer can also find the event posted on the wall in one designated area by swimmer's name. Swimmer can always ask the coach. Swimmers usually write their event numbers on their hand.

**What is the bullpen?**

The Bullpen is the place a swimmer reports to at least 3 events prior to their race. A bullpen official organizes them into the proper events, heats and lanes and helps them get to the- blocks for their event. There are some meets that choose to NOT use a bullpen. In this case it is the swimmer's responsibility to report to the starting blocks prior to their race.

**What is a relay entry card?**

A card that states which swimmers from the team are swimming in which relay. Relay teams need their relay card before the report to the bullpen. Your coach or deck parent will have your relay card. There is one relay card per relay team.

**How does the race start?**

The starter starts the race with whistle and voice commands. Two Short whistle in a row means "swimmers get ready," followed by the long whistle means "step up onto the blocks, or step into the water" followed by the voice command "take your mark" followed by a horn, a beep, or a gun sound meaning to "GO!" The starting end of the pool is the far end of the pool from where you enter the pool area.

**What does a stroke and turn judge do?**

During the race Stroke & Turn Official(s) stand at the end of the pool checking that each swimmer in the race is following the rules for that event. It is the Stroke & Turns Official's job to note infractions of these rules and to disqualify swimmers who have not yet mastered the rules for that event. This ensures a fair swim for all swimmers. Stroke & Turns try very hard to give the benefit of the doubt to the swimmer and if they find that there is an infraction, they inform the coach to explain to the swimmer what it is that the

swimmer needs to work on. All DQ slips from the Stroke & Turns Official are turned into the results table. Our team philosophy is that swimmers should be subject to all of the rules of each stroke from the beginning. Stroke & Turns have swimmers of their own and are most sympathetic to the difficulties of learning a new skill and try to provide their commentary in a constructive manner. Coaches or senior swimmers try to be with a new or younger swimmer when they receive such a DQ in order to fully understand the infraction as well as to explain it further if the swimmer wishes. We believe that we would rather know about and have an opportunity to correct the infraction before the Championships, than have the infraction occur at Champs.

### **What is a DQ?**

DQ means that the swimmer broke a swimming rule during the race and is disqualified for that event. No points or place is awarded to that swimmer. Receiving a DQ isn't the end of the world, but sometimes it seems that way and having a coach there to explain it helps. We try hard to use DQ's as a learning tool which can help a swimmer improve their skills.

### **What do I do when I've finished the race?**

At the end of the race, the swimmer waits for all swimmers to complete the race. Saying "good race" to the swimmers next to you is a great idea. When getting out the swimmer may politely ask the timer for their time. Please report back to a coach for feedback on your race before going to your parents.

### **What do swimmers do in between and after races?**

After reporting to the coach, a swimmer reports back to their team area.

They remain in their team area until their next event. "This is a good time for quiet games: CD'S with headphones, homework, reading etc. It is also a very social time.

### **How do I get my ribbons?**

At the end of an away meet the coach will pick up all of the results as well as the awards. The coach will then give the awards to a parent who will sort them. The coaches will give them out during one of the practices following the meet. If the swimmer isn't at practice on the day ribbons are handed out, it is up to the swimmers to pick up their ribbons in their folder. Heat winner ribbons are given out immediately after the race. Ribbons not received will be filed into the swimmer file.

### **What do the coaches do?**

During the meet the coaches are very busy. Relay teams may need to be re-arranged and splits may be taken for individual swimmers or swimmers events. It is also a good time for the coaches to see each individual swimmer for stroke improvements, starts, turns, etc. Coaches also try to be aware of any DQ's that may occur so that they can explain it to the swimmer. During meets the primary job of the coach is to watch the swimmers swim.

### **Championship meets:**

At the end of the season there is a meet, which gathers in all of the teams within the association. The meet lasts for 2 days. However, swimmers are not there for every hour of both days. The Championship meet is divided into session by age and sometimes sex as well in order to limit the time any one swimmer must be present. Usually a swimmer will be involved in more than 1 session, but each session has a limited amount of-time. All events and session are posted well before the Champs begin and each swimmer knows exactly what they are swimming and when.

## **PARENTS INFORMATION:**

### **A. Information Meeting**

The first parents' meeting will take place prior to the regular season starting or during the first week of the season and will provide an overview of the team; focus on meeting the coaches, development of parents' committees and other important information. Meetings may be held throughout the season to keep parents informed and to plan team activities.

### **B. Parent Responsibility**

All competitive swim teams are run on volunteer parent power; when you sign your swimmer up to become a part of the Sailfish family, you, as parents, also become members. All families are asked to participate in various team activities as well as the general running of the program, Parents are also asked to become involved in the running of any swim meets in which their child is involved. Be a ribbon writer, a timer, a stroke & turn judge, a deck parent, etc. We will train you! Your responsibility to your child's participation does not end when you sign up, Come on in and join the fun. The more you participate the more you will understand and enjoy. The team makes every effort to meet schedule obligations that you may have.



Descriptions of all jobs are in the "JOBS" section of this handbook. Please ask if you have any questions. If any unusual circumstance occurs which you as parents feel prevents your swimmer(s) from fulfilling their commitments to the team during the season, it is your responsibility to speak to the coaches in person as soon as possible. If there is a shortfall in volunteering to sign up for a job, jobs will be assigned by the team's meet manager. Along with the honor and fun of being a part of the Concord YMCA Sailfish is the responsibility of all the commitments which go with being part of a team. All swimmers and families are expected to fulfill their swim meet obligations for the entire season including the Championships. Meet schedules are published at the beginning of every season in order to facilitate planning. Parent jobs are posted prior to swim meets. Parents must find a replacement for their meet job if they cannot fulfill that job. Parental involvement is the key to the success of our swim team. The goal is to have volunteer support from 100 percent of the team families.

### **C. Swim Team Parent Jobs:**

**TSSA Meet Coordinator:** The TSSA Meet Coordinator is responsible for recruiting parent volunteers, assigning TSSA meet personnel and making sure that parents are reporting to and working their jobs. Also serves as the go to person for TSSA Meets. The Meet Coordinator will work closely with the Team Manager.

**Home Swim Meet Personnel:** Officials, head timer, timers, computer system, ribbon labelers, runners, deck parents concession, bullpen, starter, heat winner ribbon,

Below are the descriptions, everyone is asked to take a training to learn how to work a watch and time a meet. After you have been with the Sailfish 3 seasons we ask that at least one member of your family become a certified STROKE & TURN and that one of you advance in the certification process every 5 seasons. This helps distribute the workload for all and meets the requirements within the leagues. Please help all of us and become certified. THANK YOU!

**Away Swim Meet Personnel:** timers, stroke and turn judge

**Starter:** The Starter is responsible for the starting commands during the meet. This person keeps the meet running. The starter must use whistle and voice commands.

**Stroke and Turn Judge: WE NEED TO HAVE AT LEAST THREE PARENTS ON OUR TEAM WHO GET CERTIFIED EVERY YEAR.** These people have gone to the clinic and are responsible for overseeing each race looking for rule infractions. They try hard to make sure every race is swum fairly by holding all to the rules governing that event. There should be a judge at each end of the pool.

**Bullpen:** Bullpen personnel receive the swimmers just prior to their events and organize them into the proper event, heat and lane order according to the pre-seeded program given out.

**Head Timer:** The Head Timer is responsible for making sure that we have enough working watches and clipboards at every meet. The Head Timer coordinates the timing personnel to ensure that there are 2 to 3 timers (with working watches) on every lane for the duration of the meet. The Head Timer also works as the backup for all timers during the meet and is responsible for training timers. The head timer organizes a schedule of timers making sure that timers get breaks if needed.

**Timer:** Timers take and record the swimmer's time for each race. Each timer is provided with a working watch and each lane with a clipboard and pencil. Timers start their Watches at the beginning of the race and stop their watches when the swimmer in their lane touches the wall.

One of the timers on the lane then records all timer's time form that lane on the swimmers card and then hands the card over to the RUNNER.

**Runner:** The Runner is the person who collects the swimmers' cards from the timers, sorts them fastest to slowest, and takes them to the RESULTS table.

**Colorado Timing System Computer:** Parents will be trained to properly operate this compute system during meets. This timing system improves the accuracy of the swimmers time for each race. The Colorado Timing System is a timing system similar to what is used at USA swimming meets. Collegiate meets. National level meets, and the Olympics. It has a score board where you can see the time swam; Touch Pads, Start buttons, and an electronic Starting system.

**Results/Computer:** Results volunteers take the swimmers' cards and record the times into the computer. The meet is run from a computer system called Meet Manager.

**Ribbons:** Ribbons are received for the top 6 finishers for each event. The ribbon people peel off labels and put them on the correct ribbon. The computer prints out the filled in labels with name/event/time/place. Sailfish swimmers get their ribbons at practice and the other team's ribbons are placed in a bag for them to take home.

**Deck Parents:** Deck Parents help the swimmers get to their events; on time. They are given pre-seceded programs of the meet. They keep track of what's going on in the water and when kids should be reporting to the bullpen. They also help maintain order on the deck; Deck parents need to be easily identified on the pool deck. Any swimmer from any age group can approach a deck parent and ask them questions concerning the events.

**Heat Winner Ribbons:** This person watches every single race and hands out heat winner ribbon to the swimmer who won that particular heat (race.)

**Concessions:** The concession is where you can find juice, water and small snacks during home meets. The concession people coordinate the sales of these items. They also coordinate who is bringing what for food from all of the parents. This is a fundraiser for our team.

### **ONGOING JOBS**

**Fundraising:** Manage the Little Caesars Fundraiser, collect and record all money for the event and report to the Aquatic Director/Team Manager.

**Publicity/Press Release:** Promote team and swimmer accomplishments and activities through newspaper and other media avenues. This volunteer writes up the accomplishments of the team and emails it to the head coach, Special Events: Coordinate end of season banquet, pre-champs dinner. Help with fundraising events.

**Apparel Order:** Making the order, sorting the order once it comes in. and distribution. This volunteer takes care of all of the team items that we sell. (Lycra caps, T-shirts, sweatshirts, sweatpants, suits, towels, parent, shins, etc.). This person works closely with the Head Coach.

**Ribbons:** Inventory/ordering: Checking the ribbon status, ordering more ribbons, distribute, Telephone Tree: This will be set-up by a parent volunteer. The telephone tree will mainly be used prior to swim meets in case of bad weather and last minute changes,

**Meet Clean up:** Pool Area, locker rooms, and lobby MUST be clean before anyone may leave.

**Photography:** This person takes pictures at various meets to be used for a photo book and the web site. Use a disk for the photo. This job can be combined with publicity/press release or web master, Web Masters This person maintains the swim teams web site.

**Team Statistician/USA Swimming:** This person will help the Team Manager with data entry and registration of swimmers.

## **Glossary of Swimming Terms**

**Age Group Swimming:** The program through which USS provides competition for its younger members, designed to encourage participation, provide an educational experience, enhance physical and mental conditioning, and to develop a rich base of swimming talent. Age group swimmers must meet a qualify standard.

**Aging Up:** A juncture in a swimmer's life when a birthday means moving up to the next highest age group to face more formidable competition and faster qualifying times.

**Anchor:** The fourth and often the fastest member of the relay team

**Block:** The starting platform.

**Bullpen:** A specified area where swimmers are grouped in sequence by heats and receive their entry card prior to entering heat.

**Circle Swimming:** Performed by staying to the right of the black line when swimming in a lane to enable more swimmers to swim in each lane.

**Dry land Training:** Training that is done out of the water that aids and enhances swimming performance, usually includes stretching, calisthenics and/or weight training.

**Event:** any race or a succession of heats in a designated stroke or distance.

**False start:** Occurs when a swimmer is moving at the start. One false start will result in a disqualification

**Finish:** The final phase of a race: The touch at the end of the race.

**Flags:** Backstroke flags placed 5 yards (short course) or 5 meters (long course) from the each end of the pool. They enable backstrokers to execute a backstroke turn more efficiently by counting their strokes from the flag to the wall.

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

**Heat:** Each race conducted within a particular swim event.

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

**Lap Counter:** A set of plastic display numbers used to keep track of laps during a distance race Also, the person who counts for the swimmer stationed at the opposite end from the start.

**Meet.** Competition designed to be a learning experience by implementing what has been learned in practice, the swimmer tests themselves against the clock.

**Middle Distance:** Term used to refer to events of the 200 yard/meters and 400 yard/meters in length

**Official:** A judge on the deck of the pool at a meet who enforces the USS rules. There are stroke and turn judges, administrative officials, starters, timers and referees

**Time Trial:** A time-only meet which is not part of the regular meet.

Frequently these are held at the end of the scheduled events to accommodate swimmers who still need qualifying times to compete in up-coming meets.

**Timed Finals Meet:** When only heats are swum, with final placing determined by swimmers' times set in those heats.

**USS:** United States Swimming. The National governing body for amateur competitive swimming in the United States

**USS ID Number:** Unique number assigned to a swimmer when he joins United States Swimming. The ID # will be required to enter a USS competition.

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

**Warm Up:** low intensity swimming used by a swimmer prior to a main practice set or race to get muscles loose and warm and gradually increase the heart rate and respiration.

**Watches:** Stop watches used to time swimmers during a competition. When electronic touch pads are used, watches are used as back up.

## **NUTRITION**

Reprinted from "Training Agenda", a USA Swimming Sports Medicine and Science Series

Everything you do influences your performance, but your food choices have the most effect due to the long term and short term benefits. A proper diet, including proper selection of foods, will help your training and performance while also achieving a healthy lifestyle once you stop competing.

To help ensure a balanced diet, remember that there are no magical nutritional remedies. So forget the fads and eat a variety of wholesome foods from the four good groups – milk, meat, fruits & vegetables, and grains. Foods in these groups provide protein, fat carbohydrate, fiber and all necessary vitamins and minerals. Your ideal diet should include the following percentage of calories:

Carbohydrate 50-60%

Fat 20-30%

Protein 14-18%

This nutrition series is designed to help you better understand good nutrition and to provide guidelines for ideal food choices. Within sports, there are four major periods that nutrition will impact:

### **During Training**

1. Training represents the period in which athletes spend most of their time. Therefore, this category represents the most critical period. During this time, a diet high in carbohydrates is important. This is important since it is not uncommon for athletes training 4-6 hours a day to burn 2500 to 4000 calories a day. The best way to replenish these calories is with a high carbohydrate diet. By being conscious of this and by taking high carbohydrate foods or drink in the first 30 minutes following a workout, you can minimize depletion of energy stores.

### **Pre-event Nutrition**

2. The major purpose of the pre-event diet is to ensure sufficient energy and fluid for the athlete. Two to three days before competition, a high carbohydrate diet with plenty of fluids should be emphasized. The pre-event meal should include a light, high carbohydrate meal three to four hours before the event.

### **Nutrition During Competition**

3. Provided that good nutrition practices were followed during training, middle distance and sprint events will not be limited by nutrition-related factors. During a three to four day competition, make sure you consume plenty of fluids and each meal should include high carbohydrate, low fat selections.

### **Nutrition After Competition**

4. High intensity work will deplete the muscle's energy supplies. Therefore, carbohydrates play an important role after competition to make sure energy stores are maintained.

### **Food Choices**

The best food choices include a well balanced, mixed diet with choices from each of the four food groups. You can get all the nutrients you need by selecting a variety of foods in the recommended serving size for each of the following food groups:

### **Fast Food Nutrition (??)**

Yes! "Fast Food" restaurants play an important role in the diets of athletes on the go. Today, these restaurants can provide a viable source of good nutrition-but the choice is yours and selection is critical. Here are some guidelines to make wiser choices:

### **Menu Adjectives**

Fat content must be watched when selecting menu items, if you see one of the following words try to make another selection:

Fried, Crispy, Breaded, Scampi Style, Creamed, Buttery, Au Gratin, Gravy.

Selection adjectives that are good include:

Marinara, Steamed, Boiled Broiled. Tomato Sauce, In Its Own Juice, Poached, and Charbroiled.

### **Restaurant Choices:**

Depending on the restaurant you go to here are some tips when selecting foods:

Mexican – Choose pot beans instead of refried beans and chicken and bean burritos and tostados. Ask for baked soft corn tortillas instead of deep fried shells. Salsa is fine, but watch your chip intake.

Italian - Pasta with marinara sauce is good but watch Alfredo sauces. Pizza, plain for with vegetables, is good choice. Bread is good (watch the butter). Low-fat Italian ices are better than rich desserts.

Chinese – Stir-fried and steamed dishes, like chicken & vegetables and rice, are good choices. Minimize fried egg roll intake or avoid al together.

Burger places - Salad bars are great but watch the dressing. Look for grilled burgers, hold the mayonnaise and go light on the cheese. Watch your french fry intake (select a baked potato with a little butter if you can and go easy on the milk shakes.

## USA SWIMMING MEET INFORMATION

Obtaining entrance into USS swim meets in our Local Swimming Committee (New England Swimming) has been very difficult. This October, the United States Swimming meets will be posted on the Internet ([www.neswim.com](http://www.neswim.com)) and will be filled to capacity very soon after their posting.

In order to get ahead of the game, we have decided to ask our competitive swimmers, who will be registering for the fall/winter season, to pay \$25-30 in advance. This \$25-30 check will be placed into the CONY swim account. Each swimmer will have an Excel statement of credit and debits for every USS meet we are able to register him/her into. The statements will be produced on demand and/or at the time a deduction occurs from the account and placed in the CONY swim file box.

This will be the only way your child will be guaranteed in the USS meets, put on by the LSC, which is NES. Entering in these meets will allow your swimmer the chance to qualify for the age group swimming championships (Sectionals; Zones and Nationals) and receive USA recognized sanctioned times. The YMCA will not front these meet costs. Thus, there will be two types of swim meet available to your child this fall/winter season:

- I. The TSSA & GSSA meets (dual meets with NH teams.) If your child swims in 3 TSSA meets or more, he/she will be eligible to attend the TSSA league Championship meet at the end of the season. The dual meets are included in the registration fee but you will need to pay the meet fees for the TSSA Champs. Champs events usually cost \$3-5 per event.
- II. USA Swim Meets sanctioned by the LSC entitled NES. To participate your swimmer must be an USA member (\$60 fee), and have paid \$30 in advance for meet fees to the YMCA. Kids will receive sanctioned times that may qualify them for further participation in their age group, sectional, zone and national championships.

Please pay with a check for \$30 at registration, made out to the Concord YMCA Swim Team. If you are aware of certain weekends that your child may not be able to participate then make sure the coaching staff are aware of these weekends.

Sincerely Yours,

The Coaching Staff