



## **Fair Oaks Dolphins**

### **Swim Team Handbook**

#### **2021 Swim Season\***

**\* Note: some information subject to change due to health plan restrictions related to Covid-19. Please refer to website updates and team communications for the latest guidance**

# **Fair Oaks Dolphins Swim Team Handbook**

This parent handbook is created as a permanent reference for you and your family. This handbook will help answer many of your questions, and we encourage you to refer to it frequently as a source of information.

## **WELCOME**

Welcome to the Fair Oaks Dolphins (FOD) swim team. We are a non-profit organization that sponsors summer recreational youth swimming in Fair Oaks and the surrounding areas. FOD is a recreational, family-oriented team that strives to provide an encouraging environment to swimmers of varying abilities. Our emphasis is on stroke fundamentals and technique, while providing quality instruction and fun activities in and out of the water.

Every swimmer is recognized for individual commitment and rewarded for personal and team achievements. Our goal is to promote physical fitness and sense of pride through teamwork, sportsmanship, team spirit and personal accomplishment.

## **THE SPORT OF SWIMMING**

Swimming is a sport with many advantages. It is a healthy sport, which encourages development of the body and the mind. Swimming is a vigorous "non-weight bearing" sport with a low injury rate. It encourages physical fitness as well as broad, well-rounded social development in our youth. Friendships are established among team members as well as with members of other teams. Parents, like swimmers, also make new friendships, and add to the quality of our swim program and the swimming community. Parents learn they must work hard to provide the necessary opportunities for their child to swim- getting the swimmer to practice and to the meets, and demonstrating their willingness to contribute their time at the meets and other activities. Swimming is a demanding sport, and a sport of "repetition." Success is proportional to the dedication of the swimmer, the parents, and the coaches, working in cooperation within the team structure.

## IMPORTANT PHONE NUMBERS

### 2021 Board of Directors

Office	Name	Email	Phone
President	John Seubert	<a href="mailto:Coachjohnx3@yahoo.com">Coachjohnx3@yahoo.com</a>	916-225 - 4801
Vice President	Michelle Forbess	<a href="mailto:maforbess@outlook.com">maforbess@outlook.com</a>	916-799-2197
League Representative	Jen Gore	<a href="mailto:jen.v.gore@gmail.com">jen.v.gore@gmail.com</a>	916-716-9375
Secretary	Melissa Serafini	<a href="mailto:melissa.serafini@yahoo.com">melissa.serafini@yahoo.com</a>	916-718-2062
Treasurer	Shondra Massey	<a href="mailto:shondra.massey@gmail.com">shondra.massey@gmail.com</a>	916-225-6002
Registrar	Michelle Forbess	<a href="mailto:maforbess@outlook.com">maforbess@outlook.com</a>	916-799-2197
Meet Director	Jeff Kope	<a href="mailto:jkope72@yahoo.com">jkope72@yahoo.com</a>	916-955-7718
Volunteer Coordinator	Trang Bui	<a href="mailto:tphambui3@gmail.com">tphambui3@gmail.com</a>	916-730-3017
Members at Large*	1 Maureen Olson	<a href="mailto:maureen.olson@att.net">maureen.olson@att.net</a>	916-705-0473
	2		
	3		
	4		
	5		

### 2020 COACHING STAFF

	Name	Email	Phone
Head Coach	Jack Solt	<a href="mailto:jackholt@gmail.com">jackholt@gmail.com</a>	916-804-0401
Practice Group Coach	Kim Berrios	<a href="mailto:oappkimmyberrios@gmail.com">oappkimmyberrios@gmail.com</a>	916-390-5921

<b>Practice Group Coach</b>	<b>Cassidy Inch</b>	<a href="mailto:cassidy18inch@gmail.com">cassidy18inch@gmail.com</a>	<b>916-633-4455</b>
<b>Practice Group Coach</b>	<b>Ava Soltesz</b>	<a href="mailto:avagem02@gmail.com">avagem02@gmail.com</a>	<b>916-799-1384</b>
<b>Practice Group Coach</b>	<b>Dominic DelliQuadri</b>	<a href="mailto:dominicdq@gmail.com">dominicdq@gmail.com</a>	<b>916-534-0381</b>

<b>TABLE OF CONTENTS</b>	<b>Page Number</b>
WELCOME	1
THE SPORT OF SWIMMING	1
IMPORTANT PHONE NUMBERS	2
2020 Board of Directors	2
2020 Coaching Staff	2
FOD SWIMMING COMMUNITY/ league overview	4
MEMBERSHIP AND FEES	5
Fee Schedule	5
Eligibility	5
Registration	6
TEAM PRACTICES	6
Practice Group Assignments	6
Practice Policies	9
Punctuality	9
Attendance	9
Practice Cancellation	9
Watching Practices	10
Misc. Practice Policies	10
SWIM MEETS	11
ATTENDANCE AT MEETS	11
The Day of the Meet	12
Check-in	12
Warm-ups	13
Age Group Area	13
The Ready Bench	13
The Race	13
Swim Meet Suggestions	14
Dual Meet Guidelines	15
Swim Championships	16
RESPONSIBILITIES	16
Swimmer’s Responsibilities	16
Coaches’ Responsibilities	17
Parents’ Responsibilities	18
Website	19
Email	19
Family Folders	19
Communication With the Coaches	19
Swimmers	19
Parents	20
DISCIPLINARY GUIDELINES/RULES	20
HELPFUL HINTS & MISC. INFORMATION	22
Swimsuits	22
Caps & Goggles	22
Clothing/Shoes	22
Shower Supplies	22

Ear Care	22
Games/Crafts	23
Personal Belongings	23
Logowear/Team Store	23
FUNDRAISING	23
AWARDS NIGHT	24
VOLUNTEERING AND DONATION OF SERVICES OR ITEMS	24
NUTRITION	24
CONCLUSION	25
APPENDIX I VOLUNTEER JOB DESCRIPTIONS	26
APPENDIX II DUAL MEET ORDER OF EVENTS	27

## **FOD SWIMMING COMMUNITY/ league overview**

FOD is part of the Northern California (Norcal) swim league. The Norcal League is one of the largest recreational swim leagues in the nation. For the 2018 summer season, the league had over 4,900 swimmers throughout its five conferences.

Each conference is made up of 5 or 6 teams, and the composition is determined by size and strength of the individual teams.

### **The five conferences are:**

Comstock

Gold Rush

Eureka

Motherlode

Nugget

FOD is part of the Motherlode Conference. During the season the Dolphins will compete against the four other conference teams. FOD may also participate in practice meets with teams from other Norcal conferences, or against teams in other swim leagues (Sacramento Swim League or Suburban Swim League). When two teams compete against each other, it is called a “Dual Meet”. “Championships” is typically a 2-day weekend long meet in which all teams within a conference compete against each other.

At the beginning of the season FOD conducts a swim meet called “Time Trials”. This is an in-house swim meet in which Dolphin swimmers compete against each other. It gives our swimmers a chance to establish their own “base times” in every event. In addition, it provides a great opportunity for parents to practice running a meet, and for new and returning members to learn new volunteer jobs.

Swimmers compete by age group during all types of meets. Boys and girls compete separately. Age group is determined by the swimmer's age as of June 15th of the current year (age as of 6/15/19).

Age Groups:

- **6 & under**, swimmers 6 years old and under
- **7-8** - swimmers age 7 or 8 years old
- **9-10** - swimmers age 9 or 10 years old
- **11-12**, swimmers age 11 or 12 years old
- **13-14**, swimmers age 13 or 14 years old
- **15-18**, swimmers age 15 thru 18 years old

The only "coed" event at a swim meet is the 6&under Freestyle Relay

## **MEMBERSHIP AND FEES**

### **Fee Schedule:**

\$240 = First Swimmer

\$200 = Siblings

\$125 = Swimmer participating on a High School Swim Team

Make checks payable to: **Fair Oaks Dolphins**

Additional \$15 league registration to be paid to the Norcal Swim League

New swimmers must submit 2 copies of their birth certificate.

There are no refunds after April 26<sup>th</sup>. All refunds will be less \$50 per swimmer. Refund requests must be submitted in writing and are subject to board approval. Please submit requests to: Treasurer - Veronica Christiansen ([veronica.thomas@comcast.net](mailto:veronica.thomas@comcast.net))

**Fair Oaks Dolphins Swim Team**

**P.O. Box 5025**

**Fair Oaks, Ca 95628**

### **Eligibility:**

Swimmers are eligible to participate on the FOD swim team if ALL of the following requirements are met:

1. Team registration and payment are complete.
2. Norcal Swim League registration and payment are complete.
3. Birth certificate has been submitted and verified by team registrar (new members).

4. The swimmer has not practiced with or competed for any swimming team other than FOD after February 1, 2021 (Exceptions: High School Swimming, March Stroke Clinics, Any Intercollegiate swimming, water polo or synchronized swimming teams).
5. The swimmer has not participated in a stroke clinic during the month of February (exempt Feb 2021 due to covid)
6. The swimmer's parents/guardians have signed the "Parents Agreement" form prior to the beginning of the season.
7. The swimmer is water-safe, and able to swim (any style) 25 yards, unassisted.

**Registration:**

Please go online to [www.fairoaksdolphins.org](http://www.fairoaksdolphins.org) to register. If you have difficulty with the website, please e-mail Michelle Forbess at [mforbess@comcast.net](mailto:mforbess@comcast.net) or call 916-799-2197.

Norcal requires a separate league online registration for each swimmer.

Important! Please access the Norcal swim league via the link on the Fair Oaks Dolphins website (upper right corner). Once the Norcal site opens, **do NOT log in**, click on the Norcal registration box and the form will automatically open for you.

Returning swimmers have priority until January 31<sup>st</sup>, which is approximately one month prior to our Registration/Parent Meeting. At that point, new swimmers will be added, so please register early to ensure your swimmer's spot on the team. Some age groups may fill-up before the start of the season!

**TEAM PRACTICES****Practice Group Assignments**

Practice groups are assigned primarily on the basis of experience, ability, and maturity. Swimmers are assigned to groups based on what the coaches believe is best for individual as well as for the group. While many of the swimmers in a particular practice group will be similar in age and size, these are only two of the criteria that go into the proper group assignment. More importantly are the swimmer's technical proficiency, mental attitude, attention span, and ability to handle different levels of exertion. FOD coaches evaluate a swimmer's skill on a daily basis, so he/she may be moved up a group at any time during the season depending upon improvement, performance, or attitude. Older swimmers who are new to the team will start out in a beginning practice group, but these swimmers typically learn the fundamental skills much more quickly than a younger swimmer. He/she will then be eligible to "move-up" to the next practice group. Please do not ask the coach to change practice times based on convenience. Swimmers in the same family will likely be practicing at different times. While this is sometimes hectic and inconvenient for parents, it is in everyone's best interest.

Swimmers who haven't attended stroke clinics or swam for the Dolphins in the past may be asked to attend a tryout or "evaluation" to determine the appropriate practice group.

### **Jr. Dolphins – NOTE program on hold due to covid restrictions 2021**

The junior dolphins are the youngest swimmers (mostly 7 and under) who are new to the team, or who may still be in need of "in the water" assistance. Junior dolphins must be water safe (i.e. if they fall off their kickboard they need to be able to recover or get to the wall)

Swimmers in the Jr. Dolphins may or may not be ready for competition. In order to compete in meets, they must be able to complete half a length of the pool non-stop. Group goals are:

1. To feel comfortable and confident in the water.
2. To cooperate with other swimmers, to listen to the coaches, and follow instructions.
3. To learn all the fundamentals of freestyle and backstroke. They will be introduced to the other strokes, and may even learn how to dive!
4. To develop confidence, stamina, and skills to be able to compete in a meet. Although they are not expected to compete at first, we hope that most of our Jr. Dolphins are ready and want to compete sometime during the season.

### **Sea Turtles**

This practice group is composed of younger or new swimmers who have been introduced to freestyle and backstroke, have efficient flutter kicking, and knowledge of side breathing. Sea Turtles likely have not learned breaststroke, butterfly, or how to dive. Although it is not a requirement, swimmers in this group are expected to compete in meets. Goals for the Sea Turtles are:

1. To refine their freestyle, backstroke, and diving techniques with stroke drills, and instruction. (Drills improve flexibility, strength, and stamina too!) Breaststroke, butterfly, and flip turn fundamentals are also introduced.
2. To learn the fundamentals of correct starts and finishes for each stroke and for relays.
3. To understand the progress of a meet and behavior expectations so they can have fun and compete successfully.
4. To develop an awareness of their own progress as measured by their time improvements at meets and in practice.

### **Killer Whales**

This practice group is composed of experienced swimmers with good freestyle skills such as side breathing, flutter kicking, and breath control, and they have been exposed to basic swim terminology. They need to be efficient kicking on their backs, and perform streamline kicking as

well. These swimmers likely have not mastered stroke fundamentals, and may not be “legal” in all strokes, but are expected to compete in meets. Goals for the Killer Whales are:

1. To understand swimming fundamentals: Streamlining, kicking, head position, and breathing and breath control. To be able to apply these fundamentals to each stroke.
2. To refine their freestyle, backstroke, and diving.
3. To become legal in breaststroke and butterfly.
4. To learn flip turns, and refine starts and finishes for each stroke and for relays.
5. To be able to follow more complicated instructions and work cooperatively with teammates and the coach.

### **Purple Penguins**

This practice group is composed of swimmers who have mastered stroke fundamentals, are legal in all four strokes, and have good diving skills. Maturity and dedication are imperative for these swimmers in order to accept and retain critique from the coaches. In other words, Purple Penguins must exhibit a high level of “coachability”. Goals for the Purple Penguins are:

1. To continue to perfect all four strokes, improve starts and turns, and to learn the basics required to compete in the long freestyle and individual medley events.
2. To improve flexibility, stamina, and strength through more complex drills, sets, and dryland training.
3. To learn to handle difficult workouts in order to attain specific goals.
4. To develop mental skills that will aid in practice and competition.

### **Narwhals**

These swimmers are strong veterans, typically 11 years old and up. Narwhals are likely to have 2 or 3 strong strokes, but may need specific help with a particular stroke or two. These swimmers are knowledgeable and are experienced with the pace clock, sets, and intervals. Goals for this group are:

1. To learn the self-motivation and self-discipline that athletes need to be successful. To understand pacing in relation to different levels of exertion.
2. To continue to develop flexibility, strength, speed and stamina, along with mental concentration.
3. To continue to develop technical proficiency in all strokes and distances, with a special emphasis on advanced starts, turns, and finish techniques.
4. To begin to develop personal strategies, understanding strengths and weaknesses.

### **Water Buffalo**

This group is typically composed of the oldest, strongest, and most skilled swimmers. Goals are the same as those for the Narwhals. In addition, Water Buffalo swimmers spend additional time in

group activities including dryland training and team building. These swimmers often take on leadership roles and provide physical and moral support for younger team members. Water Buffalo are expected to have excellent communication with coaches, keeping their lead coach informed of any absences, injuries, or other concerns.

## **PRACTICE POLICIES**

### *Punctuality*

Swimmers should be at practice on time. An occasional tardy is one thing, but when the same swimmers are late day after day, it is very disruptive to the group. Again, the coaches understand that there are other activities in your child's life, so if they are coming from a sports camp, bible school, etc., and there is a chance they might be late during a particular week, let your coaches know with an email or written note at least 24 hours in advance. Please be aware that we have an "overlapping" practice schedule. The overlap is a part of practice for announcements, attendance, stretching, land activities (games & dryland training), and other swim business. Please have long hair tied back, caps on, and goggles adjusted PRIOR to the start time. Please also see that swimmers are picked up on time. They are usually tired and sometimes cold. This prevents another parent or coach from staying late awaiting your arrival. Please coordinate with other parents if you need to drop off your swimmer a little early so that there is proper pre-practice supervision.

### *Attendance*

Attendance at practice is important to swimming success, and as the swimmer develops it becomes increasingly important. Swimming is a highly refined skill that requires repetition with careful guidance and correction. Repetition is also a primary factor in conditioning. Although some swimmers practice daily, others cannot, so we ask that you attend at minimum, three practices per week. We understand that our swimmers are involved in other after school activities and sports in the spring, and there are family vacations, camps, and other obligations in the summer, sometimes making attendance difficult. If you know you will miss three or more practices in a row, please let your group coach know in advance with an email, or written note. Likewise, if your swimmer is ill and will miss three practices in a row, please let the group coach know. Additionally, "poor" attendance at practices can affect your child's participation in an upcoming meet, or the number of swims at a meet. Putting together a meet is difficult and time consuming, especially when there are too many swimmers for a particular age group and the number of entries is limited. The coaches take daily attendance, and simply stated, the more your swimmer practices, the more he/she will swim at meets. If a swimmer is consistently only meeting the minimum practice requirements (three days), expect 3 or 4 swims at the meets. Swimmers practicing daily (4 or 5 days) can expect 5 swims at the meets. Of course, there are other factors involved, especially when choosing relay teams, so these are general expectations. These guidelines will especially affect swimmers in impacted age groups. If attendance requirements are not being met, and there is a lack of communication from the parent, it is the coaches' prerogative not to enter a swimmer in a meet. You will be notified if the coaches decide not to swim your child in a meet.

### *Practice Cancellation*

The only weather conditions which may cancel practice are electrical storms or unsafe driving conditions. We do swim in the rain and in the cold, and the kids actually enjoy it! Fortunately, electrical storms (thunder and/or lightening) often pass quickly, so here are the guidelines regarding inclement weather:

- If lightning or thunder occurs during practice, swimmers in that group will be dismissed immediately.
- If there is lightning or thunder within 30 minutes of the start of any practice, that practice will be cancelled. Subsequent practices will be held as long as the lightning and/or thunder does not continue.
- If you are unsure, please check for email messages and *Fair Oaks Dolphins facebook page* updates. The coaches and parents will do their best to update the status of each practice group. If the weather looks uncertain, please make contingency plans for picking up your children if necessary.

Occasionally a workout is cancelled due to a pool maintenance problem without sufficient warning to inform all swimmers. If cancellation can be anticipated an email will be sent to all members in active standing. A similar announcement will also be posted on Facebook.

### *Watching Practices*

Parents are encouraged to remain and watch their kids swim. However, practices are a learning situation and swimmers need to stay focused. Please refrain from communicating with your swimmer during practice. Likewise, do not approach a coach while they are running practice.

### *Misc. Practice Policies*

- Listen to the Coach at all times. We teach our swimmers that the “number 1 rule” is “No talking when the Coach is talking. Ears need to stay above water while the Coach is talking too.
- Always observe proper lane etiquette, i.e. NO horseplay, respect your teammates, “circle swim”, STAY OFF the lane lines (only Jr. Dolphins are allowed).
- Cell phones need to stay in swimmers’ bags during practice.
- If you need to leave practice early, please discuss this with your coach before practice.
- Avoid wearing your team suit for practice and only wear it at swim meets.
- Deck changing is NOT allowed.
- If you have a schedule conflict on a particular day, and would like your child to attend a different practice group that day, please get approval from the coaches in advance. Swimmers who simply show up without prior approval will not be allowed to swim.

Practices are held in the evening during the school year, and then morning/evening options are offered during the summer months

Practice schedules will be published on the FOD website at [www.fairoaksdolphins.org](http://www.fairoaksdolphins.org).

## **SWIM MEETS**

### **ATTENDANCE AT MEETS/ONLINE SIGN-UPS**

It is required that you sign-in or sign-out (DECLARE one way or the other) your swimmer for every meet during the swim season. Parents must also sign-up for a volunteer job each meet. Swimmers and parents greatly benefit from participating in swim meets, but we don't necessarily expect you to attend every meet. Family vacations are encouraged, but if your swimmer will be missing a meet it is imperative that he/she is signed-out by the deadline. We recommend getting your swimmer signed-in or signed-out (if you have planned vacations) in the beginning of the season. Please abide by the deadlines and use due diligence if you need to change your commitment as the season progresses. Committing to a meet is done online and must be done well ahead of time. The Coaches spend HOURS putting a meet together and an extraordinary amount of time choosing relay teams. If a swimmer is a "no show" or misses an event for any reason, it affects the team and is disrespectful to the coaches. In the case of relays, a no-show swimmer entered in both the medley and freestyle relays, could cause as many as six other swimmers to miss out on their relay event. Likewise, the volunteer coordinator spends HOURS ensuring all positions are covered by our parent volunteers. Please be respectful! Pay close attention to those deadlines!

Meet commitment procedure for *SWIMMERS*:

- 1. Go to our team website, [www.fairoaksdolphins.org](http://www.fairoaksdolphins.org) , login with your email and password. Please contact your coach ASAP if you are having problems with this step.**
- 2. Click on the Events section on the home page (lower right).**
- 3. Find the swim meet you would like to declare and click the pink box "Edit Commitment"**
- 4. Click on the swimmer's name and select from the drop-down box Yes or No**
- 5. Include any notes in the notes section you want the coaches to be aware of for this meet (i.e. "we have to leave by 2pm" so they know not to put your swimmer in relays, for example). If you do not leave a note, it is assumed that you are committed for the entirety of the meet (up until 2:30 p.m.). Keep in mind, time limitations will likely result in less events for your swimmer.**
- 6. Repeat the process if you have additional swimmers.**
- 7. Once you have declared your swimmer(s) and entered any notes (if needed) click SAVE CHANGES.**

**(There is also a demo on the website that explains the process).**

*Swimmers who remain undeclared at the cut-off deadline WILL NOT be entered in the swim meet (even if the parent has signed-up to work). Swimmers who show up to a meet and were not signed-in by the deadline, likely will not be allowed to swim.*

**VOLUNTEERS:** Our swim meets run by volunteer power only! Each family needs to work at least one shift at every meet. The meet is split into Shift 1 or Shift 2, with the break occurring after event 43 (see Appendix II, Order of Events). If you only have a swimmer in the 6&under group, sign-up for shift 1 because your child only competes during the first half of the meet. The shift change typically occurs around 11:30, but the exact time depends on how fast the meet is progressing. Volunteer sign-ups are available on our team website. We encourage everyone to sign-up early in order to get your preferred role. (See Appendix I, Volunteer Job Descriptions).

Meet Job Sign-up procedure for *PARENTS*:

- Go to the Dolphins website: [www.fairoaksdolphins.org](http://www.fairoaksdolphins.org)
- Log into your account.
- Go to the Events tab
- Find the next swim meet date
- Click “Job Signup”
- Scroll through jobs and select box for the job and shift you would like to work
- Click “Signup”

### **Changes/emergencies after a meet deadline has passed**

If for any reason your child is unable to make it to the upcoming meet and the deadline has passed, please contact Coach Kim immediately. You cannot change your commitment online after the deadline! Likewise, you cannot change your volunteer commitment after the deadline, so you will need to contact Trang Bui, Volunteer Coordinator ASAP.

IF YOUR SWIMMER GETS SICK ON FRIDAY NIGHT OR SATURDAY MORNING, please call Coach Kim before 6:30 am on Saturday at 916-390-5921, and volunteer coordinator, Trang Bui at 916-730-3017 so that changes can be made before the start of the meet.

### **THE DAY OF THE MEET**

Typical Meet schedule:

7:00	Check In (Swimmers & Parents)
7:15	Scratch Time
7:15	Warm ups begin
8:30	Meet begins

2:30-3:30

Meet ends/ Clean up.

**CHECK IN FOR MEET:** All meets begin at 8:30 a.m. (unless otherwise noted.) Swimmers must check in at the Team Check in Table by 7:00 a.m. and be ready for Team warm-ups at 7:15 a.m. Coaches have a “Scratch” meeting sometime close to 7:15, so if you have not checked in you will be “scratched” (unable to swim in the meet for that day). ***After the scratch meeting, no further changes can be made to the meet line up. If for some reason your arrival time gets delayed and you know you cannot make the 7:00 am check-in time, please text your coach or another parent and let them know that you are on your way.***

#### **PARENTS**

Upon arrival, volunteers for **both shifts** need to check-in at the team’s volunteer table so that the coordinator can ensure that our jobs are covered for the entire meet.

Following check-in, please ensure your swimmer reports to his/her age group area.

#### **WARM-UPS**

A warm-up schedule will be announced. Swimmers will warm-up according to their PRACTICE GROUP, not by age group. Typically, the home team warms up first, so swimmers could be warming up as early as 7:10. Please be ready! If your swimmer misses their warm-up they will likely not be allowed to warm-up with a different practice group.

#### **AGE GROUP AREA**

Each gender for each age group will have a designated area at swim meets. The Age Group area is a place where swimmers sit together fostering team spirit and the exchange of valuable information. Swimmers play games, eat, and enjoy each other’s company during swim meets. When the meet has been seeded (computer assignment of heat and lane), Age Group Parents will write your swimmer’s event, heat and lane on his/her arm. This serves as a reminder to you and your swimmer, and it assists the Age Group Parent and the Ready Bench in getting your child to the correct place for their race.

We strongly encourage all swimmers to “hangout” in the age group area. An Age Group Parent will stay with the swimmers in the group area, will supervise their behavior and will ensure that swimmers get to the Ready Bench and their races on time. Older swimmers not in the age group area are responsible for getting themselves to their races. It is imperative for relay participants to report to the group area well in advance of their event so that the teams can be grouped properly.

#### **THE READY BENCH**

Before each race the Age Group Parent will guide your swimmer to the Ready Bench. This is a

designated area where swimmers are organized by event and heat. Ready bench volunteers have the responsibility to get swimmers to the correct starting block with swimmers in the same heat. While at the ready bench swimmers are encouraged to prepare themselves for their race. They will adjust their caps and goggles, think about (visualize) their race, and get pumped-up!

### *THE RACE*

The Starter will call the swimmers to the block. At the start of the race it needs to be quiet so the swimmers can get a fair start. The start of the race is signaled by an electronic beep from the starting system. If your swimmer is hearing-impaired, please ask the coach to teach your child to start with the flashing light. There will be one false start per event allowed for 6&under and 7/8 swimmers. There will be NO false starts allowed any swimmer for age groups 9 and older. A swimmer who is disqualified for a false start shall not be permitted to swim the event (not even unofficially).

After swimming an event, the swimmer should ask for his or her time from the lane timer or by looking at the scoreboard at facilities where one is provided. ALL swimmers are asked to demonstrate great sportsmanship by shaking hands with swimmers in adjacent lanes. Swimmers must stay in their own lane to exit the pool, and cannot re-enter the water after exiting. Timers should be prepared to help swimmers out of the water, if needed. Please do not pluck a swimmer out of the water by one arm!

**At NO time are any cameras allowed behind the blocks. This includes but is not limited to phones, video cameras or any other device that can take a picture or record a swimmer.**

### **SWIM MEET SUGGESTIONS**

- Wear your team suit, bring at least 2 pair of goggles, swim cap, and a couple of towels
- Dress warm for the mornings. Sweats, blankets, and sleeping bags are recommended
- Pack toys, books, simple games, cards, and other items to occupy time. Keep any valuable or electronic games and toys at home. Avoid bringing activities that encourage roughhousing or physical activity (frisbees, footballs, light sabers, etc.). We want our swimmers to save their energy for their races.
- Bring a shade structure (large umbrella or pop-up) for the family. Chairs are also recommended.
- ALWAYS bring sunscreen
- Bring a black sharpie in case swimmer's numbers fade (apply sunscreen AFTER numbers are applied).
- Arrive to the meet BEFORE the 7:00 check-in time. That way, swimmers and parents can check-in, set-up their area, and get prepared for warm-ups.
- Pack breakfast items, healthy snacks, drinking water, and sports drinks. You may also want to pack lunch items.
- Bring cash for snack bar items your swimmer may want to purchase. We try to keep parents

informed via email or website as to the status of snack bars and possible items available.

- All swimmers should warm-up with their practice group. Junior Dolphins do not warm-up.
- Swimmers AND parents should be ready for the Team Cheer after warm-ups and prior to the singing of the National Anthem.
- Swimmers AND parents should pay attention to the progress of the meet. Listen to the announcer for events being called to the ready bench. Younger swimmers (12 & under) should stay in the age group areas so team parents can help deliver these kids to the ready bench.
- Use *Meet Mobile*, but do so with a “grain of salt”. Meet Mobile is an application you can download on your cell phone. At most meets, swimmers’ times go directly into a computer timing system and then are visible on Meet Mobile. Often, disqualifications are not immediately recorded, or there may be a glitch in the timing system. In such cases, times and places may change. Please don’t get alarmed if results seem odd. If corrections are not made within 15 or 20 minutes from the conclusion of the race, please bring your concerns to the coach. Occasionally errors are not caught by the computer folks and/or the coaches.
- Please help clean-up at Home Meets. Computer and timing equipment needs to be packed, as well as pop-ups, tables, chairs, coolers, and all snack bar items. If everyone stays and helps, these tasks can be completed much more quickly!

#### **DUAL MEET GUIDELINES**

A swimmer is entered in a maximum of 5 events (3 individual and 2 relay events). 6 & under swimmers typically swim 2 individual events, and possibly 1 relay event. The number of swims is decided by the coaches, but is influenced by the swimmer’s attendance (see requirements), and other factors such as the number of swimmers in the age group, and even pool size (6 lanes vs. 8 lanes).

The meet is computer seeded based on a swimmer’s times. Times are established from time trials, or from the previous year. The intent is for swimmers with similar “best times” to be competing in the same race (heat).

Swimmers compete in their age group as established by his/her age on June 15, 2020. A swimmer can also “swim-up” an age group to complete a relay if the older age group does not have an eligible swimmer. Eligible swimmers can be added to an event to replace no-shows at the scratch meeting prior to the meet.

The fastest swimmers generally swim in the first heat of each event. Points are awarded as follows:

Place	Individual Events	Relay Events
1st	5 points	7 points
2nd	3 points	0 points
3rd	2 points	0 points
4th	1 points	0 points

All entries from a team entered in the first heat of an individual or relay event shall be eligible to score points for their team. Swimmers in all heats should be encouraged to focus on their own race, and shoot for best times! Remember those handshakes too!

Parents are encouraged to keep lines of communication open with the swimmer's lead coach. He/she can help a parent understand "times", expected seasonal improvement, and set realistic goals for a swimmer. Swimmers are encouraged to keep track of their times on some type of spreadsheet, and to memorize their "best times". By doing so, he/she can get immediate feedback each swim. Remember, the coaches are more interested in learning if a swimmer achieved a personal record (PR) than the swimmer's placing.

## SWIM CHAMPIONSHIPS

The Conference Championship meet is held at the end of the swim season, typically the third or fourth weekend in July. All Dolphin families are strongly encouraged to attend this 2-day meet, as it is the culmination of 16 weeks of hard work by the swimmers, coaches, and parents. Swimmers not attending Championships no longer attend practice following the last dual meet of the season. Championships are held at a large facility, and there can be several hundred swimmers participating. Check-in times are usually earlier than at a dual meet. Each team has a specific responsibility (Ready Bench, Hospitality, etc.), and parent volunteers are needed to fill operational needs as well as team needs.

*Swimmer eligibility:* In order to swim in the Norcal Conference Championship Meet, a participant must swim in at least two Dual Meets during the regular season. The swimmer needs to have at least one "official time" from time trials or any of the dual meets in order to be eligible for that event at championships. An eligible swimmer may enter all of the individual events in their age group, and may be chosen to participate in a freestyle relay and/or medley relay. Each team is only allowed two relay teams per event. The "A" relay is *usually* composed of the 4 fastest swimmers in the age group, and the next fastest swimmers make up the "B" relay. These are general guidelines- the coaches can use their own discretion when choosing relay composition.

Preliminary heats ("prelims") of each individual event are conducted in the morning. Swimmers with the top ten prelim times then compete in "finals" in the afternoon. Relay events are held only as finals and take place at the conclusion of the individual finals. Points are scored only in finals.

---

### Saturday events

individual medley  
short freestyle  
backstroke  
6 & under freestyle relay.  
medley relays

### Sunday events

long freestyle  
breaststroke  
butterfly  
Freestyle relays

\*6 & under swimmers only compete on Saturday

Parents should come prepared for a long hot day, but expect an incredible amount of fun! More detailed information regarding Championships will be available prior to the meet.

## **RESPONSIBILITIES**

### **Swimmers' Responsibilities**

Each swimmer needs to understand and accept the philosophy of the Dolphins Swim Team. Work hard to learn and improve, do your best, and have fun!

Swimmers shall:

- Maintain a COOPERATIVE attitude at all practices, meets and swimming events.
- Respect, listen to, and follow instructions of the coaches, team parents, and swim officials. Don't be afraid to ask questions if you are confused.
- Understand the team's disciplinary guidelines
- Accept critique from your coaches, and never argue with your Coach. Questions are good! Read practice group criteria if you feel you need to "move-up", and discuss these goals and requirements with your Coach.
- Demonstrate good Sportsmanship at all times.
- Attend practice regularly, and be aware of the attendance requirements.
- Be ready to begin practices and warm-ups at meets on time.
- Notify the coach if you need to leave practice early.
- Participate in as many meets and team activities as possible.
- Understand meet Sign in/sign-out deadlines. Learn to communicate concerns with your parents. Older swimmers should learn these online procedures.
- Be respectful and be polite to your teammates, as well as swimmers from other teams.
- Remain in the team area at meets. If you are not in the team area (swimmers 13&up) you need to be responsible and not miss your race!
- Pick up after yourself, and keep team areas clean and litter free.
- Understand that foul language, horseplay that endangers others, and illegal behavior are grounds for immediate dismissal.
- Always be willing to set-up and take down practice and meet equipment. If everyone helps, these tasks get completed quickly!

### **Coaches' Responsibilities**

The Coaches will help establish, understand, and accept the philosophy of the Dolphins, a summer recreation swim team which promotes fun, learning, improvement, sportsmanship,

and team camaraderie.

The Coaches Shall:

- Model positive leadership and sportsmanship qualities, and attempt to foster these qualities in their swimmers.
- Understand and comply with the Bylaws of the Norcal swim league and FOD guidelines.
- Respond to parent and swimmer concerns in a timely manner. Utilize the advice and counsel of the Board Members if needed.
- Provide active supervision of all practices, meets and swimming events.
- Maintain an atmosphere at practice conducive to a good instructional program.
- Familiarize themselves with the swimmers and their abilities. Assist each swimmer to develop individual goals for the swim season.
- Provide instruction in all aspects of competitive swimming: e.g. starts, turns, finishes, and stroke technique.
- Cooperate with the high school swim and pool maintenance personnel.
- Maintain all pertinent records on swimmers including daily attendance.
- Retain discretion in seeding meets according to the needs of the team. Submit meet entries to team computer representatives in a timely manner.
- Maintain certification in CPR.

### **Parents' Responsibilities**

Parents will understand and accept the philosophy of the Fair Oaks Dolphins Swim Team. Parents are responsible for providing a supportive attitude toward all aspects of swimming. The success of FOD depends upon the support of the parents, as parents are needed in many areas in order for the team to function efficiently.

Parents Shall:

- Encourage swimmers to fulfill their team obligations. This includes getting your swimmer to practice on time, and meeting the attendance requirements.
- NEVER INTERRUPT PRACTICE OR GIVE SUGGESTIONS TO SWIMMERS DURING PRACTICE.
- Sign swimmers in/out of meets at least one week ahead of time. Understand that your swimmer will not be entered in a meet if you fail to meet the deadline.
- Actively participate in meets and team functions.
- Volunteer for at least half of each meet your swimmer participates. None of the positions are difficult, and different activities can be chosen each meet. Training is not necessary for most positions. Please see APPENDIX I, VOLUNTEER JOB DESCRIPTIONS
- Volunteer for at least two of the four shifts per day of Championships
- Promptly pay all dues, fees, assessments and monies as levied by the Fair Oaks Dolphins Swim Club.

- Encourage and praise your swimmer. If your swimmer feels they have done poorly, offer encouragement and reassurance that next time will be better!
- Encourage swimmers to discuss problems with coaches directly.
- Practice good communication with the coaches throughout the season.
- Inform coaches or Board members as soon as possible of any misconduct among swim team members.
- Contact the Board President or a Board Member if you or your swimmer is unable to resolve a conflict with the coaching staff.

## COMMUNICATION

### **Website**

The Norcal swim league uses TeamUnify and each team has a similar, yet unique website. Please use our website, [www.fairoaksdolphins.org](http://www.fairoaksdolphins.org) for important updates, directions to meets, accessing photos, and upcoming events. Most importantly, the website is used to get your swimmer signed-in or signed-out for meets, as well as signing

### **Email**

Email serves as one of our main means of team communication for updates and essential information. The coaches and board members will use email to distribute important updates regarding the meets and other events, as well last minute changes or possible practice cancellations. *Please be sure you have supplied us via the website your correct email address(s) you check most often.* You can also sign-up (“LIKE”) the Fair Oaks Dolphin Facebook page. This is an avenue of communication, but please don’t rely on it in place of EMAIL.

### **Family Folders**

Family folders serve as another means of team communication. The folders are used for “hard copy” information, ribbons, team pictures, and other important documents. Each family will have a folder labeled with the swimmer’s last name and filed alphabetically in two plastic storage boxes. The boxes will be out on the staging area near the gate every practice so you can access your folder. The coaches and board members also have folders where you can leave written notes or turn-in forms/checks. Please get in the habit of checking your folder on a daily basis.

## **Communicating with the Coaches**

Communication with the coaches is crucial. Please don't let your swimmer "fall off the grid", and leave the coaches perplexed. If you keep the lines of communication open, especially pertaining to family vacations, summer camps, injuries or illnesses, the coaching staff will do its best to adapt to the swimmer's needs. The coaching staff has been trained, interviewed, hired, and directed toward specific goals. Problems that may arise can be best solved when swimmers and parents discuss concerns or disagreements directly with a coach. Coaches' email addresses are listed in the beginning of this handbook, as well as on the team website. Coaches' cell phone numbers are also listed, and should be used more for emergency situations (i.e. your swimmer is sick the morning of a meet).

### *Swimmers*

An important ability for any athlete to learn is to talk directly to your coach. Your coach has your best interests at heart, wants you to succeed, but cannot read your mind. If you want specific feedback at practice, just ask! Feel free to discuss goals with your coach, and at swim meets, come see your coach before and after your race. Coaches like to give last minute tips, and then feedback after a race. Please keep in mind, It is extremely difficult for the coaches to observe every swimmer in every race, so if we miss your swim, we apologize and will make extra effort to watch your next swim! Younger swimmers are also encouraged to approach the coaches with concerns, and feel free to bring a parent if makes you more comfortable.

### *Parents*

Coaches consider the pool their "classroom". Would you interrupt a classroom teacher while they are in the middle of a lecture? If you need to communicate with a coach, please do not interrupt them on deck during practices or at a meet. When you talk to coaches during these times, you compromise their ability to give individual attention to the swimmers. If the coach is not talking to the swimmers, he or she may be thinking, watching, or analyzing the swimmers. Likewise, the times just before or after a practice the coaches' attention is either focused on communicating with their swimmers who just got out of the pool, or the next group of swimmers ready to get in the pool. Coaches hanging out in the staging area may be available for a chat. If not, they can arrange a meeting with you.

### Other requests:

- Please do not talk with an assistant coach during practice. They may appear to have "free time" but they are being paid to observe the swimmers and help the lead coach.
- If you have questions regarding swimsuits, logowear, swim meet job assignments, fundraising, or other special events, please contact the appropriate Coordinator or Board Member.
- If another parent is using you as a sounding board to complain about a policy or meet

entries, or perhaps the performance of a coach, encourage them to talk directly to the coach or board member.

- For communication specific to attendance at a meet, please refer to the “SWIM MEETS” Attendance section.
- Never leave a meet early or “scratch” your swimmer from an event without checking with the coach.

## **DISCIPLINARY GUIDELINES/RULES**

Minor discipline problems are dealt with through redirection or time-out. Our team uses the “One Warning” policy. If a swimmer is misbehaving (talking when the coach is talking, interfering with another swimmer, etc.), they will be given their “first and only warning”. If the swimmer continues to misbehave, he/she will be given a time-out and asked to sit out on the edge of the pool. If the swimmer “talks back” to the coach, he/she may be dismissed from the remainder of practice. If problems persist, the parents, the child, the coach and the team President or a designee will meet prior to the swimmer returning to practice. Ultimately, if a swimmer is unable to control his/her behavior, the President or his designee can remove the swimmer from the team.

The use of foul language, derogatory statements towards teammates, coaches, opposing team members or parents and/or meet officials, uncooperativeness, bullying, fighting, horseplay that endangers other swimmers, or any other unsportsmanlike conduct are grounds for immediate dismissal from practice or a swim meet.

Serious infractions including fighting or illegal behavior will result in immediate suspension. The President shall be notified within 24 hours of the incident and will preside and review the matter at a special meeting with the Board. The Board has the right to suspend the swimmer until a conference has been held between the coach, swimmer, parent and Board member. The President or his/her designee can then remove the swimmer from the team.

### **Rules:**

- No glassware or other sharp, breakable items in the pool area
- No running in the pool area
- No climbing on rails or brick walls in the pool area
- No swimming in the dive tank unless approved by the coach
- No scooters or bikes allowed in the pool area
- No horseplay in the locker rooms. The showers and lockers do not belong to our swim team. Clean up your messes. Any report of horseplay, theft or

vandalism could result in suspension from the team.

- No running around the campus before or after practice. Please stay in the pool area or corridor above the pool while waiting for practice or waiting for parents.
- No entering the coaches' shed without permission
- Never enter the pool without permission of your coach
- Always exit the pool promptly after practice and return your equipment to the designated area

*PARENTS*, please encourage your swimmer(s) to show pride in themselves and their team by setting a good example and acting respectfully and responsibly.

Parents must read and sign the "Parents Agreement" form prior to the beginning of the season.

### **HELPFUL HINTS & MISC. INFORMATION:**

**Swimsuits:** A navy blue suit should be worn at all team swim meets (specific ordering information regarding the FOD team suit will be released at the pre-season parent meeting or shortly thereafter). Girls' suits for practices and meets must be one-piece, and boys may wear briefs or jammers. Try not to wear your team suit to practice. Any color or style of racing suit is acceptable during practice. Girls' suits should not be baggy, and boys should be encouraged not to wear board shorts. We want our swimmers to focus on their swimming technique. Improperly fitted suits distract and may even negatively impact certain swim skills. Swimmers wearing "tech suits" for competition must be in compliance with NCSL regulations. It's best to rinse all suits after use, and hang to dry, out of the sun.

**Caps & Goggles:** Goggles are recommended to protect swimmer's eyes from the chemicals in the water. Some swimmers, particularly new little folks, prefer not to wear goggles. If a swimmer chooses not to wear them, they must demonstrate that they can comfortably swim with their EYES OPEN. Otherwise, the coach will insist that goggles are worn. Swimmers should have at least 2 pair of goggles in their bag in the event one pair is lost or breaks. There are many goggle styles available to account for different shaped faces. Good fitting goggles will keep the water out without being super snug. Experiment with different styles, and include diving. Meet goggles should also be your practice goggles! Don't try something new for your races. Swim caps should be latex, or the thicker silicone. They should be worn by anyone with long hair (boys and girls) for both practice and meets. Make sure that no part of the goggle eyepieces are on top of the swim cap, or the goggles will leak. Team caps are

recommended at team swim meets. Ordering information for these custom caps will be available at a later date.

**Clothing/Shoes:** These are a must at all practices and meets. Swimmers should also wear or pack tennis shoes as instructed by their coach for dryland training. In the spring always be prepared for chilly weather by bringing a beanie, jacket, and sweat pants.

**Shower Supplies:** Soap, shampoo, and conditioner are all items each swimmer may consider putting in their bags. Locker rooms with showers are accessible after practice and home meets. Please keep these areas clean and tidy!

**Ear Care:** Each season several swimmers miss practice and/or meets because of ear problems. A few drops of distilled white vinegar and rubbing alcohol (50/50) in each ear will help draw the water out and prevent infections. *If your child is especially prone to ear infections, we recommend taking the time for these preventative measures!* Over-the-counter solutions such as “Swim-EAR” that serve as drying agents are also available.

**Games/Crafts:** Often, siblings need to “hang-out” at the pool before or after their own practice. Quiet activities are suggested, rather than noisy activity that may distract swimmers in the pool. Avoid bringing items of value that could be lost or stolen.

**Personal Belongings:** MARK ALL YOUR SWIMMER'S GEAR WITH AN INDELIBLE MARKER! Every year we lose a few swimsuits, t-shirts, towels, caps, and dozens of goggles! LABEL EVERYTHING! Please get a fine point sharpie and put your swimmer's name on anything and everything they might bring to the pool. Tennis shoes and flip flops included! Caps and goggles found without names often go into the pile of “extras” for others to borrow. If these items have names on them, the coaches will put them in a separate area where they are held for the swimmer. PARENTS: In order to help mistaken items to be returned to their rightful owners, please verify your child's name is on items you bring home after a meet or at the end of a practice week.

**Logowear/Team Store:** The FOD team store provides apparel items for our swimmers and parents. We try to provide items at reasonable prices, and there is usually a tent set-up at our home meets where you can purchase these items. Information on ordering logowear will be released early in the season. It is awesome to see our Dolphins logo at meets on our kids and adults to show our team spirit!

**Fundraising:** A portion of the FOD budget comes from fundraising. Without fundraisers, dues

would be much higher. Therefore, everyone MUST support fundraising efforts. The team needs your help to make it successful. Each family has an obligation to participate in our fundraising activities. If you are unable to do this, please contact one of the board members for alternative means of support.

Please participate! Our fundraisers include, but are not limited to the following:

- Applebee's Pancake Breakfast- The focus of this activity is camaraderie and team building. The teenage swimmers serve the families, there is often a silent auction, and the bonus is that all proceeds go directly to the team!
- Swim-a-thon - this is our major fundraiser with tons of fun thrown-in! Each practice group has a start time, and participants swim for a specified amount of time. Your child will be asked to get pledges, either a "flat" pledge or an amount per lap swum. This event is normally held on a weekday evening, and includes a potluck, BBQ, or Pizza. Parent/Coach relays take place, as well as fun relays for the kids.

**Awards Night:** Awards Night is held the week following Championships. In order to be eligible for special awards chosen by the coaches, a swimmer must compete in most of the dual meets and Championships. All registered swimmers competing in a minimum of two league meets will receive an award, usually a team pin, or medal. All swimmers are recognized by their coaches, and a cake is usually cut and served partway through the awards. It is a fun night of celebration for all. Special recognition is given to our 18-year-old swimmers.

**Volunteering and Donation of Services or Items:** Some of the costs associated with running a large swim team involve paper supplies, copying services, hospitality products, and people's time. Please contact an FOD board member if you have access to free or discounted services, or products that you think we can use. It could be as simple as donation of healthy snacks you picked up at a place like Grocery Outlet. In addition, there is always a need for extra help either to fill board positions or for various team events/fundraisers. If interested and would like to learn more about these positions, please contact a Board Member or attend one of the monthly board meetings.

## **NUTRITION**

As with any sports program, good nutrition is important for optimal performance. Not to mention, good nutrition is essential for growing children and helps keep them healthy!

During exercise, the body gets its energy primarily from carbohydrates and fat. Our bodies like to save protein for other things (building and repairing muscle tissue, hormones, red blood cells, and supporting the immune system). Knowing how much carbohydrate, protein and fat to get in a day is good. But knowing when you should be getting those nutrients is even better.

Spread carbohydrate intake out over the course of the day (smaller meals and frequent snacks). This keeps the blood sugar levels adequate and stable. Eat some carbohydrate before practice. This can be in the form of juice, fruits, bagels, pancakes, etc. Consume carbohydrates within the first 30 minutes after practice or a swim event at a meet. This enables the body to replenish glycogen stores and repairs muscle tissue.

Eat again (something substantial) before two hours post-practice has elapsed. Incorporate fat into the day at a time which is not close to a workout. Fat is necessary, but contributes little towards the workout or immediately post-workout recovery period.

On meet days, swimmers need to remember to drink water and some sports drink, such as Gatorade. Remember, water is needed to replenish fluids lost during exercise and the heat. Swimmers also will need snacks to eat at a swim meet to replenish the carbohydrates used with swimming.

Suggestions for nutritious snacks: Yogurt, Fresh Fruit: Bananas, Grapes, Apples; Beef Jerky, Fresh Vegetables: Celery, Carrots; Low-Fat Crackers, Dried Fruits: Raisins, Apricots, Plums; Low-Fat Milk 2%, Fruit Juices, Power Bars, Dry Cereal such as: Cheerios, Shredded Wheat; Trail Mix, and Electrolyte Drinks.

**PACKING TIP:** Pack things in small servings. Think finger foods. Include things you know your swimmer will like and is likely to eat.

## **CONCLUSION**

Well, you have made it through this handbook and should have accumulated valuable information about the Fair Oaks Dolphins. You will also receive email notices throughout the season with important information. You can always access a variety of information from the team's Facebook page, and from our team website:

[www.FairOaksDolphins.org](http://www.FairOaksDolphins.org)

Please remember to check your family folders at the pool frequently. This is how we distribute flyers and file meet ribbons. Sometimes there is a 'dry spell' and not much is going on in the family files, but rest assured, the flurry of information does flow through these files.

Swimming is a wonderful sport. It is a sport that requires dedication of both the swimmer

and the family in order for the swimmer to improve and benefit from the program. It is a sport that can be enjoyed a lifetime.

Thank you for joining the Fair Oaks Dolphins Swim Team. Looking forward to a fabulous swim season!

## APPENDIX I VOLUNTEER JOB DESCRIPTIONS

On the morning of the meet, volunteers sign-in at the same time as the swimmers. Here are descriptions of the most common meet jobs:

**Head Timer:** Organizes timers for swim meet shifts, hold timers meeting prior to home meet. Timers: Time each heat. Timers work ½ of the meet, 1<sup>st</sup> or 2<sup>nd</sup> shift.  
No Experience Needed

**Meet Referee:** Instructs Stroke & Turn people before meet begins. Attends scratch meeting and makes any decisions regarding disputes during the meet.  
Must know League Rules and Regulations and US Swim Rules.

**Stroke & Turn:** Watches swimmers in assigned lanes to make sure they are doing strokes and turns correctly. Strong knowledge of swim rules required and some training provided.

**Computer Ops:** Runs timer and compiles event information and results.

**Starters:** Starter instructs the swimmers and directs them to “take your mark”, and starts each race with electronic starter. (Home meets only)

**Announcer:** Announces each swimmer and event from microphone. (Home meets only)

**Ribbons:** Puts labels on back of ribbons and files ribbons in communications boxes.

**Ready Bench:** Organizes swimmers in ready area for upcoming events and escorts each heat of swimmers from the Ready Bench.

**Team Parent:** Stays in team area and assists swimmers to ready area.

**Hospitality:** Serves refreshments to all volunteers, officials and coaches during home meets. **Snack Bar:** Works in snack bar during home meets.

**Set-up:** Arrives at pool early, 6:00 am for home meets and 6:30 at away meets and sets up all equipment needed for meet. Brings pop ups to away meets.

**Clean up:** Stays after meets and puts all equipment away. (The more who help, the faster this gets done). (Home meets only)

**Runner:** Walks the pool deck collecting timer sheets and DQ slips.

There are also volunteer jobs that can be done on non-meet days. Check the volunteer area on the website or contact the Volunteer Coordinator for more information.

**APPENDIX II****DUAL MEET ORDER OF EVENTS**

<b><u>Event Number</u></b>	<b><u>Event</u></b>	<b><u>Age Group</u></b>
1	Freestyle Relay	coed 6 & Under
2 / 3	Medley Relay	G/B 7&8
4 / 5	Medley Relay	G/B 9&10
6 / 7	Medley Relay	G/B 11&12
8 / 9	Medley Relay	G/B 13&14
10 / 11	Medley Relay	G/B 15&18
12 / 13	Individual Medley	G/B 9&10
14 / 15	Individual Medley	G/B 11&12
16 / 17	Individual Medley	G/B 13&14
18 / 19	Individual Medley	G/B 15&18
20 / 21	25 Yard Freestyle	G/B 6&under
22 / 23	25 Yard Freestyle	G/B 7&8
24 / 25	25 Yard Freestyle	G/B 9&10
26 / 27	50 Yard Freestyle	G/B 11&12
28 / 29	50 Yard Freestyle	G/B 13&14
30 / 31	50 Yard Freestyle	G/B 15&18
32 / 33	25 Yard Backstroke	G/B 6 & Under
34 / 35	25 Yard Backstroke	G/B 7&8
36 / 37	25 Yard Backstroke	G/B 9&10
38 / 39	50 Yard Backstroke	G/B 11&12
40 / 41	50 Yard Backstroke	G/B 13&14
42 / 43	100 Yard Backstroke	G/B 15&18
44 / 45	50 Yard Freestyle	G/B 7&8
46 / 47	50 Yard Freestyle	G/B 9&10
48 / 49	100 Yard Freestyle	G/B 11&12
50 / 51	100 Yard Freestyle	G/B 13&14
52 / 53	100 Yard Freestyle	G/B 15&18
54 / 55	25 Yard Breaststroke	G/B 7&8
56 / 57	25 Yard Breaststroke	G/B 9&10
58 / 59	50 Yard Breaststroke	G/B 11&12
60 / 61	50 Yard Breaststroke	G/B 13&14
62 / 63	100 Yard Breaststroke	G/B 15&18
64 / 65	25 Yard Butterfly	G/B 7&8
66 / 67	25 Yard Butterfly	G/B 9&10
68 / 69	50 Yard Butterfly	G/B 11&12
70 / 71	50 Yard Butterfly	G/B 13&14
72 / 73	50 Yard Butterfly	G/B 15&18
74 / 75	Freestyle Relay	G/B 7&8
76 / 77	Freestyle Relay	G/B 9&10
78 / 79	Freestyle Relay	G/B 11&12
80 / 81	Freestyle Relay	G/B 13&14
82 / 83	Freestyle Relay	G/B 15&18