



# Huntington Barracudas Swim Team Handbook



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**Welcome to all new and returning swimmers and their families!**

The Huntington Barracudas are a member of the Naperville Swim Conference, a group of 22 Naperville area teams which participate in dual meets throughout the summer season.

The swim season typically includes Time Trials, 8 Dual Meets, a Boy/Girl Invitational and the Classic and City Championship meets.

We also have a season kick-off party and an end of season awards banquet.

## Eligibility Requirements

Swimmers are divided by age group according to their age as of **May 31 of the current year**. Age groups at a meet are divided as follows:

6 & Under	9 & 10	13 & 14
8 & Under	11 & 12	15 to 18

All children who are **able to swim one length of the pool without assistance** are eligible to participate. While we are a recreational swim team with swimmers of all abilities, we are nevertheless a swim team, **not a learn-to-swim program**. If your child is able to swim one length of the pool without assistance, we'll be able to make him/her a better swimmer and teach them some of the different competitive strokes. **For safety reasons, if your child does not know how to swim and cannot swim one length of the pool unassisted, we recommend you enroll him/her in the swimming lessons offered by the pool or in the community.**

## Registration & Fees

All new and returning swimmers may register for the swim season beginning in mid-March (online registration).

Fees cover the cost of awards, coaches' salaries, equipment, insurance, and ribbons, as well as Naperville Swim Conference fees and championship meet fees.

## Refund Policy

A full refund will be issued to the swimmer if a written request to withdraw from the swim team is received before around June 1<sup>st</sup>, check website for official date this season.

## Swimsuits & Apparel

All swimmers are encouraged to wear team swimsuits and team swim caps during swim meets. Suits and apparel will be communicated on the website, please note that the orders can sometimes take several weeks to arrive so ordering early is best. Swimsuit order information can be found on our webpage.

## Practice Times

**Regular practices** are held Monday through Friday in the mornings before the pool opens to members. Times will be listed on the website.

- Swimmers should arrive 5 minutes prior to practice time to be ready at their practice time.
- We ask that parents do not stay for practice.
- Please exit the pool promptly when your practice is over, so not to delay the next group's practice.
- Practices are held rain or shine. Practice in the pool will be canceled if there is a thunderstorm in the area. On a cold day coaches may do dry land training activities outside of the water.
- An email is sent out if practice is canceled.

## Time Trials

The purpose of this meet is to set seed times for all swimmers in freestyle and backstroke. This meet is exhibition and does not count towards City eligibility times or pool records. It does count as a baseline for our incentive time drop program. This is also an excellent opportunity for swimmers and parents to see how a meet is run and to prepare for an official meet. **The time trial is typically scheduled on a Saturday morning prior to the first dual meet.**

All swimmers will only swim freestyle and backstroke at Time Trials.

## Meets and Positive Check-In

**Swimmers are required to be at each meet one hour before the start time.** Each swimmer must check in at the Positive Check-In area in the team area upon arrival for warm-ups. Failure to check in before warm-ups could result in the swimmer being scratched from the meet. Workers for the meet should check-in at the same time as the children so that you will receive credit for working the meet and help us establish if we have enough workers.

### Swim Meet Starting Times

#### Tuesday & Thursday Evenings Meets

Check-in starts at 4:30 pm

Warm-ups begin at 5:00 pm

Meet starts at 5:30 pm

#### Saturday Morning Meets

Check-in starts at 7:30 am

Warm-ups begin at 8:00 am

Meet starts at 8:30 am

### Positive Check-In Procedures

Upon arrival, each swimmer must find their name on the check-in list and highlight their name to confirm that they have arrived. Swimmers can write down their event numbers on their hand so that they know which races they are swimmer. You can also look at the relay list, to be sure your swimmer knows who is on their relay and the order that they will be swimming in.

## Awards

### Dual Meets:

**Ribbons** are awarded at every dual swim meet for every swimmer in every place, in every heat. Ribbons are handed out at a practice a few days after a meet.

### Girl/Boy Invitational & City/Classic Championship Awards:

Awarded for overall placement in an event, not by heat.

## Time Drops

**Time Drops** are awarded to swimmers who improve their time. Time Drops are awarded for a valid (non-disqualifying) time that is a swimmers best time for the season. The season starts with time trials. Time drops are not recognized for beating times from a previous season. A swimmer must have at least one valid time for a given event before a swimmer can better that time and earn a time drop.

## Classic & City Championship Meet

The Classic and City meets are the city-wide championship meets held at the end of the season, swimmers will swim at one of these meets, not both. Any scratches at these meets should be due to illness or injury. It's unfair to the swimmers to have empty lanes in a championship meet.

Swimmer who have met the time qualifications for the City Meet, but choose not to swim in the City Meet, may swim in the Classic Championship Meet for any events without a city qualifying time.

Awards at City/Classic Meets are given based on overall placement, not by heat.

Individual Events: 1-8 Medals, 9-16 Ribbons

Relay Events: 1 Medal, 2-8 Ribbons

### Classic:

-6 and under automatically swim at Classic

-Any swimmer who does not qualify for City will swim at Classic

### City:

-Swimmers ages 13 to 18 automatically swim at City.

-Need City Qualifying times to swim at City

-Friday is for ages 15-18 only. Saturday ages 8 & up, 9-10, 11-12, 13-14

Parents have a responsibility to work a job at these meet if their child is swimming.

## How a Meet Works

### **BEFORE A MEET**

Meet Sign Up (Attend/Decline): You must sign up for dual meets a week in advance. 2 weeks prior to boy/girl invites. For City & Classic Championship meets, you should sign up as soon as you know which meet you're attending.

Meet Entries / Line-ups: The night before a meet the entries are posted to our team webpage, including a relay list so that you can see the swim order for relays. Go to the "Events" tab, select the meet and you will see the PDF attachment at the bottom.

### **DAY OF MEET**

Swimmers should arrive 1 hour before the start of the meet. If it is an evening meet, arrival time/check-in is 4:30 p.m. with warm-ups starting at 4:45 p.m. (meet start at 5:30 p.m.). If it is a morning meet, arrival time/check-in is 7:30 a.m. with warm-ups starting at 7:45 a.m. (meet start at 8:30 a.m.).

Upon arrival at the meet, swimmers sign in by highlighting their name on the line-up sheets that are on clipboards on the long table near the baby pool. This practice is known as **positive check-in**. **If swimmers do not check in within 30 minutes of the start of the meet, they will be scratched from the meet.**

The coaches/clerk of course check the reports and the now signed in line-up sheets to verify the swimmers. Adjustments are made if necessary. Parents that are working the meet must check in at the appropriate time as indicated on the Job Description page. Once you check in and obtain your name tag, please listen for announcements for meetings for timers and judges. Attend meetings. Swimmers warm up.

## **MEET STARTS**

Parents are responsible for making sure their swimmer is in the team area and ready for their events. The Clerk of Course will line the swimmers up and take them to the starting blocks for their events, but will not look for them when it is time for their event. It is the swimmer's responsibility to get to the bullpen area on time.

There are three timers for each lane. After each event, the timers write down their time on a card with the swimmer's name on it. Our official times are converted to the equivalent to that of a 25 yard pool. The conversion factor is 1.3, not 1.25 as would be expected, to compensate for the advantage gained by pushing off the wall.

Scoring: The following points are given for each individual event: First place – 5 pts; Second place – 3 pts; Third place – 2 pts; Fourth place – 1 pt. A maximum of two swimmers on each team can earn points per event for individual events. The following points are given for relay events: First place – 8 pts; Second place – 4 pts. For relays, one one relay team from each swim team may earn points for an event. Because of the differences in team sizes, only the results from heat 1 are used to gain points and determine the meet score (this allows a larger team to swim more swimmers without skewing the meet results).

## **ORDER OF EVENTS**

### **Events 1 and 2**

15-18, 50-Yard Freestyle

### **Events 3-12**

8 & Under through ages 15-18, Medley Relays

### **Events 13 and 14**

6 & Under, 25 Yard Freestyle

### **Events 15-24**

8 & Under through ages 15-18, Freestyle

### **Events 25-34**

8 & Under 50 Freestyle and 9-10 through 15-18, Individual Medley

### **Events 35-44**

8 & Under through 15-18, Butterfly

End of event 40 signifies the ½-way point of the meet and may be used for a final score if needed due to weather.

### **Events 45 and 46**

6 & Under, 25-Yard Backstroke

### **Events 47-56**

8 & Under through 15-18, Backstroke

### **Events 57-66**

8 & Under through 15-18, Breast Stroke

### **Events 67-76**

8 & Under through 15-18, Free Relays

## **Bad Weather**

If there is thunder or lightning during a swim meet, the meet is put on a 30 minute delay. After this period of time, the weather is re-evaluated to determine if the meet will continue. Swim meets will be held during light rain and/or cold temperatures. Please come prepared.

## **Disqualification**

Swimmers can be disqualified in any event for start, stroke, and touch-turn and finish violations. If a swimmer is disqualified in an event, the time does not count as an official meet time, and the swimmer does not qualify for an award for that event. When an official notes a disqualification, he/she will fill out the information regarding the reasons for disqualification and raise the card to notify runners for collection.

Disqualification is common in the early age groups, especially on Butterfly and Breast Stroke and especially at the beginning of the season. Please inform your new swimmers that disqualification is part of the learning process. Every swimmer has been disqualified at some point in his or her career.

Sometimes officials do not see a stroke infraction. If this is the case, the swimmer is not disqualified.

## **Parents' Responsibilities**

The reason we are all here is for the benefit of our kids; they are the heart of the team. However, it is the parents that keep it going. It is the parent's responsibility to work their assigned 6 jobs. Without you, the meet cannot happen.

If for any reason you are unavailable to work, it is your responsibility to trade with another family. If you are not going to be on time for the meet due to work responsibilities please find a substitute until you can arrive. If you have traded with another worker, please notify the committee chairperson as soon as possible and when checking in at the meet as a sub, state who you are subbing for to avoid the originally scheduled person being held responsible for a no-show.

If your child swims in a championship meet (City or Classic) you will be required to work a job for that meet.

## **Barracuda Family Job Descriptions**

**TIMING** – timing swimmers as they swim each event – must report to assignment **15 minutes prior** to the start of the meet and are expected to stay for the entire duration of the meet. The timers meeting begins at 5:15 sharp for evening meets and 8:15 for Saturday meets. Timers must check in with one of the co-chairs prior to the start of the meet.

**HEAD TIMER** - runs the head timer meeting for all timers working at the home meets - must report to assignment **30 minutes prior** to the start of the meet and is expected to stay for the entire duration of the meet. The timers meeting begins at 5:15 pm sharp for evening meets and 8:15 am for Saturday meets. The head timer also assigns timers to lanes, is in charge of handing out stop watches and collecting them back at the end of the meet, and helps to relieve timers for necessary breaks or fills in if someone does not show up for their post.

**RUNNER** – “running” time cards from timers to scorers & "running" DQ cards to the scoring table – must report to assignment **15 minutes prior** to the start of the meet and are expected to stay for the duration of the meet. The timers meeting begins at 5:15 sharp for evening meets and 8:15 for Saturday meets. Runners need to attend the timers meeting prior to every meet.

**SCORING** – assist the computer/scoring team. For home meets sit at the baby pool table. The job includes marking DQ on timing papers next to swimmers that disqualified, putting the team initials on the back of the official DQ cards and organize the timing papers. Staple the timing papers for lanes 1,2,3,4 for events 1&2. Staple lanes 1,2,3,4 timing papers for events 3&4 and so on. Deliver papers to the office for the computer/scoring team. Must check in with one of the co-chairs prior to going to the scoring table **15 minutes prior** to the start of the meet and are expected to stay for the duration of the meet.

**RIBBONS** – applying time stickers to ribbons, sorting, filing. This job is done after dual meets and returned to the pool the next day. You will work with computers/scoring to set up a good time to get the ribbon labels.

**RIBBON COORDINATOR** – responsible for bringing ribbon file boxes to/from each swim meet (home and away). Reviews the ribbon labeling and filing process with ribbon volunteer for each meet. Delivers the ribbons boxes with current ribbons to pool for distribution at practice(s) the morning following a swim meet. Monitors and fills ribbon inventory throughout the season.

**GRILL MASTER** – prepare and cook food on grill for the entire meet. Show up **45 minutes prior** to the beginning of meet to start the grill, and begin preparing food in accordance with the county food handling criteria.

**CONCESSIONS** - help at the concession counter during the meet, must report **15 minutes prior** to the start of the meet and remain after the meet to help clean up concessions. Workers must prepare foods in accordance with the county food handling criteria

**CLERK OF COURSE** – assist in the lining up of swimmers for each event – must report to assignment **25 minutes prior** to the start of the meet and stay until the swimmers for the last event are line up.

**ANNOUNCER** – announcing events throughout the meet. Announcer report to assignment **15 minutes prior** to the start of the meet and stay the duration of the meet.

**CONCESSIONS** – help at the concession counter during the meet, must report **15 minutes prior** to the start of the meet and stay throughout the meet and after the meet to help clean up.

**SET-UP/TEAR-DOWN** – help with general set-up of the pool for the meet and then get the pool back to how it was prior to the meet. This includes moving bulky objects – for example: deck chairs and tables. **1.5 hours before meet and ½ hour after meet.** That means arrival times are as follows: 7am on Saturdays and 4pm on evenings.

**PARKING** – help with parking congestion at home meets, starting **1.5 hours prior to meet** (7am on Saturdays and 4pm on evenings) through the start of the meet.

**\*\*REFEREE** – runs the meet and is expected to arrive **20 minutes prior** to the meet and stay the duration of the meet.

**\*\*STARTER** – starts each heat and is expected to arrive **20 minutes prior** to the meet and stay the duration of the meet.

**\*\*STROKE JUDGE** – assesses the mechanics of the swimmer's strokes and is expected to arrive **20 minutes prior** to the meet and stay the duration of the meet.

**\*\*TURN JUDGE** – assesses accuracy of swimmers' execution of turns and is expected to arrive **20 minutes prior** to the meet and stay the duration of the meet.

**\*\*Requires attendance at Official's Clinic and all must report to their assignments 20 minutes prior to the start of the meet.**

**CLASSIC MEET COORDINATOR** – attend one informational meeting with Park District Swim Conference, coordinate volunteer positions and attend the entire meet. **This job fulfills 3 job requirements.**

**CITY MEET COORDINATOR** – attend one informational meeting with the Park District Swim Conference, coordinate volunteer positions and attend the entire meet. **This job fulfills 3 job requirements.**