



**Kingsbrooke Sea Lions Swim Team**

# Membership Handbook

Edited and Updated: May 01, 2019

BDK

**2007, 2008, 2011, 2012, 2014  
Prince William Swim League  
Red Division Champions**

**2006  
Prince William Swim League  
Green Division Champions**

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## WELCOME LETTER FROM THE BOARD

Dear Parents and all Sea Lion Swimmers,

Welcome to the Kingsbrooke Sea Lions Swim Team! Whether or not, this is your first experience with a summer swim team, we hope this handbook provides the answers to many of the questions you may have.

The Swim Team Board has been working with the coaching and volunteer staff to bring you a fun and competitive program that is focused on swimmer development and enjoyment. We strive to foster an family oriented environment that encourages swimmers to challenge themselves, engage in team activities and develop a lifelong love of swimming. The 2019 summer season will see us compete in the White Division, so we expect another challenging and exciting season.

The Swim Team Board is made up of the following members, as voted on by the team and approved by the Kingsbrooke HOA.

2018 - 2019

- President - Richard Nichols
- Vice President - Brian Kerr
- Treasurer - John Emanuel
- Secretary - Nadia Lysohir
- League Rep - Kurt Gavalier
- Outreach - Spike Silvernail
- Social Chair - Amie Francis

contact information is available on the web page

The coaching staff is led by the following:

- Head Coach - Justin Doyle
- Head Coach - Andrew Proper
- Head Coach (Beginners & Pups) - Lauren Blake
- Pups Head Coach - Dori Hochard

Volunteers are the glue that holds the meets together. Thank you to all the parents for giving generously of their time for the benefit of the team and the community. We would also like to thank the Kingsbrooke HOA for their continued support of the team, facilities and board.

You can reach the swim team board via email at [swimboard@kbswim.org](mailto:swimboard@kbswim.org)

See you at the pool!

Sincerely,

The Kingsbrooke Sea Lions Swim Team Board

## SEA LION INTRODUCTION

### PRINCE WILLIAM SWIM LEAGUE

The Prince William Swim League (PWSL) was founded in 1972 to sponsor swimming in and among the communities in Prince William County. All PWSL policies and procedures focus on providing a safe, fun, fair and athletically challenging program for all swimmers while developing the principles of good sportsmanship, advanced swimming skills and teamwork.

Teams are grouped in divisions based on factors such as team size (number of swimmers), team depth (distribution of swimmers across the age ranges) and the combined ranking of swimmers; times from each divisional meet. The alignment of teams is done with the intent of maximizing competitiveness within the league. Details are available at the PWSL website at <http://www.pswim.com/>

### SEA LION MISSION STATEMENT

*To instill a life-long love of swimming and to build a program of excellence in training, team unity, character development and family support where swimmers, of all stages, have the opportunity to achieve their potential and compete at the highest level.*

### MISSION OBJECTIVES

- To provide an atmosphere where swimmers will achieve their maximum potential.
- To create a strong and enriching family environment.
- Promote family and community support and involvement in competitive swimming.
- Create a positive environment where excellence is achieved.

### SEA LION WORLD HEADQUARTERS

- Location: 9101 Braided Stream Dr  
Bristow, VA 20136
- Coordinates: Latitude 38:45:36 Longitude 77:35:32. 752W
- Pool: 25 meter course with six (6) lanes
- Parking: Forty One (41 including 3 disabled permit spots). Additional parking along the street.

### TEAM SPONSORSHIP

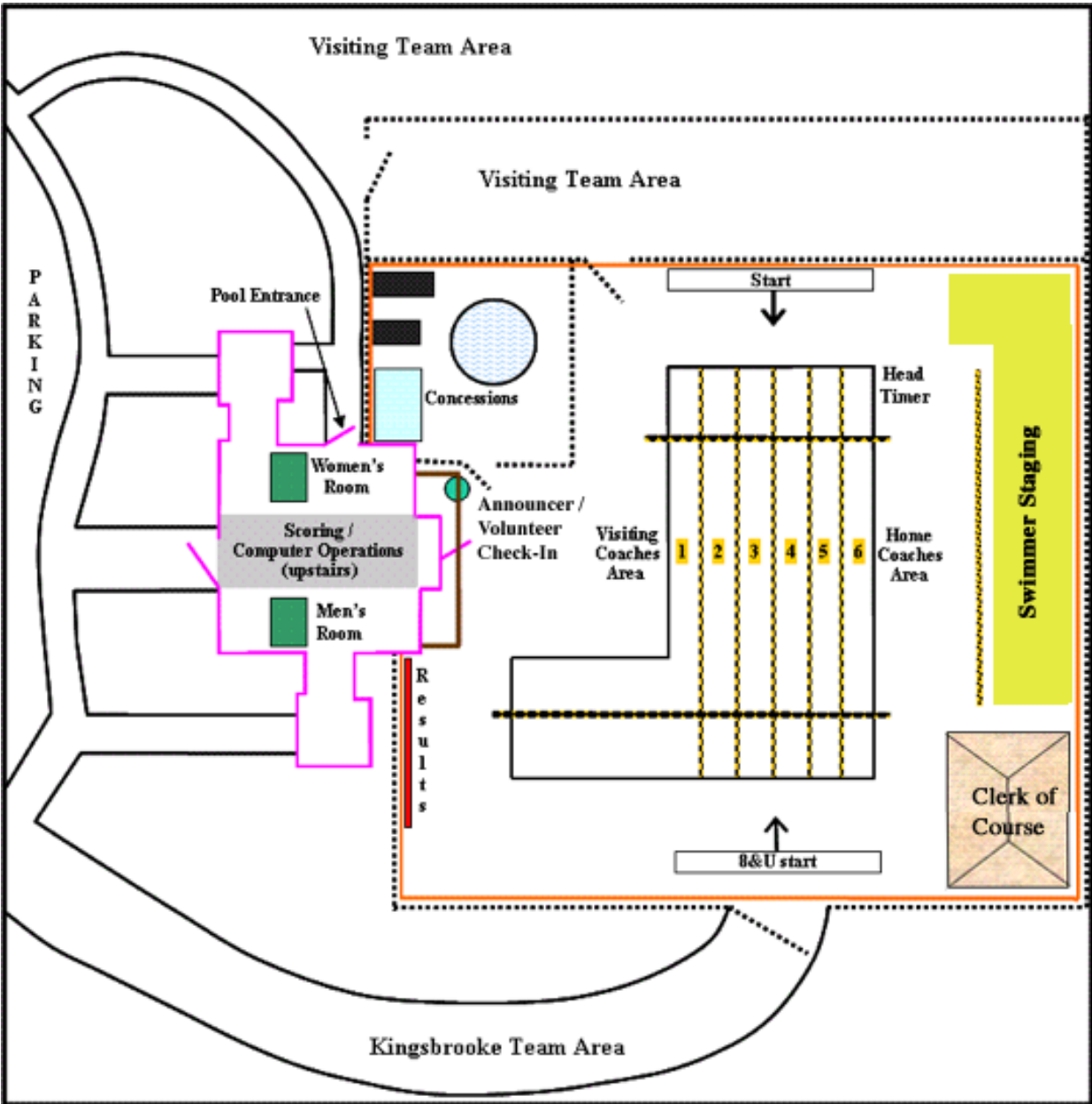
In our short two-month season, we believe the focus must be on our swimmers learning, improving and having fun. The Swim Team Committee is asking for your help attracting team sponsors. Most likely, each of you has a friend or family member in a business that could help us. Everyone realizes the value of goodwill and exposure for local businesses sponsoring a youth sports team.

The Swim Team Committee is looking to improve/upgrade our equipment, plan for capital expenditures and provide more team sponsored jobs and activities for our swimmers. Team sponsorship information and forms are available on the team website.

If you would like to receive more information, please contact the Team Sponsorship Coordinator at [sponsorcare@kbswim.gov](mailto:sponsorcare@kbswim.gov)



World Headquarters Layout / Aerial View



## SWIM TEAM COMMITTEE (Roles and Responsibilities)

### **President**

- Ensuring the team is run in accordance with the intent of policies and procedures set forth in this charter in accordance with HOA Board of Director guidance.
- Overseeing management of team affairs and business.
- Organizing and setting the agenda for KBST meetings
- Overseeing KBST Board and subcommittee members and their duties.
- Serving as liaison with the Homeowners Association Board of Directors

### **Vice President**

- Solicits and works with team volunteers.
- Research meet competitor websites for AWAY meets.
- Update spreadsheet for each committee.
- Assist President with all required duties.
- Assist meet director with meet irregularities.
- Provide ad hoc assistance to all participating volunteer groups during meets.

### **Secretary**

- Prepares and maintains records of Swim Team Committee meetings.
- Provides HOA with a copy of KBST Committee meeting minutes, if requested.
- Maintains team registration and forms.
- Maintains KBST Committee correspondence and most team-wide communications.

### **Treasurer**

- Maintains all KBST financial records.
- Prepares the annual KBST operating budget.
- Manages KBST bank account and related matters.
- Serves as liaison with community manager for KBST financial matters.
- Manages payment of expenses incurred for KBST matters.

## ADDITIONAL KBST COMMITTEE MEMBERS

### **League Representative**

- Represents KBST at all PWSL meetings.
- Liaises and corresponds with other PWSL teams regarding meet coordination.
- Required to attend all meets.

### **Social Committee Chairperson**

- Schedules and coordinates spirit events, per rallies and the end of season celebration.
- Coordinates and schedules adult social events.

### **Outreach Committee Chairperson**

- Solicits team sponsors.
- Markets the KBST team on all external sites.

The following additional volunteers may attend committee meetings during the season.

**Computer Operations Officer:** conducts all KBST computer operations.

**Head Referee:** Conducts meets and coordinates additional volunteer officials.

Note: All board members are unpaid volunteers and welcome input and comments. We welcome communication regarding concerns a/o suggestions. Should any of the above roles be something you may find interest in or be a valuable resource, please feel free to volunteer at the next election. We are ALWAYS looking for assistance.

## **COACHING STAFF**

Team coaches are selected by the Head Coach and Swim Team Board to assist in the day to day practices. Teen coaches may also participate in swim meets.

Should you need to speak with a coach, please wait until practice is over, as our coaches dedicate all practice times to the swimmers. Once practice is over, we are assured they will be happy to speak with you.

## **WINTER SWIM PROGRAM**

The swim team conducts its annual Winter Swim Conditioning Program, beginning in early January and continuing through May. Winter swim is designed as a flexible program for swimmers ranging in ability from developmental swimmers, focusing on stroke technique to experienced swimmers wanting to stay fit throughout the year. This is meant to be a fun environment where swimmers can benefit from a low swimmer to coach ratio and there may no swim meets. The program will develop all four competitive strokes, as well as starts and turns.

Winter swim is not intended to take the place of a year round program. However, if your goal is improved technique, increased endurance, and/or better physical shape for the start of the summer season, the Kingsbrooke Sea Lions Winter Swim program is for you! The program is open to all swimmers, regardless of residence.

Program and registration information will be posted on the team website and advertised during the October time-frame.

## **SUMMER SWIM TEAM**

The summer swim team is part of a twenty-four (24) team league, governed by the Prince William Swim League (PWSL). The PWSL, founded in 1974, fosters and supports swimmers of all abilities. The PWSL provides each team with ribbons, determines the meet schedules, sets the time standards and devices the scoring system. Our league abides by USA Swimming guidelines to maintain safe and equitable competition for everyone.

The Sea Lions are a fun, competitive, team oriented and family centered environment that will inspire every swimmer to challenge their body and mind to do their very best. Our goal is to instill in each child, a love of swimming that will last a lifetime. It is our hope that our members benefit from being a valued member of a team while developing a personal exercise ethic.

## **SEA LIONS PUPS DEVELOPMENTAL TEAM**

The Kingsbrooke Sea Lions are dedicated to nurturing and caring for our swimmers of tomorrow. The Sea Lions 'Pups' Program is designed for swimmers who aren't quite ready for full summer team participation.

Our developmental team is for swimmers who are one step away from summer team participation. The swimmers work on developing strokes, building endurance and having fun. During the season, if a developmental swimmer demonstrates an acceptable ability and is comfortable with his/her swimming skills, he/she is welcome to join the full team for the remainder of the season, at no additional cost.

At the end of the program, it's our goal that all developmental swimmers will be able to complete one lap and join the summer team, next year.

Near the conclusion of the Pups' season, all swimmers are invited to participate in a developmental 'fun meet' to showcase the new skills. Awards will be presented to all swimmers at the end of the season. The program is open for all swimmers.

*For additional information, please visit the website.*

## **PARENT'S ROLE IN COMPETITIVE SWIMMING**

We have a wonderful group of energetic children who desire to become better competitive swimmers. Parents play a key role in the success of a child's swimming career by helping them set their personal goals and by teaching them to have their priorities straight.

Trusting in your swimmers' coaches will make their job a lot easier. The coaches are very dedicated to your children.. Do not tell your child how they should swim a race. Instead, leave that up to the coaches. Do support your child, no matter how they perform. Teach your child to be humble when they win and gracious when they lose. Though their competitors might beat them sometimes, if they know their parents are there to help them feel good about what they tried to achieve, they will not give up. It is the coach's job to help swimmers achieve their goals. Please trust them to do that job by standing back. The goal is to form a solid coach/swimmer relationship.

## **COMMUNICATION**

KBST has many vehicles for communication. Our favorite method to communicate is via the team websites at [www.kbswim.org](http://www.kbswim.org), on Facebook and through email communications. Below are the tools of communication the team uses throughout the season:

- **Website:** [www.kbswim.org](http://www.kbswim.org) is a source for a vast amount of information and knowledge about our swim team. Point of contact names, phones numbers and email addresses are also listed. Visit it early and often for the latest team news and information. **The team website and email is the primary means of swim team communication.** The team has also established a Facebook page for immediate notifications and news.
- **Family folders:** Each family of swimmers is assigned a file folder that is located in a long gray rolling cart, typically located near the lifeguard station. Please check your folder often to find swim meet ribbons, social event, team announcements and other important information. It is each swimmers' and parents' responsibility to check the files at every practice.
- **Pool Bulletin Boards:** There is a bulletin board at the pool that is updated with the current activity flyers.

## **VOLUNTEERING**

Volunteering is what makes this community activity run. Each parent should find an place where they can contribute.

## **VOLUNTEER POLICY**

Swimming is truly a family sport. The sport of swimming requires parents to be participants, NOT spectators. For a swimmer to participate on the team, parents are required to volunteer at least ten (10) hours in various aspects of team operations. The club's success is directly dependent on the commitment of its members. Past experience has made it necessary to make this a requirement for our families. Failure to volunteer could result in your child being excluded from future meets. It takes over eighty (80) volunteers to host a successful meet. We understand that some families have extenuating circumstances that make volunteering difficult, such as spouse deployments etc. However, there is a job for everyone. Not all volunteering is done at the meets.

Most meet positions are divided into three (3) shifts, lasting approximately one and half hours each. Meet jobs that aren't right next to the action are often flexible enough for you to take a break and watch your child swim. You will be expected to fulfill ALL of the duties for your volunteer assignment. You will also be expected to cover the shift for the entire period of time.

The website allows logged-in users to sign up for specific jobs at swim meets. The available positions are posted in real time. Parents are strongly encouraged to sign up, at least one week, in advance of a meet for your favorite volunteer spot. One week before the meet, our volunteer coordinator will assign families to whichever slots are left vacant via the [kbswim.com](http://kbswim.com) website.

Once you arrive to work a meet, please sign in at the volunteer check-in table and report to your assignment, at least five (5) minutes, before your shift is scheduled to begin. Flexibility and understanding are necessary as changes and adjustments can be made to volunteer assignments before, and even during a meet. All job assignments are at the discretion of the Volunteer Coordinator. Please be courteous if you are asked to switch jobs.

If a parent fails to fulfill his/her volunteer assignment, his/her swimmer **MAY** be suspended from the next swim meet.

## **KEY VOLUNTEERS**

Assisting the Swim Team Committee, the following volunteer individuals and committee coordinators manage the critical functions that keep the team running smoothly during the season. Below is a table of key volunteer positions on and off the deck. Volunteering for these positions is very important and highly encouraged. Descriptions and current points are posted on the team website.

Volunteer Coordinator  
Parent Coordinator  
Announcer  
Referee\*\*\*  
Stroke and Turn Judge\*\*\*  
Starter\*\*\*  
Clerk of Course\*\*\*  
Computer Operations  
Scorer  
Timers and Recorders  
Runners  
Ribbons Coordinator  
Concessions  
Spirit Wear  
Social Events (pep rallies, social events and end of year celebration)

*\*\*\*PWSL officials training clinics are mandatory for these meet positions.*

## **SWIM MEET OFFICIALS TRAINING**

Clinics are free of charge and normally last two (2) hours. Separate Referee/Starter, Stroke and Turn Judge and Clerk of Course clinic sessions are conducted concurrently. The PWSL will publish a schedule and the team will make that available on the team website. If you would like additional information, please contact a committee member.

## **REGISTRATION REFUND POLICY**

Registration fees, less a \$25 processing fee per family, will be refunded up to one (1) week prior to the first swim meet of the season. After this date, the Swim Team Committee will adjudicate all refund requests on a case-by-case basis.

## **LOST AND FOUND**

We try to collect left behind items after practices and meets. Lost items during practices and home meets are usually stored in/near the lifeguard station. Following away meets, a list of items may be kept on the team website (time permitting).

## **WEATHER POLICY**

Swim may be canceled in case of thunderstorms or unusual weather. If the air temperature is below 65 degrees, practice will normally be canceled. Practice will be held if it is raining but warm. If it is cool and dry, the coaches will hold a 'dry land' workout. 'Dry land' refers to stretches, exercises and games conducted at the pool area. This conditioning helps prevent injuries and supplements the water instruction. In the event of bad weather, please check mail a/o the website, Facebook and Twitter notifications.

## **PARENT'S MEETING**

A swim parent's meeting will be held before the start of the season and will provide information regarding the upcoming season, announce changes and/or new programs, meet coaches and address questions or concerns. Everyone is strongly encouraged to attend

## **TEAM EVENTS**

Each year, various activities are planned for the members of the swim team. These are meant to be fun times when swimmers can relax and get to know each other. Numerous events will be conducted during the summer swim season. If you would like to receive more information or volunteer to help at an event, please contact the Social Coordinator. All team and social events will be posted on the team website.

## **TEAM PHOTOS**

The team will be photographed during the swim season. Team pictures will be first, followed by individuals. Please wear your team suit. The team photo will include all team members (no obligation to purchase a copy). Individual photos will be taken immediately following the group photo. Detailed information will be distributed at a later date.

## **END OF SEASON CELEBRATION**

The evening of the Divisional meet or the following day (decided by the Board), the team will host and End of Season and Awards Ceremony (weather permitting). The venue will also be decided by the Board. Every swimmer will receive a trophy, and several season and special awards are presented. This is an exciting year-end event that you don't want to miss! Additional details will be given out at a later date.

## **SWIM PRACTICE SAFETY RULES**

Do not engage in the below activities. Swimmers will be removed from the pool for inappropriate behavior and it may impact participation in meets as well.

Pushing others into the pool  
Running on deck  
Refusing to allow a swimmer to pass

Dunking or holding someone under water  
Pulling on a swimmer's body during practice  
Diving (unless instructed by a coach)

Pushing or hitting  
Towel snapping  
Foul language

If you need to pass the swimmer in front of you during practice, gently tap that swimmer on the foot and freestyle swim around, then resume the stroke you were doing. Swim to the wall (do not stop short) and move over to allow room for the next swimmer.

If there are injuries, they should be reported immediately to the head coach, the nearest coaching staff member or team official. Please direct all insurance coverage questions to any committee member.

### **MEET DECK COACHING**

In accordance with PWSL rules, parents should limit on deck coaching ONCE a swimmers' heat is closed by the Referee (normally by a long whistle blow during the meet). At that time, swimmers should receive no coaching or assistance. Any swimmer so coached or assisted by the coach or nearby parents MAY be disqualified, at the discretion of the Referee.

### **SWIM MEET NO-SHOW POLICY**

After a swimmer is entered for a swim meet, the swimmer should not miss the meet, except for illness or family emergency. Team deadline to submit entries to the league is 7pm, the Thursday prior to the meet in question. Parent deadline to sign swimmers out of a meet is by midnight the Saturday prior to the meet in question. This is done through your Team Unify KBswim.org account.

In event of an emergency where your swimmer will be absent from a swim meet they are entered, please email the coach at coach@kbswim.org with as much notice as possible. Notifications are expected prior to the start of the meet, or in case of emergency, at your earliest convenience.

If a swimmer misses a meet without an excused absence a/o does not attempt to contact the team, the swimmer may be suspended from the next swim meet at the discretion of the coach. The team has adopted this policy because no-show swimmers are extremely disruptive to the meet, both for our team (especially our coaches and clerk of course) and for our opponent.

### **SWIMMERS' TRAINING RESPONSIBILITIES**

As a swimmer's level of ability increases, so does his/her responsibilities. As swimmers improve, there is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents and most importantly to himself/herself. Swimmers are expected to support their teammates at practices as well as in competition. Working together as a team benefits all individuals in the group. Swimmers need to prepare themselves for a 100% effort each time they come to practice. Challenge yourself on a daily basis. Don't be afraid of the competition on practice and in meets. Become a leader, practice consistency and motivate everyone around you.

### **SWIM PRACTICE SCHEDULE**

The swim practice schedule will be posted on the team website. No swim dates and exceptions will be noted ahead of time. Suggested practice equipment items include: swimsuits, goggles, swim cap, fins, towel, snacks and water. Swimmers should arrive ready to swim at least ten (10) minutes before practice is scheduled to begin.

### **PRACTICE ABSENCES**

Swimmers are expected to attend swim team practices and meets. We understand that other sports and activities will conflict, especially during the first few weeks of evening practice. If however, you'll miss several practices in a row due to commitments, please mention this to a coach. Advance notice should also be given to a coach for the following obligations such as vacations, camps, club swimming etc.

## COACHING CLINICS

Coaching clinics focus on stroke development, technique refinement, correcting disqualification (DQ) actions and/or relay practice. We will offer optional stroke and start and turn clinics. Clinic times will be posted on the bulletin board at the pool and on the team website. The team will gauge the interest of conducting specific clinics where swimmers sign up and are charged a fee.

*Additional details will be provided at a later date.*

## TIME TRIALS

Time trials are critical to the coaches, swimmers and parents. This is when everyone gets 'trained' and ready for the first dual meet. Everyone is encouraged to attend time trials. Unlike meets, where swimmers can only be entered for a maximum of three individual events, at time trials, a swimmer may swim all five individual events (freestyle, backstroke, breaststroke, butterfly and individual medley). Coaches use these times to select swimmers' individual and relay events at meets. The times also serve as a reference for time improvement awards.

Since time trials are run very much like a real meet, it's a great chance to warm up for the season. Place ribbons are not awarded at time trials, but swimmers will learn about reporting to the Clerk of Course and other basic meet rules and procedures. Parents can also try different volunteer roles, such as timer or recorder. Everyone gets 'meet practice' before the season officially starts.

## SWIM MEETS SCHEDULE

The swim meet schedule is determined by the Prince William Swim League. Dates, times and locations will be posted on the team website. In the event of inclement weather, time trials and the Divisional meet will not be rescheduled.

## MEET ABSENCES

Kingsbrooke Swim Team policy is to assume that all eligible swimmers **will be** attending a meets unless told otherwise. If you know your swimmer will not be at a particular meet (or will arrive late or leave early) you must log in through your swim account on kbswim.org and declare that your swimmer(s) **will not** swim the specified meet at least one week in advance of the meet. There is a demo on the website to guide you through the process. To assist the coaches with meet planning, absences should be reported by midnight on the Sunday prior to the date of the meet that will be missed.

## TEAM ELIGIBILITY

Due to the size of the team, the limit of individual meet entries, and to ensure an efficient meet for the team and our opponent, **eight (8) and under swimmers must meet the minimum qualifying 25 meter freestyle time of 45 seconds.** Those swimmers over 8 years old should be able to swim 50 meters unassisted

## DIVISIONAL CHAMPIONSHIP ELIGIBILITY

Swimmers must have competed in two (2) League sponsored meets. A swimmer must have a valid entry time (no 'DQs') from a League sponsored meet.

## THE ACTUAL MEET

### PROCEDURES

Governed by the PWSL and outlined in its By-Laws. Meets are generally held on Saturdays during June and July. At the end of the season, a Divisional Championship meet is held, usually the last Saturday in July. Complete PWSL division and team listing is included in Appendix B.



**Age Group:** Swimmers will compete the entire season in one of the following age groups: 8 and under, 9-10, 11-12, 13-4 and 15-18, as determined by their age as of June 1.

## PARTICIPATION

PWSL rules dictate each swimmer may compete in a maximum of three (3) individual events and two (2) relays.

- The coaches determine the individual and relay events in which each swimmer is entered based on the fastest swim times.
- Relays are a team event. They include the Medley Relay (four swimmers, each swimming a different stroke) and the Freestyle Relay (all four swimming freestyle). The A, B & C relay teams will be determined by the fastest possible combination of swimmers that benefits the team, at the discretion of the coaches. Swimmers in relays can change at the last moment, depending on individual performance the day of the meet. Moving swimmers around during the meet can be stressful for the parents, kids and coach. The goal for the team is to put together the best relays, score the most points and help the team as a whole win. All involved should be supportive of the coach's decisions.
- Event entries will be displayed at the pool on Thursday evening before each meet. An email and website will provide details of warm-up and start times when that info becomes available.

## REQUIRED EQUIPMENT

Team caps and suits are **required** for the meets. This how the judges, coaches and crazed Kingsbrooke fans identify our swimmers, once they are in the water.

## WHAT TO BRING

Swim meets can last several hours, with lots of down time between events. Swimmers are encouraged to bring cards, games and other toys to help pass the time. Some swimmers bring tents, tarps and/or a large umbrella to get out of the sun or just to have a place to hang out. Since many swimmers have the same or similar equipment/clothing, please write your swimmer's name on **EVERYTHING**. The lost and found gets very full. The following is a sample swim meet checklist:

Swim Needs	Clothing	Cover	Entertainment
Team suit and cap	Warm clothes	Tent, tarp, umbrella etc	Games and activities
Goggles	Towels	Lawn chairs	Money for concessions
Ink pan or Sharpie	T-shirt and shorts	Sun block	Patience
Water a/o sport drinks			Snacks

## TEAM COMPETITION SWIMSUIT

Team swim suit designs are chosen by the swim team committee and follow a two (2) year cycle. Team suits are not required but competition suits are strongly recommended, especially for our young ladies, where, in order to protect both performance and modesty, less sturdy, casual or high fashion swimsuits won't be allowed. Please also keep in mind that competition suits are designed for performance in the

pool, not for rough and tumble play and dragging along the pool deck, that our younger swimmers sometimes do. We encourage you to keep the team suits for competition and have a sturdy separate practice suit.

Swim suits are on sale through the team website at a discounted price. If someone needs a fitting outside of the posted times, a board member can assist in scheduling a fitting. Local sports stores may also carry the team suit. Swim suit fittings will be scheduled to help families determine the right size to order or purchase. Dates and times will be posted on the team website.

The team suit design is available at the team website and through the [Gear Store](#).

## WHAT TO EXPECT

If you've never attended a swim meet before, here are a few things you can expect:

- Parents, officials, towels and kids everywhere!
- Lots of noise!
- Chilly, early mornings and hot, late mornings (even on the same day)
- Extremely limited viewing space (except for deck volunteers)
- Boredom between your kid's events, even if you don't volunteer for a shift (or two) timing, recording, working concessions etc.
- New friends and a great time if you get involved with the team.

## ARRIVAL

Plan to arrive fifteen (15) minutes before warm-up start. This way you can stake out your area, check in with Kingsbrooke team officials, find your goggles and report to coaches to receive any last minute instructions or changes when the announcer calls for warm-ups.

## CHECK - IN

Immediately upon arriving, each swimmer must check-in with the Kingsbrooke Clerk of Course personnel. Individual event and/or relay team assignments may be changed or scratched at the last minute if the coaches are not aware of a swimmer's presence.

## CHECK - OUT

We ask each swimmer, whose scheduled events are not complete, to check out with the Kingsbrooke Clerk of Course personnel if he/she is leaving prior to the end of the swim meet.

## CAMP AREAS

Each family will need to locate a spot to 'camp out' and get settled. For swimmers, each team will be assigned a specific area for 'camping.' Staying together as a team not only fosters team unity, but also makes it easier for coaches to locate swimmers.

## WARM UPS

Each team gets a twenty (20) minute warm-up. The home team always warms-up first (normally at 6:00am for dual meets). Our entire team warms up all at once, so it is very crowded on the pool deck. The team gathers around the coaches after warm-ups to cheer and get psyched up for the meet.

## MEET TIMES

Meets start precisely at 7:00am and finish approximately 12:30pm. The meet begins after teams complete their warm-ups and the National Anthem is played.

## HEAT SHEETS

During home meets and most away meets heat (a.k.a. psych) sheets will be available online. They will include the individual events, the swimmers entered in each event and their fastest time. Swimmers will be listed fastest to slowest using their best time for each event. Swimmers who have never competed in an event before will be listed after swimmers with times. The notation NT for 'no time' will be typed next to their names. It also helps you determine how long your swimmer can rest before they have to get ready to swim again.

## EVENT NUMBER

Each event is identified by its number! Write down the event numbers that your child is swimming. It helps to write the numbers on your swimmer's hand (Sharpie markers work best) so they can remember them too. The PWSL swim meet event numbering and schedule is provided on the heat sheets.

## WHAT'S MY TIME?

Swimmers learn to ask the recorder for their time as soon as they get out of the pool at the end of the race. The official results are posted approximately an hour after completion of the event. All event results are computerized and retained for each swimmer all season.

## CLERK OF THE COURSE

When the announcer calls your individual event, your swimmer should report to the Clerk of Course ready to swim (i.e. with goggles, cap and a recent restroom visit). The Clerk of Course is the person who gets the swimmers in order for their event.

***Parents: It's important to allow your child to remain at the Clerk of Course staging area alone! Your swimmer will have supervision and direction from parent volunteers who assist the Clerk of Course.***

If there are more swimmers in an event than there are lanes in the pool, swimmers will be placed in separate 'heats' according to their seed time. Swimmers are seeded in heats based upon their fastest times attained in prior competition. After the race, the swimmers' times from all heats are then compared to determine 1,2,3 etc place. Therefore, if a swimmer comes in first in his/her heat, this does not necessarily mean he/she will win 1st place in that event.

At the Clerk of Course, your swimmer will be handed a card for individual events. This card has the swimmer's heat and lane assignment for that event. When it is time to go on deck for that event, the Clerk of Course will direct the swimmers where to go. Just before each heat begins, someone will take the card from the swimmer. The starter will announce each heat and get the race started. The finishing time for the swimmer goes on the card before it is taken to the scoring table.

Remember:

- Lane #1 is always on the right side as you stand facing the pool at the starting end.
- All relays are assigned by the coaches and DO NOT go through Clerk of Course.
- BEFORE leaving a meet, check with the coach in regard to relays! Your swimmer may be in one!

## RELAYS

Relays are the first and last events. On Thursday, the meet entries are posted at the pool and online. It lists swimmer's individual events and who is swimming in the medley relay events (events 1 to 10) and free relays (events 58 to 65)

The coaches may reassign free relays depending on how the swimmers are performing that day. If you has a great freestyle at the beginning of the meet, you may be asked to swim this event even though you were not originally scheduled. If you are not there, the coach will reassign someone else to swim.

We ask parents to help get the 8 and under kids to the correct end of the pool. All other swimmers should know where they should be for the relays. There are normally three relay teams (A,B,C), but additional teams may be added depending on pool size. Your swimmer should know the other free relay members and lane number he/she is swimming the event with.

Note: For 12 and under, swimmers 1 & 3 will be next to the timers, 2 & 4 opposite end of the pool from the timers

## MEDLEY RELAYS

The **swimmer should check with the coach** on Friday to find out which stroke they will be swimming (the medley includes all four strokes). There are normally three relay teams (A,B,C) and the line up is set on the morning of the meet. Your swimmer should know the other medley relay members he/she is swimming the event with and which stroke they are swimming.

Medleys start at 7:00am. **Don't be late!** The meet waits for no one and if you are late, the coaches will substitute someone else.

Directly after warm up, the coaches will hand out the medley relay cards (swimmer 1 gets the card). The 8 and under is a mixed relay, girls and boys. **Relays should be lined up before the National Anthem.**

## FREE RELAYS

- If for any reason you are scheduled to swim a free relay event and have to leave the meet early, the swimmer **MUST** notify the coaches.
- Free style team participants will be set by Friday, but the coach may move swimmers between A, B, or C teams.
- Freestyle relay role call starts after the completion of event 53 (11-12 butterfly is out of the pool). The coach will be standing at an announced rallying point. **\*\*\*At home meets, the shed will be the rallying point\*\*\*** If you are not there he/she will assign someone else to swim. The coach will hand out relay cards (swimmer #1 gets the event entry card).

## DISQUALIFICATION (DQ)

A disqualification (DQ) is any violation of the rules observed by any appropriate official. PWSL complies with USA Swimming rules, which are the same rules used at all national meets. To ensure fair competition for all swimmers, these rules are equally applied to all swimmers, regardless of age or experience. Some of the more common reasons swimmers DQ are as follows:

*Freestyle:            Failure to touch the wall at the turning end of the pool.  
                          Walking on the bottom or pulling on the lane lines.  
                          Exiting the pool before swimming the specified distance.*

*Backstroke:        Past vertical towards the breast at any time except during a flip turn.*

*Leaving the wall after a turn past vertical towards the breast.  
Improper flip turn (older swimmers).*

*Breaststroke: Incorrect kick, such as Scissors kick or Flutter kick.  
Non-simultaneous two hand or one hand touch or finish.  
Toes not pointed outward during the propulsive part of the kick.  
More than one stroke underwater with arms fully extended at start or turn.  
Arm recovery past waist except on first stroke after start or turn.  
Head didn't break surface by conclusion of second arm pull underwater after a start or turn.*

*Butterfly: Non-simultaneous or one handed wall touch at the turn or finish.  
Non-simultaneous leg movement during kicks.  
Arms do not break water surface during recovery (judged at wrists)  
Non-simultaneous arm movement during recovery.*

*Relay Races: A swimmer leaves the deck before the previous swimmer touches the wall or deck.*

*False Starts: A swimmer starts the race early for a second time.*

## FALSE STARTS

A false start occurs whenever a swimmer moves towards the pool after having assumed a still position (taking his/her mark) and before Starter has started the race. If the false start is detected the race will be stopped and recall signal will be sounded. PWSL rules permit a swimmer one unintentional false start without disqualification.

## HOW WILL I KNOW A DQ OCCURRED?

During the competition, if a swimmer fails to comply with the stroke and turn rules, a Stroke and Turn Judge will raise their hand and fill a DQ slip explaining the reason for the disqualification. Another clue that a DQ has occurred is a Stroke and Turn Judge writing and a longer than normal pause between events.

Disqualifications for early relay takeoffs are done slightly differently. The referee receives all the take-off slips from all the judges. If both judges on a lane agree that an early takeoff occurred, the Referee will stand over the DQ'd team lane and raise his/her hand.

DQ slips are given to the computer people and entered into the scoring software. A swimmer who is disqualified will not have a time entered into the results for that event. The slips will then be placed in the coaches' box. The coach will be able to offer advice at practice for future events or in a stroke and turn clinic. This can be upsetting for swimmers, but it is necessary to maintain the fairness and quality of the competition and is part of the learning process of competitive swimming.

## SCORING

Swimmers earn points for their teams by competing in relay events and being one of the six fastest finishers on their team in individual events. In individual events, the same team cannot score points for more than six places. In relay events, the same team cannot score points for more than one place.

## SWIMMER NUTRITION

Before and during swim meets, nutrition plays an important role in your swimmer's performance. Swimmers should eat a light breakfast prior to entering the pool. Fresh fruit and cereal are good choices.

The coaches request that you provide healthy foods and snacks, that are high in complex carbohydrates and low in fat and sugar the day before and the morning of swim meets. Examples of good, complex carbohydrate snacks are fruit, bagels, pretzels, pasta and whole-grain and multi-grain breads. Swimmers should avoid sodas, hot dogs and candy etc until after they have finished swimming for the day.

## SWIMMER HYDRATION

Although carbohydrates are essential for providing energy, your body also needs water to function optimally. With an average of 65% of your body consisting of water, it plays a crucial role in many processes in the body. All of us should aim to drink an average of two (2) liters of fluid a day to keep our bodies fully hydrated. **Important note: You can go too far. Over-hydrating is a real condition called Hyponatremia that can lead to serious health concerns.**

## AWARDS

### MEET / WEEKLY AWARDS

**Heat Ribbon** - awarded to the fastest swimmer immediately after each heat.

Weekly swim meet awards will be presented during the next swim practice (usually the following Monday). If you miss this practice, your ribbons will be located in the Kingsbrooke Swim Team file box located by the Lifeguard area. You will find a folder in the box with each swimmer's last name on it.

**Place Ribbon** - awarded to the twelve (12) fastest swimmers overall in each event within a meet.

**Time Improvement Ribbon** - awarded when a swimmer's time for a particular event is faster than previously recorded in a meet.

**Sea Lion Swimmer of the Week** - the Monday after each meet, the coaches may choose a male and female Sea Lion Swimmer of the Week from each age group. These names will be posted online and at the pool to recognize those swimmers who display qualities, such as, exemplary dedication, effort, attitude, selflessness and sportsmanship throughout practices and the meets.

### SEASON AWARDS

Season awards are presented at our year-end celebration. Some of those awards presented are as follows:

- **8 & under Legal in all Four Strokes** - based on meet results and awarded to the eight and under age group swimmers who achieve a legal time, in a meet, in all four competitive strokes during the current season.
- **Biggest Time Improvement** - based on meet results and awarded to one boy and one girl in each age group who has dropped the most time during the regular swim season (time trials do not count).
- **High Point award** - based on meet results and awarded to one boy and one girl in each group who earned the most individual event points this season, for their age group, during regular season meets (does not include divisional). Overall High Point winners are excluded from this award.

- **Overall High Point** - based on meet results and awarded to one boy and one girl from the team who earned the most individual event points for the team during regular season meets (does not include divisionals). The Overall High Point swimmer will not win the Age Group High Point award too).
- **Records Broken** - certificates are given to those swimmers who have broken a team record during the regular swim season.
- **Most Improved** - selected by the coaching staff and awarded to one boy and one girl in each age group based on time improvements, stroke improvement and attitude/effort in practices and attendance at meets and practices.
- **Team Spirit award** - selected by the coaching staff and awarded to one boy and one girl who best demonstrate team spirit and enthusiasm at all practices and meets.
- **Coaches award** - selected by the coaching staff and awarded to one boy and one girl in each age group and is based on attitude and effort in practices and meets, attendance at practices and meets and time improvements.

#### DIVISIONAL MEET RIBBONS

Regardless of the number of teams competing at a divisional meet, ribbons are awarded to the top twenty four (24) finishers, based on time in each individual event and the top four relay teams in each relay event. Ribbons are also awarded for the top twelve (12) six year old (or younger) in Free and Back events, based on time.

#### CYBER MEET RIBBONS

After all divisional meets are completed, league-wide results will be combined and the overall top twenty four (24) swimmers in each individual event will be awarded special recognition ribbons.

## APPENDIX A

### SWIM MEET TERMINOLOGY

**Age Groups** - division of swimmers by age that determines the events in which they are eligible to participate. PWSL rules specify the following age groups: 8 and under, 9-10, 11-12, 13-14, 15-18.

**Deck** - the area around the swimming pool reserved for swimmers, officials and coaches.

**Competitive Strokes** - the four competitive strokes are freestyle, backstroke, breaststroke and butterfly. Events are held in all of the competitive strokes at varying distances, depending on the age group of the swimmer.

**Course** - designated distance over which the competition is conducted. The standard is 25 meters for summer league meets, 50 meters for olympic competition and 25 meters for regular year-round and college competition. PWSL courses are 25 meters.

**Event** - any race or series of races in a given stroke and distance for a specific age group and sex. For example, the following are three different events: Girls 8 and under 25 meter freestyle, Boys 8 and under 25 meter freestyle, Girls 9-10 50 meter breaststroke. See also heats...

**False Start** - when a swimmer leaves the starting block before the horn or gun. PWSL rules permit an swimmer one unintentional false start without disqualification. At the referee's discretion, a false start may be disallowed due to unusual circumstances.

**Forward Start** - a forward entry facing the course.

**Heats** - the division of an event in which there are too many swimmers to compete at one time. For example, an event with thirty swimmers in a six-lane pool would require five heats.

**Individual Medley (IM)** - four laps of the pool swum in the following order: Butterfly, Backstroke, Breaststroke and Freestyle.

**Lane** - a specific area in which the swimmer is assigned to swim (lane 1, lane 2 etc).

**Lane Line** - continuous floating markers attached to a line stretched from the starting end to the turning end for the purpose of separating each lane.

**Lane Markings** - guidelines at the bottom of the pool in the center of each lane, running from the starting end to the turning end.

**Leg** - (relay) the part of the relay event swum by one swimmer.

**Manual Start** - the start of a timing device by an individual in response to the same starting signal given to the swimmers.

**Mark** - (take your) the swimmers' starting position. PWSL rules require at least one foot at the front of the coping when a forward start is required.

**Meet** - the complete series of events between two or more teams. PWSL meets are conducted on Saturdays, competed between two and four teams and usually completed in a single day. Dual Competition (Dual Meet) - competition between two teams. Tri-Competition (Tri-Meet) - competition between three teams. Quad Competition (Quad Meet) - competition between four teams.

**On Line** - the swimmers' position immediately prior to taking their mark. PWSL rules specify the swimmer must have both feet placed so their toes are at the back of the coping.

**Referee** - the official in charge of the meet. The referee is the final authority in all matters concerning the conduct of the meet.

**Relay** - a race consisting of four legs, each swum by one swimmer. Swimmers age thirteen (13) and older swim two laps each.

There are two types of relays:

- Medley - each swimmer swims a different stroke. The order is backstroke, breaststroke, butterfly and freestyle.
- Freestyle - each swimmer swims a freestyle leg.

**Scratch** - withdraw from an event.

**Seed** - distribute the swimmers among the heats and lanes according to their times.

**Seeding** (seeded on deck) - swimmers are called to report to the Clerk of Course for their event. After scratches are determined, they are seeded in the proper heats.

**Split Time** - time from a start to some part of the distance within a longer event.



**Stroke and Turn Judge** - trained and certified swim officials, assigned by and working for the referee to judge swimmers' conformance with the rules for the event swum. Non-conformance (disqualification or DQ) is reported to the referee. The swimmer is not disqualified until the referee accepts the Stroke and Turn Judge's report.

## Appendix B

Position	#	Description
Clerk of Course	1 + 2-3	Responsible for all of the paperwork at the meet prior to the swimmer's event. The clerk seeds each swimmer in each event to a heat and lane according to their submitted entry time. Swimmers report to the clerk prior to their scheduled event to receive a time card with their heat and lane assignment for that event. The Clerk is always in need of volunteers to help hand out event cards, get swimmers in their proper order, and walk young swimmers to their assigned lane at the start of their event. <u>Clerk of Course requires training at the league certification clinic for officials.</u> Assistants do not require training.
Scorer	6	Receive time cards from the runners and determine the official time. Also verify the each events computer results.
Ribbons	3	Place the labels with names of the swimmers on their ribbon after each event.
Official	6 2	Stroke and Turn Judges are responsible for ensuring swimmers comply with the rules relating to each stroke/turn. Minimum of four required for each meet. Referees and Starters are volunteers with at least 2 - 3 years experience as Stroke and Turn Judges. One each per home meet, one each as backup for away meets.  <u>Stroke and Turn Judges, Referees, and Starters require training at the league</u>
Timer	18	Most parent volunteers start timers. The only skill or knowledge required is the working of a stopwatch. The most important single statistic at a swim meet is the time a swimmer achieved during their race. This is also the "best seat in the house"- right at the finish! 18 lane timers and 1 head timer per team are needed at each home meet. 12 lane timers and 1 head timer per team at away meets.
Recorder	6	Record the swimmer's time (as reported by the lane timers) on the card at the completion of the race. In addition, they ensure the right swimmer is in the correct heat and lane before the start. There is one recorder is required per lane (usually seated)
Runner	3	Collect time cards from the recorders and deliver them to the scorers after each heat.
Concessions	12	Set-up, sales, and clean up of the concession area.
Announcer	1	Call swimmers to the Clerk of Course area; provide periodical score updates & other required messages.
Computer Operator	1 + 1-2	Responsible for electronic meet entries prior to the swim meet and data entry of meet results at the meet. The biggest part of this job is done the week prior to a swim meet; getting all meet entries entered into the computer and printing event cards for the Clerk of Course. The computer operator always needs a volunteer or two on the day of the meet to help enter event results.

## Common Volunteer Positions

### APPENDIX C

#### Scoring

**Overview:** PWSL swim meets are comprised of 67 events: 19 relays and 48 individual events. Swimmers compete in one of the following age groups: 8 & under, 9-10, 11-12, 13-14 and 15-18, as determined by

Setup	Prepare the deck for the meet beginning when the pool closes to the public on Friday night. Everyone is welcome and encouraged to help.
Clean Up	It is not the responsibility of the Kingsbrooke HOA to clean up after the meet. After each meet, our team is responsible for everything back in its proper place and retrieving all trash and storing meet equipment. This means removing lane lines and backstroke flags, returning tables, chairs, and lounges to their original spots, and disassembling temporary pavilions and picking up all lost and found items. By approximately 12:30 pm the pool should be ready to re-open to the public. All families are encouraged to clean up after themselves and to help clean up after our guests at every meet.

their age as of June 01. Each swimmer may compete in three (3) individual events and two relays. Swimmers earn points for their teams by competing in relay events and being one of the six fastest finishers on their team in individual events.

**Scoring:** PWSL divisional meet scoring is identical to scoring for regular season meets. The specific scoring scenario is based on the number of teams competing at the divisional meet. A two-team divisional meet and regular season dual meets use dual meet scoring. A three team divisional meet uses tri-meet scoring and a four team divisional meet uses quad meet scoring. See the following pages for specific scoring information. The team with the most points wins the meet.

**Divisional Meet Participation Criteria:** A swimmer **MUST** participate in at least two dual meets and record one legal time in an event during the current swim season. Additionally, each swimmer is restricted to entering those events in which a legal time was recorded at a meet during the season. All other meet rules apply

**Dual Meet Relay Event Scoring:**

Points are awarded for the first two places as shown. First place in relay events is won by the fastest legal swim; the opponent takes second Place by completion of a legal swim.

***The same team cannot score points for both first and second place finishes.***

Ribbons are awarded to each relay swimmer in the first, second, and third legal swims based on time. ***The same team can receive ribbons for first, second, and third place finishes.***

**Dual Meet Individual Event Scoring:**

Swimmers can earn individual points in Free, IM, Back, Breast, and Fly events.

1. Points are awarded for up to twelve places per event as shown.

2. The **fastest six finishes for each team will score points** by completion of legal swims.
3. The same team cannot score points for more than six places.

Ribbons are awarded to the top twelve legal finishes, regardless of team, based on time. Ribbons are also awarded for the top twelve (6 and under) in Free and Back events based on time.

Relay Team Scoring

Place	Points
1	47
2	32

**Tri Meet Relay Event Scoring:**

**Points** are awarded for the **first three places** as shown. First place in relay events is won by the fastest legal swim; the opponents take second or third place, based on time, by completing legal swims. ***The same team cannot score points for more than one place***

**Ribbons** are awarded to each relay swimmer in the **first through fourth** legal swims, based on time. ***The same team can receive ribbons for multiple places but can only score once.***

Individual Event Scoring

<b>Place</b>	1	2	3	4	5	6	7	8	9	10	11	12
<b>Point</b>	13	11	10	9	8	7	6	5	4	3	2	1

RelayTeamScoring

Place	Points
1	79
2	53
3	40

**Quad Meet Relay Event Scoring:**

**Points** are awarded for the **first four places** as shown. First place in relay events is won by the fastest legal swim; the opponents take second or third place, based on time, by completing legal swims. ***The same team cannot score points for more than one place.***

**Ribbons** are awarded to each relay swimmer in the **first through fourth** legal swims, based on time.

## Quad Meet Individual Event Scoring:

Swimmers can earn individual points in Free, IM, Back, Breast and Fly events.

1. Points are awarded for up to twenty four (24) places per event as shown.

Table 12

Place	Points
1	99
2	66
3	50

2. The fastest six finishes for each team will score points by completion of legal swims.
3. The same team cannot score points for more than six places.

**Ribbons** are awarded to the top twenty four (24) legal finishes, regardless of team, based on time. Ribbons are also awarded for the top twelve 6 and under in Free and Back events, based on time.

## Scoring

Place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Points	25	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1

