



Welcome to Park Terrace Aquatics Program 2023

On behalf of the Park Terrace Aquatics Committee and the Park Terrace Swim & Tennis Club, welcome to the **2023 Swim Season!** We hope this booklet will be useful in familiarizing you with some of the particulars of the aquatics program. Included are:

1. General House Rules and Information
2. Swim Team Coaches
3. Aquatics Committee Members
4. Lead Volunteers
5. Schedules for Team Practices, Meets and Other Important Dates
6. List of Meet Events and Team Records
7. Directions to Away Meets
8. Anatomy of a Swim Meet
9. A-Z Ultimate Penguin Reference Guide

1. GENERAL HOUSE RULES AND INFORMATION

Please feel free to contact Aquatics Committee members or the Park Terrace Club Manager for more specific information or about special concerns. Please do not interrupt a coach during practices or meets. Each coach has time before or after practice when parents or swimmers may consult with them.

We heavily rely on parent participation to help our aquatics program run smoothly. We ask that parents know their child's schedule and encourage them to attend all practices and meets. Please inform the coaches when your child is ill or otherwise unable to attend practices or meets.

For swim meets you must declare whether or not your swimmer will attend. Please see the Team Unify website www.ptpenguins.com and go to the "Meets/Events" tab. See "Anatomy of a Swim Meet" in Section 8 of this handbook for a full explanation. Also, do not leave a meet early unless you have spoken with one of the head coaches.

Please label all your children's clothing and necessary equipment to reduce the number of lost and found items. There will be a lost and found box. Check carefully if you are missing an item. After Labor Day, all remaining items will be donated to charity.

Again, we welcome you to the Park Terrace Penguins Swim Team! We hope you will support the aquatics program in every possible way and find it to be an exciting and rewarding summer experience.



Swim Team Philosophy

The swim team at Park Terrace is a recreational swim program with emphasis on successful team participation in competitive meets, culminating with an eight-team end-of-season Championship finale (Champs). We look for the development of a healthy individual by encouraging good physical exercise, character development by commitment to attend practices, and achievement of a good self-image by performing to the best of one's ability during supervised activity. In order to accomplish these objectives, the Aquatics Committee has attempted to select coaches who communicate well with both children and their parents and who recognize each child for his/her individual and collective contributions to the team.

Eligibility

To be eligible to swim in the Suburban Swim League (SSL), **children must be at least 4 years old on June 15 of the year they are swimming, and no more than 18 years old on June 15 of the year they are swimming.** Children in the 6 & Unders age group, on the first day of practice, must be able to put their face and head all the way underwater without being afraid. 6 & Unders must also be able to push off the wall in the shallow end of the pool with their face in the water and reach the flags (15 feet away). The coaching staff will assess the swimmer's ability during their swim safety test to see if he/she is ready for the swim team. **Swim tests will be held prior to swim team registration and members will be notified via email.**

Meets

The Park Terrace Penguins Swim Team is affiliated with the Suburban Swim League (SSL) which currently has eight teams from the greater Sacramento area: Broadstone Barracudas, College Greens Gators, El Dorado Hills Tasmanian Devils, Folsom Sea Otters, Granite Bay Gators, Loomis Basin Dolphins, Sierra Sharks, and Park Terrace Penguins. League meets are held on Saturday mornings and check-in times usually are early in the morning. The end-of-season Champs meet is held the weekend after the last dual meet and takes place on Friday, Saturday, and Sunday, usually the third or fourth weekend in July. **For the 2023 season Champs will take place between July 21-23.** For more information about the other SSL teams, the SSL website is: https://www.teamunify.com/Home.jsp?_tabid_=0&team=reccassl.

Dual meets are composed of the following events: Freestyle, Backstroke, Breaststroke, Butterfly, and Individual Medley. There are two relays - Freestyle Relay and Medley Relay.

There are seven age groups that compete in dual meets: 6 & Unders; 7-8 year-olds; 9-10 year-olds; 11-12 year-olds; 13-14 year-olds; and 15-18 year-olds. Champs will have 15-16 and 17-18 age groups.

Points are kept and the team with the most points will win the meet. Swimmers may be disqualified for mistakes (starts, turns, finishes, and strokes). Below is the order of events for dual meets. Notice that the 6&U age group is finished after the backstroke event.



ORDER OF EVENTS FOR SSL DUAL MEETS

EVENT NUMBER	AGE GROUP	Gender	EVENT	DISTANCE (Yds)	EVENT NUMBER	AGE GROUP	Gender	EVENT	DISTANCE (Yds)
1	9-10	Girls	INDIVIDUAL MEDLEY	100	42	6 & Under	Girls	BACKSTROKE	25
2	9-10	Boys	INDIVIDUAL MEDLEY	100	43	6 & Under	Boys	BACKSTROKE	25
3	11-12	Girls	INDIVIDUAL MEDLEY	100	44	7-8	Girls	BACKSTROKE	25
4	11-12	Boys	INDIVIDUAL MEDLEY	100	45	7-8	Boys	BACKSTROKE	25
5	13-14	Girls	INDIVIDUAL MEDLEY	100	46	9-10	Girls	BACKSTROKE	25
6	13-14	Boys	INDIVIDUAL MEDLEY	100	47	9-10	Boys	BACKSTROKE	25
7	15-18	Girls	INDIVIDUAL MEDLEY	100	48	11-12	Girls	BACKSTROKE	50
8	15-18	Boys	INDIVIDUAL MEDLEY	100	49	11-12	Boys	BACKSTROKE	50
9	6 & Under	Coed	FREE RELAY **	100	50	13-14	Girls	BACKSTROKE	50
10	7-8	Boys	MEDLEY RELAY	100	51	13-14	Boys	BACKSTROKE	50
11	7-8	Boys	MEDLEY RELAY	100	52	15-18	Girls	BACKSTROKE	100
12	9-10	Girls	MEDLEY RELAY	100	53	15-18	Boys	BACKSTROKE	100
13	9-10	Boys	MEDLEY RELAY	100	54	7-8	Girls	BREASTSTROKE	25
14	11-12	Girls	MEDLEY RELAY	200	55	7-8	Boys	BREASTSTROKE	25
15	11-12	Boys	MEDLEY RELAY	200	56	9-10	Girls	BREASTSTROKE	25
16	13-14	Girls	MEDLEY RELAY	200	57	9-10	Boys	BREASTSTROKE	25
17	13-14	Boys	MEDLEY RELAY	200	58	11-12	Girls	BREASTSTROKE	50
18	15-18	Girls	MEDLEY RELAY	200	59	11-12	Boys	BREASTSTROKE	50
19	15-18	Boys	MEDLEY RELAY	200	60	13-14	Girls	BREASTSTROKE	50
20	6 & Under	Girls	FREESTYLE	25	61	13-14	Boys	BREASTSTROKE	50
21	6 & Under	Boys	FREESTYLE	25	62	15-18	Girls	BREASTSTROKE	100
22	7-8	Girls	FREESTYLE	25	63	15-18	Boys	BREASTSTROKE	100
23	7-8	Boys	FREESTYLE	25	64	7-8	Girls	BUTTERFLY	25
24	9-10	Girls	FREESTYLE	25	65	7-8	Boys	BUTTERFLY	25
25	9-10	Boys	FREESTYLE	25	66	9-10	Girls	BUTTERFLY	25
26	11-12	Girls	FREESTYLE	50	67	9-10	Boys	BUTTERFLY	25
27	11-12	Boys	FREESTYLE	50	68	11-12	Girls	BUTTERFLY	50
28	13-14	Girls	FREESTYLE	50	69	11-12	Boys	BUTTERFLY	50
29	13-14	Boys	FREESTYLE	50	70	13-14	Girls	BUTTERFLY	50
30	15-18	Girls	FREESTYLE	50	71	13-14	Boys	BUTTERFLY	50
31	15-18	Boys	FREESTYLE	50	72	15-18	Girls	BUTTERFLY	50
32	7-8	Girls	LONG FREESTYLE	50	73	15-18	Boys	BUTTERFLY	50
33	7-8	Boys	LONG FREESTYLE	50	74	7-8	Girls	FREE RELAY	100
34	9-10	Girls	LONG FREESTYLE	50	75	7-8	Boys	FREE RELAY	100
35	9-10	Boys	LONG FREESTYLE	50	76	9-10	Girls	FREE RELAY	200
36	11-12	Girls	LONG FREESTYLE	100	77	9-10	Boys	FREE RELAY	200
37	11-12	Boys	LONG FREESTYLE	100	78	11-12	Girls	FREE RELAY	200
38	13-14	Girls	LONG FREESTYLE	100	79	11-12	Boys	FREE RELAY	200
39	13-14	Boys	LONG FREESTYLE	100	80	13-14	Girls	FREE RELAY	200
40	15-18	Girls	LONG FREESTYLE	100	81	13-14	Boys	FREE RELAY	200
41	15-18	Boys	LONG FREESTYLE	100	82	15-18	Girls	FREE RELAY	200
					83	15-18	Boys	FREE RELAY	200

Swim Team Parent Participation-Volunteer Hours

To run meets efficiently requires an enormous effort – from coaches, swimmers, and parents. There are many jobs to be done at meets, and without your help, the job is TOO BIG!

1. Families must complete 12 hours of volunteer time of which 6 must be at a swim meet (home or away).
2. If a family joins the season late, volunteer hours will not be prorated.
3. If your children do not participate at swim meets you are still required to meet your full volunteer responsibility.
4. Failure to meet all you volunteer hours will result in a \$400 assessment at the end of the year. Failure to now show to a time slot will result in a \$50.00 no show fee.



5. Any exceptions to the volunteer requirements must get approval from the Volunteer Coordinator or the Aquatics Committee Chair.

Opportunities for these volunteer hours will come from weekly swim meets, team social and fundraising events, and Champs in one or more areas. See the “**Jobs**” section in the “A-Z Penguins Reference Guide” for some of the possible parent participation opportunities. Notwithstanding the minimum 12-hour commitment, if your child participates at Champs, you are also expected to work two (2) shifts at Champs to help fulfill Park Terrace’s obligations at the weekend-long three-day meet.



2. AQUATICS COMMITTEE MEMBERS

Aquatics Committee members are volunteers and must be in good standing with the Club. The Aquatics Committee Chair is a two-year term volunteer position appointed by the Park Terrace Board of Directors upon recommendation of the previous Aquatics Committee Chair. The Aquatics Chair may serve an additional two-year term, if desired and agreed-upon by the current Aquatics Committee and approved by the Board of Directors. The Aquatics Chair shall appoint four Vice-Chairs as members of the Aquatics Committee. The Vice-Chair positions shall consist of: Vice-Chair for Swim Meets (Operations); Vice-Chair for Swim Meets (Hospitality and Set-Up); Vice-Chair for Social Events; and Vice-Chair for Communications and Volunteers. The Vice-Chair positions are subject to annual approval by the Aquatics Chair in August or September of each year. The Aquatics Committee Chair can be removed by the Club’s Board of Directors at any time. An Aquatics Committee member cannot also be a member of the Club’s Board of Directors.

Aquatics Committee meetings are usually held the 2nd Tuesday of each month at 7:00 PM in the Park Terrace clubhouse and attendance is strongly encouraged by all swim team parents.

AQUATICS COMMITTEE MEMBERS

Aquatics Committee Chair	Niki Woodard
Vice Chair for Swim Meets (Operations)	Nathan Barankin
Vice Chair for Swim Meets (Systems)	Kevin Yamamura
Vice Chair for Swim Meets (Hospitality/Set-Up)	Megan Bossemeyer
Vice Chair for Social Events and Fundraising	Heather Djuric
Vice Chair for Volunteers and Communications	Alicia Irvin
Vice Chair for League Representation (SSL Rep)	Brian Moore
Vice Chair for Coaching	Misha Lindsey
Special Member	Megan Bossemeyer (Club Manager)
Special Member	Janet Riggs (Aquatics Director)

3. LEAD VOLUNTEERS

To run meets efficiently requires an enormous effort – from coaches, swimmers, and parents. There are many jobs to be done at Home and Away meets, and without help, the job is TOO BIG! The table below identifies the families, individuals, and Park Terrace staff who are responsible for their part in making a swim meet and a swim season run smoothly. There are not necessarily term-limits for these volunteer roles, but in order to allow for families with younger swimmers to take larger and more active volunteer positions, and to allow for effective succession planning, the volunteer leads with older swimmers will identify their replacements as needed. Please contact one of these Lead Volunteers if you are interested



in volunteering for a position. A more complete list of Lead, Co-Lead, and Team Member Volunteers is available on the Club website.

LIST OF LEAD VOLUNTEERS

POSITION	NAME
Meet Operations	
Meet Referee	Nathan Barankin
Computer Operations	Brian Moore
Colorado System	Kevin Yamamura
Volunteer Coordinator	Alicia Irvin
Timers	
Starters	Tricia Ouchi/Chuck Smith
Stroke and Turn	Mark Nordberg
Clerk of the Course	
Announcer	Walt Gray/Mike Constantino
Ready Bench	Katie Bruner
Runners	
Hospitality and Set-Up	
Hospitality	Meredith Grandenitti
BBQ & Food	Derick Reeder
Parking	Goran Djuric
Facilities Coordination	
Meet Set-Up & Take-Down	Chad Shiltz
Social Events	
Social Event Vice-Chair	Heather Djuric
Fundraising	
New Family Orientation	Kara McGuire/Alicia Irvin



4. 2023 SCHEDULES

2023 Practice Times

Swim team practice starts on April 24th. The summer schedule for practices starts on June 19th.

SPRING SCHEDULE: APRIL 24 - JUNE 16

There will be no practice over Memorial Day weekend, Monday May 29.

MONDAY - FRIDAY

3:45 - 4:15 PM 6 and under

4:15 - 5:15 PM 7 & 8

5:15 - 6:15 PM 9 & 10

6:15 - 7:15 PM 11 - 13

7:15 - 8:15 PM 14 - 18

SUMMER SCHEDULE: Starting June 19

No Practice on Tuesday July 4th

The first 15 minutes of practice will be for dry land exercises

MONDAY - FRIDAY

8:00 - 9:30 AM 14 – 18

9:15 - 10:45 AM 11 - 13

10:30 - 11:45 AM 9 & 10

11:30 - 12:30 PM 7 & 8

12:30 - 1:00 PM 6 & under

1:00pm-1:30pm Little Penguins

5:00-6:00PM Night Practice for 11 and older

Night Practice will be from 5:00-6:00 PM beginning June 19. It is open only to those swimmers 11 and up who are unable to make their regularly scheduled practices. Night practice is NOT a substitute for regular practices and is not to be attended instead of regular practice.



Note: Night practice will (usually) be from 5:00-6:00 PM beginning the first Monday after SCUSD finishes classes for the summer. It is open only to those swimmers 9-10 and older who are unable to make their regularly scheduled practices due to summer school or other commitments. Night practice is NOT a substitute for regular practices and is not to be attended instead of regular practice.

2023 Swim Meets and Other Important Dates

PARK TERRACE PENGUINS **EVENTS**
2023 **CALENDAR**

APRIL

1st- Registration closes
16th Spring Brunch Social
24th- First day of practice

MAY

11th- Welcome back dinner and Info Night
13th- Time Trials
15th- Deadline to drop swim
20th- Swim Meet @ College Greens

JUNE

3rd- Swim Meet (HOME) vs. Granite Bay
10th- Swim Meet (HOME) vs. EDH
17th- Swim Meet at Sierra
19th- Summer practice schedule begins
23rd- Swim team photo day
24th- Swim Meet (HOME) vs. Broadstone

JULY

8th- Swim Meet @Loomis
July 15th- Swim Meet (HOME) vs. Folsom
TBD- 8-Under Party
TBD- 9-10 Party
TBD-11-14 Party
TBD- 15-18 Camping Trip
TBD-15-18 Rafting Trip
19th- Pasta Night
21-23rd- Champs
24th- Awards Night

5. LIST OF MEET EVENTS AND TEAM RECORDS

Dual Meet Events

The list of dual meet events is included in **Section 1** of this document.

There are 83 events in a dual meet in the following order, youngest to oldest – note that the 6 & Unders only swim short freestyle, backstroke, and the freestyle relay and can leave the meet following the backstroke events. [Full list of events](#) and their order is available on the website. Overview of events:

- Individual Medley: 9-10 age group and older.
- 6 & Under Freestyle Relay
- Medley Relay: 7-8 age group and older.
- Short Freestyle: All age groups.
- Long Freestyle: 7-8 age group and older.
- Backstroke: All age groups.
- Breaststroke: 7-8 age group and older.
- Butterfly: 7-8 age group and older.
- Freestyle Relay: 7-8 age group and older.

Team Records

Park Terrace team records are shown on the plaques hanging on the wall of the clubhouse and are listed on the team website at: <https://www.teamunify.com/team/recsptpca/page/record-swims>.

League records are also available on the SSL website at:

<https://www.teamunify.com/TabGeneric.jsp? tabid =28635&team=reccassl>.



6. DIRECTIONS TO AWAY MEETS

See the Penguins website for detailed information and maps:

<https://www.teamunify.com/team/recsptpca/page/ssl-swim-clubs>

Broadstone:

820 Halidon Way, Folsom, CA 95630

College Greens:

2707 Notre Dame Drive, Sacramento, CA 95826

El Dorado Hills:

1021 Harvard Way, El Dorado Hills, CA 95762

Folsom:

Lembi Park, 1200 Riley Street (Riley St. and Glenn Dr.), Folsom, CA 95630

Granite Bay:

Granite Bay High School, 1 Grizzly Way, Granite Bay, CA 95746

Loomis Basin:

Del Oro High School, 3301 Taylor Road, Loomis, CA 95650

Sierra:

2502 Country Club Drive, Cameron Park, CA 95682

7. ANATOMY OF A SWIM MEET

This document is designed to provide a brief overview of how a swim meet is organized and to provide important tips on what you can do to make each swim meet run smoothly.

What Every Parent Can and Should Do:

Declare whether you will attend meets!

Let the team know which meets you will attend via the Team Unify website at www.ptpenguins.com. Each meet is listed under the “Meets/Events” tab on the website. Once the season starts, you can “Edit Your Commitment” for each meet. This lets the coaches know which swimmers are available for each meet. The coaches use the list of committed swimmers to set entries and relays for each meet. **Please decline a meet at least one week in advance in order to allow for correct seeding of each meet.** Swimmers who are “Uncommitted” may be entered in individual events by the coaches but will receive low priority for relays. Emails will usually be sent out multiple times reminding parents to do this.

Beginning on the Sunday prior to a Saturday meet, PT coaches spend two days putting together the meet schedule, and then our computer volunteers spend two days coordinating with the other team(s) to create the meet, which is finalized on Friday. The coaches take extra care to make sure that every swimmer gets an opportunity to swim in as many events as possible throughout the summer. If you have questions, ask a coach about which events your swimmer is in. Also, please remember that coaches are not always trying to place swimmers in their “best” event. Rather, they are trying to juggle swimmers in order to set seed times so everyone can improve throughout the season.

League rules limit the number of individual events that a swimmer may enter on the day of a meet, typically three individual events per meet. Sometimes, against smaller teams, the coaches will reduce the number of PT swimmers in the pool out of respect for the smaller team or in order to comply with pool time limits (if for example, the meet must be finished by 1:00 PM). In some cases, particularly at larger pools, there are opportunities for “exhibition” swims in heats with open lanes. Exhibition events are used to establish seed times, but do not count for point totals. These are typically used for swimmers who are missing seed times because of other commitments (SAT tests, baseball, vacations, etc.). However, exhibition swims place additional stress on meet operations and can only occur at the discretion of the Meet Director.

On the day of the meet, with hundreds of swimmers to account for, it is very difficult to find missing swimmers. There’s nothing quite as frustrating as trying to assemble a relay team, only to find out that one member has left the meet, and then frantically looking for an alternate swimmer. So, please, if you know that your swimmer will miss an upcoming meet (or must leave a meet early), please include a note via the website and alert the coaches so that another swimmer can participate.

Arrive on time and check in with the designated staff member on meet day. The week before the swim meet, coaches put up signs advising swimmers when to check in for the meet. Swimmers must arrive at the assigned time in order to check in with the coaching staff and to participate in the warm ups.



A swimmer who does not check in with the coaching staff will be presumed absent from the meet and will be “scratched” from the meet program. Scratches create work for the meet officials, coaches, computer operations, and for the Ready bench parents, and needlessly delay the start of the meet.

Special note to parents of younger swimmers: Getting a younger swimmer out of bed early on a Saturday morning, we know, is challenging. Unfortunately, one of the first events of every swim meet is the 6 & Under freestyle relay. This event is almost always the most challenging event for the coaches and for the parents working the ready bench.

Ready bench parents are given a “meet sheet” the morning of the swim meet. They use this sheet to organize swimmers at the ready bench so that the relay teams are organized, and no swimmer misses a race. As previously mentioned, when swimmers don’t check in, they are presumed absent at the meet and are “scratched” from the schedule. Every year, however, young swimmers arrive late and expect to be added back onto the relay teams. Coaches and ready bench parents make every effort to accommodate the young swimmers, but it creates undue stress on the coaches and the ready bench parents to have to continually tinker with the “meet sheet.”

Please do everyone a favor: go to bed early and arrive at the swim meet early! The reduction in stress for you, your swimmer, the coaches and the ready bench parents more than offsets the inconvenience of the early wake up. And after the meet, treat yourself to an afternoon nap!

Call a coach if you are sick, late, or unable to participate in a meet. Keep a roster of the coaches, along with their cell phone numbers so that you can reach them in the event that you are sick, running late, or unable to participate in a meet.

Take Responsibility for your child and help him/her make it to the starting block. Young swimmers and first-year participants of all ages need adult assistance to ensure that they make it to the starting blocks on time. Every year some PT swimmers miss their races, which is disappointing and is completely avoidable. Please monitor the event numbers and make sure that your child gets to the ready bench and to the blocks on time. **Ready bench parents will not come searching for swimmers!**

Relays are particularly chaotic, especially for the younger swimmers. Please escort your child to the ready bench area in advance of the relay races and, if possible, stay with them until you are sure that they are with the proper relay team and that they know which stroke they will be swimming, the order in which they will swim, and from which side of the pool they will start their swim.

Conclusion: In a perfect world, every swim meet would run on time and every PT swimmer would arrive at the starting blocks on time to compete in their scheduled race or relay (and every meet would be a PT victory). In the real world, perfection is elusive. However, if everyone does their part, the meets will be less stressful and more fun for everybody.



8. THE A-Z ULTIMATE PENGUIN REFERENCE GUIDE

About this Guide

The A-Z Ultimate Penguin Reference Guide was created to help you and your family have a fun and successful season with the Park Terrace Penguins Swim Team. We hope you will review the entire book at the beginning of the season and keep it at your home or office as a handy reference book. For ease of use, the Reference Guide is divided into “key word” sections, in alphabetical order from A to Z. A copy of the Ultimate Guide can also be downloaded at any time from the Park Terrace website at: www.ptpenguins.com.

Table of Contents

A	Attendance, Attitude, Awards
B	Behavior
C	Caps, Champs, Check-In, Coaches, Commitment, Communication
D	Discipline, Disqualifications, Drills, Dual Meets
E	Eligibility, Equipment, Etiquette, Events
F	Family Fun, Fees
G	Goals
H	Helpful Hints, Health
I	Individual Events
J	Jobs
K	Kicks and Strokes
L	League, Lessons
M	Meets, Meet Sign-Out
N	New
O	On-Time
P	Parents, Penguins, Philosophy, Pictures, Practices
Q	Questions
R	Relays, Rules
S	Scratch, Sportsmanship, Swimmer’s Ear
T	Taper, Team Apparel, Trophies
U	Unity
V	Vacations, Volunteers
W	Weather, Website, What to Bring to a Swim Meet, Wish List
X	X-pectations
Y	Yardage, Youth
Z	Zoo

A

Attendance:

Regular attendance at both practice and meets is strongly encouraged. Swimming is a sport that requires consistent conditioning and repeated practice to improve. The coaching staff expects to see swimmers make (at least) four practices a week. However, children are often involved in several activities, and you are invited to speak with the coaching staff about scheduling conflicts. You must declare whether or not your child will attend or miss each swim meet. Please see the web site www.ptpenguins.com and go to the “Meets/Events” tab. See “Anatomy of a Swim Meet” in Section 8 of this handbook for a full explanation. If you sign your child into a meet and then your child cannot make the swim meet, please contact the coaching staff as soon as possible to inform them of your child’s anticipated absence from the meet.

Attitude:

All Penguins should maintain a positive and cooperative attitude. They should exhibit good sportsmanship and appropriate behavior at all times. A Penguin should always be ready to work, learn, and HAVE FUN!

Awards:

While Penguins swim for fitness and enjoyment, they may also be awarded for their efforts. Swimmers can earn ribbons for events swum at dual meets and at Champs. At Champs, they also have the opportunity to earn medals and trophies. At the end of the season, an awards ceremony is held to honor each child for his/her participation and contributions to the team. Trophies and medals are also presented at that time. In addition, the coaching staff may choose to recognize swimmers in other ways throughout the season.

B

Behavior:

Penguins are expected to follow the coaches’ rules at all times. They should also follow Park Terrace Swimming and Tennis Club rules. During meets, they should stay in their team area unless otherwise instructed. They should participate in events as assigned by the coaches. They should demonstrate good sportsmanship at all times. They should discuss all swimming and team-related problems with the coaches.

C

Caps:

Swimmers should have practice caps (one to wear, and one for back-up) to be worn at every practice and swim meet. Latex and silicone caps last longer if they are rinsed with clean tap water after practice and then hung to dry. A dusting of talcum powder after each use is also beneficial to prolonging the life of your cap(s). Swimmers may purchase team caps at the front office. A PT cap is encouraged to be worn at all swim meets to show team spirit.



Championship Meet (CHAMPS!):

The Championship Meet is the climax of the season and is the culmination of all the swimmers' practice and hard work. This is the weekend we have been preparing for and expecting! Attendance of each swimmer at champs is strongly encouraged.

To be eligible to swim at Champs, a swimmer must have swum at least one event as an official entrant in at least three Saturday dual meets during the season.

Swimmers can swim every individual event at Champs (but only one freestyle event, either short free or long free). Only two relays for each age group are permitted at Champs. The decision as to who will swim on the relays is left to the discretion of the coaches and is based on performance during the year and at Champs.

Preliminary heats are conducted in the mornings. The top 10 qualifiers in each event, based on time, compete in final races in the afternoons. The Individual Medley (IM) qualifying heats and finals are conducted on Friday afternoon. Backstroke qualifying and finals, Short- and Long-Freestyle qualifying and finals, and Medley Relays are swum Saturday. Breaststroke qualifying and finals, Butterfly qualifying and finals, and Freestyle Relays are swum on Sunday. All 6 & Under events are held on Saturday. Medals will be awarded to all finalists who swim without being disqualified.

Parents are required to work at Champs beyond the 12 volunteer-hour minimum requirement as a Penguin parent. Parents should expect to work a two shifts per family at Champs.

Check-In:

Check-In will take place before each Saturday dual meet and each day of Championships. **Check-In is extremely important!** At every meet, either a coach or team parent will oversee Check-In. He/She will be located either at the entrance of the Club (for home meets) or in or near the team area (at away meets) and can be easily identified by their check-in clipboard. If you do not check-in before meets your child may be scratched from the meet. Check-In times vary depending upon the start time of the meet, and whether the meet is home or away. Please be sure to check for information regarding the check-in time for each meet during the week preceding that meet. Information is posted both in front of the Club as well as verbally announced at practice. Emails will also be sent to parents.

Commitment:

The Park Terrace Penguins' Swim Team is a sporting team, just like baseball, soccer, or water polo. It requires a certain level of commitment from both parents and swimmers. Parents are required to volunteer their time at meets and at Championships. Swimmers are expected to attend four practices each week, swim in as many dual meets as possible and attend Championships. Please discuss any problems you have with the coaching staff.

Communication:

Communication is an important part of the Park Terrace Penguins' Swim Team. Communication will be provided in a number of ways. Most information can be found at www.ptpenguins.com and you can



always use the “Contact Us” button to send an email to the Aquatics Committee Chair. The team also has a bulletin board located on the clubhouse wall facing the pool, near the club entrance. Please check often for notices. In addition, the coaches may be holding short meetings with the swimmers during practice times to provide and receive feedback. The coaches are also available to meet with parents at mutually scheduled times. Please refrain from talking to the coaches or swimmers during workouts. There may be times when the coaches seem available; but during practice time, their entire focus is on the swimmers. The coaches also expect each swimmer’s entire focus to be on the practice. If you would like to speak to one of the coaches, please call the Park Terrace main office and leave a message. We will also send email updates to the swim team as events near.

D

Discipline:

With so many swimmers in each age group, discipline issues will be dealt with fairly but swiftly, to keep the focus on the swimmers who are at practice to work hard and have fun. Swimmers who are misbehaving, not paying attention, being rude to a teammate, etc., will be warned and/or placed in time-out. If such behavior persists, or is to an excessive degree, that swimmer may be excused from practice. More serious discipline problems may result in a parent-coach meeting. The coaching staff will communicate any concerns they have with you, the parents, and they welcome you to do the same.

Disqualifications or “DQs”:

Each of the four strokes has rules governing the proper way that the stroke is to be done; including the start, stroke technique, turns at each wall, and the final touch. Coaches will instruct swimmers on the proper techniques. A swimmer may occasionally neglect to follow these techniques at a meet and may be “DQ’ed” by one of the meet officials. A swimmer who is “DQ’ed” will be told why by either the official or the coach. The “DQ” process is to be handled in a constructive and instructive manner. IT IS NOT A PUNISHMENT! It is simply a tool used to help teach proper technique. Officials tend to be more lenient toward younger swimmers. The 6 & Under age group is rarely “DQ’ed.” Any concerns you have about a disqualification should be directed to the coaching staff, not to a meet official.

Videos of legal swim techniques are available for viewing on the USA Swimming website at <https://www.usaswimming.org/resources/officials>.

Dress Code:

Swimmers should wear a one-piece racing suit and a swim cap to practice. A team suit is preferred for swim meets. If a team suit is not purchased, swimmers are to wear an all back or all royal blue suit. Penguin apparel is available for purchase through the team store.

Drills:

Swimming drills are used to teach proper technique for each stroke and turn. Sometimes the coaching staff will use swimming games (in addition to drills) to work on a specific aspect of a stroke or racing technique. Some of these drills or games may look different (especially to parents and supporters who



have participated in this sport) but the coaches will explain the reasoning behind each drill to the swimmers.

Dual Meets:

A dual meet is a swim meet in which two of the league’s teams compete. They are scheduled on Saturdays starting in May (see the schedule of meets). “Home Meets” are held at Park Terrace. “Away Meets” will be held at various pools in the Sacramento area. Check-in times for meets will be posted outside the Club and announced at practices the week preceding the meet. It is vitally important to have your swimmers arrive at each meet by the designated check-in time. If your swimmers are late, they may be scratched from the meet. A meet schedule and directions to league clubs are in this handbook and on the website at www.ptpenguins.com.

E

Ears:

Several swimmers miss practice each year because of ear problems. A few drops of distilled white vinegar and rubbing alcohol (a 50/50 mixture) in each ear (after any prolonged time in the water - playing around, practice, or meets) will help drain the water out and prevent infections. You can also purchase swimmers ear drops from various swim shops or online swim stores.

Eligibility:

The Suburban Swim League is a recreational summer league. The SSL stipulates that swimmers may not compete or train in supervised workouts between approximately February 15th and April 30th. If your swimmer has entered in any swimming competitions or has trained in any other form of supervised workout since January 31st, please contact the Aquatics Director or the Aquatics Committee Chair to determine whether or not she or she is eligible to swim in the SSL during the summer (12 hours of participation in clinics open to the public are permitted. Private lessons are also OK. High school swimming is exempt from this rule).

The 6 & Unders must be able, on the first day of practice, to put their face and head all the way underwater without being afraid. 6 & Unders must also be able to push off the wall in the shallow end of the pool with their face in the water and reach the flags (approximately 15 feet). The coaching staff will assess the swimmer’s ability during their swim safety test to see if they are ready for the swim team.

Equipment:

Each swimmer should bring a towel, goggles, and a swim cap to practice each day. All equipment should be boldly labeled with the swimmer’s name and the team name in permanent ink. Swimmers should wear racing suits to practice. The coaches would like swimmers to not wear team suits to practice in order to extend the life of the suit. Swimmers may also be required to bring fins to some practices if fins are not provided by the Club.

Etiquette:



Penguins and their families are expected to use proper etiquette when visiting another team's facility. Proper etiquette includes (but is not limited to): not using the other club's aquatic facilities (such as wading pools and hot tubs), no smoking unless in a designated area, staying in the team area, and cleaning up the team area at the meet's conclusion.

Events:

The events in a meet are broken down by age and by gender. The separation of age groups in the SSL is as follows: 6 & Under, 7/8, 9/10, 11/12, 13/14, 15/16, and 17/18 (age is determined by the age of the swimmer on June 15th of the season in which he or she is swimming). Events consist of individual races and relays. Relay races involve four swimmers per relay and relays are assigned by the coaches. A swimmer is eligible to swim up to three individual events and two relays at each meet. 6 & Unders swim a maximum of two individual events (freestyle and backstroke only). Before each meet, the coaches will post a list of who is swimming what events (for that meet). Please see Section 1 of this document for a list of DUAL MEET EVENTS (not Champs events because those may differ slightly in order).

F

Family Fun:

While the number one focus of the Park Terrace Penguins' program is the swimmers, we want all of their families to enjoy it, too. Many new friendships form on the pool deck. Several events will be offered during the season for families. Please watch for news of family events that may come up during the season. We encourage everyone to take an active role in the swim season.

Fees:

Registration fees help to support the Club and Penguins Swim Team and make it possible for the Club to provide a top-quality seasonal and year-round coaching staff.

G

Goals:

The coaching staff has established a list of personal coaching goals that they will strive to achieve each season. Goals for each season are as follows:

- Provide a positive swim team environment.
- Give good stroke instruction (including starts and turns).
- Motivate and encourage swimmers.
- Help swimmers reach personal swimming goals.
- Encourage team spirit between all age groups and attainment of team goals.
- Acknowledge each swimmer's individual efforts and team's efforts.
- Enhance swimmers' conditioning.
- Advise good nutritional habits.
- Be available for private lessons.
- Be open to feedback from parents and swimmers.
- Make sure all involved with the Park Terrace Penguins have fun!

Swimmers should set individual goals for themselves with the assistance of the coaches and their parents. Every swimmer can improve over the season. A goal may be to learn to dive without fear, to improve a certain stroke, to drop time, or to master a turn, to name a few examples.

H

Hair Care:

Wetting the hair with tap water before swimming can largely prevent “Swimmer’s Hair.” Shampoo immediately after swimming with a shampoo specially formulated to neutralize chlorine. Conditioners also help protect the hair for the next time in the water.

Health:

If your swimmer is going to miss practice for any length of time due to illness, please leave a message with the Head Coach so we know where your swimmer is. If swimmers get sick and will miss a meet, as much prior notice as possible is appreciated – just be sure to get in touch with the Head Coach so your swimmer can be scratched from the meet. Additionally, as a note to swimmers, please be aware that the stress of training can leave the body weak and vulnerable to illness. Take the proper steps to make sure you don’t get sick! Get plenty of sleep at night, eat healthy, and drink lots of water. Avoid dangerous activities that might cause injury. This will help ensure that we have a great, safe, and fun summer!

I

Individual Events:

Each swimmer will set goal times for the individual events they will swim this season and will receive feedback on how to reach his or goals throughout the season. To be eligible for Champs, each swimmer must swim in at least three dual meets during the season. See Section 1 for a list of Dual Meet Events.

J

Jobs (a lot of information here!):

Parents commit to helping the swim team by contributing 12 hours per family of which six need to be at a swim meet during the swim season. Everyone is obligated to help – \$400 will be charged at the end of the season to each family that does not complete the 12 hours. Notwithstanding the minimum 12-hour commitment, if your child participates at Champs, you are also expected to work two shifts at Champs to help fulfill the team’s numerous obligations at the weekend-long meet. There are many ways to fulfill your obligation – activities related to swim meets, swim parties, and becoming a member of the Aquatics Committee (to name a few). The following provides a brief description of the many ways you can help – you can sign up for volunteer shifts at www.ptpenguns.com.

SWIM MEET SPECIFIC:

- **Timers:** Each lane is staffed by three timers, with no more than two timers from a team in any given lane, who record the finishing time for the swimmer(s) in their lane.
- **Hospitality:** The hospitality committee provides refreshments to coaches and meet officials at home meets.

- **Ready Bench Parents:** Parents working the ready bench meet with the ready bench Manager 30 minutes prior to the start of the meet; help set up the ready bench area; assist swimmers to their seats according to their race, heat, and lane assignments; escort swimmers to their lanes for individual events as well as relays. Ready bench includes only the 6 & Unders, 7-8, and 9-10 age groups.
- **Parking Assistants** (home meets and events): Assistants help set up parking cones and signage and help direct traffic (cars and foot) into the club. The club uses the local junior high for parking.
- **Equipment Setup/Takedown** (Colorado and Sound): The Colorado timing system is setup for each home meet. This entails running plunger and scoreboard wires around the pool. The Sound System is setup for home meets and parties – this entails setting up speakers and connecting amp and speakers.
- **Colorado Ops:** Running the Colorado system is a bit like being an anesthesiologist – 95% boredom and 5% panic. Seriously, working with several other dedicated, attentive and fun individuals, one has the best seat in the house for all the most exciting races, along with all those heats of 6 & Unders. Just push a button to record the times of the race and don't forget to reset before those pesky starters get the next swimmers in the water. Watch your kids' swims and have a fabulous time yourself!
- **End of Meet Tear Down/Cleanup:** Every family is obligated to help in the home meet cleanup and teardown. Every family must clean up the swim area. Each home meet will have a different group of parents responsible for tent and chair removal. This will be based on first initial of last name (last name of hyphenated name).
- **Ready Bench:** Swimmers are organized in the ready area prior to going to the start area. Each team is responsible for organizing swimmers by event, heat, and lane. The ready bench Manager is given a list of the events, swimmers, heat numbers, and lane assignments at each meet and is responsible for helping swimmers be ready for their races. Ready bench parents help move the swimmer from the bench to the starting area.
- **Runners:** These parents help move the latest info from the ready bench to the computer ops and elsewhere.
- **Ribbon Writers:** Each team provides ribbon writers for each meet. The writers are responsible for applying the correct labels to the ribbons and maintaining the ribbons until the end of the meet. Completed ribbons are placed in a file for each swimmer and can be picked up periodically throughout the meet.
- **BBQ:** The Aquatics Program makes money on the grill lunch offered during home meets.
- **Apparel Sales:** We've got lots of great clothing this year. Parents are needed to take orders and sell apparel during the first several meets.
- **Photographers:** If you've got an artistic eye and a good camera, we need you to help take shots during the swim meets and other Penguin activities for the season-ending picture show.

NON-SWIM MEET SPECIFIC ACTIVITIES:

- **Penguin Dinner:** Helping set up, prepare, and serve the BBQ events during the season.
- **Swim-a-thon:** Setup / Tear Down / Lap Counters needed.
- **Age Group Parties:** End-of-Season parties need plenty of parent participation to set up, tear down, and supervise the fun!

- **Pre-Champs Pasta Night:** Always a big night of fun and carb-loading – requiring a lot of help to set up, serve, entertain, and take down.
- **Post-Champs Awards Night:** The grand finale of the season – once again, lots of assistance is needed to help to set up, serve, entertain, and take down.

Some swim-meet duties require special training and are selected before the start of the season. We are always looking for people to learn the ropes for future seasons.

SPECIALIZED SWIM MEET DUTIES:

- **Meet Referee:** The Meet Referee has overall responsibility for the meet proceedings and acts as the final decision-maker in disputes over placement, disqualifications, or other procedural problems that may arise during a meet.
- **Clerk of the Course:** The Clerk of the Course is responsible for seeing that all swimmers are in their properly assigned heat and lane and then signals the starter when the race is ready to begin.
- **Parent Participation Coordinator:** The PP Coordinator ensures there is a parent leader for each job during the regular season. If you have any questions about the various jobs which need filling, do not hesitate to contact the Volunteer Coordinator who will assist you in finding a job in which you are interested in performing.
- **Announcer:** The home team provides an announcer whose job it is to call the order of events (i.e., announce each event-by-event number and description), and to inform swimmers when to report to the ready bench. The announcer will make miscellaneous announcements, as needed, during the meet and must have a sexy voice.
- **Starter:** The starter is responsible for starting all races for a home meet. A Colorado electronic starting system is used, which sounds a tone and emits a flash of light to indicate the start of a race.
- **Stroke and Turn Judges:** Each team provides stroke and turn judges for each meet. They look for proper stroke technique, turns, and finishes. The stroke and turn judges must attend a stroke and turn clinic and have a reasonable knowledge of swim strokes.
- **Computer/Scorers:** The scorers operate the meet computer and enter results of all races. They verify and record the swimmers' times for each completed race. The scorers also maintain team records, assist the coaches in preparing for each meet, and transmit and receive lane assignments and seedings from the opposing clubs.

And if you are feeling really committed and want to shape the coming season, you can look to join:

- **Aquatics Committee:** The Aquatics Committee serves as a contact between the parents, coaches, and the Suburban Swim League. They oversee the operations of the team to insure the season runs smoothly and make sure the team has what it needs.
- **Suburban Swim League Representative:** Each team in the Suburban Swim League (SSL) has one representative who acts as a liaison between the SSL and the team. He/She represents the team in discussions of SSL rules and the coordination of dual meets and Champs. All questions



regarding eligibility and other SSL rules should be directed to the SSL Representative or the Aquatics Committee Chair.

Most importantly, you are always welcome to offer impromptu assistance before, during and after all Penguin events! Get Involved, it's FUN!

K

Kicks and Strokes:

The four strokes that are taught are freestyle, backstroke, breaststroke, and butterfly. Each of the four strokes has rules governing the way each stroke is to be executed. At every meet, stroke and turn judges are posted on each side of the pool checking each swimmer to make sure the stroke rules are being followed. If a swimmer violates these rules in a race, the swimmer will be disqualified. This is meant to be a learning tool, not a punishment. If you have any questions as to why a swimmer was disqualified, please check with the coaching staff, not the stroke and turn officials.

L

League:

The Park Terrace Penguins are a part of the Suburban Swim League (SSL). It is made up of eight teams in the Sacramento Area: Broadstone, El Dorado Hills, Sierra, Folsom, College Greens, Loomis, Granite Bay, and Park Terrace. The SSL requires a birth certificate copy and signed League Registration Form from each swimmer. A volunteer Executive Board and an SSL Representative from each team govern the SSL. As a reminder, the SSL has restrictions on off-season swimming. Please refer to the "Eligibility" heading in this document for details. Any other questions concerning league rules? Contact the Club's SSL Representative or anyone on the Aquatics Committee for more information.

Lessons:

Private swim lessons are a great way to assist a swimmer with adjustment of stroke technique and speed, and to create a very personal relationship between coach and swimmer. Private lessons will provide a comfortable, individualized atmosphere for feedback between coach and swimmer. In addition, because the Penguins' coaches see each swimmer in practice each day, they can see what needs to be improved upon and what approach should be taken with each swimmer's training.

A very good way to improve individually is through private lessons! Private lessons help swimmers feel more confident about themselves and about their swimming abilities, which leads to improved attitudes, strokes and faster times!

The Penguins' coaches will be available for private lessons throughout the season. The coaches' schedules are flexible, and they give lessons throughout the week and on weekends. Lessons should be scheduled with each coach individually. Questions about lessons can also be made with the Aquatics Director.



M

Meets:

Although Park Terrace is part of a recreational swim league, we still hold competitions with other clubs in order to foster the development of good sportsmanship and allow swimmers to measure their efforts against swimmers from other clubs. Saturdays beginning in May will be highlighted by dual swim meets. A dual meet is a competition between two of the clubs from our league (the Suburban Swim League, see League).

Meets can be an all-day event, generally starting around 8:00 AM (Check-In around 6:30-6:45 AM) and ending around 1:30 PM. We have both Home meets as well as Away meets where we will travel to other pools. At meets, swimmers are limited to competing in no more than three heats of individual events and two relays. Not every swimmer will swim this amount in every meet. Meets will be scored and the winner of the most dual meets throughout the season will be awarded the Dual Meet Championship Trophy at the Champs meet. Meets are a great opportunity to demonstrate and utilize the skills learned in practice and are a measure for improvement and accomplishment throughout the season. All swimmers on the team who can complete one lap of freestyle will be eligible to compete in the dual meets.

Declaring for Meets:

Declare whether you will attend meets. Let the team know which meets you will attend via the website (www.ptpenguins.com). Each meet is listed under the "Meets/Events" tab on the website. Once the season starts, you can "Edit Your Commitment" for each meet. This lets the coaches know which swimmers are available for each meet. The coaches use the list of committed swimmers to set entries and relays for each meet. Decline a meet at least one week in advance in order to allow for correct seeding of each meet. Swimmers who are "Uncommitted" may be entered into individual events by the coaches but will receive low priority for relays.

On the day of the meet, with hundreds of swimmers to account for, it is very difficult to find missing swimmers. There's nothing quite as frustrating for coaches or teammates as trying to assemble a relay team, only to find out that one member has left the meet, and then frantically looking for an alternate swimmer. So, please, if you know that your swimmer will miss an upcoming meet (or must leave a meet early), please include a note via the website and alert the coaches so that another swimmer can participate. In the event of a last-minute illness or emergency on the day of the meet, please call Park Terrace or a head coach and leave a message if it is a Home meet by 7:00 AM.

Declaring for Champs is different! Swim team is a commitment. The coaching staff has geared all workouts, drills, exercises, and tapering to team and individual goals. We do not want anyone to miss Champs Weekend! If you must miss Champs, please let the coaches know as soon as possible.

N

New Stuff:

New, very important stuff will be put here! And then indexed...

O

On Time:

Attention Parents! We really need your support in getting your swimmers to the pool on time (or early!). Practice begins promptly at the scheduled time. All workouts are designed for the full-time allotted, and it will benefit your swimmer(s) to be at the pool for each practice on-time and prepared. In addition, it is doubly important to have your swimmer(s) to each meet by the designated check-in time. If swimmers are late, they may be scratched from the meet. Check-in times for home and away swim meets will be posted outside Park Terrace the week before the meet and will be announced at practices.

Parents, please check the bulletin board and the posting out in front of the club for check-in times. Also, please make sure that your swimmers are prepared and on time for every practice they attend. "Being prepared" means having a cap and goggles for each female swimmer, and goggles for each male swimmer. In addition, each swimmer should bring a water bottle to practice - we don't want any swimmers to get dehydrated!

P

Parents:

Parents are an important part of the Penguins Swim Team! Swim meets are complicated events and parents are expected to volunteer a minimum of 12 hours, six of which need to be at a swim meet and work two shifts at Champs (see Jobs) to help with the various jobs. In addition, the support of parents at swim team events is highly appreciated and necessary to help everything run smoothly. You can sign up for volunteer hours at www.ptpenguins.com.

Penguins:

A Penguin is a member of the Park Terrace Swim and Tennis Club's youth recreational swim team. Penguins are swimmers ages 4-18 who love to swim!

Personal Belongings:

Be sure to label any and all items your swimmer may bring to the pool with his or her name and team name. Every season many goggles, shirts, towels, etc., get left at practice or at meets and can't be returned to their rightful (and forgetful) owner because they are not labeled.

Philosophy:

The swim team at Park Terrace is a recreational swim program with emphasis on successful team participation in competitive meets, culminating with a Championship Finale. We look for the development of a healthy individual by encouraging good physical exercise, character development by commitment to attend practice and good sportsmanship, and achievement of a good self-image by



performing to the best of one's ability during supervised activity. In order to accomplish these objectives, the Aquatics Committee has attempted to select coaches who communicate well with both children and their parents and who recognize each child for his/her individual and collective contributions to the team.

Pictures:

Individual and team pictures are scheduled once the summer practice schedule starts – please see the table of Important Dates in Section 5 for Picture Days information. More details about photo packages and costs will be provided a few weeks before that date. There is no swim practice for 11-13's and 14-18's on picture day.

Practices:

The schedule of practices is included in Section 5 of this document. When the season begins in April, the youngest swimmers (6 & Unders) swim first, starting at 3:30 or 3:45 PM. When the practice schedule transitions to the summer schedule, the oldest swimmers (14-18 age group) swims first, starting at 8:00 AM.

Night practice will be from 5:00-6:00 PM beginning the Monday of the start of the summer practice schedule. Night practice is open only to those swimmers 9/10 and older who are unable to make their regularly-scheduled practices due to summer school or other commitments. Night practice is NOT a substitute for regular practices and is not to be attended instead of regular practice.

Q

Questions:

While the title of this handbook is the "A-Z Ultimate Penguin Reference Guide", one thing parents need to know is that questions will always come up. Working with kids, running a swim team, running swim meets, etc., is not an exact science! Please ask questions of the coaches, the Aquatics Director, the Club Manager, the Aquatics Committee members, and veteran parents. There are no stupid questions. Soon you will be a Penguin expert too!

R

Relays:

Relay team selections is the sole discretion of the coaching staff. While the coaches will try to schedule as many different swimmers as possible in relays, there is no guarantee your swimmer will be in a relay at any given meet. This is especially true at Champ when the SSL limits each team to no more than two relay teams per age group and event.

Rules:

*See key word "X-pectations."

S

Scratch:

“Scratch” is the term used when a swimmer is originally scheduled to swim an event but does not show up to the meet by the scheduled time (in which case the coach will remove that swimmer from all of his or her races during the Scratch Session), or is late to the starting blocks by the time the race begins (in which case the Meet Referee will scratch that swimmer for that event). We hope to never have to scratch any swimmers so please, be on time to meets. Also, swimmers - be alert as to when it is time to be at the ready bench and blocks. Do not depend solely on your Age Group Parent to be alert for you.

Scratch is conducted before the meet begins. Because this is an extremely hectic time, please do not talk to the coaches who are performing scratch unless you need to speak to them about not being able to swim. Generally, only two coaches and a parent will be working on scratch in the club house before the meet begins; therefore, if you need to speak to a coach about a non-scratch related matter, you should find a coach who is on deck to assist you.

Showers:

Children under 12 should use the outside showers to wash or rinse off after practice.

Sportsmanship:

The coaches will be emphasizing good sportsmanship within our team and between Penguins and other teams. Good sportsmanship is demonstrated by courtesy, a positive attitude, and supportiveness of other swimmers.

Swimmer's Ear:

Several swimmers miss practice each year because of ear problems. A few drops of distilled white vinegar and rubbing alcohol (50/50 mixture) in each ear (after any prolonged time in the water - playing around, practice, or meets) will help drain the water out and prevent infections. You can also purchase swimmers ear drops from various swim shops or online swim stores.

T

Taper:

The team will be having a two week taper prior to Championships. This is a time for decreased yardage, with more focus on starts, turns, and race preparation.

Team Apparel:

Information about the Team Store will be provided once the swim season starts. In the Team Store you can purchase suits, t-shirts, sweatshirts, caps, backpacks, hats and more!

Trophies:

Trophies will be given to all 6 & Under swimmers and medals given to all other Penguin swimmers at our awards banquet at the end of the season. The boy and girl swimmer in each age group who scores the



most points for the dual meet season receives a trophy. Additionally, the Gerry Brosemer Sportsmanship Award is presented to one boy and one girl chosen by the Coaching Staff.

U

Unity:

The Penguins Swim Team, each season, will be focusing on team building and team unity. This will be a goal in each practice, at every age group bonding activity, at every swim meet, and especially at Champs. Unity is demonstrated through good sportsmanship and a great attitude!

V

Vacations:

We understand that the summer time is vacation time. However, if your family will be missing a meet, you must declare that you will not attend the meet. Let the team and the coaches know which meets you will attend via the website (www.ptpenguins.com). Each meet is listed under the "Meets/Events" tab on the website. Once the season starts, you can "Edit Your Commitment" for each meet. This lets the coaches know which swimmers are available for each meet. The coaches use the list of committed swimmers to set entries and create relays for each meet. Declare for a meet at least one week in advance in order to allow for correct seeding of each meet. Swimmers who are "Uncommitted" may be entered into individual events by the coaches but will not be allowed to swim on relays. As a courtesy to the coaches, please notify them if your swimmer will be missing several consecutive days of practice so they do not worry about that swimmer.

Swim team is a commitment. The coaching staff has geared all workouts, drills, exercises, and tapering to Champs Weekend. It is the final meet of the season where we are looking to achieve our team and individual goals. We do not want anyone to miss this weekend! If you have to miss Champs due to a vacation, please let the coaches know as soon as possible during the season – a date will be set by the coaches well before the Champs meet.

Volunteers:

We can't stress this enough... we need parents to volunteer their time to help with the running of the team and the meets. If a parent is unavailable for an assigned day (for an emergency or illness), he or she needs to find a parent replacement and should notify the lead parent volunteer for the assigned job ASAP. If you are not sure what you can do to help, just ask a member of the Aquatics Committee. You might just find that you enjoy it and make some new friends in the process!

W

Weather:

Penguins practice rain or shine. The only time practice may be canceled for weather is when there is lightning or thunder present. Signs will be posted at the front office if practice is canceled for weather or any other unforeseen reason.



Website:

The Penguins' website is www.ptpenguins.com. The site is an important way to relay information about the season. Please check the site often.

What to bring to a Swim Meet?

- Team Suit
- Team Cap (and a back-up)
- Sleeping bag or blanket
- Two (2) or more towels
- Sweats, socks, and SHOES for the morning
- Shorts and sandals as the day heats up
- Goggles (and a back-up pair)
- Tent for shade
- Wide-brimmed hat
- Water, drinks, healthy snacks, or cash for the snack bar
- Sunblock
- Books or games to keep entertained between events

Please be sure items are labeled. We suggest bringing folding chairs and a small shade structure – many families coordinate shade areas and share together. We don't recommend that swimmers bring expensive small items such as jewelry, cell phones, or other electronic devices, as they may get lost.

Wish List:

If you have any ideas about things that you think the team should have, please contact the coaches or a member of the Aquatics Committee.

X

X-Pectations (yes, it's a stretch...):

For the coaches:

- We will arrive excited and prepared for a fun day of practice, teaching, and learning.
- We will provide quality instruction in stroke technique, racing techniques, and nutrition for each swimmer.
- We will provide positive feedback and constructive criticism to encourage each swimmer.
- We will be available for each swimmer with a question or concern. We will coordinate times to be available for parents' questions.
- We will arrive on time for practice.
- We will be available for private lessons for further one-on-one instruction.
- We will have fun!

For swimmers:

- All swimmers should arrive with an open mind and attitude.

- All swimmers should arrive on time so practice can begin promptly.
- All swimmers should have a CAP AND GOGGLES for practice.
- All swimmers should remove all jewelry before practice (stud earrings are allowed). Also, no chewing gum during practice!
- All swimmers should be wearing appropriate swimming attire for practice.
- All swimmers will - PLEASE - use the restrooms BEFORE practice.
- All swimmers should listen attentively to coaches throughout practice.
- One of the most important practice rules: when someone else is talking, all other mouths are closed!
- All swimmers will try their hardest to perform the sets that the coaches ask.
- Coaches will be able to give you great advice and assess your abilities if you are swimming all of the sets!
- All swimmers will please remember that your coaches are there for you! Any questions, problems? Talk to us!
- All swimmers will have fun and learn!

For parents and other supporters:

- Please do not approach coaches on deck during practice. Coaches are glad to have you watch your child from the lounge chairs, but please do not come on deck.
- Please feel free to leave a message for the coaching staff by calling the Club. Coaches will try to return your call within 24 hours. If you feel the urge to coach your swimmer, please don't; instead, please sit back, relax and take comfort in the knowledge that your swimmer is being coached and supported by some of the finest coaches in Northern California (in our humble opinions)!

Y

Yardage:

The coaching staff believes that good technique and strong stroke skills can come with effective stroke drills and yardage. The yardage will climb significantly throughout the season based on the increasing endurance of our swimmers.

Youth:

The Penguins' Swim Team is a youth recreational swim team. Please remember at all times that we are providing this opportunity for our youth to grow, learn, and have fun. Please encourage our swimmers and swimmers on other teams. We want to celebrate the performances of all swimmers, both Penguins' swimmers and swimmers on other teams.

Z

Zoo:

Yes, we must admit that working with large groups of children and a large group of volunteers - it may look or feel like a zoo (just wait until Time Trials or Champs)! But you can help limit the chaos by reviewing these rules and guidelines with your swimmer and make sure that he or she follows them.