



TRAILS OF ALGONQUIN SWIM TEAM HANDBOOK

www.trailsswimteam.org

Welcome to the Trails Swim Team

Established 1970

The purpose of the Trails Swim Team is to provide a positive atmosphere for physical and emotional development for its members within a competitive swim program. Although swimming is considered an individual sport, our summer team is structured with an emphasis on the team. First and foremost, Trails is a recreational swim team. The goal of our summer league program is to stimulate an interest in competitive swimming and provide a means through which youth may learn and practice teamwork, respect, positive attitude, integrity, leadership and a love for swimming. Trails is also a safe place for competitive swimmers who don't want to lose fitness but need a break from the demands of a more aggressive winter league. We hope that each swimmer will develop a lifetime love for swimming, basic skills in all four competitive strokes, and new friendships with great memories. If you are looking for a USA Swimming or ISI Swimming-certified team focused on producing elite athletes, there are several year-round competitive swimming leagues in the area for you to check out.

Swimmers will enjoy the community of swim in a fun team setting. You must be equivalent to level 4 swimmer and be able to swim 25 yards without assistance, within 3 minutes. Children under the age of 8 and any swimmers without team experience will be requested to be able to swim across the pool in the first few days of practice to ensure their ability and safety in the water and pass a safety check by the board and head coach. In addition, swimmers may be no older than 18 years of age as of June 1 or past the first year of high school graduation.

The Trails Swim Team is a tax-exempt, not-for-profit organization with a 501 (c) (3) status. It is run by an all-volunteer board responsible for all aspects of the club's activities, including collecting membership fees, selecting, managing, and paying the coaches, planning and executing the dual and invitational schedule, and planning the club's social activities.

This handbook contains important information for our swimmers and their families. Please be sure to read it and become familiar with our policies and guidelines. For more information, please visit the Frequently Asked Questions (FAQ's) section on our website: www.trailsswimteam.org.

Trails Swimmer Guidelines & Responsibilities

The following guidelines will allow the Trails Swim Board, coaches, parents and swimmers to make our swim season the best ever.

Code of Conduct

All swimmers must sign the Code of Conduct. It is online and submitted in order to register. We ask that all team members remain true to the culture of TRAILS:

T: Teamwork
R: Respect
A: Attitude
I: Integrity
L: Leadership
S: Swimming

Swimmers breaking the Code of Conduct are subject to the following consequences:

- First offense: Swimmers will be verbally warned. In extreme cases, a swimmer may be dismissed from practice / meet and parents will be notified.
- Second offense: The swimmer will be dismissed from the practice / meet and/or excluded from an upcoming meet or relay. A parent may also need to accompany the swimmer for the duration of practice for 4 consecutive days.
- Third offense: Swimmer will be suspended for one week. If the issue continues, this may result in suspension / dismissal from the team without a refund of fees. The swimmer and parents will be given an opportunity to meet with the coaches and a parent board member before any dismissal.

SPECIAL CASE: Possession, sales, or use of alcohol, tobacco, controlled substances, or any non-prescribed prescription drugs (OTC drugs exempted) shall result in immediate suspension from the team.

Practice / Meet Etiquette

- Swimmers should be dressed and on the pool deck ready to swim at least 15 minutes prior to their practice start time and with plenty of time before meet check in closes.
- Swimmers should use the restrooms before and after practice—not during.
- Swimmers should notify coaches if they need to leave practice or meets early.
- Swimmers should check in with their coach for feedback after swimming an event.
- If a swimmer cannot attend a meet previously signed up for, the swimmer or parent must inform a swim coach as soon as possible.
 - The coaches spend quite a bit of time preparing the line-ups for meets trying to balance out the number of events each swimmer is allowed to swim. Also, not showing up to a meet they have committed to can cause a relay to be scratched which is unfair to other team members.
 - Emergencies do occur that cannot be avoided. However, every effort should be made to inform the coach as soon as possible when a swimmer cannot participate.
 - A swimmer failing to notify their coach that they are unable to attend a meet for which they were previously signed up may be excluded from a subsequent meet.

Parent Guidelines and Responsibilities

The Trails of Algonquin Swim Team comprises parents and family members who volunteer to help make the season successful. Your help is needed to ensure that our program will be something to be proud of and will provide a positive experience for our children.

Code of Conduct

All parents must sign the Code of Conduct. It is online and submitted in order to register. We ask that all parents remain true to the culture of TRAILS:

- Teamwork • Respect • Attitude • Integrity • Leadership • Swimming •

Parental/Family Support

Parental/family help is required at each home meet. You will be scheduled to work 1/2 of each home meet.

- Manpower will assign roles and work with you for special situations. Please let the Manpower representative know if you have limits to when or how you can work.
- Lack of support for a meet, without agreement from Manpower, may result in the swimmer(s) suspension from the next meet.
- Jobs that are not filled are assigned the day before a meet, check to be sure you aren't working! In order to run a smooth meet, you must show up for your assignments.
- If you are unable or do not want to volunteer during the season, you have the option to opt-out at registration by paying a \$250 fee, to cover the cost of paying replacements.

Check your email, Facebook and poolside mailbox regularly, since during a short season things happen quickly and changes do occur. It is the intent to use email, text and the web site (Team Unify) for as much communication as possible. See more on the Communications page below.

Violations

Violation by parents who fail to abide by the code of conduct, will be discussed and voted by the Board and may include, but not limited to, the following penalties:

- The Board will give the parent a written warning.
- The Board will inform parent that swimmer will not be allowed to practice in next four practices or next upcoming meet or participate in a relay.
- The Board will remove the parent and swimmer from the roster.
- Parent/Swimmer will be banned from joining Trails in the future.

If you are unsure or have any questions about the program, or if you are experiencing any problems with the program, please speak to a board member—who will be more than happy to help. A list of board member names and positions can be found on our website: www.trailsswimteam.org. Send an email to president@trailsswimteam.org if you have any concerns.

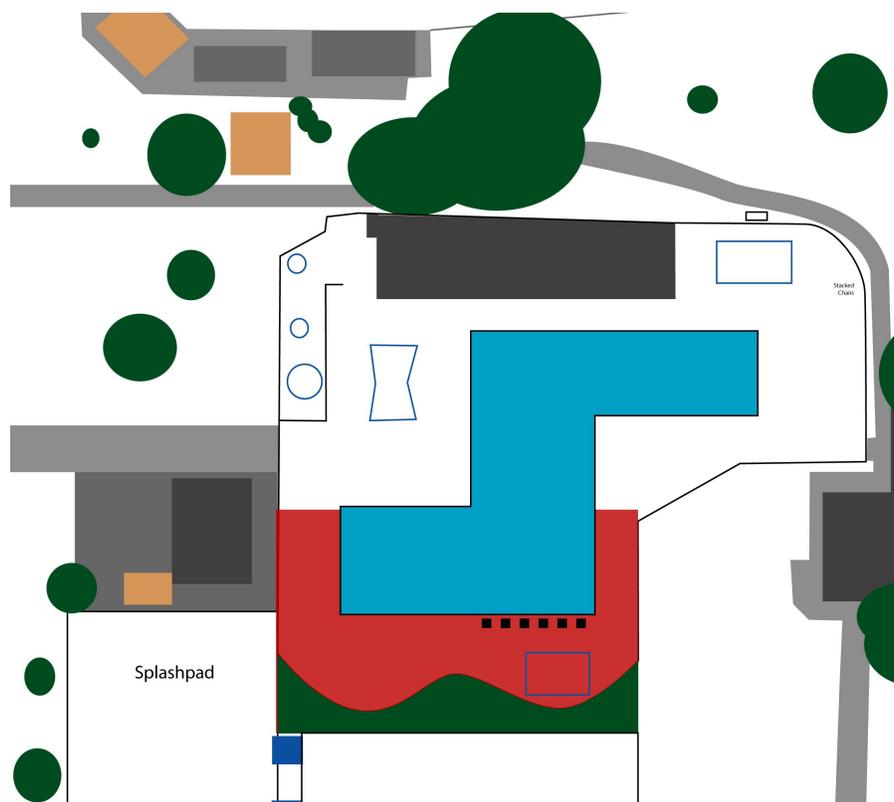
Coaching Staff

The Trails of Algonquin Swim Team strives to provide its swimmers and families with a positive competitive swim team experience. Every year, Trails considers its coaches intentionally. Our community is unique and we want the right fit for our team. We often promote coaches from within the team who know and have experienced that culture. Our coaches are often college students, generally those who are swimming and excelling on collegiate level teams. They are passionate about Trails and swimming and combine a love for competition with fun. Trails coaches are reviewed with a background check and an interview process that is approved by the parent board before each season.

Coaches are here to support the swimmers' needs. If your questions are related to workouts, meets, events, goal setting, and other swimming related needs, please contact one of the coaches. Information about the current season's coaches. Including their emails, can be found on our website: www.trailsswimteam.org.

The Trails Swim Team Head Coach reports to the Trails Swim Team Board President and is responsible for the direction of the rest of the coaching staff. For all questions related to administrative, such as dues, safety, or policy issues, please contact one of the board members. A list of board member names and positions can be found on our website: www.trailsswimteam.org. Send an email to president@trailsswimteam.org if you have any concerns.

NEW: We are in support of you wanting to see your swimmer perform the skills they are learning and how hard they are working. We also need to respect our swimmers and coaches. In order to facilitate a healthy team environment, you may only observe from the area not covered in red on the map, otherwise you will be asked to move. Swimmers may place their bags and towels on the chairs. Non swim participants and siblings may use the Splashpad, but must have adult supervision.



Parent Board Job Descriptions

President. The president shall preside at all general and board meetings and shall exercise general supervision of the affairs of the team. The president is the direct supervisor of the Head Coach; the Head Coach reports to the president. president@trailsswimteam.org

1st Vice President. The 1st Vice President shall assume duties of the President during his/her absence. This person acts as a liaison between the swim team and the Algonquin Village Board and the pool, particularly for canceled practices. The 1st Vice President also serves as chairperson of Ways and Means Committee (Fundraising) and is responsible for general business functions of the club. vicepresident@trailsswimteam.org

2nd Vice President. The 2nd Vice President shall serve as chairperson of the Membership Committee, setting up and tracking online registration. The 2nd Vice President shall be responsible for record keeping related to team rosters. It is recommended to have one person training/shadowing during an individual's third year of this position. membership@trailsswimteam.org

Treasurer. The Treasurer shall be responsible for all financial record keeping and ensuring the team keeps its nonprofit status and presents a financial report at each board meeting. treasurer@trailsswimteam.org

Secretary. The Secretary shall take the minutes of each meeting and present them for approval at the following meeting. The Secretary shall handle all official Board correspondence and serve as support for the President. The Secretary is also responsible for posting any relevant news to the Facebook group or page and maintaining the team mailboxes. secretary@trailsswimteam.org

Conference Swim Team Reps. The Conference Rep shall represent the swim team at the annual NCISC conference meeting and report back to the board on the issues concerning the swim conference. Each team is expected to hold an official conference position. conferencerep@trailsswimteam.org

Member at Large/Manpower. The person in charge of Manpower shall ensure that all work positions required for smooth operation of all meets (home and away) are covered. This person also helps coordinate the IntraSquad Meet since it is intended to familiarize families with the jobs/work required to run a swim meet. Manpower usually mans a volunteer check in table and is responsible for filling any missing volunteers. manpower@trailsswimteam.org

Member at Large/Apparel. The Apparel chairperson is in charge of selecting, ordering, and distributing apparel for the current year. apparel@trailsswimteam.org

Member at Large/Social. The Social chair is in charge of any events during the year including Fun Fridays, Magic Waters, Pasta night, any team programs, and the year-end banquet. This position is often co-chaired by two people to share responsibilities. social@trailsswimteam.org

Member at Large/Awards. The Awards chair orders ribbons, trophies, heat winners and awards. This person is responsible for coordinating ribbon writing at meets, and distribution of awards to swimmers. awards@trailsswimteam.org

Member at Large/Promotions. The Promotions chair is responsible for team promotions, including submitting a flyer for distribution to school virtual backpacks, online promotions on facebook, twitter and Instagram, and submitting press releases for registration and at the end of the season. promotions@trailsswimtea.org

Member at Large/New Family Liaison. The New Family Liaison will support new families by being available to answer questions regarding team procedures. Duties include orientation of new families on such subjects as swim meet procedures, parent volunteer requirements, practice schedules, & procedure for parent/coach communication. They help coordinate the pre-season Parent Meeting in May and the IntraSquad. newfamily@trailsswimteam.org

Member at Large/Equipment Manager. The Equipment Manager has the responsibility of keeping track of all equipment owned by the team. They will keep record of what the team owns and make sure that all equipment is in good working order so that it may be used at swim meets and practices. This person also maintains the shed and orders any new equipment approved by the board.
equipment@trailsswimteam.org

Member at Large/Computer. The Computer chairperson has the responsibility of running our computer during home meets and usually helps with set up for the home meets. This person also will keep records of each swimmers event times for the season. It is recommended to have one person training/shadowing during an individual's third year of this position. computer@trailsswimteam.org

Member at Large/Webmaster. The Webmaster has the responsibility of keeping the team web site up to date. This includes both pre-season changes for schedules, documents, etc. and in-season changes for weather related and meet results updates. The webmaster is also responsible for managing the overall webpage account with the Internet Service Provider and the individual team email accounts. It is recommended to have one person training/shadowing during an individual's third year of this position.
webmaster@trailsswimteam.org

Fundraising Committee. Fundraising committee falls under the oversight of the 1st Vice President and is responsible for the dinner nights out, concessions at the meets, fundraising events and swag.

Past President. The Past President is the President whose term has most recently expired. This person shall serve as an adviser to the Board and shall also serve as the chairperson of the Nominating Election Committee and the Personnel Committee.

Communication

Website, Text and E-mail

Trails Swim Team uses e-mail and the web site to communicate with our families. The Trails Web site is www.TrailsSwimTeam.org. Upon registration, a member account is created on the site, also called Team Unify. This is the primary way for the team and coaches to communicate with you and for you to be informed of events, job sign-up and important information. Be sure to provide accurate email address and cell phone numbers with your account (these must be verified) to ensure that you receive all communication from us. Also, be sure to check our website often for the most up to date information. The site also has daily practice times, upcoming events/calendar and important forms and documents. For questions or issues with your account, contact the webmaster@trailsswimteam.org.

Facebook

Trails Swim Team has built an online community to support new families, share information and promote the team. The Facebook Page Trails Swim Team-Algonquin, found at <https://www.facebook.com/TrailsSwimTeam/>, is open to anyone who wants to know what is happening in general with Trails, such as upcoming registration and coaching positions. The Facebook Group [Trails Swim Team \(Members\)](https://www.facebook.com/groups/116115941762757/), found at <https://www.facebook.com/groups/116115941762757/>, is closed and available primarily only to current team member families.

Mailboxes

Rubbermaid boxes will be on deck each day during practices and in the scoring/computer area during home meets. These boxes contain a folder for each family, board member, and coach which is called the "mailbox." Any type of communication that cannot be e-mailed or posted on the website (i.e. ribbons, money to be turned in, picture day forms, etc.) can be found in your mailbox. Be sure your swimmer(s) knows where this box is and checks it daily after their practice session. Papers may be added while they are in the pool. It is your responsibility to check this box on a regular basis. You may also use the mailboxes to turn in forms and money for social and fundraising events.

Automated Messaging System

Should practice or a meet be canceled due to inclement weather or pool issues, you will receive an automated text message through the cell phone numbers provided with registration or via your Team Unify member account. An email also may be sent with further information, depending on the situation. If the weather looks questionable please make sure to have your phone easily accessible. These updates also are posted to the Facebook group.

Communicating with Coaches

While we encourage parents to take an active role in the team and welcome them to all practice sessions, please remember that our coaches are on deck working with the swimmers. Parents must not go over to the lane area and disturb coaches during practice unless there is an emergency. Please stay in the observation area. Coaches will be available for 15 minutes after each practice to meet with parents and answer questions. If possible, email them in advance to let them know that you want to talk to them and indicate the topic in the subject line. E-mail is the best way to communicate with the coaches if your swimmer will miss practice etc.

Swim Meets and Equipment

Things Every Swimmer Needs For Meets and Practices

Swimsuits. Swimmers should have at least one suit for practice and one suit for meets. These suits should be one-piece for girls and boys wear "jammers," similar to bike shorts. Popular brands are Speedo and TYR, though whatever the swimmer is comfortable in is acceptable. We do ask that all swimmers have a solid blue suit for meets to give the team a unified look. The Trails Swim Team, like every other team, has a team suit. Wearing a team suit is optional, but recommended. The team suit is solid navy blue with a white Trails logo. A high-quality Speedo brand and a Lifeguard store brand at a lower price point are available. Suits will be available to try on at the In-Person Registration and Suit Try on in April.

Note that when buying a swimsuit, do not buy it big for growth. Just remember a swimmer needs to swim fast, and the more loose material there is dragging through the water, the slower the child will swim. Racing style suits can be purchased at a local sporting goods stores or on-line.

Swim Caps. Swim caps are a requirement for all girls at practice and in all meets. While they are optional for boys, they are recommended especially at meets. You may wear any cap, however, customized Trails swim caps will be available for purchase at the beginning of the season. You can order caps with or without your swimmer's name. It's a good idea to have at least two caps.

Goggles. Goggles should be tight fitting ... they can easily slip off when the swimmer dives into the water. Speedo Vanquisher has been a favorite of many Trails swimmers, however, your swimmer may wear whatever is comfortable. Having a spare pair on hand is a good idea as well.

Fins. Fins are not a requirement but may be of use especially for 8&under or new swimmers. Fins can help ensure correct technique from the start. For practice only.

Towels. It's a good idea to have at least two towels at meets. One to use for drying off and the other could be used to sit on or to use when one gets too wet.

Warm Clothes. Sweatshirt and pants or some type of warm up suit for when the sun cools off.

Water Bottle. Swimmers should stay well hydrated at practice and at meets.

Activities. Swimmers may have 30+ minutes between events and will need something to do! Kids often bring small games/cards, books and music. Meets only.

Snacks. Healthy, light foods to eat between races and provide energy.

Sharpies. Swimmers need a black permanent marker to write down events. Meets only.

For meets, family members should also bring:

- Folding chair(s)
- Cooler with food and drink for all family members
- Sweatshirts, jackets, and long pants for cool nights
- Bug spray for evening meets
- Sunscreen for morning/daytime meets
- Games, books, toys (especially for little ones!)

General Swim Meet Information

All swim meets are posted to the Trails web site as soon as the conference schedule is available. Trails competes in several dual meets throughout the season, both at our home pool in Algonquin and away at other team's pools. All dual meets are held on Tuesday evenings. In addition, Trails participates in two Saturday meets: the Invitational and the Conference Championship. Every swimmer is encouraged to attend all home and away meets. Competing in meets is the best way for a swimmer to learn and grow.

NCISC

Trails Swim Team is a part of the North Central Illinois Swim Conference A (NCISC). The conference is made up of 10 teams, which are a combination of Park District, YMCA teams, and Private Swim Clubs. The conference is divided into two divisions based on the previous year's Conference A and B Meet results. Swim meets are generally held as duals (one other team in the conference) each Tuesday evening. The complete schedule is posted online to the Events and Calendar pages. The season culminates with the Conference Championship toward the end of July. The winner of the B conference will move up to the A conference and the team in last place of the A conference will move down to the B conference for the following season. Any swimmer who has participated in at least three conference duals/meets qualifies to swim in the conference meet.

Meet Signup

Making an effort to attend all meets will not only make your child a better swimmer, it will make Trails a better team. In order to swim, you must RSVP before the deadline (generally the Thursday before a Tuesday night meet) online. Go to the "Meets and Events" tab on the Trails Home page. For each meet, click on the "Attend/Decline" button. Each swimmer registered in your family will be listed. You must click on each swimmer and either choose to sign them up for the event or decline. Make sure you do this for each swimmer! Click on "Save Changes" once you are done. You must do this for each meet during the season. If anything changes regarding your swimmer's status for attending a meet, change it as soon as possible. If it is past the date for signup, notify the coach as soon as possible.

Home Meets

Our home pool is Algonquin Lions Armstrong Memorial Pool located at 599 Longwood Drive in Algonquin near Algonquin Middle School and Eastview Elementary School. The pool is a 6 lane 25 meter outdoor pool.

- Warm ups typically begin at 5pm and the meet starts at 5:45pm. Warm-ups will take place before the meet begins. Warm-up times are posted to the web site. Warm-ups are very important for the swimmers. Being on time means being at the pool in time for the warm-ups.
- All swimmers must arrive on time and check in. For home meets, swimmers should arrive at the pool by 4:15pm, unless otherwise notified. There will be a check-in table at home meets for both swimmers and parents (parents need to check in for manpower).
- All evening meets are done by 10:00pm.

Away Meets

Directions to the away meet location can be found on the Events page of the Trails web site. Allow yourself plenty of time to get to the pools, find parking and get settled, so your swimmer is not scratched from events. Occasionally, we are asked to supply an official, scorer and/or timers for an away meet. If you are attending the meet you may be asked to help fill this need. As guests at these pools, our team area should be left neat and clean at the end.

Several of our competitors' pools are measured in yards. Make sure you know the difference, especially when looking at your swimmer's times, and that you are comparing meters to meters and yards to yards. Once you get used to the length of our home pool, you'll notice that a yard pool seems shorter.

IntraSquad Meet

Trails Swim Team conducts an IntraSquad meet at the beginning of the season to allow swimmers and their families the opportunity to experience a meet in a controlled setting. It's the time to learn what is expected of the swimmers and their families to run a meet and participate in one. It gives everyone the opportunity to experience what a meet will be like and allows parents a chance to learn about the various jobs that must be cared for in order to run a meet. This is the perfect time to ask questions, learn, and have fun!

Invitational

In addition to the conference schedule, Trails hosts one Invitational meet toward the end of June. This meet is not part of the conference schedule but includes up to 12 teams, conference teams as well as other area teams.

The Trails Invitational is split into two sessions, morning and afternoon, depending on age groups. Normally, the 8 & under and 13 & up age groups swim in the morning session and the 9-10 and 11-12 age groups swim in the afternoon.

Hosting the Trails Invitational is a tremendous amount of work from set-up to take down and we need everyone to help out. Manpower assignments will include jobs that are standard for any swim meet, like timing, but will also include other jobs that are necessary to host a major event, like setting up, garbage duty, selling raffle tickets, cleaning up, etc. Please be prepared to help out and always ask how you can lend a hand. Attending the Trails Invitational is also lots of fun! It feels like a big festival or picnic, with tents set up, food and apparel vendors, and summer fun for the family. Bring your tent or canopy, a cooler full of food and drinks, and come enjoy a picnic with your family. Play games or cards, toss a ball around and enjoy the beautiful (hot!) summer weather. Don't forget the sunscreen.

As stated above, the Trails Invitational is one of our biggest fundraisers. The money we make from the Invitational is used to keep membership fees low. Please support this very special event.

Swim Events

NCISC competitions are arranged by event, age group and gender, following the order of events determined by the conference. The events alternate by gender, age group, and event for a total of 84 events. A list of the current NCISC order of events can be found in Appendix A in the back of this handbook.

Swimmers should know what events they will be swimming, what numbers these events are, and the lane they will swim in. This information will be posted prior to the start of the swim meet (generally after positive check-in) or provided by coaches. This heat sheet lists the swimmers' names, event numbers, heat number and lane assignments.

It's important for the swimmer or parent to keep track of what event is in progress to avoid missing their events. Most swimmers use a black Sharpie marker to write events on an arm or hand.

If there is a bullpen, which is a lineup for the next swimmers, you must still be aware of event numbers so that you are ready to go. A bullpen official will let swimmers know when to go to the block area for your event. Event numbers are kept track on scoreboards or posted visually for swimmers as well.

After each event, see your coach to check in and share thoughts on your race.

Swim Terminologies

For a list of terms, see Appendix B.

Sportsmanship

During the meet, CHEER FOR YOUR TEAMMATES!!! Display good sportsmanship...whether you are winning or losing. Swimmers are encouraged to stay in the team area, in their swimsuit, until the end of the meet. Coaches may have to change a line-up and will need to find you. Swimmers should not leave the meet or change out of their suit without notifying their coach.

Manpower

It takes 50+ people to run a swim meet, and Trails Swim Team relies on all parents to help out at each home swim meet to make things run smoothly and efficiently. Therefore, one parent from each family will be required to work half of a home meet (about two-three hours). Each meet is divided into a “first half” and a “second half.”

As soon as the Job Signup for each meet is available, it will be posted online and sent via email for volunteers to sign up for their preferred positions. This can be found on the Meets and Events tab within the listing for the Meet (generally a pink button). A list of jobs will be shown. Click on the square for an available job that you have chosen, and provide your name and cell, save changes. Jobs are first come, first served.

If you do not sign up for a job, be prepared that one may be assigned to you. Any jobs leftover will be assigned by the Manpower chair of the board. Families will be notified prior to the meet via email what they are scheduled to do. If you have any requests or limitations, you must let the Manpower chair know before the deadline. We appreciate your understanding and cooperation. We'll do our best to support and mentor you in a new or unfamiliar situation. Please let a board member know if you are interested in a new position and would like to get experience by shadowing a more experienced volunteer. You won't gain experience without trying something new so don't be shy. The jobs that require Qualifications are in high demand so we are always thankful to anyone who steps up. For more detailed information on each position, please refer to Appendix C in this handbook

Please check in with Manpower at the beginning of every home meet to verify your job, especially if you did not sign up for one.

Does NOT Require Experience or Qualifications

- Set-up
- Timing Board Operator
- Place Judge
- Bullpen
- Timers
- Runner
- Ribbon Writer
- Announcer
- Tear-down/clean up

Requires Experience or Qualifications:

- Referee
- Starter
- Stroke and Turn Judge
- Computer Operator

Tracking Hours

If you cannot work your assigned position at a swim meet for any reason, you are responsible for contacting an alternate. Please notify Manpower if you get an alternate for your assigned position or if you take on someone else's position, so the hours worked can be tracked.

Intrasquad

There will be an Intrasquad meet at the beginning of the season so that all families can learn the meet process. This is a great opportunity to learn a position you are interested in.

Fundraising

The Trails Swim Team is a Not-For-Profit organization. Trails would not exist without our ability to raise funds. As previously stated, the Trails Invitational is our biggest fundraiser, but below are some of the other ways we raise funds for the Trails Swim Team. Please support our fundraising efforts so we can have a successful swim season.

We are always looking for ideas, please contact the Vice President at vicepresident@trailsswimteam.org for more information or to offer suggestions.

Apparel

Spirit wear and team suits are available throughout the season with a small donation going to the team with each purchase. Links to the season's apparel is available online. Caps are ordered once at the beginning of the season.

Bag Tags/Swag

Bag tags and other swag are available for purchase throughout the season at the concessions or at an online store if available. Make requests at concessions if there is something you would like to see.

Dinner Night Out

Several local restaurants will be hosting "Trails Dinner Night Out." Simply having dinner at a certain restaurant on a certain day (or during certain hours) can raise funds for Trails Swim Team. Dates and locations can be found on our web site. Popular past locations have included Culver's and Chipotle.

Meet Concessions

The concession stand at the pool is open during our home meets, and items purchased do benefit the team. Trails Swim Team gets 50% or more of the profits from these sales.

Paint & Play or Urban Air

Raffle Baskets

The Invitational features dozens of baskets that are raffled with tickets during the day long meet.

Yearbook

Each year the team organizes a yearbook featuring candid photos from parents, as well as swimmer personal bests and meet results for purchase after the conclusion of the season.

Social Activities

Trails is fun for the whole family! We are always welcome to new ways of keeping families connected and helping the kids enjoy the team, in and out of season. Contact the Social chair with ideas at social@trailsswimteam.org.

IntraSquad Meet

Our IntraSquad Meet is a great way to meet new and returning swimmers and families.

Picture Day

Team picture day is a Friday of no practice. Individual and team pictures are taken. You are not obligated to purchase a picture. Also available will be individual pictures. Following pictures, we have a team social tie-dye and fun swim at the pool in lieu of practice.

Fun Fridays

Each Friday features a different fun activity. Some of them include Crazy hair day (during dryland), Layer your suits (drag technique), Crazy socks (drag technique), Super hero day (dress up), Fun swim, Tie-dye, Picture day, Freezy pops, spirit days (posters/banners/thank you signs), Breakfast and ice cream sundaes.

Build Your Own Sundae

Ice cream for all swimmers age 12 and under with all the toppings they can think of! This is held in July after swim practice. All families of this age group are asked to bring toppings.

Breakfast Poolside

Breakfast is served for the 13 and up age group. One week prior to conference this age group has some pretty intense workouts. Their reward at the end is a hot breakfast on deck. All families of this age group are asked to contribute.

Pasta Night

One evening before a meet, the team gets together by the pool for a potluck pasta night and social. Bring your folding chairs and swim suit. The kids often go for a swim afterward (open swim fees apply).

Swim Team Awards Banquet

We cap off the season with a Swim Team Banquet that is held at a local banquet hall. Every swimmer gets a trophy. There are also special awards including Swimmer's Choice, Most Improved, Spirit Awards and Best Effort that are given out at this time, and our conference champions and record breakers are recognized. Hell week participants also receive their t-shirts. It's a great way to celebrate a successful swim season! Always held on the Sunday after the conference championship.

Magic Waters

This water park in Rockford is a great family outing, and Trails gets a special group rate discount. Always held on the Monday after the conference championship.

Registration/Refund Policy

Registration Policy

The Trails Swim Team registration process allows for Early (mid-February to mid-March), Open, and Late Registration.

Registration is first come, first served. Payment is required via mail to ensure a spot and must be received before the deadline to qualify for the Early discount. Due to pool and meet restrictions, we can only accept a certain number of swimmers per age group. Provided there is space available, Late Registrations will also be taken and will be based on availability.

SEND REGISTRATION CHECKS TO:

Trails Swim Team

PO Box 7752

Algonquin, IL 60102

Waitlist

Names of swimmers will be taken by gender and age group and put on a waitlist for Age Groups that are at maximum size. Swimmers will be put on the waitlist in the order they arrive at Open Registration. Swimmers on the waitlist who do not make the team ARE NOT carried over to the following year; they must again attend open registration.

Hardship cases

Hardship cases will be considered on an individual basis.

Refund Policy

Swimmers who withdraw from the team may be eligible for a partial refund of the Membership Fee. There is no refund of the \$40/family Registration Fee. Refunds must be requested in writing (paper or email) and sent to the Membership Coordinator.

Refund amount if requested before:

- First day of practice: 50% of Membership Fee
- Trails Invitational: 25% of Membership Fee

Appendix A

NCISC Order of Events

GIRLS	EVENTS	BOYS
1	Open 200 yard Freestyle	2
3	8 & under 100 yard Medley Relay	4
5	9-10 200 yard Medley Relay	6
7	11-12 200 yard Medley Relay	8
9	13-14 200 yard Medley Relay	10
11	15 & up 200 yard Medley Relay	12
13	9-10 100 yard Individual Medley	14
15	11-12 100 yard Individual Medley	16
17	13-14 200 yard Individual Medley	18
19	15 & up 200 yard Individual Medley	20
21	6 & under 25 yard Freestyle	22
23	8 & under 25 yard Freestyle	24
25	9-10 50 yard Freestyle	26
27	11-12 50 yard Freestyle	28
29	13-14 50 yard Freestyle	30
31	15 & up 50 yard Freestyle	32
33	8 & under 25 yard Butterfly	34
35	9-10 50 yard Butterfly	36
37	11-12 50 yard Butterfly	38
39	13-14 100 yard Butterfly	40
41	15 & up 100 yard Butterfly	42
43	8 & under 50 yard Freestyle	44
45	9-10 100 yard Freestyle	46
47	11-12 100 yard Freestyle	48
49	13-14 100 yard Freestyle	50
51	15 & up 100 yard Freestyle	52
53	6 & under 25 yard Backstroke	54
55	8 & under 25 yard Backstroke	56
57	9-10 50 yard Backstroke	58
59	11-12 50 yard Backstroke	60
61	13-14 100 yard Backstroke	62
63	15 & up 100 yard Backstroke	64
65	8 & under 25 yard Breaststroke	66
67	9-10 50 yard Breaststroke	68
69	11-12 50 yard Breaststroke	70
71	13-14 100 yard Breaststroke	72
73	15 & up 100 yard Breaststroke	74
75	8 & under 100 yard Freestyle Relay	76
77	9-10 200 yard Freestyle Relay	78
79	11-12 200 yard Freestyle Relay	80
81	13-14 200 yard Freestyle Relay	82
83	15 & up 200 yard Freestyle Relay	84

Appendix B

A Swimmer's Vocabulary

“My daughter DQ'd her IM at the dual!”

Huh? If you are new to the world of swimming, it may sometimes seem like people are speaking a different language. Don't worry, the following list of a “swimmer's vocabulary” should help you out. Remember, the Board Members are always there to help, so just ask. We know how you feel, we were once in your shoes.

Backstroke: Backstroke is one of the four swim strokes, swam face up. The head is back, the back is arched, and a flutter kick is used while the arms alternate (one then the other). Swimmers cannot roll past 90 degrees from their back as they stroke and cannot roll onto their sides or stomach when approaching the finish wall. Many younger swimmers have a tendency to do this to see how close they are to the wall. They will be taught to count the number of strokes they need to take after they pass under the flags hanging across the pool.

Breaststroke: Breaststroke is one of the four swim strokes in which a person lies face down in the water and extends the arms in front of the head, then sweeps them both back laterally and simultaneously under the surface of the water while performing a frog kick, or whip kick. The two hands must touch on the turn and finish level and simultaneously.

Bullpen: The bullpen is a place where swimmers line up prior to their event. Normally, swimmers are called to the bullpen a few events before their event number. At the Trails home pool in Algonquin, numbers are posted by the bullpen telling swimmers when they should report for their event. The bullpen is especially helpful for younger swimmers so we know where they are, and they know what they are doing!

Butterfly: Butterfly is one of the four swim strokes, in which the arms are thrown forward together out of the water while the feet kick up and down using the dolphin kick (the feet and knees are together on the kick). The two hands must touch on the turn and finish level and simultaneously.

DQ/Disqualify: When a swimmer “DQ's” it means that at some point during their event they performed an error and have been disqualified from the event. The swimmer will not “place” in the event and no points or awards are earned. If one swimmer on a relay team DQ's, it eliminates the whole relay team. The most common errors swimmers get disqualified for include improper stroke, improper turn, and improper start. Look for the officials in white at the end of the lane your child is swimming in—if their hand goes up, you can bet your swimmer probably just “DQ'd”. The judge or the coach will tell the swimmer why they were DQ'd so the swimmer will know what they need to work on to improve.

Dual Meet: A dual meet is a swim meet where there are two teams competing. Our dual meets are scheduled on weekday evenings and will be swum against another team in our conference, either at our home pool or away at their pool.

Exhibition Swim: If there are lanes open in an event, by agreement of the coaches, a swimmer, regardless of age or gender, can fill a lane as an exhibition swimmer. They do not score points for the team, but the swimmer may get personal best, and more importantly, he/she will get a time for that event. It is also good practice for the swimmer.

Flip Turn: A flip turn is mainly used during the freestyle stroke to quickly reverse directions at the end of the

pool. In backstroke it is a different technique and needs to be learned correctly in order to avoid a DQ. The goal of the flip turn and pushing off from the wall is to transfer the energy and momentum the swimmer has built up in one direction so both get refocused in the opposite direction. If done correctly, doing a flip turn can help a swimmer take seconds off their time.

Freestyle: Freestyle is the most common of the four swim strokes, also considered the front crawl with the flutter kick, but any stroke is legal as long as you do not touch the bottom of the pool or lane lines in to propel yourself forward and do touch the walls on turns. This style is generally the fastest.

Free Relay: A Free Relay event consists of a team of 4 swimmers, each swimming one quarter of the total distance. All swimmers swim freestyle.

Heat: When there are more swimmers for an event than there are lanes in the pool, there are multiple “heats” for the event. The order of finish is determined by the total number of swimmers. A swimmer can win their heat and still not place overall in the event. , however, some meets do have heat winners to recognize the accomplishment of being first in your heat. This format is used primarily at Invitational and Championship meets.

Heat Sheet: There will be a heat sheet printed and posted prior to the start of the swim meet (after positive check in closes) that lists the swimmers’ names, event numbers, heat number and lane assignments. It is imperative that you find the sheet and write down your swimmer’s event information.

Hell Week. Perfectly timed to peak performance before the conference championship, hell week is when coaches particularly ramp up practice and challenge the 13 & up swimmers. Swimmers who attend every practice and skill practice, including dryland, during this week will receive a hell week t-shirt at the end of the season.

IM/Individual Medley: An Individual Medley event consists of one individual swimming all four strokes. The strokes have to be swum in a specific order, which is: Butterfly, Backstroke, Breaststroke, Freestyle. This order is different than the Medley Relay! The best way to remember the stroke order for an IM is to think that the swimmer should swim the most strenuous stroke, Butterfly, first while they have the energy, then the rest of the strokes are in alphabetical order.

Invitational: An invitational is a swim meet where several teams compete against each other. Invitationals are longer meets with several teams participating.

Manpower: The term used for the people needed to run a swim meet. There are lots of things that need to happen to host a swim meet, and everyone needs to do their part. We rely on parents to “work” at each home swim meet to help make the meet run smoothly and efficiently. Some jobs include timers, runners and working in the bullpen to help the swimmers line up for their events. See the “Swim Meets” section of this guide for more information on Manpower.

Medley Relay: A Medley Relay event consists of a team of 4 swimmers, each swimming a specific stroke for one quarter of the total distance. The first swimmer swims backstroke, the second breaststroke, the third butterfly and the fourth swims freestyle. The best way to remember the order is to put them in alphabetical order.

Personal Best: The fastest time a swimmer has personally achieved in an individual event. “Personal best” ribbons are given to swimmers who achieve a personal best time.

Place: The term used to determine the order in which swimmers finish their race. In dual meets, swimmers who place first, second or third will receive a ribbon. In the Conference meet and the Trails Invitational a swimmer will be awarded if they place 1st through 12th. Relays get only 1st through 3rd place at Conference and the Trails Invitational.

Positive Check-in: Some large meets may require all swimmers to check-in prior to the meet. This is designed to prevent empty lanes from missing swimmers and allow speeding up of the meet. Check-in usually closes 15 minutes after the start of warm-ups. If you do not check-in, you will be scratched (eliminated) from the meet. Coaches will inform the swimmers if a meet requires positive check-in.

Scratch: To be removed from a meet.

Taper: The week before conference, coaches slowly reduce the amount of effort required to complete practice, in order to reserve energy for an optimal performance.

Two Hand Touch: The two hand touch is the touch that needs to be used at the wall for both the breaststroke and the butterfly. Both hands need to touch the wall on the turn and at the finish.

Appendix C

Manpower

Set-up & Tear-down: These “behind the scenes” jobs are some of the most important jobs. Without proper and timely set-up, the swim meet cannot run smoothly. There is a lot of equipment that needs to be set up for a swim meet, and it is imperative that we have the manpower to get it done. Tear-down is equally important; everything we set up must be put away after the meet as well.

Referee: The Referee is the chief official for each swim meet. He is responsible for the conduct of the meet and is the final authority on the interpretation and enforcement of all swimming rules. He will use a whistle that will signal the swimmers to get into position for the start of the race. When the Referee sees that all the swimmers are ready, he then turns the swimmers over to the Starter.

Note: A Referee must be a certified official.

Starter: The Starter is responsible for ensuring that all swimmers are given a fair and equitable start. The Starter will announce the event, then instruct the swimmers to “take your mark”. After all swimmers are ready and still, the starter will start the race using an electronic starting system. This system consists of a public address system, a horn, and a strobe light. A race can be recalled for a false start (ages 6 and under only) or for a safety reason. This is done using a recall signal on the starting system (you’ll know it when you hear it!). Note: A Starter must be a certified official.

Stroke and Turn Judges: Once the race has started, the Stroke and Turn Judges are responsible for ensuring that all swimmers obey all the rules for the stroke that they are swimming. These people are typically at the ends of the pool. If a Stroke and Turn Judge sees a violation of the rules, he/she raises a hand to signify that an infraction has occurred. A Disqualification (DQ) is then recorded on that swimmer. If there is a “DQ” on one person in a relay, it eliminates the whole relay team. The meet Referee is the only person that can overturn a “DQ” based on rule interpretation or procedure deviation.

Note: Stroke and Turn Judges must attend a training. No experience or cost involved in being an official and we are in need of officials for our team.

Computer Operator: The computer operator works with the coaches and a representative from the competing team(s) to enter swimmers into the events they will swim in a meet. During a meet, the computer operator verifies information is received from the timing board and that DQs are properly recorded, makes sure that all times are recorded correctly, and records and prints labels for the Ribbon Writer. This is a great job to shadow to learn more.

Timing Board Operator: During a swim meet, automated timing equipment is used to determine which swimmer placed first, second, third, etc. in an event based on the button pushes of the Timers. Times are recorded and the board is cleared and set up for the next event. This is a great job to shadow to learn more.

Place Judge: At the finish end of each race this person determines the order of finish per heat and records that order. It is then combined with the computer table to verify that the correct person is awarded the points for their finish place. This is a backup system in case the timing board has an error.

Bullpen: A person who works in the bullpen has a list of events with heat and lane assignments. This person needs to check in the swimmers and line them up according to event number, heat number and lane number. The swimmers are then taken by event order to the starting area.

Timers: The timers are the most important people to every swimmer. They are the people who are first to give a swimmer their race time. Being a timer is a good entry-level position for new parents to help out. If you can start and stop a stopwatch, you can be a timer. The timer uses both a stopwatch and a push-button connected to the automated timing system. We provide the watch and training before each meet begins. There are two timers per lane and all times are recorded. A Head Timer is available with a spare watch in case a Timer misses a start or their watch malfunctions. Being a timer is a great way to be right there in the action and see your child swim!

Runner: A runner is a person who collects cards from the Timers, Place Judge, and Officials at the end of every race and turns them into the scorer's table.

Ribbon Writer: A ribbon writer is in charge of obtaining "labels" printed at the scorer's table. These labels contain the swimmer's names that "placed" in each event. Labels need to be applied to the corresponding place ribbon and filed in the mailboxes under the swimmer's last name.

Announcer: This person will use the PA system to announce what events are coming up, what events are swimming and the swimmer's name and team name.

Concessions: Each home meet we run a concessions stand to provide nourishment for swimmers and families, as well as some swag. This is a great fundraiser for the team and we need people to staff the booth.