

# GREAT SWIMMING

Greater Rapid City Ellsworth Area Team  
Parents Handbook



## Introduction

The Greater Rapid City Ellsworth Area Team (GREAT) Swimming Club is a parent owned team. The team was established to promote and develop swimming for the benefit of swimmers at all ages and all abilities. We are a 501 (c) (3) Non-Profit Organization, parent-based instructional and competitive swim club.

The GREAT Swimming team is managed by a Board of Directors, with input from the parents and the swim coaches.

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## Swim Seasons

### The GREAT Swimming team participates in two swim seasons:

- 1- Winter (short course – 25 yard pool) The winter short course season begins in September and ends with the State Swim Meet, which concludes the first weekend in March.
- 2- Summer (long course – 50 meter pool). The summer season begins in April and ends with the State Swim Meet, which concludes the week prior to the Central Zone Meet, usually last weekend of July or the first weekend of August.

Currently both the Winter and Summer seasons practice at the Rapid City Swim Center pool (125 Waterloo St). For the summer season, we typically start in the outdoor pool after Memorial Day weekend. Athletes can elect to swim the winter season, the summer season or both seasons. It is not mandatory to swim in both seasons, nor is it a requirement to compete at swim meets.

## Team Communications

### Team Unify

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

<https://www.teamunify.com/Home.jsp?team=sdgrce>

***The primary source of communications will be through emails via Team Unify.*** All-important communication regarding swim meets, change in practice times or practice cancellations, and upcoming events are communicated via email from Team Unify. Please note, Team Unify emails may look like “spam”, but it is not. So please be on the lookout for these emails.

**Texting:** Please fill out Team Unify information asap to provide an updated mobile phone number and your mobile phone carrier for messaging or receiving texted communication from Team Unify.

**Blue & White File Box:** Each swimmer will have a folder in the file box which will contain non-email correspondence and their ribbons from swim meets. This box is located on the west end of the deck at the deep end of the pool. Please have your child periodically check their folder.

**On Deck:** On Deck is a mobile phone app for Team Unify. It will show all your swimmer’s profile data, account balance, guardian, and medical information. You can access Event & Meet Entries, Meet results, News and other helpful links and tools.

**Meet Mobile:** Another app for mobile devices that allows you to look up your swimmer’s results from swim meets.

**Parent Meetings:** These meetings are an essential vehicle for communicating the plans of the season, the direction and goals for the team, and the constant re-evaluation of the program. It is also an opportunity to answer questions.

## Swim Center ID Card

Your swimmer is required to have a Swim Center ID Card and to check in for each GREAT team’s practice. If you use the pool for other than GREAT Swimming, then you must purchase a separate pool pass. Please ensure when they scan their ID for swim practice that it is being applied to GREAT Swim and that they are not deducting from your normal Swim Center paid pool pass for open swim.

## GREAT Swim Groups

For new swimmers wanting to try GREAT Swim Team and be evaluated, the first 2 weeks are free. If you choose to join GREAT Swim Team, the evaluation of your child's swimming abilities will place them into one of the designated swimming groups on the team. **The minimum requirement** to join swim team is to be able to swim 1 length of freestyle and 1 length of back stroke.

**Practice times vary based on season and group.**

**+Approximate fees.** Fees are based on expenses and swimmer numbers.

1. **Shark Pups**: This is our lowest level group where swimmers learn to work on all their strokes but mainly focus on freestyle and backstroke.  
**Ages:** 4-10    **Recommendation:** 2 times a week  
**Monthly fee:** \$40.00 per month +.
2. **Thresher Sharks and Reef Sharks**: This group is for the first-time competitive swimmers. They learn all four strokes and the turns associated with them. They also learn about racing starts, stroke techniques and the proper use of equipment. These groups are a mixture of non-competitive and competitive swimmers.  
**Ages:** 5-12.    **Recommendation:** 2-5 times a week.  
**Monthly Fee:** \$45.00 per month +.
3. **Bull Sharks**: This group knows all their starts, strokes and turns and works mainly on improving technique. We also introduce more drills and endurance for swim meets.  
**Ages:** 7-15    **Recommendation:** 3-5 times a week.  
**Monthly Fee:** \$50.00 per month +.
4. **Tiger Sharks, Hammerhead and Silver Tip Sharks**: This groups works on developing endurance and stroke techniques. We also introduce goal setting, practice/meet performance evaluation, and focus mainly on state and regional meets.  
**Ages:** 10-16    **Recommendation:** 4-5 times a week.  
**Monthly Fee:** \$60.00 per month +.
5. **GREAT WHITE Sharks**: This is our top group that all the other groups use as role models. Here swimmers continue to refine their strokes and endurance. Goal setting and practice/meet evaluation plays a key role in the swimmer's advancement. Also, this group focuses mainly on regional and national meets  
**Ages:** 10-19    **Recommendation:** 5-8 times a week  
**Monthly Fee:** \$70.00 per month+.

## Ways to Pay the Membership & Fundraising fees

There are 3 different ways to pay your swimmer's fees. The fees are due by the 10<sup>th</sup> of the month. The fees are only paid during the months that you swim.

- 1- Team Unify – you can set up an automatic withdrawal from your checking account. Please know there will be no email prior to its' deduction.
- 2- Team Unify – credit card – There is currently an additional \$3 charge per transaction
- 3- Personal Check – You can pay your monthly fees via personal check written out to GREAT Swimming. They can be mailed to: P O Box 3755, Rapid City, SD 57709. **OR**, you can put your personal check into the blue & white file box on the west deck at the deep end of the pool. Please place your check in a payment envelope and fill out the front section of the envelope.

DUES \$ \_\_\_\_\_       Fundraising \$ \_\_\_\_\_  
 USA Swimming Dues \$ \_\_\_\_\_       Equipment \$ \_\_\_\_\_  
 Meet Fees \$ \_\_\_\_\_       Coaches Travel \$ \_\_\_\_\_  
 Check       Cash      Receipt # \_\_\_\_\_  
 NAME: \_\_\_\_\_      DATE: \_\_\_\_\_  
PLEASE PRINT

## Monthly Fees and Fundraisers

The club's philosophy is to keep the fees as low as possible to allow as many athletes as possible to swim. Some of the costs the GREAT Swim Team faces monthly are pool rental and employee payment (Coaches), equipment, etc... The current fee structure is based on monthly dues (determined on projected swimmer numbers) and fundraising. The GREAT Swim Team Board of Directors will set a budget each fiscal year based off a certain number of swimmers. Once the budget is set, a set amount will be announced as to what will be needed to meet our expenses.

**\*Each swimmer is required to pay a regular monthly fee + additional Fundraising Fee.**

### Example of Monthly Fees for the 2017-18 Swim Season:

Shark Pups:	\$40.00
Thresher Sharks and Reef Sharks:	\$45.00
Bull Sharks:	\$50.00
Tiger Sharks:	\$60.00
Hammerhead:	\$60.00
Silver Tip Sharks:	\$60.00
Great White Sharks:	\$70.00

**\*Monthly fee is subject to change based off set budget each fiscal year.**

**\*All Swimmers' families are charged a monthly fundraising fee on top of the monthly fees above.**

## Individual Fundraising Requirements

- 1- Families who choose to pay the Fundraising Fee themselves:
  - **1 Swimmer family needs to raise \$240 per year or \$24 per month**
  - **2 or more Swimmers in the same family needs to raise a total of \$360 per year or \$36 per month**
  - Each month you will be charged the required Fundraising Fee. If you have a balance carrying forward, it will subtract off of it and charge the remainder or continue to carry a balance.
  - At the start of the next Swim Season, the individual fundraising fee starts over and needs to be raised or paid individually.
  
- 2- Business Sponsorship (T-Shirt/Banner)
  - Families can ask a business to sponsor for various amounts to help waive their fundraising fee. For example,
  - \$100, \$250, \$400 or more- donations would get the Company Logo on the back of the Annual Team T-Shirts and on the Team Banner. The more money they donate the larger the Logo on the banner and T-shirt.
  
- 3- Safeway Cards – good at Safeway Grocery Stores and Safeway Gas Station
  - Obtain your Safeway card from Coach Duncan.
  - The Safeway cards are pre-loaded with \$10. Your swimmer's account will be billed for the \$10. You can then "load" or add more money on to the card in preparation for shopping or gas pumping. You can buy more than one card for other family members and have it apply to your swimmer's account. The card will have an ID number associated with your swimmer(s). The Safeway card cannot be used for the other store gift cards (i.e. Amazon, Olive Garden etc...).
  - **Five percent of the total amount of money put on your Safeway gift card will be credited to your Safeway card as an Individual Fundraising activity.**
  - Additional Information: Safeway sends the team the funds once GREAT Swim has accumulated \$5,000 in spending.
  
- 4- Swim-a-thon – Swimmers get people to donate a flat amount or per lap they swim. Each swimmer has two hours to swim/kick 200 lengths of the pool (25 yds). Money collected goes the swimmer's family's fundraising amount (\$240/\$360).
  
- 5- Other New Fundraising – Coffee, stick on tattoos, or bring your ideas to the GREAT Board of Directors.

Here is a current EXAMPLE of how the Safeway Cards can work for a swimmer:

Monthly regular fee for *Shark Pup* = **\$40.00**  
Individual Fundraising fee = **\$24** per month  
Total is **\$64.00** per month due for that child.

If your family puts \$500 per month on the Safeway gift card it will equal \$25 of Individual Fundraising credited for your swimmer for that month. This will cover the \$24 for that month of the fundraising fee.

The balance of your Safeway spending (\$25 credit - \$24 due = \$1) remains associated with your Fundraiser account and continues to accumulate until the end of the year. At the end of the year (August), all amounts are zeroed out and the funds remaining are allocated to the GREAT Swim team to use in their budget.

Additional Information: Safeway sends the team the funds once GREAT Swim spending threshold is met.

## **Team Fundraising Activities:**

### **\*Money raised is credited for the team, not to individuals**

1- Pizza Ranch

Once or Twice per year, swimmers 12 years and older “bus tables” to earn tips. A portion of the sales and tips go to the team.

3- Swim Outlet – [www.swimoutlet.com/greatswim](http://www.swimoutlet.com/greatswim)

When you use [www.swimoutlet.com/greatswim](http://www.swimoutlet.com/greatswim) to purchase swim wear or swim gear, a portion of the sales go to the team.

4- T-Shirt Sales

After paying for the T-shirt and printing fee, the remaining profit goes to the team.

5- [www.iGive.com](http://www.iGive.com)

A certain designated percent of your purchase (through other websites and stores) will go toward GREAT Swim Team.

6- Amazon.com <http://smile.amazon.com/ch/45-2891430>

When you shop on Amazon.com make sure to log on to the above like and GREAT Swimming will get 5% of your purchase. Always look for “Amazon Smile” to the left and “Supporting Greater Rapid City Area Team Swimming” under the Search Window.

## **USA Swimming (USAS) Dues**

An annual USA Swimming membership is required. This is required even if your swimmer does not compete at swim meets. The USA Swimming membership fee is \$61.00 (2017 year) a year and is due in December. A membership form for the USA Swimming membership will be provided for you to fill out.

### **2017 REGISTRATION FEE**

Sept. 1, 2016 through Dec. 31, 2017

USA Swimming Fee \$56.00

Local Swim Committee (LSC) Fee \$5.00

**TOTAL DUE \$61.00**

What is USA Swimming and why do I have to join? U.S.A. Swimming is the National governing body for the sport of swimming in this country. It gets its authority from the United States Olympic Committee. U.S.A. Swimming is in charge of the National team program for this country and also the grass roots development of the sport of swimming. All members of all U.S.A. Swimming Clubs must be members of U.S.A. Swimming to protect the integrity of the competitions and the rules that govern our sport. With this membership the clubs, the athletes, the officials and coaches all get medical and liability insurance protection while participating in the sport.

An excellent reference for answering questions:

<https://www.usaswimming.org>

## **Swim Meets Schedule and Fees**

South Dakota Swimming, Inc. <http://www.sdswimming.org> is the Local Swim Committee (LSC) sanctioned by the USA Swimming Federation to administer amateur swimming in South Dakota. The LSC will approve the swim meet schedule. The swim meets will be listed in Team Unify.

**Registration for Swim Meets:** Swim Meet information will be emailed to you through Team Unify to remind you to go to the Team Unify website for electing if you will attend or not. You will need to log into your Team Unify account and **accept** or **decline** if your child will swim at each swim meet. If you accept the meet, you will have the ability to select the specific events for your swimmer. Always feel free to ask the coaches what they think or put in a note "Coach select events".

If this is the first time your swimmer has swam the event, instead of a time being listed, you will see NT. NT means "no time".

If you see a DQ next to your swimmer's name on the results, this means a previous swim was "disqualified". Disqualifications (DQs) means their swim violated USA Swimming rule(s). We want to treat all DQs to be learning situations not to be punishable offense.

There are additional links to the specific swim meet information through Team Unify. The event schedule, location, cost, etc. are all included in the meet information. All swim meets and information can be found on Team Unify.

Please note- **Swim Meet entries are usually due one to two weeks in advance of the meet.**

Parents/guardians are responsible for their own hotel arrangements for away meets and for transportation to/from the meets.

### **Swim Meet Fees**

The fees to enter a swim meet are set by the swim team that is hosting the swim meet. This is an EXAMPLE of fees charged at a swim meet:

Fees: \$3.00 for each SD Head Tax per swimmer  
\$3.00 per individual event  
\$5.00 per relay event  
\$5.00 per swimmer facility fee

To cover travel expenses for our coach(es), an additional \$20.00 travel fee per family per meet will also be charged. The fee is also paid if the meets are in Rapid City.

The relays are determined by the coach. Great Swimming pays for the relay events. If you do not want your child to swim on a relay team, please add this to the notes when you accept/decline each meet.

### **In summary, dues that are applied to your swimmer include:**

Monthly group fee

Fundraising fee

USA Swimming yearly dues (annual fee)

Swim meet fees – for entries, facility & travel fee per swim meet (only if the child attends the meet)

Other fees – equipment, T-Shirts, etc...



## Coaching Responsibilities & Expectations

Head Coach: Duncan Olney  
(605) 484-3264  
[greatswimming@rap.midco.net](mailto:greatswimming@rap.midco.net)

Assistant Coach: Liz Willis  
(605) 381-0183  
[willisliz@hotmail.com](mailto:willisliz@hotmail.com)

The coaches' job is to supervise the entire competitive swim program. The GREAT Swimming team coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself--"to be the best you can be." Therefore, the coaches must be in total control in matters affecting training and competition.

- The coaches are responsible for placing swimmers in practice groups. This is based on the age and ability level of each individual swimmer. When it is in the best interest of a swimmer, he/she will be placed in a more/less challenging training group by the coach.
- Each group's practices are based on sound scientific principles and are geared to the specific goals of that group. Sole responsibility for stroke instruction and the training regimen rests with the GREAT Swimming team coaching staff.
- The coaching staff will make the final decision concerning which meets GREAT Swimming team swimmers may attend. The coaching staff also makes the final decision which events a swimmer is entered in. GREAT Swimming wants the swim meet to be a challenging experience, but also a positive experience.
- At meets, the coaching staff will conduct and supervise warm-up procedures for the team. Before and after each race, the coaches will offer constructive criticism regarding the swimmer's performance. (It is the parent's job to offer love and understanding regardless of their youngster's performance). Coaches may want a swimmer to do certain things during their races(s) and winning may not be the primary concern at that meet.
- The building of a relay team is the sole responsibility of the coaching staff.

## **Swimmer Expectations, Attendance & Conduct**

Membership in any successful organization requires swimmers must adhere to certain rules and behavior guidelines. Our policies are intended to guide the organization and ensure its continued success. Violation of these policies will be addressed immediately when the situation reflects poorly upon, or is detrimental to the interests and successful operation of the GREAT Swim team.

- At all GREAT Swim team functions, whether it's practice, meets or other team sponsored activities, will display proper respect and good sportsmanship towards all coaches, officials, fellow teammates, competitors and the public.
- Control their temper always and help others do the same.
- Do their best to continue to improve their skills and increase their knowledge of swimming.
- Do not argue with coaches or officials.
- Represent themselves, the team, their family and community with honor and dignity.
- Do not use profanity or any language interpreted to be degrading.
- Do not abuse any drugs or substances. **SWIMMERS MAY NOT CONSUME ALCOHOL, DRUGS, OR TOBACCO AT ANY TIME.**
- Win with honor and lose with dignity and decorum.

## **Parent Responsibilities & Expectations**

A parent's primary responsibility is to support their child. The second responsibility is to support the Team. To have a successful Program, there must be understanding and cooperation among parents, swimmers and coaches. The progress of your child and the team depends on this triangular relationship.

It is a parent's responsibility to let the coaches coach. Parents who interfere with opinions as to how their swimmer should swim or train may cause considerable confusion as to whom the swimmer should listen to.

The growth and success of GREAT Swimming team is directly attributed to the participation and volunteerism of GREAT Swimming parents. You may be asked to help with Timing at Swim meets that your swimmer participates in.

Parents are highly encouraged to attend all parent meetings as these meetings determine the course of our swim team.

## **Attending Swim Meets**

Swim meets are a great family experience. They are a place where the whole family can spend time together. Below are some general tips and instructions for attending swim meets.

Some swim meets will be set up as “split session”. This means the meet is split between age groups. The younger kids, usually 12 & Under swim in the morning and the 13 & over kids swim in the afternoon, or vice versa.

### **The difference between a PSYCH SHEET AND A SWIM MEET PROGRAM:**

Before delving into meet programs, it's important to know whether you're looking at a program or a psych(e) sheet. **A meet program will contain your heat and lane assignments. A psych sheet does NOT have heat or lane assignments.**

#### **PSYCH SHEET**

The Psych Sheet lists the swimmer's seed times and how you are seeded compared to other swimmers in a particular event. You'll usually receive a psych sheet via email directly from the coach day(s) prior to the swim meet.

Find What Place You're In:

A psych sheet will appear as a list of events with the names of swimmers and their seeded time for that event. If there are 50 swimmers entered in an event, there will be 50 people listed with information next to their names. To the left of the name is a number. If there's a 14 next to your name, then you are in 14th place going into that race. Your seed time determines your place going into the meet.

A Sneak Peek:

The other important number to pay attention to is the seed time. To the far right of the column, you'll see your time as well as the times of your competitors. Psych sheets are meant as a sneak peek into the meet. You can see how close the swimmers ahead of you are, and you can mentally prepare for racing your competition.

#### **SWIM MEET PROGRAM**

A Swim Meet program is a paper copy of the swim meet that you can purchase at the Swim Meet. You can usually purchase them at or near the concession stand. It will list each event, with heat and lane assignments. Programs can run between \$5-\$12 each.

- The program is organized by *EVENT* in the order that they occur at the meet.
- Find Your swimmer's *HEAT & LANE*:
  - When looking at a particular event, the swimmers are then arranged by heat with a designated lane.
  - Find your **swimmer's name** in the program and *HIGHLIGHT* it. Within your event, you'll see that the swimmers are broken up into smaller lists of about 6-10 swimmers. Above that short list, you'll see your heat assignment.
  - To the left of your name will be a number. This is your *LANE* assignment.
- Find Your Seed Time
  - To the right of your name is your seed time. You can compare your time to others in your heat.

Read more at: <https://www.swimoutlet.com/guides/how-to-read-a-swim-meet-program>

\*With a sharpie marker, write your swimmer's Event Number (E), Heat (H), Lane (L), and the event on their hand, arm or thigh. An example would be:

E	H	L	
4	2	3	50 back
10	7	4	100 IM
20	4	1	50 free
26	1	5	Free Relay

#### Before the Meet:

- Arrive at the meet at least 30 minutes before the scheduled warm ups. This will allow you to set up your camp, get your swimmers dressed and find the coaches. Many SD swimming venues have limited viewing and camping areas (camping chairs and blankets), so talk to experienced parents prior to the meet to get information regarding the meet location.
- Warm ups are very important and the expectation is if your child is swimming in the meet they will participate in warm ups.
- Purchase a program. The program lists the specific heats and lanes for your swimmer. Highlight your swimmer's events, lanes and heats.
- Mark/highlight your swimmer(s). With a sharpie marker, write down the event number, heat number and lane number on your swimmer's hand, arm or leg, so they know when and where to swim.
- Find the location of the GREAT Swimming coaches. Parents are often not allowed on the deck during the meets, so it will be your swimmer's responsibility to find their correct lanes. This is especially important for inexperienced and younger swimmers.
- If you have any questions please ask. The parents and the swimmers are great at helping each other.

#### During the Meet:

- Swimmers should talk to the coaches before and after each event they are swimming.
- Each event is numbered and has one or more heats. Be sure your child is camping with you, and you are paying attention to the events so your swimmer does not miss their next race.
- After each swim, swimmers should talk to the coaches and do a warm down swim (if a separate pool is available).
- Offer your child praise and encouragement. Get them dried off. Have them put a shirt, sweatshirt and/or sweatpants to keep them warm. Ask if they need something to drink, or they want a light snack.
- Depending on the size and length of the meet, there could be some long waits between events. It is good to bring books or individual games to occupy your swimmer's time at your camp between events. It is not good to let them run around the facility.

#### Items to take to the Swim Meet:

- Swim suit, goggles and swim cap. (Bring an extra one of each, if you have one. It will help eliminate stress if their goggles break etc...)
- Towels, (at least two).
- Flip flops or sandals to protect feet and help keep feet warm
- Camping chairs and a blanket to sit on. If outdoors, it would be good to have a tent or sun protection as well.
- Sweat suits and T-shirts for your swimmer.
- Games: coloring books, travel games, etc. Anything to pass the time.
- Food and drink. Most venues have concession stands, but will allow you to bring a small cooler in. Gatorade, Hi-C or fruit drinks work well. For snacks, bring veggies, granola bars, cheese, jello, pretzels, fruit, cereal or sandwiches.
- Sun block for outdoor meets.

- Parent clothing depends on the season. Winter indoor meets can get very warm. Outdoor summer meets can be any weather condition.
- Highlighters to mark the program.
- Sharpie Markers/Pens to mark the events on your child's arms/legs.

## **How to be a Timer at the Swim Meet**

Parents will be asked to be timers at the swim meets. Nearly every swim meet the team is committed to providing timers for certain lanes. There is a timer's meeting held before each session of every meet.

**Each Lane needs 2 timers.** Timers have each swimmer listed for their lane on a timing sheet.

1 Timer will run a stop watch and record stop times on the Timer's sheet.

The other Timer will run a stop watch and the "Pickle/Plunger".

There are 3 different methods obtaining the Swimmer's time:

- (1) A **Touchpad** is in each lane at the end of the pool and it records the swimmer's time. When you see the swimmer did not have a hard finish on the wall/touchpad, please indicate or write "**soft touch**" on the timing sheet. If the Touchpad fails, the timers watch and Pickle/Plunger are used to record the swim.
- (2) In addition to running a stop watch in one hand, one of the Timers will also push the button on the "**Pickle**" or "**Plunger**". This serves as an additional back up time. The Pickle/Plunger records each swimmer's time electronically. Note the Pickle/Plunger is attached to a cord. Ensure the swimmers do not trip on the cord when getting on the block or out of the water.
- (3) **Stopwatch** – Each Timer will capture the swim time with a stop watch and times will be recorded on the Timer's sheet next to the swimmer's name. At the end of each event someone designated will pick up the Timer's sheet.

Timers time and record every swim in their lane. Become familiar with the **stop watch** to know which button starts, stops and resets the watch.

Before the race, you should be sitting or standing far enough back that you do not distract the swimmer starting the race, yet you are able to see the starting official and the starting strobe light. **Start your watch off of the strobe light**, not the sound of the start. If for some reason you miss starting your stopwatch at the beginning of the race, raise your hand and get the attention of the Head Timer. The Head Timer oversees the Timers. He/She will have a back up stopwatch for you to use to time the race.

Once the race has started, know the distance the swimmer is to swim and anticipate the finish. Prior to the swimmer coming into the flags, the Timers should be standing near the pool edge to obtain a clear visual as to when the swimmer touches the wall. **Stop your watch as soon as any part of the swimmer touches the wall.**

**Timers manage swimmer traffic** in their respective lane. Have the kids line up behind the Timer's chairs. You will want to check to make sure you know who the next 2 or 3 swimmers are. Use the swimmer list on your Timer's sheet provided to ensure the right swimmer is swimming in the appropriate heat. Below are a couple of helpful short YouTube videos on how to be a Timer.

<https://www.youtube.com/watch?v=ZVFce0ZtaSk>

<https://www.youtube.com/watch?v=bdC-SUn2NvQ>

## Becoming a USA Swimming Official

<https://www.usaswimming.org/for-you/officials>

We encourage all of you to consider earning certification in a very rewarding and important volunteer position as a swimming official. To the point of 'new' members starting down this road, gaining parent officials for our younger age groups helps to balance out the overall number of officials available at any meet. Sometimes the meet is split between age groups (12 & Under AND 13 & Over) or sometimes it combines all age groups. Office staff, Timers, Coaches, and Officials are mandatory for the conduct of a sanctioned swim meet.

### **Minimum requirements:**

- 18 years or older,
- Pass a Level 2 background check every 2 years
- pass the training
- volunteer your time in support of the athletes at swim meets.

**Certification is gained in four steps, the first three of which may be pursued and completed independently.**

**Step 1: On Deck Time:** Attend the officials meeting at the next meet, sign up and participate in practical observation of the rules under instruction with a certified official. The minimum required deck time is nine (9) hours on deck during a minimum of five (5) sessions; at two (2) different meets (a deck-time record sheet is included in this announcement). The on-deck time is solely dependent on your confidence and demonstration of the ability to correctly observe and interpret the rules of swimming.

**Step 2: Testing:** USA Swimming Rules and Regulations Rulebook

Take the online, self-paced, open book test via the USAS website. This 50 question test covers all the basics of the swim rules for the four strokes, individual medley, rules for timing, relay takeoff, and general conduct of officiating. You may take the test several times without penalty until you achieve the minimum score. A copy of the USAS rules is also available on-line, free of charge!

**Step 3: Attend a Clinic:** The clinic lasts approximately 3 hours, covering all of the rules and explaining the manner in which the officiating team works together at meets. Also, during the clinic you will watch the USAS video on officiating. The clinic allows for discussion and questions that go beyond the written rules and helps to make better sense of what you have been observing under instruction.

**Step 4: Membership in USAS:** When you are ready, become a non-athlete member of USAS, and receive a shirt and nametag.

## OFFICIALS QUICK REFERENCES

- Your [Deck Pass Dashboard](#) has all the information you need on your meets worked, tests, certifications and your membership card.
- [Local Swimming Committee \(LSC\) Officials Chairs](#) - each LSC has an Officials Chair. Find contact information for your chair.
- [Athlete Protection Training](#) - officials are required to take this training every two years.
- [Background Check](#) - all non-athlete members of USA Swimming must satisfactorily complete a Level 2 background check every two years.
- [National Officials Committee](#) - current members of the National Officials Committee.
- [Rules and Regulations](#) - access the most current Rulebook. Questions regarding USA Swimming Rules and Regulations, or any of the interpretations, may be directed to the Chair of the USA Swimming Rules and Regulations Committee.
- [Officials Uniforms](#) - purchase officials attire directly from the vendor.

## GREAT Swim Team Board of Directors (BOD)

- **President, Vice President, Secretary, and Treasurer** are 1 year terms.
- **The At Large BOD** (3 members) serve a 3 year term.
- **Athlete Representative**
- The team elects (usually) a Senior swimmer to be their representative to bring kudos, concerns, and ideas to the BOD. The Athlete Representative is a non-voting member of the Board.

## GREAT Parent Volunteers

- Swim Meet Coordinator
- Social Media Coordinator
- Fundraising Coordinator