

## **New Berlin Swim Club Handbook**

The New Berlin Swim Club was founded in 1972. We have been dedicated to promoting a positive experience with competitive swimming. We strive to teach skills that are safe, healthy and fun from beginner to accomplished swimmers. NBSC focuses on individual attention, helping swimmers reach their full potential, promoting a positive and nurturing environment, instilling confidence and self-esteem and providing a rewarding and exciting experience for swimmers and their families.

### **Swim Groups**

Swimmers will be placed in a swim group based on age, ability, and the coach's assessment. Assessments are done during the tryout. Advancement from one group to another is at the discretion of the coach. Group descriptions were created to provide a basic level of understanding. Specific questions about a swimmer's placement and/or progress should be directed to their coach.

### **MUSKIE**

**Introductory swim team classes.** Beginner, Intermediate, Advanced swimmers will demonstrate various levels of skill development from group to group. Many of those skills will include water safety and body awareness in the water. While attending Red, White, or Blue sessions swimmers will transition into our competitive training groups beginning with our **Bronze** Group.

### **BRONZE PLACEMENT CRITERIA**

#### **Introduction of the four competitive strokes.**

**Ability to train** – Consistent ability to hold repeat intervals in all aspects of swimming is the primary consideration given to group change. Swimmers must consistently demonstrate the ability to handle the increased training load of the next training group.

**Attitude** – NBSC considers a swimmer's attitude to be a prime factor for success. Can he/she handle increase in stress with a positive attitude? Can the swimmer cope with adversity, or are they devastated by minor setbacks? Does the swimmer enjoy practicing, or training? If not, is more training appropriate?

**Attendance** – A prime consideration to the team is the swimmer's ability and desire to handle the amount of dedication needed to be in the next group level for a pre-determined period of time before they may be moved.

**Technique** – Swimmers must master a certain level of proficiency in the start, turn and stroke techniques taught at their current level before they move.

### **SILVER PLACEMENT CRITERIA**

**Attitude** - NBSC considers a swimmer's attitude to be a prime factor for success. Can he/she handle increases in stress with a positive attitude? Can the swimmer cope with adversity or are they devastated by minor setbacks?

**Attendance** – A prime consideration to the team is the swimmer's ability and desire to handle the amount of dedication needed to be in the next group level for a pre-determined period of time before they may be moved.

**Social Age** – The swimmer must be able to relate to their future peers in the next group. Is the swimmer socially ready to move up to the next level? This is a contributing factor but not usually the overriding one in determining a group placement.

**Technique** – Swimmers must master a certain level of proficiency in the start, turn and stroke techniques taught at their current level before they move.

**Skills – 6x50 Freestyle**

**6x50 Backstroke**

**6x50 Breaststroke**

**6x50 Butterfly**

**6x50 Kick**

- Accurately count and complete distances
- Completes all events offered in age group
- Starts in streamline position
- Ability to swim all 4 competitive strokes legally
- Count strokes
- Ability to complete a 10 minute swim
- Demonstrate proper sportsmanship
- Speak with coach before and after competitive swims
- Demonstrate proper practice etiquette (start on time, swim to wall, etc...)

**GOLD PLACEMENT CRITERIA**

**Ability to train** – Consistent ability to hold repeat intervals in all aspects of swimming is the primary consideration given to group change. Swimmers must consistently demonstrate the ability to handle the increased training load of the next training group.

- Capable of completing 10x50 Fly or Breast @ 1 :10
- Capable of completing 10x50 Back @ 1:00
- 10x50 Free @ :50
- 10x50 Kick @ 1:00

**Attitude** – NBSC considers a swimmer's attitude to be a prime factor for success. Can he/she handle increases in stress with a positive attitude? Can the swimmer cope with adversity, or are they devastated by minor setbacks? Does the swimmer enjoy practicing, or training? If not, is more training appropriate?

**Attendance** – A prime consideration to the team is the swimmer's ability and desire to handle the amount of dedication needed to be in the next group level for a pre-determined period of time before they may be moved. They will be expected to attend 4 practices/week including Saturdays.

**Social Age** – The swimmer must be able to relate to their future peers in the next group. Is the swimmer socially ready to move up to the next level? This is a contributing factor but not usually the overriding one in determining a group placement.

**Technique** – Swimmers must master a certain level of proficiency in the start, turn and stroke techniques taught at their current level before they move.

**Competition level** – Contrary to popular belief, meet performance is considered less than any of the above categories in determining a swimmer's group placement.

### **PLATINUM PLACEMENT CRITERIA**

**Ability to train** – Consistent ability to hold repeat intervals in all aspects of swimming is the primary consideration given to group change. Swimmers must consistently demonstrate the ability to handle the increased training load of the next training group.

- 20x100 Free @ 1:20
- 15x100 IM @ 1:30
- 5x200 Back, Breast, Fly @3:30
- 5x200 IM @ 3:20
- 10x100 Kick @1:50
- 15x50 Kick @ :50

**Attitude** – NBSC considers a swimmer's attitude to be a prime factor for success. Can he/she handle increases stress with a positive attitude? Can the swimmer cope with adversity, or are they devastated by minor setbacks? Does the swimmer enjoy practicing, or training? If not, is more training appropriate?

**Attendance** – A prime consideration to the team is the swimmer's ability and desire to handle the amount of dedication needed to be in the next group level for a pre-determined period of time before they may be moved. Every practice is highly recommended. Lack of attendance will be considered a lack of commitment.

**Social Age** – The swimmer must be able to relate to their future peers in the next group. Is the swimmer socially ready to move up to the next level? This is a contributing factor but not usually the overriding one in determining a group placement.

**Technique** – Swimmers must master a certain level of proficiency in the start, turn and stroke techniques taught at their current level before they move.

**Competition level** – Contrary to popular belief, meet performance is considered less than any of the above categories in determining a swimmer's group placement.

### **Coaches**

Each swim group has one to two coaches who are dedicated to that group. We strive to have a low swimmer to coach ratio in order to provide individual attention. All coaches are certified by USA Swimming and have Lifeguard certification. Coaches design practice groups for swimmers to develop based on their skill set.

*\*All swimmer placements within a group are determined by the coaching staff. Swimmers may be moved to a different group throughout the swim season, depending upon their individual progression.*

## Club Fees

There are various fees that you may incur as a member of the New Berlin Swim Club.

### Club/Registration Fees

NBSC is a non-profit organization. The funds collected through registration are used to operate the club. Club fees are charged once per session per swimmer. The amount is dependent upon the swimmer's group level. For families with multiple swimmers, there is a discount offered for the second and subsequent swimmer. NBSC also offers an Outreach Program for low-income families.

Registration fees are non-refundable and must be paid in full. If you choose a payment option, you are still required to pay for session fees in full. If an injury or medical reason prohibits your swimmer from being in the pool for an extended period of time, they may be eligible for a credit on the next session fees. The NBSC Executive Board will review only these situations and the decision is final regarding the type of credit.

### USS Registration Fee

All members of the New Berlin Swim Club must be a registered with USS (United States Swimming). This association provides general liability and secondary accident medical insurance coverage. Membership also allows swimmers to compete in USS sanctioned swim meets. Each swimmer is given a unique identification number. This fee is charged annually. If registering for the Fall/Winter session, the fee covers the remaining year and all of the next year. If you are registering for a Spring or Summer session, the seasonal membership is a reduced fee and will give you membership until the end of July. You will need to re-register in the Fall.

USS also offers an outreach program to athletes from low-income families. The purpose of this program is to provide competitive swimming opportunities to the underrepresented and economically disadvantaged youth. If you feel you may qualify for this program, please ask.

### Meet Entry Fees

Each time a swimmer enters a meet they will be charged for all events in which participation was indicated. These fees include individual events, relays, splash fee and sometimes a facility fee. Fees are due at the time of meet sign up.

**Individual Event:** Each meet has a limit per day on individual swimmer events. These events can range from \$4.00-\$6.00 per event.

**Relays:** Relays are at the discretion of the coach. These events can range from \$10.00-\$16.00 per relay. This amount is then divided up between the swimmers who were on that relay during a meet. Your account will be billed accordingly.

**Splash Fee:** A Splash Fee is a Wisconsin Swimming tax that is paid to the LSC (Local Swimming Committee). Each swimmer is required to pay this amount once per meet.

**Facility Use Fee:** Some pools in the area have a facility use fee. This fee is approved by Wisconsin Swimming. Each swimmer is required to pay this amount, if the pool/meet facility requires a fee.

## Volunteer and Fundraising Requirements

The New Berlin Swim Club's goal is to offer a high quality swim program, while keeping our costs to our members as reasonable as possible. We feel that the club offers a high level of coaching experience, ample pool time and lane space. We provide a positive challenging environment for our swimmers.

### Volunteer Requirements

NBSC currently hosts two swim meets a year. These swim meets are held during our Fall/Winter session. Both are two day meets held on a Saturday and Sunday. Each family is required to work two of the four sessions at each meet. Families can choose to work one full day (2 sessions), one session per day, or multiple family members for one session. There are many jobs that need to be filled including, timing, staging, announcing, admissions, etc. Most parents are present to watch their swimmers compete and enjoy helping at the same time.

Hosting swim meets is an important activity that gives our members an opportunity to compete, socialize and learn more about the sport of swimming hands on. It is also an important revenue source for the club.

At registration time during the Fall/Winter session you will be asked to pre-date a check for \$200.00, for each swim meet. This is to guarantee that your family will work the required sessions. If you volunteer for all your sessions your check will be shredded or voided and returned to you. If you chose not to volunteer or do not show up for your work assignment, your check will be cashed after the swim meet.

### Fundraising

NBSC offers different fundraising opportunities throughout the year to help offset fees:

**Lap-a-Pool-ooza:** This fundraiser is like a "swimathon" where swimmers ask for pledges for laps that they will swim. Donations made are tax deductible. This fundraiser benefits the club to help keep costs down. NBSC will also take a percentage of the profits and make a donation to a local charity.

**Wisconsin State Fair Corn Roast:** This fundraiser is hosted by the New Berlin Lions Club. This fundraiser takes place during the Wisconsin State Fair on the fair grounds. Transportation, admission to the fair, food and beverages are included during your volunteer hours.

**Scrip:** Scrip is a gift card fundraiser. The club purchases these gift cards at a discounted price and your swimmer's account will be credited the profit. The profit is split with the club 50/50. The more gift cards you order; the more credit your account will earn. Orders are due every other week; please see the order form for qualifying retailers. This fundraiser is available in both the Fall/Winter and Spring/Summer sessions.

## Meet Information and Sign-up

The New Berlin Swim Club is a competitive swimming program. We encourage our swimmers to participate in team scheduled meets, it is however not mandatory to do so. Please ask your swimmer's coach for assistance in selecting which meets and events are appropriate for your swimmer to participate in.

In order for NBSC to be accepted and guarantee spots for our swimmers, the club sends our reservations for every meet we select to swim. A reservation is a pre-paid amount to cover the total number of swims we expect to use at each meet. For example: we estimate to send 30 swimmers to a meet. Each swimmer is allowed to swim 4 events per day at \$4.00 per event. We would reserve 240 swims for the two-day meet and would have to send in a reservation check to the host club for \$960.00 to guarantee our spot in the meet. The reservation system is quite competitive as clubs throughout the state vie for spots in the various meets. Reservations are forecasted, because we are required to submit them prior to the start of the swim session. It is important that the actual number of swimmers who attend any given meet is close to the initial reservation number, as refunds are not given. It's a very calculated process as we don't want to come up short with the number of swim reservations either. This would limit our swimmers of events they would be allowed to swim, instead of being able to swim the meet limit. We therefore strongly encourage all swimmers to participate in as many meets as possible.

Two meet schedules are distributed yearly. A short course meet schedule for the Fall/Winter session, for meets that take place between September and March in a 25-yard pool. The other is a long course meet schedule for the Spring/Summer session, for meets that occur between April and August. The majority of these meets are held in a 50-meter pool.

### Meet Sign-Up

Meet information is posted on the NBSC website. This includes upcoming meets and when information is due. You will be able to log on to your personal account to sign up for meets. Once your meet entry is filled out please turn in payment for the meet to the club treasurer.

We allow swimmers and parents to pick which events to enter in most meets. If you are unsure as to which events to enter please ask your swimmer's coach. Coaches are knowledgeable to your swimmer, they will know when your swimmer is ready to compete, plus they are there to guide and encourage swimmers to try a new event. There is no team transportation provided to meets.

Each meet is different, in regards to cost, events and timeline. Events and cost are on the meet information sheet posted on the website. These fees are in addition to what was paid for at club registration time.

### Meets

**Timeline:** The week of the meet a timeline will be posted on the website and emailed out to families.

**Arrival and Warm-ups:** All meets will have a warm-up session prior to the meet. Warm-ups are a short practice to prepare the body for competition. Most meets are broken down into morning and afternoon sessions. Each meet is different as to when your swimmer's events will be. If your events are in the afternoon session you do not need to be at the pool until the posted warm-up time. If your events are in the morning you are not required to stay for the rest of the meet. It is a good idea to show up a few minutes early before the listed warm-up time. This will allow you to find a place to sit (always look for other NBSC families) and have your swimmer by their coach before warm-ups begin.

**Admission and Heat Sheets:** All meets will have admission and heat sheets. These fees are in addition to the meet entry fees you paid when signing up for the meet and are paid for at the time of entrance to the meet.

**Heat Sheet:** is a program/guide as to when your swimmer will be swimming. In here it will tell you what events are being swum that session, what heat and lane your swimmer will be in along with the swim time. You can purchase these at the same time as admission. Some (not all) teams will post heat sheets on their website, which can be printed for free.

**Heat:** is a group of swimmers swimming in the same event.

It is recommended that younger swimmers have events written on their arm in permanent marker at the meet. This way they will have the same information down on the pool deck (event number, heat and lane; and possibly a description of what the event is, i.e. 50 free).

**Staging:** For the younger swimmer, usually 8 years and younger, meets will have a staging area. This area is on the pool deck for the younger swimmers to go to prior to their event. Here they will be seated by event, heat and lane order. They will then be walked to the starting point for that race.

**Awards:** Awards are usually given to the top swimmers by age and gender. Awards could be ribbons, medals or trophies. At some meets swimmers will be allowed to pick up their awards at the end of their session, others will give them to the coaches at the end of the meet. Each meet is different and information regarding awards can be found in the meet information sheet.

Your swimmer will need a suit, towel and goggles (and a team swim cap if your swimmer wears one). In addition, they should have drinks and healthy snacks available to them. It is very important to stay hydrated.

## **NBSC Hosted Meets**

Every year the New Berlin Swim Club hosts a United States Swimming sanctioned swim meet(s). This is a chance for our parents to get hands on experience with the operations of a swim meet. Remember that participation in these meets are required by all NBSC families (see "volunteer requirements" section for details). There is no experience required, and all necessary training will be provided on the day of the meet.

We currently host meets at the New Berlin Eisenhower pool. This is a high quality eight lane facility that affords swimmers a better opportunity to swim fast.

Sign up selection can be done on the website for the various jobs and duties that are involved with the operation of our swim meet. The following list contains the majority of positions which need to be filled:

**Head Timer-** oversees all timers. This person will have 2 stop watches going during every race. It is the head timer's responsibility to see if someone needs a replacement watch or break. They will make sure there are 2 timers scheduled per lane. Previous timing experience preferred.

**Lane Timers-** you are considered officials of the meet. There will be 2 timers per lane. Each timer will have a stop watch, and those times are used as official back up to the computer/touch pad system. It is your responsibility to check names so the correct swimmer is in the pool when scheduled.

**Awards-** NBSC awards medals and ribbons at our meets. Stickers are printed which need to be placed on the award and placed in a carton for each team participating in the meet. Awards and then mailed to teams.

**Announcing-** This person will announce the event, heat and swimmers name for each race, they will use a PA system. They are also responsible for other announcements during the meet.

**Runner-** This person will pick up timer sheets when an event is over and take them to the scoring table.

**8+Under Staging-** This person(s) will be responsible for coordinating the 8+Under swimmers. This includes seating them in order at the staging area and walking them to the starting point of their race.

**Hy-tek Computer Operations and Colorado System Operator-** both work operating a timing system that is connected to the touch pads in each lane. The times from the touch pads are official. They will work closely with the Starting Judge. Event results and award stickers are printed from this system. Previous knowledge of the system is preferred, but we are also willing to train.

**Admissions-** This person(s) will collect money for entrance and heat sheets for the meet.

**Gym/Locker Room/Hallway Monitors-** One male and one female are needed for this position. It will be your responsibility to check locker rooms, auxiliary gym and hallways for appropriate behavior. It will also be your responsibility to make sure hallways are clear, as there is no lounging between the pool and gym area.

Your help is greatly appreciated. We have a reputation of running a great swim meet, and it is only with your assistance that we can continue this standard.

## **Team Attire and Club Store**

The New Berlin Swim Club has an official team swim cap. Other items such as warm-ups, clothing and backpacks can also be purchased throughout the swim session. It is not required that members purchase team items, but is strongly recommended to promote team pride and unity.

Our club store, through Elsmore Swim Shop, will always have available backpacks, warm-ups, swimsuits and equipment. The following is a list of the equipment required for each swimmer by group:

### **Bronze**

Fins with longer blade  
Kickboard (optional)

### **Silver**

Fins with longer blade  
Kickboard (optional)  
Hand Paddles (optional)

### **Gold**

Fins with shorter blade  
Hand Paddles  
Kickboard  
Pull Buoy  
Mesh Bag  
Swimmer's Snorkel

### **Platinum**

Fins with shorter blade  
Kickboard  
Pull Buoy  
Hand Paddles  
Swimmer's Snorkel  
Mesh Bag