



Lemont Park District Dolphins Team Handbook 2018/2019 Seasons





Lemont Park District Dolphins Team Handbook

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Welcome to the Dolphins Swim Team

The Lemont Park District welcomes you to the Fins Aquatics Dolphins Swim Team. The Dolphins have five different practice groups that swim out of two different pools: the Centennial Outdoor Aquatic Park and the CORE Fitness and Aquatic Center. The Dolphins Swim Team is one part of the Fins Aquatics group which includes the Fins Swim Academy and the Big Fins Masters Swim Team.

LPD Mission Statement

The Lemont Park District (LPD) Dolphin swim team is a developmental and competitive swimming club in the heart of Lemont. The mission of LPD is to embrace swimmers of every level and provide them with the best possible environment and resources, allowing them to progress from novice to the highest level of competition. The LPD coaching staff strives to instill in swimmers an understanding and appreciation for such concepts as high self-esteem, personal accountability, sportsmanship, teamwork, self-discipline, goal setting and goal achievement. These ideals will translate into each athlete's success in training, competition and in life as they grow and develop into adults.

LPD Objectives & Values

- To encourage and achieve excellence in developmental and competitive swimming.
- To promote competitive swimming on a local, regional, state and national level.
- To advance and promote a program that encourages attendance, develops team unity and builds life-long friendships between team members and club families.
- To operate all of our programs at the highest levels of integrity and fairness.
- To provide a positive environment that is challenging, safe, healthy and rewarding for all athletes.
- To offer a professional, motivated and talented coaching staff.
- To build a solid base from which we can grow and expand our membership in the community.

History

In 1966, the Lemont Park District was founded by the Lemont Township supervisor, Mr. Lewis Rupert. Mr. Rupert saw a need for recreational programming for the community and was able to start what we now know as the Lemont Park District. By 1973 the need for a recreational building and swimming pool was recognized and a bond was passed in April of 1974 to build both – what we now call the Centennial Community Center and the Centennial Outdoor Aquatic Park. Although we don't know what year the swim team started exactly, we do know it started as a summer swim team in the outdoor pool. By 2009, the Lemont Park District moved from being just an outdoor summer team to a year round USA Swim Team practicing out of the CORE Fitness and Aquatic Center. Coach Eric Enslin was the first head coach of the new team and started the program thinking there might be 30 kids interested. Today, we have over 120 year round swimmer practicing



out of both pools creating opportunities for the recreational and competitive swimmer.

PHILOSOPHY OF COMPETITION

The Lemont Park District Dolphins engage in a multilevel competition program with USA Swimming that, like our training program, attempts to provide challenging yet success- oriented competitive situations for swimmers of all ages and abilities. The following policies outline our philosophy:

- We emphasize competition with oneself. Winning ribbons, medals, or trophies is not our main goal. Even if the swimmer finishes first, but has swum poorly in comparison to his/her own past performances, they are encouraged to do better. The individual's improvement is our primary objective.
- Sportsmanlike behavior is as important as improved performance. All the coaches teach swimmers how to behave like a champion when the swimmer has both a "good" and "bad" swim. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are examples of behaviors praised by the Dolphins coaching staff.
- A swimmer is praised for improving his/her stroke or time. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way.
- Swimmers are taught to set realistic, yet challenging, goals for meets and to relate those goals to practice to direct their training efforts.
- Swimmers are prepared and encouraged to compete in all swimming events, distances and strokes. This policy promotes versatility and encourages the swimmer to explore his/her potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmer's "best" stroke changes as they mature and his/her body goes through physical changes.

Becoming Part of the Dolphins

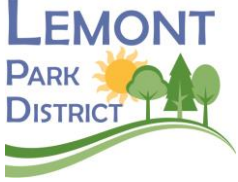
Registering for LPD

All swimmers must complete the registration process for each season of swimming. New swimmers must tryout for the swim team before they may begin registration. You can Register online or Register during Registration night usually a couple weeks before the season begins.

Online Registration

Registration must be completed online prior to practicing with LPD. New families will need to provide all information requested and returning families will need to update any new information. Please list multiple e-mail addresses. Families must agree to the following:

- Medical Release Waiver
- Liability Waiver
- LPD Code of Conduct
- Agreement to Billing Terms & Conditions



- LPD Family Volunteer Agreement

All information provided is secure on the website and not made public.

Website Account

Once you have received your acceptance to the team and completed your website registration, you will be given your own online account and should verify your e-mail address. Here you will have access to your personal information, financial account, swim meet sign up, etc. Your primary e-mail address will be used as the user name to log in to this account. E-mails from the website are system generated, so be aware that they may be initially received as junk mail. Meet reminders, invoices and group notifications are all sent via e-mail so please make sure it is an e-mail account you check on a regular basis.

USA Swimming Registration

As a USA Swim Team, the Lemont Park District is required to have all LPD swimmers register with USA Swimming annually. To make this process as painless as possible we have included the membership fee in the cost of your swim team fees. All we as parents to complete is the USA Membership Form and to turn it into the head swim coach.

There are many benefits to being a USA Swim Team member. USA Swimming provides supplemental insurance coverage for all swimmers. It also provides us with a platform for competition which goes all the way up to the Olympics!

Club Transfers

Swimmers who transfer from another USA Swimming team to join LPD must fill out a Club Transfer Form at the time of registration. All transferring swimmers are unattached for 120 days following the last date of competition as a member of the prior team. While unattached, a swimmer may practice with LPD and compete in meets, but may not represent LPD or compete on relays until the 120-day period has expired. It is the transferring swimmers responsibility to pay the \$10 fee with the completed form to the head coach. [USA Swimming Transfer Form](#)

Team Fees

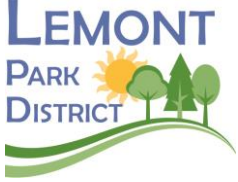
Seasonal Fees Commitment

Your tuition account is used to cover pool rental, coach's salary, operating expenses, awards, website and other administrative fees. Each child's tuition is based on the group that they are placed in. Fees can be found on the team information page of the website.

Prorating Fees

Swimmers who sign up and join the team are expected to pay for the full season. Pro-rating of tuition is only done under the following circumstances:

- If the swimmer starts the season late and with the Director of Safety and Aquatics approval



- If the swimmer changes groups during the season
- Special circumstances arise approved by the Director of Safety and Aquatics and/or the Head Coach

Refunds

Fees are not refundable unless (a) the program is canceled for the season (b) a special circumstance arises or (c) you withdraw from a program for medical reasons. Special circumstances might include moving, family crisis, etc. You should immediately discuss any changes in your child's status with their coach and notify the head coach. If you do not notify the head coach, your account will be charged as though your child was training for that period. **Meet entry fees are not refundable.**

Billing & Payments

Invoices will be generated on the 1st of each month and will break down all charges. Balances are due by the 15th of that month. A \$10 late fee will be assessed for any outstanding dues after the 20th of the month.

Please remember that your child's swim team fee, USA membership, gear fee and meet entry fees are all separate. LPD accepts cash and checks as well as credit cards and ACH (direct debit) transactions via the website. ACH and credit card fees are withdrawn on the first of each month and will deduct the entire amount owed for that billing period. Your swim team fee and USA membership fee are registered for through the park district's Rec Trac registration system. You can pay for these fees in person at either service desk or on the Lemont Park District website. For efficiency and ease of use we are now using Team Unify's payment system for all swim meet fees. This system is set up to take debit and credit cards. There will be a nominal convenience fee that will be taken for each transaction

Checks should be **made payable to Lemont Park District (LPD)**. Please note your child's name on your check or envelope. There is a \$30 fee for returned checks. Payments can be:

- Hand delivered to the Lemont Park District Service Desk Staff at the CORE or Centennial Community Center.
- Mailed to Colleen Ganzer at 16028 W 127th Street Lemont, IL 60439

Any swimmer who has an outstanding balance on their account at the end of each season will not be allowed to register for the next season until the balance is paid in full.

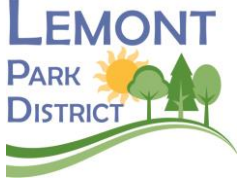
Billing Schedule/Installment

First Payment will include the USA membership fee + $\frac{1}{4}$ of the team fee. Then you will pay 3 more times each month at a rate of $\frac{1}{4}$ the team fee. This will all add up to cover your team fee and USA membership. The only time we allow installment billing for registration fees is for the Bronze, Silver, Gold, Junior and Senior practice groups for winter swim team. If you need to make different payment arrangements please notify the Director of Safety and Aquatics.

- **Fall / Winter billing will start on Sept 15th and continue for 2 more additional months**

Meet Entry Fees

A "meet entry fee" is the cost for participation in swim meets. Most meets we attend have entry fees



associated with them. LPD will initially cover the cost of the entries and then will invoice each participant for the amount owed. Entry fees for one swimmer for an average two day meet are about \$25 - 30. For every sanctioned meet that an individual participates in there is an additional \$2 surcharge that goes to Illinois Swimming. There may be an additional facility fee charge from the host team which usually ranges from \$3 - 7. Entry fees will be charged after each meet and are included in the monthly invoices. **Once the entries for a swim meet have been turned in to a host team, the swimmer is responsible for their entry fees whether they swim or not.** Families with a balance more than 30 days past due cannot register for meets.

LPD Equipment / Gear Fee

Apparel items and additional equipment are available for purchase through our vendor, Swimmers Edge. They are located at 7532 Janes Ave. Woodridge, IL 60517. Their phone number is 630-985-2334. When you are there remind them you swim for Lemont Park District for a Team Discount. Caps are available for purchase at the pool throughout the season (\$5 latex or \$10 silicone). A personalized name cap order will be placed in the fall and spring. Swimmers qualifying for championship meets will receive additional gear. LPD offers a wide range of items (for swimmers and parents) including T-shirts, sweatshirts, sweat pants, parkas, shorts and jackets for purchase at Eich's store on our team website, suits and caps are ordered through Swimmers Edge in Woodridge.

LPD Website

The LPD website aims to serve its members by providing news, accomplishments and updates during the season to its members. The following information can be found on the website:

- Front Home Page – Coaches, Time Standards, Registration, and Team Calendar.
- Info – Location, How to Join, Group Descriptions, and Lemont Park District Home Page
- Practice Schedule – Gives all the practice times for all the groups
- Meets/Events – Meets, Dual Meet Schedule, USA meet Schedule, and Meet Signup.
- Calendar– All practice times and groups are on the Calendar.
- Parent Info –Info, Time Standards, Apparel, Swim Jargon, Articles, College and swim links.
- Records – Records from previous seasons
- Related Programs – Swim Lessons, Lemont High School, and Masters Swimming
- Alumni – History of former swimmers that swam in college and on.

LPD Practices

Team Parameters

The team parameters are designed to give each group clear objectives in the following areas:

Training: practice sets requirements and physiological emphasis

Technique: physical skills and biomechanical emphasis

Tactical: races, meet skills, and competitive performance emphasis

Team Building: character development, life skills, and motivational emphasis

Teaching: nutrition, psychological, and other skills

Through these parameters athletes will be able to grow and develop at their own speed and learn all the



aspects that swimming and LPD offer. Parameters will be evaluated seasonally and can be adjusted based on group changes and program growth.

Practice Equipment

Equipment such as kickboards, pull buoys, paddles, and fins are available to all swimmers for use as needed. If special equipment is required for your swimmer's group: nose plugs, paddles, snorkels, etc. that will be communicated by the Lead Coach or the Head Coach at the beginning of the season. Make sure you bring all of your equipment everyday ready to be used.

Practice Conduct and Behavior

Swimmers are encouraged to attend all of their group assigned practices in order to facilitate continued advancement and ability to keep up in workouts. The number of practices that children attend is the greatest factor in their improvement. It is important that swimmers are suited and on the deck by the start of practice and they stay throughout the entire practice. **Please make sure your swimmer is only attending the practice times for the group they were assigned to.**

When dropping off swimmers, make sure they are safely in the building before you leave. It is also the parent's responsibility to pick up swimmers after practice. Remember that during practice the coaches are working with the children. Please save comments or questions for the coaches until after the workouts are over. Parents choosing to stay for practice must sit in the bleachers and are not allowed on the pool deck. Parents are asked to refrain from coaching from the bleachers.

Practice Attire

Swimmers should take pride in their sport and ensure that they have prepared themselves ahead of time for every practice they arrive at the pool for. To do this swimmers should make sure their swim bags are completely packed with the necessities: swim suit, goggles, **back up goggles to be safe**, deck shoes if needed, towel, swim cap, and dry land clothes. LPD caps must be worn during practice, Team suit is not required for practice but is required for any meets.

LPD Practice Group Descriptions

Bronze Team: Ages 6-12

Equipment – Provided @ Lemont

Practice Recommendation – 2 per week

Focus– Our Stroke group focuses on building proficient competitive Freestyle and Backstroke while developing Breaststroke and Butterfly. Much of their time in the pool will be spent developing efficient body positioning driven by strong kicks. Swimmers will learn basic racing starts and turns, while practices will be geared toward introducing more competitive swimming components.

Silver Team: Ages: 7-12

Equipment – Provided @ Lemont

Practice Recommendation – 3-4 per week

Emphasis – Our Silver group focuses on improving efficiency and mechanics in all four competitive strokes, while continuing to develop racing starts and turns. Basic training skills will be refined, such as interval training and clock management. Swimmers in this group must be proficient in Freestyle, Backstroke, and either Breaststroke or Butterfly.



Gold Team: Ages: 9-12

Equipment – Optional Snorkel all other equipment provided @ Lemont

Practice Recommendation – 3-5 per week

Emphasis – Our Gold group will continue to develop the positive training habits began in Bronze and Silver. Swimmers will continue to improve their mechanics in all four competitive strokes, while being introduced to more advanced training. Swimmers in this group must be proficient in all four competitive strokes and able to follow basic intervals.

Junior Team: Ages 11-14 (pre-HS)

Equipment – Optional Snorkel all other equipment provided @ Lemont

Practice Recommendation – 4-6 per week

Emphasis – Our Junior group is made up of advanced, excited middle schoolers! There will be a continued emphasis on skill development, but practices will mostly center around advanced training and introduction to race strategy. Swimmers will be expected to be confident underwater kickers and proficient in all four competitive strokes.

Senior Team: 12 & Over Regional Qualifiers (High School)

Equipment – Snorkel all other equipment will be provided @ Lemont

Practice Recommendation – 5-6 per week

Emphasis – Our Senior group consists of High School swimmers ready to take their swimming to the next level. Swimmers in this group will do dryland that will consist of a variety of core, plyometric, and weight based training along with time in the water focusing on race strategy and technique. This is the top group at Lemont and made up of the most dedicated and hard working athletes on the team.

CRITERIA EXPLANATION

These criteria were developed carefully and critically for several reasons. First, it is important to have set standards that must be achieved before a swimmer moves to the next level. This will ensure his/her success at the new level and sets an equal playing field for everyone. Second, when swimmers know what they need to achieve in order to progress in the program, they have an easier time setting goals for themselves. Third, this will help the team improve as a whole as each swimmer strives for specific standards. As each individual improves, the team improves. Finally, it is a goal of the program that each swimmer reaches their full potential.

When moving a swimmer from one practice group to another, the coaches will also take into account the swimmer's **level of commitment** to the sport, attendance, meet times, maturity and make sure that the swimmer is mentally ready for the next level. Swimmers may be promoted to the next training group at any time during the season and ultimately the coach has the final say as to when a swimmer is ready for the next group. Trial sessions may be offered to see how swimmers handle a different training group.

An important point to remember is that the coaches want to insure the success of each swimmer as they move from one practice group to another. **It not advisable to move a swimmer up to the next level when that swimmer is not ready**, regardless of mastering the outlined skill requirements. If a swimmer cannot maintain the standards listed for their practice group within the first four weeks of the season, they will be assigned to another practice group.



LPD Swim Meets

Meet Requirements

In a season LPD may attend 6-8 USA season meets; 1-2 of those meets being hosted by LPD, along with 6-7 Dual meets may specify which meets their group should attend at the beginning of the season. As this is a competitive program, all swimmers are encouraged to participate in competition and should attend the highest level of competition they qualify for.

Meet Attire

All LPD swimmers are expected to wear the team uniform when competing at meets. The team uniform includes a team swimsuit, team cap and team T-shirt. Team T-shirts and caps are distributed to team members at the beginning of the season. Team suits are sold at Swimmers Edge in Woodridge.

Wearing team swimsuits and caps, will help the coaches identify swimmers more easily, and will also improve team recognition, team unity and team spirit. Team uniforms display pride in our team and in our sport. Fans can easily identify LPD swimmers by their swimsuits and caps, adding to the excitement of each meet. Team gear should be worn for all awards ceremonies.

Regular Season Meets: Swimmers should wear a LPD team suit during competitions. If a swimmer does not have a team suit a solid colored suit should be worn in its place. Team suits can be purchased from our team store on the website.

Championship Meets: It is encouraged that swimmers 11 years old and older, competing at the regional level and above should compete in a technical suit. A family or swimmer should never feel as though they MUST purchase a technical suit. Swimmers should consult with their Lead Coach or Head Coach about if a technical suit should be worn during competition.

Meet Entries

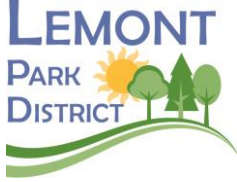
SIGNING UP FOR MEETS

All meet entry should be done in the "Meet/Events" tab of the website then click on "Meet Sign-up". On this page is a list of meets the team is planning on attending and the sign up deadline for that meet. If you click on a specific meet it will take you to the meet page that provides information about the meet including the meet packet. The meet packet provides meet information about the sessions, entry limits and event listings.

Decide which meets you would like your child to attend and enter them with any comments. Comments might include the events they would like to do, or that they can only attend one day of the meet.

Once the entries for a swim meet have been turned in to a host team, the swimmer is responsible for their entry fees whether they swim or not. Changes or additions to the entries are at the discretion of the host team. A final entry report will be posted when the meet entries have closed.

All ISI meets have entry fees associated with them that will be invoiced to your account. Swimmers who compete in meets are accountable for paying their entry fees in a timely manner.



Most meets, with the exception of a few, **DO NOT** have any qualifying times, so everyone may participate. All championship meets **DO** have qualifying times and they are posted on the website.

Swimmers may not attend meets on their own without permission from the head coach.

CHAMPIONSHIP MEETS

It is assumed that all swimmers who qualify for regional, state, sectional or national championship meets will be available to compete in these meets. Meet entries for these swimmers will be handled on an individual basis by the coaches. If you have a conflict, let your coach know immediately.

MEET LINE-UPS

The coaches are responsible for developing meet line-ups. When constructing meet line-ups, the coaches use the following philosophy: First, swimmers compete only in the strokes that they can legally swim. This reduces the likelihood of a disqualification. Second, swimmers compete only in the distances that they are physically and mentally ready to handle. The coaches, however, regularly challenge swimmers to attain greater levels of performance. Finally, swimmers are placed into a wide variety of events (not just their favorites).

Swimmers need experience in every stroke and every race distance. This helps them develop as all-around swimmers and helps avoid burnout. Coaches will definitely take into consideration the entries of the swimmers and parents, but ultimately the coaching staff will make the final decision on meet entries. Typically swimmers are not allowed to “swim up” an age group.

Relays – Some meets will have relays and swimmers are expected to compete if asked. Championship meet relays are determined by the coaching staff.

SWIM MEET PROCEDURES

Meet Check-in – Swimmers must check-in with a coach 10 minutes prior to warm-up. Please arrive to meets in a timely manner.

Positive Check-in – Most meets have a positive check-in policy. When this is the case, swimmers must check in at the positive check-in table. When positive check-in closes (usually during the warm-up period), **all swimmers who have not checked will be scratched from the meet.** Scratched swimmers are not allowed to compete in the meet that day. There are no exceptions and no refunds.

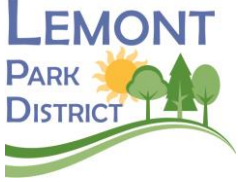
Meet Warm-up – All LPD swimmers must participate in the warm-up before all meets. The warm-up usually last from 30 minutes to one hour. The reason for the warm-up is to allow swimmers to adjust to the competition pool, loosen up their muscles and to make final preparations before competition. The warm-up is mandatory for all LPD swimmers. Swimmers must be on time for meet warm-ups.

SWIM MEET FORMATS

LPD competes in a wide variety of meets in order to accommodate the needs of every swimmer on the team. Below is a brief explanation of each type of meet:

Intra-Squad Meet - This is a meet that involves only LPD swimmers. This meet offers events and opportunities to meet the needs of our swimmers. For instance, we may hold a meet specifically designed to introduce developmental swimmers to competitive swimming.

Dual Meet - This is a meet between two teams and swimmers compete in individual events and relays.



Pentathlon - In this meet, swimmers compete in 5 events (freestyle, backstroke, breaststroke, butterfly, and individual medley). The distances vary depending on the meet and the age group. The times for all 5 events are added up and places in each age group are determined by the total time for all five events.

ISI Meet - This meet includes multiple teams and often spans several days. Each day is divided into sessions that last four hours or less. Swimmers need to sign up for these meets well in advance and are required to pay entry fees. These meets are highly recommended for swimmers in the bronze, silver and gold training groups. Swimmers in the blue group are encouraged to attend when they are ready.

Conference Championship - LPD is a member of the Windy City Conference with seven other teams. Two conference championships will be held each season (winter and summer). There are no time standards to compete in this meet and it serves as a championship meet for those who do not qualify for other meets with time standards. Swimmers may not compete in events in which they have regional times.

ISI Regional Meet - The state is divided into several regions and any swimmer who achieves a regional meet time standard may compete in that event as long as they have not qualified for the Age Group State or Senior State Championship Meet in that event. The age groups at this meet are: 10 & under, 11-12, 13-14 and 15-18. This meet is held during the short course and long course and held in a 25-yard pool.

ISI State Age Group Championship Meet - This is the state championship meet for swimmers ages 14 and under. The age groups at this meet are: 10 and under, 11-12 and 13-14. Swimmers and relays that achieve at least one Age Group State qualifying time will compete in this meet. During the winter this meet is held in a 25-yard pool and in the summer is held in a 50-meter pool.

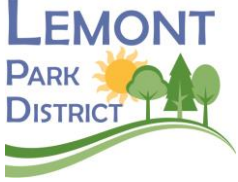
ISI Senior State Championship Meet - This is the state meet for all eligible qualifiers with no age restrictions. Swimmers and relays that achieve at least one Senior Championship qualifying time will compete in this meet. Everyone competes in the same age group. In winter, this meet is held in a 25-yard pool. In summer, it takes place in a 50-meter pool.

Zone Championship Meet - Swimmers with at least one AAA time may compete in this meet. Swimmers compete for Team Illinois. This is a championship meet with Team Illinois competing against eight other states in the Central Zone. Every Olympic year it is a Mega-Zone Meet where Team Illinois competes against all 16 states in the Central Zone. This meet is held in summer only (usually in early August). The age groups at this meet are: 10 and under, 11-12 and 13-14. A separate Senior Zone Meet is held at a different location

Sectional & Futures Championship Meets - These are championship meets run by USA Swimming. The purpose of this meet is to qualify individuals and relays for the National and Junior National Championship Meets. Swimmers and relays (no age restrictions) that achieve at least one Sectional / Future Championship qualifying time may compete in this meet. Everyone competes in the same age group. During the winter, this meet is held in a 25-yard pool. In the summer, it takes place in a 50-meter pool.

JR National Championship Meet – This is the 18 & under national championship. Swimmers and relays that achieve at least one Junior National Championship qualifying time will compete in this meet. Everyone competes in the same age group. The meet dates and formats vary from year to year.

National Championship Meet - This is THE national championship. There are no age restrictions at this meet. This is the national team selection meet (the top finishers in each event are placed on the USA National Team that represents the United States in international competition). Every four years this meet doubles as the Olympic Trials. Swimmers and relays that achieve at least one National Championship qualifying time compete in this meet. Everyone competes in the same age group. This meet takes place in



a 50-meter pool and is typically held in spring (March) and summer (August).

Olympic Trials – This meet is held every four years and takes place several months before the Olympic Games. There are no age restrictions at this meet, but swimmers must achieve an Olympic Trial cut in an event in order to compete. This meet serves as the selection meet for the United States' Olympic Team.

Swim Team Travel Meet Fee Policy

Travel meets requiring overnight stays serve our club as both incentive and opportunity to experience the challenge and fun of a different competitive environment. For some, it is a proving ground against regional or national talent, for others, a great opportunity to have a blast in a different city with their teammates. These travel meets have become a bigger part of our meets schedule over the past few years.

As a club, we budget to include some of our coach travel expenses, but also realize every athlete does not travel to every meet.

Given this, the Lemont Park District has decided to assign travel meet fees on a per (traveling) swimmer basis to equitably support the coach overnight travel expenses (mileage, hotel, meals, airfare, etc.). Our objective is to balance a commitment to support travel meets with quality coaching with fairness to swimmers who do not participate in overnight travel meets.

With various travel meets requiring different levels of coaching assistance, we have structured our 'travel meet fees' based on both coach role for the meet (managing vs chaperoning) and the number of swimmers attending the meet.

- For travel meets in which parents are integral and provide all accommodations for athletes and our coaches travel to only manage and coach our swimmers at the pool for a specific meet, we will charge \$20.00 per swimmer. Examples include: Fishers, Carmel – Indy, Age Group State in WI
- For travel meets in which our coaches travel at a higher cost, act as a partial chaperone, manage transportation, and / or provide assistance in keeping our athletes fed, we charge \$50.00 per swimmer. Examples include: Iowa, NASA, Clearwater, FL
- Elite meets (Jr Nationals / Grand Prix) in which parents are often not part of the travel arrangements, our coaches are fully responsible for the safety, local transportation, and some feeding of athletes, we charge as per the expenses needed by coaches - often \$200.00 range per athlete -dependent upon number of athletes and coaches needed.

We have and will continue to manage the coaches travel expenses for meets very closely. This will take effect for all 2018-2019 travel meets requiring overnight travel for Dolphins Coaches

.OTHER INFORMATION ON MEETS

Missed Meets - Please notify your swimmer's primary coach and the head coach as soon as possible if you cannot attend a meet that you signed up to attend. Giving coaches ample notice makes it much easier to make line-up and relay changes.

Away Meets - Swimmers are responsible for their own transportation to and from away meets unless the meet is a team bus / plane trip.

Coaches at Meets Each Lead Coach will be at all the meets that they can attend, both USA and Dual. If a coach cannot be there they will communicate that to their group and who they must talk to after their races at the meets.



Parents at Meets – Parents are not allowed on the pool deck unless they are timing, volunteering or officiating. Please bring healthy snacks to meets for your swimmers. Parents should cheer and support all LPD swimmers.

Volunteering at Meets – Typically our team needs to help time at meets that we both host and attend. Parents will be asked to volunteer periodically throughout the year. There are numerous ways to get involved and timing is a great way to learn the sport and help support the team. Please see more about the mandatory voluntary requirements on page 19.

Officiating at Meets – Parents interested in becoming an official must take a class to become certified. LPD will pay for officials USA membership upon completion of their course work. Please check with the head coach for more information on becoming an official.

What To Take To the Meet

- Most important: SWIM SUIT and TEAM CAP – and GOGGLES (**2 pairs if you have them**).
- Sharpie Pen. To write your event #, heat # and lane # on the swimmer's hands.
- Towels. Realize your swimmer will be there awhile, so pack at least two.
- Something to sit on. Examples - sleeping bag, old blanket, foldable lawn chair or anything that will be comfortable to sit on. The swimmers will be spending a lot of time on it.
- Sweat suits or flannel pants - bring one. Each swimmer needs to stay warm in between races.
- Games. Travel games, playing cards, coloring books, books, anything to pass the time.
- Food. Each swimmer is usually allowed to bring a small cooler. It is better to bring snacks. Some suggestions for items to bring are: drinks (fruit juices, sport drinks, or best of all water), snacks (granola bars, fun fruits, yogurt, cereal, sandwiches, etc.).
- Once you have attended one or two meets, this will all become very routine. Please do not hesitate to ask any other Dolphin parents for help or information!
- These meets are a lot of fun for the swimmers! They get to visit with their friends, play games, and meet kids from other teams. They also get to "race" and see how much they have improved from all of the hard work they have put in at practice.

Special Parent's Note

Sessions often run 4 hours, not including warm-ups. The pool area is usually very warm. Therefore, you need to make sure you dress appropriately. Nothing is worse than being hot at a swim meet. It makes the time pass very slowly! Also, the bleachers normally have no backs; you may want to consider a bleacher seat with a back (which are sold at Swimmers Edge!)



COACHES RESPONSIBILITIES

The Lemont Park District 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 swimmer. When it is in the best interest of a swimmer, they will be placed in a more challenging training group by the coach.
- Sole responsibility for stroke instruction and the training regimen rest with the LPD coaching staff. Each group’s practices are based on sound scientific principles and are geared to the specific goals of that group. At any point in time if you have questions regarding season planning or practice planning, please email the lead coach and he or she will be happy to set up an appointment to address your questions with you.
- The coaching staff will make the final decision concerning which meets the LPD Dolphin swimmers may attend, and which events they will swim.
- At meets, the coaching staff will conduct and supervise warm-up procedures for the team. 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 child’s performance.)
- The building of a relay team is the sole responsibility of the coaching staff! Some of the considerations that the staff will look at when determining who will swim on a relay are:
 - A swimmer’s personal best time in the event.
 - Best times to date throughout the season.
 - Times achieved during the current meet.
 - Performances at the meet.
 - Each swimmer’s training background, practice attendance, and intensity at practice leading up to the meet.
 - Coaches may “split” relays in order to get more points for the team.

Regardless of which relay a swimmer swims on, they are expected to give 100% effort. Relays are tremendously important to our team in all scored meets because they are worth more points than individual events. Swimmers who are determined to not be a team player will be removed from the relay and replaced.

PROBLEMS WITH THE COACH?

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. This approach does not allow disagreements to be resolved and often results in new problems being created. Please allow our coaches to attempt to address your concerns by promptly and directly communicating your concerns or complaints to them. This approach will benefit everyone and will give the coaches an opportunity to make improvements if necessary. Listed below are some guidelines for parents raising some difficult issues with a coach:



- Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though their approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
- Listen to the coach. Generally, coaches are very patient with the progress of young swimmers. PLEASE DO NOT misinterpret coaches' patience as non-caring or incompetence. Parents who want to push their children cannot understand the coach who seems to be holding their children back. In reality, most coaches see the larger view of the child's swimming career and are planning a long and steady road of progressively more difficult tasks and satisfying achievement. Coaches do not have all the answers, but their success is dependent upon keeping children in the program for the long term.
- Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or training group that can range in size from 10 – 100 members. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short-term inconvenience.
- If you have a problem, concern, or complaint, please contact your child's lead coach. If the lead coach cannot satisfactorily resolve your concern, then ask the Head Coach to join the dialogue. If your concern is not satisfactorily resolved after that discussion, you may submit your problem, concern or complaint to the Director of Safety and Aquatics by email at caguirre@lemontparks.org.
- If another parent uses you as a sounding board for complaints about the coach, listen empathetically, but encourage the other parent to speak directly to the coach. They are the only one who can resolve the problem.

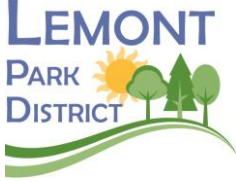
Your Role as Parents

Competitive swimming programs provide many benefits to young athletes, including self-discipline, good sportsmanship and time management skills. Competition allows the swimmer to experience success and to learn how to deal with defeat, while becoming healthy and physically fit. **As a parent, your major responsibility is to provide a stable, loving and supportive environment.** Show your interest by ensuring your swimmer's attendance at practices and meets and by watching and cheering for your swimmer at swim meets.

Parents are not participants on their child's team but instead contribute to the success experienced by the child on the team. Parents serve as role models, and children often emulate their attitudes. Please show good sportsmanship at all times toward coaches, officials, opponents and teammates.

Be enthusiastic and supportive. Remember that your child is the swimmer. Children need to establish their own goals and make their own progress towards them. Be careful not to impose your own standards and goals. Do not overburden your swimmer with winning. Learning about oneself while enjoying the sport is the most important part of the swimming experience. The swimming environment encourages learning and fun, which will help your swimmer develop a positive self-image.

The best way to help your swimmer achieve goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make a mistake, however if your swimmer does make one, remember that this is a learning experience. Encourage your swimmer's efforts and point out the positive



things. Your role is to provide support.

The Parent-Coach Relationship

It is important to remember that parents and coaches share the same goals. We both care about your child, and we are both working together to give him/her the greatest chance to improve as an individual and to succeed in a team environment. As a parent, you will have questions and concerns. Please approach your child's coach privately, in a respectful manner and at an appropriate time (i.e. not on deck during practice), and s/he will be happy to address your concerns. Please do not jeopardize the swimmer-coach relationship by bringing your child in the middle of a problem; again, save your comments for a private discussion with the coach. Keeping an open and honest relationship with your swimmer's coach will benefit everyone.

The Parent-Swimmer Relationship

In regards to knowledge about the sport of swimming, the coach is the expert. You, as a parent, are a cheerleader and supporter; please remember that staying positive is one of the most important things you can do for your swimmer. If your swimmer has a rough race/meet/practice/whatever, criticism is the last thing he or she needs. Instead, give a pat on the back and a positive observation. If any corrections need to be made, the coach will handle them.

Even if you have been involved with swimming in the past, keep in mind that the sport has changed tremendously; any swimming advice you give may contradict what the coach has said and, consequently, only serve to confuse your swimmer.

The Parent-Parent Relationship

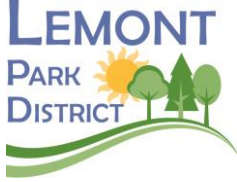
As a parent, you are also part of a team...a team of fellow parents. You are always surrounded by a wealth of knowledge and supportive peers. Look for carpools, ask questions, share advice, etc. It behooves you to take advantage of such wonderful resources. Please avoid unproductive gossip in the stands. Also show respect for your fellow parents.

Patience in the Learning Process

Learning takes time and, when you think about it, swimming is a pretty complex sport. Kids enter an entirely different realm, with new laws of physics, whenever they hop into the water. For new swimmers, it takes time to learn how their bodies move and to gain a sense of balance and control. You can do things in the water that you can only dream about doing on land, which is one reason why swimming is such an attractive sport, so kids need time to explore and have fun in this new environment.

Also, understand that kids need to internalize knowledge as their own before they can apply it and accept it into habit. This is what practice is all about--kids will just do what the coach tells them to do until, at some point, the right brain connections click together and, all of a sudden, they're doing the same skill not because it's "what coach says" but because their brain is telling them it's the right thing to do. This is sometimes a very quick process and other times a much longer process, depending upon the learner and the complexity of the skill.

Different kids learn different skills at different rates and in different ways. This requires patience and understanding from coaches, parents and also teammates. If your swimmer is feeling discouraged due to a perception that other kids are excelling at a faster rate, try to get him/her to understand the truth about the individual learning process--how it is not fair to judge your own success by how well others do--and encourage him/her to talk with the coach about those feelings. Improvement can be relative to the person doing the assessment. Oftentimes, the coach can notice progress in areas that swimmers or parents tend to overlook.



Motivation: How should we motivate kids?

We should find ways to allow them to motivate themselves. Passion is by far the best motivator. No matter what emotion is feeding it, motivation that stems from a passion within is a powerful driving force. We want kids to be passionate about things, and internal motivation is what pounds in the hearts of passionate people. Your swimmer has chosen to swim for his/her own reason, so let it be that way, and if s/he feels like exploring other sports and hobbies, let it be that way, too. It is perfectly acceptable to be involved in more than one sport, assuming it is not too stressful and schoolwork does not suffer.

Nutrition

Everything you do influences your performance, but your food choices have the most effect due to the long term and short term benefits. A proper diet, including proper selection of foods, will help your training and performance while also achieving a healthy lifestyle once you stop competing.

To help ensure a balanced diet, remember that there are no magical nutrition remedies. So forget the fads and eat a variety of wholesome foods from the four food groups – dairy, meat, fruits and vegetables, and grains. Foods in these groups provide protein, fat carbohydrate, fiber and all the necessary vitamins and minerals. Your ideal diet should include the following percentage of calories:

- Carbohydrate 50-60%
- Fat 20-30%
- Protein 14-18%

This nutrition series is designed to help you better understand good nutrition and to provide guidelines for ideal food choices. Within sports, there are four major periods that nutrition will impact:

- **During Training.** Training represents the period in which athletes spend most of their time. Therefore, this category represents the most critical period. During this time, a diet high in carbohydrates is important. This is important since it is not uncommon for athletes training 4 – 6 hours a day to burn 2500 to 4000 calories a day. The best way to replenish these calories is with a high carbohydrate diet. By being conscious of this and by taking high carbohydrate foods or drink in the first 30 minutes following a workout, you can minimize depletion of energy stores.
- **Pre-Event Nutrition.** The major purpose of the pre-event diet is to ensure sufficient energy and fluid for the athlete. Two to three days before competition, a high carbohydrate diet with plenty of fluids should be emphasized. The pre-event meal should include a light, high carbohydrate meal three to four hours before the event.
- **Nutrition During Competition.** Provided that good nutrition practices were followed during training, middle distance and sprint events will not be limited by nutrition related factors. During a three to four day competition, make sure you consume plenty of fluids and each meal should include high carbohydrate, low fat selections.
- **Nutrition After Competition.** High intensity work will deplete the muscle's energy supplies. Therefore, carbohydrates play an important role after competition to make sure energy stores are maintained.

Volunteering

USA Swimming is a non-profit organization made up of very dedicated volunteers. Interested parents donate their time, energy and expertise at every level from local swimming clubs to the national Board of Directors. Your role as a volunteer is very important to our sport. You can be actively involved in your swimmer's swimming program and you can also be instrumental in strengthening swimming in the United States. With a positive attitude and a willingness to lend a hand, you will also have a great impact on your swimmer's athletic environment and love of swimming.



Please see page 19 for the Dolphins Volunteer Guidelines and Agreement.

Be a Role Model

Children learn behavior from many different people, including coaches, teachers and peers, but the people they learn the most from are their parents! You'll have many opportunities as your child participates in sports to model good behavior and attitude. For example if you tell your child that he must respect others, your message will be lost unless you also model respect for others. And don't forget, nonverbal messages, like a look of disgust or disappointment, often speak louder than words. Here are some other tips to keep in mind as you sit at swim meets:

- **Model good sportsmanship.** Being a 'good sport' is much easier said than done. You can model good sportsmanship by encouraging and supporting all swimmers, controlling your emotions when upset or frustrated, and abiding by coaches' and officials' decisions even if you disagree.
- **Model team spirit and loyalty.** Cheer for your team and have only positive things to say about the team and coach.
- **Let go of your own ego.** Put your child's development and desires ahead of your own. Examine your motives for your child's participation.
- **Have fun.** If you are having fun and enjoying the swimming experience, it is more likely that your child will do the same. If you complain and don't enjoy yourself, your child will pattern that behavior also.
- **Help the team as a volunteer.** Your role as a volunteer is crucial to our sport. You can be actively involved in your child's activity, meet new people, have fun, and be instrumental in strengthening swimming in the U.S. Ask the coach or the volunteer coordinator for your team what you can do to help. No experience is necessary for most jobs. Don't wait to be asked, be a volunteer!

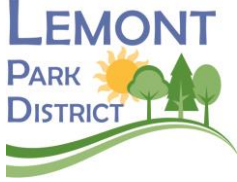
Dolphins Family Volunteer Guidelines

Each season our team will host 3-5 dual swim meets as well as 2 USA swim meets and 1 intersquad meet. Some years we are also required to host the end of the season conference swim meet. Not all of these meets will require full volunteer support or need all areas of jobs, but the few that do are very important. Swim meets bring in additional funds for the team that help us provide swimmers with proper training gear for practice, pay our coaching staff, and host team events. The success of a swim meet hinges on the support of our parent volunteers to help the meet run smoothly. Volunteering not only gets you out of the hot, crowded stands, but it allows you to get involved in your child's sport.

Volunteer opportunities will be tracked via a point system. For each dual meet or USA Swim Meet Session you volunteer for you will be rewarded 1 point. There is a 6 point minimum requirement for the winter swim team season. Throughout the season there may be different ways to earn points. These opportunities will be communicated out as soon as they are able to.

For questions please contact Coach Josh Dunn at jdunn@lemontparks.org.

- I understand that as a LPD parent it is part of my commitment to the team to be present to volunteer my services as needed for LPD hosted meets as laid out here and in the team Parent Handbook.



- I understand that this is a per family commitment and not a per swimmer commitment.
- I understand that in order to receive credit for my volunteer hours I must sign up for a job using my team account and no one else's team account.
- I understand that there will be a job sign up made available for all LPD hosted meets on the team website which I am responsible for committing to an available area/task before the deadline of the job sign up approaches.
- I understand that should I not sign up for a job by the deadline and my swimmer is entered in the meet, it is possible to be *assigned* to a job in which I am responsible for filling or finding someone to fill for me.
- I understand that if I am assigned a job I will have advanced notice and be given instruction on my job should it be new to me.
- I understand that with advanced notice (*2-3 weeks prior to the meet*) to Coach Josh Dunn at jdunn@lemontparks.org I have the option to make a monetary donation to help with the purchasing of goods for the hosted meet should I or another family member/friend be unable to be present to volunteer at the meet.
- I understand that LPD appreciates the monetary donation but would rather have my physical help at our team hosted meets and therefore will not accept the monetary donation as a substitute for help more than twice in one swim season.
- I understand that the person volunteering for the family account does not have to be a parent, but can be an older sibling, a child care provider, a relative, or a friend.
- I understand that some jobs require prior training or have age requirements and therefore my chosen job position may be changed should I or the person volunteering not meet those requirements.
- I understand that should my job position for a meet be changed I will be given advanced notice with my new job and where to go on meet day.
- I understand that I need to arrive early to my committed session to check in for my job in order to receive my name tag and volunteer t-shirt.
- I understand that arriving late for my job position can potentially delay the start of the meet or require another parent to have to step in last minute. Due to this I understand should I arrive late for my job position my LPD account will receive a \$50 fine.
- I understand that failing to check in may result in being marked as a "no-show" resulting in a fine to my LPD account.
- I understand that should I fail to sign up for a job, fail to show up to a job, or not perform the task assigned to me my LPD account is subject to a fine of up to \$50.



- I understand that if I do not fulfill my 6 point minimum required volunteer points that I will be fined \$300 for the season. I also understand that my points are not transferrable from family to family or season to season.
 - I understand that as a Dolphins parent, this is my commitment to my child's sport to help our team run successful meets which hinge on the support of volunteers and that LPD rather have my physical help and not my money.
-

Those swimmers who are involved in the high school swim season and not actively practicing or competing with LPD will not be required to volunteer at any hosted meet until the swimmer is an active athlete again with the team.

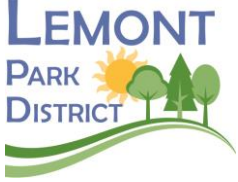
Parents who still wish to volunteer at the meets despite their swimmer being in high school season are welcome to and we greatly appreciate your support of the team!

ALL Potential LPD Hosted Meets
– descriptions and requirements for volunteers –

- **Seasonal Intersquad meet – 1 day at the CORE**
One day, only LPD swimmers. This is a training meet for new families to learn how to properly time for a swim meet. Only those parents with swimmers committed to the meet will be asked to volunteer
Only timers, computer table, and runners needed for this meet
- **Fall Annual meet (October): Lemon-T Relay Meet– 1/2 day at the CORE, 1 session**
Full LPD families support is needed in order to run this meet. Each active family will be asked to commit their time in order to achieve a successful meet. Families are asked to work one sessions to help cover all the necessary volunteer job slots.
- **Winter meet: LPD Time Trials (February) – 1/2 day at the CORE, one session**
One day, only LPD swimmers. Sanctioned meet (times count) divided into a 12 & under session and an Open session. Only those parents with swimmers committed to the meet will be asked to volunteer during their swimmer's session. Swimmers in the 1000 or mile will be required to provide their own counters and timers. Full LPD families support is needed.
- **Dual Meets:** Various times throughout the year – **4 hours at the CORE or CCC Outdoor Pool.** These meets are generally between us and one or two other teams. They take place during the week in the evenings or on Saturday mornings. *Only timers, computer table, officials, and runners will be needed for this meet.*

Descriptions of available volunteer jobs can be found later in this handbook

USA Swimming and Illinois Swimming



LPD is a USA Swimming chartered program. USA Swimming is the governing body for amateur competitive swimming in the United States. The Amateur Athletic Union (AAU) used to govern swimming, as well as all other Olympic sports in the United States. USA Swimming was founded in 1978 with the congressional passage of the Amateur Sports Act, which states that all Olympic sports are to be administered independently. The USA Swimming Headquarters office was established in 1981 and is located at the Olympic Training Center in Colorado Springs, Colorado.

As the National Governing Body (NGB) of swimming, USA Swimming is responsible for the conduct and administration of competitive swimming in the United States. In this capacity, USA Swimming formulates rules, implements policies and procedures, conducts the national championships, disseminates safety and sports' medicine information, and selects the athletes who represent the United States in international competition.

USA Swimming governs local swimming of all levels through Local Swimming Committees (LSC). There are 59 Local Swimming Committees in the United States. Each LSC is responsible for administering USA Swimming activities in a defined geographical area. Our LSC is Illinois Swimming, Inc. (ISI). ISI implements USA Swimming policies in Illinois, sanctions swim meets, conducts state championship meets and sponsors swim camps and special programs in the state.

How decisions are made in USA Swimming

USA Swimming is a non-profit organization made up of very dedicated volunteers. Interested individuals donate their time, energy, and expertise at every level from the national Board of Directors to the local swimming clubs. All policy decisions are made through a chain of committees that report to elected vice-presidents. The USA Swimming House of Delegates meets once a year at the annual USAS convention and determines the rules and regulations for swimming for the following year. Between yearly meetings of the House of Delegates, the elected USA Swimming board of directors makes decisions for the organization.

Specific Rules Regarding USA Swimming Insurance

In order for USA Swimming insurance to be in effect at all practices and meets, the following rules must be observed:

- All coaches must be USA Swimming certified coaches.
- All swimmers must be members of USA Swimming.
- Parents may not be on deck at any time except when assisting in the operation of a meet and/or when conducting official team business.
- At practices, swimmers must enter the pool feet first at all times, except when practicing starts or relay exchanges under the supervision of a coach.
- At meets, swimmers must enter the pool feet first at all times, except during the specific warm-up period (under the direct supervision of a coach) and during races.

Volunteer Agreement – Frequently Asked Questions

HOW MANY SESSIONS IS MY FAMILY REQUIRED TO WORK?

- One session per day of the meet – i.e.: two-day meet = two required sessions

WHAT IS A SESSION?



- A session is usually not more than 4 hours long dividing the day into AM and PM by age groups.
- If both parents each work a job in the same session you receive credit for working two sessions or a total of those hours combined.

CAN I CHOOSE MY WORK SESSION?

- YES.... Most parents choose to work the session their child is swimming in. There are a variety of jobs available that allow you to still see your swimmer swim: Timing, Concessions, Officiating, Admissions, Clerk of Course, Computer Room, Announcing, Heat Sheets and Facilities; just to name a few.

HOW MANY HOSTED MEETS ARE THERE?

- The Dolphins will **host** 2 USA meets during each season with an Intersquad meet in the beginning and 2-3 Dual meets throughout the year.

AM I REQUIRED TO WORK A **HOME** MEET THAT MY SWIMMER IS NOT PARTICIPATING IN?

- For our Invitational, Lemon-T Relay Meet and the Make the Time Meet, yes. These meets are multiple days with many swimmers attending, therefore will require the full support of all parent volunteers in order to run a successful meet.

WHY DO FAMILIES WITH MULTIPLE SWIMMERS WORK THE SAME NUMBER OF SESSIONS AS THOSE WITH ONLY ONE?

- Since Work Sessions are met mostly by parents it is most fair to have an equal amount per family.

WHAT HAPPENS IF OUR FAMILY CAN'T WORK AT MEETS?

- A friend or other family member may volunteer to cover the hours in place of the swimmer's parents
- Make a monetary donation of \$50 or more to help purchase goods for hosted meets

WHO CAN WORK?

- Anyone meeting the age requirements for specific jobs may work a session. Grandparents, Aunts and Uncles, Brothers and Sisters, even the babysitter. As long as they are capable of doing the job.

WHO DO I CONTACT?

If you have questions or special needs please contact Josh Dunn at jdunn@lemontparks.org.

Hosted Meets – Job Descriptions

8 & Under Staging: The 8 & under staging crew will get the younger swimmers staged and then lead them to the blocks for their race. It is a great job for someone that likes to interact with the young swimmers, but also keeps you on your toes.

Admissions: Two volunteers will sit at either entrance of the Core Pool to wristband all spectators coming into the swim meet.

Announcer: The announcer is responsible for announcing the events and possibly participants in each heat depending on the meet, as well as any announcements coming from our vendors, sponsors, and concession area. Top finishers will also be announced after the events are closed.



Awards: At a meet where awards are given, two volunteers will be responsible for placing stickers on medals and/or ribbons to be put into team assigned awards bags. Posting results and giving out heat winner prizes are also part of this. The Computer Admin will provide results and labels for the events.

Breakdown Crew: Two – Three volunteers are needed following the last session of the last day for our meet in order to help pack up Concessions Hospitality, and the Computer Table. All of our meet equipment is stored in the small pool on deck closet so help transporting the items back to the closet will be needed. Taking unopened cases of soda, water or Gatorade to cars to be returned is also possible.

Computer Table Admin: The computer operator will run the Meet Manager software. Entering DQ's, verifying swimmer times with timer sheets, entering relay names, printing results, and clearing up any discrepancies are some of the duties. Training is required for this position.

Concessions: Three – four people are needed to make our concessions sale successful. It is one of our fundraisers for the season. Volunteers are needed to help prepare, serve, and take money for purchases of food and drink items available at our home meets.

Deck Marshals: The deck marshal's primary job is they ensure the pool deck is safe for swimmers and coaches. From warm-ups until the end of the session, the deck marshal ensures that swimmers, coaches, and spectators follow certain standards of safe behavior. No parents on deck, no running, swimming only in the warm up /cool down lanes, no rough housing, etc.

Hospitality: Three – four volunteers will be needed to help this area of volunteering run smoothly. The volunteers will work with the Lead Volunteer to help prepare, set up and serve the food and beverages available in hospitality to the coaches, officials, and run snacks and drinks out to our volunteers on deck. In addition to these task you are also asked to help keep the area tidy and picked up. Cleanliness and organization is key to making hospitality a success. *All products made available in hospitality will be made by donations and menus planned in advanced by the Lead Volunteer.*

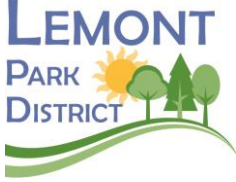
Officials: We need registered USA officials to make meets sanctioned. This can range from a meet ref, admin ref, starter or stroke and turn. Officials play an integral role in the success of a meet. If you are interested in becoming an official, please reach out to Coach Josh for more information.

Runner: Two runners will work each session. Runners are responsible for collecting lane timer sheets from each lane at the completion of each event. The sheets are taken upstairs, along with any DQ slips from the designated official, and given to the Computer Admin to be entered into the timing system.

Set Up Team: Two – Three volunteers are needed to assist on the evening before the meet or early in the morning on the first day of the meet with setting up tables and bringing in of goods. Our meet resources are stored in the on deck closet in the small pool, so help is needed transporting items over to the big pool.

Timing Operator: This person will operate the timing console and score board. Training is required for this position.

Timers: Be part of the action! For our home meets, 2 timers per lane are required. Each timer will operate a stopwatch and one timer will also operate the electronic back-up button (plunger). The timer without the plunger will record both stopwatch times on pre-printed sheets for your lane that is picked up after each event by a runner. Before each timing session, a timer's meeting will be held. The head official will go over your duties and answer any questions you may have. "First- time" timers will be paired with an experienced timer. No training is necessary but is available to you beginning of the



season at our Intersquad Meet.

Additional timers are needed to act as a head timer and back up timer.

Head Timer: The head timer is in charge of the clipboards and stopwatches for each lane and to handle any timing issues.

Back-up timer will start 2 extra watches for each race. If an individual lane timer watch fails to start, they can raise their hand and take one of the extra watches from the back-up timer.

Volunteer Check-In Table: There will be a volunteer check-in table set up on near the elevator and Core gym Entrance for our USA meets, for Dual meets volunteers will meet in the guard office. The check in table will have a sign-in sheet, name tags for each volunteer and their volunteer shirt

Swimming Terminology

Below are some common terms that are used in the sport of swimming. Some terms relate more to USA Swimming than to High School Swimming, but most of the terms are relative to both and include official terms and slang terms commonly used in the sport.

Age Group Swimming - the program through which USA Swimming provides fair and open competition for its younger members. It is designed to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning, and develop a rich base of swimming talent.

Nationally recognized age groups are 10 and under, 11-12, 13-14, 15-16, 17-18 and 15-18. Local meets include an 8 and under and 9-10 age group. In the state of Illinois, age group swimmers are all swimmers age 14 and under. Swimmers age 15 and over compete on the senior or open level.

Anaerobic Interval Training - Consists of repeated rounds of super high-intensity activity separated by long periods of rest.

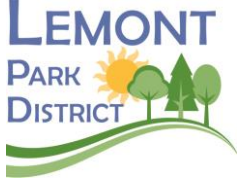
Anaerobic Training - Training that improves the efficiency of your body's energy producing systems that do not require oxygen and can increase your muscular strength and tolerance for acid-base imbalances (such as the production of lactic acid) during high intensity effort.

ASCA - The American Swimming Coaches Association (<http://www.swimmingcoach.org>) is the professional organization for coaches in the United States. ASCA certifies coaches, offers educational opportunities, assists coaches in a number of areas and is a strong political organization in United States Swimming. To be an ASCA member coaches must sign a code of ethics, continually work on their education and provide service to the swimming committee.

Backstroke / Back - One of the four competitive strokes. The swimmer must stay on his or her back, except during the turns. Swimmers must finish the race on their backs.

Breaststroke / Breast - One of the four competitive strokes. Swimmers must touch the wall with both hands at the same time before executing a turn. After the start and turns, swimmers are allowed to take one underwater pull and one underwater kick before surfacing.

Bulkhead - A wall constructed to divide a pool. For instance, many 50 meter pools have moveable bulkheads that allow the pool to be used for a 50 meter competition or a 25 yard/meter competition. By moving the bulkhead, the length of the pool can be changed.



Butterfly / Fly - One of the four competitive strokes. The butterfly features the simultaneous overhead stroke of the arms combined with the dolphin kick. The dolphin kick features both legs moving up and down together. Swimmers must touch the wall with both hands at the same time before executing a turn.

Cap - A latex or lycra swim cap used during a race and/or workout to reduce the water resistance from a swimmers' hair. A cap also helps protect a swimmers' hair from the effects of chlorine in the water and helps identify the team for which s/he is competing.

Circle Swimming - Performed by staying to the right of the black line when swimming in a lane to enable more swimmers to swim in each lane. Circle swimming is used during practices and meet warm-up.

Clerk of Course - At certain meets, the area where swimmers are organized before each event.

College Swimming - Many colleges and universities throughout the country have swimming & diving teams. Athletes have four years of eligibility in which they may compete. Collegiate athletics is sanctioned by the NCAA. (<http://www.ncaa.org>)

Code of Conduct - An agreement signed by a swimmer and parent, stating that the swimmer will abide by certain behavioral guidelines.

Competition Suit - A racing suit used only for big competitions. This suit is often a smaller size than the practice suit to reduce water resistance. The material is usually either lycra or nylon. These suits are often expensive and need to be treated with great care to sustain longer usage.

Cut - Slang for qualifying time which is a time standard necessary to compete in a particular meet or event. For example, "Did you make the JO cut in the 100 free?" is translated as: "Did you achieve the Junior Olympic qualifying time in the 100 freestyle?"

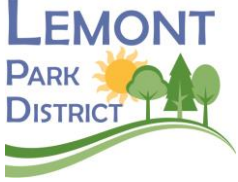
Deck Seeding - Usually at "A" and above meets but also at some "B/C" meets, the longer events (400 IM, 1000 free) will be deck seeded. Swimmers will be given lane assignments just prior to the event. Check-in will be held early in the meet to determine who is present so that full heats will be swum with no empty lanes. Swimmers must check-in for these events. An announcement is usually made over the public address system notifying swimmers of check-in procedures.

Distance Events - Term used to refer to the following freestyle events: 800 meters, 1500 meters, 1000 yards, and 1650 yards.

DQ, Disqualified, Disqualification - This occurs when a swimmer commits an infraction of some kind (e.g. freestyle kick in butterfly). A disqualified swimmer is not eligible to receive awards nor can the time be used as an official time.

Drag Suit - A second, loose fitting swimsuit worn by swimmers to add a certain amount of weight and resistance to the flow of the water around the swimmer usually done during practice. The concept is similar to a batter swinging two or three bats (or using bat weights) while on deck in a baseball game. These suits are usually loose fitting and many swimmers train wearing several suits for the purpose of creating drag.

Drill - An exercise involving a portion of a stroke, used to improve technique.



Dry Land Training - Training done out of the water that aids and enhances swimming performance. This often includes lifting weights, running, plyo-metrics and medicine balls.

Entry Form - Form a swimmer completes to enter a competition. Usually includes USA Swimming Number, age, gender, event numbers, and entry times (seed times).

False Start - Occurs when a swimmer leaves the starting block, or is moving on the starting block, before the starter officially starts the race. In USA Swimming and High School Swimming, one false start results in an automatic disqualification from the race.

FINA (Federation Internationale de Natation de Amateur) - The international governing body of competitive swimming, diving, water polo, and synchronized swimming.
(<http://www.fina.org>)

Final - The championship final of an event in which the fastest swimmers from the preliminaries compete.

Fins - Flippers that are worn on the feet and used for stroke technique and speed assisted training.

Flags – (Backstroke flags) Located 5 yards (in 25 yard pools) or 5 meters (in 25 and 50 meter pools) from the ends of the pool. The flags enable backstroke swimmers to execute a turn more efficiently by being able to practice how many strokes from the flags to the wall it is for turns and finishes.

Freestyle / Free - One of the four competitive strokes. The alternate overhand motion of the arms and a flutter kick characterizes this stroke.

Freestyle Relay - Consists of four freestylers, each swimming one-quarter of the total distance of the event.

Goal - A specific time achievement for which a swimmer strives. It can be short term or long term.

Goggles - Eyewear worn by swimmers in the pool to enhance vision and to protect swimmers' eyes from the effects of chlorine in the water.

Gutter - The area at the edges of the pool in which water overflows during a race and is recirculated through the filtration system. Deep gutters catch surface waves and don't allow them to wash back into the pool and effect the race.

Heat Sheet - Listing of all swimmers in a meet by event, heat and lane assignments.

High School Swimming - The swimming program run through the athlete's high school. In Illinois the IHSA (<http://www.ihsa.org>) is the governing body for high school swimming. In Illinois, if an athlete is competing for his/her high school, s/he must practice with his/her high school's team during that season. In Illinois the girls' season is in the fall (Aug-Nov) and the boys' season is in the winter (Dec-Feb).

Hypoxia Training (breath control) - Training with a decreased concentration of oxygen that causes the constriction of blood vessels, which, in turn, help muscles work more efficiently with what oxygen is available.

IM - Slang for "Individual Medley," which is an event the swimmer uses all four competitive strokes in this order: butterfly, backstroke, breaststroke and freestyle.



Interval Training - Consists of repeated rounds of moderate- to high- intensity activity separated by brief rest periods of approximately 20-40 seconds.

Kick Board - A device, usually made of plastic or styrofoam, used to isolate the kick portion of a stroke.

Lactate Acid - In the absence of oxygen, as with anaerobic training, a body will breakdown muscle sugar (glycogen) using a process that produces an acidic by-product waste called lactate acid. Muscles may start to burn or ache as lactate acid accumulates and the body cannot keep up with removing it from muscle stores. This process occurs during races and intense practices. Warming down is the way to remove lactate acid from the muscles allowing your body to recover.

Lane Lines - The dividers used to delineate the individual lanes in the pool. These are made of individual finned disks strung on a cable, which rotate on the cable when hit by a wave. The rotating disks dissipate surface tension waves in a competitive pool.

Lap Counter - A set of plastic display numbers used to keep track of laps during a distance race. This term also refers to the person who counts the laps. This person is stationed at the opposite end of the pool from the starting end and they dip the display numbers in for the swimmer as they approach. This is done so the swimmer in the water can concentrate on the race and not have to worry about losing count.

Logbooks - A book designed so that each swimmer can keep records of their own times and keep track of their improvement

Long Course - A pool 50 meters in length. World records may be set in long course and short course competition. The main long course season in the United States is during the summer months. The Olympic Games, as well as all major international competitions, are conducted in long course.

LSC (Local Swimming Committee) - Governing body for swimming at the local level. There are 59 LSC's in the United States. In Illinois, the LSC is Illinois Swimming, Inc. (www.ilswim.org)

Medley Relay - Relay in which all four strokes are swum. The first swimmer swims backstroke, the second breaststroke, the third butterfly and the final swimmer, freestyle.

Meet - Competition designed to be a learning experience. By implementing what has been learned in practice, the swimmer tests himself/herself against the clock to see how s/he is improving.

Middle Distance - Term used to refer to events of 200 yards/meters, 400 meters, and 500 yards.

Negative Split - Swimming the second half of a race faster than the first half.

NISCA (National Interscholastic Swim Coaches Association) The national association that most high school coaches are members of. (<http://www.nisca.net>)

Official - A judge on the deck of the pool at sanctioned competition who enforces the rules. There are stroke and turn judges, administrative officials, starters, timers, and referees.

Open Water Swimming - Swimming in an open body of water (such as a lake, ocean, or bay) as opposed to a swimming pool. Open water swims are conducted in distances of over 1500 meters.



Pace Clock - A clock used during practice to check pace, maintain intervals and time rest periods.

Paddles – A piece of training equipment used in practice that is worn on the hands and helps to increase shoulder and arm strength and improve technique.

Prelims - Short for “preliminary.” Those races in which swimmers qualify for the championship finals and consolation finals in the events at a swim meet.

Pull Buoy - Usually made of styrofoam, this device is placed between the legs to restrict their use and helps swimmers to isolate the use of their arms. The pull buoy is used to strengthen the arms and is sometimes used for stroke work.

Relay - An event in which four swimmers compete together as a team to achieve one time.

Relay Exchange - The exchange between the swimmer in the water and the next swimmer on the relay team. A perfect exchange will simultaneously have the finishing swimmer’s hand on the touch pad and the starting swimmer’s toes just touching the starting block with the rest of the starting swimmer’s body extended over the water.

Relay Split - The time for one of the four individuals in a relay race. Each swimmer in a relay will have a ‘relay split’ and the four times combined will be the relay time. Under certain conditions, the lead swimmer’s time in a relay may be used as an official time for an event.

Scratch - To withdraw from an event or competition.

Shave - Prior to a major competition, a swimmer will shave his/her entire body. The removal of hair and the top layer of skin provides less resistance between the swimmer’s body and the water. This also heightens the swimmer’s sensations in the water.

Short Course - A pool 25 yards/meters long. USA Swimming conducts most of its winter competition in 25 yard pools. NCAA swimming competitions use the 25 yard format but conducts its national championship meet every four years in the 25 meter format. Most of the world swims short course meters (using 25 meter pools) in the winter. The fastest times swum in a 25 yard pool may only gain US Open and American Record status. World records are recorded for short course and long course meters only.

Split - A swimmer’s intermediate time in a race. Splits are registered every 50 yards/meters and are used to determine whether or not a swimmer is on pace. Splits are very useful in planning future race strategy.

Sprint - Describes the shorter events (50 and 100 yards/meters). In practice, this refers to swimming as fast as possible for a short distance.

Starting Block - The starting platform used by swimmers at the start of each race and for relays.

Streamline - The position used by swimmers under water when starting or pushing off the walls after a turn. A streamlined body position is used to reduce water resistance.

Taper - Reducing training volume and intensity to allow the swimmer’s body and mind a break from the rigors of intense training. This coupled with quality rest allow the swimmer’s body time to repair itself and to restore its energy reserves to prepare for competition. Studies have found tapering to produce a



marked increase in muscle strength.

Team Uniform - A team uniform is usually made up of one or more of the following: swim suit, cap, T-shirt, sweat suit, jacket, and parka. Each team has a uniform, which is usually a requirement and unique to each team.

Time Trial - A time-only swim that is not a part of a regular meet. Swimmers usually compete in a time trial or attend a time trial meet in order to attempt to achieve qualifying times for a championship meet.

Touch Pad - A large sensitive board at the end of the lane where a swimmer's finish is registered and sent electronically to the timing system to register the swimmer's official time for that race.

Unattached - The status a swimmer receives when s/he changes from one USA Swimming club to another. Swimmers must be "unattached" for 120 days from their last competition with one club before they can compete for their new club. During this time they may swim for a club in individual events but may not score or swim on relays for their new team.

USA Swimming - The national governing body for amateur competitive swimming in the United States. (<http://www.usaswimming.org>)

USA Swimming Number - A number assigned to a swimmer upon joining USA Swimming. The membership card with this number may be required at any given competition.

Warm Down - Easy swimming or calisthenics used by swimmers after a race or anaerobic practice set to rid the muscles of lactic acid and gradually reduce heart rate and respiration.

Warm Up - Easy swimming or calisthenics used by swimmers prior to a race or practice to get the muscles loose and warm. Warm up gradually increases heart rate and respiration and helps prevent injuries.