



Life Time Swim Team (LIFE) Team Handbook
Updated November 2022

Welcome to Life Time Swim Team! We are so excited to have you join the swim team. This informational packet was created by the LIFE team as a guide to help you navigate through all of the things you'll need to know to get you and your swimmer(s) off to a great start.

If you have any questions, please don't hesitate to contact any of the LIFE coaching or management team. Again, welcome to Life Time Michigan, we wish you and your swimmer(s) the best of luck on this journey.

Team Philosophy

Each swimmer is encouraged to pursue their goals and ability. The sport of swimming is something that each person can take with them for life. We want each swimmer to learn qualities such as: dedication, determination, time management, goal setting, teamwork, and sportsmanship.

Team Mission

To provide quality training environment for all swimmers within a structured progression to ensure each swimmer reaches their individual potential.

Team Principles

- We act like champions, we live like champions, we become champions
- We show no weakness, we have no doubts
- We don't complain, we have no excuses
- We choose to be positive
- We mean no offense and take no offense with each other
- We pick ourselves up, we pick up our teammates
- We have character at all times
- We practice servant leadership
- We do the work, we finish strong
- We expect the best, we only accept the best, BECOME LEGENDARY!



Team Values

When Talent Meets Talent, Talent Is No Longer Good Enough. This is where everything else adds up.

- 1). Always Be On Time
- 2). Display A Good Attitude
- 3). Encourage Yourself, Others, and the Team
- 4). Help & Serve Others
- 5). Supply Effort & Energy
- 6). Remain Committed & Focused
- 7). Lose The Excuses
- 8). Improve The Being Coachable
- 9). Excel In Your Role
- 10). Prepare to Win

Sport of Swimming

The four competitive strokes are butterfly, backstroke, breaststroke and freestyle. In addition to those events, there is the individual medley (IM) event, which features all four strokes in one race in the order previously listed. There are also relay events that consist of four swimmers. There are freestyle relays, where all four swimmers swim freestyle; and there are medley relays, where each of the four swimmers swims one of the four strokes in the order of backstroke, breaststroke, butterfly, freestyle.

Our swimmers compete in different age groups and meets depending on their achievement level and how old they are on the FIRST DAY OF THE MEET. Nationally recognized age groups are 10 and under, 11- 12, 13-14, 15-16, 17-18 and Senior (or Open, which is open to any age swimmer). Local meets may also feature events for 8 and under swimmers.

Meets are conducted in one of the three "courses" (pool sizes). A short course pool is either 25 yards (SCY) or 25 meters (SCM). A long course pool is 50 meters (LCM). The short course season goes from September to March and the long course season goes from April through August. The international standard used in the Olympics is 50 meters (LCM). The NCAA College Championships are conducted in SCY or SCM. All world records are accomplished in 25 Yard, 25 meter and 50 meter pools. USA Swimming maintains records for 25 yards, 25 meters and 50 meters.

The technical rules of swimming are designed to provide fair and equitable conditions of competition and to promote uniformity in the sport. Each swimming stroke has specific rules designed to ensure that swimmers do not get an unfair competitive advantage over another swimmer. The technical rules for each stroke may be found in the publication "USA Swimming Rules and Regulations" on the USA Swimming website.

USA Swimming

USA Swimming is the national governing body for swimming in the United States. USA Swimming composed of 60 swimming associations (Local Swim Committees or LSC's). As a USA registered athlete, swimmers will be given a unique identification number, which will follow them throughout their swimming career. As a member of Life Time Michigan Swim Team, we require that all of our members become registered USA Swimming within three (3) days of their



first practice.

USA Swimming offers a variety of programs that are geared to all levels of swimmers, from youngsters learning to swim to world-class athletes. The USA Swimming Age Group program is designed to benefit younger athletes in the early stages of their competitive swimming careers while preparing them for senior, college, national, and international Level swimming. Age Group Swimmers participate in local, regional, and national level meets and various championships. Regionally, zone meets are held in four areas of the country at the end of each short course and long course season. The swimmers progress from local age group or senior championships, to zone championships and/or sectional championships, to junior or senior nationals, and then on to various international championship meets. The local championship meets begin to prepare our swimmers for the national championships and beyond. The senior national championships and specially conducted trials are used to select swimmers for the United States National Team including the Pan-American, Pan Pacific, Olympic Games, World Championships, and other international competitions.

Parent Code Of Conduct

The following rules apply to parents of the Life Time Michigan Swim Team. We consider our parents to be part of our team and if needed may ask for parents to change or align their behaviors with the goals of our program. In extreme circumstances families may be dismissed from the team for parent conduct.

1. During workouts, we ask that the pool deck is for coaches and swimmers. You are welcome to observe practices on deck. If you need to speak with the coaches, please call or email before practice. Swimmers and parents are discouraged from disrupting the coach or other swimmers with unnecessary communication, unless of course, an emergency.
2. Parents are responsible for a swimmer's behavior before and after workouts. This includes carpool members as well.
3. Do not coach or instruct the team or any swimmer at a practice or meet (from the stands or any other area) or interfere with coaches on the pool deck.
4. Demonstrate good sportsmanship by conducting oneself in a manner that earns the respect of your child, other swimmers, parents, officials, and the coaches at meets and practices.
5. Criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, and/or any participating swimmer will not be permitted or tolerated. These expectations apply to all forms of conduct and communications, whether physical, verbal, written, or electronic.
6. Always maintain self-control.
7. During competitions, questions or concerns regarding decisions made by a meet official are directed to a member of our coaching staff. Parents may address USA Swimming Officials via the coaching staff ONLY.
8. All parents agree to read, understand, and abide by the Life Time Michigan Swim



Team Minor Athlete Abuse Prevention Policy (MAAPP) as posted at the end of the handbook and on the team website.

Swim Meets Requirements

Life Time Michigan is a COMPETITIVE swimming program serving Bloomfield Hills, Canton, Commerce, Novi, Rochester, Troy and Shelby and surrounding communities. As program, we are rapidly growing. Our team goal is to become more competitive as a team not only within the state of Michigan, but within the Midwest and in our Nation. In order to move our TEAM forward, the Life Time Michigan Coaching Staff has identified a need for consistent racing over the course of each season. Swim meets provide our athletes the opportunity to receive feedback on skills they have learned in practice, as well as providing the athlete the opportunity to set and achieve goals! The majority of our meets will be within one hour of one of our facilities. A full schedule of meets will be provided to all families in early in each season Short Course (Sept-March) and again in Long Course (April-July), with a variety of opportunities for our athletes to race!

In order to address the need for consistent racing within our organization, we will be implementing a MEET REQUIREMENT for each training group. Please see the requirements below:

Developmental 1: One Home Meet per season and any USA Swimming Meet as directed by the program and your coach.

Developmental 2: Two Home Meets per season and any USA Swimming Meet as directed by the program and your coach.

Bronze: All Home Meets per season and any USA Swimming Meet as directed by the program and your coach.

Silver: Minimum attendance of 75% of the meets that are available per season.

Gold: Minimum attendance of 80% of the meets that are available per season.

Senior: Minimum attendance of 90% of the meets that are available per season.

Additionally, every athlete will be expected to attend their designated season ending Championship Meet. At the end of the Short Course season, the order of championship meets are Regionals, MAGS, Ultra, and Sectionals. At the end of the Long Course Season, the order will be MAGS, Ultra, Sectionals, Futures, Jr Nationals, and SR Nationals.

To support the direction of our program attending meets, Life Time will not offer practices on days when a meet is available as our coaches will be attending meets with our swimmers.

We appreciate everyone's commitment to following the above requirements for this season. Should your family have an issue fulfilling your requirement for a specific month, please notify your facility's Head Site coach. We want to see your child succeed! Please join us by making the commitment to support your athlete's chosen sport!

Meet Service Hours

To ensure that The Life Time Michigan Swim Team swimmers can participate in team activities, swim meets, as well as supplement operating expenses, the Life Time Michigan Swim Team must host swim meets throughout the year. All team affiliated events are staffed totally by parent volunteers and cannot run without family participation. The Life Time Michigan Swim Team is very fortunate to have an incredible group of very committed



members who have volunteered generously; however, it did become necessary to implement a Service Hour Obligation policy to ensure that ALL families participate.

A family's willingness to volunteer will have a great impact on their child's athletic experience and love for the sport of swimming. Regardless of whether a swimmer participates in a meet, it is the positive experience of being involved in the whole TEAM event that will give each athlete the support and fellowship offered by being a valuable member of the Life Time Michigan Swim Team.

The intent of this policy is not to raise money, but to ensure that The Life Time Michigan Swim Team swimmers can participate in competition, as well as emphasize how very important it is that as members of a team, the volunteer effort required is shared equally among its members. We need help from everyone to continue to support the mission and vision of our team.

1. Each family is required to provide a volunteer at every Life Time Michigan Swim Team hosted USA Swimming Inc. sanctioned swim meet that their swimmer commits to and participates in from September to July of the current swim year.
2. Each family, whose swimmer commits to and participates in a LIFE-MI hosted swim meet, must sign up for ONE FULL SESSION during LIFE-MI hosted swim meets. If Life Time Michigan hosts a State Championship or Regional Championship, Life Time Michigan Swim Team Members will have additional session(s) that will be communicated with them.
3. Families are always welcome to volunteer above and beyond the requirement.
4. Failure to comply with the team policies may result in suspension or dismissal from the Life Time Michigan Swim Team.
5. In the cases of hardship for families with a healthy history of volunteerism, communication prior to the event will allow the swim office to work with you on a reasonable solution.
6. Volunteering at away meets (hosted by other teams) will not count towards Life Time Michigan Swim Team volunteer requirements but is often welcomed by the host team.
7. Community Service credit is available for anyone who volunteers and would like to earn community service hours.

HOW TO SIGN UP FOR MEET SERVICE

Each event is posted on the team website under the Meet & Events section. Look for the Sign-Up Genius next to the title of the event. When clicked, the user is directed to a page that offers the different jobs available, with various time slots to sign up for. Job slots will be available to sign up for one week prior to the event and be on a first come, first served basis.

HOW TO TRACK MEET SERVICE SESSIONS

In the days following a meet all volunteer sign in sheets will be compared to the online sign up



and corresponding hours will be credited to each member's account. All volunteers will check in at the check in table on each day of a Life Time Michigan Swim Team hosted swim meet to ensure they receive the correct number of hours. A member can log into their Shark's account anytime thereafter to check their status.

Yearly Registration

Life Time Michigan families are required to be members of USA Swimming. Life Time Michigan families will create an account directly with USA Swimming. Your home facility will have access to a custom QR code which will allow you to complete your registration. The cost of this will be \$88.00.

Life Time will also charge an annual anniversary fee for all swim team members. This yearly anniversary charge will be \$50.00 and will provide a swimmer with two caps, a new team t-shirt and cover administrative items for the team (team registration, coaching certification and registration).

Both of these items will be charged in October of the current calendar year. Life Time Michigan Swim Team Families will have 3 days from the time they register with the team to complete their USA Swimming registration. If a family does not complete the registration within 3 days, the swimmer(s) will not be able to participate in Team Activities until the registration has been completed. The Life Time Anniversary fee will be charged at the point of registration.

BECOME A USA SWIMMING OFFICIAL

Reasons to Become an Official

- You will be working with the greatest group of volunteers in all sports!
- You will be close to the action. The bleachers are not comfortable anyway!
- Life Time will waive your meet fee for every session you officiate at one of our home meets, up to one child.
- It is a great way to meet future Olympians—unless you already have one in your home.
- Great food in hospitality!

Earn the ability to impact swimmers and coaches through assisting them in their growth through the sport.

Standards Coach's Responsibilities

The coach's job is to supervise the entire competitive swim program. The LIFE coaching staff provides a quality competitive program for each swimmer.

1. The coaches are responsible for placing swimmers in practice groups. This is based on age, demonstrated merit, and coach's recommendation. Coaches reserve the right to place a swimmer in a more challenging group when it is in the best interest of the swimmer.
2. Responsibility for stroke instruction and the training regimen rests with the LIFE coaching staff. Each group's practices are based on current techniques and coaching philosophy and are geared to the goals of that group.
3. The coaching staff will make the final decision regarding which meets swimmers will attend and which events a swimmer will compete in. Please see the Meet Entry section for more information.



4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. The coaches will be solely responsible for offering racing strategies, technical instruction, and constructive criticism regarding the swimmer's performance. All relay teams will be determined by the coaches.

All team communication will come from the coaches via the Team Unify website.

Swimmer Expectations

1. Workout and Meet Attendance:
Each training group has either specific attendance goals or a mandatory number of practices a swimmer must attend. It is the responsibility of the swimmers and parents to familiarize themselves with the attendance goals of their specific group.
2. Please arrive to each practice on time and ready to swim. Equipment should be ready to go before practice starts.
3. Appropriate Practice Apparel:
All swimmers should be wearing a swimming suit appropriate for training; no shorts or shirts are permitted during practice. It is recommended that all swimmers wear caps.
4. Listen and follow the coaches' instructions
5. Follow Pool Rules
6. Be courteous and respectful to other patrons of the pool, your teammates, and your coaches
7. Strive to become a better athlete at each practice
8. Encourage your teammates toward excellence. Be a team "builder", not a team "divider"

Training Equipment

1. Swimmers are required to bring specific training equipment to each practice. It is the swimmer's responsibility to make sure that equipment is present and ready for use at each practice.
2. Please refer to the Equipment List located on the Team Unify website through the Swim Team Store for specifics about equipment.

Swim Meet Sign-up

The LIFE coaching staff wants to ensure that the first meet you attend is a great experience for you and your swimmer. As a new LIFE member, you should receive access to the Team Unify website to register your swimmer(s) in upcoming swim meets. As swim meet registrations approach, you will receive an informational e-mail requesting you to commit, or not commit your swimmer in the upcoming meet.

1. Sign on to the team website with your email and password. If you have not set up or received a password, contact your coach.
2. Go to the "Meets/Events" tab and select "select Sign Up For Meets" located across the blue bar of the Home Page to Meets/Events.
3. Find the event you want to enter and click on "Attend this Event". If you want more info on the meet, click on the name of the event and find the meet information link under the information section. The meet information will tell you the location of the meet, order of events,



etc. Also note when you click on the meet that we will have listed if this is an “All Team” event or which specific groups should attend. If you have any question as to whether your swimmer should attend a meet, please email your coach.

4. Your account will show up with your swimmer’s name at the bottom.
5. Click on the swimmer’s name.
6. You will be taken to “Athlete Event Signup-By Day/Session”
7. Under “Sign-up” record, click on the drop down arrow on the right of box.
8. Select either “Yes, please sign (name) up for event” or No, thanks, (name) will not attend this event”.
9. You will not need to check boxes for days/sessions. Make a note in the notes sections of any days you are unable to attend if this is a multi-day meet.
10. Click “save changes” on bottom right of page.
11. You will be asked if you really want to save changes. Click “Ok.”
12. You will be brought back to event signup page and a red check will appear next to the word “Committed” next to your swimmer’s name. If the red check does not appear, you may have forgotten to click “save changes.” In this case, go back and repeat steps 3-12.
13. If you have multiple swimmers to enter in a meet, repeat steps 5-13 for each swimmer.

Once you commit to a meet and entries are submitted, you will be charged the fee for that meet. Parents forfeit any meet fees if a swimmer is scratched or does not show up for the meet. Also, be aware of “deadlines” for committing to the meets. Once the deadline passes, we will not be able add or remove any swimmers.

Swim Meet Checklist

Below are some of the items you should bring with you to every event:

- 2 goggles (just in case a strap breaks); we actually recommend using bungee straps
- 2-3 towels (you’ll want to keep your swimmer warm in-between events)
- Spare swim cap
- Sharpie, Pen/Pencil, and Highlighter (these are for the parents)
- Change of clothes for after the meet (most venues provide showers for the swimmers)
- Games or cards (some meets will have a large number of swimmers so keeping your swimmer occupied during down time is always a good idea)
- Most venues provide a concession stand, but it is always a good idea to pack snacks to help re- fuel such as:
 - Water, water, water
 - Fruit
 - Bagels
 - Energy bars/Gatorade



- Nuts

What to expect at a Swim Meet

1. Team Uniform

LIFE swimmers will all be wearing:

- LIFE Team Cap
- LIFE Team T-Shirt
- LIFE Team Suit

It is very important that each swimmer is a recognizable LIFE-MI swimmer.

2. Warm ups

Swimmers should arrive at the competition pool 30 minutes before the beginning of the warm up session. The warm up is an essential part of a successful performance.

3. Team Area

Look for the Life Time Swim banner to find the area where LIFE swimmers will sit together as a group. This helps to foster team unity and create a team atmosphere. Also, it allows the coaches to locate the younger swimmers easily and help them be ready for their events on time.

4. Before and After Each Race

Swimmers are asked to meet with their coach before and at the conclusion of each race they swim. This allows the coach an opportunity to discuss the race, as well as offer constructive comments regarding splits, stroke technique, race strategy, etc. If a warm down area is available, swimmers should warm down after each race.

5. Dismissal

Please check in with your coach prior to leaving the meet, even if your child has finished their events.



