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Ridgewood Breakers Swim Team

Parent and Athlete Handbook



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A Letter From The Director Of Competitive Swimming

Hello Swimmers and Parents:

Welcome to the Ridgewood Breakers Swim Team. I am so pleased that you have decided to join our community! As a year-round program organized and operated by the Aquatic Department of the Ridgewood YMCA, the Breakers are dedicated to providing a high-quality and nurturing environment for swimmers of all levels from ages 5 through 18. The following pages outline the responsibilities, policies, associated fees, and structure of our program. Please take the time to read through the pages. Our goal is to provide a safe, fun, competitive, and developmental swim team.

As the Director of Competitive Swimming, my philosophy is that safety and quality programming is at the forefront of everything we do, along with carrying out the missions and values of the YMCA Organization, which will be further explained in the following pages. I am confident that you have made a good choice in joining the Breakers Swim Team as a method of fitness, fun, community, and competition for your family.

I am working to create an engaging and rewarding experience for all those involved with our Breakers Programming. As a swimming program and a community YMCA, I look forward to your assistance in the continued growth of our team.

The Breakers is a member of the YMCA Swimming League and the USA Swimming Organization. Shortly after the start of our short course season, we will need parents to become certified USA Swimming Officials by attending the formal training offered. More information will follow as soon as it becomes available.

Thank you, in advance, for your commitment to this team. I hope that you and your children find this a wonderful community to swim and grow!

If you have any questions, please reach out to me at MDonnelly@RidgewoodYMCA.org or ask one of the experienced parents! The best time to reach me is before or after practice. During practice, my focus is always on my swimmers and I will be unable to provide my full attention to you, unless it is an emergency!

Sincerely,
Meaghan Donnelly
Director of Competitive Swimming

The Breakers Swim Team Program - An Overview

The Breakers Swim Team program complies with the YMCA of the USA Rules that Govern YMCA Competitive Sports that requires that each member is “enrolled by the Association as an annual member, entitled to full privileges, activities, and services of that Association.” A full membership in the Ridgewood YMCA is a Youth or Household Membership. In order to register, the YMCA policy requires that membership be valid through the entire program period.

The YMCA mission is to develop an individual’s spirit, mind, and body and our goal is to build strong kids, strong families, and strong communities. We believe that fair play is the very essence of competition and we strive to provide a safe, healthy, and positive environment for athletes.

All YMCA members are expected to adhere to the Ridgewood YMCA Membership Terms and Conditions.

The YMCA believes that character development, focusing on the core values of caring, honesty, respect, and responsibility, is an essential element of our sports programs.

- **Caring:** to be sensitive to the well being of others involved in the sports program.
- **Honesty:** to have integrity, making sure that one’s actions match one’s values through participation in sports.
- **Respect:** to value the worth of every person, including oneself, one’s teammates, opponents, and officials.
- **Responsibility:** to be accountable for one’s behavior and obligations.

YMCA Breakers swimmers compete at the local, regional, and national level within two distinct organizations, the YMCA dual meet league organizations and USA Swimming. The National YMCA Swimming and Diving Committee governs the YMCA competitive swim program and USA Swimming is the national governing body for amateur swimming in the country. This handbook will help familiarize you with all facets of the Breakers and competitive swimming in general. In the following pages, you will be introduced to our history, philosophy, team policies and to basic information concerning your day-to-day participation in the Breakers. We hope that this handbook will help you better understand the inner workings of the Breakers and the world of amateur swimming.

A Tradition of Excellence

The Ridgewood YMCA Breakers Swim Team has a long and distinguished history in competitive swimming.

Competitive swimming was first introduced to the Ridgewood YMCA soon after the present YMCA building on Oak Street was completed in 1951. Since that time, the swim team has

enjoyed success at many levels with swimmers always ranked among the best in New Jersey and with some swimmers gaining regional and national rankings.

One of the high points in the team's history was the Men's National YMCA Championship won by the Breakers in 1974.

Recently the Breakers have featured a strong age group program that has served as an excellent foundation for the team. This strong foundation has led to numerous top three finishes at the New Jersey YMCA State Championship, East Field Regional Championship, and the New Jersey Junior Olympic Championship. The Breakers won team titles at East Field Regional Championships in 1992, 1993, 1995, 1996, with the team winning the Combined Championship in 1992 and 1995.

In 2008 the Breakers won the Boy's Y State, finishing third in the Combined team race and fourth in the Women's point total. At the YMCA National Swimming Championship the Breakers have placed as high as ninth with two of our swimmers winning national championships and several swimmers placing in the top 16.

The Breakers continue to be active at the USA Swimming national level with finalists at the Junior National Championship and Sectionals. Breakers swimmers have also enjoyed national rankings in both YMCA and USA Swimming Top 16 lists. One Breaker swimmer, Jim Sullican, was ranked in the Top 100 in the world.

With the continued interest and hard work of our swimmers, coaches, and parents, the future looks bright for the Breakers.

Philosophy

The Ridgewood Breakers Swim Program provides a supportive, encouraging environment designed to develop the swimmer's spirit, mind, and body. Participation by the swimmer in other activities is encouraged in order to develop a well-rounded person. The program has four principle objectives:

- To provide children of different levels of swimming ability with the opportunity to develop their capability and to attain their highest level of competitive proficiency.
- To help develop character by incorporating the core values of the YMCA and encouraging personal excellence and establishing challenging but attainable goals which each swimmer can achieve through hard work and discipline.
- To establish and maintain the swimming experience as fun and enjoyable, engendering willing, enthusiastic, and continued participation throughout childhood and adult life.
- To foster team spirit while encouraging and recognizing individual achievements of our swimmers.

Objectives of the Breakers Swim Team

The Ridgewood YMCA Breakers Swim Team provides interested youth with the opportunity to learn how to be the best swimmers they can be. Our program helps young people learn the skills, the self-reliance, and the physical conditioning necessary for personal success.

The Breakers program is designed to teach the skills necessary for success at all levels in competitive swimming while realizing that not all swimmers will be able to swim at the highest levels of swimming. What is important in our program is that our swimmers learn to appreciate hard work and physical fitness while achieving as much as their talent and hard work will allow.

Goals of the Breakers Swim Team:

The Ridgewood YMCA Breakers Swim Team Short-term goals are intended to bring our swimmers, coaches, and parents together.

YMCA Competitive Goals:

As determined by the Director and updated periodically.

- Dual Meets: To have 4 Dual meet teams, each having 2-4 dual meets with other YMCA NJ League in the SCY Season.
- YMCA State Championship: To qualify as many swimmers for the meet as possible. To have both the girls and boys teams placed among the top 8 teams.
- YMCA National Championship: To bring as many swimmers as possible to the meet.

USA Swimming Competition Goals

- Eastern Zone Championship: To qualify as many swimmers as possible for both the Winter and Summer Zone Teams
- Sectional Championships: To qualify all interested swimmers for the Sectional Championships, have the swimmers attend the meet and prepare for the meet to achieve best times.
- National Championships: To qualify all interested swimmers for the National Championship while preparing them to swim as fast as possible at that competition.

Responsibilities

Coaches' Responsibilities

The Breakers coaching staff is dedicated to providing a program for swimmers that gives them the opportunity to maximize their potential as competitive swimmers. The coaches are responsible in all areas affecting training and competition.

- The coaches, including the Director, are responsible for placing swimmers in practice groups. This placement is based on the age and ability level of each individual athlete. When it is in the best interest of a swimmer, he/she/they will be placed in a more challenging training group by the coach once this is approved by the Director.
- Stroke instruction and the training regimen rests with the Breakers Coaching Staff. Each group's practices are based on sound scientific principles and are geared to the goals of each practice group.
- The coaching staff will make the final decision concerning which meets Breakers swimmers may attend and which events our swimmers will swim. 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. The composition of a relay team is the sole responsibility of the coaching staff.
- The coaches are also responsible for helping to create the Breakers environment where swimmers are challenged to be their best while also being treated with respect for their efforts to become the best swimmer that they can become.

Breakers Swimmer Behavior

Every swimmer's behavior is a reflection of the individual, of the Ridgewood YMCA and of the Breakers Swim Team. It is expected at all times that every team member displays good sportsmanship, fair play, and behavior in accordance with the mission of the YMCA and the core values of caring, honesty, respect, and responsibility.

All Breakers swimmers ages 13 and Older are required to read, sign, and return the Code of Conduct statement that can be found on the last page of this Handbook.

1. All swimmers are encouraged to be at their designated starting places with their practice equipment ready to start practice on time.
2. A coach's primary responsibility is to design and implement the training program for a given practice group; as well as guide, motivate, and instruct the athletes in proper stroke technique and training effort. An athlete's primary responsibility is to show up prepared to participate in the practice with appropriate swim attire and equipment, as well as to present as coachable and willing to participate in the work designed for that given day. If an athlete behaves in a manner that detracts from the training environment, or they are unprepared to participate on any given day, the Director and all coaching staff reserve the right to ask that swimmer to remove themselves from the pool.
3. Swimmers are expected to support their teammates at practice as well as in competition. Working together as a unit for the benefit of all individuals in the group is an important part of the Breakers Spirit!
4. Breakers swimmers are to follow the verbal directions of the coaching staff. Disrespectful behavior towards any adult, whether a parent, coach or official, is not to be tolerated.
5. Swimmers may leave practice only with the coach's permission.

6. Abusive language, lying, stealing, and/or vandalism are unacceptable. These behaviors are contrary to the philosophy of the Ridgewood Breakers, and can be the cause for suspension or expulsion from the team, the YMCA, or both.

Bad Day Policy

The “Bad Day” policy can be used by any swimmer when one is having a rough day and the coach will not get on their case. They may not be used on an ongoing or recurring basis as that would indicate a different conversation between the coach, the athletes, and the parents or legal guardians is needed.

Parent-Swimmer-Coach Relationship

To have a successful program, there must be communication, understanding, trust, and cooperation among swimmers, parents, and coaches. The progress your child makes depends to a great extent on this triangular relationship. It is with this in mind that we ask you to consider this section carefully as you participate in the Ridgewood Breakers Swim Team program.

Parent's Guidelines

Your child is a product of your values, the structure you have provided, and the model you have been. Human nature, however, is such that parents sometimes lose some of their ability to remain detached and objective in matters concerning their children. We hope the following guidelines will help you to keep your child's development in the proper perspective.

- Every individual learns at a different rate and responds differently to the various methods of presenting skills.
- When athletes first come to the team and start practicing, it is possible that they will fall off in the short term. This is usually due to our emphasis on developing the skills of each of our swimmers during the early season. Once the skills have been developed the swimmers turn their attention to more challenging practices while still maintaining their skills. After the swimmers have developed their skills and practiced hard, they are ready to swim their best. Our preparations for each season are designed to have the swimmers ready for their best performances at the end of the season.
- Plateaus can occur at one time or another in every swimmer's career. Plateaus can be both in competition and in training. A plateau signifies the swimmer has mastered lower-order skills, but they are not yet sufficiently automatic to leave their attention free to attack newer, higher-order skills. Sometimes plateaus occur due to physical development and maturation of the athlete. This is normal, even if it is frustrating. It is important for the athlete to understand that plateaus occur in all fields of physical

learning. Successful athletes are those who work through this temporary delay in improvement and go on to achieve greater performance, realizing their personal potential.

- Ten and under athletes are the most inconsistent swimmers and this can be frustrating for parents, coaches, and swimmers alike. This requires patience so that these children can learn to love the sport and continue their development.
- The slow development of competitive drive at an early age is normal and perhaps more desirable than precocious or forced early development. It is important for children to learn to adapt to reasonable levels of emotional stress. Learning how to overcome small disappointments helps the individual to work through their disappointments and attain greater achievements.
- It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's job to supply love, recognition, and encouragement necessary to help the young athlete feel good about herself/himself/themselves. Refer to the coach when speaking to your swimmer about their performance. Ask "what did the coach say" and encourage them to listen to it.
- Parent's attitudes and behavior influence those of their children. A child might not be consciously aware of what is taking place while subconsciously absorbing powerful messages about their parent's desires. For example, be enthusiastic about taking your child to practices and meets, fundraising projects, meetings, etc. – don't look at these functions as chores, but ways in which to support your child's athletic development and the environment they are developing in.
- **Do not attempt to speak to a coach during a practice. If you have questions about your child's training or team policies, contact your child's coach directly after practice, or call the office and leave a message, 201.444.5600 extension 319, or send an email to the office at MDonnelly@ridgewoodymca.org. Criticism of the coach in the presence of swimmers will undermine the coach's authority and can break the swimmer-coach support necessary for maximum success.**
- No parent should behave in such a way as to bring discredit to the child, the team or to competitive swimming. Any disagreement with a meet official must be brought to the attention of the coach, and handled by the coach.
- Be sure that your child swims because he/she/they wants to. People tend to resist anything they "have to do." Self-motivation is the stimulus of all successful swimmers.
- The etymology of the word "competition" goes back to two Latin words, "com" and "petere", which mean together to strive. Avoid "playing" your child against their nearest competitors, thereby creating vendettas within the team and swimming community. Close competition provides two great services for the athlete: it brings out the best in them and shows where improvement is needed.
- The communication between coach and swimmer is very important. This two-way relationship must exist daily at practice. It is imperative that the coach has the swimmer's full attention at these times. It is for this reason that we ask parents to watch only from the observation area of the swimming pool and not to participate in the coaching in any manner.

In general, it is best for parents to refrain from making stroke corrections or trying to coach their swimmer, thus avoiding considerable, and often, insurmountable confusion for the swimmer. If you differ with something, please confer with the coach.

Remember, particularly in the case of younger swimmers, that the attitude of parents in regard to their outlook on the sport has an important effect on the child. In swimming, as in life, nobody can “win” or succeed all of the time – there will always be some disappointment. Every child can gain from his/her experience whether or not he/she ever wins a single race. The important thing is to keep on striving to do better next time. The secret is not to produce great swimmers, but rather to produce great young people who swim.

A Note About Outside Private Lessons

The Breakers offers instruction and stroke development as part of our program and also offers the opportunity for additional small group instruction. While we do not encourage outside private lessons, we do realize that this may happen. Please make sure that you speak to your athlete’s coach in regards to the information a private instructor may be providing as it may be different than what is being coached and may lead to significant confusion for the swimmer. This is the main reason we do not encourage private lessons. Athletes will naturally go through a learning process and this is different for all swimmers. Adding too many cooks into this kitchen only leads to confusion. Each competitive stroke has gone through a number of iterations over the many decades that competitive swimming has been around and not all of the techniques used in the past or present are optimal or healthy for all swimmers. If an athlete changes their strokes due to the direction and guidance of an outside instructor and the athlete does not listen to the direction provided by the Breakers Coaches on deck when there is concern for the technique, the private coach may be responsible for any overuse injuries that result from poor stroke technique and thus is responsible. Additionally, if at any time a swimmer’s private coach is present at any meet, they should, in NO way, coach the athlete from the stands or sidelines. If this occurs, this will undermine the athletes relationship with their Breakers coach and this may lead to conversations regarding the Breakers ability to serve the swimmer if our coaching team is not provided the opportunity to do our job as coaches.

Practice Groups

Swimmers practice in groups divided by age and competitive swimming skill as follows:

Pre-Competitive & Semi-Competitive Program:

- Royal - Pre-Competitive 9 & Older - Athletes moving out of swim lessons with an introduction to competitive stroke work, competition specific skills, and increased work volume. This group does not participate in any competitions. Practices are offered 2x per week

- Navy - Semi-Competitive - 9 & Older - Athletes who require additional stroke work and new to competitive swimming. This group participates in the Dual Meet Season and may participate in YMCA Championship series, if the athlete qualifies. Practices are offered 3x per week.

Age Group Program (Ages 5 - 12):

- Slate - 5-8 years old - For very new and our youngest 8 and under swimmers. This group participates in Dual meets and YMCA mini meets, as well as the YMCA 8 and Under Championship in February. Practices are offered 2 x per week.
- Sky - 7-9 years old - This group continues to grow an athlete's knowledge of the skill of competitive swimming, builds off the foundations in Slate, and provides additional competitive opportunities for those age 9. Participate in Dual meet season and invitationals and YMCA Championships, as offered. Working on Bronze cuts for 9 year olds. Practices are offered 3x per week.
- Ocean - 9-11 years old - Continued focus on stroke development. State level 8 and 9 year olds and 10 and 11 year olds in early stroke development. Participates in Dual meets, invitationals, and YMCA/NJS championship series. Practices offered 4x per week.
- Midnight - 10-12 years old - State level 10 year olds with strong 11 & 12 year old swimmers still in early stroke development swimmers. Focused on increasing endurance while holding form and preparing for competition. Participates in Dual meets, invitationals, and YMCA/NJS championship series. Practices offered 4x per week.

Senior Program (Ages 13 & Older):

- Senior Prep - 11-13 years old - State level age group athletes ages 11 or 12 with coach recommendation and 13 year old swimmers bridging the shift from age group swimming to senior competition. Participates in Dual meets, invitationals, and YMCA/NJS Championship series Continued focus on stroke work and competition skills. Practices offered 5x per week.
- High School Development - 13 & Older swimmers focused on developing swimming skill and stroke technique, increasing endurance, and preparing for the High School Swimming Season. Participates in Dual meets, Invitationals, and YMCA Championship series with coach approval. Practices offered 4x per week. Practice attendance requirement 50%.
- Senior Development - 13 & Older - Athletes with Bronze and Silver Championship cuts seeking to improve endurance and skill to prepare for Elite level training. Additionally, State level athletes who participate in multiple sports. Participates in Dual meets, invitationals, and YMCA/NJS Championship Series. Practices offered 7x per week - 5 in water and 2 dryland. Practice attendance requirement 65-70%.
- Elite Development - 13 & Older - Athletes with YMCA Silver, State, and National cuts, able to maintain a 1:20/100 base training pace or faster and committed to improving their

swimming ability and skill. Practices offered 8x per week - 6 in water and 2 dryland. Practice attendance requirement is 80%.

The Director and the coaching staff determine the appropriate placement of swimmers at the start of the short course and long course season.

Practice Attendance

- Plan to be at the pool 10 minutes before the start of practice so that practice can start on schedule and make efficient use of the allotted practice time.
- The swimmer should plan to stay for the entire practice. The last part of practice is very often the most important, and usually there are announcements made at the end of each practice. Parents MUST NOT interrupt or talk to coaches on deck during practice.
- When a swimmer can not attend the recommended number of practices for their assigned group, the parent is to notify the swimmer's coach to discuss the situation with the coach.
- If your swimmer will be out of the water for three days or longer due to an injury or illness, please notify the Breaker's Office at 201.444.5600 extension 319.
- The frequency with which a swimmer is scheduled for practice depends on the swimmer's age, the team level in which the swimmer trains, and the goal of the practice group as defined below. Our practice group progression is designed to progressively challenge our swimmers to best develop their skills and conditioning.
- Our practice groups have guidelines for practice attendance. These guidelines are listed below. All of our swimmers and parents should remember that the more often a swimmer attends practice and works hard, the better the swimmer will perform.

Expectations for Group Practice Attendance

Ocean, Midnight, and High School Development	Members are expected to attend 60% of the practices offered each week.
Senior Prep and Senior Development	Swimmers are expected to attend 70-75% of practices offered each week.
Elite	Swimmers are to attend 80% of practices offered each week. This includes dryland and lifting sessions. Swimmers should call and leave a voice message if they will miss practice.

- A note about 8 and Unders (Slate and Sky) - 8 and Under athletes are encouraged to attend as many practices as possible! Practice will be monitored, however will not be tracked and there is no expectation for the swimmers to attend a certain percentage offered each week.

Guidelines for Injury and Illness

The Director and Breakers Coaching staff reserves the right to request medical clearance at any time when there is concern for the athlete's health and/or safety when participating in the rigorous training that is at times required for competitive swimming. Additionally, should a swimmer be sick or injured enough to miss three or more consecutive practices, and require a visit to a physician for that illness/injury then the swimmer must provide the athlete's coach with a note from the athlete's physician. Any time that medical clearance is requested, the physician's note should include the following:

- The date the swimmer will be permitted to return to swimming.
- What restrictions may be associated with the return to swimming.
- Any long-term considerations that might be associated with the illness or injury.

Any further questions about the return to swimming after an illness/injury should be directed to the swimmer's coach.

Family Volunteering & Officiating Requirements

Providing opportunities for swimmers to compete and swim fast is something that the YMCA league provides thanks to the support and cooperation of all member team organizations. In support of the YMCA and NJ Swimming Leagues, the Ridgewood YMCA hosts 3 meets annually, however we can not provide these opportunities without the support and helping hands of our swim families! These three meets also provide amazing fundraising opportunities in a way that does not ask for more financial support through our members.

All athletes' families are expected to volunteer to work at least two sessions or two jobs, whichever is more appropriate, not including donations, at team hosted meets. These events will include the Ridgewood YMCA Gingerbread Meet, the YMCA Bronze Championships (1st weekend in February) and the Long Course Summer meet hosted in June each year.

Timing Requirements

All meets that our team attends (or hosts) require individuals to volunteer as timers during each session. This allows us to provide a fair, unbiased and accurate account of each swim that occurs in the meet.

Each lane, in addition to a touchpad, requires two timers and each session requires backup timers in the event that a watch fails during an event, for any reason.

In order to ensure that this happens, each team is assigned a number of timing requirements for each session based on the number of swimmers attending. Timing requirements are not optional for a team and, in worst case scenarios, coaches have had to time for a session - which removes the coach from coaching duties and being unable to serve the swimmers who are

competing. If your athlete is participating in a meet, please understand you may be required to assist in timing during the meet.

Penalty for Not Timing When Required

If you are present during a session your swimmer is participating in and you do not offer to fill a team timing requirement, the team reserves the right to scratch your swimmer from the swimmer's next meet, this includes Championship meets. We are a team, and we need to support the entire team in order for our season to flow in a smooth and successful manner. As a team, we do understand that, at times, there are extenuating circumstances. If these are reasons where you are unable to fulfill volunteer duties, please reach out to MDonnelly@ridgewoodymca.org.

Penalty for not volunteering

When an athlete joins a swim team, so do the parents. This sport requires parents to be participants, not just spectators. Swimming requires active participation by the parents. Swim meets are very labor intensive and simply can't be run without the majority of parents assisting at some stage of the meet. It takes so many people to run a swim meet that there is literally a job for everyone. Training for some jobs takes only a few minutes; others require attendance at clinics. None are as scary or difficult as you might think. Even at the Olympic level of competition, swimming officials are volunteers - parents who probably started out on a summer swim team.

Thank you, in advance, for your volunteering!

Each family has a two shift volunteer requirement for the season, regardless of whether your child swims in meets or not. It is encouraged that families support the RY Hosted events. If you have any questions, concerns, or need help, please email Mdonnelly@RidgewoodYMCA.org.

Please remember that when you registered you agreed to the following: I/we understand that swim team is a volunteer intensive sport--each family must commit to 2 volunteer shifts per season. I understand that it is my responsibility to sign in with the Team Unify Job Manager so that my shift will be counted. I understand that if I/we do not complete the 2 required shifts, we will be fined \$200 per shift.

Job Sign Up and Descriptions

Job Signup

In TeamUnify on the Events & Competitions page, team events and meets that we are attending and/or hosting may have a green button alongside the Attend/Decline button that reads Job Signup. Job management is done on a meet-by-meet basis, and the job management portal is accessed through the green Job Signup button. Once you click through to the Job Signup page,

you will be greeted with a list of different roles, with checkboxes under each role for all the different sessions or timeframes for which we would need volunteers in that role. Check any boxes for the session you can volunteer for under the roles that you can perform, and then click the Signup button at either the top or the bottom of the page (Shown in blue). If you do not know some of the primary responsibilities of the jobs on this page, the section below provides some details of our most frequently seen jobs for our volunteers. To delete your registration, you would select the checkbox next to your name where you had registered before, and then click the Remove Signup button at the top or bottom of the page (Shown in red).

Timers

Timers are our biggest need during all meets. Most swim meets we attend require us to supply some timers to help the meet run. A timer's responsibility is primarily to start and stop a stopwatch at the start and end of each race. Each swim needs multiple times available in the case of equipment failure, undetected or missed touches, and other cases where times may be lost. There will be at least two timers to a lane: Both timers are responsible for starting and stopping a stopwatch with races, one timer will be recording those stopwatch times onto timer sheets, and the other timer is responsible for pressing a plunger or button that is hooked into the electronic timing system.

Back-up Timers

Back-up timers are on standby during the meet, starting extra watches for each race/heat in the event that other timers missed clearing and starting their watch with the next race/heat. Backup timers are also ready to sub in for timers if needed, but are mostly present to provide backup watches to timers who did not start their watch properly with the race.

Team Events

How to signup Event jobs:

Step 1: Find the empty slots shown as "-----".

Step 2: Click on the checkbox in front of the empty slot that you want to sign up for.

Step 3: Select [Signup] button to signup for the slots that you selected.

Note: If your Account name is printed right after the checkbox, you've signed up for that job. You do NOT have to "Signup" again. You, however, can use the "Remove Signup" button to remove the signup if you no longer want to work on that job.

If someone else's name is printed, that job slot is not available for you to sign up (this is a first-come-first-serve system). You can only sign up for the empty slots shown as "-----".

Signup

Remove Signup

Job Name/Notes	Time Periods Signup
Admin Official	12/29/2013 11:00:00 AM - 12/29/2013 03:00:00 PM(4.00 Hrs.) 1 <u>Lambert, Adam/Jennifer</u> 01/15/2014 03:00:00 PM - 01/15/2014 08:00:00 PM(5.00 Hrs.) 1 <u>Lambert, Adam/Jennifer</u>
Awards/Ribbons Work at awards table. Places labels on awards and distributes to eligible swimmers.	12/29/2013 01:00:00 PM - 12/29/2013 05:00:00 PM(4.00 Hrs.) 1 <u>komarova, natalya</u> 01/15/2014 03:00:00 PM - 01/15/2014 08:00:00 PM(5.00 Hrs.) 1 <u>komarova, natalya</u>
Clean up after the meet Responsible for breaking down all equipment required to run the meet and picking up trash.	12/29/2013 06:00:00 PM - 12/29/2013 07:00:00 PM(1.00 Hrs.) 1 <u>Haughey, Tom</u> 2 <u>Donnelly, Meaghan</u> 3 <u>Koltsov, Ivan</u> 4 ☐ ----- 5 ☐ -----
Concessions workers Work in concessions.	12/29/2013 01:00:00 PM - 12/29/2013 06:00:00 PM(5.00 Hrs.) 1 <u>Adamek, Lisa</u> 2 <u>Oldham, Michael</u> 3 <u>Donnelly, Chris</u> 4 ☐ ----- 5 ☐ -----
Floater Fills in where needed at the meet. Requires flexibility. Check in with team representative.	12/29/2013 11:00:00 AM - 12/29/2013 03:00:00 PM(4.00 Hrs.) 1 <u>Donnelly, Meaghan</u> 2 ----- 01/15/2014 03:00:00 PM - 01/15/2014 08:00:00 PM(5.00 Hrs.) 1 <u>Donnelly, Meaghan</u> 2 <u>Koltsov, Ivan</u>
Head Timer	12/29/2013 11:00:00 AM - 12/29/2013 03:00:00 PM(4.00 Hrs.)

Runners

This role is relatively simple, but necessary for the efficient running of a meet. On the pool deck, as the final heat of each event is completed, timer sheets with the stopwatch times need to be collected from all lanes and brought to the Administrative Official's table so results can be verified. Timer sheets need to be collected and brought to the AO organized in lane order to allow for efficient verification of results. Additionally, Runners may be asked to operate as an additional backup timer, providing a running watch that was started with the start of the heat to a lane which may have missed starting their watch.

Officials - Pool Deck

This role is exclusive to individuals of our Breakers family who are certified as a YMCA Swimming Official. Officials can fill multiple roles based on their official level specific certification, some examples being Referee, Starter, and Stroke & Turn Judge. One's exact training and certification will dictate what roles you can fill as well as train you for those positions. If you would like to become further involved with the team by acting as an Official, please reach out to Coach Meaghan for more details.

Administrative Official

This role is another role that requires certification to fulfill, so if you would like to become certified, please reach out to Coach Meaghan for more details. Administrative Officials, or the AO, are the primary operator of Meet Manager, our meet management software. Responsibilities include processing scratches before the start of the meet, producing meet programs, pulling results from the timing system computer, adjusting final times in cases of large discrepancy, processing disqualifications, certification of results.

Meet Manager Operator

This role does not require specific experience or certification as we can get you up to speed on your main responsibilities on the day of the meet. Primary Responsibility of this role is to aid the Admin Official in running the meet through the operation of Meet Manager, our meet management software, the race computer, as well as aid the AO in other facets of running the meet as they require. Much of the responsibilities from Administrative Officials above can be done by a Meet Manager Operator, but certain responsibilities such as certification of results can only be done by the official.

Marshals

Marshals are a constant need with our younger swimmers, typically for our age groups 10 and under, and sometimes into the 11-12 age group as well. Some meets will require that we

provide marshalls for our team, others may not require a marshal be present but we as a team will still be asking for volunteers to marshal.

Marshals are tasked with shepherding swimmers in upcoming events to and sometimes through the marshaling area. Marshals are to find the swimmers in each heat, organize them by lane for each heat, and then progress them through the marshaling area. In RY hosted meets, our marshalls are responsible for organizing all swimmers, but for meets not hosted by RY, marshals are usually only responsible for RY swimmers and getting them to the main marshaling area.

Security

Our mission for YMCA Swimming is to provide a safe space for our athletes to compete, and part of ensuring safety is limiting access to certain areas of the facility. The primary role of our Security team is just to enforce the boundaries of limited access spaces. An example of limited access spaces are entrances to the pool deck, which is limited to officials, coaches, and athletes. Other limited access spaces may also exist elsewhere at the facility, and you will be briefed on those areas and where you may be stationed in relation to those limited access areas, but the primary responsibility is keeping unverified individuals off the pool deck.

Parking Enforcement

For some of our meets we may ask for volunteers to help direct traffic through the parking lot of the facility, primarily to keep traffic flow through the lot as needed, but also to direct guests and members to currently unoccupied parking at the facility. This may not always be needed depending on the size of the meet or the size of the facility's parking lots, but is needed to provide a good experience when high traffic is expected.

Concessions & Hospitality

This role is the lifeblood of our meets, as they make sure that our volunteer and coaching staff are provided food and drink throughout the meet in the hospitality room, as well as making sure that the concessions table is stocked and run for participating swimmers and their families. Depending on the food provided, there can be some minor food prep involved, but mostly requires staging foods and drink in the hospitality room as well as for sale at concessions. If you are working the concessions side of this role, there will be some need for food handling and petty cash handling as you work the concessions table.

Awards

At our meets, we like to recognize swimmers' accomplishments, so we provide awards to swimmers who place well. Most awards are just ribbons, but sometimes medals can be used.

In all cases, results get certified by the Meet Officials, labels with the results are printed, and then delivered to the Awards Table. It is then the Awards Table volunteers' job to get those labels onto the awards and then sort the awards into containers organized by team so that at the end of the meet each team can take all their awards with them.

Donations

We ask our families for various food, drink, and paper product donations for our events on occasion. We are only able to run events with support from the team's families, and while your donation is not required, donations are needed for us to run events. The minimum expectation for donations of each category type will be noted on the job signup page. Please note that donation does not fulfill any requirement for volunteerism. Donation is purely in addition to volunteerism.

Swim Meets

The Breakers website is the best place to find the meet schedule for the season, information about the meet with directions, and event entries for your child. Go to www.teamunify.com/njrybst.

Philosophy of Competition

Meets are selected to provide our swimmers with the best opportunity to further their swimming. The 'regular' season meets on our schedule are designed to give our swimmers the opportunity to test and improve their competitive skills while they are still perfecting them in practice. These meets are important "tests" for the swimmer and provide invaluable information to the coach and swimmer. In addition, these meets lead up to championship meets at the end of the season. It is at the championship meets that our swimmers are trying to have all of their skills and what they have learned during the season ready for the season's ultimate performance.

About Swim Meets

Our program competes in events certified by different governing bodies which have their own rulesets. Our season will have a combination of Y Swimming Meets and USA Swimming Meets, so the sections below will contain some important to know differences in how these meets are conducted. For you the reader, so long as you are not a coach or the swimmer, the differences between Y and USA Swim Meets as it pertains to rules are negligible.

Age Groups At Meets

In order to allow for competition among athletes of equal ability, competition among swimmers is broken down into age categories called Age Groups, as follows:

- 8 and under
- 10 and under
- 11 and 12
- 13 and 14
- 15-18

“How Old Am I”

This may seem like a simple question but in swimming it is not so easy due to the length of our seasons:

- For USA Swimming meets, the swimmer's age on the first day of the meet is the key. For example, if a swimmer's thirteenth birthday is on or before the first day of a meet, they are thirteen for the entire meet. If the swimmer has their birthday during or after the meet start date, they would compete in the 11-12 age group as they were 12 at the start of the meet.
- For YMCA meets, the rules are different. The swimmer's age on December 1 determines their age for the entire season. Thus, if a swimmer has their thirteenth birthday on December 2, they can swim in the 11-12 age group for the entire season including the YMCA Championships the following February and March) but at the Holiday Classic (a USA Swimming meet) on December 9, the swimmer is 13-14!
- Swimmers may have the opportunity to “swim up,” which is to race in an older age group. Swimming Up is only possible in Y meets, and races will never be against competitors in a younger age group.

Time Standards

Swimmers come in varying levels of capabilities, so stratification of championship meets is necessary for both maintaining a highly competitive atmosphere amongst all levels of swimmers, as well as allowing these large meets to run in reasonable time frames, such as a long weekend. This is done through time standards, which set minimum and maximum qualifying times for each event at every age and tier of competition. NJ Y Swimming, NJ-USA Swimming, and USA-National Swimming have their own championship meet structures, with minimum time standards to swim within their respective tiers of meets.

In New Jersey, both Y and NJ-USA Swimming Leagues have established time standards within each age group. The time standards are designated Bronze, Silver, and States with Bronze times being the slowest classification while States times qualify a swimmer for New Jersey State Championships in the respective league. Time standards differ between events and leagues so that it is possible for a swimmer to have States times in one event and Bronze times in another,

as well as being states in NJ-Y Swimming while being Silvers in NJ-USA Swimming with the same time.

The time standards are used to give swimmers goals to achieve and also to make swimming more fun for less advanced swimmers. Thus there are meets only for Bronze or Silver swimmers: if a swimmer has already swum faster time they may not swim in that event at the meet.

YMCA Dual Meets

For the YMCA Dual Meet season the Breakers divide into several competitive teams. The Breakers have two girl teams and two boy teams. Each dual meet team has swimmers assigned from every age group. 8 and Unders also sometimes have a schedule separate from the other age groups due to the size of our and our competitors' 8U group. No team is more important than any other. The Breakers coaches' and team's objective is to have each team place among the top two of its division.

NOTE: Practice Group coaches are divided among the dual meet teams; therefore it is very possible that your child's practice group coach will not be their dual meet coach.

At the end of the season, there are YMCA championship meets (described in Section title "Classifications and Types of Meets"). These meets have qualifying times and any swimmer on any dual meet team who qualifies will compete as part of the Breakers team at these meets.

The dual meets are pure team competition and there are no individual awards. The YMCA championship meets and USA Swimming meets are also team competitions with the Breakers competing as a team with other YMCA and USA Swimming teams but, in addition, individuals receive medals and ribbons at these meets.

NOTE: The only way to keep on top of this information is to regularly read the Breaker web site schedules page www.teamunify.com/njrybst

Mini Meets for 8 & Under Athletes

8 & Under Athletes are a special group in many ways, one of which is that they have their own swim meets. The 8 & Under swim in mini meets, so named because of the size of the participants (not because of the number of swimmers or the length of the meet!). Mini meets are usually away meets and are most often run on Sundays. The children swim the four basic strokes – 25 Free, 25 Back, 25 Breast and 25 Fly, and also relays. Mini meets are offered to our swimmers about once every six weeks, or approximately four times during the winter season.

Classification and Types of Meets

The Breakers swim both YMCA and USA Swimming competitions. Here is a brief description of many of the meets the Breakers attend each year.

NOTE: Qualifying times for YMCA and NJ Swimming meets are posted on the Breakers web site.

YMCA League Dual Meet Competitions

Our team competes in dual meets sponsored by the YMCA Northern New Jersey Swim League. These meets feature two teams swimming against one another. Swimmers will compete in all dual meets that are scheduled for their dual meet team. Swimmers must represent the Ridgewood YMCA in dual meet competition in order to be eligible for YMCA championship meets. The dual meet schedule runs from the middle of October through the end of January. We do not participate in YMCA dual meet competition during the long course season.

Invitational Meets

Several teams are invited to attend a meet by the host. These meets may have qualifying times and are conducted by YMCA's and USA Swimming clubs.

YMCA Championship Meets

As a league police, all swimmers must compete in 4 YMCA sanctioned meets prior to being eligible to participate in a YMCA Championship meet. Dual meets count towards this number.

New Jersey YMCA Bronze Championship

YMCA swimmers from throughout New Jersey who have YMCA Bronze qualifying times compete in this meet. Swimmers who achieve YMCA Silver or YMCA State qualifying times may swim the qualified events at those meets. As of 2023, if a swimmer has 5 or more qualifying times for the Silver or State level meet, the swimmer may not participate in the Bronze level meet.

New Jersey YMCA Silver Championship

YMCA swimmers from throughout New Jersey who have YMCA Silver qualifying times compete in this meet. Swimmers who achieve YMCA States qualifying times may swim the qualified events at YMCA States. As of 2023, if a swimmer has 5 or more qualifying times for the State level meet, the swimmer may not participate in the Silver level meet.

YMCA State Championship

The fastest swimmers from YMCA's throughout New Jersey compete against each other. There are qualifying times for this meet, which usually falls on the last weekend of February for 12&Unders and the second weekend of March for 13&Up swimmers.

YMCA National Championships

YMCA swimmers from all over the United States compete at this championship meet. There are qualifying times for this meet. There are two YMCA National meets held each year, the Short Course championship meet is held early in April and the Long Course championship is held in late July or early August. Swimmers must have competed in at least three YMCA dual meets and at the NJ YMCA State Championship to be eligible to compete at YMCA Nationals.

USA Swimming Competitions

9 & 10 Championships

This is a New Jersey sponsored meet. It provides an end of season meet for 9 and 10 year old swimmers who have Silver and Bronze times. Swimmers may qualify for New Jersey Gold Championships at this meet.

Bronze/Silver Championship Meet

These are New Jersey sponsored meets. The meets are divided by age group' with 11-12's swimming at two sites and the 13-14 and 15-18's swimming at one site. These meets are for Silver and Bronze level swimmers. As of 2023, if a swimmer has 5 or more qualifying times for the Silver or State level meet, the swimmer may not participate in the Bronze level meet.

Gold Championship Meet

This is the LSC age group championship for New Jersey Swimming. A swimmer must achieve New Jersey Gold time to qualify for this meet.

Eastern Zone Championship

This all-star competition is held twice each year, in the spring, at the end of the Short Course season, and in the summer, at the end of the Long Course season. A swimmer can qualify for the Short and Long Course Zone team by achieving a Zone qualifying time in a Long Course meet that season. To qualify in both the Short Course and Long Course season, one must also swim in at least three New Jersey Swimming sanctioned meets.

Speedo Championship Series (Sectional) Meets

This is a regional senior championship for swimmers from New Jersey, New York and New England. The meet is swum both during the short course and long course seasons. The meet is designed to be a high quality regional competition and preparation for USA Swimming Nationals.

Futures Championship

The Futures Championships are designed as an intermediate step between Sectional Championships and Junior National or National Championships, and are open to swimmers of all ages.

TYR Pro Series

The TYR Pro Swim Series is a 3.5-day event that consists of a minimum of 5 stops across the country from January through June. Each stop of the series attracts between 400-600 athletes of the nation's top swimmers and all events are televised on NBC Sports Network as well as webcast live at usaswimming.org.

Meet Attendance Information & Policies

Meet Fee Policy

Swim meet fees will be billed on the registration deadline and payment will be charged immediately following the event date. Parents are responsible for entering their athletes in their chosen sessions by the deadline given, and RY Breakers coaches will enter athletes into events before they are sent to the meet administrator. If you declare to participate in any meet, the club cannot refund entry fees for any reason if the athlete does not participate. Team entries are submitted to the host team based on your declaration at the date determined by the host team. Once entries are accepted by the host team, entry fees are non-refundable.

Meet Attendance Scratch Policy

At the beginning of each meet session, coaches are provided a scratch sheet for them to certify that a swimmer is present at the meet. When a swimmer is not present, or is unable to swim in a meet or an event that they previously declared for, they are scratched. This allows the swimmer to be removed from the event or session without penalty. There are times when, if a swimmer is not scratched and the swimmer does not show for an event, they may be disqualified from the entire meet, and/or their team may be fined a financial penalty. In order to prevent these situations from occurring, the following policy has been put into place:

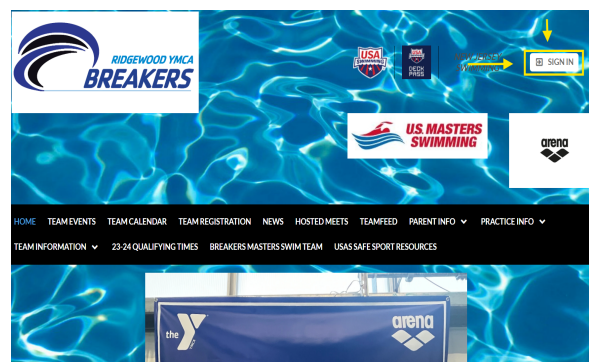
Scratch sheets will be handed in 5 minutes prior to the time required by the host team, if a swimmer is not present and has not communicated with the coaches, the swimmer will be scratched.

Meet Relay Policy

Meet relays will be modified on the day of the meet to be made up of the swimmers with the fastest times at the date of the meet session.

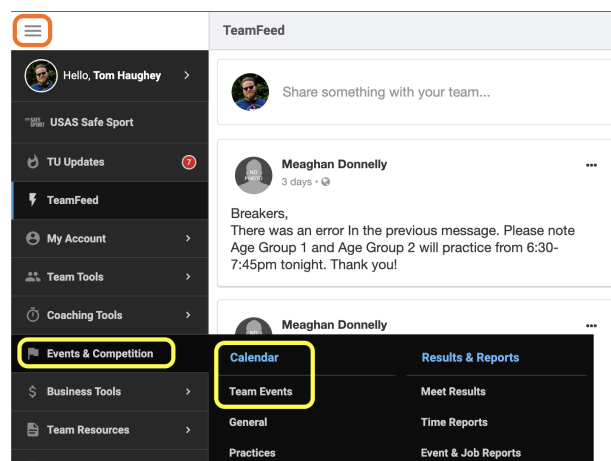
Declaring an Athlete for a Meet/Invitational

It is the responsibility of the parent or athlete to declare that a swimmer will be attending any meet, invitational, or championship listed on Team Unify. At times, meets will reach competition capacity quickly once they open for entries. Therefore, if an athlete is not declared for a meet, it is unlikely that an athlete can be entered into a meet after entries have been submitted for competition.



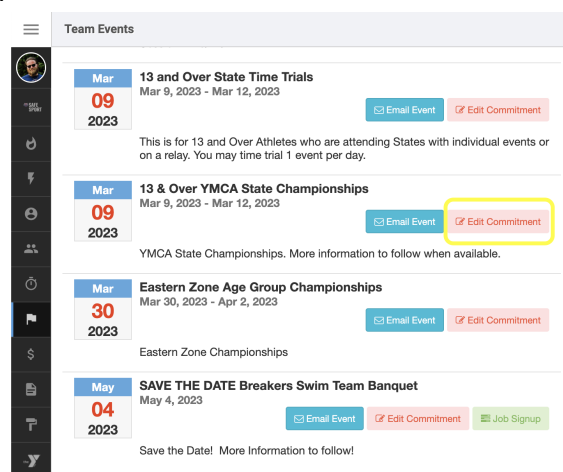
Team Unify Online Guide to declare for a meet

From the Breakers Home Page, System Login can be found in the top right corner of the webpage; use your credentials that you set up to log into your profile management portal. Once you have logged into your profile management portal, you find yourself on the Team Feed where any mass communications from the coaches will be available. From this, or any other page within the management portal, you can navigate to other pages within the online portal. On the left hand side there is a column of symbols, and this column can be expanded to show the symbols' name by clicking on the hamburger menu in the top left corner.



Declaring Your Swimmer

Most of your inputs that we need from you as a parent will come through the Events & Competitions, indicated by its symbol, a Flag. Hovering your cursor or tapping the flag may open up a submenu, from which you would want to select "Team Events" below the Calendar



heading. On this page will then be a chronological list of all upcoming Team Events and Competitions. Each event will have some description about the event, such as the times of the meet as well of which groups of our swimmers are swimming, as well as some supporting documents about the event with events to be swam, meet fees, sessions, and more included. Please read the meet description before committing your athlete to a meet, as they may not always qualify to swim given meet restrictions.

With each event that is open for registration, you will see a red “Edit Commitment” button or you may see a “declare” or “register” button. Clicking this button will then bring you to a page where you can commit your athlete to swim, or decline attendance to the meet. Only for championship meets may we require an opt-out from a meet, in all other cases you must opt-in.

To declare Attend/Decline, you click the name of the swimmer at the bottom of the page, and then select from the drop down your commitment, and you may have to do this for each session of the meet. There is also a notes section as well, and you may use this notes section to let your swimmer’s coach know what events your swimmer may want to swim, but understand that entries are at the discretion of the coach, suggestions may be considered but coaches will ultimately choose the swimmer’s events. If you have any questions or concerns about the meet, please email your coach separately, do not submit concerns through the notes box at commitment.

The screenshot shows the 'Team Events' page with a sidebar on the left. The main content area is titled '13 & Over YMCA State Championships' with dates 'Mar 9, 2023 - Mar 12, 2023'. It displays the athlete's account information: 'Haughey, Tom (201) 444-5990' and a 'Registration Deadline' of '02/22/2023'. Below this, it lists the 'Meet Name' as '2023 NJ YMCA 13 & Over State Championship', the 'Location' as 'Kunkel Aquatic Center, 931 Harrisburg Ave, Lancaster, PA 17603, USA', and the 'Course' as 'Y'. It also shows the 'Start Date' as '03/09/2023', 'End Date' as '03/12/2023', 'Age Up Date' as '12/01/2022', and 'Use Date Since' as '01/01/2022'. There are buttons for 'View/Edit All Meet Events' and 'Go Back to Event Home Page'. At the bottom, there is a table with columns for 'Member Name', 'Member Commitment', 'Coach Approved', and 'Last Updated'. The row for 'Tom Haughey' shows a commitment of 'Undeclared'.

This screenshot shows the registration page for '13 & Over YMCA State Championships (Mar 9, 2023 - Mar 12, 2023)'. It lists the 'Member Athlete' as 'Tom Haughey'. Under 'Important Notes', it says 'YMCA State Championships. More information to follow when available.' The 'Declaration' section has a dropdown menu with options: '--SELECT--', 'Yes, please sign [Tom] up for this event', and 'No, thanks, [Tom] will NOT attend this event'. Below the dropdown is a text box with the note: 'Tom would like to swim the 100 BK, 200BK, 500, 1000, and 1650'.

This screenshot is similar to the previous one, showing the registration page for '13 & Over YMCA State Championships (Mar 9, 2023 - Mar 12, 2023)'. It lists the 'Member Athlete' as 'Tom Haughey'. Under 'Important Notes', it says 'YMCA State Championships. More information to follow when available.' The 'Declaration' section has a dropdown menu with options: '--SELECT--', 'Yes, please sign [Tom] up for this event', and 'No, thanks, [Tom] will NOT attend this event'. Below the dropdown is a text box with the note: 'Tom would like to swim the 100 BK, 200BK, 500, 1000, and 1650'.

A Note on Venue Seating

Below are the various venues we will compete at, along with an indication of what seating arrangements have looked like in the past for spectators. This information is not complete and may change.

1. Rutgers University Sonny Werblin Recreation Center - You don't need to bring your own seats, but you will have to pay admission.
2. Franklin & Marshall - You will need to bring seats or something comfortable to sit on.
3. NJ Aquatics - You will need to bring seats or something comfortable to sit on.
4. Madison Area YMCA - There are bleachers, but you may also need seats.
5. Princeton University- Denunzio Natatorium - There are bleachers, but you may need seats. They can be slippery.
6. Clinton Boys and Girls Club - You will need seats and the athletes will be marshaled from the gym.
7. Red Bank YMCA - You will need your own chairs, there is very little seating and the athletes will be marshaled from the gym.
8. Gloucester Counting IT - You will not need seats - athletes will sit on bleachers, but may need camp chairs. This is where Silvers is held.
9. Felix Festa - You will need seats, but there are bleachers.
10. Raritan Bay - You will not need seats.

