



Ygnacio Wood Swim Team Parent Handbook

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2024 Season

SWIM TEAM BASICS

Ygnacio Wood Swim Team (YWST) was established in 1969 and has a long and proud history of producing successful swimmers and contributing to the healthy development of many children. YWST is a summer recreational swim team that balances swimming education, technique and training with good old-fashioned summertime fun. The team promotes spirit, sportsmanship and hard work. Team fees are kept as low as possible to give as many families as possible the opportunity to participate. The organization and running of the team are done solely by parent volunteers. The heart of any team is the commitment of its parents and families to give freely of their time and talents. YWST is fortunate to have so many generous and hard-working families who make this team a wonderful summer experience for everyone. Active involvement in the swim team can also create family friendships for life.



Job Requirements/Volunteering:



The success of our swim team is dependent on parent volunteers! Every family should consider their job requirement as their *basic* commitment to the team. It takes lots of parent-power to organize and run all the swim season events for our children. Please give freely of your time and talents to the team, *above* the basic job requirement if possible. If you can help on any event or outing, please talk with a Board Member as your help would be greatly appreciated!

The requirements differ for each family. Once registered for a job, it is your responsibility to complete it. If something happens and your schedule no longer allows you to be there, you must find a substitute to complete the job on your behalf.

Job Options and Point Values

Special Non-Meet Events = 1 point
Meet Setup = 1 point
Meet Cleanup = 1 point
Ribbon Writer = 1 point
Snack shack = 1 point
Bathroom Runner = 2 points
Meet Runner = 2 points
Timer = 2 points

Head Timer = 2 points
Announcer = 2 points
Computer Desk = 2 points
Stroke Judge = 2 points (special training)
Referee = 2 points (special training)
Starter = 2 points (special training)

Age Groups:



There are six age-group divisions for our team. Placement in an age group is determined by the swimmer's age on June 15th of that year.

- 6 & under
- 7 – 8
- 9 – 10
- 11 – 12
- 13 – 14
- 15 – 18

Sea Pony Program:

The Sea Pony program is an instructional program for our younger swimmers. It consists of three, two-week sessions, starting in June and running through mid-July. The Sea Pony program teaches young swimmers the basics of swimming. The program is overseen by a YWST board member and a swim team coach. A group of swimmers from our team (Sea Pony helpers & instructors) work with the young swimmers each day on a particular skill. The Sea Pony staff has the children's safety at the forefront, and they do their best to help the Sea Pony swimmers progress in their skills. At the end of each session, the coaches will assess the swimming level of the Sea Ponies for safety and ability to swim on the regular team. Registration and payment of fees are available on our website at ywswim.org.



Practice

Attendance at daily practice is the cornerstone of success. Swimmers progress more rapidly if they train and work with the coaches on a consistent basis. The coaches appreciate your support in encouraging and enabling your swimmers to attend practice daily. Practices are held after school until the end of the school year, as follows:

Spring 2025 (April 14 through June 6)	
6 & Under	5:30 - 6:00 (30 minutes)
7 - 8	6:05 - 6:40 (35 minutes)
9 - 10	6:45 - 7:30 (45 minutes)
11 - 12	7:35 - 8:30 (55 minutes)
13 - 18	4:20 - 5:25 (65 minutes)

Once summer vacation begins, morning practice times are as follows:

Summer 2025 (June 9 through late July)	
6 & Under	11:30 - 12:05 (35 minutes)
7 - 8	10:40 - 11:25 (45 minutes)
9 - 10	9:40 - 10:35 (55 minutes)
11 - 12	8:35 - 9:35 (60 minutes)
13 - 18	7:00 - 8:30 (90 minutes)

One June 9 and 10, alternative practice times will be available for swimmers attending private schools that are still in session

Swim Lessons

Private swim lessons are available for a fee, working directly with the coaches. The coaches post sign-up sheets on the team bulletin board. Payment is made directly to the coach.

Team Suit and Swim Essentials

Suit: The team chooses a 'team suit' every year. Purchase of the designated team suit is optional, but recommended as wearing a team suit enables the swimmer to feel more a part of the team. It also helps the coaches identify our team swimmers easily. To get the longest wear out of the team suit, it should be considered a 'meet suit', that is, only to be worn *at the meets*. Less expensive suits can be purchased for use during practice and play time at the pool. To promote longer



suit life, the suit should be rinsed in cold water after every use. Advise your swimmer to avoid sitting on the pool deck in the suit. Avoid getting shampoo or soap on the suit – they will break down the fibers in the suit prematurely.

Goggles: Your swimmer will also need a pair of swim goggles. It's best to go to one of the local swim shops and have your swimmer try on the various goggles for fit. The store staff can also recommend goggle styles for correct fit without leaking. It is recommended to carry an extra pair of goggles to the meets in case a pair gets lost or broken. Two local swim shop options are:

Elsmore Swim Shop

Countrywood Shopping Center
2054 Treat Blvd, Walnut Creek
<https://elsmoreswim.com/>

Making Waves USA

Newell Promenade
1540 Newell Ave, Walnut Creek
<https://makingwavesusa.com/>

Sunblock: Skin protection is essential for all swimmers during every practice and meet. A SPF rating of 30 or greater is recommended. Keep a bottle in your swimmer's bag and encourage them to use it on a consistent basis to promote healthy skin and protect against skin cancer.

Team Apparel

Team apparel (sweatshirts, t-shirts, hats, etc.) is available for purchase at ywswim.org. Team apparel looks sharp, promotes team spirit, is fun for the swimmers, and it is an important fundraiser for the team. Show your Seahorse spirit by purchasing team apparel for your swimmer and your family to wear during the summer and all year round!

Time Trials

Time trials is an 'intra-squad' meet where every swimmer swims each stroke (or the strokes which they have learned, in the case of new swimmers). The purpose of time trials is to establish baseline times for each swimmer. These baseline times help the coaches determine which events and heats to enter each swimmer for the meets.

DUAL MEETS



Swim meets against another team are called dual meets. They are held on Wednesday nights (6:00 PM start) and Saturday mornings (9:00 AM start), during the season. Swimmers are typically expected to arrive 45 minutes before the start time of any away meet and 75 minutes before the start time of any home meet. Specific arrival times are emailed to parents before the event. Check in early for your job if you are working the meet.

Warm-ups

Warm-up sets are designed by our coaches to prevent injury and prepare the muscles for racing. The coaches require that all age groups participate. The team meeting and team cheer will directly follow warm-ups.

Meet sheets/results

Meet sheets will be emailed the night before each meet. Check the sheet with your child and write down your swimmer's events, heat and lane. Younger swimmers may benefit from having their event, heat & lane written on the back of their hands with a Sharpie. The results of the events will be posted when available. Some swim meets will have results available on the Meet Mobile app.

Events

The following is the order of age groups for each event during dual meets. The girls swim first in each age group, followed by the boys.

6 & Under
7 – 8
9 – 10
11 – 12
13 – 14
15 – 18



The order of events is as follows:

Medley Relay (MR)

*Four swimmers, each swim one stroke in the following order:
backstroke, breaststroke, butterfly & freestyle*

Individual Medley (IM) (not offered for 6 & under)

*One 25-yard length of each stroke in the following order:
butterfly, backstroke, breaststroke, freestyle*

Freestyle

Breaststroke

Butterfly

Backstroke

Freestyle Relay (FR)

Four swimmers, each swim freestyle

Distance

The length of the pool is 25 yards. The 6 & under and 7 – 8 swimmers race 25 yards for each individual event (one lap). The 9 – 10, 11 – 12 and 13 – 14 swimmers race 50 yards for each individual event (two laps). The 15 – 18 swimmers race 100 yards for each individual event (four laps). The exception is the Individual Medley which is 100 yards for all participating age groups (four laps).

Check-in



Swimmers and parents should be aware of the progress of the meet and line up early for assigned events. The coaches and student leaders assist in getting the young swimmers to their correct event, heat and lane. However, ultimate responsibility of getting the young swimmers to their events on time lies with their parents. Please keep track of what is going on at the meet, so your swimmer doesn't miss his or her race. The 9–10 age group and up should get themselves to the side of the starting area well in advance of their event. As

their heat approaches, they should stand behind their lane recorder and make sure the recorder has their name correctly listed.

At the larger invitational and championship meets, the swimmers are required to check-in at the Clerk of the Course, which is a designated area at the facility where the swimmers will check in and be seated on benches according to the heat and lane in which they will be swimming. Parents may escort their younger children to the Clerk of the Course, but only swimmers are allowed in the designated areas.

Announcements will be made during the meet notifying the swimmers which 'event' is currently being called for and seated in the Clerk of the Course. For example: "First call, age 7–8 boys backstroke". Please listen carefully for those announcements and keep track of the meet, so your swimmer doesn't miss his or her race.

Coaching check-in

The coaches are trying to keep track of a large number of swimmers during the meets. In order to facilitate better coaching, they request that each swimmer check in with one of them before their race. After the race is completed, the swimmer should go back to that same coach for feedback on the race. This *immediate* feedback is important in the learning process for swimmers of all ages.



Disqualification ("DQ")

At the meets a 'Stroke & Turn' Judge will walk along the side of the pool during each event. This person watches to see that strokes, turns and touches are done correctly, according to the rules. If not, a 'DQ' form will be filled out and given to the coach and to the scoring desk. If DQ'd, that swimmer is not eligible for a ribbon or 'best time' for that race, and the team does not score any points for that swimmer's event. The coaches will teach and review the starting, touch and turning rules throughout the season. In the younger age groups, the coaches may not notify the swimmer during the meet, to minimize discouragement. The DQ will be reviewed with that swimmer the next practice day to correct future errors.

Please understand that the DQ system in recreational swimming is meant to be another learning tool for the swimmers, both younger and older, to swim the strokes correctly. Since many of our swimmers continue competing throughout high school, it is imperative for them to learn to swim with proper and legal technique.

Relays

The relay teams are determined by the coaches based on swimmers' times, attitude and attendance at daily practice. The relay teams are listed on the meet sheets. Check the meet sheets *before* the meet to see if your swimmer is in either of the relays. If they are in the relays, please make sure they are present, lined up and ready to swim. Remember that if a relay team member is absent (has already left the meet), the remaining members of the relay are unable to swim.



Scoring



Individual Events:

- 1st place = 5 points
- 2nd place = 3 points
- 3rd place = 1 point

Only the swimmers in the first heat are eligible to score and must be in our designated team lanes. The 'home team' swims in the even lanes (2-4-6) and the "away team" swims in the odd lanes (1-3-5). (An easy way to remember team lane assignments at meets is, "if you are *away* you feel *odd*".)

Relays:

- 1st place = 8 points
- 2nd place = 4 points

Only one relay per team scores.

Clean-up

All team members are *required* to inspect the area where they were sitting during the meet and make sure the area is left clean. Even if it's not your garbage, please pick it up and throw it away. Picking up garbage should not be left only to the parents. Clean up is always important, but particularly so at *away* meets, where we are the visiting team. It's an embarrassment for us to leave our area a mess when we are the visiting team, and reflects very poorly on the team as a whole. Please consistently do your part to pick up garbage before you leave the swim club. Parents, please talk with your swimmers, no matter what their age, about this important team responsibility.

Meet Sign-Out



It is crucial that the coaches be notified, ahead of time, if your swimmer will not be attending a meet. The coaches need to plan adequately before the meet, so they must know which swimmers will not be attending. The coaches assume that all swimmers will be attending every meet, unless you sign out your swimmer online at ywswim.org or the On Deck app. For Dual Meets, sign-outs need to be completed by 5:00 pm on Sundays for

a Wednesday meet and by 5:00 pm on Wednesdays for a Saturday meet. Sign-outs for the larger meets (Crossings, Woodlands, City Meet, etc.) will be different. You will be notified via email of those sign-out deadlines.

Sportsmanship

Learning and practicing good sportsmanship is a valuable lesson for swimmers of all ages. Talk with your swimmer about cheering on his or her teammates and 'buddy'. Swimmers should also be encouraged to quickly shake the hand of swimmers from the opposing team, in the neighboring lanes, as they exit the pool and say, "Good job!" The swimmers should *always* see *all* parents as positive role models of good sportsmanship throughout the season. Please be supportive and encouraging to your swimmer and all swimmers at the meet.



Safety

- There is no diving into the pool except during a meet or during coach-supervised warm-ups. There is no running on deck at any time.
- Children are required to obey instructions from *any* and all adults with regard to safety and behavior during the meets – not just the coaches or meet officials. The goal is to keep all children safe.
- The baby pool at YWSC is CLOSED to everyone at all practices and meets.
- Team members must remain inside the pool property during all meets.

Thank you for helping to make our swim team a safe and fun activity for our children.

Neighborhood courtesy

Please be respectful to the neighbors of our home pool as well as any pool that our team visits. Do not park in red zones, fire hydrant zones or blocking any neighbor's driveway. The red zone in front of YWSC was put in as a safety measure to promote visibility of cars and pedestrians. That red zone must also be kept clear for the use of emergency vehicles. It is not meant for loading and unloading during practice or meets. Please do not stop or park in the red zone. When picking up swimmers after practice, do not honk your car horn to call your swimmer out to the car. Please do not throw garbage on the swim club or neighboring properties. YWST strives to be considerate in all neighborhoods, so your cooperation is appreciated.

Food & supplies

Lots of gear is needed to go to a swim meet! Most importantly, be sure your swimmer has their goggles (an extra pair in case one breaks), sunscreen, swim cap and lots of dry



swim meets.

towels. You want your swimmer and family to stay warm at the nighttime meets (warm clothes, sweats, parka, sleeping bag or blanket) and cool at the daytime meets (sun shelter, sunscreen, lots of liquids). Each team sets up a snack shack during meets. They usually sell an entrée, burgers, hot dogs or pizza, as well as other snacks, treats and beverages. Remember that snack shacks are also fundraisers for the teams, so please support them with your purchases. Swimmers are active during the meets and require adequate food and fluids to maintain their strength and energy level. Parents should encourage their swimmers to eat healthy foods and drink enough fluids during the busy

SPECIAL MEETS

While the majority of our season is comprised of dual meets, there are some special meets throughout the year as well.

Devil Mountain Pentathlon, hosted by Dana Hills Swim Club

This event challenges our swimmers to compete in all five strokes in one day! These include the four basic strokes of freestyle, backstroke, breaststroke and butterfly. The 5th event is the Individual Medley (IM) for ages 7 – 8 and older, while the 6 & Under swim a Double Free (50-yard freestyle). The age groups are split up over two days: Saturday includes 9 – 10 girls, all 7 – 8, and all 6 & Under swimmers. Sunday includes 9 – 10 boys, all 11 – 12, all 13 – 14, and all 15 – 18 swimmers. Awards are presented based on the swimmers' aggregate results of all five events and are presented in A and B divisions.

Woodlands Invitational, hosted by Woodlands Swim Club

The Woodlands Invitational is a prestigious invitational meet, which attracts some of the best swimmers and teams in the area. The YWST coaches will invite some of our faster swimmers to compete at this meet.



Crossings Challenge, hosted by Walnut Country Swim Club

The Crossings Challenge meet is a large, spirited and fun meet held at the same time as the Woodlands Invitation. This gives all of our swimmers who were not invited to Woodlands the opportunity to compete in a large event. There are lots of opportunities for swimmers to compete in the traditional events, as well as fun “mixed” relays, which are co-ed.

Concord City Meet

This is the final meet of the year for most of our swimmers and another wonderful opportunity to compete in a large meet. Our swimmers do very well at the City meet and many get their best times of the season. It starts on Friday evening, with Individual Medley (IM), and continues through Sunday. There are coaches’ and parents’ relays at the end of each day. The venue is convenient and close to home and it is another spirited and fun meet.

Contra Costa County Championship Meet

Any swimmer who was able to achieve a county qualifying time during the season has the opportunity to swim at the County meet. The best recreational swimmers in the county gather for a wonderful weekend of competition. GO SEAHORSES!



SWIM TEAM FUN

A successful swim season is more than just swimming the meets – it's all the fun events and traditions too! Some of our events are for fundraising and others are just to bring the team together to share some good times. Our programs are in place to promote support and camaraderie amongst team members and families.

The Buddy Program



Every younger swim team member ("little buddy") is matched up with an older team member ("big buddy"). During each meet, the swimmers should check the meet sheets for their own events AS WELL AS their buddy's events. Make an effort to regularly cheer during your buddy's races. During Spirit Week (see below), you will make a poster for your buddy to bring to Pasta Night. Traditionally, buddies bring each other a little gift at the big 2-day meets, but the gifts should be small and not the focus. Having a "Big Buddy" as a positive role model and the "Little Buddy" as an inspiration of effort and spirit are the most precious gifts of all!

Age Group Activities

Each age group will have their own activity with the coaches. Past activities have included movies, bowling, and pizza parties. The 13–18 year olds go on a camping trip for a weekend each year. It is usually at a lake and can include water skiing and tubing. It takes time, coordination and drivers to make these trips happen. Thank you for volunteering whenever possible.

Swimmer Events

Lap-A-Thon: This is a fun fundraiser for the team. All swimmers gather sponsors for the annual YWST Lap-A-Thon. The sponsors may donate either a flat rate or an amount per lap. Parent volunteers are needed to be lap counters. There are prizes awarded for the swimmers who raise the most money for the team.



Dance Night: Typically held during Spirit Week, the 13–18 year old swimmers decorate the pool in a theme chosen by the coaches. All swimmers are invited to dress up in theme and come ready to dance. Past themes have included 80's and super heros. Kids of all ages dance as a group and have a lot of fun!

Family Events

Ice Cream Social: Catch up with old friends and make new ones. This year, the social will be held at the same time as the Kentucky Derby for those who like to cheer on the ponies!

Family Fun Night: This is one of the most anticipated events of the season! Bringing a take-out dinner from Panda Express is encouraged as they donate a portion of the evening's proceeds to our team. There is an *intense* diving competition to find the winners of the biggest splash, smallest splash and craziest dive of all! The relay events are more exciting than the Olympics! The tension builds as the coaches' SECRET performance approaches at the end of the evening.



4th of July Neighborhood Parade: All are welcome for our spirited jaunt up San Gabriel, right onto Citrus, and then another right down Santa Paula. Some beautiful classic cars from the neighborhood will also be joining us. We will gather at Ygnacio Wood Swim Club at 9:30 am. The parade will begin about 10:00 am, led by a fire truck. Decorate your bikes, wagons, strollers, scooters or anything you want, and join the parade around the neighborhood!

Pump-Up Week

The coaches are exercising, training and preparing our swimmers for their peak performance at the City Championship Meet. In addition to training consistently all season long, there is a designated "Pump-up Week", which occurs two weeks prior to

that meet. The purpose of this training technique is to have extra tough practices for a week in order to build up the swimming muscles in the body. The coaches will expect hard work, commitment and a positive attitude from all our swimmers during that week. They ask that the swimmers eat healthy food (no sodas or candy) and get plenty of rest outside of practice (i.e. no long afternoons playing at the pool). The week AFTER Pump-up Week is a “tapering” week, where the practices are relatively easy. This allows the muscles to relax and regenerate – enabling the swimmers to be in perfect condition for our biggest competition of the season!

Spirit Week



As the big League meet approaches, Ygnacio swimmers and families need to get psyched! To that end, there are team spirit filled activities every day of the week leading up to the League meet. The traditional events include a pancake breakfast, Movie Night, Coach Appreciation Night and Pasta Feed. Stay tuned for announcements about specific activities this season!

Awards/Incentives/Recognition

The ultimate goal is for each swimmer to challenge himself or herself to achieve improvement over the course of the season. Steadily working hard to achieve best times is the best success of all! Accordingly, all the swimmers’ times are tracked during the season.

Star Board: The Seahorse Star Board is kept at the pool. Every swimmer will earn a star for each “best time” during the season. A “gold star” will be given for a County Time. Every swimmer has the opportunity to earn a medal for “best times.” A bronze medal will be awarded for 12 stars, a silver medal will be awarded for 18 stars, and a gold medal will be awarded for 21 stars. If you have any questions or concerns regarding best times or stars, please leave a note for the awards staff in the ribbon box at the pool.



Ribbons: Ribbons are awarded to the older swimmers following each meet.

Awards Night: An end of the season awards ceremony is held every year. This year’s venue and time will be announced during the season. The ceremony usually includes a

video reviewing the competition and fun of the season. Each swimmer receives a team trophy for the season and will also be presented with a best-times medal, if that goal was achieved.

Other awards that are presented that evening include:

Highpoint “A” & “B” awards: (one girl and one boy from each age group) Awarded to the swimmer in each age group who earns the most points for the team during all competitions of the season.

Sportsmanship award: (one girl and one boy from each age group) The recipients of this award are chosen by the coaches based on their attendance and attitude at practice and meets as well as their support of other team members and overall team spirit.

Overall highpoint award: (awarded to one boy and one girl) This award goes to the swimmer who earns the most points overall for the team during the season. The current season’s winners will have their names added to this perpetual trophy, which is kept on display at the pool.

Coaches’ award: (given to one boy and one girl) This trophy is awarded to the two swimmers who embody the true spirit of Ygnacio Wood Swim Team. They are chosen by the coaches for being hard-working, accomplished, focused and spirited swimmers who show their commitment to the whole team.

YWST COACHING



YWST is fortunate to have an excellent coaching staff. The coaches are experienced, hardworking, talented and dedicated. They start early each day early to ready the pool for practice. Practices begin at 7:00 a.m. and run until noon. The coaches attend all team activities throughout the season. There is also much "behind the scenes" work that they do as well. Often the coaches spend their nights reviewing times and scores from prior meets and making out meet sheets for upcoming meets. The ultimate team spirit and dedication of the coaches is seen at the big two-day meets. They are on deck 100% of the time, coaching and supporting all of our swimmers during their events. We truly have "super-coaches"!

Our coaching staff is comprised of both "regular" coaches and "swimmer" coaches. Our "regular" coaches are over the age of 18 and coach full-time during the summer. Our "swimmer" coaches are age 18 or under and are still current swimmers on YWST. They attend their own daily practice early in the morning, and then stay on deck and coach for the rest of the age groups. They also teach lessons, plan for competitions and attend all swim team activities. During a meet, they will not always be on deck, since they will also be preparing to race. It is a benefit to the team to have our swimmer coaches sitting in the team area amongst the other swimmers, so our swimmers get support before and after racing as well!

YWST coaches are very dedicated to our swimmers and team. They are excellent role models for our children and are also a lot of fun! Please talk to your swimmer and remind them to always have respect for the coaches. Inform your swimmer that the coaches are "in charge" during all team activities, and what they say goes! The coaches need the respect and cooperation from the swimmers at all times so they can successfully coach the team. Please reinforce this concept at home.

The coaches are busy during practice and at meets! If you need to speak with them during these times, please try to make the questions brief. If more time to speak with them is needed, arrange a time to speak with them outside of practice or meets.

Any suggestions and/or grievances concerning swim team must be brought to the attention of a Board member. Under no circumstances may parents take grievances to the coach.

The focus of recreational swimming is to develop swimming skills and *have fun*! Parents need to support the coaches in working with the swimmers to attain these goals.

Competition is a natural part of sports, but winning is not the primary goal. While the coaches strive to give individual attention and feedback to each swimmer, they are also responsible for a team of over 100 swimmers! They must balance the needs of individual swimmers with the needs of the team as a whole. The coaches value the support that parents give to them, as well as to their swimmers. A successful season ensues when coaches, parents and swimmers all work together and support each other as a team!

Coaches should be appreciated every day! Swimmers and parents are encouraged to recognize the enormous efforts of our coaches regularly. A simple “thanks, Coach” at the end of a practice or meet goes a long way! A formal “Coach Appreciation Day” will take place during Spirit Week. Traditionally, parents have the opportunity to make a *voluntary* monetary contribution towards a team gift for the coaches (for our “starving college students”!). Most important, however, is thanks “from the heart”. They love to receive homemade cards and gifts, poems, and posters from the swimmers.



Coaches are hungry! It's tradition to have parents sign-up to bring food for the coaches during the big meets at the end of the season. A sign-up list will be made available. Let's keep them well fed and hydrated!

SWIM MEET JOBS

TIMERS

The actual timing system used will depend on the hosting team. YWST has an automatic timing system. The start of the race is automatically captured by the computer. The “timers” only push a button to record the finish time of the race. There is also a back-up system in place wherein one manual stopwatch is used per lane. That timer will operate both the stopwatch and the automatic system plunger button at the end of each race.



Specifics

1. Arrive at the meet 30 minutes before it is scheduled to start.
2. Check in with the YWST Operations staff when you arrive.
3. 3 timers per meet will need to obtain a timing watch from the Operations staff and make sure it is working properly.
4. Take a seat at your assigned lane. The meet can't start on time if all the workers are not in position early and ready to go!
5. At the start of the meet, the Starter will give you instructions to run a “time check”, to make sure all the components of the timing system are running correctly. They will also point out who the “head timer” is for the race, so you know who to flag down if you need a replacement stopwatch.
6. If you are operating the stopwatch, you START your watch according to the STROBE light for every race, NOT to the sound of the starting beep. Immediately after you start your watch, look at it and make sure it is functioning. If it is not functioning, raise your hand and the head timer will quickly give you a replacement watch.
7. At the end of a race, you STOP your watch or hit the plunger button when the swimmer in your lane touches the side of the pool. The TIMER doesn't worry about whether the touch was with one or two hands (see Meet Rules), only that some part of the swimmer touched the end of the pool. The Stroke & Turn Judges will determine whether the touch was legal or not.
8. After each race, the stopwatch holder turns to the Recorder sitting behind the timers. Give them the swimmer's time. It's noisy at the meets, so say it clearly! It helps to verify the swimmer's name as well.
9. If you have the stopwatch and miss timing the start of the race, raise your hand and the head timer will quickly give you a replacement watch. You finish out the race with the replacement watch and then return it to the head timer.
10. Timers are required to stay in their position and time for the *entire meet* unless a replacement has been arranged by the timer ahead of time.

11. At the end of the meet, return the stopwatch to the YWST Operations staff.

Keys to Success

1. Our swimmers are working hard and *depend* on the timers to get *accurate* times for their races! Be vigilant to get accurate start times based on the strobe, and monitor the race so you can be ready to get their finishing time. Remember that the distances for the swimmers change by age: 6 & Unders and 7–8 year olds swim 1 lap, 9–10 through 13–14 year olds swim 2 laps, and the 15–18 year olds swim *4 laps*. Don't push the stop button on your watch or plunger after *two laps on the 15–18 races!* (The Starter usually announces "4 laps, timers!") Pay attention to the meet!
2. If a child is struggling to get out of the pool after their race, lend them a hand to help them climb out of the pool. Please don't grab both hands and lift the small swimmers out by their arms – this can cause shoulder injury.
3. There will be a YWST "relief" timer who comes around to relieve you a couple times during the meet. That is your opportunity to get up and take a short break. Return to your position ASAP, so the next worker can get a break too!
4. Be positive and encouraging to all swimmers from *both* teams as they exit the pool, especially the younger swimmers -"good swim!!".
5. When the meet is over, help with take-down by grabbing a chair or two on your way out and put them away.
6. You may consider bringing a water bottle, sunscreen, hat, sunglasses, and an extra jacket, since you will be sitting in one place for the entire meet. The shoes and pant legs of timers often get wet from splashing dives and finishes – dress accordingly!

RECORDERS



Recorders record the times from the stopwatches after each race. With our automated timing system at YWST, you will have a clipboard with pre-printed full sheets of paper for each event, listing all the swimmers' names for all the heats. This is where you will fill in the one stopwatch time that the timer gives to you.

Specifics

1. Arrive 30 minutes prior to the start of the meet.
2. Check in with the YWST operations staff when you arrive.
3. Take a seat in your assigned lane.

4. The computer staff will hand you a clipboard containing the recording sheets.
5. At the completion of each race, take the time from the stopwatch timer and record it on the blank line to the right of the swimmer's name. If you have no swimmer in your lane for that race, you fill in "N/S" (no swimmer).
6. Verify the name of the swimmer in your lane. Oftentimes the swimmers will come to you before their race to "check in." This is helpful so you can verify with them that you have their name in the correct heat and lane. If it is a swimmer that you don't know and they didn't check-in with you, have the timers verify the swimmer's name at the end of their race as they exit the pool and let you know. It is important to verify the names of *all four swimmers* on a relay team!
7. If you are recording at a pool without an automated timing system, you will need to record all the information by hand. The slips will be pink for girls and blue for boys. You must legibly record the swimmer's name, and then check the appropriate boxes for home or away team, age group, and event. You must fill in the lane and heat number. You then fill in all three stopwatch times from the timers. If a timer doesn't get a time, you write down "N/T" (no time) next to the swimmer. We HOPE this doesn't happen too often!
8. Once the event is completed (all swimmers from all heats are done), your paper should be completed. A "runner" will come by each lane, pick up the sheet of paper (or the stack of pink or blue slips) from you and deliver them to the desk workers.

Keys to Success

1. Recorders are assigned to their own team's designated lanes (even numbered lanes for a home meet and odd numbered lanes for an away meet). A copy of the team roster will be on your clipboard, in case you need to refer to it during the meet to clarify a swimmer's name.
2. Our swimmers are working hard and *depend* on the recorders to get *accurate* times for their races! Be vigilant to record the times accurately and *legibly*! It is noisy and dark at nighttime meets and chaotic near the recorder's chair. It's easy to get off track and record the times next to the wrong swimmer's name. Prevent this from occurring by carefully tracking the races, listening to the Starter and verifying the race and swimmer's name against your paperwork frequently!
3. There will be a YWST "relief" recorder who comes around to relieve you a couple times during the meet. That is your opportunity to get up and take a short break. Return to your position ASAP, so the next worker can get a break too!

DESK

The desk workers perform a series of functions to run the digital side of our swim meet. This includes operating the computer system, ensuring the scoreboard is accurate, accurately recording the swimmer's times and keeping score of the meet. Additional desk personnel will mark the ribbons to



be awarded to the younger swimmers at the conclusion of the meet.

Specifics

1. Timing system: A pre-assigned computer team sets up the computer and timing system before the meet. They verify that the automatic timing system is working correctly and operate the system throughout the meet. Final results of the meets are printed out and given to the “Awards” staff of both teams as well as a copy to each head coach.
2. Verification: The times in the computer from the automated timing system are compared to the lane recorder sheets. The individual times and event results are reviewed for accuracy. If an automatic time isn’t obtained, then the back-up stopwatch time is manually entered into the computer. An event summary and the event awards labels are printed and then passed to the “Ribbon Writers”. A copy of the event results is posted in a designated area.
3. Ribbon writers: The ribbon writers remove labels from the printed sheet and apply them to the appropriate ribbons for each event for YWST. They also file the ribbons in the appropriate ribbon box (boy/girl) by age group.

Keys to Success

1. The desk positions require that the workers stay after the meet until their duties are completed.
2. Our swimmers work hard to compete and achieve their goals during the meets. The ribbon writers need to be vigilant in labeling the correct ribbons for the swimmers – they count on these as their reward!

STARTER



The Starter is responsible for starting each race and the overall pace of the meet. The Starter will announce the description of each event, so that swimmers are clear on which event they are swimming and the timers and recorders can accurately record the swimmers' times. The Starter instructs the Timers and will run a time-check at the beginning of each meet to ensure that all Timers understand how to operate the stopwatches and push the button on the timing system.

The Starter works closely with the Head Timer and Meet Director to move the meet forward in a timely manner. Any false starts (swimmers moving before the start signal) or early take-offs during a relay (diving in before the prior swimmer has touched the wall)

are noted by the Starter. The Referee (see below) must confirm a false start or early take-off before a disqualification (DQ) is charged against a swimmer or team.

STROKE & TURN JUDGES

The Stroke & Turn Judges are responsible for standing on deck and monitoring the starts, turns, strokes and finishes of the swimmers. The Stroke & Turn Judges note illegal strokes, starts, turns or finishes by the swimmers and notify the coach, the Head Referee and scoring desk of the swimmer's disqualification (DQ). All meets are run according to official USA Swimming Rules & Regulations.

The Stroke & Turn Judges are qualified for their position either by taking an instructional course presented in the Spring by our League or by having experience in the past as a competitive swimmer or swim coach.

REFEREE

The Referee is the head official of any meet. Any questions about swimmer disqualifications (DQs), swimmer eligibility, or general conduct of the meet must be directed to the Referee. These questions should be brought to the Referee only by head coaches or meet directors. The Referee is the only person who should talk with Stroke and Turn officials directly. The Referee must confirm all false starts and early take-offs for disqualification (DQ) to occur. This is known as "dual confirmation".



ANNOUNCER



The Announcer keeps the swimmers and spectators informed of the progress and activity of the meet. The Announcer works with the desk staff to announce the score of the meet. The Announcer must pay close attention to the Starter and to the progress of the meet, so as to give accurate information regarding current and upcoming events at the meet.

SNACK SHACK

The snack shack is a big fundraiser for the team and a great convenience for the swimming families by making food and beverages available for purchase during the meets.

Specifics

1. Check in with the Operations staff 30 minutes before the meet, then report in to the snack shack coordinator and ask them how you can help setting up the snack shack before the meet begins.
2. In general, the snack shack work is broken down into various duties, but there is crossover of duties during the meets as needed. Usually just one person takes the orders and money. Another worker will fill the order. When staffing allows, there is a person in charge of preparing the hot items (coffee, tea, hot cocoa, nachos, cup o' noodles) as needed for an order. For some meets there will be a main entrée to be served by a worker. A worker also assists the barbecue griller with wrapping burgers and hot dogs in foil.
3. Look around as the meet progresses to help keep the snack shack clean and stocked. Check the condiments area from time to time to wipe it down and re-stock as needed.
4. As the meet progresses toward the final events, the snack shack workers can start to consolidate and clean up. The coordinator can give guidance on storage of items and supplies. It is mandatory that all snack shack workers stay and help clean up and close down the snack shack.

Keys to Success

1. Don't forget to wash your hands frequently! The money-handler should not be serving food, for hygiene purposes.
2. The money handler should never leave the cash box unattended! Especially during clean up – make sure one worker is supervising the cash box.
3. Even though the snack shack is located back from the pool, it is common practice for the snack shack workers to “cover” each other, so that all workers can get to the poolside to see their swimmer's race! Give your colleague a “heads up” before your swimmer's race, and ask them to cover for you while you are gone.
4. The clean up of the snack shack can be completed by the time the meet is over, IF all the workers stay and help! Look around and start to clean up anything that has been completed. If the barbecuing is finished, then start to consolidate the warming trays, put away the condiments, etc. Many hands make light work, so please stay and complete your job!

SETUP

Lots of preparation goes into running a swim meet. A big part of that preparation is proper set-up of the pool and equipment to run the meet. The workers need to arrive on time and work quickly to get the meet set up, so it can start on time. *This job involves*

heavy lifting. You must be able to lift about 40 lbs. If you have any physical limitations to lifting, this is NOT the job for you!

Specifics

1. Arrive at 6:45 am for Saturday meets or 4:45 pm for Wednesday evening meets and check in with the crew chief. That person will later give your name to the operations staff, verifying that you completed your job assignment.
2. Under the direction of the crew chief, you will be assigned your set-up responsibility – carrying and setting up tables, setting up pop-ups, setting up the timing system and chairs, removing the diving board and attaching the starting blocks, etc.
3. This job requires that you stay until the start of the meet. Don't leave until you have checked in with the crew chief and he or she tells you that set-up is complete.

Keys to Success

1. Arriving on time for this position is crucial. Without everything in place in a timely manner, the meet cannot start on time.
2. When your assigned task is completed, check back in with the crew chief for another task. Quick work and teamwork are the keys to success!

CLEANUP

At the completion of the home meets, all the swim team equipment used for the meet needs to be taken down and stored properly. This take-down job must be done efficiently in order to let the club open for members. Quick work and teamwork will get everything finished in a timely manner. *This job involves heavy lifting. You must be able to lift about 40 lbs. If you have any physical limitations to lifting, this is NOT the job for you!*

Specifics

1. Check in with our operations staff at the start of the meet to find out who the take-down crew chief is and when to meet towards the end of the meet.
2. Toward the end of the meet, check in with the crew chief and receive your assignment. The tasks consist of taking down tables, removing and storing the starting blocks, replacing the diving board, taking down pop-ups, taking down the timing system, stacking chairs, cleaning the bathrooms, etc.
3. All the garbage cans need to be emptied and new liners put in. All the garbage on the deck and the lawn must be cleaned up!
4. If your assigned task is completed, check in again with the crew chief. All take-down members must stay until the entire job is completed!

CODE OF CONDUCT

The Ygnacio Wood Swim Team community is committed to providing a safe and enjoyable environment for all swimmers, families and coaches. We want everyone attending team events to enjoy friendly competition in a responsible fashion. Your family's participation on the Team is acceptance of the following policies.

Swimmer Code of Conduct

- Swim for the sake of swimming.
- Obey the rules.
- Be generous when you win; be gracious when you lose.
- Respect your coaches – they want what is best for you!
- Treat teammates, opponents, coaches and officials with respect.
- Take seriously the responsibility of representing YWST at meets and in our community.
- Swimmers must be free of all alcohol, tobacco and drugs at all YWST events.
- Criticizing, swearing, name-calling, taunting, physical abuse and use of abusive language or gestures will not be tolerated.

Violation of Code of Conduct by Swimmers

The following penalties for violating the Ygnacio Wood Swim Team's Code of Conduct include, but are not limited to, the following penalties:

- The swimmer will be given a verbal warning (may include sitting out on the side of the pool for a lap).
- The swimmer will be pulled out of practice in addition to a verbal warning and the coach, and/or director will contact the parent.
- Before coming back to practice, the swimmer will need to be accompanied by a parent and the parent will stay for the duration of practice for four (4) consecutive days.
- The swimmer may also be removed/excluded from Swim Meet(s).
- If the swimmer continues the poor behavior, they will be suspended for one (1) week (there will be NO prorated fee for dues).
- If the swimmer's disciplinary problem continues, the swimmer and parent will meet with the director and/or coach to discuss the problem further. Swimmers removed from the team as a result of conduct issues will not be refunded swimmer fees.

Parent/Spectator Code of Conduct

The primary goal of our swim team is to provide an environment where our children can develop as swimmers and as members of a community. Spectator and parental involvement in our swim organization is crucial to the success of our team and club. This involvement enhances the experience for all swimmers when the engagement is positive and when adults exhibit respect for our coaches, officials, lifeguards, spectators and all swimmers.

- Learn and follow the policies and rules of our team and our club.

- Maintain your account in good standing (no money owed) to avoid penalties and keep your swimmer(s) in the water.
- Be a positive role model for all swimmers and encourage good sportsmanship.
- Maintain a decorum which fosters the positive atmosphere intended for youth swim team competition.
- Respect and accept the decisions of the coaches, officials, and lifeguards with grace.
- Take seriously the responsibility of representing YW at meets and in our community.
- Fulfill your volunteer obligations with a *positive* attitude.
- Criticizing, name-calling, drunk or disorderly conduct, taunting, physical abuse, use of abusive language or gestures and/or a display of improper conduct which is deemed detrimental to a swimmer or member of the community will not be tolerated.

Misconduct of members may result in disciplinary action of suspension or expulsion from Club and/or Team activities. In such cases, refunds will not be issued.

Disciplinary Process:

1. Ygnacio Wood coaches and/or lifeguards will address the behavior issue directly with the individuals involved.
2. If the behavior continues, the Club President and/or Team Director will address the behavior issue with the individuals involved and their family members.
3. If the behavior continues, the Board of Directors will discuss the behavior issue with the family members and vote to terminate their team and/or club membership.