

Stroh Ranch Anthology

Dolphins

2016 Team Manual



Table of Contents:

1	Introduction	3
1.1	Requirements.....	3
1.2	Refund Policy	3
1.3	Expectations	4
2	Who Are We / Contact Information	4
2.1	General	4
2.2	Volunteer Board	5
2.3	Coaching.....	5
3	About the Mountain Hi Swim League (MHSL)	5
3.1	Mountain Hi Swim League Parent, Coach and Swimmer Code of Conduct	6
4	Team Calendar and Events	7
5	Practice	8
5.1	Schedule	8
5.2	What to Bring to Practice	8
5.3	Pool Usage Rules	8
5.4	Weather Policy	9
6	Signing Up For Meets.....	9
7	Volunteer Information (Jobs)	13
8	Communication	17
9	Swim Meets	18
9.1	2016 Schedule	18
9.2	What to Bring	18
9.3	Arrival and Set Up.....	18
9.4	How to Know What Events You Are In	18
9.5	Warm Ups	19
9.6	The Meet	19
9.7	Meet Nutrition.....	20
9.8	Results and Points	20
9.9	Parent Etiquette	21
9.10	Judging and Disqualifications (DQ's)	21
9.11	Sportsmanship	22
9.12	Spectators.....	22
10	Parts of the Swim Season.....	22
10.1	Dual Meets.....	22
10.2	Preliminaries ("Prelims").....	23
10.3	Entries for Prelims	23
10.4	Championships	23
10.5	All Star Meet	24
10.6	Other Miscellaneous info.....	24
11	Events.....	24
11.1	Fundraising	24
11.2	Social Events	24
12	Appendix A: Glossary of Swimming Terms	26
13	Appendix B: Meet Order of Events	29
14	Appendix C: Meet Check List	30

1 Introduction

Welcome new and returning swimmers to the 2015 season of the Stroh Ranch Anthology Dolphins swim team. The Stroh Ranch Anthology Dolphins are a non-profit recreational swim team that operates out of the Stroh Ranch community recreation center (Creekside Recreation Center) and the Anthology community pool. Our team is part of the Mountain High Swim League (<http://www.mhsl.org>) and competes in the A division. We accept swimmers of all abilities ages 5 through 18 provided they are comfortable in the water, have basic swimming skills, and can swim the length of the pool unassisted.

Our goal is to provide our swimmers with an introduction to competitive swimming with an emphasis on learning, team spirit and fun. Our coaches work to teach our swimmers effective swimming techniques so they can reach their fullest potential, while always stressing the importance of good sportsmanship. It is our hope that participation on our team will lead to your child's continued interest and development in the sport.

This guide is intended to provide you with all the necessary information you need to enjoy our upcoming season. In addition, our website (<http://www.strohranchdolphins.org>) always has the most up to date information regarding our team, so please check it often. You can also contact us anytime via email at info@strohranchdolphins.org

1.1 Requirements

In order to maximize each swimmer's ability to achieve their personal goal, we require that the swimmer must be able to swim one lap or 50 yards (25 yards for 8 and under swimmers) of any stroke, unassisted, as the swim team shall not take the place of swimming lessons. Swimmers have until the first week of practice to meet this requirement. Swimmers who don't comply by this time will not be able to swim with the team and will receive a refund (See refund policy below).

All members must have accepted the Mountain Hi Swim League (MHSL) insurance waiver when registering to participate in practice and compete in meets. Acceptance of the Volunteer Agreement, and Community Release Not to Sue waivers is also required to join the team.

1.2 Refund Policy

The refund policy for the team is as follows:

- Swimmer withdraws from the team before the end of the first week of practice; a 75% refund will be given.
- Swimmer withdraws from the team before the end of the second week of practice; a 50% refund will be given.
- Swimmer withdraws from the team after the second week of practice; no refund will be given.

Though we understand that situations arise that may make it necessary for your child to leave the team, please understand that we base the size of our coaching staff and our overall budget on the number of swimmers we have on the team. We also incur costs for registration and league fees that we cannot recover after a swimmer drops from the team. Therefore, these policies are in

place to ensure we keep the team financially sound, as by that point it most likely will be too late to fill that swimmers spot on the team.

1.3 Expectations

Swimmers-

- To arrive to practice and meets on time
- To demonstrate a positive attitude, by listening, following instructions and being respectful of your coaches and other swimmers
- To show good sportsmanship at all times
- To come prepared to all practices and meets (goggles, swim caps, towels, and sunscreen)

Coaches-

- To arrive on time
- To create a positive atmosphere for learning
- To teach correct strokes, starts and turns technique
- To teach the value of good sportsmanship
- To teach goal setting and methods of attainment
- To have open communication with swimmers and parents

Parents-

- To bring your children to practice on time and prepared
- To participate within the team through volunteering
- Submit the Meet Entry form for you swimmers online by Monday night each week, even if they are not swimming in the meet that week
- To inform coaches as to absences and vacations prior to a meet (BY MONDAY)
- Sign-up for Volunteer Jobs online by Monday evening each week
- To call the Parent Rep or Head Coach if your swimmer will miss a meet due to illness By 7:00 am on the day of the meet
- To be a role model for Good Sportsmanship
- To leave the coaching to the coaches
- Please do not interrupt coaches during practice

Parents, please remember that this is a Swim Team, and not a substitute for swimming lessons.

2 Who Are We / Contact Information

2.1 General

Team Website – <http://www.strohranchdolphins.org>

General Information – info@strohranchdolphins.org

Address:

SRA Dolphins

13061 S. Stuart Way
Parker, CO 80134

2.2 Volunteer Board

The Stroh Ranch Anthology Dolphins are run by a volunteer board consisting of various positions. The board is responsible for the organization of the team, hiring coaches, setting practice schedules and all other aspects of the swim team. Below is a list of board members and contact information for each:

Position	Volunteer	Contact
President	Marty Palma	president@strohranchdolphins.org
Parent Rep	Nick Ward Tiffany Grizzle	parentrep@strohranchdolphins.org
Secretary		
Treasurer	Aimee Van Matre	treasurer@strohranchdolphins.org
Communications Manager	Jennifer Heilbrun	communications@strohranchdolphins.org
Volunteer Coordinator	Joanne Payne Sandra Wenze	volunteer@strohranchdolphins.org
Scoring	Nicole Gower Bonnie Allen	scoring@strohranchdolphins.org
Team Apparel Manager	Jinah Devereaux Jenn Smith	apparel@strohranchdolphins.org
Coaching Manager		coachingmanager@strohranchdolphins.org
Concessions	Katie Jones	concessions@strohranchdolphins.org
Head Coach	Morgan Edwards	coaches@strohranchdolphins.org
Clerk of Course	Matt Fagen	clerk@strohranchdolphins.org
Event Coordinator	Alison Gordon Ashley Hickmon	events@strohranchdolphins.org

2.3 Coaching

Our coaching staff is a dedicated group that brings a wealth of swimming knowledge to our team. Morgan Edwards returns as our head coach and Kevin Oslick is our assistant head coach. They are joined by several new and returning assistants this year. Visit the website for detailed bios of each coach.

All communication with the coaches should be done via email or after practice has ended. Morgan and Kevin can be reached at coaches@strohranchdolphins.org, you can find email addresses for the other coaches on the Coaches link in the top left of the website. Never interrupt coaches during practice. It takes away time from our kids and causes a safety issue.

3 About the Mountain Hi Swim League (MHSL)

MHSL consists of 24 teams from different neighborhoods and smaller suburbs of the South Denver metropolitan area. These 24 teams are currently divided into five divisions of with varying number of teams. The division line-up is determined annually by the League Board based upon the team size and number of All-stars on the team. The SRA Dolphins are currently in the "A-1" Division.

The regular season consists of five dual meets scheduled weekly throughout June and into mid-July, with an off-week on or around the July 4 weekend. Prelims are held mid-week following the completion of our regular season, and Championships are held at each Division level the following Saturday. For a complete list of meet dates and locations for this season, please see the Calendar page on our website.

The final meet of the season is the All Star meet in mid to late July. This meet provides an opportunity for swimmers from each of the teams within the four divisions to compete against each other. Swimmers are invited to participate in this meet based on qualifying times throughout the season or by placing first in their event(s) at a Division Championship meet.

For more complete information about the league and its bylaws and policy and procedures, you can go to their website at <http://www.mhsl.org>.

MHSL rules that most directly affect swimmers are:

1. A swimmer must be a registered at the pool/team for which they are swimming.
2. The age category in which a child will swim is defined by your child's age as of June 1st of the current year.
3. The League requires swimmers to participate in at least 10 practices and 2 regular swim meets during the regular season to be eligible for Prelims, Championships, and All-Stars.
4. The League requires all swimmers to pay a seasonal fee for insurance (paid by SRA), regardless of other personal insurance programs. Please note, the league insurance is only a supplemental insurance to your own personal insurance.
5. Each swimmer is allowed to swim in a maximum of 3 individual events and 2 relays per meet.
6. 6 & under swimmers do not swim for points and, as exhibition swimmers, are not subject to disqualification with rare exceptions (touched by a coach or did not make any reasonable attempt to swim the designated stroke, i.e. swam freestyle for the entire breaststroke event).

3.1 Mountain Hi Swim League Parent, Coach and Swimmer Code of Conduct

Information, Policies and Procedures

Mountain Hi Swim League believes in the development of swimmers both athletically and individually. Mountain Hi Swim League will strive to instill and practice the values of what it takes to be a good sportsman. In order for us to achieve these goals, it will take a combination of coaches and parents to set good examples for the swimmers. Mountain Hi Swim League has established and will enforce the following conduct guidelines:

All Swimmers:

- Must refrain from addressing remarks, except when made as expressions in the spirit of friendship and or in good sportsmanship.

- Never use foul language or obscene gestures
- Should always applaud other teams performance and should always shake hands at the end of the race.
- Follow all rules of the hosting pool.
- Must not introduce any items into the pool including any item that could cause any chemical imbalance in the pool. i.e.: Jell-O.
- Cooperate with the decision of the stroke judge, starter and meet referee.

All Coaches:

- Must require all swimmers to comply with above set conduct.
- Must refrain from addressing derogatory remarks to any coach, swimmer, stroke judge, parent, timer, starter, meet referee or any other volunteer.
- Use proper protest procedures; Policies and Procedures Section 14.16
- Will never use foul language or obscene gestures
- Should always applaud the other team's performance.
- Follow rules of the hosting pool and stay in designated areas.
- Always keep things in perspective and remember, "It is for your swimmers".
- Adherence to Policies and Procedures Section 34, Code of Conduct

All Parents

- Must refrain from addressing derogatory remarks to any parent, coach, swimmer, stroke judge, timer, starter or meet referee or any other volunteer.
- Will never use foul language or obscene gestures.
- Should always applaud the other teams performance.
- Follow all rules of the hosting team pool.
- Respect the coach's decisions and abilities, except in the case where it may cause injury to the team or swimmer.

Adherence to Policies and Procedures Section 34, Code of Conduct

Any infraction or inappropriate behavior will need to be submitted to the Board, at which time the Board will take the appropriate action.

4 Team Calendar and Events

Please reference the "**Calendar**" page of our website for a detail list of events, but key events for each season include:

- Team Kick-off party
- Spirit Nights before home dual meets
- Possible Water World day
- End of Year Team party

5 Practice

5.1 Schedule

Team members are expected to attend daily practices, but a minimum of 3 practices per week is recommended for meet preparation. It is acceptable for your child to attend more than one practice a day if they choose. If your swimmer will be missing several consecutive practices (due to vacation, etc.), please notify the Coaches through the email and submit meet entries online early indicating your swimmer will not be attending, or with the desired events if they will be back for the meet.

We run open practices with a few restrictions. The early morning Stroh Ranch AM practices are intended for intermediate to advanced swimmers, as they will not have Jr. Coaches at them to get in the water with your child. So these are not recommended for very young swimmers who may need additional assistance.

The Anthology AM and PM practices are open to all ages and abilities. The Stroh PM practice is designated for 8yr olds and younger only, so this is the ideal practice for the little guys.

Please check the Practice Info page on the web site for the latest schedule times.

5.2 What to Bring to Practice

- **Swimsuit**, don't forget the obvious!
- **Caps** (for both boys and girls) are highly recommended as they keep hair out of their eyes and body warmth in!
- **Goggles** are also highly recommended, as the chlorine can be harsh on young eyes.
- **Towel** (or two) to dry off with.
- **Warm Clothes** to change into. Morning practice can be chilly!

BE SURE AND LABEL ALL OF YOUR ITEMS!

5.3 Pool Usage Rules

The **Stroh Ranch Home Owners Association** requests that the following rules be followed for practice at the Stroh Ranch Pool:

Always use the gate entrance on Nate Dr. when entering the pool area for morning practice. For evening practice in the indoor pool, you can enter either through the gate or the Rec Center, **but please do not use the rec center parking lot**. You must park either on Nate Dr. or J Morgan Blvd so we leave spaces for the residents using the Rec Center. The Rec Center **amenities** (outdoor pool, baby pool, **workout** room, locker rooms, etc.) are off limits to non-residents. Please help us stay in good standing with the HOA and Residents by following these rules.

At the **Anthology Pool**, please be sure to cleanup your area and ensure chairs and recliners are returned to their proper locations at the conclusion of practice.

All communication with the coaches should be done via email at coaches@strohranchdolphins.org or after practice has ended. Never interrupt coaches during practice. It takes away time from our kids and causes a safety issue.

Our swimmers are covered during practice time by Mountain Hi Swim League supplemental insurance. This does **NOT** cover siblings or family members.

Children must be picked up promptly at the end of their practice time and not allowed to “hang out” unless a parent is present. Coaches do not have the time to babysit your children and are not responsible for your children once they leave the pool after practice is over.

5.4 Weather Policy

We will try to avoid cancelling practice whenever possible. In case of bad weather cancellation notices will be communicated through the team website, our Facebook page, email, and Text/SMS messaging (if you have added your cell phone for communications under your Team Unify account). Cancellation of the 6:00 am practice will be posted by 5:45. All other practice cancellations will be posted as soon as possible. Please do not call the rec. center for practice cancellation information.

6 Signing Up For Meets

Swimmers are required to register for meets online through our website by Monday evening of each week to indicate if they are swimming in the upcoming weekend meet. A registration link for each meet can be found on the Events page of the website. This form should also be submitted if a swimmer is **unable** to attend the meet that week, so we know they are not coming and just didn't forget to sign up. You can also indicate if they must arrive late or leave early. If a swimmer has not registered online, they **WILL NOT** be entered in the meet.

To sign up, from our home page select the Events tab at the top and scroll until you find the meet you would like to register for. Then select the “Edit Commitment” button:

June 4, 2016

Dual Meet Holly Park @ Anthology
Jun 4, 2016 (07:00 AM) - Jun 4, 2016 (01:00 PM)
[\[Edit\]](#)

[Edit Commitment](#) [Job Signup](#)

First Dual Swim Meet vs Holly Park Sharks at the Anthology Pool. Entries for this meet are due by End of Day, Monday May 30th.

June 11, 2016

Dual Meet Castle Pines Crocs @ Stroh Ranch
Jun 11, 2016 (07:00 AM) - Jun 11, 2016 (01:00 PM)
[\[Edit\]](#)

[Edit Commitment](#) [Job Signup](#)

Second Dual Swim Meet vs Castle Pines Crocs at the Stroh Ranch Pool. Entries for this meet are due by End of Day, Monday June 6th. Note: This meet may start at 7:30 AM, not 8:00 AM if the timeline is...

You will then be presented with the Event Signup page. This will show you a list of all swimmers under your account, along with their current Commitment for this meet:

Click on Member Name to declare for this Event:			
Member Name	Member Commitment	Coach Approved	Last Updated
Christopher Gilbert *Active	⊘ Undeclared		
Sophia Palma *Active	⊘ Undeclared		
Vincent Palma *Active	⊘ Undeclared		

Select the name of the swimmer you want to register from the list and you will be presented with the Athlete Event Signup page:

Dual Meet Holly Park @ Anthology (Jun 4, 2016 (07:00 AM) - Jun 4, 2016 (01:00 PM))


Member Athlete:
Sophia Palma

Important Notes:

- Please select up to 3 individual events.
- Please indicate in the notes field if you are available for the Medley Relay (at beginning of meet), Free Relay (at end of meet), Both, or No Relays.
- Please indicate in the notes field if you will be arriving late or leaving early.

*Declaration
 --SELECT--

Notes:

 Save Changes

If your swimmer is not attending the meet, select the “No thanks, <swimservername> will NOT be attending this event” entry from the Declaration dropdown list and select the Save Changes button.

If your swimmer is attending the meet, select the “Yes, please sign <swimservername> up for this event” entry from the Declaration dropdown list, then indicate in the Notes field if your swimmer is available to swim in the Medley Relay, Freestyle Relay, or Both relays, and if you are arriving late or have to leave early:

Dual Meet Holly Park @ Anthology (Jun 4, 2016 (07:00 AM) - Jun 4, 2016 (01:00 PM))

Member Athlete:

Sophia Palma

Important Notes:

- Please select up to 3 individual events.
- Please indicate in the notes field if you are available for the Medley Relay (at beginning of meet), Free Relay (at end of meet), Both, or No Relays.
- Please indicate in the notes field if you will be arriving late or leaving early.

*Declaration

Yes, please sign [Sophia] up for this event ▼

Notes:

Available for both relays

Meet Name:

Location:

Course:

Meet Type:

06/04/2016 Holly Park

Anthology Pool

Y


Dual

Then scroll down to the bottom of the page and the system will present you a list of valid events for your swimmer to sign up for. Select up to 3 events from this list, and then select the Save Changes button to complete your registration:

Important Notes:

1. Please pick the individual events below that the Athlete wants to attend and enter [Entry Time]. Please enter **NT** if no Entry Time is available.
2. Relay teams are solely determined by the coaches. If you have problem attending the relay teams, please contact coaches directly.
3. You cannot make changes after the coach approved or rejected your application. Please contact admin to change your records.
4. Please enter [Entry Time] in this format: **mm:ss.hh**.
5. [Bonus] is not a standard option; send Entry Report to the meet host in addition to the SD3 file.
6. Only **Admin** can customize [Entry Time] and set [Bonus] fields.

Day 1 Session 1					Max Entries this Session IE = 0 Rel = 0 Comb = 0				
	Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		2	G	13-14 200 Free	
<input checked="" type="checkbox"/>	<u>31.46Y'</u>	<input type="text" value="31.46Y"/>	<input type="checkbox"/>	<input type="checkbox"/>		24	G	13-14 50 Free	
<input checked="" type="checkbox"/>	<u>1:18.00Y</u>	<input type="text" value="1:18.00Y"/>	<input type="checkbox"/>	<input type="checkbox"/>		34	G	13-14 100 Fly	
<input checked="" type="checkbox"/>	<u>1:18.35Y</u>	<input type="text" value="1:18.35Y"/>	<input type="checkbox"/>	<input type="checkbox"/>		46	G	13-14 100 Back	
<input type="checkbox"/>	<u>1:33.31Y'</u>	<input type="text" value="1:33.31Y"/>	<input type="checkbox"/>	<input type="checkbox"/>		58	G	13-14 100 Breast	
<input type="checkbox"/>	<u>1:09.44Y</u>	<input type="text" value="1:09.44Y"/>	<input type="checkbox"/>	<input type="checkbox"/>		68	G	13-14 100 Free	
<input type="checkbox"/>	<u>2:50.04Y'</u>	<input type="text" value="2:50.04Y"/>	<input type="checkbox"/>	<input type="checkbox"/>		78	G	13-14 200 Medley	

 Save Changes

You will then be returned to the Event Signup page where your Member Commitment will be updated to the option you selected and if attending, it will show the events selected. You can then repeat the process for any additional swimmer you have under your account:

Click on Member Name to declare for this Event.

Member Name	Member Commitment	Coach Approved	Last Updated
<u>Christopher Gilbert</u> *Active	❌ Undeclared		
<u>Sophia Palma</u> *Active	✅ Committed	# 24 (d1/s1): G 13-14 50 Free (31.46Y) # 34 (d1/s1): G 13-14 100 Fly (1:18.00Y) # 46 (d1/s1): G 13-14 100 Back (1:18.35Y)	05/26/16 2:14 PM
<u>Vincent Palma</u> *Active	❌ Declined		05/26/16 2:39 PM

Swimmers can swim UP TO 3 individual events and 2 relays. If for some reason your top three events cannot be accommodated, the coaches will substitute your events with ones they feel you should swim. Coaches have the final decisions on all event entries, but do not change the swimmer's choice very often. Coaches are responsible for putting relays together as they have the best knowledge and data regarding the swimmers. The A Relay team will always be made up with fastest four swimmers for that age group. B and C teams will have more flexibility with

how they are composed. Note, we are typically limited to the number of relay teams we can enter each week, so not all swimmers will get to be on a relay every week. But we make every attempt to ensure all swimmers get to participate on a relay at some point during the season. There are two sets of relays run at the meet, the Medley relays which takes place at the beginning of the meet, and the Freestyle relays which take place at the end of the meet. Be sure to indicate if your swimmer is available for relays when registering!

If your swimmer is only able to attend part of a meet, it is important that you communicate this Information when registering online in the Notes field when signing up. Please be specific on arrival or departure time. The coaches will do their best to accommodate your schedule, but these situations should be a "rarity" and not a weekly event.

THERE IS NO GUARANTEE THAT YOUR CHILD WILL BE ENTERED IN A MEET IF THEY ARE NOT REGISTERED ONLINE ON TIME (MONDAY EVENING)

7 Volunteer Information (Jobs)

Meets are staffed completely by volunteers!

- Approximately 70 volunteers are needed at Home meets
- Approximately 40 volunteers are needed at Away meets
- Volunteers work a portion of every meet for approximately a 3 hour shift (a session)
- Volunteers are responsible for finding a replacement in the event that they cannot fulfill their assigned duties. Contact the Volunteer Coordinator if you need assistance in finding a replacement.
- Volunteers are required to check in with the Volunteer Coordinator at the beginning of every meet to ensure you get credit for your time worked.

Volunteer Positions:

(Definitions are found on the Volunteer page of our website)

- Clerk of Course (training required)
- Concessions
- Heating Area
- Runners
- Scoring
- Stroke & Turn Judge (training required)
- Meet Ref (training required)
- Starter (training required)
- Timing
- Announcer
- Meet Setup/Meet Tear Down
- And many others....

The SRA Dolphins are a volunteer run organization. It takes parent volunteer contributions from every family on the team to run meets and various other team related activities. Because of this, all families are required to volunteer a minimum of 12 hours during the regular dual meet season. This equates to approximately 4 volunteer shifts at 3 hours each. The 12 hours are required for

our dual meet regular season. If your child swims at Prelims/Championships/All-stars you will be required to volunteer at those meets as well and that time is above and beyond the 12 hour regular dual meet requirement.

Volunteer signups will be due on Tuesday, the day after meet entries are due. If you enter your swimmer for a meet you will likely need to volunteer at that meet in order to fulfill your 12 required volunteer hours (families average one absence out of our 5 meet regular season).

To sign up for a volunteer position (Job), from our home page select the Events tab at the top and scroll until you find the meet you would like to signup for.

June 4, 2016

Dual Meet Holly Park @ Anthology
Jun 4, 2016 (07:00 AM) - Jun 4, 2016 (01:00 PM)
[\[Edit\]](#)

[Edit Commitment](#) [Job Signup](#)

First Dual Swim Meet vs Holly Park Sharks at the Anthology Pool. Entries for this meet are due by End of Day, Monday May 30th.

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[Edit Commitment](#) [Job Signup](#)

Second Dual Swim Meet vs Castle Pines Crocs at the Stroh Ranch Pool. Entries for this meet are due by End of Day, Monday June 6th. Note: This meet may start at 7:30 AM, not 8:00 AM if the timeline is...

Select the “Job Signup” button for the desired meet. This will open the Event Job Signup page:

Event Job Signup

Event Job Signup

Setup Event Jobs

Event Job Done Confirmation

Find Workers

MONTHLY
TEAM PRICING
NOW AVAILABLE!

\$49⁹⁵
PER MONTH

YOUR FIRST
MONTH
IS ON
US!

LEARN MORE TODAY!
OFFER ENDS MAY 31ST

Signup Job for Account: Palma, Marty (303-805-3579) [Change Account](#)
Event: Dual Meet Holly Park @ Anthology (Jun 4, 2016 (07:00 AM) - Jun 4, 2016 (01:00 PM))
Registration Deadline: 05/30/2016
Job Signup Deadline (till midnight): 05/31/2016

Print My Job Signup Summary

Print ALL By Job (w/ Empty Slots)

Print ALL By Name

Print Volunteer Name Tags

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
Announcer Shift 1 Announces First/Last call events and any other general announcements needed during the meet	06/04/2016 AM - 06/04/2016 AM (3.00 Pts.) 1 <i>Witters, Diana (Jeremy Witters)</i>
Announcer Shift 2 Announces First/Last call events and any other general announcements needed during the meet	06/04/2016 AM - 06/04/2016 PM (3.00 Pts.) 1 <i>Wan, Kay (Kay Wan (303) 521-1695)</i>
Concessions Early Setup Shift Help with initial setup of Concessions and selling	06/04/2016 AM - 06/04/2016 AM (3.00 Pts.) <i>Newton, Erin Erin Newton (Erin Newton)</i>

When viewing the list of position, a position is open and available for signup if it has a check box next to it and shows as "-----". Select the check box for the desired position and click the Signup button. The system will then allow you to enter Optional Contact Information. You can use this to provide additional details if someone else besides who is on your account will be filling this duty (such as a relative or older sibling) so we know how to get in touch with them:

Job Name/Notes	Time Periods Signup
Announcer Shift 1 Announces First/Last call events and any other general announcements needed during the meet	06/04/2016 AM - 06/04/2016 AM (3.00 Pts.) 1 <u>Witters, Diana (Jeremy Witters)</u>
Announcer Shift 2 Announces First/Last call events and any other general announcements needed during the meet	06/04/2016 AM - 06/04/2016 PM (3.00 Pts.) 1 <u>Wan, Kay (Kay Wan (303) 521-1695)</u>
Concessions Early Setup Shift Help with initial setup of Concessions and selling	06/04/2016 AM - 06/04/2016 AM (3.00 Pts.) 1 <u>Newton, Erin (Erin Newton (for Emma Newton) 303-378-4054)</u>
Concessions Shift 1 Assist with setup and selling concession items	06/04/2016 AM - 06/04/2016 AM (3.00 Pts.) 1 <u>NeRoy, Heather (Ryan NeRoy)</u>

Please Supply Your Volunteer's Information

Please provide any additional contact information for the person who will actually be doing the work.

Optional Contact Info:

Concessions Shop Before Meet	06/03/2016 07:00 AM - 06/03/2016 10:00 AM (3.00 Pts.) 1 <u>Wolfe, Lindsay (Lindsay 6175493344)</u>
Concessions Shop Before Meet Costco Only Responsible for shopping for all needed concession items as provided by the Concessions Manager and delivering to pool night before meet.	06/04/2016 AM - 06/04/2016 AM (3.00 Pts.) 1 <u>Scherrer, Suzanne (3039212962)</u> 2 <u>Pollack, Douglas & Deborah (7202895962)</u>
Concessions Shop Before Meet Sams Club	06/03/2016 07:00 AM - 06/03/2016 07:30 PM (3.00 Pts.) 1 <u>Bates, Terry & Kelly (7209878571)</u>
Concessions Shopper Day of Meet Shift 1 Responsible for picking up items needed the morning of the meet (i.e. doughnuts, ice, etc?) and any last minute items that may run low during the meet. This person needs to also help concessions tear down.	06/04/2016 AM - 06/04/2016 AM (3.00 Pts.) 1 <input checked="" type="checkbox"/> -----
Concessions Shopper Day of Meet Shift 2	06/04/2016 AM - 06/04/2016 PM (3.00 Pts.)

Then select the Sign Up button. You will then see your name in the slot you selected and you are signed up and ready to go:

Concessions Shopper Day of Meet Shift 1 Responsible for picking up items needed the morning of the meet (i.e. doughnuts, ice, etc?) and any last minute items that may run low during the meet. This person needs to also help concessions tear down.	06/04/2016 AM - 06/04/2016 AM (3.00 Pts.) 1 <input type="checkbox"/> Palma, Marty
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If needed you can also select an entry you have already signed up for and then select the Remove Signup button to remove yourself from that Job.

Note, most jobs are listed by shift. Shift 1 indicates a job that happens during the first half of the meet (events 1-45) and Shift 2 indicates a job that happens during the second half of the meet (events 46-90). Some jobs happen before or after the meet or require you to be present earlier (Concessions Early Setup, etc.), stay later (Meet Tear Down), or happen on a different day (Meet Setup, etc.) and are indicated in the descriptions. Please be consious of the shift you are selected as you will be required to stay through that shift even if your swimmer has finished for the day.

It takes at least 70 adults to run a home meet. If you are volunteering for the first shift of the day, it is important that you are at your position prior to the start of the meet. **All Volunteers**

MUST CHECK IN with the Volunteer Coordinator prior to the start of the meet and before taking your position.

In an attempt to bring SRAD in-line with common swim team practices and eliminate past issues with scrambling to fulfill positions, we have the following policy around unworked volunteer hours. Any family that does not complete their volunteer commitment of 12 hours (4 shifts) during the season will be charged a fee of \$12.50 an hour for every hour they are short. We realize that there are some special situations that prevent a family from being able to volunteer. Because of this we also offer a Volunteer Opt-Out fee of \$150 that will exempt your family from having to volunteer. However, we highly discourage families from selecting this option if they are capable of volunteering as we truly need everyone's help.

If you sign up to volunteer a particular session and are then unable to work that session, you are responsible for finding a replacement to fill your spot. There will be a team roster available within our Team Unify system so you can find contact information for team members. Just sign in to the website and select the Members link at the top to find contact information for other families. Failure to find a replacement or show up for a shift may result in your child not being allowed to swim at the next meet. Please contact the volunteer coordinators if you need assistance finding a replacement.

A parent of each swimmer must agree to comply with this policy before your child can begin swimming. Non-compliance with this policy without prior approval from the Board of Directors may result in termination of membership with SRAD.

The jobs require minimum explanation. Stroke & Turn Judges and Starter/Referee are the only positions requiring clinic attendance ahead of the start of the season. The volunteer positions are further explained on the Volunteer page of the website, or ask the Volunteer Coordinator or the Parent Rep.

If you have questions or issues, please contact our Volunteer Coordinator at volunteer@strohranchdolphins.org, for assistance in finding a replacement. Please let the Volunteer Coordinator know who is covering your shift.

8 Communication

Our team consists of more than 200 swimmers and over 110 families. Communication with families about upcoming events and news is accomplished through many different sources:

- **Team Website** (<http://www.strohranchdolphins.org>) – Our website is updated as often as possible to keep you informed of the latest information. The News section lists the most current updates.
- **Facebook Page** – This page is used to post information quickly such as practice cancellations or notes from board members. It also is a great place to post pictures of the team. Check it often!

- **Team Newsletter (via email)** – All team members are automatically signed up for the email newsletter. This is sent weekly during the season on Thursday evenings and contains important information about the upcoming week.
- **Team Folders** – A folder for each swimmer is kept in a file holder and made available at each practice. Please check your swimmers folder **EVERY DAY** for communication items. All awards (ribbons) will also be distributed in these folders.

9 Swim Meets

9.1 2016 Schedule

Please check the “**Calendar**” page on our web-site for a detailed meet schedule

9.2 What to Bring

See Appendix C: Meet Check List

9.3 Arrival and Set Up

In case of emergency or illness, please call the parent rep or head coach and let them know if your swimmer will not be at the meet.

Dual swim meets are held on Saturday mornings. Dates for these meets can be found on the swim team website. Swim meets consist of 90 events and begin with the first race promptly at 8:00 AM (on rare occasions, some meets start at 7:30 AM) and end at approximately 1:00-1:30 PM.

See Appendix B: Meet Order of Events for details on the order of events

Swimmers are expected to check in at the check-in table upon arrival at the meet and check out with the coaches when leaving early. Not checking out with coaches will result in a swimmer possibly being unable to participate in relays at the next meet. Please be considerate of other swimmers and coaches so that this does not happen and we don’t have a group of relay swimmers who have to be scratched because one person is missing. Parent Volunteers are expected to check in as well in order to get credit for your session.

9.4 How to Know What Events You Are In

The coaches make every effort to enter swimmers based on which events the swimmers want to swim (they are asked weekly). Heat sheets (a list of what events and what heat a swimmer is in with both teams included) are posted on the gate (Home Meets) or near the assigned team area (Away Meets) on the day of the swim meet. We also try to post the heat sheets on the website by Friday evening if they are available. Check these sheets to see what events your child is swimming.

Use a sharpie to mark the swimmer’s hand or arm with his/her events, as well as the lane and heat. This serves as a constant reminder of which events to be listening for:

Example: If swimming Event #19 (9-10 Boys 50 Free), Heat 2, Lane 4

Write: | E | H | L
50 Free | 19 | 2 | 4

A swimmer can swim in a maximum of three individual events and two relays. Heating generally occurs 8 to 10 minutes prior to the running of that event. We ask that ALL swimmers stay in the assigned team area during the meet. Volunteers do not know all the swimmers and it is quite difficult to locate swimmers if they are not in a designated area. Volunteers **will not search for a swimmer who is not in the Heating Area. If swimmers are not in the Heating Area prior to their heat being placed behind the starting blocks, they will be scratched from the event.**

9.5 Warm Ups

Swimmers will warm up for Home Meets typically at 7:00 AM and at Away Meets at 7:20 AM but are always subject to change and officials times are communicated in the Newsletter each week. This means IN THE WATER at this time with arrival at the pool 15 minutes prior to our warm up time. It is important to have your swimmer participate in warm-ups. Not only does it "get their blood flowing" it also allows the coaches check in swimmers and make any adjustments/scratches for missing swimmers. The coaches spend a **great amount of time** entering swimmers in events. Please be aware of the **tremendous burden** it puts on the coaches and officials to make last minute changes.

9.6 The Meet

After warm-ups, your swimmer should know whether they are in a relay. Medley Relays are at the start of the meet, so those swimmers will need to be in the Heating Area before the start of the meet. The coaches and heating volunteers will get them where they need to be from there.

There are 90 numbered events in each meet including all individual and relay events. Many events have multiple heats since the pool can usually accommodate only 6 swimmers at a time. Coaches will be available to speak to each swimmer prior to their event and after. This way, the coach can remind him/her of the things they should keep in mind as they swim and then provide instant feedback at the end of their race.

Parents, remember that each race is a chance to learn and you should ALWAYS be positive no matter what the outcome of each race. Swimmers are competing against their best time, first and foremost, and a great effort should always be applauded. Good Sportsmanship begins with you.

Keep a close eye on the "First Call/Last Call" board near the Heating Area to get your swimmer to the Heating Area on time. The meet announcer or starter will also be calling First and Last Call. Upon First Call, swimmers proceed to the Heating Area. Swimmers need to come to this area ready to swim their race - with caps, goggles and all necessary bathroom trips out of the way. If you have a young or new swimmer, you will need to escort them the first few times. Otherwise, parents should not be in the Heating Area **and never behind the blocks.**

Once at the Heating Area, swimmers will check in with the Clerk of Course. They will receive a card (blue for boys; pink for girls; green for relays) with their name, event, heat and lane information on it. Swimmers should take their card and sit in the BACK row of the benches.

Volunteers will move the swimmers forward through the benches and confirm that they are in the right spot.

Swimmers will be directed to their lane at the appropriate time. When it is time for the swimmer's event/heat, the timer will take their card and they will move up to the starting blocks. During and after the race, please have plenty of positive words for **all** of the participants!

Note, some meets are now run cardless. If this is the case, your swimmer will be directed by the heating area volunteers where they need to be.

You are not required to stay for the entire meet, but we hope that you will so that you can cheer for your friends and neighbors. It is **VERY** important to have swimmers check with their coach before leaving the meet to make sure they have completed all of their events and are not needed for a Freestyle Relay.

9.7 Meet Nutrition

A good high carbohydrate meal the night before a meet will help get the muscles primed for peak performance. Some swimmers will have a hard time eating breakfast when they get up so early but it is important that they try to eat something to have energy for warm-ups. Even a bagel or energy bar in the car on the way works. Drink plenty of water & / or sports drinks before and during the meet. Swimmers sometimes forget this because they are already in the water! Stay away from high sugar foods and drinks, as they will cause a brief sugar highs followed by a sluggish sugar crash.

9.8 Results and Points

Event results are posted as soon as they become available from the scoring table. Look for them to be taped up on a wall near the scoring table. Please wait for the posting and do not approach the timers or the scorer's table to find out how swimmers finished.

Remember, some of the pools are 25 METER pools, and some are 25 YARD pools. To convert times:

Yards Time (in seconds) x 1.11 = Meters Time (in seconds)

Meters Time (in seconds) ÷ 1.11 = Yards Time (in seconds)

Events are either "pointed heats" (places 1-4) or exhibition (opportunity to swim yet no points awarded to team). Points are awarded to the 4 fastest times per event (not heat) as follows:

Individual Events

1st Place: 6 points

2nd Place: 3 points

3rd Place: 2 points

4th Place: 1 point

Relays

1st Place: 8 points

2nd Place: 4 points

- 6 & Under swimmers do not score points for the team, and they are not eligible to be disqualified in their races (except for rare exceptions). 6 & under swimmers are also eligible

to swim in 8 & under events but are subject to disqualification, however they may swim in only one age group per event.

- You will see Stroke & Turn Judges around the sides of the pool during the meets watching for rule compliance. If a swimmer is disqualified (DQ'd,) the Judge will approach the swimmer after the race to let them know that they were disqualified in the race and why. This should be used as a learning process for the swimmer and coaches to work to correct the improper stroke.
- If there is a tie, the points for both places are added together and split between the swimmers.
- Points are totaled for each team at the end of the meet to determine final scores. The team scores are periodically announced throughout the meet as well.
- Swimmers may swim up in age group, but will have to remain in that higher age group for the remainder of the meet. An exception is made for relay events. Any swimmer may “swim up” to fill out a relay provided at least one swimmer on the relay is in the correct age group.
- Final meet results, with individual times will be posted on the website as quickly as possible.
- Ribbons are given to 1st – 6th place for individual events and 1st – 3rd place for relays. Swimmers can also earn Super Swimmer ribbons for setting a personal best time in an event that they have swam previously.

9.9 Parent Etiquette

Swimming is such a great way for our kids to have fun, be fit, make friends, and compete against themselves and others. As parents, it is our responsibility to make sure that they will get all the support and help they need. We should be encouragers, who cheer them on to do their best and hug them when they are disappointed. Parents who are overly focused on their swimmers performance can sometimes lose perspective and improperly take on the role of coach instead of parent.

Recent surveys of Olympic level swimmers have confirmed that swimmers do best when the parents take more of a background role when it comes to the swimming itself, while still being supportive and caring to the swimmer. So, please, cheer for your swimmer and keep your comments positive and encouraging. **Expressing anger or displeasure at their performance, judges or other swimmers is humiliating for them and inappropriate.**

If issues arise regarding DQs, timing, other swimmers or other issues regarding meet officials, please go to the Coaches or Parent Reps and do not approach the officials, other coaches or parents. As with any sport, we need to respect the officials and the guidelines they are bound by. Encourage good sportsmanship in your swimmer.

9.10 Judging and Disqualifications (DQ's)

We are a "recreational" swim team, however, a swimmer's accuracy in executing a stroke, turn or start is judged in order to make competition fair for all swimmers. Stroke judges are required by the MHSL to disqualify (DQ) swimmers that are not swimming a stroke correctly or performing starts and turns per the league guidelines regardless of age or ability. If a swimmer is allowed to

continually swim a stroke incorrectly, they may have an unfair advantage over the other contestants.

The MHSL encourages stroke judges to err on the side of the swimmer; when in doubt, they are to rule in favor of the swimmer. 6 & under swimmers are exhibition swimmers and not subject to disqualification, except if touched by a coach assisting in the water or they do not make any attempt to swim the specified stroke (i.e. they swim freestyle for the entire breaststroke event). However, if that same swimmer is entered in an 8 & under event, they are subject to the same rules as every other swimmer and may be disqualified. Coaches will teach proper stroke technique, starts and turns during practices and remind swimmers about them during meets, so there are no surprises should a swimmer be disqualified.

NEVER QUESTION A STROKE AND TURN OFFICIAL ABOUT A CALL. LEAVE THIS TO THE COACHES AS THERE ARE SPECIFIC PROCEDURES THAT MUST BE FOLLOWED.

9.11 Sportsmanship

Not only do we want to promote better swimmers, but also good sportsmanship. Cheering on others during their race is encouraged. You may want to explain to your swimmer that good sportsmanship is seen when one turns to the swimmers beside them and congratulates them on a good race. Bad mouthing, teasing and other un-sportsman-like behavior will NOT be tolerated. Should you see or hear this happening please contact a Parent Rep and it will be handled accordingly.

9.12 Spectators

As a spectator, please stay behind the ropes around the pool deck. The Starter, Referee, Stroke Judges, Clerk of the Course, Timers, Runners, and Coaches are all busy doing their jobs inside the ropes. We ask that you cooperate and encourage you to cheer on your swimmers from "behind the ropes"!

10 Parts of the Swim Season

10.1 Dual Meets

Dual meets are swum against one other team in our division and are regular season meets. They consist of 90 events and begin and end with relays. This is why it is important to arrive on time and stay until the end of the meet. Swimmers are not required to stay for the entire meet, but it is encouraged to promote team spirit.

Should a swimmer need to leave early, you **MUST** check out with your coach and if you know in advance that you will be leaving early then that should be included on your Meet Entry Form. Coaches enter relays with the expectation that your swimmer will be there at the end of the meet. Please do your best not to disappoint 3 other swimmers by leaving early without telling anyone.

10.2 Preliminaries ("Prelims")

Prelims are for each age group, after the regular season, to determine who will compete in the Championship Meet. All 6 teams compete against each other. Prelims are for all swimmers in the Division regardless of age or ability. Prelims are divided into two or three days, are held on weekday mornings, and begin at 8:00 am.

Usually swimmers will compete in their strongest events for Prelims. Coaches will ask swimmers to indicate the events in which they would like to swim at Prelims. The goal is to give them the best chance to qualify for Championships. There are no relays at Prelims. The top 12-16 qualifiers (depending on the number of lanes at the Championship host pool) and two alternates for each event will qualify for the Championship Meet.

10.3 Entries for Prelims

Entries for Prelims are due to the League prior to the last dual meet. An entry time for Prelims is determined by a swimmer's fastest time at any dual swim meet during the regular season. These times will merely place them in a heat of similar times.

Due to other commitments or personal reasons, not all swimmers attend Prelims. If a swimmer will not be able to swim in Championships, **please do not sign them up for Prelims**, (unless they are close to an All Star time and would like one more chance).

Prelims week is the final regular week of our swim season. The schedule is usually as follows:

Monday - Tuesday and/or Wednesday – these days are typically broken up into age groups so that each day has about the same number of swimmers

Monday – Thursday (excluding scheduled prelim day) – regular practice for those who qualified for Championships or are in Relays

Saturday - Finals for all ages beginning PROMPTLY at 8:00am.

10.4 Championships

The fastest 12 - 16 swimmers from Prelims attend Championships plus two alternates in each event, from each age group. Many, many children compete in Prelims and "percentage-wise" very few will make it to Finals. Great emphasis should be placed on individual achievement throughout the swim season and everyone should feel good about his or her own accomplishments regardless of qualifying for Championships.

Relays are swum at Championships, so swimmers who didn't qualify for an individual event may still be able to participate in Championships. Please let coaches know whether or not you will be available for Championships if you do not qualify for an individual event. Teams are allowed 2 relay entries per event.

At the end of the meet trophies will be awarded to the team with the most points, as well as a Team Sportsmanship Trophy (which is voted on by the Parent Reps) and age group trophies for boys and girls with the most points for each of the age groups. Medals and ribbons for Championships will be handed out at our end of the season party.

10.5 All Star Meet

This is the last meet of the season and is strictly an individual event meet. This meet is for the best of the best in the entire league of 24 teams. Eligibility is for swimmers who swim at least as fast as the All Star qualifying times during the regular season, or at Prelims or Championships. A swimmer may also qualify by placing 1st in their event at Championships regardless of whether they have a qualifying time. Events are heated starting with the slowest qualifying times to the fastest. There are no relays at this meet.

There is an entry fee of \$10.00 per swimmer paid by the swimmer and includes an All Star t-shirt. Should a swimmer choose **not** to attend All Stars, they may purchase an All Star t-shirt at their own expense for \$10. Swimmers may be in 3 events and should pick their best ones in the event that they qualified for more than 3 events.

Medals are given through 8th place and ribbons for 9th – 16th place.

10.6 Other Miscellaneous info

Results are usually posted as the meet progresses. Look for them to be taped up on a wall with a group gathered around them. Locker rooms and bathrooms are always busy. Patience and planning go a long way in preventing problems. Also, check one more time to make sure you have gathered your belongings when the meet is over.

If your child is not at the pool prior to warm ups, they may be scratched from a relay and replaced with another swimmer. The Parent Rep will ALWAYS have a phone with them and we encourage you to call if you will be late.

11 Events

11.1 Fundraising

Concession Stand - run by parent volunteers at our home meets and all proceeds go to the Swim Team.

We try to avoid running extra fundraisers during the season as we realize these are often an extra burden on parents and family. We instead try to find local area business to sponsor the team to help offset costs of running the team and then price enrollment fees accordingly. On rare occasions we may choose to run a fund raising event to raise money for a specific team need. If this happens, it will be communicated through email, our website and/or the team newsletter.

11.2 Social Events

The team has many social events planned for the season. Please check the Team Calendar on the website for exact dates and times for these and other events.

Kick Off Party is for all team members. It is designed to help kick off the season by letting parents and swimmers get to know coaches and board members. This party is for swim team members and their families.

Water World Day is for any team members and their family who would like to go on a trip to Water World (a water park) with their teammates. We purchase discount group tickets (paid for by each individual) and caravan up to the park together, have lunch together and hang out and have fun!

Team and Individual Pictures are taken at the pool at a scheduled time during the season. These are available for purchase on a pre-pay basis. Swimmers are encouraged to attend, even if they are not buying pictures, so everyone on the team is in the picture. Team members should wear the Team suit for the pictures.

End of Year Party is for every swimmer on the team and their family. It is an evening for all of us to reflect on the swim season and recognize the swimmers' accomplishments. The swimmers will pick up their team participation award, any remaining ribbons and team photo. Championship and All Star swimmers will receive their medals and ribbons at this time. Then it is followed by a Pool Party with a DJ. Participation by everyone is strongly encouraged as it is a wonderful closure to two months of hard work and fun!

Spirit Nights are often held the Friday evening before home dual meets. It typically involves decorating and creating signs for the meet the following morning and is a great way to get the kids excited for the upcoming meet.

12 Appendix A: Glossary of Swimming Terms

ALLSTARS: Time qualification meet. Swimmers qualify throughout the season for this meet.

BACKSTROKE (BACK): The back crawl.

BLOCK: The starting platform.

BREASTSTROKE (BREAST): A frog-like stroke with a whip kick.

BUTTERFLY (FLY): A racing stroke in which both arms rotate together while the legs perform a dolphin kick.

CHAMPIONSHIPS: Top 12 - 16 finishers at Prelims in each individual event and up to 3 groups per relay event will participate in division Championships that include all 5-6 teams.

CIRCLE SWIMMING: Used in practice by staying to the right of the black line when swimming in a lane to enable more swimmers to swim in each lane without running into each other.

CLERK OF COURSE: Meet official who places swimmers in correct order of events and lane assignments by managing the heating area.

CODE OF CONDUCT: Conduct guidelines that the Mountain Hi Swim League has established and will enforce for swimmers, coaches, officials and parents.

CONSOLATION HEAT: 7th - 12th or 8th – 16th place finishers at Prelims for each event will swim in this heat at the Championship Meet. They may not place higher than 7th or 9th at Championships even if their times are faster than those in the Championship heat.

DQ: Disqualification for reason of a rule/stroke violation.

DUAL MEET: A regular season meet swam with two teams.

EVENT: Any race, per age group, may consist of multiple heats

FALSE START: This occurs when a swimmer leaves the blocks before the whistle or beeper sounds.

FINALS HEAT: 1st through 6th/8th (depending on a 6 or 8 lane pool) place finishers in Preliminary Meet will swim in the Finals Heat at the Championship Meet.

FINISH: End of a race. Exact time when swimmer touches the wall.

FIRST CALL/LAST CALL BOARD: Located near the Heating Area. White Board maintained by heating area. Signals First Call (swimmers should report to heating area to check in) and Last Call (swimmers are in chairs and all swimmers must be present or they will be scratched) for upcoming events.

FLIP TURN: In the freestyle and backstroke only, when a swimmer turns by completing a partial somersault and twisting underwater before pushing off the wall to resume swimming.

FREESTYLE (FREE): In this event, a swimmer can swim any stroke that he/she wishes, but the front crawl is usually chosen.

FREESTYLE RELAY: A relay consisting of 4 swimmers, who each swim ¼ of the race with any stroke but usually freestyle.

HEAT: Events with many swimmers may need to be divided into multiple rounds or heats, which are the races that make up each event. Swimmers are matched with others of similar seed times with the slowest times in the first heat and the fastest times in the last heat of each event.

HEATING AREA: Area to the side of the blocks where swimmers are organized into the correct heats for each event.

INDIVIDUAL MEDLEY (I.M.): A swimmer swims the prescribed distance in quarter increments in the following order: Butterfly, Backstroke, Breaststroke, Freestyle.

MARK: Swimmer's starting position, assumed when commanded by Starter, as in "take your mark".

MEDLEY RELAY: Four swimmers on a team, who each swim a different stroke for $\frac{1}{4}$ of the race in the following order: Backstroke, Breaststroke, Butterfly, Freestyle. In this race the freestyle leg must be just that, freestyle or front crawl.

MEET: Competition designed to be a learning experience. By implementing what has been learned in practice, the swimmer tests him/her self against the clock to see improvement.

N/T (No Time): this is used to designate a swimmer has no previous time in a specific event or distance of event.

PRELIMS: Preliminaries to league Championship finals that are attended by all swimmers of each divisional team to determine placement at Championships.

REFEREE: Top official at a meet. Has full authority over all officials, swimmers, parents and coaches. Enforces all rules and decides all questions relating to conduct of meet. Can overrule any meet official on a point of rule interpretation or judgment decision on any action he has observed. May also disqualify swimmers or remove any afore mentioned persons for unsportsman-like behavior.

RELAY: An event in which four swimmers compete together as a team to achieve one time. Each swimmer swims a $\frac{1}{4}$ of the race.

RUNNER: Deck volunteer who gathers event cards from timers and takes them to the scorer's table.

SCRIBE: Is on headset and fills out DQ forms per officials, then gets Meet Ref to confirm DQ by signing off on DQ slip. Gets to SIT in the SHADE during the meet)

SCRATCH: To withdraw or be taken out of an event in a competition, due to illness, for being late to check in or not showing up for event.

SEED TIME: The time used to enter a swimmer into a meet; usually the swimmer's personal best.

SPLIT: A swimmer's intermediate (or half way) time in a race.

STARTER: The Deck Official who starts swimmers in each race, usually using a starter gun or beeper.

STREAMLINE: The position used to gain maximum distance during a start and/or push-off from the wall in which the swimmer's body is as tight as it can be with arms stretched over their heads and a dolphin kick used prior to the swimmer breaking the water. No arm pull is allowed during a streamline.

STROKE & TURN JUDGE: Deck official who observes swimmers to ensure that rules relating to stroke techniques are followed. They signal violations to referee and also talk with the swimmer about the infraction.

TIMER: Deck volunteer who operates a stopwatch and records the time for the swimmer in their lane.

WAIVER: League insurance waiver form, which must be turned in before a swimmer can participate in a meet or a practice.

13 Appendix B: Meet Order of Events

Event-Boys	Age Group	Distance	Stroke	Event-Girls
1	13-14	200	Freestyle	2
3	15-18	200	Freestyle	4
5	8-und	100	Medley Relay	6
7	9-10	200	Medley Relay	8
9	11-12	200	Medley Relay	10
11	13-14	200	Medley Relay	12
13	15-18	200	Medley Relay	14
15	6-und	25	Freestyle	16
17	8-und	25	Freestyle	18
19	9-10	50	Freestyle	20
21	11-12	50	Freestyle	22
23	13-14	50	Freestyle	24
25	15-18	50	Freestyle	26
27	8-und	25	Butterfly	28
29	9-10	50	Butterfly	30
31	11-12	50	Butterfly	32
33	13-14	100	Butterfly	34
35	15-18	100	Butterfly	36
37	6-und	25	Backstroke	38
39	8-und	25	Backstroke	40
41	9-10	50	Backstroke	42
43	11-12	50	Backstroke	44
45	13-14	100	Backstroke	46
47	15-18	100	Backstroke	48
49	6-und	25	Breaststroke	50
51	8-und	25	Breaststroke	52
53	9-10	50	Breaststroke	54
55	11-12	50	Breaststroke	56
57	13-14	100	Breaststroke	58
59	15-18	100	Breaststroke	60
61	8-und	50	Freestyle	62
63	9-10	100	Freestyle	64
65	11-12	100	Freestyle	66
67	13-14	100	Freestyle	68
69	15-18	100	Freestyle	70
71	8-und	100	Ind Medley	72
73	9-10	100	Ind Medley	74
75	11-12	100	Ind Medley	76
77	13-14	200	Ind Medley	78
79	15-18	200	Ind Medley	80
81	8-und	100	Freestyle Relay	82
83	9-10	200	Freestyle Relay	84
85	11-12	200	Freestyle Relay	86
87	13-14	200	Freestyle Relay	88
89	15-18	200	Freestyle Relay	90

14 Appendix C: Meet Check List

The following is a list of recommended items that should be brought to a swim meet:

- Swim Suit
- Goggles
- Spare Goggles (they have legs and walk away all the time!)
- Sunscreen
- Lots of towels
- Swim caps
- Sunscreen
- Sweat shirts and pants
- Sunscreen
- Umbrella for shade
- Blankets
- Lawn chairs
- Sunscreen
- Water/Sport Drinks
- Lip balm
- Sun Glasses
- Sunscreen
- Flip Flops/Sandals/Pool Shoes
- Snacks/Lunch/or Money for concessions
- Sharpie to write event/heat/lane numbers on swimmers arm
- Did we mention Sunscreen?
- And most important – Lots of TEAM SPIRIT!