

## **OVERVIEW**

Welcome to the Westridge Waves! If this is your first experience with a summer swim team, we hope the following pages will answer your questions and provide you with the information you'll need to enjoy being a Wave. Even if you are a seasoned veteran, this will refresh your memory on several items which you may not remember or be aware of. The following information provides an overview of the Westridge Waves Swim Team so everyone has an understanding of how the team is run. In the early days, the team's committee realized that it would be an act of self-preservation to provide as much information as possible to all families early in the season. So, they developed a handbook to document those items most critical to the running of the team. The "handbook" is meant to be a living document, which will grow and be enhanced over time. Please direct any comments and/or constructive criticism to the Team Manager.

Our team works directly with the Board of Trustees of the Westridge Swim & Racquet Club and the community itself. It is this combined team effort that enables our use of the pool, grounds and facilities within Westridge. The Westridge Swim Team Committee hires the coaches, sets the registration fees, organizes equipment, activities and volunteers; devises and executes various types of recognition; keeps track of swimming times and records; facilitates communication between the Westridge Board of Trustees, coaches, swimmers and parents. The Swim Team Committee consists of the Team Manager, Treasurer, Secretary and up to four other Members At-Large. These members are all unpaid parent volunteers who do not receive team membership discounts. They meet regularly during the off season in order to organize the upcoming swim season.

The Westridge Waves Swim Team is one of 24 summer swim teams in the Prince William Swim League (PWSL) and is organized as part of an overall summer swimming program designed to enhance the popularity of swimming and provide competition between communities within Prince William County. The PWSL Charter and the Westridge Swim Team Charter guide the team. Swimming is a healthy, competitive sport and developing quality swimmers is only one of our goals for this program. We also strive to instill team pride, sportsmanship and respect for others. The goal of our summer swim team is to maximize participation by all children and provide an environment where children of all talents can have fun and feel like they have contributed to the team's success. Children don't have to be fast to be on the team, they just need to have the willingness to be a team member, try their best at practice and support one another.

When a child joins a swim team, so do the parents! This sport requires parents to be participants, not just spectators. It takes so many people to run a swim meet that there is literally a job for everyone. Training for some jobs take only a few minutes, while others require attendance at clinics. None are as scary or as difficult as you might think! Even at the Olympic level of competition, swimming officials are volunteers - parents who probably started out on a summer

swim team. Please make sure that at least one member of your family works a shift at each meet your child swims. In total, approximately 60 volunteers are required to run a swim meet. Additional volunteers allow everyone to take breaks. We are extremely fortunate to have a pool design which enables all volunteers the ability to watch their child(ren) swim...not always possible at other venues.

Swimming is a wonderful sport because it is one of those lifelong sports enjoyable throughout the years. It provides a total body workout without the muscular and joint stress associated with many other sports activities. Swimming provides proportional muscular development, aids in natural flexibility, increases coordination and is the most injury-free of all children's sports. Additionally, swimming programs are a total team effort. Everyone on the team gets to participate at every swim meet. (with Divisionals being the possible exception) Thus, the concepts of team spirit and cooperation are amplified. It allows maximum participation and helps support strong community feelings. Some key objectives of being on a team are:

- Gaining a Positive Self Image
- Feeling a Sense of Community Spirit
- Learning Self Discipline
- Enhancing Physical Health
- Having Fun

At Westridge, we strive to make the swim season safe, productive and fun. To accomplish these objectives, our coaches use the first 2 weeks of practice as a trial period for new swimmers. At the end of the 2 week period, swimmers must be able to swim, unaided, one length of the pool. For swimmers who cannot accomplish this, we have a developmental group called the Ripples. The child will be placed in this group until they become more comfortable in the water and their skills improve. At this point, if desired, they can move up to the Waves. Please remember that there is always a place on the team for swimmers throughout the swim season. We have this policy for several reasons. First, we want to make sure every child enjoys swimming, not only now, but also in the future. Second, we must ensure the maximum amount of safety is given to new swimmers and third, to allow our coaches the maximum amount of time to train swimmers for the season. Safety is paramount.

## **TEAM COMMUNICATION**

## **Team Manager and Head Coach**

If after reading this information you still have questions, please talk to the Team Mgr. If your question needs to be addressed by the Head Coach, please do so when practice is over. Please do not approach the coach during practice. The time a coach spends holding a conversation with a parent during practice is time taken away from the swimmers. If you prefer to email, select the "Coaches" tab in the top, left hand corner of the home page and scroll through. All coaches emails are provided as well as all committee members at the end of the page.

## **Website**

Please take the time to familiarize yourself with our Team Unify website at [www.westridgewaves.net](http://www.westridgewaves.net). Team Unify is a site that only deals with swimming and was developed by coaches who created an effective and easy to use site. You will find all of the answers to your questions there. The site is an asset to our team as it not only puts us on the cyber map, but also aids our parents and team members with current information and saves time for our coaches since much of the paper trail is eliminated. In order for this website to be an effective tool, please visit it often.

## **Parent Meeting**

Please check with the website to see the date and time for the parent meeting. Typically, we conduct a parent meeting the morning of time trials.

## **Equipment**

### **Waves Spirit Wear/Caps & Goggles**

What's the latest fashion statement for the summer? Waves spirit wear of course! Please support the team by wearing your Waves shirts to the meets! Check out the Waves Store Tab on the home page of our website to view the items you can purchase. Team swim caps are considered mandatory for meets so the coaches and judges can more easily identify team swimmers, plus we believe it helps with esprit de corps. Any color Westridge Waves cap is acceptable. Every swimmer to join our team this year will receive a free team cap with their paid registration. Swim caps will be sold at concessions and also by our Apparel Volunteer. Swim goggles are not required but are beneficial to the swimmer and are highly recommended. Having a backup pair is always a good idea too.

### **Team Suits**

Every two years the committee chooses a new suit for the team. In order to make this more affordable for families, the committee tries to choose a "2 year suit." Little by little, suppliers are discontinuing the "2 year suit." This means that after making the suit for one season, they no longer produce the same design. These suits are very good quality brands, but need some special care in order to lengthen their life. To save on wear and tear, swimmers should wear a different suit to practice. After wearing the team suit, follow the manufacturer's washing instructions which is usually just to rinse suit thoroughly in cold water and air dry. As a team, we encourage everyone to wear the same suit but understand this is not always possible. Please check the website for information on team suits. Team suits are not mandatory.

## **Swim Practice**

### **Location**

All practices will be held at the Westridge pool. Practice times are organized by age groups. The age of the child on June 1st of each swim season determines the age group in which he/she will swim throughout the season, regardless of summer birthdays. On the first day of practice, swimmers should report to the lower pool deck to meet the coaches. Swimmers will be assigned a practice lane determined by age and ability level. Workouts will be designed to improve technique, speed and aerobic endurance.

### **Practice Schedule**

Summer swim practice begins in the afternoon on the Tuesday after Memorial Day. This may not be for all age groups so please select the "Practice Schedule" tab on our website to see when your child swims. Practice times will switch to morning practices after school is out and will continue through the last week in July. During this period, we are granted exclusive use of the main pool. Only registered Waves are permitted in the pool during practice. Pool cards are not required for swim practice. After practicing, swimmers are to vacate the pool deck and locker rooms. If a resident team member would like to use the pool for pleasure swimming, they can return once the pool is open and provide their pool pass to the front desk guards on duty. Non-residents must be a guest of a resident with a guest pass in order to use the pool.

### **Items To Bring To Practice**

Swimmers need to wear a suit to practice and depending on the temperature, swimmers should wear a sweat suit or shorts and t-shirt. Swimmers also need to wear athletic shoes (sneakers) as they will participate in dry land exercises where sandals, flip-flops and crocs are not acceptable or safe. Other items to bring are: a towel, swim goggles, cap and a filled water bottle. It's best to have a swim bag of some sort for the swimmer to have a place to maintain their items and to

"check their inventory" at the end of each practice. It's a good idea to label all belongings and a good practice to place caps & goggles in swim bag when not wearing.

### **Clean Up**

In order to maintain order and a positive standing with our HOA, please do your part in checking your area before leaving the pool. Chairs, lounges, tables etc., should be returned to a neat and orderly fashion. Please remove all personal belongings and trash. Swimmers are to use the shower/ bathroom facilities accordingly leaving them in good condition. If you find caps and goggles, please give to a coach and do not put in lost and found.

### **Supervision**

Only registered swimmers are allowed in the pool during swim team practice. Parents are encouraged to attend practice to watch their children; however, parents must remain on the upper deck area at all times during each session. This affords the coaches the maximum amount of time with the swimmers. Our coaches are responsible for coaching. They cannot chase swimmers who wander off. If you are concerned about whether your child will remain with the coach, then an adult should accompany that child to practice and remain on the upper deck during the entire practice. Please do not drop off younger swimmers without arranging for another adult to supervise them.

### **Extra Attention**

If you know your child may need extra help or attention due to a particular issue, YOU MUST LET THE HEAD COACH KNOW ASAP! If our coaching staff is not aware, they may just think the child is being disruptive and the child may be removed from the practice. We can help your child if you first help us by making us aware.

### **Weather**

If the weather is questionable prior to practice please, call the Westridge Pool at 703-730-3975 and look for an email and text alert from the coach as he will notify members if practice is cancelled. **(PLEASE make sure your email is correct and you have a verified sms mobile number listed in your account information)**

### **Missed Practice**

It is not necessary to notify coaches if you will miss a practice...especially during the first few weeks of afternoon practice. It is understood that other sports and end of the year activities will overlap. If, however, the swimmer chooses not to participate on the team any longer, please

notify the coaches and the Team Manager as soon as possible. Once morning practices begin, do let the coaches know if you will miss several subsequent practice days.

## **Swim Season**

Our swim season will consist of one time trials, six dual meets and the divisional championship meet. The time trials and meets are open to everyone on the team. Championships are limited to swimmers who competed in at least two dual meets and received a legal time in at least one individual event during the current season. Time trials will take place on a Saturday approximately two weeks into the season. Swim meets are held each Saturday starting mid June through the last weekend in July. Please check the website under the "Meet Info." tab to see the schedule for this season.

### **Time Trials**

Time trials are critical for getting both the swimmers and families "trained" and ready for the first real meet. We will go through this mock meet so swimmers and families will see how everything takes place in future meets. The swimmers will be timed to get unofficial times for their events so the coaches will know how to place them in the meet. There are no place ribbons or heat ribbons

awarded at time trials. Swimmers will learn about checking in, reporting to the Clerk of Course and some basic meet rules. **Since time trials is a practice meet, it is really important for parents to practice too! All jobs are easy to learn so do not be afraid. Mistakes will be made and this is OK--all jobs have some form of backup or cross check.** For parents who have been on the team in the past, please try something new. Every job is located in a place where you will be able to see your child swim. Time trials usually last approx. 3 hours. At the finish, please help to break down the equipment and help set the deck back up for opening time. A limited concessions menu will be offered during time trials.

## **Pep Rallies**

Pep rallies take place on the Friday nights before home meets. Don't cook dinner, just plan to head over to the pool and take part in the fun! Concessions has a full set up for dinner which, in years past consisted of: Grilled Chicken Sandwiches, Hamburgers, Cheeseburgers, Hotdogs, Fresh Fruit Salad, Pasta Salad, Chips, Brownies, drinks and more. During the evening, the kids chant some Waves cheers and swim w/ their friends. Everything wraps up around 8:00 in order to get the kids home and in bed since we need to be back at the pool and ready to swim at 6:00AM!! **We start setting up for the meet when the Pep Rally comes to an end, so if you'd like to join**

the team of seasoned veteran Dads who enjoy setting up and socializing later in the evening, plan to stick around.

## **Swim Meets**

Competitive swim meets are held for the enjoyment of the children. The meets help to teach the children good sportsmanship and discipline while helping to develop their competitiveness. These combined characteristics result in TEAM SPIRIT and working together for a common goal. All team members will sit together during the meet and are encouraged to cheer their fellow teammates on. Parental support through active participation in Westridge Waves meets and events helps to reinforce these life skills that the children are learning.

### **Meet Sign Up**

It is recommended that swimmers participate in every meet. Due to vacation plans and sports/scout camps, it is understood that this may not be possible. **You Must declare, via our website, which meets your child/children WILL and WILL NOT be attending. This must be known by the cutoff day chosen by the Coach; usually one week before the meet.** This notification is to be done on our website by first logging in with your User ID and Password then going to the home page under "Events" where all of the meets have been listed. Locate the meet, select "Attend This Event" **(select this if you are swimming or are not swimming)** select swimmer's name in the bottom left hand corner and then select the arrow that displays the choices..."Yes, Please sign... or No thanks." You may also include a note with info. that the coach may need to know... i.e. "Joe has to leave at 9:30" or "Joe really wants to swim the 100 IM." **Select the "Save Changes" button to submit.** If after you declare your swimmer, you discover you need to change your declaration, you can go back in and change it But NOT AFTER the cutoff. You will need to speak to the coach. The reason for the deadline is so the information can be entered in the computer system and the swimmers can be placed in individual events and assigned lane numbers in specific heats. Each swimmer is limited to a maximum of 3 individual events and 2 relays per meet. Swimmers may request which events they would like to swim in the Notes section of the declaration; however, the coaches have the final say and will take the requests into consideration when planning their meet strategy. Not all children will swim 3 individual events and 2 relays.

### **Relays**

Relays are a team event. Remember to check to see if your child is in a relay. The relays are made up of A, B & C teams that will be determined by the coaching staff by using a combination of swimmers that best meet the needs of the team. As swimmers improve their times, the relay teams may change. A swimmer who was on the "B" team for three weeks may suddenly find his/her name on the "A" team list and vice versa. The coaches determine the relay teams and parents must realize that these will change throughout the season. We ask for the parents' support in this effort.

### **Order Of Events**

A 20 minute warm up for each team will precede the meet with the host team swimming first. Meets start at 7:00AM and finish around 11:30AM. The event schedule will be the same each week and is as follows:

Boys Event #	Event Description	Girls Event #
66	200 Free Relay 15-18	67
--	100 Medley Relay 8&U	1 (Mixed)
2	100 Medley Relay 9-10	3
4	100 Medley Relay 11-12	5
6	200 Medley Relay 13-14	7
8	200 Medley Relay 15-18	9
10	25 Freestyle 8&U	11
12	50 Freestyle 9-10	13
14	50 Freestyle 11-12	15
16	50 Freestyle 13-14	17
18	50 Freestyle 15-18	19
20	100 Individual Medley 10&U	21
22	100 Individual Medley 11-12	23
24	100 Individual Medley 13-14	25
26	100 Individual Medley 15-18	27
28	25 Backstroke 8&U	29
30	50 Backstroke 9-10	31
32	50 Backstroke 11-12	33
34	50 Backstroke 13-14	35
36	50 Backstroke 15-18	37
38	25 Breaststroke 8&U	39
40	50 Breaststroke 9-10	41
42	50 Breaststroke 11-12	43
44	50 Breaststroke 13-14	45
46	50 Breaststroke 15-18	47
48	25 Butterfly 8&U	49
50	25 Butterfly 9-10	51
52	50 Butterfly 11-12	53
54	50 Butterfly 13-14	55
56	50 Butterfly 15-18	57
58	100 Free Relay 8&U	59
60	100 Free Relay 9-10	61



62	100 Free Relay 11-12	63
64	100 Free Relay 13-14	65

### **What To Bring**

Getting ready for a swim meet can seem like you'll be camping for a week! Many seasoned summer swimmers bring a canopy style tent (EZ UP) so they can get out of the sun. There is not enough room on the pool deck for every family to set one up nor is it necessary as several chairs/spectators can fit under one. Find some old friends w/ a canopy or make some new ones if you do not own an EZ UP! Bring some chairs and enjoy the meet. Other items to bring are:

- Swim Suit (wear to meet)
- Goggles
- Back Up Goggles
- Waves Swim Cap
- Sweat Pants/Sweat Shirt
- Blanket/Sleeping Bag
- 2 Towels
- Sunscreen
- Pen or Sharpie (to write events on child's hand Only... --**No writing on bodies**)
- Games, Cards, Books
- Money for Concessions

### **What To Expect**

Plan to arrive 30 minutes before warm ups start. This way swimmers can check in, locate their cap and goggles and report to the coaches. Each team will get 20 minutes to warm up in the pool with the host team swimming first. Shortly after the teams have warmed up, the meet will begin. When the announcer calls the event your child is swimming in, your child will report to the "Clerk of Course." This is where volunteers get the swimmers in order for their event. As mentioned earlier, you should print out the Heat Sheet at home and bring it to the meet as this will list the individual events the swimmer is entered in. We do not sell heat sheets at our meets while some teams still do. We will honor the request of the host team and we will not post heat sheets on our website if they sell them at concessions.

### **What's My Time?**

Swimmers learn to ask a timer or recorder for their time as soon as they get out of the pool at the end of their race. It is ok to tell the swimmer the middle time; however, this is an unofficial time. Once the times for a heat are collected, the swimmer must wait for the official results to be posted. The official event results (which include the swimmers' names, their times and event placing) are usually posted about 35 minutes after completion of the event. For home meets, these results are posted outside the gate entrance on the fence along the driveway. All event results are computerized and retained for each swimmer all season.

### **Disqualification (aka DQ)**

Our league complies with the United States Swimming (USS) rules - the same rules used at the Olympic Time Trials and the Olympics. To ensure fair competition for all swimmers, these rules are equally applied to all swimmers regardless of age or experience. During competition, if a swimmer fails to comply with the stroke and turn rules, a Stroke & Turn Judge (dressed in blue and white) will raise his/her hand, write up a disqualification (DQ) slip and present it to the Referee for approval. A swimmer is not disqualified until the Referee accepts the report. Being disqualified is not the end of the world. Almost all swimmers have been DQ'd at some time. This should be viewed as a learning experience and not a failure. Swimmers should discuss this with their coach after the race and together they will formulate a plan to correct the mistake.

### **Divisionals - Championship Meet**

To qualify for Divisionals, a swimmer must participate in at least two dual meets (not time trials) during the current swim season. At Divisionals, the swimmer is able to enter the events in which a legal time was recorded at a dual meet during the season. For example, if a swimmer never competed in the breaststroke at a meet, that swimmer is not eligible to swim breaststroke at Divisionals. If a swimmer entered the breaststroke weekly but always DQ'd because of illegal technique, etc., that swimmer is not eligible to swim breaststroke. They must have a legal time in the event in order to swim that event in Divisionals.

The Championship meet is very exciting because it is the season finale. Our hope is to have as many swimmers swim at this meet as possible. League Time Improvement Ribbons will be awarded for any time improvement over 1 second. Special league ribbons will also be awarded for the 24 fastest times recorded (for each event from every championship meet) in the league. (there are 8 different divisional meets with 3 teams participating at each)

When hundreds of swimmers and their families converge from three teams at one pool for the Divisionals meet, parking, camping and observing space is at a premium. We appreciate

everyone's cooperation with following the rules. It is important to be polite and courteous to our guest teams even when a situation arises where a guest may not display appropriate behavior. Please remember our children's eyes are upon you and handle any situation with professionalism. Do not hesitate to have the Team Manager intervene to remedy the situation.

## **Volunteer Positions**

**CLERK OF COURSE:** The Clerk of Course is the heart of the swim meet. It is where the kids get their lane assignments for each event as well as the cards that the timers will use to record their individual swim times. This requires at least 4 volunteers to: do "roll call", assign the lanes to the individual cards, organize the kids by heat and lane, line them up in order, and finally to make sure they get to their assigned lanes at least 1 heat before theirs. The Clerk of Course runs 2 to 4 events ahead of the event of the swimmers in the water. The following people run the Clerk of Course:

1. **The Clerk(s):** The Clerk, with the help of 1 or 2 Roll Call volunteers, assigns the lane number and heat to each swimmer's "Event Card".. This is called "seeding." These cards are then used to line the swimmers up by heat and lane.
2. **Roll Call:** Volunteers who perform the duties of roll call gather the children who are participating in a particular event together. Roll is called using the "Event Card." "First Call" is taken to call out the names/cards of swimmers that are absent from the meet. "Second and Third" call is taken to get a final determination of all who are swimming the event. After "Third call," the cards are returned to the Clerk for seeding. Once an event has been seeded, the cards are given to the children. The children are then arranged into heats. The volunteers help the younger kids get in the correct lanes for their event.

**TIMERS AND RECORDERS:** The timers and recorders make up the largest group of volunteers. In order to begin a meet, there must be 3 timers and 1 recorder per lane.

1. **Head Timer:** The head timer is an experienced timer that hands out the stopwatches, explains how to use them, starts 2 extra watches as the start of each event and acts as a backup timer in the event a watch (or timer!) malfunctions and needs another watch in order to continue timing an event.
2. **Lane Timers:** Lane timers time the swimmers in their lane and report that time to their recorder.
3. **Recorders:** The Recorders write down the times (on the swimmers "Event Card") taken by the three timers and hands the Event Card to the card runner when they come by to collect it.

**SCORING TABLE:** The scoring table is where the official times are determined and entered into a computer. The computer automatically determines the place of each swimmer and prints out labels that will be put on the placement ribbons.

1. **Card Runner:** The card runner picks up the completed time cards from the recorders and gives them to the Official Scorer.

2. **Official Scorer:** The Official Scorer determines which of the three recorded times is the official time for each swimmer and circles it. In a meet, all places are determined by time. Three times will be recorded in each lane. The final time will be the middle of the three times unless one of the times is more than .5 of a second different from the middle time. If this is true, the time is eliminated and the remaining two times are averaged. Times are always rounded off to the nearest 1/100th of a second in favor of the swimmer. EXAMPLE: if the two times are 20.00 and 20.05, the average time would be 20.025, but when rounded in favor of the swimmer, the official time would be 20.02. If only 2 times were recorded, the official time is the average of the two times rounded in favor of the swimmer.

3. **Verifying:** Volunteers ensure the computer people entered the correct time by checking the computer results. Verifiers determine when the event results are official and have them posted.

4. **Data Entry:** One person enters the official times into the database. The computer places each swimmer and then prints out a score sheet and placement labels for ribbons.

5. **Place Ribbons:** Volunteers responsible for placing swimmer name labels on the ribbons.

6. **Heat Ribbons:** This volunteer is on the pool deck and watches the event to see which swimmer finishes first in their heat. The first swimmer in each heat is given a heat ribbon. In the event of a tie or the finish is too close to call, both swimmers will receive a heat ribbon.

**ANNOUNCER:** The Announcer calls out the upcoming events to alert the children of their event and also makes general announcements.

**OFFICIALS:** While Officials are parent volunteers, some training is required.\*

1. **Starter:** The Starter signals the start of the heat using the Colorado Timing System.

2. **Referee:** The Referee is an experienced Official that authenticates disqualifications and determines whether a heat is ready to begin.

3. **Stroke and Turn Officials:** Stroke and Turn Officials observe the swimmers during a heat to ensure that their strokes and turns are legal according to USS swimming rules.

**\*CLINICS FOR OFFICIALS:** Periodically, clinics are held for parent volunteers to learn how to become a Stroke and Turn Judge and other Official positions. These positions are critical for the team to function and are always in short supply. You do not have to have any swimming experience to fulfill these roles. After attending a clinic, you will then team up with a seasoned official for some "on the job training" during the swim meets. When you feel comfortable, you will then take over the position. Please check the team website for information regarding these clinics.

**CONCESSIONS:** Prior to a home meet, concession volunteers prepare a variety of foods so families can eat dinner and attend the pep rally. During home meets, the Waves run the best concession stand in the league. This reputation is maintained by the support of Wave parents! Your money is hard at work to provide the best service and products available.

**SET UP:** The set up crew is a group of volunteers that begin setting up for the meet the evening before; after the pep rally is over. These volunteers set up as much of the equipment as possible. After the meet is over, they also help break everything down and with the assistance of the Team Equipment Manager, organize it back in storage. **All parents are encouraged to help out with this task.** When we have away meets, we have to provide our own tents for our swimmers and this is something the set up crew helps with.

## **AWARDS**

### **Swim Meet Awards:**

**Heat ribbons:** Awarded immediately after each race to the fastest swimmer of each heat. Heat ribbons are not awarded to relay teams.

**Place Ribbons:** Awarded to the 12 fastest swimmers overall in a particular event and to the fastest 2 relays. These ribbons will be handed out at practice. Please Note - If your child places first in their heat, do not assume they will receive a place ribbon. Some events may have 10 heats with 6 children in each heat; 60 swimmers. In this example, there will be 10 heat ribbons and 12 place ribbons given out. The 12 place ribbons may go to the swimmers making up the 2 fastest heats simply because they had the 12 fastest times.

**Time Improvement Ribbons:** Awarded when a swimmer's time for a particular event is faster than previously recorded, not including Time Trials. These ribbons will be handed out at practice

## **AWARDS BANQUET & END OF SEASON AWARDS**

We finalize our 2 month season with an Awards Banquet held on Sunday, the day after our Divisional Meet. The main function of this banquet is to recognize the swimmers for their achievements. Each and every swimmer will be recognized for their efforts. The location of the banquet will be decided during each season as the size of our team will determine the size of the facility needed. Unfortunately, planning an outside event is risky as it is contingent on the weather and due to the timing of the banquet, a rain date is not possible. Watch for information on our website for more detail and deadline for purchasing tickets online.

### **The Awards given out at the end of the season are as follows:**

**Participation Medal** - A participation medal is given to a child who attends practice but has not participated in an official meet during the season. (Time Trials and Mini Meets are not official meets)

**Bronze Medal** - A bronze medal is given to a child who has swum in at least one official meet and/or fulfills the point range criteria determined by the Coach. Points for individual events swum plus relay points are added up to get their total points earned for the season.

**Silver Medal** - A silver medal is given to a child who fulfills the point range criteria determined by the Coach. Points for individual events swum plus relay points are added up to get their total points earned for the season.

**Gold Medal** - A gold medal is given to a child who fulfills the point range criteria determined by the Coach. Points for individual events swum plus relay points are added up to get their total points earned for the season.

**High Point** - This is given to 1 male and 1 female swimmer who achieved the most points during the season by adding up all of their individual event points and their relay points.

**Most Improved** - This award is given to 3 male swimmers and 3 female swimmers in the 8 & Under age group and 1 male swimmer and 1 female swimmer in the 9 - 10 age group. Improvements are determined by the most time dropped during a season.

**Coaches Award** - Coaches awards are given to 1 male and 1 female from each of the 5 age groups; 8 & Under, 9-10, 11-12, 13-14 and 15-18. Coaches determine these awards based on a variety of factors which do not necessarily include speed and ability.

**Wave of the Year** - One swimmer is awarded the Wave of the Year award. Coaches will determine the recipient based on a variety of factors.

## **Parent/Guardian's Code of Conduct**

Parents and guardians will understand that The Westridge Waves Swim Team and its activities are for the benefit of the children. The goals of the team include helping young people establish a love for the sport of swimming, while developing advanced aquatic skills, team work, and the principles of good sportsmanship. To accomplish these goals, parents/guardians must conduct themselves in a manner consistent with creating a positive experience for the children and all families.

As a Parent or Guardian of a child registered with The Westridge Waves Swim Team, you are responsible for the conduct of your guests and other family members. The Waves Swim Team will not tolerate a parent or guardian yelling at or belittling a child, an official, coach or other parent or guardian in any way.

As an adult and role model, children are influenced by my words and actions. I agree to the following:

1. I will be a positive role model for children by encouraging them to maintain the highest level of sportsmanship and will follow the rules set forth by the Westridge Swim Team Committee, Coaches, facility (Chinn/Kids Choice), HOA and as written in the Parent Handbook located on the website.
2. I will be a positive role model for children and will encourage them to reach the highest levels of sportsmanship and to follow the rules.
3. I will be respectful and courteous to others, and will support and encourage swimmers, officials, team representatives, and coaches through my positive actions and attitude.
4. I will recognize that meet officials are volunteers and will treat them with the same respect that I would expect if I were in that position.
5. I will not engage in any kind of unsportsmanlike behavior with an official, coach, swimmer, or parent/guardian such as arguing, booing, taunting, or using profane language or gestures.
6. I will teach my child to treat other swimmers, coaches, team representatives, and officials with respect regardless of age, race, creed, color, gender, or ability.
7. I will not ridicule or yell at my child or any other participant for making a mistake and will not hold a specific child responsible for losing a competition.
8. I will respect and support the team representatives', officials' and coaches' authority during meets and will never argue with, question, discuss, or confront officials or coaches.
9. I will speak directly with the Team Mgr. or head coach about a problem rather than among other parents as this is counterproductive.

10. I promise to help my child enjoy the summer swimming experience by doing whatever I can, such as being a respectable fan, volunteering at meets, and helping with other team activities.

11. I will do my best to make swimming fun for all children.

## **Swimmer's Code of Conduct**

1. I will do my best to listen and learn from my coaches.
2. I will attend every practice and meet that I can.
3. I will treat my coaches, other swimmers, officials and fans with respect regardless of age, race, creed, color, gender or abilities and I will expect to be treated accordingly.
4. I will not engage in any kind of unsportsmanlike behavior with any official, coach, swimmer or other parent/guardian such as arguing, throwing cap and goggles after a race, booing, taunting, refusing to shake hands, or using profane language or gestures.
5. I will encourage my own parents or guardians to engage in good sportsmanship.
6. I will expect to be treated fairly over the course of a season with regard to meet entries and recognize that certain meets are more competitive than others.
7. I deserve to have fun during my swimming experience and will alert parents/guardians or coaches if I am bullied or if there are problems and summer swim stops being fun.
8. I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all swim meets.
9. I will remember that meets are an opportunity to learn and have fun.
10. I will remember that not only do I represent myself, but I also represent Westridge, my team, my family and my coaches at both home and away meets and will conduct myself in a positive, respectful way.

## **Coaches Code of Conduct**

As a coach, you will realize that you are one of the most important and impactful role models in a child's life. Your words and your actions will have a positive and potentially devastating impact on the emotional well-being of the children in your charge. Coaching is a privilege and with it comes responsibility. Coaches set the tone for the team and are responsible for the conduct of their swimmers and any other coaches on the team. All children are influenced by my leadership and authority and as their coach, I understand I am a role model. I agree to the following:

1. I will place the emotional and physical well-being of my swimmers ahead of any personal desire or pressure to win.
2. I will not engage in any kind of unsportsmanlike conduct with any official, opposing coach, swimmer, team representative, parent/guardian, or spectator such as: arguing, refusing to shake hands, excessive yelling or belittling or using profane language or gestures.
3. I will treat each official and opposing coach with respect, and will not engage in open arguments or confrontations, and will work to resolve conflicts without resorting to hostility or violence.



4. I will treat my swimmers fairly and will work towards improving a swimmer's individual skill set.
5. I will be knowledgeable of the rules set forth by the PWSL, will teach the rules to the swimmers I coach and will adhere to these rules at all times.
6. I will do my best to provide a safe and encouraging competitive situation for my swimmers.
7. I will teach my swimmers to treat other swimmers, coaches, team representatives, and officials with respect regardless of age, race, creed, color, gender, or ability.
8. I will use coaching techniques appropriate for the skills that I teach and will do my best to organize practices that are fun and challenging for all swimmers.
9. I will lead by example in demonstrating fair play and sportsmanship to all swimmers.
10. I will remember that I am a youth swimming coach and that races and meets are for children and not adults.

## **Discipline Procedures**

1. The coaching staff will give one verbal warning to a swimmer presenting a discipline problem. If the problem persists, the child will sit out for a portion of that practice. The coach will speak to the parent after practice either in person or by phone. It is then the parent's responsibility to ensure that their swimmer no longer presents a disciplinary problem.
2. If misbehavior persists, the coach will dismiss the swimmer from practice or from the swim meet. A meeting will take place by the coach, a committee member, the swimmer and a parent.
3. For any further offenses, the coach may propose to the Swim Team committee that the swimmer be removed from the team.
4. In the event the swimmer is removed from the team, all monies paid to the team for the child's registration are forfeited.

## **GLOSSARY OF SWIM TEAM TERMS**

**AGE GROUP:** Swimmers compete in age groups of 8&Under, 9-10 (or 10 & Under) 11-12, 13-14, 15-16 and 17-18 (or 15-18).

**AGGREGATE TIME:** Times achieved by four individuals in separate starts which are added together to arrive at a relay time for entry purposes.

**ANCHOR:** The final swimmer in a relay.

**ASCENDING SET:** Training set where repeat times get progressively slower each time the set is swum.

**BACKSTROKE:** This is one of the four competitive racing strokes and is the 2nd step in the Individual Medley. It is any style of swimming performed while on your back.

**BREASTSTROKE:** One of the four competitive racing strokes and is the 3rd step in the Individual Medley. It requires simultaneous movements of the arms on the same horizontal plane.

**BUTTERFLY:** One of the four competitive racing strokes and is the 1st step in the Individual Medley. The butterfly features the simultaneous overhead stroke of the arms combined with the dolphin kick.

**CARBOHYDRATE:** Primary source of energy used by athletes in workouts and meets. Foods such as cereals, fruits, breads, pasta and vegetables are excellent sources of carbohydrates.

**CIRCLE SWIMMING:** Swimmers stay on the right of the black line when swimming in a lane effectively swimming up and back in a circle. This allows more swimmers in a lane.

**CLERK OF COURSE:** An area at the meet where swimmers report before their event to be arranged into their heat and lane assignments.

**CUT:** (a.k.a. Qualifying time) Time standard qualifying time necessary to attend a particular meet or event.

**DECK ENTRY:** A meet where entries are accepted on the first, or later day of the meet and swimmers are subsequently seeded into events. Some meets do not allow any deck entries.

**DECK SEEDING:** A procedure of assigning swimmers to proper lanes and heats immediately before each event by the clerk-of course or by the referee on deck.

**DRAW SUIT:** A second loose-fitting suit worn by swimmers in workout and during warm-up to add weight and resistance to the water. This concept is similar to a batter swinging with two or three bats while on deck.

**DRILL:** A portion, or part of a stroke, which works on a specific part of the stroke and to perfect swimming technique.

**DRYLAND TRAINING:** Training done out of the water that aids and enhances swimmer's performance. This usually includes stretching, calisthenics or weight-lifting program.

**DUAL MEET COMPETITION:** Competition between two (2) clubs.

**ENERGY:** Fuel, heat. Fuel for work. Conversion of carbohydrates and fats to actual fuel which enable the body to work.

**FALSE START:** Occurs when a swimmer is moving at the start. In USS, one false start will result in disqualification.

**FAT:** The second source of energy used by athletes. It takes up to 20-30 minutes to tap into this source. Most swimmers, however, consume too much fat.

**FINAL:** The championship heat of an event in which the top swimmers from the preliminaries compete.

**FINISH:** The final phase of the race or touching the wall at the end of the race.

**FLAGS:** Backstroke flags placed 5 yards or 5 meters from the end of the pool.

**FREESTYLE:** One of the four competitive racing strokes and is the 4th step in the Individual Medley. In the freestyle, the competitor may swim any stroke they wish. The usual stroke used is the Australian Crawl.

**GOAL:** A specific time or achievement a swimmer sets and strive for. Can be short or long term.

**HEATS:** An event is divided into heats when there are too many swimmers to swim at one time. The slowest swimmers are in the first heat and the fastest swimmers are in the last heat.

**HEAT RIBBON:** Ribbon given to the first finisher in each heat.

**HEAT SHEETS:** The swim meet program that includes information such as the name of the events, heats, lanes, swimmers, and seed times.

**IM:** Slang for **Individual Medley**, an event in which the swimmer uses all four strokes in the following order: Butterfly, Backstroke, Breaststroke, Freestyle. Many swimmers use this saying to remember the order, "Butter your Back and your Breast will be Free."

**INTERVAL:** The measure of time in which the swimmer has to complete a repeat, and rest, before

going again.

**INTERVAL TRAINING:** Involves completing a specific number of repeats at a specified speed with a specified rest period between swims. These are four variables to consider: 1) Number of repeats. 2) Distance of each repeat. 3) Average speed of the repeat. 4) Rest interval between repeats. This is the most widely used method of swim training.

**LANE:** The specific area in which the swimmer is assigned to swim, i.e., lane 1, lane 2, etc

**LEG:** The part of a relay event that is swum by a single team member

**LEGAL:** A race or stroke swim according to the current USA rules.

**LOG BOOK:** A book in which swimmers record their time achieved at any given meet or time trial.

**LONG COURSE:** A pool 50 meters in length. World records may only be set in long course meters. The Olympics and most international meets are long course.

**MEDLEY RELAY:** A group of four swimmers each swimming different strokes in an event, the order of the strokes are as follows: Backstroke, Breaststroke, Butterfly, and Freestyle.

**MEET:** Competition designed to be a learning experience. By implementing what has been learned in practice, the swimmer tests himself against the clock to see how he is improving.

**NEGATIVE SPLIT:** Swimming the second half of the race, either equal to, or faster than the first half.

**NO TIME (NT):** Seed time is entered as "No Time" if a swimmer has never swum an event before.

**NUTRITION:** The process by which a living organism assimilates food and uses it for growth and replacement of tissues.

**OFFICIAL:** A pool deck judge, at sanctioned competitions who enforces USA rules. There are stroke and turn judges, administrative officials, starters, timers and referees.

**OPEN:** A meet is an "open meet" when it is open to all swimmers.

**PACE:** The time a swimmer holds for each segment of a race.

**PACE CLOCK:** A highly visible clock positioned around the sides of a swimming pool so that swimmers can read their times while swimming.

**PROTEIN:** Found throughout the body and is necessary to build all body cells. Only during starvation or extreme malnutrition is protein used as an energy source.

**PSYCHE SHEET:** A ranking by seeding times of all the swimmers entered in each race of a meet sometimes used at meets in place of a heat sheet.

**PULL BUOY:** Styrofoam devices put between the legs to isolate the use of arms and keep legs afloat in pulling exercises.

**PWSL:** Prince William Swim League

**RACE PACE:** Swimming at speeds comparable to race speeds.

**REFEREE:** The official who has the authority over a final decisions and sees that the meet is run efficiently.

**RELAY:** An event in which four swimmers compete together as a team to achieve one time.

**SCRATCH:** To withdraw from an event of a competition.

**SEED TIMES:** The time a swimmer uses to enter a meet. This time, written on an entry form determines a swimmers heat and lane in an event.

**SESSION:** Any portion of a meet distinctly separated from other portions by locale, time or type of competition. There are preliminary and final sessions, morning and afternoon sessions, age group and senior sessions.

**SHORT COURSE:** A 25 yard or 25 meter pool.

**SPLIT:** A per lap (or length) time recorded by coaches for a swimmer. Splits are used to teach the

concept of pacing. A swimmer's time for a 100 yard event is broken down into 25 yard splits.

**STARTER:** The official at a meet who is responsible for starting each heat and calling the next heat to the blocks.

**STREAMLINE:** The position used to gain maximum distance during a start and / or push off from the wall. The swimmer's body is as tight as it can be forming a pencil-like position with the hands

forming the point.

**STROKE JUDGE:** A certified official, who determines the legality of a swimmer's stroke and disqualifies any swimmer who does not conform to USA rules.

**SWIMMING VENUE:** The physical area for a swim meet, located on the sides and ends of the pool, spectator's area, team areas within the pool facility, locker rooms and other areas that may be specifically designated by the host club or organization, meet director or referee.

**Timers:** Volunteers who time swimmers in a specific lane during a swim meet.

**TIME TRIALS:** An event, or series of events where swimmers may achieve or better a required time standard. Time Trials are sometimes conducted after regular swimming sessions to try and achieve a valid qualifying time.

**USS:** United States Swimming, Inc.

**WARM DOWN:** Used by a swimmer to rid the body of excess lactic acid generated during a race or workout.

**WARM-UP:** Used by the swimmer, prior to the main workout set or race, to get muscles loose and warm prior to competing.