

## **INTRODUCTION**

Welcome to the Reading YMCA Swim Team, one of the premier swimming programs in the state of Pennsylvania. The coaches, swimmers, and families of our team are looking forward to meeting you and working with you throughout the swimming season. Our program is a competitive swim team offering instruction, training, and competition to young people of all ages and abilities.

We are extremely proud of this organization and the contributions that it makes to the lives of young people. The program has been in operation for many decades and has a proven record of producing successful swimmers. We hope that your swimmers will benefit from and add to the rich tradition that is the Reading YMCA.

This handbook will help to familiarize your family with the Reading YMCA Swim Team and competitive swimming in general. You will be introduced to our coaches, philosophy, team policies, and the basic information concerning day-to-day participation in the RY program. It is our hope that this handbook will help you better understand and enjoy the inner workings of the Reading YMCA and the world of amateur swimming.

Best wishes for a successful season,  
Coach Kim



## **MEET THE RY COACHING STAFF**

**Kim Evans**, a Stingray swimmer for 13 years, Coach Kim was a member of the RY National Team and represented her non-pool school Cocalico at High School Districts and States. She attended Bloomsburg University where she earned a BS in Special Education, became a 12-time All American, 5-time PSAC Champion, record holder, team captain and most recently a member of the Athletic Hall of Fame. While teaching Special Education at Cocalico for 6 years she earned her Master's Degree from Millersville University in Elementary Education and acquired over 20 years of coaching experience with various teams including Cocalico High School, Ugly Duckling, Five Star, Woodridge Summer Swim Club and her current summer team the Adamstown Gators. Kim can be found on deck at almost any time but mainly coaches the Gold group. Coach Kim has 2 daughters: Olivia, who attended and swam for Towson University, and Sidney, who attended and swam at West Point.

### **Scott Williams**

Scott will be coaching the Silver and Gold groups. He has coached in Connecticut and PA. In Connecticut, he coached four seasons for the Copper Valley Swim Club and five years at the Cheshire YMCA. When Scott moved to Reading in 1992, he helped coach at Ugly Duckling and then became the head coach for Wyomissing Area High School for 2 seasons. Coach Scott grew up swimming in Cheshire, CT. He was a member of the YMCA team and competed at Nationals. He also swam for Cheshire High School and helped lead them to two State Championships as well as being elected team captain his senior year. As a 4-year member of the Boston College swim team, Scott contributed to their winning tradition in the freestyle and butterfly events. Coach Scott has a Master's Degree in Education and teaches 5<sup>th</sup> grade in Emmaus School District. He resides in Wyomissing Hills with his wife Betsy (a former stingray) and their daughters Ellie and Annie.

### **Kelly Skiptunas**

Kelly started swimming at the age of 9 in St. Petersburg, FL. She was a sprint freestyler holding school records in the 50 and 100 as well as the Florida State record in the 13-14 50 meter free. Kelly competed in high school state meets and was a member of the winning relay for Junior Nationals her senior year. She swam for Florida State University and has been the assistant coach for the Adamstown Gators for 5 seasons. Coach Kelly lives with her husband Ron and has two children, Katie and Charlie.

### **Katharine Anne Van Velsor-Fanning**

Katherine began swimming at the age of eight and hasn't stopped. Coach Kate has been coaching the Reading Y team since 2022, and she is so excited! Coach Kate grew up in Berks County and competed at Wilson High School and the Reading Y (for a short time). She was team captain of her HS swim team and her proudest achievement, even over being an All-American swimmer, was winning the sportsmanship award. Coach Kate also played water polo throughout and post HS. She played on the HS team as one of the three girls and played several summers in summer league. After attending Rider University as a scholar athlete, she began her Masters swimming career and still finds peace and happiness while swimming the black line in any pool. She coached West Reading's team for two summers while also managing the West Reading Pool where she met the love of her life, her husband, Wayne. While starting her teaching career, she had the opportunity to be assistant coach with Albright College's first swim team. After two seasons assisting for Albright College, she moved into coaching the club team at Albright, The Albright Aquatic Club. She continued her coaching career with AAC until she moved to California to start her married life. She never stopped looking for a pool and continued Masters swimming in sunny California. After moving back to Pennsylvania, she helped jump start the master's swim program at Wilson High School and still participates with that group today. Most recently, she serves as a board member for the BCSA and managed the Wyomissing Pool for three summers. Coach Kate also volunteers for the Wyomissing Wahoo swim team as Meet Coordinator for the Long Course Invitational. She brings a true love of swimming into this new position and looks forward to seeing the growth in each of the RY swimmers. Go Stingrays!

### **Theresa Johnson**

Coach Theresa has been coaching the Reading Y team since 2022. She grew up in Chapel Hill, North Carolina where she swam for the Chapel Hill YMCA and was a member of the National Team competing at Y Nationals and held state records in long distance events. She swam for the Pennsylvania State University where she was Captain her Senior Year. She later attended law school at Widener University and is currently working as a Judge for the Berks County Court of Common Pleas. She remained involved in swimming over the years. The last few years, she has worked as a PIAA and NCAA swimming official. She has three children, Jan Jr (Penn State football 19), Gabriella and Rachel, who both competed for the Reading Y and Adamstown Gators. Gabriella went on to play volleyball and swim for Shippensburg University. Rachel swam for Indiana University of Pennsylvania. Both Gabriella and Rachel were coaches under Coach Kim for the Reading Y and Adamstown Gators.

### **Cody Kauffman**

Coach Cody has been a part of the swimming world since he was 5 years old. He grew up swimming for various Summer League programs throughout the Harrisburg area. As he started to progress in the sport, he began swimming year-round for various USA Swimming clubs, predominantly with the Trident Swim Club based out of Lancaster, PA.

Cody swam for Lower Dauphin High School where he was District Champion and State runner-up in the 500 freestyle. He continued his swimming career at the University of Florida, representing the Gators in distance events at SEC Championships, NCAA Championships, and the 2008 Olympic Trials. Toward the end of his collegiate career, Cody became involved in Open Water Swimming, competing in Open Water Nationals and World Championship Trials in the 5k and 10k distances.

Since retiring from competitive swimming, Cody has stayed active in the sport by coaching at various clubs throughout the Central Pennsylvania region and swimming recreationally. Away from the pool, Cody is an attorney, but always seems to find his way back to the pool regardless of where his legal career takes him.

### **Maggie Foight**

Maggie is excited to return to Reading YMCA as a sub coach this season! She started swimming competitively with the Lincoln Park Sharks in 2009. She swam for the Stingrays from 2009-2019, joining the National Team from 2016-2019. She also swam for Wilson High School, joining the state team in 2018 and graduating in 2019. She continued to swim at Kenyon College, where she graduated in 2023 with a bachelor's degree in English and ended her career as a distance breaststroker and IM'er. During her time at Kenyon, she taught swim lessons to children and adults of all ages, developed a non-competitive youth swim team, and coached as a head counselor for Total Performance Swim Camps. She is now a reporter out of Harrisburg! She continues to swim with the morning master's group out of Wilson.

Maggie is grateful for the opportunity to join RY again, remembering how much it meant to her growing up under the leadership and encouragement of Coaches Kim, Scott, and Kelly. Her favorite part of swimming is the water's ability to wash away all stress. Her motto is "trust the process" - she can't wait to join the Stingrays on their journey this season!

## **READING YMCA SWIM TEAM POLICIES**

### **Practice Attendance**

1. We encourage swimmers to attend as many practices as possible. The coaching staff conducts practice in a highly positive atmosphere with an appropriate degree of discipline, reflective of the age and maturity of the swimmers. Although we realize swimming should be fun for all those who participate, everyone must understand that the ultimate goal of the coaching staff is to make all swimmers better swimmers. Regular attendance at practices is part of the discipline of swimming and should become routine. Only through practice can a swimmer hope to reach established goals.
2. All swimmers hoping to attend National are required to participate in a minimum of one (1) hour of practice each week, starting from the first week of practice.
3. Every swimmer should be on the pool deck ready to swim 15 minutes before their scheduled starting time for practices. Late swimmers interrupt the flow of practice.

Many times, lane assignments are given prior to the start of practice and must be reassigned for late arrivals. If you are late to practice, you will not participate in the warmup with the rest of the swimmers.

4. Plan to stay the entire practice. Practices are designed for the allotted time, and the last part of practice is just as important as the first.
5. If your swimmer will be out of the water over a long period of time with an injury or illness, please notify the coaching staff in person or through email so the coaching staff is aware of the problem.
6. Occasionally, most of a practice group may be attending a meet, in which case you will be notified of a practice change by email and/or website.

**PARENTS MAY NOT BE ON DECK DURING PRACTICE.** Parents should not interrupt or talk to coaches on deck during the practice. A coach is usually available for discussion before or after practice. The best form of communicating with the coaches is via email.

### Practice Equipment

| 8 and Under Development   | 9 & 10 Bronze             | 11 & 12 Silver            | 13 and Over/Gold          |
|---------------------------|---------------------------|---------------------------|---------------------------|
| Team suit with logo       |
| Team cap                  | Team cap                  | Team cap                  | Team cap                  |
| kickboard                 | kickboard                 | kickboard                 | kickboard                 |
| Long fins without a strap |
|                           | Pull Buoy                 | Pull Buoy                 | Pull Buoy                 |
|                           |                           | Hand Paddles              | Hand Paddles              |
|                           |                           |                           | Snorkel                   |
|                           |                           |                           | Short fins                |
|                           |                           |                           |                           |

### Practice Behavior

1. Swimmers are expected to always follow the verbal directions of the coaching staff. At no time will disrespectful attitudes be tolerated from any swimmer. When a coach signals that he/she is ready to explain a set or drill, a swimmer must stand up in the water and have eyes and ears open to accept directions. No talking will be allowed during explanations or announcements.
2. Swimmers may leave practice only with the coach's permission.
3. Swimmers, under the age of 14, are not permitted in the Strength Training Room or Weight Room without a coach's supervision.
4. Failure to comply with the rules stated above can result in one of the following:
  - First offense: A verbal warning.
  - Second offense and later offenses: The swimmer will be asked to sit on the bench or leave practice,
  - Chronic offender: A parental meeting will be scheduled to discuss any concerns.

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

The Code of Conduct is the standard of behavior that is expected of all RY swimmers. It is in effect at all practices, meets, and any other team functions. If the team is attending a function or meet, this Code is in effect at all times.

1. I will adhere to all rules and regulations and will refrain from illegal and inappropriate behavior that would detract from a positive image of the RY Swim Team or be detrimental to its performance objectives. This includes but is not limited to the following:
  - A. During practices, all swimmers are expected to conduct themselves in a manner that enables and promotes a learning atmosphere for everyone involved. Abusive language, behavior and disrespectful acts toward teammates and coaches will not be tolerated.
  - B. Appropriate behavior is to be displayed in locker rooms and the entire facility before and after practices and meets. Inappropriate behavior includes throwing items, rude remarks, physical contact, and damage to the locker room area or any other area on the premises.
  - C. **Sportsmanlike conduct is expected at all times.** This includes showing respect for officials, competitors, teammates, coaches, and the public. A swimmer is a representative of the Reading YMCA at all times, and his/her actions reflect upon the team in and out of the pool. Swimmers will seek and willingly receive instruction both in the skills of the sport and in proper sporting behavior and good sportsmanship.
  - D. The possession, sale, or use of alcoholic beverages, tobacco products, non-prescribed drugs, and/or hazardous objects is prohibited at all times.
  - E. Stealing is NOT permitted. No forms of vandalism or damage to any facilities or equipment used during a team function, whether at the Reading YMCA or any other location, will be tolerated.
  - F. Littering of any kind at practice or meets will not be tolerated. Swimmers are expected to clean the team area after all team functions.
  - G. Team members must refrain from any offensive action, words, or gestures. This includes obscenities, disrespectful cheers, or other inappropriate forms of behavior. Swimmers will pay attention to the coaches and give them the respect they deserve.
  - H. Cell phones are strictly prohibited in locker rooms and other changing areas. Phones in the Locker Rooms.
2. Violations of this Code of Conduct will result in disciplinary action up to and including immediate expulsion as determined by the coaching staff (in consultation with the Executive Director). All expulsions are nonrefundable.

## **SWIM MEET INFORMATION**

**Penn-Del Dual Meet League-** All teams will participate in the Pennsylvania – Delaware Swimming league, otherwise known as the PennDel league. These dual meets will either be

held at the Reading YMCA or at another participating pool. **These meets are mandatory and excusable only with declaring that you are unable to attend the meet prior to the deadline.** Dual meets help promote team unity as all swimmers receive the opportunity to participate. The Reading YMCA Swim Team has one (1) girls team and one (1) boys team in the league for all dual meets. **If either team exceeds 80 swimmers, the coaches reserve the right to create a travel team for away dual meets when the host team cannot accommodate such a large team.**

**Penn-Del League Championships** – Swimmers must participate in a minimum of two dual meets to be eligible to swim in the league championships.

**Silver Championships (i.e. Charlie Hartley)** - Swimmers 9 and older not qualifying for Districts will be offered the chance to attend this meet as a last chance qualifying meet. Swimmers who do not attend this meet will conclude their season of practice and competition at the League Championship meet.

**YMCA District Championships** – Swimmers (9 and older) who meet qualifying time standards for this meet compete against the best swimmers in our region in Pennsylvania. Swimmers placing in the top 6 or additional top 6 at large in an individual event or relay will qualify for the State Championships.

**YMCA State Championships** – One of the higher levels of achievement RY swimmers strive for is participation in the State Championships. At this meet swimmers compete against the best YMCA swimmers in the state of Pennsylvania.

**YMCA National Championships** – Over 1,600 YMCA swimmers compete annually at the YMCA Competitive Swimming and Diving Championships, making it the largest national swim meet in the world. National Championships are held at different locations all over the United States, bringing the highest level of competition for our swimmers. Swimmers who meet at least one individual time standard will have the opportunity to travel with the team to compete against some of America's best swimmers. All National Team participants are required to attend the meet for the entire week and lodge with their parents at the team hotel.

## **CHAMPIONSHIP RELAYS**

Each team is permitted to enter one (1) Freestyle and one (1) Medley relay per age group, both boys and girls in the District and State Championship meet. Each relay will be made up of the four (4) fastest individual swimmers available for that relay, (however there are instances when we use coaches discretion i.e. a swimmer has not done their best time since September or October). Some swimmers could swim two (2) relays and one (1) individual event. Remember, this is done to benefit YOUR team. **NO RELAY WILL BE FINAL UNTIL THE DAY OF THE MEET!!!** Also note, relays can be changed from Districts to States, again as to do what is best for the team. (HOWEVER, if a relay is changed from Districts to States, and a swimmer qualifies for the State meet ONLY on a relay, that swimmer will still swim a relay at the State meet.) All relays are put together by the coaching staff. **There is to be NO INPUT from parents.**

**USA Swimming-** Swimmers at the Reading YMCA also have the choice to join the USA Swimming program. This extension to our Reading YMCA team offers a variety of meets swimmers can attend. In order to swim in a certain classification (C/B/A/AA/AAA/AAAA), a swimmer must have achieved the qualifying time for that particular age group. Time standards for each age group are established and published each year by United States Swimming. This permits fair yet challenging competition on all levels. **USA Swimming competitions are the ONLY VENUES that gives the swimmers the opportunity to choose their own events in which to compete unless otherwise communicated by the coaching staff.**

## Meet Scheduling

The season's meet schedule info is sent via email and listed on the team website. Each meet has a column that states who is able to attend that meet. ie: USA registered swimmers, all team members etc...

1. The meet schedule has been established to allow each swimmer to compete on a variety of levels. We do not schedule any meets unless we feel it is important to participate.
2. The USA Swimming meet schedule has been set by the coaches for competition at high levels. The coaching staff has chosen several USA Swimming sanctioned meets to attend as a RY Swim Team for all levels.
3. The RY coaching staff reserves the right to advise swimmers as to the events in which each swimmer should be entered.

## How to Enter Meets

**Penn-Del dual meets-** Swimmers will automatically be entered in YMCA dual meets by the coaching staff. No further sign up is necessary. The dual meet line up will be emailed on Friday before the meet.

**Invitational meets and USA swimming meets-** Meet information packets will be posted online. Read all the information carefully. To enter an invitational meet, you will either register online or email entries directly to Coach Kim.

## Meet Procedures

1. Check ALL meet entry reports as soon as they are emailed. This ensures that a swimmer is entered correctly.
2. Plan your travel time so that you arrive at the pool **at least 20 minutes prior to the warm-up time.** It is important that the swimmer has appropriate time to warm-up and become accustomed to the facility.
3. **Wear the proper team uniform. Swimmers need to wear a RY Team suit and RY cap to race. While on deck, swimmers must wear a RY team t-shirt and RY colors. RY team parkas can also be worn on deck. Do not wear any other clothes on deck during meets. You are representing the Reading YMCA and should be proud to support your team.**
4. Obtain a heat sheet and check to see if you are properly entered in all events. If there is a mistake, discuss it with your coaches immediately so corrective action can be taken.

5. Each RY swimmer is responsible for knowing which events he/she is swimming, for being present at the start of the event, and for knowing what time to swim.
6. Before reporting to the blocks, a swimmer should talk with a member of the coaching staff to review race strategy and goals.
7. At the end of the race, the swimmer should ask the lane timers for the stopwatch time. All swimmers are to report immediately to the coaching staff. This gives the coaches an opportunity to discuss the race with each swimmer and add positive comments concerning splits, stroke technique, and race strategy.
8. At most meets, electronic timing is used. The official timer generally is the one recorded in the computer as the swimmer touches the touch pad. This time will appear on the scoreboard. If a swimmer misses the touch pad or there is a mechanical failure, various back-up times may be used. The timing and scoring personnel analyze all times to determine the official times, which are then posted as final results.
9. Between races, swimmers are asked to sit on deck with the team, rest, and stay warm. Our goal is for all energy to be stored and used in competition. During the competition, a light nutritious snack is recommended. **Do not wander off in between races or sit in the stands with family members.**
10. It is very important to check with the coaching staff prior to leaving a swim meet to make sure that the swimmer has not been placed in a relay. **At dual meets, ALL SWIMMERS are required to stay until its conclusion.**
11. Each swimmer will be responsible for the payment of applicable entry fees for Invitations, USA Meets, Championship meets, etc., including any relays the swimmer is placed on by the coaching staff. If a relay has to be scratched at a meet due to illness or injury, entry fees for the unscratched swimmers will be covered by the RY PAC unless otherwise communicated to the swimmer(s). There are NO entry fees for dual meets.

### **Meets with prelims and finals (typically USA sanctioned meets)**

There are several USA swimming policies that govern swim meets with prelims and finals. Please familiarize yourself with these so that you can have your swimmer at the pool when he/she is supposed to swim. These are not optional rules and may not be adjusted by the coach.

1. Check-in events: Usually all 400 IM's, 500 and 1650 Freestyle events will be positive check-in events. The coaches have a set time that all swimmers must be checked-in if they are going to swim in these events. If they are not checked in, they will not be permitted to swim. Once checked-in, if a swimmer misses the event, he/she will automatically be scratched from their next individual event or from the remainder of the meet.
2. Final events: Before you leave the pool after the preliminary session, double-check with the coaches and the results to see if you made finals. Someone ahead of you might have scratched to move you into the finals. Know how many people come back for finals (this might differ from meet to meet).
3. If you are swimming in the evening, ask your coaches what time you should report back for warm-up. There is a penalty for any swimmer failing to show up for a final event – in some cases, he/she will be scratched from the rest of the meet.

## **Behavior at the Meets**

1. Whenever a Reading YMCA swimmer wears any item of the team uniform, he/she should remember that his/her actions and words reflect on the team they represent, and they should behave accordingly. Let your actions reflect the pride you have in the RY organization.
2. As a matter of courtesy to the officials and meet hosts, parents must stay off the deck unless they are serving as an official or timer.
3. Any questions swimmers or parents have concerning meet results, an officiating call, or the conduct of a meet should be referred to the coaching staff ONLY. If appropriate, the coach will pursue the matter through the proper channels.
4. As a matter of pride, leave the RY team area in a neat and clean condition at the conclusion of the meet.
5. Swimmers should swim all events in which they are entered.
6. Only the coach is permitted to scratch a swimmer from an event.
7. **Swimmers will be expected to swim in ALL final sessions in which they qualify.**

## **Receiving Awards in Public**

Whenever there is a system of presenting awards at a meet, it is customary for swimmers to be prompt and to cooperate fully with dignity and respect at the presentation. If a swimmer owns a full club uniform, it should be worn when accepting an award. It is also customary for our swimmers to be polite and modestly thankful for any awards they receive. It is appropriate to congratulate other swimmers and to receive like congratulations with poise and a "thank you." Good sportsmanship is essential.

If photos are being taken, we ask swimmers to remain until the photographer is finished. This picture may be special to someone else on the stand. The image you present is a reflection of the team.

## **Out of Town Meets**

Trips to meets in other cities become an important aspect of a swimmer's career when advancing in ability. RY has established the following policies for the safety of the swimmer and peace-of-mind of their parents:

1. Parents are to be responsible for arranging transportation and lodging to away meets with the exception of YMCA Short Course National. Do not ask your swimmers to handle this job.
2. A coach has too many responsibilities to the team as a whole to accept responsibility for an individual swimmer. Therefore, do not ask a coach to provide transportation.

## **PARENT ROLE IN RY PROGRAM**

### **Parent-Swimmer-Coach Cooperation**

To have a successful program, there must be complete understanding and cooperation among parents, swimmers, and coaches. The progress your swimmer makes depends to a great extent on this triangular relationship.

## **Parent Guidelines**

The coaching staff's experience has found that the following guidelines will help you keep your child's development in the proper perspective.

1. Every individual learns at a different rate and responds differently to the various methods of presenting skills. Some swimmers obviously take more time to learn. This requires more patience on the part of the parents and the coaches.
2. When an athlete first comes out for the team and starts practicing, it is possible for him or her to worsen rather than improve. It takes a great deal of attention to master the new skills being presented, however, these new sets of habits are necessary for later improvement.
3. It is best for parents to refrain from making stroke corrections or trying to coach their swimmer. When parents interfere with opinions as to how the swimmer should swim, it causes considerable, and often, insurmountable confusion as to who the swimmer should listen to.
4. Remember that the attitude and behavior of the parents regarding their outlook on the sport has an important effect on the child. Every youngster can gain from his or her experience, whether positive or not, by striving to do better next time. The goal is to not only to produce great swimmers, but also to produce greatness on and off the deck.

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

Participation in the program indicates that parents and participants agree to abide by their respective codes of conduct, and that violation of their code is adequate grounds for removal from the program. In order to provide an atmosphere where our youth can develop into the citizens, we want them to be all three elements – the coach, the parents, and the youth must be equal partners for change.

1. **I will** place an emphasis on the fun of participation and keep the emotional and physical well-being of all the children ahead of my personal desire to win.
2. **I will** inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
3. **I will** require my child to treat other swimmers, coaches, fans, and officials with respect without regard to gender, race, religion, culture, or ability.
4. **I (and my guests) will** be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all swimmers, coaches, officials, and spectators at every meet.
5. **I (and my guests) will not** engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting, refusing to shake hands; physical acts; or using profane language and gestures.
6. **I will not** encourage any behaviors or practices that would endanger the health or well-being of the athletes.

7. **I will** teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a race or his/her performance.
8. **I will** support coaches and officials by working with my child in order to encourage a positive and enjoyable experience for all.
9. **I will** praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
10. **I will never** ridicule or yell at my child or other participants for making a mistake or losing a competition.
11. **I will** demand a sports environment for my child that is free of tobacco, alcohol, and drugs and I will refrain from their use at all meets and practices.
12. **I will** remember that this team is for the kids and not for the adults and will do my very best to make this experience fun for all of the children and parents involved.
13. **I will** respect the officials and their authority during meets and will never question, discuss, or confront coaches at the meet, and will take time to speak with coaches at an agreed upon time and place.
14. **I will** monitor the actions of our coach or coaches and will bring any behavior that is inconsistent with the Coach's Code of Conduct to the attention of someone in authority at the YMCA.
15. **I will** refrain from coaching my child or other players during meets and practices, unless I am one of the official coaches of the team.
16. **I will** pick up my child promptly after meets and practices, so the coach is not left in a compromising position with my child.

**I will** refrain from using my cell phone FOR ANY REASON while volunteering on the pool deck, including behind the blocks or at the turn end of the pool. If I need to use my cell phone for an emergency, I will find a volunteer replacement and promptly leave the pool area.

## **COMMUNICATION**

An important link of the swimmer, coach, and parent triangle is the parent-coach communication line. Parents are kept informed of club activities through email and will only be helpful if they are read from beginning to end.

If any questions or problems should arise, the lines of communication between the coaches and parents will always be open. Feel free to call or email the coaches about problems or suggestions concerning your child. It is very important that you let us know if there is anything we can do to aid your swimmer.

### **Methods of Communication are as Follows:**

**Website** (<https://www.gomotionapp.com/team/ymca-5907/page/home>) – The website provides information on upcoming events, meets, achievements, ideas, philosophy, and changes in practice schedule.

**Team Facebook Page – Reading YMCA Swim Team** - This is a closed group that is managed by the YMCA and PAC to share information with team members.

**Family File** – Each active family has a file folder. These files will be available on the pool deck. Meet awards and other important communications will be placed in your file. Swimmers and/or parents will be responsible for checking the files regularly.

**Email** – The coaching staff will regularly send out mass emails to all team members. These emails will contain updates, reminders, and/or immediate changes of importance.

## **PARENTS AQUATIC CLUB and BYLAWS**

- The purpose of the RY PAC is to be a team of parents who volunteer and support a family of swimmers whose belief and vision is focused and dedicated to developing the athlete's potential with a positive work ethic while also emphasizing that swimming and competition are FUN.
- All policies and procedures are located on our team website under Docs page Parents Aquatic Club Bylaws.
- For all financial matters, please reference the Parents Aquatic Club Bylaws for and/or contact the current RY PAC Treasurer.

## **GLOSSARY OF SWIMMING TERMS**

**Age Group Swimming** – USA registered swimmers. It is designed to encourage maximum participation, enhance physical and mental conditioning, and develop a rich base of swimming talent.

**Block** – The starting platform.

**Bulkhead** – A wall constructed to divide a pool into different courses, such as a 50 meter into two 25-yard courses.

**Circle Swimming** – Performed by staying to the right of the black line when swimming in lane to enable maximum use of pool space. Only used during practice swimming.

**Code of Conduct** – An agreement signed by a swimmer prior to participation stating that the swimmer will abide by certain behavioral guidelines.

**Cut** – Slang term for qualifying time. A time standard necessary to attend a particular meet event.

**Distance** – Term used to refer to events 400 meters/500 yards or longer.

**DQ or Disqualification** – Occurs when an official observes a rule violation by the swimmer. A disqualified swimmer cannot receive awards or use the result as an official time.

**Drill** – An exercise involving isolation of a portion or part of a stroke, used to improve technique.

**Dry Land Training** – Training done out of the water. Aids and enhances swimming

performance. Usually includes stretching, weight training, and/or calisthenics.

**Entry Form** – Form on which a swimmer enrolls in a competition. Usually includes name, age, sex, event number, and seed time. For USA Swimming meets, usually includes USA Swimming number, age, sex, event number, and seed time.

**False Start** – Occurs when a swimmer is moving at the starting signal. In a relay race, a false start occurs when the swimmer on the block leaves before the swimmer in the water has touched the wall.

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

**Finish** – The final phase of the race: the touch at the end of the race.

**Flags** – Pennants strung across the pool 5 yards or meters from the end of the pool. They enable backstrokers to execute a turn more efficiently by counting their strokes from the flags to the wall.

**Goal Time** – A specific time achievement a swimmer sets and strives for. Goals can be short-term or long-term.

**Gutter** – The area along the edge of the pool in which water overflows during a race and recirculates through the filtration system.

**Heat Sheet** – The listing of swimmers participating in a meet. Items are listed by event and by heat.

**I.M.** – Short for individual medley, an event in which one swimmer swims equal distances of each stroke in the following order: butterfly, backstroke, breaststroke, and freestyle.

**Lap Counter** – A set of plastic display numbers used to keep track of laps during a race 500 yards or longer. Also, the person who stands at the opposite end from the start and counts for the swimmer.

**Long Course** – A 50 meter pool. YMCA and USA Swimming conducts most summer swimming in long course.

**Meet** – Competition designed to be a learning experience. By implementing what has been learned in practice, swimmers test themselves against the clock to mark improvement.

**Middle Distance** – Term used to refer to events of 200 yards/meters to 500 yards/400 meters in length.

**National Age Group Top 16 Reportable Times** – Time standards set for both short and long course based on previous year's achievements. Times meeting these standards are compiled to make a national list of the fastest age group swimmers each year.

**Negative Split** – Swimming the second half of the race faster than the first half.

**Official** – A judge on the deck of the pool at a sanctioned competition who enforces YMCA and USA Swimming rules. There are stroke and turn judges, administrative officials, starters, timers, and referees.

**Pace Clock** – Large clock with a large second hand and a smaller minute hand, used to check pace or maintain intervals in practice. May also be digital.

**Preliminaries (Prelims)** – Races in which swimmers qualify for the finals in the events.

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

**RY** – The official abbreviation for the Reading YMCA for use on all entry forms for meets.

**Scratch** – To withdraw from an event in a competition. All scratches should be done by a member of the coaching staff.

**Short Course** – A pool 25 yards or 25 meters long. YMCA Swimming conducts its winter competition in short course. USA Swimming conducts most of its winter competition in short course.

**Split** – A swimmer's intermediate time within a race. Splits are sometimes registered every 50 yards or meters and are used to determine if a swimmer is on pace. Under certain conditions, splits may be used as official times. In a relay, the time for one of the four individual swimmers.

**Sprint** – Term used to describe events of 50 yards/meters to 100 yards/meters in length.

**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 and long as it can be.

**Taper** – The final preparation phase of a season. Prior to major competition, an older, more experienced swimmer will ease yardage and allow the body to recover. Often during taper, a swimmer will shave his/her entire body to reduce resistance, reduce the build-up of lactic acid, and heighten sensation in the water.

**Time Trial** – A time-only swim which is not part of a regular meet event.

**Touch Pad** – A large sensitive board at the end of each lane where a swimmer's touch is registered and automatically sent to the timing system.

**USA#** - The personal registration number for each athlete member in United States Swimming.

**Warm Up** – Low intensity swimming used by a swimmer prior to a main practice set or race to get muscles loose and warm, and gradually increase heart rate and respiration.

**YMCA Swimming** – Program that began in the early 1920's designed for the beginner swimmer to the most competitive and skilled swimmer. YMCA swimming helps train individuals of all ages to compete in League, District, State, and National Championships. It is designed to encourage maximum participation, provide an educational experience, and build strong kids, strong families, and strong communities.