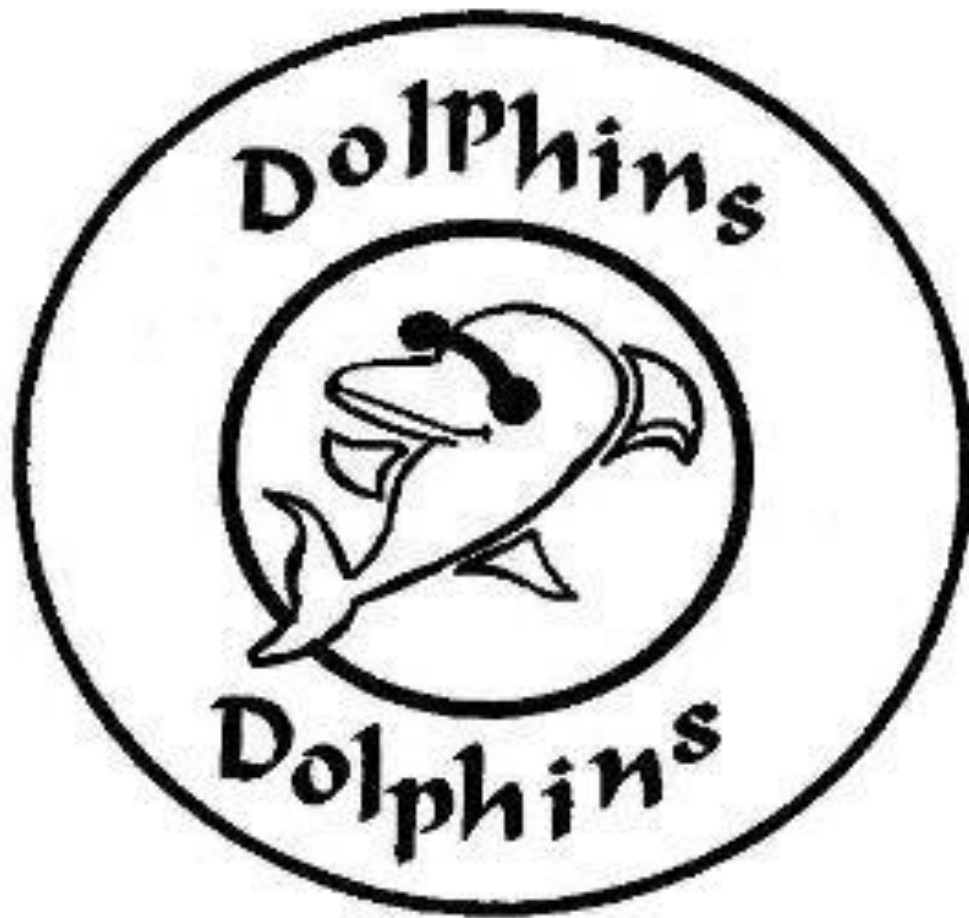


Stroh Ranch Anthology

Dolphins



2009 Team Manual

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1 Introduction

Welcome new and returning swimmers to the 2009 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 B1 division. We accept swimmers of all abilities ages 5 through 18 provided they can swim the length of the pool.

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 swimming.

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 meters (25 meters 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 swimmers must have a signed league insurance form, Volunteer Agreement Form, Anthology Waiver Release and Stroh Ranch Waiver Release form to participate in practice and compete in meets.

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. 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 swimmer's 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)
- Submit the Meet Entry form online by Tuesday each week even if not swimming in the meet that week

Coaches-

- To arrive on time
- To create a positive atmosphere for learning
- To teach correct stroke, 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
- To inform coaches as to absences and vacations prior to a meet (BY TUESDAY)
- Submit the Volunteer form online by Tuesday each week
- To call the Parent Rep 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

Team Message Board - <http://s94556322.onlinehome.us/tinc?key=wt3jYUQ4&start=-1&reverse=1> (or via the “Links” section of the team website)

Address:

SRA Dolphins
c/o Stroh Ranch Creekside Rec Center
19301 J. Morgan Blvd.
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
Parent Rep	Marty Palma	parentrep@strohranchdolphins.org 303-808-4051
Treasurer	Joel Schneyer	treasurer@strohranchdolphins.org
Secretary	Brenda Haaksma	
Volunteer Coordinator	Steven Werner	volunteer@strohranchdolphins.org
Technology Coordinator	Laurie Schneyer / Tonya Linton	computermanager@strohranchdolphins.org
Team Apparel Manager	Connie Meints	apparel@strohranchdolphins.org
Coaching Manager	Carmen Wilkes	awards@strohranchdolphins.org
Concessions	Kelly Gardner	
Head Coach	Morgan Edwards	coaches@strohranchdolphins.org
Fund Raising Manager	**NEEDED**	fundraising@strohranchdolphins.org
Event Coordinator	**NEEDED**	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 new 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 at coaches@strohranchdolphins.org, through a note in the coaches’ folder or after practice has ended. Never interrupt coaches during practice. It takes away time from our kids.

3 Team Fees and Volunteer Information

3.1 Costs

- Stroh Ranch Resident - **\$125.00**
- Non-residents - **\$150.00**
- The second swimmer in a family is \$100, and \$75 for all remaining family members.
- Insurance Fee (Per Swimmer) included in registration fee to be paid by the Stroh Ranch Anthology Dolphins out of the Registration Fee as determined by the league and subject to change – **\$6.00**
- Additional Per Swimmer league fees for this season to cover rising costs of running the league - \$5.00
- Volunteer Deposit Fee (Per Family) - **\$75.00**
This deposit is returned after a family has completed 4 sessions of volunteer work for the season. If you are unable to volunteer or would rather just pay the fee, the \$75 will be forfeited to the team.

The Dolphin's only paid staff is the coaches. Several fundraising events are in place to help cover the costs beyond the registration fee. Money raised by the team pays primarily for equipment such as flags, tents, chairs and stopwatches. Without your continued support of these fundraisers we would be forced to dramatically increase the fees for swimmers.

3.2 Volunteering

Meets are staffed completely by volunteers!

- Approximately 70 volunteers needed at Home meets
- Approximately 40 volunteers needed at Away meets
- Volunteers work a portion of every meet (a session)
- Volunteers are responsible for notifying the Volunteer Coordinator in the event that they cannot fulfill their assigned duties.
- 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 in Appendix B: Meet Volunteer Positions)

- Clerk of Course (training required)
- Concessions
- Bullpen
- Runners
- Scoring
- Stroke & Turn Judge (training required)
- Meet Ref (training required)
- Starter (training required)
- Timing
- Announcer

- Meet Setup/Meet Tear Down

Swim meets are run solely with volunteer help. It takes at least 70 adults to run a home meet. You are responsible to volunteer a minimum of 4 sessions per season. 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. Check in with the Volunteer Coordinator prior to taking your position.

New this year, you will be able to indicate your volunteer preferences for the upcoming meet via an online form that is part of the meet entry process. Please indicate the positions you would like to work on the form and submit it by Tuesday. The Volunteer Coordinator will then assign all positions and post the schedule on the website by Thursday evening.

If you are unable to perform the duties assigned to you please notify the Volunteer Coordinator (volunteer@strohranchdolphins.org) before the meet for rescheduling. If you have to back out on the day of the meet, you are responsible for finding your replacement. Please let the Volunteer Coordinator know who is covering your shift.

The positions are broken up into shifts and the shifts are made shorter or longer depending on the number of parents who sign up. Shifts are never longer than 3 hours, unless you have stepped up and volunteered for the day. The jobs require minimum explanation. Stroke Judges and Starter/Referee are the only positions requiring clinic attendance ahead of the start of the season. The volunteer positions are further explained in this booklet, or ask the Volunteer Coordinator or the Parent Rep.

Volunteer Deposit Fee

The coaches, swimmers and parents rely heavily on volunteers to ensure that swim meets run as smoothly as possible. Each family's participation is MANDATORY for your child to be a member of the Stroh Ranch Anthology Dolphins Swim Team. Each family must volunteer a minimum of 4 sessions for the year. Volunteer time can be done outside of the meets also. Check with the Volunteer Coordinator for volunteer opportunities outside of meets. Once the 4 session are met, the \$75 deposit will be returned. As we realize that some families may not be able to fulfill this requirement, a family may forfeit their \$75 deposit instead of volunteering. This way your family may opt out of volunteering their time for the season, but still support the team.

4 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 divided into four divisions of six teams each. The division line-up is determined annually by the Executive Board based upon the team size and number of All-stars on the team. Stroh Ranch Anthology is currently in the "B1" Division.

The regular season consists of five dual meets scheduled weekly throughout June and into mid-July, with a bye-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.

The final meet of the season is the All Star meet at the end of 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 it's bylaws you can go to their website at <http://www.mhsl.org>.

MLSL rules that most directly effect 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 1, 2008.
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 Stroh Ranch Anthology), regardless of other personal insurance programs.
5. The league requires that a swimmer be able to swim one length of the pool unassisted to participate in swim meets.
6. Each swimmer is allowed to swim in a maximum of 3 individual events and 2 relays per meet.
7. 6 & under swimmers do not swim for points and, as exhibition swimmers, are not subject to disqualification

4.1 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, 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, By-law section VII
- Will never use foul language or obscene gestures
- Should always applaud the other teams 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 By-Law, section VIII "C"

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 By-Law, section VIII "C"

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

5 Team Calendar and Events

These dates are tentative so please check the website for the actual dates.

Date	Event
05/12/09	Stroke and Turn Judge Clinic #1
05/17/09	Kick Off Part
05/18/09	Team Swim Clinics (pre-signup - limited space)
05/20/09	Team Swim Clinics (pre-signup - limited space)
05/21/09	Stroke and Turn Judge Clinic #2
05/26/09	First Day of Practice
06/06/09	First Meet (@ Lifetime Fitness)
06/09/09	Stroke and Turn Judge Clinic #3
06/13/09	Meet (vs. Dam East) – Stroh Ranch Pool
06/20/09	Meet (@ Willow Creek)
06/27/09	Meet (@ Arapahoe Lakes)
07/04/09	No Meets – 4 th of July break
07/11/09	Meet (vs. Smokey Hill) – Stroh Ranch Pool
07/13/09	Prelims (@ Dam East – Ages TBA)
07/14/09	Prelims (@ Anthology – Ages TBA) – Anthology Pool
07/18/09	Championships (@ Arapahoe Lakes)
07/25/09	All Stars (@ Castle Rock)
TBD	Year End Party / Awards Banquet

6 Practice

6.1 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 you 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 Coaches Folder and turn in a Meet Entry Forms online early if you will be back for the Meet.

The following schedule may need to be modified if necessary to accommodate swimmers. Please check the web site for the latest schedule times.

REGULAR SUMMER PRACTICE SCHEDULE (Begins May 26th) – All practices are Monday through Thursday

Morning Practice:

6:00 – 6:45 am Stroh Ranch Pool (all ages, all lanes)

6:45 – 7:45 am Stroh Ranch Pool (all ages, all lanes)

6:45 – 7:45 am Stroh Ranch Pool (Advanced swimmers by coaches invitation)

Morning Practice:

8:15 – 9:00 am Anthology Pool (all ages, all lanes)

9:00 – 9:45 am Anthology Pool (all ages, all lanes)

8:15 – 9:45 am Anthology Pool (Advanced swimmers by coaches invitation)

Evening Practice:

5:30 – 6:15 pm Anthology Pool (all ages, 4-5 lanes)

6:15 – 7:00 pm Anthology Pool (all ages, 4-5 lanes)

6:30 – 7:30 pm Stroh Ranch Pool (8 and under only, 2 lanes)

6.2 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** to dry off with
- **Warm Clothes** to change into. Morning practice can be chilly!

BE SURE AND LABEL ALL OF YOUR ITEMS!

6.3 Pool Usage Rules

The Stroh Ranch Home Owners Association has updated the pool practice usage rules for 200. Please ensure to follow these rules so we may continue to use the pool for practice.

Always use the gate entrance on Nate Dr. when entering the pool area for practice. Swim team families must remain in the southeast corner of the pool (near the bathrooms). All other areas of the pool are reserved for residents only, including the baby pool area. Also please instruct your child to keep their towels and other swimming gear in this same area and not to spread it around the pool. Again, non-residents are not allowed in the baby pool at anytime. Residents, of course, are always welcome in the pool area during practice.

All communication with the coaches should be done via email at coaches@strohranchdolphins.org, through a note in the coaches' folder or after practice has ended. Never interrupt coaches during practice. It takes away time from our kids.

Our swimmers are covered during practice time by Mountain Hi Swim League 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 baby sit your children and are not responsible for your children once they leave the pool after practice is over.

6.4 Signing Up For Meets

Swimmers are required to fill out a Meet Entry Form Online by **Tuesday** of each week to indicate if they are swimming in the upcoming weekend meet. A link to each meet entry form can be found on the Meet Schedule page of the website. This form should also be submitted if a swimmer is **unable** to attend the meet that week or if they must arrive late or leave early. If a swimmer has not turned in a meet request form, they **WILL NOT** be entered in the meet.

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 you events with ones they feel you should swim. Coaches have the final decisions on all event entries. Coaches are responsible for putting relays together - they have the best knowledge and data, but please note if a swimmer is available for relays on your form!

If your swimmer is only able to attend part of a meet, it is important that you communicate this Information on the Meet Entry Form comments field. 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 THE MEET ENTRY FORM IS NOT TURNED IN ON TIME (TUESDAY EVENING)

6.5 Communication

Our team consists of more than 150 swimmers and over 85 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 ticker on the front page lists the most current updates.
- **Web Message Board** – The message board is available from the “Links” section of the website. The message board can be used by anyone to post a message for the Stroh Ranch Anthology Dolphins community. This board is used to post information quickly such as practice cancellations or notes from board members. 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 and contains important information about the upcoming week. You can choose to unsubscribe from this letter if desired.
- **Team Folders** – A folder each swimmer, coach and board member 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.
- **Practice Message Board** – A message board will be posted at the gate entrance during each practice to communicate information to the swimmers and parents.

6.6 Weather Policy

We will try to avoid cancelling practice whenever possible. In case of bad weather cancellation notices will be communicated through the Web Message Board (<http://s94556322.onlinehome.us/tinc?key=wt3jYUQ4&start=-1&reverse=1>). 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.

7 Swim Meets

7.1 2009 Schedule

These dates and times are subject to change. Please check the website for up to date information. Note all warm-ups start an hour earlier than the meet start time.

Dual Meets:

<u>Date</u>	<u>Home/Away</u>	<u>Opposing Team</u>	<u>Start Time</u>
06/06/09	Away	Life Time Fitness	8:00 AM
06/13/09	Home	Dam East	8:00 AM
06/20/09	Away	Willow Creek	8:00 AM
06/27/09	Away	Arapahoe Lakes	8:00 AM
07/04/09	---No Meets---		
07/11/09	Home	Smokey Hill	8:00 AM

Special Meets:

<u>Date</u>	<u>Home/Away</u>	<u>Meet</u>	<u>Start Time</u>
07/13/09	Away	Prelims – Ages TBA @ Dam East	8:00 AM
07/14/09	Home	Prelims – Ages TBA @ Anthology	8:00 AM
07/20/09	Away	Championships @ Arapahoe Lakes	8:00 AM
07/27/09	Away	All Stars @ Castle Rock	8:00 AM

7.2 What to Bring

See Appendix D: Meet Check List

7.3 Arrival and Set Up

In case of emergency or illness, please call the parent rep 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 in the previous section or on the swim team website. Swim meets consist of 90 events and begin with the first race promptly at 8:00 AM and end at approximately 1:00 PM.

See Appendix C: 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 group of 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.

7.4 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 (bullpen). 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.**

7.5 Warm Ups

Swimmers will warm up for Home Meets at 7:00 AM and at Away Meets at 7:20 AM. 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.

7.6 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 director 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!

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.

7.7 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.

7.8 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 1-6 or 8) 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. 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.
- 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.
- For the 13–14 age groups, swimmers may swim up and then back down into their correct age group for individual events during a single meet. All other age groups may swim up 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 or 8th place per MHSL depending on the number of lanes.

7.9 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 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.

7.10 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 MHS� 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 MHS� 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. 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.

7.11 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.

7.12 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"!

8 Parts of the Swim Season

8.1 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.

8.2 Preliminaries ("Prelims")

Prelims are for each age group, after the regular season, to determine who will compete in the Championship Meet. All 5 or 6 teams compete against each other. Prelims are for all swimmers in the Division regardless of age or ability. Prelims are divided into two days and are usually broken up into 10 & under one day and 11 & up the next day. They are usually held in the afternoons and begin at 1:00 pm.

For Douglas County kids that may mean they have to leave school early on their day, unfortunately this can't be avoided because the league has many teams to accommodate. 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.

8.3 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.

8.4 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 3 relay entries per event, so that as many swimmers can participate in Championships.

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 Awards Banquet.

8.5 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 22 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.

An entry fee of \$15.00 per swimmer is paid by the team, provided the swimmer plans to attend, 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 \$15. 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 will be handed out at the Awards Banquet.

8.6 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 ALWAYS will have a phone with them and we encourage you to call if you will be late.

9 Events

9.1 Fundraising

As previously mentioned, fundraising efforts cover our coaches' gifts, equipment and social events. Parent volunteers are needed to help with the following events and bring some other ideas to the table. A sign-up is posted at registration and on the team's bulletin board. Below is a list of possibilities for the coming season, nothing is written in stone.

Morning Coffee – Coffee sales will be done at morning practices. All proceeds to supporting the dolphins.

Team Night Dinner – Dinner at a predefined restaurant where a portion of the proceeds will be donated back to the team.

Concession Stand - run by parent volunteers at our home meets and all proceeds go to the Swim Team. Parents are needed to fill a shift as their "volunteer duty" for that meet.

Apparel and Gear Sales – We will be selling various swim gear at practice and meets. A portion of the proceeds from these sales will be donated to the team.

Swim-a-thon – The kids raise money by getting sponsored to swim a certain number of laps at practice. The donation could be made in a flat amount or per lap.

Silent Auction – the fundraising committee will pull together donated items available for action at one of our swim meets.

9.2 Social Events

Parent volunteers are needed to help with the following events. A sign-up is available at registration or contact the volunteer coordinator. Please check the Team Calendar and Events section of this handbook for the dates of the following 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.

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.

Awards Banquet 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 trophy, ribbons and team photo. Championship and All Star swimmers will receive their medals and ribbons at this time. Participation by

everyone is strongly encouraged as it is a wonderful closure to two months of hard work and fun!

10 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 7 or 8th 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 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 $\frac{1}{4}$ 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.

BULLPEN or 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 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 un-sportsman-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.

SPEEDING TICKET: Given to a swimmer who has improved a best time at a meet.

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.

11 Appendix B: Meet Volunteer Positions

Shift Times (unless otherwise stated) Please check in for your shift with the Volunteer Coordinator 5 minutes prior to your shift time. Shifts are broken up and assigned by event numbers and are typically broken into 2 shifts per meet.

Setup & Cleanup: (needed are 10 parents for set up and take down) Meet setup includes set up of the staging tent and benches, ropes around the pool, flags over the pool, ribbon writing and data entry area and a table for the Starter. At the conclusion of each meet, all items need to be taken down and stored.

Concessions: (needed are 3-4 parents per shift) We have a concession stand only at home meets. Several volunteers are needed to sell items from the concession area, serve water, and help clean up the concessions area.

Data Entry/Meet Manager: (needed 1-2 people for each meet) The Swim Team owns a computer and swim team software. Data entry volunteers enter swimmers' times into the computer during the meet, print out results as the meet progresses, and print out results and ribbon stickers for both teams at the end of the meet.

Scoring Table: (needed are 1-2 people per shift) Takes time cards and circles the average time out of the 3 times recorded and hands those to the Data Entry person. They also keep track of time cards coming in with DQ written on them and ensure the correct DQ slip is attached to the card and gets entered by the Data Entry person.

Ribbon Stickers: (needed are 1-2 people per shift) Ribbons are given to swimmers who finish 1st – 6th for overall placing in an event. Ribbon Stickers take preprinted labels and affix them to the appropriate ribbon for the visiting team as the meet progresses. These ribbons are placed in a bag to be given to the visiting team at the end of the meet. Home team ribbons can be taken home and done by Monday after the meet. They are then placed in the swimmers folder.

Timer: (needed 9 per shift) there are 3 timers per lane and they use a team stopwatch to time each heat for their lane during their shift; the 3 times are written on a time card and given to the "Runner". Each swimmer must have a card prior to the start of each race. If a swimmer is disqualified they write the times and "DQ" on the card before handing it to the Runner.

Runner: (needed 1-2 per team, per shift) The Runner takes the event time cards from the timers on deck and "runs" them to the scoring table. They also pick up any DQ slips from the Meet Ref table and take them to scoring table.

Bullpen Area: (needed 6 per team for 8 & under relays and 1-2 per team after that per shift) These volunteers gather the swimmers prior to their events, give them their event card and direct them to the heating area. Volunteers are NOT responsible for looking for swimmers. If swimmers are not in the tent area when their event is heated, they will be

"scratched" from the event. The volunteers and the Clerk of Course are responsible for keeping the meet running smoothly, by keeping the heating area filled with the next heats of swimmers.

Stroke Judge: (needed 2 per shift) New Stroke Judges must attend a mandatory league clinic prior to swim season and returning S/T judges may take a written test or go to the clinic for certification. All Stroke Judges must attend a 7:45 AM meeting prior to the swim meet regardless of the shift they are working that day.

Clerk of the Course: (1-2 for entire season) The Clerk of the Course is responsible for keeping the meet running smoothly. This position requires that the meet time cards have the swimmer info stickers and are in order by event and heat in the card box prior to the start of each home meet. You will be responsible for doing scratches and combining heats as necessary during the meet. This position is recommended for seasoned parents who have some knowledge about how swim meets are run. Person's interested need to attend a preseason Clerk of Course Meeting.

Meet Referee: (1 per meet, home meets only) The Referee oversees the Stroke Judges and works in concert with the Starter. A Referee is only needed for home meets. The Referee is required to complete all MHSL training to be certified. This includes being certified as a S/T Judge for one year and attending the league Meet Ref and Starter clinics for the current year. Once a Meet Ref has been certified for one season, they may re-certify each year by attending the clinics or they may take all three written tests (S/T, Starter and Meet Ref). This position is responsible for settling disputes and protests, by holding a protest committee meeting when a protest has been filed regarding a DQ or other dispute.

Starter: (needed 1 per meet, Home Meets Only) The Starter announces each heat for the events and makes sure each swimmer gets the best possible start. The Starter, along with the Meet Ref, determines if a false start should be charged to a swimmer. The Starter is required to complete MLSSL training and be certified and use procedures conforming to MHSL rules.

12 Appendix C: 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

13 Appendix D: 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!