



PARENT HANDBOOK

Swim Team League 2023-2024

YMCA OF THE VIRGINIA PENINSULAS

| POOL GUIDELINES

1. The pool must be cleared immediately when ONE LONG whistle blast is heard.
2. No swimming without a lifeguard on duty.
3. Please shower before entering the pool.
4. Walk; do not run to avoid injury.
5. The pool area does not allow chewing gum, food, drinks, or glass containers.
6. Diving in water less than 9 feet in depth is not permitted. No back flips, back dives, or twists.
7. Horseplay is the primary cause of pool injuries. No pushing, dunking, spitting, sitting on shoulders, chicken fights, or horseplay in the pool area.
8. Please do not hang or sit on the lane lines.
9. Proper bathing attire must be worn at all times while using the pool. Cutoffs or disposable diapers are not permitted in the pool. Children who are not toilet trained must wear swim diapers.
10. When two or more swimmers share a lane, circle swim etiquette must be used.
11. The pool will close at the sound of thunder or the sight of lightning.
12. Youths 5 years and younger and those ages 6-9 years old who do not pass the swim test MUST have in-water supervision by a parent or legal guardian 18 years or older.
13. Youth ages 6- 9 who pass the swim test MUST have a parent or legal guardian supervise them from the pool deck.
14. All RED BAND swimmers MUST stay in the pool's shallow end, even if accompanied by an adult.
15. No Inflatable pool toys/flotation devices will be allowed.
16. Extended breath-holding exercises may cause blackouts; therefore they are not permitted.

| SWIM MEET INFORMATION

Parents and swimmers are responsible for attending as many meets as possible. Parents must notify coaches of any last-minute scratches 12 hours before the start of the meet unless the circumstance is an emergency. Swimmers may be entered in up to three individual events and two relays for all non-invitational meets. If your child is entered in a relay, please arrive on time and do not leave the meet early. Doing this eliminates another swimmer's opportunity to compete. Coaches will place swimmers in events that benefit the team and the individual.

All regular home meets will begin with warm-ups for the home team at 12:30 p.m. and the visiting team at 1 p.m. All swim meets will start at 1:30 p.m. Swimmers must be at the pool 30 minutes before warm-ups to check in and confirm individual and relay events.

Invitational Meets are held at the end of each tri-year (every 4 months). All Invitational Meets will start no later than 10 a.m. Invitational meets are open to all YMCA athletes who qualify before the entry deadline. Swimmers may qualify in one of two ways. 1. A top 12 qualifying time in individual events. 2. Qualifying through a time standard cut. Swimmers must qualify in at least one individual event to participate in relays.

Swimmers in the top seed for each event can pick a walk-out song for their race. Songs must be Y-appropriate. Please note that songs must be picked within the designated time frame as the Swim Meet Director instructed. Failure to pick a song will result in auto-selection. Medals will be awarded to 1st-3rd place and ribbons for 4th-8th place. All other athletes placing past 8th will receive a participation ribbon.

All swimmers must have a parent or guardian 18 or older at each swim meet. You MAY NOT drop your child off at any meets. Each swimmer will be checked in with their parent or guardian before the beginning of the meet.



SWIM TEAM MINIMUM REQUIREMENTS

Swimmers must be able to meet the minimum requirements per age group to swim on any YMCA swim team. Supplemental requirements must be met if team/age-group capacity is met.

8 and under:

Minimum: 50 freestyle and 25 backstroke without stopping

Supplemental: 25 breaststroke and 25 butterfly

9-12:

Minimum: 50 freestyle meet information style and 50 backstroke

Supplemental: 50 breaststroke and 50 butterfly

13-14:

Minimum: 100 freestyle, 100 backstroke, 100 breaststroke and 50 butterfly

Supplemental: 200 IM

15-18:

Minimum: 200 freestyle, 100 backstroke, 100 breaststroke and 100 butterfly

Supplemental: 200 IM

| 2023/24 SWIM TEAM SCHEDULE

September 23, 2023

Luter and Northern Neck at Victory
R.F. Wilkinson at Hampton

October 21, 2023

R.F. Wilkinson and Northern Neck at Luter
Hampton at Victory

November 18, 2023

Hampton and Luter at Northern Neck
Victory at R.F. Wilkinson

December 16, 2023

Winter Invitational at Hampton

January 20, 2024

R.F. Wilkinson at Victory
Hampton and Northern Neck at Luter

February 17, 2024

Luter at Hampton
Victory and R.F. Wilkinson at Northern Neck

March 16, 2024

Northern Neck at Hampton
Luter and Victory at R.F. Wilkinson

April 27, 2024

Spring Invitational at Victory

May 18, 2024

Virtual Meet: Time Trials within Practices

June 22, 2024

Hampton and Luter at Northern Neck
Northumberland and R.F. Wilkinson at Victory

July 27, 2024

R.F. Wilkinson and Hampton at Luter
Northern Neck and Northumberland at Victory

August 24, 2024

Summer Invitational at Northumberland

| PARENT PARTICIPATION

Parent participation is essential to the success of the YMCA of the Virginia Peninsulas Swim Team League. For your child's swim meet to run successfully, we need parent volunteers to assist with the meet execution. It is a REQUIREMENT that each parent volunteers for your child to continue as a swimmer on the team. If volunteer positions are not filled at any time during a meet, the meet will halt until filled. Each YMCA will provide all the materials and supplies needed for each meet; all we need is you.

Positions will be assigned with consideration that some volunteer positions need specific training; no family will be assigned for a position they are not appropriately trained for, nor a position where they feel uncomfortable working.

The volunteer positions include:

- 1 Meet Director
- 1 Starter
- 2 Computer Technicians
- 8 Timers (including one head timer and one backup timer)
- 2 Stroke Judges
- 2 Turn Judges
- 4 Runners (Two to take heat sheets from blocks to computers and two to take swimmers from the Clerk of Course to blocks)
- 2 Volunteers for the blocks (to make sure swimmers get to blocks on time)
- 2 Clerk of Course/Bull Pen
- 2 For Ribbons/Awards

VOLUNTEER JOB DESCRIPTIONS

- **Meet Director**

Responsible for the overall planning, preparation, and execution of the meet. Supervises the Meet Committee (Asst Meet Director/ Entries Coordinator, Meet Referee, Officials Coordinator, Concessions Coordinator, and Awards Coordinator).

- **Starter**

Operates the starting system, announces the events and heats, and starts each race as directed by the Meet Referee and Meet Director.

- **Stroke and Turn Judges**

Discern whether or not a swimmer is within league regulations for their stroke, turns, and finishes.

- **Head Timer**

Supervises the timers. Responsible for assembling them; assigning them to the lanes; distributing the watches, pencils, and clipboards; and conducting the timer's briefing. Coordinates with the Meet Director to make sure timers are doing their jobs. Starts two watches for every race and uses them to replace malfunctioning watches on the lanes. Ensures timers get water and bathroom breaks.

- **Timer**

Ensures the proper swimmer swims in the right event, the right heat, and the right lane. Operates timing devices (watches or semi-automatic timing systems - buttons) and records the time for the swimmer in their lane.

- **Runner**

Picks up the cards or lane timer slips from each lane after each heat or event, respectively, and delivers them (in lane order) to the Timing Judge. Posts the results of each event in the designated location. Also, assists the Meet Director/ Meet Referee, when required.

- **Clerk of Course Helper (Bullpen)**

Assists the Clerk of Course in assembling, lining up, and leading the swimmers to the starting area/blocks for their races. Helps maintain order in the starting area.

- **Parent Volunteer – Blocks**

Ensures that the swimmers (especially the younger ones) are on the blocks for their events.

- **Medal/Ribbon Preparer**

Separates the medals/ribbons, sticks on the labels, and prepares them for presentation or puts them in the team bags.

- **Concessions Worker**

Sets up the concessions stand/snack shop and sells snacks and drinks and keeps track of the money until turned over to the cash collector.

- **Computer Technician**

Operates the Meet Manager program that scores the meet. Runs the meet results and prints labels for ribbons.

| SWIM MEET TIPS

Swim meets can be very hectic for swimmers and parents. Please talk with your coach if this is a new experience for you. Every meet provides a chance for swimmers to demonstrate their improvement. Encourage your child, promote personal accomplishments, and foster team spirit. If you think swim meets are not for your child, please talk with your Head Coach before making a final decision.

Here are a few helpful hints to making the most of your swim season:

1. Know your child's events.
2. Swimmers are seeded according to time. In general, slower heats swim first, and faster heats swim last.
3. Categories determine the swimmers' speeds from slowest to fastest. Swimmers of different speed categories may swim together; however, they will place in their speed brackets. This can be tricky when several heats are assigned to one event, so check the result sheets posted as events are scored.
4. The Individual Medley (I.M.) and Medley Relay are set differently. The I.M. consists of butterfly, backstroke, breaststroke, and freestyle, all swum by one swimmer. The Medley Relay swims as follows: four different swimmers, one after completing the other, swimming backstroke, breaststroke, butterfly, and freestyle.
5. When swimming shorter distances, as in our meets, the smallest amount of dropped or lowered time is an enormous improvement. Be supportive, and remember to congratulate even the smallest of accomplishments.
6. Avoid letting your swimmer eat sugary snacks or drinks before swimming. Try pasta or fruit as an alternative. Your swimmer will feel better and swim stronger as a result.
7. Always have fun.

SWIM BAG PACKING LIST



- **Swim Suit**

A must have. Always make sure it's in your bag.



- **Swim Cap**

Pack two. They tear easily. The coaches always have extras at meets if needed.



- **Team T-shirt**

To ward off the chill and look like a team.



- **Googles**

Pack at least two pairs. You can also pack extra straps. Never wear untested, new goggles at a swim meet.



- **Deck Sandals**

There's plenty of ways to pick up an infection and get injured around the pool. Sandals are required on the pool deck.



- **Towels**

Pack at least two big towels. Everything around the pool will get wet.



- **Something Warm**

Bring a team warm up suit, sweats, fleece, or jacket to stay warm.



- **Water Bottle**

Bring a water bottle filled with water or a sports drink. You don't realize you sweat when you swim.



- **Ear Drops**

Usually a vinegar/alcohol solution in a glycerin base. You don't want to get swimmer's ear. Use after every practice and every meet.



- **Snacks**

Bring things like raisins, trail mix, Ritz crackers, Goldfish, grapes, power bars, jerky, string cheese, small fruit or veggies.



- **Baby Powder**

Bring things like raisins, trail mix, Ritz crackers, Goldfish, grapes, power bars, jerky, string cheese, small fruit or veggies.



- **Toiletries**

Swim shampoo, conditioner, hairbrush, comb, contact solution, deodorant, feminine hygiene products, and other necessities.



- **Dry Clothes**

A change of clothes for after the meet. Keep them dry in your bag by putting them in a Ziploc bag.



- **Inhaler**

If your child is asthmatic, please bring their inhaler. Tell your coach if they have asthma and where they can find their inhaler in their bag.



- **Tylenol/Motrin**

For older swimmers. Can be taken for a headache or bodyache.



- **Entertainment**

Books for reading, music player, CDs, GameBoy, playing cards, etc. There is time in between events and homework can even be completed.



- **Plastic Bags**

For keeping things dry.

| HELPFUL SWIM MEET TIPS

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| SWIMMING RULES AND REGULATIONS

Strokes and Turns

The Federation International de Nation Amateur (FINA) governs the conduct of all international aquatic sports. The US's national governing body for swimming is USA Swimming, Inc., part of the US Olympic Committee in Colorado Springs, CO. The Rules and Regulations of Swimming ensure fair and equitable competition for all swimmers.

Breaststroke: Forward start. The swimmer is permitted one full arm pull (beyond the hipline), one downward butterfly kick, and one breaststroke kick while submerged at the start and after turns; the head must surface by the widest part of the 2nd stroke (before hands turn inward). Arm pulls shall be in the same horizontal plane (parallel to the water surface). Hands shall be pushed forward from the breast on or under the water (elbows must remain in water except at turn or finish). The stroke cycle consists of one arm pull and one kick in that order; the head must break the water surface at least once each cycle. Swimmer's leg motions must be simultaneous; feet must be turned out in the downward propulsive part of the kick. No flutter or butterfly kick is allowed. On the turn and finish, a simultaneous two-hand touch is required. On a turn, shoulders must be past vertical toward the breast when the swimmer leaves the wall.

Common Violations: Two strokes or kicks underwater; alternating kick; scissors kick; butterfly kick; arms not moving in the same horizontal plane; out-of-cycle; over water recovery; non-simultaneous or one-hand touch.

Butterfly: Forward start. The swimmer is allowed one arm pull and as many kicks as desired at start and turn, but the head must surface by the 15-meter mark. The first arm pull must bring the swimmer to the surface. Arms must pull and recover simultaneously, with forward arm motions over the water surface. Up and down movement of legs and feet must be simultaneous. Breaststroke or flutter kicks are not allowed. Both hands must touch simultaneously at the turns and finish but do not have to be on the same level. At the turn, the shoulders must be past vertical toward the breast when the swimmer leaves the wall.

Common Violations: Submerged past the 15M mark; alternating kick; scissors kick; non-simultaneous arm stroke; underwater recovery; non-simultaneous or one-hand touch.

| SWIMMING RULES AND REGULATIONS

Backstroke: Backstroke start. The head must surface by the 15-meter mark. Shoulders must be past vertical toward back throughout the race except at turn. Shoulders may turn past vertical as part of a continuous turning action at the turn only. Continuous single or simultaneous double arm pull may be used to execute the turn; kicking or gliding must be part of the turning action. The swimmer must be passed vertically toward the back when he/she leaves the wall. The swimmer must remain on the back and may not be submerged entirely except at the touch at the finish.

Freestyle: Forward start. The head must surface by a 15-meter mark. Some part of the swimmer must touch the wall at turn and finish. No pulling on lane lines, walking, or pushing forward off the bottom of the pool.

Common Violations: Submerged past the 15M mark; no touch on the turn; walking on or pushing off the bottom of the pool; getting artificial assistance (pulling on lane ropes or pushing off the sides). Individual Medley: Butterfly, backstroke, breaststroke, and freestyle, in that order. Individual stroke rules apply to respective legs. When changing from one stroke to another, the touch must conform to the finish rules for the completed stroke.

Common Violations: Stroke and turn infractions; transition infractions; swimming strokes out of order; swimming butterfly, backstroke, or breaststroke during the freestyle leg.

Relays: Freestyle (any stroke) and Medley (backstroke, breaststroke, butterfly, freestyle, in that order). Individual stroke rules apply to respective legs. When changing from one stroke to another, the touch must conform to the finish rules for the completed stroke. Swimmers cannot lose contact with the start block until the previous swimmer touches the wall. Swimmers must swim in the order listed on the entry card.

Common Violations: Stroke and turn infractions; transition infractions; swimming strokes out of order; swimming butterfly, backstroke, or breaststroke during the freestyle leg; early take-off; swimmers out of order.

| SWIMMING RULES AND REGULATIONS

Starts: The start is the most critical part of a swimmer's race. Most events use the forward start - swimmers start the race from the starting blocks, the deck, or the water facing the racing course. When the Referee blows a series of short whistles, the signal to 'Get Ready!' swimmers should: be behind the blocks in their lane, remove all clothing except their suits, have caps and goggles on, and be ready to race. When the Referee blows the long whistle, the signal to 'Step Up!' swimmers should step onto the starting block. When all swimmers have stepped up, the Referee turns the heat over to the Starter by extending his arm, closing the heat to further competitors. If a swimmer fails to show up or step up before the heat is closed, he/she will be disqualified for Delay of Meet unless extenuating circumstances beyond their control prevent them from doing so. When the swimmers are ready, the Starter says, "Take your mark." Swimmers will assume their starting position with at least one foot at the front of the block (or edge of the pool). Once the swimmers are stationary in their start positions, the Starter sounds the start signal, and the swimmers dive into the water. A false start occurs when a swimmer is in motion (leaves his/her mark) before the start signal is sounded. The Starter notifies the Referee if he observes a false start. If the Referee also observes the infraction and concurs, the swimmer will be disqualified. These observations are done independently. Usually, the heat will be allowed to continue, and the swimmer will be notified at the end of the race. If a fair start is not achieved, the Starter and/or Referee will recall the heat with the recall signal. If the heat is recalled, no false start can be attributed.

Each swimmer is responsible for his/her start. If a swimmer moves before the start signal, the Starter may release the rest of the heat by saying, "Stand." Any swimmer who enters the water will be disqualified unless the Starter determines he/she did so in reaction to the command. For backstroke events, the backstroke start is used - swimmers start in the water facing the starting end of the pool. The procedure is essentially the same, except the swimmers enter the water on the first long whistle, and the Referee blows a second-long whistle for the swimmers to place their feet in the start position. Swimmers must place both hands on the gutter or the starting grips and feet below the water's surface.

Swimmers may also be disqualified for:

- Unsportsmanlike or unsafe conduct
- Not starting or finishing in his/her lane
- Standing on the bottom during any stroke
- Walking or pushing off the bottom of the pool
- Using the lane lines or sides of the pool for forward assistance
- Interfering with another swimmer entering the pool without permission from the referee

| SWIMMER CODE OF CONDUCT

I hereby pledge to provide positive support and encouragement for all members of the YMCA of the Virginia Peninsulas Swim Team by following this code of conduct:

I agree to:

Caring:

- Recognize the value and importance of teamwork.
- Develop an understanding of basic teamwork through participation in various activities, adapted practice, and meeting situations.
- Accept the strengths and weaknesses of fellow teammates and offer support when necessary.

Honesty:

- Adhere to YMCA governing rules, regulations, policies, and procedures.
- Report all issues to the coaches if they cannot be resolved acceptably. Hitting, name-calling, fighting, destruction of property, etc., will not be tolerated.

Respect:

- Always act as a positive representative of the YMCA with good sportsmanship and behavior.
- Treat everyone – fellow swimmers, coaches, officials, YMCA employees, parents, and others – with respect at all times.
- Demonstrate sportsmanship-like qualities at swim meets by waiting in the water for races to finish, shaking hands with other competitors after each race, and refraining from using inappropriate language and gestures.

Responsibility:

- Arrive at practice, ready to participate, at the specified time.
- Bring all necessary equipment (water, suit, goggles, towel, etc.) to every practice and swim meet.
- Arrive to swim meets at the designated warm-up time unless other arrangements have been made with my coach.

I understand that a violation of this code of conduct or any action detrimental to the YMCA of the Virginia Peninsulas swim team may result in disciplinary action by the coaches, YMCA staff, or parents. This may result in either suspension or termination as deemed necessary. If a violation occurs at a swim meet, the swimmer may be excused from the meet immediately.

Swimmer's Signature:

Printed Name:

Date:

PARENT CODE OF CONDUCT

As a parent of a YMCA of the Virginia Peninsulas swimmer, I will abide by the following guidelines:

- Practice teamwork with all parents, swimmers, and coaches by supporting the values of caring, honesty, respect, and responsibility.
- Enjoy involvement in the team by supporting the swimmers, coaches, and other parents by volunteering, positive communication, and actions.
- Understand my role:
 - Swimmers = Swim
 - Coaches = Coach
 - Parents = Parent
 - Officials = Officiate
- Provide positive reinforcement to all swimmers in all situations, promoting team spirit and loyalty.
- Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials, and coaches at meets and practices.
- Understand that criticizing, name-calling, abusive language, or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
- During competitions, questions or concerns regarding decisions made by meet officials are directed to a coaching staff member. Parents address officials via the coaching staff only.

I understand that should I conduct myself in such a way that brings discredit or discord to the YMCA of the Virginia Peninsulas swim team at practice or meets, it may result in not only my being removed from the swimming area but may also affect my child's ability to continue to participate in the practice/meet/team.

Parent's Signature:

Printed Name:

Date:

PROGRAM SESSION CANCELLATION POLICY

A full refund or credit (member's choice) will be offered if the YMCA cancels a program session. Credit will be given to participants who cancel their registration before the start date of the session or program. No credits can be given after the program begins.

We will enroll based on seasons (four-month increments) to better serve those on the swim team. All seasons will be open for registration at the same time. However, if you plan to take a "break" from the swim team, you do so seasonally to allow others to have your swimmer's spot for the season. If you intend on participating for all seasons, please secure your spot during our initial registration. Payments will continue to be due on the 1st of each month.

Tri-seasons will be as follows:

- September–December
- January–April
- May–August

I have read the above information and acknowledge my responsibility in the cancellation process.

Parent's Signature:

Printed Name:

Date:
