



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Wahoos Parent Handbook

WAPAKONETA FAMILY YMCA

REGISTRATION DEADLINE: SEPTEMBER 22, 2017

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Updated July 2017

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Dear Wahoos Swim Family:

Welcome to the Wapakoneta Family YMCA Wahoos Swim Team! We are entering our 17th year of YMCA swimming and are looking forward to another exciting year!

This Parent Handbook is designed to answer many of your Wahoos-related swimming questions. We hope you will spend some time reading through the contents so you can become more knowledgeable about the swim team.

A Registration Form, Emergency Medical Form, Bank Draft Form, Acknowledgement of Wahoos Parent Handbook, Invitational Fee Payment Plan and Additional T-shirt Order Form are found at the back of this Handbook. One Emergency Medical Form must be completed per swimmer. Additional Emergency Medical Forms can be obtained from the Courtesy Counter.

When signing up your swimmer(s), please turn in your Registration Form, Emergency Medical Forms, Acknowledgement of Wahoos Parent Handbook and your payment in full or one-fifth of payment with a completed bank draft form (included in your packet). Place the forms and money in an envelope, mark the envelope "Wahoos", and hand it in at the Courtesy Counter at the Wapak YMCA. You will receive a receipt for your payment in your swimmer's file. Remember, if you are paying with cash, you must put your name on the envelope. Swimmers will not be permitted to attend practice until all forms and payment in full or initial payment & bank draft form are received and swimmer is a Wapak YMCA member in good standing.

Practice for the 2017/2018 swim season will begin on Monday, September 11th. Other information including practice schedules, swim team requirements, etc. is included in this handbook.

Thank you for your interest in the Wapakoneta Family YMCA Wahoos. We hope to make this swim season memorable for you and your swimmer!

Sincerely,

The Wapakoneta Family YMCA, Wahoos Coaches, and Wahoos Parent Advisory Committee

General YMCA Information

YMCA Mission

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

YMCA Swim Team Purpose

To promote the YMCA philosophy through swimming while providing an equal opportunity for all to compete and be part of a team. We work with swimmers on technique, teach fair play, set and evaluate goals and exercise total spirit, mind and body. The YMCA Wahoos are a competitive swim team and strive to promote healthy competition.

YMCA Aquatic Department Statement

To initiate, preserve & model the practice of safe activities within our aquatic environment by incorporating caring, honesty, respect, responsibility and faith.

YMCA Pool Facility

The YMCA pool is 25-yards long with six lanes. The facility is located at 1100 Defiance Street, Wapakoneta, OH 45895. Phone number is 419-739-9622. Fax number is 419-739-9623. Website is www.wapakymca.org.

YMCA Leadership Staff

Joshua Little, Chief Executive Officer

Chris Kalla, Senior Program Director

Lisa Adkins, Finance Director

Ted Adkins, Wellness Center Coordinator

Jenny Boyer, Youth Development Coordinator

Liz Davis, Director of Membership Engagement

Lindsay Zielonka, Youth, Teens, and Healthy Living Coordinator

Dwight Heitmeyer, Property Manager

YMCA Membership

All Wahoos swimmers must be members of the Wapakoneta Family YMCA. YMCA of the USA mandates that swim team participants be full-facility members at the YMCA where they are participating in YMCA competitive sports. Additionally, participants under the age of 7 that are participating on the swim team are not eligible for "student" memberships and must join as a "family." Your Wapakoneta Family YMCA membership is based on a one-year commitment. YMCA membership includes the use of the gymnasium, running track, Wellness Center, fitness classes, pool and whirlpool.

Parent Advisory Committee

A dedicated group of individuals contribute much time and effort to make the Wahoos run as efficiently as possible. The role of the Parent Advisory Committee is to assist the YMCA staff and coaches in conducting the competitive program. The Parent Advisory Committee is accountable to

the YMCA staff and is not a policy making committee. This committee does not approve expenditures or make purchases without prior approval of the Senior Program Director. If you are interested in finding out more about the Parent Advisory Committee or any subcommittees, please see the Senior Program Director.

**Wapakoneta Family YMCA
Wahoo Parent Advisory Committee
2017/2018**

Wahoo's Email:	Board and Coaches		wahoos@wapakymca.org
Senior Program Director	Chris Kalla	419-302-2591	ckalla@wapakymca.org
YMCA Liaison:	Joshua Little	419-739-9622	jlittle@wapakymca.org
Meet Director:	Nikki Bowers / Suzy Troyer		
Concession Chair:	Kyley Hamp		
Team Spirit:	Kyley Jordan		
Entries Chairs:	Trey Briggs		
Clerk of Course Chair:	Sally Angel		
Fundraising Chair:	Kyley Hamp / Kyley Jordan		
Awards Chair:	Ashley Rostofer		
Communication Chair:	Trey Briggs		
Head Coach:	Trey Briggs	419-234-6398	briggs.345@buckeyemail.osu
Assistant Coaches:	Michael Johnston, Kyley Jordan, Joey Metzger, PJ Briggs		

The Wahoo's Parent Advisory Committee is a group of dedicated swim parents who meet as needed to help our team run as efficiently as possible. Although the Parent Advisory Committee is not a policy-making group, their input is invaluable in running a smooth and efficient swim team.

Parent Advisory Positions

If you are interested in serving or chairing any of the committees below, please see Program Director.

Meet Director

- Organize all aspects of home meets & invitationals.
- Organize workers for away meets, if requested.
- Organize workers for sectionals and championships.
- Regularly attend Parent Advisory Committee meetings and provide updated information on progress of committee.

Concession Chair

- Manage the overall running of the concession stand for home meets and invitationals including purchasing (with Senior Program Director approval and purchase order) and pricing.
- Set-up, work and tear-down concession stand during home meets or invitationals.
- Monitor money during meets and give to Finance Director at the end of each meet/invitational.
- Assign donations, prep hot food, arrange for pizza delivery for meets and invitationals.
- Store items for concession stand between meets, if needed.
- Ensure that workers are secured for a meet so everyone can see their child swim.
- Ensure concession area is left clean and tidy.
- Regularly attend Parent Advisory Committee meetings and provide updated information on progress of committee.

Team Spirit Chair

Provide swim team members and parents with information pertaining to team clothing ordering.

- With Senior Program Director approval and a signed purchase order, select and order all team clothing, including team swimsuits, T-shirts, swim caps, etc.
- Work with Senior Program Director and local vendor to create a T-shirt design.
- Build team spirit with motivational ideas.
- Work with a local vendor to create a team spirit pack of Wahoos apparel, etc. for delivery around Christmas.
- Work with Awards/Banquet chair on end-of-season banquet.
- Help team stay positive, focused and motivated.
- Regularly attend Parent Advisory Committee meetings and provide updated information on progress of committee.

Entries Chair

- Use Meet Manager and work with the Head Coach on home meets and home invitationals to import entries, seed the meet, run the labels for entry cards, run heat sheets for coaches, officials & to sell at meets, and run the computer at home meets.

- **Work with the Meet Director to ensure someone is on hand to assist, run the Colorado system, and for the Halloween Invitational, announce the meet.**
- **Regularly attend Parent Advisory Committee meetings and provide updated information on progress of committee.**

Clerk of Course Chair

- **Organize a bull pen for home meets and the Halloween Invitational to ensure the younger swimmers have some guidance at meets.**
- **Regularly attend Parent Advisory Committee meetings and provide updated information on progress of committee.**

Fundraising Chair

- **Help Senior Program Director solicit donations for T-shirt sponsors.**
- **Create fun and motivational fundraising ideas to help fund the swim team.**
- **Present fundraising ideas to swim team Parent Advisory Committee.**
- **Plan and coordinate fundraising events, including volunteers, facility rental, equipment, etc.**
- **Regularly attend Parent Advisory Committee meetings and provide updated information on progress of committee.**

Awards Chair

- **Alert Senior Program Director approval with sufficient notice of ribbons for meets, buttons for improvement, trophies, plaques for end of year, etc. to be ordered.**
- **Ensure all swimmers receive their awards.**
- **Work with the Senior Program Director and Coaches to coordinate the end-of-year banquet including awards, food and location.**
- **Maintain the swimmer Improvement Incentive Program.**
- **Regularly attend Parent Advisory Committee meetings and provide updated information on progress of committee.**

Communication Chair

Coordinate the maintenance and updates of the Wahoos webpage on the YMCA website to ensure current information for swimmers, parents and community.

- **Ensure the community is kept well-informed of Wahoos progress by contacting the local media for team coverage at meets or fundraising activities with approval of the Program Director.**
- **Ensure the Wahoo's swim team is marketed to the best of its ability with approval of the Senior Program Director and purchase order, if necessary.**

Wahoos Practices/Procedures

We want to thank you for joining the Wapakoneta Family YMCA Wahoos Swim Team. We are excited you have chosen us to help build characteristics in your child(ren) which will far exceed what they accomplish in the sport of competitive swimming.

Objective

The Wapakoneta Family YMCA Wahoos Swim Team has been established to teach the sport of competitive swimming. We utilize this sport to build spiritual, mental and physical well-being of all persons.

With this objective in mind, the coaching staff has developed a program that takes a swimmer from beginner to highly competitive. The program is structured to allow an individual to progress through the system at their own pace.

Philosophy

Although competitive swimming is sometimes viewed as an individual sport, the Wahoos Swim Team is structured around the team concept. We encourage swimmers to set individual goals that align with our overall goal for the team. This develops the characteristics needed for our participants to build the skills necessary for them to succeed in the future. Learning to work with a diverse group of individuals to reach a common goal will take them farther in life than how fast they swim in a pool.

The YMCA's involvement in sports has been one means of teaching Christian ideas, values, and behavior based on this purpose. Sports in the YMCA have never been an end in itself, but rather a vehicle for achieving a much more global purpose: promoting character development through the five values of caring, honesty, respect, responsibility and faith.

Coaching Philosophy

Our coaching staff will focus on individual improvement. We teach each of our swimmers to focus and rate their success on their accomplishments. Our coaching staff does not believe that success is only measured in what place is achieved at a given meet, but rather by how much each swimmer improves his or her own times. We will teach each of them to set real goals and work hard to achieve them. We will encourage them to constantly set new limits and realize they can achieve anything they are willing to work toward.

Success in this sport takes time, discipline, mental toughness, and the ability to learn from failures and accept challenges.

Swim Meet Philosophy

As stated above, our objective is to teach each participant competitive swimming. To accomplish this, each swimmer will have multiple events and will swim each event available within their given abilities.

The coaches develop a strategy for each meet and it would be impossible to list them and explain them in this document. However, below is a brief description of the types of meets the Wahoos swim, and the coaches' perspective.

Dual Meets and Tri Meets:

A dual meet consists of the Wahoos versus one other team. A tri meet consists of the Wahoos and two other teams. These types of meets allow the coaching staff to evaluate each swimmer in a competitive environment and focus on a particular stroke or what we have worked on in a given week. All events are selected by the coaching staff based on the skills recently focused on at practice. No swimmer can scratch an event without the approval of the coaching staff. There are no fees associated with dual and tri meets.

Invitationals:

An invitational consists of the Wahoos and multiple teams competing against each other. Swimmers can pick their own individual events (with some input from the coaching staff). All relays are selected by the coaching staff. The fee for invitationals average \$3.00 - \$3.25 per event or a flat rate of approximately \$15, which is the responsibility of the swim family. No refunds can be given. The Invitational Fee Payment Plan must be completed prior to the swimmer's first invitational and turned into Lisa Adkins, Finance Director. Cash and checks are no longer accepted.

Championship Series:

The Championship Series falls at the end of each season. All swimmers will be competing at Championships depending on coach's discretion. More information will be given out towards the beginning of January.

Swimmer's Eligibility

All swimmers must be a current member of the Wapakoneta Family YMCA. Membership must remain current throughout the Wahoos season. A family membership is required for swimmers under age 8.

First priority in registration is given to those Wahoos families who have previously swum on the team. Registration forms, emergency medical forms and money from new Wahoos families will be held until the day after the first Wahoos practice of the season to determine if there will be adequate room to accept new swimmers.

All individuals are required to be able to swim the length of the pool. The swim team is not designed to be swim lessons or a stroke clinic. If your child needs work learning the basics of the strokes, this instruction can be obtained through private or group swim lessons at the YMCA.

All swimmers must be a current YMCA member in good standing and have a completed registration form, emergency medical form, Acknowledgement of Wahoos Parent Handbook and payment in full or first payment and completed bank draft form on file before he/she attends their first practice. Payment in full must be completed by January 15 in order for swimmer to compete in Sectionals and Championships.

Competition age is determined by the age of the child as of December 1.

Practice Groups and Schedule

Our practice groups are set-up primarily by ability level, not age. This is important to ensure your swimmer(s) get the correct instruction based on their present ability. We want the swimmer(s) to attend as many practices as possible. The amount of time they spend practicing is directly linked to their improvement. The coaching staff may recommend a swimmer attend a different practice group to ensure he/she has continued improvement.

A Group

The swimmers in this group have just begun competitive swimming or have not mastered all four strokes (back, breast, fly and free). Typically this involves our 8 & under age group. Practices are set-up to go over basic drills to ensure they have a solid foundation on the proper mechanics for all four strokes.

Practice Schedule: Mondays, Wednesdays, Thursdays - 5:30pm-6pm

Practice times subject to change based on program need

Group Goals

- Introduce new swimmers to the sport of competitive swimming
- Learn proper stroke mechanics
- Learn the rules of competitive swimming
- Learn what it means to be part of a team
- Qualify for YMCA Championships
- Qualify for YMCA Zones
- HAVE FUN!!!!

B Group

The swimmers in this group may have participated in competitive swimming in the past and have a solid foundation of all four strokes. This group is generally for 8 & under's and 9-10's. Practices are set-up to continue basic stroke mechanics but also increases in yardage to ensure the swimmers build strength and endurance.

Practice Schedule: Monday, Wednesday and Thursday 5:30-6:15pm

Sunday 4:30-5:30 pm

Practice times subject to change based on program need

Group Goals

- Improve stroke techniques
- Begin structured training plan
- Prepare for C Group
- Qualify for YMCA Championships
- Qualify for YMCA Zones
- Support, Respect and Develop Team Unity
- HAVE FUN!!!!

C Group

The swimmers in this group have participated in competitive swimming in the past and have a solid foundation of all four strokes. This group is generally for ages 9-12. Practices are set-up to continue basic stroke mechanics but also increases in yardage to ensure the swimmers build strength and endurance.

Practice Schedule: Monday, Wednesday and Thursday 6-6:45pm

Friday 5:30pm to 6:30pm

Sunday 4:30pm-5:30pm

Practice times subject to change based on program need

Group Goals

- Improve stroke techniques
- Increase yardage
- Continue structured training plan
- Qualify for YMCA Championships
- Qualify for YMCA Zones
- Support, Respect and Develop Team Unity
- HAVE FUN!!!!

D Group

Swimmers in this group have the highest level of ability for our team. Although this group can range in age, swimmers are typically ages 12 & up and are High School Swimmers, USA Swimmers, Zone Qualifiers and National Qualifiers. Practices are set-up to continue stroke development but have a greater emphasis on endurance, strength building and intensity.

Practice Schedule: Monday, Wednesday and Thursday 6:45-8pm

Friday 6:30pm-7:30pm

Sunday 5pm-7pm

Practice times subject to change based on program need

Group Goals

- Maintain/Improve Stroke Mechanics
- Very Structured Training Plan
- Attend Practice on a Consistent Basis
- Qualify for YMCA Championships
- Qualify for YMCA Zones
- Qualify for YMCA Nationals
- Enhance Team Unity by becoming Leaders
- Prepare for College Swimming
- HAVE FUN!!!!!!

Practices are subject to change based on weather, swim meets, Y rentals, etc. If not designated on the Practice Calendar, changes will be emailed to parents or relayed through text.

Prices, Payment Information & Fee Schedule

Fees:	1st swimmer:	\$250
	2nd swimmer:	\$200
	Additional swimmers:	\$95
	High School swimmer:	\$165 (on YMCA AND High School Team)

Payment Options:

Plan #1: Payment in Full

- **Must be made on or before the swimmer's first practice.**
- **Payment can be made by cash, check or credit card. If paying cash, please ensure a name accompanies the payment.**

Plan #2: Bank Draft

- **First payment is paid in cash, check or credit card on or before the swimmer's first practice and accompanied by Wahoos paperwork.**
- **Completed Bank Draft form must accompany Registration form. Payment schedule is as follows:**

September 12 or before first practice	1/5 fee due in cash, check, or credit card
October 15	1/5 fee automatically drafted
November 15	1/5 fee automatically drafted
December 15	1/5 fee automatically drafted
January 15	1/5 fee automatically drafted

- **Swim team dues will be deducted every month on the 15th, unless the 15th falls on a Saturday, Sunday or holiday, then they will deduct the next business day.**
- **Cash payments should be clearly marked with a first and last name.**
- **Make checks payable to "Wapak YMCA".**

All plans require a Wapakoneta Family YMCA membership!

Examples of Fees Due

Example 1

Oldest swimmer (High School Team)	\$ 165
2 nd swimmer (not high school)	<u>\$200</u>
Total Fee	\$365

Example 2

Oldest swimmer	\$250
2 nd swimmer	\$200
3 rd swimmer	\$95
4 th swimmer	<u>\$95</u>
Total Fee	\$640

Example 3

Oldest swimmer (not on High School Team)	\$250
2 nd swimmer (High School Team)	<u>\$165</u>
Total Fee	\$415

Practice

When attending practice, swimmers should bring:

- Swimsuit (one piece). A team suit or black competition suit is recommended for swim meets.
- Towel (the YMCA has a limited number of towels and washer and dryers and cannot keep up with the bather load during swim team)
- Goggles-2 sets (available for sale at the YMCA Courtesy Counter)
- Swim cap-2 caps (available for sale at the YMCA Courtesy Counter)
- Positive Drive Fins (a limited supply will be available at the YMCA). Available for purchase at Poco Loco: 201 W. Elm St., Lima OH 45801. Phone number: 419-221-1019 or 888-796-7626
- Water bottle (swimmers may bring a sports drink but it must be in a non-transparent water bottle)

During practices, those parents who are members of the YMCA have full usage of the facility. YMCA Access Members may wait in the pool area or lobby during their swimmer's practice. Any questions for coaches must wait until practice has concluded.

Once a swimmer has concluded their part of the Championship meet series their season will be over and they can no longer attend practices.

Communication

Communication between coaches, swimmers and parents is of highest importance. The team's primary way of communicating is through the e-mail, and -Remind group texting. The Wahoo's table is located next to the trophy case in the lobby. On the table will be folders and reminders for the swimmers and parents. Check the table as often as possible to keep up with meet information and practice time changes. This year we will no longer hand out individual sheets for the meet sign ups. To sign up for a meet Trey will have one "master" signup sheet for all meets you wish to attend. When you feel the need to communicate with a coach, please do not approach the coach during a swim practice. Before and after the practice the coaches will be available to answer any questions. We like our coaches to be as focused on the children as possible with the short time they are given.

Practice & Meet Cancellation Policy

In the event of a practice cancellation, an e-mail and/or text will be sent out to those who have provided their e-mail addresses or registered for the texts.

Although it is extremely rare, in the event of severe weather interfering with a scheduled meet or invitational, the parent will be notified by text and/or email. If the hosting team cancels the meet, the Wapak YMCA will defer to the refund policy of the hosting YMCA if fees were paid by the swimmer. If the Wapakoneta Family YMCA decides to not attend a scheduled meet due to severe weather and hazardous road conditions, meet fees will not be refunded.

Meets: What to bring

During swim meets, the Wahoos are usually grouped as a team in the gymnasium or other space at the meets location (home and away meets). Swimmers should bring a blanket or sleeping bag to spread out on the floor and parents may bring a lawn chair for their space. Swimmers should pack their team suit and a spare, two pair of goggles, a swim cap or two, sandals or flip flops, two towels, warm clothing to wear in between events (the gyms tend to be cool), and clothing to wear home. Swimmers are also encouraged to bring something to read or play to fill the time between their events. While most of the meets feature a concession or snack stand, swimmers may want to pack a cooler with water, energy drinks, energy bars, sandwiches, etc, depending on the length of the meet.

Swim Meets: What to expect

At most meets, swimmers ages 8 and under (and sometimes 10 and under) will be organized by the clerk of course prior to their event. The clerk will help line-up swimmers in the appropriate events; parents need to help swimmers hear the event announcement and help their swimmer get to the clerk of course in a timely fashion. Older swimmers are expected to handle their own event cards and get themselves to the blocks in time for their events.

Prior to the meet, coaches will post the events your swimmer will swim. In the event of an Invitational, where you and your swimmer pick the events, be sure to check the listings to determine who is swimming in a relay—the coaches choose the relay teams and they are listed on that lineup.

Many swimmers use a marker to write their events on their hand or arm to help prompt them to be on time for the event.

Team T-shirts

Each swim team member will receive a Wahoos team T-shirt. We are very lucky to have many generous business sponsors who make it possible for us to provide all Wahoos swimmers with a team shirt, free of charge. If you know of a business that may be willing to sponsor the Wahoos, please contact Chris Kalla as soon as possible. Parents or Wahoos supporters can purchase t-shirts for an additional charge. Order form for additional t-shirts is included in this packet. Deadline for team & additional T-shirts is Friday, September 22nd. Those registering after September 22nd are not guaranteed a shirt. Shirts will be available for pickup at the YMCA Courtesy Counter the Friday before team pictures.

Team Swimsuits

It is recommended, although not required, that your swimmer wear a team swimsuit for competition. If you do not wish to purchase a team suit, a black suit is recommended. Poco Loco will be at the YMCA on September 28th at 5pm to allow your swimmer to try on team swimsuits.

Team Pictures

Team photos will be held on October 1st. Individual pictures begin at 4:30pm and the group picture at 5:15pm. It is requested that each swimmer wear their team t-shirt for the team photo. Picture order forms will be in swimmer's files approximately 2 weeks before the picture date.

Championship Apparel Policy

It is the policy of the Wapakoneta Family YMCA Wahoos to reward swimmers at the end of the season if the team wins the division title at Championships. Swimmers eligible for this award are those who have participated in at least 3 meets, and unless otherwise excused, have participated in the Championship meet series.

YMCA Nationals Policy

It is the policy of the Wapakoneta Family YMCA Wahoos to set aside up to \$250 to help defray the cost of attending YMCA Nationals for those swimmers qualifying for and attending Nationals.

Private Swim Lesson Policy

For insurance and risk management purposes, all private swim lessons conducted at the YMCA must be paid for and scheduled through the YMCA and instructed by YMCA employees.

Improvement Incentive Program

Our coaching staff does not believe that success is only measured in what place is achieved at a given meet, but rather by how much each swimmer improves his or her own times. To reward a swimmer for the time, discipline and hard work they have put into reaching their goals, we have implemented the Improvement Incentive Program. This program rewards swimmers for time improvements they've made throughout their Wahoos swimming career and are cumulative through the years. Incentives are given out at the end-of-the-season Wahoos banquet.

# Time Improvements	Incentive
25	Wahoos Lanyard
50	Long Sleeve T-shirt
75	Wahoos Jacket
100	Wahoos Banner
150	Poco Loco Gift Card
200	\$50 Gift Card

Parental Participation

Parental Participation in the sport of swimming is a **MUST** for a successful swim team. Swimming is a sport that relies heavily on parental support and the Wahoos encourage all parents to take an active part on the team. The following are ways in which parents can contribute to a successful season:

1. One parent or representative of your swim family is required to work at every meet your swimmer attends, or when Committee Chairpersons request a need. We are hosting a Halloween Invitational at our YMCA this year and we require that each swim team family take an active role on the swim team by working the Halloween Invitational. A sign-up poster for working meets and invitationals is available in the YMCA lobby by the Wahoos table. Please see the following page for a list of jobs parents must help with at swim meets.
2. We ask that parents donate items to the concession stand. Our concession stand is a big money-maker for the team, and several times you will be asked to donate items to the concession stand, such as sports drinks or snacks to help offset expenses for the team. The size of your donation will be based on the number of swimmers in your family. If your child is not swimming in a meet and you are asked to donate an item, you must find a way to get your donation to the meet.
3. We ask that parents help out with all Wahoos fundraisers. The money raised through these fundraisers allows the swim team to purchase new items for the Colorado timing system and other swim team equipment.
4. Parents are encouraged to attend meets with their swimmer and show their support. Please cheer on your swimmer and give them positive feedback, no matter what place they take. And remember; set an example for your swimmer by always using good sportsmanship.

Worker Assignments

All jobs allow flexibility to watch your swimmer's events.

Set-up/Clean-up

Set-up: Four parents per meet. Make sure lane lines are in the pool. Set up timing system. Make sure chairs and tables are placed where they are required. Blocks are in place and sound system is ready. Arrive one hour before warm-ups are scheduled to begin.

Clean-up: Four per meet. All equipment put away properly, restrooms cleared of debris and lost & found items, all areas cleaned up properly.

Starter

One official per meet. **MUST BE CERTIFIED.** Oversees a fair start.

Announcer

Call events (1st, 2nd, 3rd). Announce event that is on the blocks, on deck.

Officials

Six per meet. The Referee (one is required) has full authority over the meet and assures that all rules are being enforced. The Stroke & Turn Judges (4 required) watch swimmers as they race and report any violations of strokes and turns. All officials must be YMCA certified. If you are interested in becoming an official, please call Sarah Finkelmeier at 419-739-9622, or one of the coaches. Parents are encouraged to participate in these clinics. The cost of the certification will be covered by the YMCA.

Timers/Writers

2 per lane (12 per meet). Activate timing equipment for each lane. Careful attention is needed for this critical position. Special focus is needed for the start and finish of the race when operating the stopwatch. May record time on event slips.

Clerk of Course

Three per meet. Person to whom swimmers go to line up for their event.

Runner

One per meet. Pick up lane event slips from timers, D.Q. slips from officials after each heat/event and take them to scorer's table.

Ribbon Writers

One per meet. Label and divide place ribbons for each event. Record result on ribbons.

Concession Workers

Four per meet. Sell concessions during the meet. Set-up and tear-down food stand.

Back-up Timer

One per meet. This person will operate two stopwatches to replace any timer that has a problem.

Colorado System Operator

Two people per meet.

Computer Operator

Work with the Colorado System Operators to score the meet through the Meet Manager Program.

Swim Meet Lingo

Exhibition- a non-scoring swim event

DQ- disqualified; time is not official

Heat-entries are divided into groups of swimmers based upon the number of lanes in the pool. The slowest swimmers, based upon previous times submitted by the coach are entered in the first heat of the event, while the fastest swimmers are in the last heats of the event.

Seed-the starting position for a swimmer in the line-ups. Seeds are determined by the swimmer's best time (submitted by the coach) in comparison to the best times of the other swimmers.

I.M.-Individual Medley-one swimmer swims all four strokes in one event in the following order: butterfly, backstroke, breaststroke, and freestyle.

Medley Relay – This relay event consists of all four competitive strokes in the following order: backstroke, breaststroke, butterfly, freestyle.

False Start-leaving the starting block before the gun or horn sounds in an individual event; or leaving the block before the previous swimmer touches the wall on a relay event.

Clerk of Course-person or place event cards are picked up by swimmers.

The best way to become familiar with swimming lingo is to attend swim meets, ask questions, and take an active role in your child's swim program. Every parent was a first time swim parent!