



TEAM HANDBOOK

**SHORT COURSE SEASON
2010-2011**

WWW.WATERBURYBARRACUDAS.COM

WWW.WATERBURYMCA.ORG

MISSION STATEMENT

The mission of the Waterbury YMCA's Barracuda Swim Team is to prepare young athletes for success both in and out of the water. This is achieved by providing a positive, stimulating learning environment for age group swimmers; a challenging, individualized training environment for senior swimmers; and promoting the four core values of the YMCA of the USA in all team activities.

COACHING STAFF

Head Coach

RYAN WALKER

wbccoachryan@sbcglobal.net

Head Age Group Coach

LINDSAY OSBORN

Assistant Coaches

GEORGE FLAHERTY

STEFANIE KARAS

JOSEPH POLACO

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Volunteer USA-S Coach

RAY SNYDER

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PRACTICE SCHEDULE

Practice begins on Monday, September 13. This schedule will be in effect thru the end of 2010. Depending upon coach availability, the schedule may change at the start of 2011.

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------------|-------------|-------------|-------------|-------------|-------------|
| BRASS | 5:30 – 6:30 | NO PRACTICE | 5:30 – 6:30 | 5:30 – 6:30 | 5:30 – 6:30 |
| AGE GROUP | 6:30 – 8:00 | 6:30 – 8:00 | 6:30 – 8:00 | 6:30 – 8:00 | 6:30 – 8:00 |
| SENIOR / NAT | 6:00 – 7:30 | 6:00 – 8:00 | 5:30 – 7:00 | 6:00 – 8:00 | 6:00 – 7:30 |

If practice is cancelled due to unforeseen circumstances, a notice will be e-mailed to all families, as well as posted on the team's website. It is the parent's responsibility to ensure that an accurate e-mail address is on file with the head coach and the YMCA's aquatics director.

PRACTICE GROUPS

Practice groups are assigned by the coaches based on each swimmer's individual level of skill, age, and experience. Swimmers who begin the season in one group and come to meet the criteria of the next group may be advanced into that group. Likewise, swimmers who are not performing to the minimum expectations of their assigned group may be moved into a lower group at the coach's sole discretion. Practice attendance requirements are to be interpreted as just that: Minimum requirements. Swimmers who do not adhere to the minimum practice requirements will be subject to disciplinary action that may range from "benching" from a meet to dismissal from the team.

Group assignments are posted along with the practice schedule at www.waterburybarracudas.com.

DESCRIPTION OF PRACTICE GROUPS

NATIONAL

GROUP CRITERIA

Swimmers who have attained, or are within one second per 50 of, a YMCA Long Course or Short Course National Championship qualifying time in at least one event. The focus of this group is on preparation for the YMCA National meet.

PRACTICE REQUIREMENTS

Swimmers in this group are expected to attend all assigned practices.

SENIOR I

GROUP CRITERIA

Swimmers who have a New England YMCA qualifying time in at least one event, AND are within 5% of a YMCA LC National Cut in at least one event OR who have attained a CT-Swimming LC Senior Cut in at least one event. The focus of this group is on preparation for the Age Group and Senior Championship meets and ultimately qualifying for YMCA Long Course Nationals.

PRACTICE REQUIREMENTS

Swimmers in this group are expected to attend at least four practices per week.

SENIOR II

GROUP CRITERIA

Swimmers 12 years old and older NOT meeting Senior I criteria AND have attained, or are within 1 second per 50, of at least one New England YMCA or CT Swimming Senior qualifying time. The focus of this group is on preparation for major YMCA or USA regional championship meets and long-term goal setting.

PRACTICE REQUIREMENTS

Swimmers in this group are expected to attend seven out of every ten practices.

SWIMMERS IN THE NATIONAL OR SENIOR PRACTICE GROUPS WHO DO NOT ATTEND THE MINIMUM WEEKLY PRACTICE REQUIREMENTS WITHOUT BEING EXCUSED BY THE HEAD COACH WILL NOT BE ENTERED INTO THAT WEEK'S SWIM MEET.

AGE GROUP I

GROUP CRITERIA

Swimmers 12 years old and older NOT meeting Senior II criteria AND swimmers under the age of 12 who can complete the following practice sets:

- 8 x 100 Freestyle @ 2:00
- 4 x 100 Stroke @ 2:15
- 400 IM Continuous and Legally, regardless of time

The focus of this group is on refinement of the four competitive strokes, continuing to develop the swimmer's aerobic base, racing strategy, and short-term goal setting.

PRACTICE REQUIREMENTS

Swimmers in this group are expected to attend 6 out of every 10 practices.

AGE GROUP II

GROUP CRITERIA

Swimmers 8 years old and older NOT meeting Age Group I criteria AND can complete the following practice sets:

- 6 x 100 Freestyle @ 2:15
- 4 x 100 IM @ 2:30
- 500 Freestyle @ 10:00

The focus of this group is on continued development of the four competitive strokes, beginning to develop an aerobic base for longer events, and beginning race strategy.

PRACTICE REQUIREMENTS

Swimmers in this group are expected to attend three practices per week.

BRASS (Pre Age-Group)

GROUP CRITERIA

Swimmers 12 years old and younger NOT meeting minimum Age Group II requirements, and swimmers 8 years old and younger with LESS than one full year of competitive experience, or without four legal strokes. The focus of this group is on instruction in the four competitive strokes, including starts and turns.

PRACTICE REQUIREMENTS

Swimmers in this group are expected to attend three practices per week.

PRACTICE PROCEDURES AND POLICIES

FOR SWIMMERS:

1. All swimmers are to arrive on deck approximately 10 minutes prior to the start of their assigned practice, and must be prepared to swim – with suit, goggles, and cap (if applicable) – by the designated start time.
2. All swimmers in the Junior, Senior, and National practice groups should bring a water bottle or bottle of Gatorade or Powerade to practice each night. **NO CARBONATED BEVERAGES (ie, Sodas) OR ENERGY DRINKS (ie, Monster) WILL BE PERMITTED ON DECK.**
3. Swimmers who arrive excessively late, at the coaches discretion, may not be permitted to swim that evening. Swimmers who habitually arrive excessively late may be benched from a competition.
4. All swimmers are expected to swim for the entire practice. Swimmers under the age of 8 will only be permitted to leave early if picked up on deck by a parent or guardian. Swimmers under the age of 13 will only be permitted to leave early with a written note from the parent, or if picked up on deck by a parent or guardian. **COACHES WILL FOLLOW-UP ON WRITTEN NOTES.**
5. For safety concerns, 12 / under swimmers will not be permitted to go to the locker room on their own during the practice for any reason.
6. Each practice group (with the exception of the Senior and National groups) usually has one five-minute break approximately halfway through the practice for the purposes of using the restroom.
7. For safety concerns, all swimmers will be asked to remain in the lobby of the YMCA after practice until their ride has arrived.
8. Swimmers who will NOT be attending practice, and whose absences will exceed the number permissible for their specific practice group, **MUST** inform the coaches of the reason for their absence. The coaches will make a determination as to the absence being excused or not.

PRACTICE PROCEDURES AND POLICIES

FOR PARENTS:

Parents are welcome to stay on deck and observe during practices. However, we do ask that parents adhere to the following guidelines:

1. Parents are asked to remain in the pulled-out bleachers behind Lanes 1 and 2 only, and NOT in the closed bleachers along Lane 6.
2. Parents are asked to limit conversations with members of the coaching staff to the time just prior to or following practice, NOT during practice. Holding conversations with coaches during practices is a distraction to the process for all parties involved.
3. Parents are asked not to interfere with their child's practice, either by calling their swimmers out of the pool, approaching the pool and stopping their child to talk to them, "coaching" their child, etc.
4. Parents who are in violation of the parental code of conduct during will be reported to the head coach or Aquatics Director in consideration of disciplinary action.

YMCA SWIM MEET SCHEDULE

The following is the list of meets in which every member of the swim team is eligible to participate, assuming that their YMCA and team memberships are in "good standing." SPECIFIC MEET INFORMATION WILL BE AVAILABLE ON OUR TEAM'S WEBSITE.

| | |
|-----------|--|
| OCT TBA | 2 nd Annual YMCA National Virtual Meet |
| NOV 6 & 7 | Autumn Classic Championship Meet @ Northern Middlesex YMCA |
| NOV 13 | AWAY Dual Meet @ Southington YMCA |
| NOV 20 | AWAY Dual Meet @ Northwestern CT YMCA (Torrington) |
| DEC 4 | HOME Dual Meet vs Farmington Valley YMCA |
| DEC 11 | HOME Dual Meet vs Wheeler Regional YMCA |
| JAN 8 | HOME Dual Meet vs Meriden YMCA |
| JAN 15 | AWAY Dual Meet @ Western CT YMCA (Brookfield) |
| JAN 29 | AWAY Dual Meet @ Hamden / North Haven YMCA |
| FEB 5 | HOME Dual Meet vs Northern Middlesex YMCA |
| FEB 18-20 | Yankee Cluster YMCA Swim League Championships |

CHAMPIONSHIP MEET SCHEDULE, WITH ELIGIBILITY REQUIREMENTS

All dates are tentative.

| | |
|-----------|---|
| FEB 27 | Last Ditch Invitational Open to all swimmers who have attained minimum event qualifying time standards. Final opportunity to qualify for the New England YMCA Swimming Championships. |
| MAR 11-13 | New England YMCA Swimming Championships Open to all swimmers who have attained minimum event qualifying time standards, and who have participated in a minimum of 2 dual meets AND the Yankee Cluster Championship meet. |
| MAR TBA | YMCA Senior Invitational To be held just after the end of the HS boys season; will serve as a final opportunity for swimmers to represent their Y team for the season, to break team or league records, as well as a final opportunity to qualify for the YMCA Short Course National Championships. |
| APR 5-8 | YMCA Short Course National Championships Open to all swimmers age 12 & over who have achieved a minimum event qualifying time, and who have participated in 4 YMCA competitions since September 1, 2010. One of the 4 competitions MUST BE either the Autumn Classic meet, the Yankee Cluster Championship meet, or the New England Championship meet. |

SWIM MEET PROCEDURES AND POLICIES

TYPES OF MEETS

There are three types of meets in YMCA swimming: Dual- or Tri-Meets, Invitationals, and Championships. A DUAL MEET is a meet in which only two teams participate; a TRI MEET is a meet in which only three teams participate. Events are divided by age-group and gender, and “seeded” based on the swimmers’ best times in the events. There are 50 events in the summer season dual meets (see appendix). Keeping of team scores is at the discretion of the coaches. Awards are not given, and there is no additional fee to participate.

An INVITATIONAL meet is one in which several teams participate. Events are divided by age group and gender, and “seeded” based on the swimmers’ best times in the events. Invitational meets have many different events, and are often divided into “sessions,” where different age groups swim at different times. Team scores may or may not be kept. Individual awards for top swimmers in each event are given, and there are per-event entry fees to participate.

A CHAMPIONSHIP meet is one in which several teams participate. Events are divided by age group and gender and “seeded” based on the swimmers’ best times in the events. Championship meets have many different events, and are divided into “sessions,” where different age groups swim at different times. Team scores are kept and team awards are presented by age-group. Individual awards for top swimmers in each event are given, and there are per-event entry fees to participate.

DUAL MEET SIGN-UPS AND LOCK DATE

Meet check-in sheets will be posted on the pool deck approximately two weeks prior to each dual meet. Swimmers planning to participate in that meet must check their name off by the end of practice on the “lock date.” After this date, no swimmer will be added to the lineup for any reason. It is the swimmer’s or parent’s responsibility to check-in for each meet; the coaches will assume that any swimmer not checked-in is not participating in the meet.

NEW: Swimmers who check-in for a meet, and then do not attend a meet WITHOUT having informed the coaches with NOT be permitted to compete in the following meet. Swimmers ineligible for given meets due to disciplinary issues, frequent unexcused absences from practice, team registration issues or YMCA membership issues, will not be listed on the check-in sheet and will not be permitted to compete.

If for whatever reason you cannot make it to the pool to check-in for a meet, you may send an email to wbccoachryan@sbcglobal.net stating that you will be attending a given meet.

INVITATIONAL AND CHAMPIONSHIP MEET SIGN-UPS AND LOCK DATES

Invitational and Championship meet information will be placed in each family's mailbox several weeks prior to each meet. The "lock date" will be included in this information, and is typically a few days before entries – and entry fees – must be sent to the meet host. Entry forms must be returned to Coach Ryan, AND entry fees for each swimmer must be paid in full, by the lock date; otherwise, the swimmer will NOT be entered into that meet.

AS THIS IS A COMPETITIVE SWIM PROGRAM, ALL SWIMMERS ARE EXPECTED TO PARTICIPATE IN THE END-OF-SEASON CHAMPIONSHIP MEETS FOR WHICH THEY ARE ELIGIBLE. Swimmers who do not participate in a Championship meet for which they have qualified may, at the discretion of the coaching staff and YMCA Aquatics Director, be wait-listed for the following season prior to being accepted onto the team.

SWIM MEET PROCEDURES

1. All swimmers must arrive at the pool and check in with their coach by the specified "on deck" time. This is to give the swimmers time to get situated, changed, etc, and be prepared for our assigned warm-up times. Swimmer not at the pool by the warm-up time will be "scratched," or removed, from the meet.
2. If you are running late for a meet for any reason, please call or text Coach Ryan and let him know so that you are not scratched from the meet.
3. All swimmers must bring their suit, towel, and goggles to the meet. Swimmers may also bring deck chairs (the collapsible folding camping chairs are popular) to all home meets and some away meets.
4. All swimmers (with the exception of high school boys) are expected to purchase a team suit and cap, which should be worn ONLY at swim meets.
5. Swimmers must stay until the conclusion of the meet. If for whatever reason a swimmer needs to leave the meet early, they must let either Coach Ryan or Coach Lindsay know before they depart. NEW: Any swimmer entered into a relay event who leaves prior to the conclusion of a meet without letting a coach know will be benched from the following meet.

PARENT VOLUNTEERING

All home and away dual- and tri- meets are run and organized entirely by parent volunteers from the participating teams. A list of jobs and descriptions is available in the appendix. A sign-up sheet for each meet will be posted at about the same time as the meet check-in sheets.

Volunteering assignments for Invitational and Championship meets are determined based upon the size of each team's entry. For example, a meet host may determine that for every 10 swimmers entered by a team into a meet, that team must provide one timer, or something equivalent. Most meets will also identify penalties for failure to provide a volunteer for a meet, ranging from fines against the team to removal from the meet. Solicitation of volunteers for these meets will typically be done by e-mail.

NEW: The Barracuda Parents Organization has finalized a new parent work policy that will be put into practice for the 2010-2011 swim season. It is a credit-based system, in which all families are responsible for earning a given amount of credits throughout the swim season. Please familiarize yourself with this policy once it is published.

USA SWIM MEET SCHEDULE

The list of the swim meets in which those swimmers who are registered with USA Swimming will compete will be posted online by the end of September. Because of the extra time and financial commitment that comes with participation in USA-S competitions, enrollment with USA-S is optional, and also requires the approval of the head coach. If you have an interest in participating, please see Coach Ryan for more information.

APPENDIX A

SUMMER SEASON ORDER OF EVENTS

EVENT EVENT

- | | |
|--------------------------------------|---|
| 01 Co-ed 13/o 200 yard Medley Relay | 26 Girls 9/10 50 yard Butterfly |
| 02 Co-ed 11/12 200 yard Medley Relay | 27 Boys 11/12 50 yard Butterfly |
| 03 Co-ed 9/10 200 yard Medley Relay | 28 Girls 11/12 50 yard Butterfly |
| 04 Co-ed 8/u 100 yard Medley Relay | 29 Boys 13/o 100 yard Butterfly |
| 05 Boys 13/o 100 yard Freestyle | 30 Girls 13/o 100 yard Butterfly |
| 06 Girls 13/o 100 yard Freestyle | 31 Boys 8/u 25 yard Backstroke |
| 07 Boys 8/u 50 yard Freestyle | 32 Girls 8/u 25 yard Backstroke |
| 08 Girls 8/u 50 yard Freestyle | 33 Boys 9/10 50 yard Backstroke |
| 09 Boys 9/10 100 yard IM | 34 Girls 9/10 50 yard Backstroke |
| 10 Girls 9/10 100 yard IM | 35 Boys 11/12 50 yard Backstroke |
| 11 Boys 11/12 100 yard IM | 36 Girls 11/12 50 yard Backstroke |
| 12 Girls 11/12 100 yard IM | 37 Boys 13/o 100 yard Backstroke |
| 13 Boys 13/o 200 yard IM | 38 Girls 13/o 100 yard Backstroke |
| 14 Girls 13/o 200 yard IM | 39 Boys 8/u 25 yard Breaststroke |
| 15 Boys 8/u 25 yard Freestyle | 40 Girls 8/u 25 yard Breaststroke |
| 16 Girls 8/u 25 yard Freestyle | 41 Boys 9/10 50 yard Breaststroke |
| 17 Boys 9/10 50 yard Freestyle | 42 Girls 9/10 50 yard Breaststroke |
| 18 Girls 9/10 50 yard Freestyle | 43 Boys 11/12 50 yard Breaststroke |
| 19 Boys 11/12 50 yard Freestyle | 44 Girls 11/12 50 yard Breaststroke |
| 20 Girls 11/12 50 yard Freestyle | 45 Boys 13/o 100 yard Breaststroke |
| 21 Boys 13/o 50 yard Freestyle | 46 Girls 13/o 100 yard Breaststroke |
| 22 Girls 13/o 50 yard Freestyle | 47 Co-ed 8/u 100 yard Freestyle Relay |
| 23 Boys 8/u 25 yard Butterfly | 48 Co-ed 9/10 200 yard Freestyle Relay |
| 24 Girls 8/u 25 yard Butterfly | 49 Co-ed 11/12 200 yard Freestyle Relay |
| 25 Boys 9/10 50 yard Butterfly | 50 Co-ed 13/o 200 yard Freestyle Relay |

* Co-ed relays will include at least one male and one female member. *

APPENDIX B

SWIM MEET JOB DESCRIPTIONS

TIMER

An important, but easy, job, and very easy to learn. Two to three timers are assigned per lane to record the times of each swimmer in that lane. Two timers are assigned as “backup” timers in the event that a stopwatch malfunctions in any lane. For home meets, we like to get two timers per lane and one backup out of our families, with the rest coming from the visiting club; for away meets, we try to provide at least one timer per lane. A great way to get close to the action.

OFFICIAL**

Probably the most important job on the deck. Responsible for overseeing the conduct of the meet, identifying swims as legal, and making the results official. Requires attendance of a 4-hour training course, usually early in November, which is reimbursed by the team. Certification lasts for three years. At present we have two certified officials, but we want to triple that number this year. Good idea for any parents that want to learn more about the sport and be more involved in the action.

TIMING SYSTEM OPERATOR**

Works the timing system, ensuring that it is running and recording times properly. NOT responsible for set-up or packing-up, just running it. Ryan will conduct training sessions for anyone interested in this on May 27th during practice. Volunteers would then be able to watch and assist an experienced parent at the first home meet. Easy to learn.

MEET MANAGER**

Responsible for downloading the times from the timing system into the scoring software. NOT responsible for set-up or packing-up, just running it. Ryan will conduct training sessions for anyone interested in this on May 28th during practice. Volunteers would then be able to watch and assist at the first home meet. Yet another easy job to learn.

RUNNER

Easiest job. Collects timer sheets after every few events from the timers and carries them to the Meet Manager.

CONCESSION STAND COORDINATOR

Most important job from a team fiscal standpoint; responsible for getting 3 to 4 volunteers to help with set-up, sales, and clean-up; for organizing and acquiring food donations from team families; and for recording money earned to the aquatics director for deposit in the team account.

PROGRAM SALES

Sells meet programs prior to the meet. Returns money collected and unsold programs to the concession stand just after the start of the meet.

APPENDIX C

MORE SOURCES OF INFORMATION

TEAM WEBSITE:

www.waterburybarracudas.com

Updated frequently with meet updates, results, directions to pools, team records, etc.

SWIMMER MAILBOXES:

Found by the entrance at the deep end of the large pool. Check once per week for any important notices, best time ribbons, etc.

FOR PARENTS:

www.usaswimming.org – Parents Tab

Contains a wealth of information for the new and experienced swimmers on what to expect as your child progresses through a swim program.

www.ymcaswimminganddiving.org

www.ctswim.org

www.usaswimming.org

www.swimmingworldmagazine.com

www.waterburyymca.org

Barracuda Code of Conduct

At all Barracuda Swim Team events – including practices and competitions – swimmers are expected to uphold the YMCA core virtues of Honesty, Caring, Respect, and Responsibility in all of their actions. It is to that end that we have devised the Barracuda Code of Conduct.

All members of the Barracuda Swim Team are expected to:

- Participate in and complete all assigned practices
- Compete in all events assigned by the coaches
- Put forth an honest effort in all practices
(no skipping laps or spending too much time in the bathroom)
- Swim at 100% effort in all competitions
(no “saving it up” for a later race or meet)
- Assist younger team members at practices and competitions
(getting to the right lane, putting on caps and goggles, etc.)
- Be supportive of all teammates, win or lose
- Demonstrate good sportsmanship towards members of other teams, win or lose (stay in the water until all swimmers in your heat have finished)
- Be ready to swim upon arrival on deck, practice or meet
(no hanging around until 6:00, and then getting changed)
- Use appropriate language at all activities
- Serve as positive role models for the younger members of the team

Failure to adhere to these expectations may result in disciplinary action, including:

- Warning
- Clean-up duty after practice
- Removal / benching from practice
- Benching from the following meet
- Referral to YMCA Director for removal from the team

I have read and understand that I am expected to follow all of the guidelines above. I also understand that there will be disciplinary action should I fail to meet these expectations.

Swimmer's Signature

Parent's Signature

Date

All new team members must return this form to Coach Ryan by September 30. Swimmers will not be permitted to practice or compete without this form on file.

Waterbury YMCA Barracudas

Parent Code of Conduct

- **ALL PARENTS ARE REQUIRED TO READ AND SIGN THIS CODE OF CONDUCT PRIOR TO THEIR CHILD BEING ABLE TO PARTICIPATE ON THE TEAM.**
- Parents are expected to practice teamwork with all parents, swimmers and coaches by supporting the values of discipline, loyalty, commitment and hard work. Compliance with these practices will result in setting a great example for their swimmers and others.
- Parents are representatives of the team and are therefore expected to adhere to the code of conduct that the swimmers are required to adhere to.
- To assure the maximum performance level for our swimmers:
 - Swimmers-Swim
 - Coaches-Coach
 - Officials-Officiate and
 - Parents-Parent
- To maintain the YMCA core values of Caring, Honesty, Respect and Responsibility we require our parents to refrain from criticizing, name-calling or the use of abusive language or gestures directed towards the coaches, officials, and/or any participating swimmer.
- Parents are not allowed on deck at meets unless they are a designated worker or an official. If a parent is working at a meet, they cannot use that job to contact their child. Parents must remain in the designated parent seating area.
- To allow the coaches to coach all parents are required to only sit in the bleachers at the deep end of the pool behind lanes 1 and 2 during practice. During practice parents are not allowed anywhere else on the pool deck or to communicate with their child.
- To allow maximum coaching time for each group we require communication with the coaches is via telephone or e-mail. Anyone wishing to have a meeting with the staff needs to set up an appointment. Further, communication with the coaches shall be restricted to before a coach's first practice, or after the last practice on any given day. Parents should not speak with the coaches for any reason during practice sessions.

Concession Stand

Each family will be required to contribute \$20 per swimmer to the concession stand fund to purchase concessions for the year no later than October 15th.

Parents Association

All families are members of the Waterbury Barracuda Parents Association. Each family receives one vote. Look for information about meetings in your e-mail, swimmers mailbox, or posted at the pool deck. If you are interested in a board position please contact President Nancy Belden ASAP.

Volunteer Policy

To assure equal distribution of parent participation and allowing all parents and equal opportunity for them to see their children, each Family must earn a minimum of 4 home meet credits and 2 road meet credits for swimmers to compete in championships.

Families must earn at least one credit for each home meet and one credit for every two road meets their swimmer competes in.

Credits can be earned in the following ways

Time ½ a meet = 1 credit

Concessions ½ a meet = 1 credit

Officiate entire meet = 2 credits

Colorado Operator entire meet = 2 credits

Meet Manager entire meet = 2 credits

Meet Coordinator = 6 credits (meets all requirements) **[WBPA elected position]**

Volunteer Coord. = 6 credits (meets all requirements) **[WBPA elected position]**

Meet Coordinator and Volunteer Coordinator will be responsible for making sure all home and road meets are properly staffed and requirements for credits are tracked.

Volunteer and Meet Coordinators will create a list of assigned jobs for each meet and post the list on the Friday prior to the meet – any person scheduled

to work who does not show for their assignment will be assessed a \$50 penalty.

Any family who does not show for two scheduled assignments, their swimmers will no longer be allowed to compete in meets.

USA Parents Volunteer Requirements

All USA Swimming parents are expected to volunteer for every USA meet that their children compete in. The USA parents will be expected to work these assignments out among themselves based on our required volunteers per session. At USA meets parents must fulfill all of our volunteer requirements.

Meet Job Descriptions

The following outlines the jobs that are required to run a meet, including a brief description of what the job entails and the time frame required. A “session” starts at the time of warm-up and ends after the last event. Please note that some jobs require that you be available to work before a session begins or after it ends.

Meet Supervisor: Organize the meet, identify and coordinate meet workers and assist the Meet Referee the day of the meet to ensure that everything runs smoothly and efficiently. *Time estimate:* 2-3 hours prior to meet plus meet session(s).

Officials:

Referee: Responsible for running the meet once the warm-up session has started. Gives instructions to other officials working the meet. Must be certified level II YMCA official. Training for position set by Connecticut Swimming. *Time estimate:* Meet session.

Starter: Reports to Referee. Responsible for starting the swimmers from the blocks. Certified level II YMCA official. Training for position set by Connecticut Swimming. *Time estimate:* Meet session.

Stroke & Turn: Reports to Referee. Insures that strokes and turns are done legally. Illegal strokes/turns are reported to the Referee and the swimmer is disqualified (DQ'd). Responsible for speaking with swimmer to identify what was done incorrectly. certified level I YMCA official. Training for position set by Connecticut Swimming. *Time estimate:* Meet session.

Meet Manager: Responsible for running the swim meet computer program. Includes, scratches, heat lane assignments and retrieving results from the Colorado system and printing event results. Training on the computer is required; length of training is based on an individual's understanding of the program and comfort level in operating the computer at a meet. *Time estimate:* Meet session plus pre-session preparation time and post-session completion of results.

Colorado Timing System: Operate the timing system that is used to record the swimmers' times. Training on this system is required and is usually done during a meet; length of training is based on an individual's understanding of the system and comfort level in operating it during a meet. *Time estimate:* Meet session.

Head Timer: Responsible for stopwatch and recording of times in a lane. *Time estimate:* Meet session.

Timer: Responsible for operating the stopwatch to record a swimmer's time on the timer sheet. These times are used as a back-up time in case the touch pads of the Colorado Timing system do not function properly. In addition to operating the stopwatch one timer operates the back-up button of the Colorado Timing system. *Time estimate:* ½ meet session or entire meet session depending on volunteer coordinators discretion.

Runner: Responsible for distributing and retrieving timer sheets during the meet. *Time estimate:* Meet session.

Concession: Work in Concession area preparing, stocking and selling food, and meet items such as programs. *Time estimate:* as determined by concessions coordinator. Individuals working the last session of the day should be prepared to assist with clean up.

Barracuda Store: Responsible for selling items from the store. *Time estimate:* Meet session.

I HAVE READ AND UNDERSTAND ALL OF MY REQUIREMENTS AS A PARENT AND AGREE TO ALL THE ABOVE CONDITIONS.

Signed: _____ Date: _____

E-mail: _____

(we need e-mail to effectively communicate when the need arises)