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## Penobscot Bay YMCA Sailfish Swim Team

# PARENT HAND BOOK 2018-2019



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TEAM WEBSITE:  
<https://www.teamunify.com/Home.jsp?team=yymca-2541>

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## Introduction

Welcome to the Penobscot Bay YMCA Sailfish Swim Team! This handbook will serve as your introduction to the team. It is intended to give you an idea of how the team operates and functions. In addition, this handbook will provide the expectations of swimmers and swim parents for the season.

The Sailfish Team is registered with the YMCA and USA Swimming leagues. All swimmers have the option to join USA Swimming. We offer year-round opportunities for training and completion. The Sailfish team averages 100 swimmers during the main season. We are prepared to help swimmers of all abilities develop both as student athletes and as individuals, with proficiencies gained to help athletes become both motivated leaders and role models in our communities.

## Coaches Philosophy

Our coaching philosophy is to develop an atmosphere that promotes individual development in and out of the pool. As student athletes, we work on development of the team through a commitment to hard work, goal setting, personal achievement, self-discipline, and team spirit.

We want our swimmers to gain continuous confidence, which comes from challenging themselves as swimmers and building positive relationships that lead to good sportsmanship and teamwork. Regardless of any swimmers' abilities and goals, the Y's Sailfish team is there to support every athlete in every practice. Swimmers who wish to engage in other extra-curricular activities are encouraged to do so as it develops well-rounded individuals. We also recognize that family activities and academic achievements are considered higher priorities than swimming. We try to make sure the swimmers understand that goals should be associated closely with the amount of time they are willing to spend working toward those goals.

We challenge each swimmer to do their best. While swimmers develop at different rates, swimmers of different ages require different types of training, regardless of their speed or experience. We will work with the swimmers to help set short-term and long-term goals as individuals and as a team.

Our goal is to cultivate a lifelong love for the sport of swimming in each athlete and create the foundation for each swimmer to be successful at this level and beyond.

## Sign Up/ Registration

In order to participate, swimmers must register and pay dues.

National YMCA policy states that swimmers must be members of their team's YMCA. Discussion of membership options occurs at the Welcome Center Desk. Families who need financial assistance should speak to Member Services to fill out a simple application for assistance. Please do not hesitate to ask about this option as the YMCA provides financial assistance to many people in our community.

## Swimmer Responsibilities

All swimmers have certain responsibilities to remain in good standing on the team. Swimmers not in good standing risk losing ongoing participation on the team. We ask swimmers, regardless of age, to follow our rules and regulations.

- Follow all YMCA rules when on YMCA grounds or events;
- Show up to practices and meets on time with the necessary equipment and a good attitude;
- No unsportsmanlike conduct or disrespect;
- If illness requires you to miss school, please stay home from practice;
- Communicate with the coaches you are not going to be able to attend a practice or meet;
- Attend all home dual meets and the YMCA State Meet; and
- Participate in team fundraisers and team events

## Parent Responsibilities

The Pen Bay Sailfish is a parent-run organization and a Y team. We need every family to participate in some function to make the season a success. All parents have responsibilities in order to assist the coaches in creating a safe, fun, and respectful atmosphere on our team. These responsibilities include the following:

- Being familiar with the standard of conduct and helping their swimmers meet this standard;
- Communicating concerns and issues to the coaches in a timely and appropriate manner by emailing the coaches with questions or to set up a meeting time;
- Refraining from disturbing the coaching staff on deck or during practice times;
- Checking the team website for updates;
- Ensuring your swimmer is on time to practices and meets;

- If an absence is anticipated for a practice or lateness occurs do to an unforeseen event, please contact the coach as soon as possible;
- Either commit or decline for all meets and events on the team's website by Tuesdays at noon;
- Ensuring your swimmer is behaving appropriately in the changing rooms and in the other areas of the YMCA;
- Maintaining your swimmer's mental and physical preparedness for meet and practice participation;
- Keeping your swimmer healthy and well rested;
- Ensuring your swimmer has the appropriate equipment with which to train and compete;
- Participating in fundraising events that benefit the team and utilizing the website to sign up for events; and
- Participating in the Sailfish origination in some capacity especially during swim meets.

It is our experience that the swimmers who are most successful have parents who encourage their children and are involved in the team functions. Your child wants you to cheer when they succeed and encourage them when they struggle. Please permit coaches to do the coaching.

In order to further assist the coaching staff in focusing their attention on the swimmers during practices, we request that parents do not approach their children during practices or meets. If your child approaches you, please be certain that permission was requested from a coach first. It is very important for your swimmer's progress that each develops a quality swimmer-coach relationship.

## Home Meet Responsibilities

Aside from getting your swimmer to the meet on time and prepared (well rested, fed and with proper equipment), parents are responsible for running our home meets. Every parent is responsible for providing something for our concession stand. The concession stand is our biggest fundraiser each year. The money we make helps to provide equipment for the team as well as to cover the cost of awards, travel expenses, and trainings for coaches and officials.

**The following are the roles needed for home swim meets. Posted sign-up sheets will be on the team website for you to easily volunteer.**

**Concession Help:** We run the concession booth; if we have enough volunteers helping, volunteers can rotate so that no parent ever misses their child's swim.

**Timers:** We need 17 timers and 1 head timer for each meet. These volunteers get the best seat in the house! Timing is not difficult and you do not need to fear messing up as we have a back up to the back up.

**Set up and clean up:** We need on average 6 people to help out for an hour before the meet and 30 min after the meet to get everything prepared for an amazing event.

**Officials:** We need at least 5 officials for the meets. We will send interested candidates to become certified at a class. This is another position that is on the pool deck and will get you to have a great view of your swimmer's race and if you officiate at state championships.

**Timing System Booth:** We help run the computers that operate and record the meet. Training can happen immediately. This is a very valuable position that requires the ability to multi-task and stay alert.

**Admission and Heat Sheets:** We need two volunteers to print and sell heat sheets. For USA Swimming meets, we also need these volunteers to collect admission.

**50/50 Raffle:** We need two people to organize and sell raffle tickets.

**Meet Announcer:** We need to announce the events during the swim meet.

**Awards:** We need help organizing and preparing awards for swimmers after swim meets.

## Volunteer Opportunities

Throughout the year, the Sailfish parent group fundraises money to buy equipment for the team, pay costs of awards, training for coaches and officials, travel expenses and team events. We need every family to participate! The parent board helps to organize all aspects of the swim team besides the actual coaching and is vital to the team's existence. Our events are fun ways for the team to get together.

### List of fundraisers requiring a parent chairperson & volunteers:

- Megunticook Race Festival (Race Route and Concession Volunteers)
- Flatbread Fundraiser/Silent Auction/50-50 Raffle
- Thanksgiving Pie Sale
- YMCA Turkey Trot Breakfast
- Swimming for a Cause (formerly the Aquathon)
- YMCA Boat Auction Concession Booth
- Hannaford Rewards Card
- YMCA Can/Bottle Recycling

### Parent Advisory Board & Other Volunteer Opportunities:

- Sailfish Parent Leader
- Sailfish USA Swimming Parent Leader
- Treasurer
- Secretary
- Sponsorship Leader
- Sponsorship Heat Sheet Designer
- Apparel Leader
- Photographer
- Media Newspaper Volunteer

- Sailfish Record Board Volunteer
- Volunteer to organize swimmer folders

#### **Chairperson & Committee for the following Sailfish Events:**

- Sailfish Open House
- Sailfish Picnic
- Poster/T-Shirt signing gathering
- Spaghetti Dinners
- Sailfish Banquet

## **Communication**

The primary method of communication is the swim team website. Please check the **team website** frequently to make sure you have the latest news. On the website, you will find information about upcoming meets and sign-ups for tasks needed to put on a home meets. Please update your emails; emails are sent using a blind cc so that your email will not be listed in the received line.

## **Swim Groups**

Practices groups are divided by what the swimmers can accomplish in practice. We will be evaluating all swimmers continuously. Swimmers may be moved up or down throughout the season depending on how they are practicing. All group placements or group moves are the sole decision/responsibility of the Sailfish coaching staff.

## **SAILFISH BLUE**

**Prerequisite:** Swimmers must have 0-1 year of swim team experience and must be able to pass the Y swim test. Swimmers need to have begun to learn rotary breathing for Freestyle. Swimmers need to be able to complete 25 yards of freestyle and backstroke to qualify for this group.

**Group Goals:** The beginner level focuses on stroke development and technique, building endurance, and learning how to be a competitive swimmer.

**Attendance Goals:** The Blue group meets 2X/week. They are required to attend home meets only and away meets are optional.

## **SAILFISH BRONZE**

**Prerequisite:** It is preferred that swimmers have at least 2 years of swim team experience and the typical age range is 9-12. Swimmers must be able to swim 25 yards of all four strokes legally, perform a legal 100 IM, and be able to swim 100 yards continuously of freestyle, backstroke, and breaststroke.

**Group Goals:** This level focuses on stroke technique, interval training, building endurance and developing an understanding of race strategy.

**Attendance Goals:** Swimmers are required to participate in 3 practices per week. Due to ongoing learning stroke progressions, the swimmer should maintain weekly attendance throughout the duration of the season for maximum development and improvement. At this level, participation in both home meets and away meets are required.

## **SAILFISH SILVER**

**Prerequisite:** Swimmers must have at least 2 years of swim team experience. The typical age range is 11-14 years old, as well as Maine Junior Olympic Qualifiers who are under the age of 12.

**Group Goals:** This group is for motivated swimmers who have demonstrated their ability to keep up with the pace of workouts at this level. Swimmers need to be able to complete a legal 200 IM and are looking to achieve National "BB" Times or better in their age group. They should consider registering for USA Swimming. Swimmers must be legal in all four strokes, have the ability to follow workouts independently and have a strong work ethic.

**Attendance Goals:** Swimmers are required to attend four practices per week and there is optional strength training and yoga. At this level, participation in both home meets and away meets is required.

## **SAILFISH GOLD**

**Prerequisite:** Swimmers must have obtained at least two swim times that are equal to or better than the 13 & 14-year-old National Age Group Motivational "BB" Times. The typical age range is 12 years and older. Swimmers must be able to complete 10 x 100-yd Freestyle @ 1:30 swimming interval cycle. A USA swimming membership is strongly encouraged.

**Group Goals:** Swimmers in this group are passionate, driven, and dedicated to being the best swimmer they can be. This group is designed for current/future Sectional or National qualifiers as well as swimmers who plan to swim in college; it is high intensity and highly technical.

**Attendance Goals:** Swimmers are required to attend all practices. There are five swim practices a week and strength training and yoga is expected. At this level, participation in both home meets and away meets are required.

## **Practices**

### **Days/Times:**

- **Blue Group: Tuesday and Thursday 5:00PM – 6:00 PM**
- **Bronze: Monday, Wednesday, and Friday 5:00 PM – 6:00 PM**
- **Silver: Monday through Thursday 6:00PM – 7:30PM**
- **Gold: Monday through Friday 3:30 PM – 5:00 PM**

**Mornings: We will be offering morning practices for qualified Gold swimmers 6:00 AM – 7:00 AM.**

**Swimmers are encouraged to attend all practice sessions that they are eligible to attend. Please notify the coaches if your swimmer will be absent from any practice.**

## **Season**

Pre-season starts after Labor Day and runs until the Fall/Winter season begins. The Fall/Winter season begins in October and continues through the last meet a swimmer is eligible to attend. Swimmers who participate in a minimum of 3 YMCA meets and meet all other team requirements are eligible to swim at the YMCA State Championship the first weekend in March.

Some swimmers may qualify for additional meets that may be held as late as mid-April. A swimmer is encouraged to practice with the team until their last meet. Once a swimmer competes in their last meet, they are finished with their season. Our Spring/Summer Season usually begins in mid-April.

The Spring/Summer Season usually lasts from mid-April until the swimmer's last eligible meet, which is held traditionally in late July.

There is a separate registration fee for Pre-Season, Fall/Winter Season, and Spring/Summer Season.

## Equipment

The Y and the team provide swimmers with regularly used equipment such as fins, kickboards and pull buoys. Swimmers must provide the following equipment and accessories for themselves:

- Snorkel and Paddles (**Silver and Gold only**)
- Goggles
- Swim cap
- Water bottles
- Practice suit (Swimmer need a durable suit that can withstand pool chemicals. It is not necessary or recommended to purchase an expensive suits/styles for practice)
- Team suit and team cap (This suit is used for swim meets only.)

## Swim Meets

YMCA swim meets include dual, closed and invitation meets. These meets are held almost exclusively on Saturdays. Home swim meets are held at the Penobscot Bay YMCA. The away meets are scheduled at any of the other 15 YMCA pools in Maine. The meet schedule will be posted on the team website. As soon as a swimmer knows which meets they are unavailable to attend for the season, they need to accept or decline to participate in the meet on the team website. This allows completion of rosters with more accuracy.

Swimmers compete against swimmers within their age group. A swimmer's age is determined by **how old they are on December 1 of the current season**. Age groups are 8 & under, 9-10, 11-12, 13-14, and senior 15-18. Some meet formats have non-gendered, and/or multi aged events; not all meets are scored as team results. Swimmers generally swim 3-4 times per meet and meet ribbons are awarded based on race finish. Meets can last from 2 ½ to 4 + hours.

There should never be any glass, hot beverages, or street shoes on the pool deck at any time.

Swimmers should bring warm clothes to wear on deck and an extra towel. Swimmers should plan to sit with the team for the duration of the meet. If a swimmer is unable to attend a scheduled meet due to illness or other extenuating circumstances, they **MUST** notify the coach as soon as possible before the meet in question.

**Dual Meets/Invitational Meets:** All swimmers are strongly encouraged to participate in at least 3 dual or invitational meets each year.

**Invitational Meets:** Invitational meets are held both home and away. Away invitationals usually include an additional meet fee to be paid by the swimmer before the swimmer can be registered for that meet.

## **YMCA State Championships**

To be eligible for States, a swimmer must have participated in at least 3 dual meets over the course of the season and still be in good standing with the Y and the team. Every Sailfish swimmer is encouraged to participate in this meet. The team covers the individual entry fees for this meet. The State Meet is held at the University of Maine at Orono on the first weekend in March. The sessions are split according to gender and age-group. The actual schedule will be available in early January. It is critical that swimmers entered in this meet attend. Swimmers who do not show up may affect other swimmers on the team. The swimming events that each swimmer will participate in at this meet are selected by the coach. Every effort is made to put the swimmer in events where they have the best chance for the highest level of success. Swimmers may swim a maximum of 3 events. Some swimmers may only swim 2 times for various reasons. Transportation to the state championship meet is the responsibility of each swimmer. If transportation is an issue for participation in the meet, let the coach know as soon as possible so that arrangements can be explored.

**Meet website:** [www.maineymcaswimming.org](http://www.maineymcaswimming.org)

## **New England YMCA Championships**

Unlike the YMCA State meet, the New England YMCA Championship meet has cut off times, which require a swimmer to have qualifying times to be eligible to swim any event at this meet. This meet takes place in Boston at MIT. The relay events at this meet do not have qualifying times. Participation in this meet is not required even if a swimmer achieves qualifying times. A swimmer will compete in the age group that they are eligible for as of the first day of the meet. Transportation and accommodations are each swimmer's responsibility. As with the state meet, if transportation is an issue for participation in the meet, let the coach know as soon as possible so that arrangements can be explored.

**Meet website:** <http://www.teamunify.com/ymcane>

## National YMCA Championships

The National YMCA Championships are held in North Carolina each April. Unlike the State and New England Championships, which are age group meets, Nationals are made up of one division. The Championship is for the senior division which is made up of swimmers who are 12 years and up that have completed a faster swim time than an established qualifying time. All eligible swimmers are encouraged to set a short or long term goal of making entry into this meet. It is by far one of the top swim experiences an age group swimmer can participate in as a Y swimmer. All travel costs are the responsibility of each swimmer, although the swimmer may engage in authorized fundraising activities to help offset costs. Swimmers may be responsible for a portion of the coach's travel expenses for this meet.

**Meet website: [www.ymcaswimminganddiving.org](http://www.ymcaswimminganddiving.org)**

## USA Swimming League

There are swim teams in Maine that are not YMCA teams. There is a national USA team charter. Members of this charter are eligible for any USA meet held in the United States. YMCA teams are allowed to charter a team and be a part of Maine Swimming Inc., the governing organization for all Maine USA swim teams. The Penobscot Bay YMCA Sailfish Team is such a member.

Benefits of USA Swimming include, but are not restricted to, the following:

- Swimmers get the opportunity to pick and choose which meets and events in which to participate, unlike a Y meet where the coaching staff selects the events; and
- Additional exposure to more racing and unusual events.

USA Swimming has a separate registration process and fee. USA meets have additional fees involved, including entry fees and coach's travel fees. USA meets usually require payment at the time entries occur, which may be up to one month prior to the meet. Unlike YMCA swimming, USA swimmers swim in the age group of their actual age.

**[www.usaswimming.org](http://www.usaswimming.org)**

**[www.maineswimming.org](http://www.maineswimming.org)**

## Coaches Contacts

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## Swim Glossary

**BLOCK** - the starting platform

**CONSOLATIONS** - the second fastest heat in the finals; these swimmers cannot move in to the finals for places

**CUT** - qualifying time and/or a time standard necessary to attend a particular meet or event

**DQ** - disqualified; occurs when a swimmer has committed an infraction

**DRILL** - an exercise involving a portion or part of a stroke; primarily used to improve technique

**DRYLAND TRAINING or DRYLAND** - training done out of the water that aids and enhances swimming performance; usually includes stretching, calisthenics and/or weight training

**EVENT** - grouping of the stroke, distance, and age group during a swim meet

**EXHIBITION** - competing in a heat with no points earned by exhibition swimmer; time is official

**FALSE START** - occurs when a swimmer is moving before the start buzzer is sounded (USA & YMCA meets)

**FINAL** - championship heat of an event in which the top swimmers from the preliminaries compete

**FLAGS** - backstroke flags placed 5 yards (short course) or 5 meters (long course) from the end of the pool

**HEAT** - specific race in an event with race numbered by heat and generally final heats are the fastest times

**HEAT SHEET** - list of events and heats for a particular meet in the order of starts, including swimmer's names and lane

**I.M.** - individual medley; event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle

**OFFICIAL** - judge on the deck of the pool at a sanctioned competition who enforces rules (three types: stroke and turn judges, starters, and referees)

**PACE CLOCK** - large clock with a large second hand and a smaller minute hand and used to check pace or maintain intervals in practice (could also be digital)

**PRELIMS** – preliminaries, or heats/trials, and how swimmers qualify for the championship and consolation finals

**RELAY** - event where four swimmers of a team swim a race together for a team

- free relay is where each swimmer performs just freestyle
- medley relay is where each swimmer performs strokes in the following order: backstroke, breaststroke, butterfly and freestyle

**SENIOR SWIMMING** – swimmers 12 & older who compete in open (no age group) competition

**SCRATCH** - withdrawal from an event in a competition

**SPLIT** - a time recorded from the official start to the completion of an initial distance within a longer event, or the time for one of the four individual strokes in a relay (under certain conditions, splits may also be used as official times)

**SCY** - short course yards in meets where the pool length is 25 yards. (less common in pools using meters would be SCM/25 meter pool and LCM/50 meter pool)

**TIME TRIAL** – timed swim only and is not part of a regular meet (top 60-00 on the time clock)

**TOUCH PAD** – large, sensitive board at the end of each lane where a swimmer's finish is registered and sent electronically to the timing system