

YMCA Cape Cod Makos

Team Handbook

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www.ymcacapecodmakos.com

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About YMCA Cape Cod Makos

1.01 Makos Philosophy

As a part of the YMCA Cape Cod, the Makos embody the YMCA's four core values of:

- Caring
- Honesty
- Respect
- Responsibility

With these four values in mind, we develop the individual in a team atmosphere to be successful in swimming and life.

1.02 Vision Statement

We, the YMCA Cape Cod Makos, are committed to making every swimmer matter and providing a safe environment and the tools they need to grow personally and athletically.

1.03 Mission Statement

The YMCA Cape Cod Makos Team exists to:

- Advance the sport of swimming by providing every athlete with an environment that will allow him or her to progress from the novice to the elite levels of competition.
- Create and maintain an enjoyable and productive swimming environment.
- Recognize each individual and value his or her role in the success of our program.
- Encourage positive attitudes and mutual respect.
- Teach character development and life skills through our swim program.
- Encourage family participation.
- Provide swimmers the opportunity to grow and succeed to their highest level.

1.04 Philosophy of Competition

The YMCA Cape Cod is an organization founded on principles of personal development. As a competitive swimming program, all Mako swimmers will test themselves by participating in the highest level of competition they are eligible to compete in. Our coaches and staff support and challenge our swimmers' and families' commitment to the sport and our program.

1.05 Program Management Structure

The YMCA Cape Cod Mako program is overseen by the management of the YMCA Cape Cod and is managed by the Head Coach. The YMCA Cape Cod will seek to offer our full range of programs but reserve the right to adjust where appropriate.

1.06 Team Staff

Head Coach – The Head Coach is responsible for managing the YMCA Cape Cod Makos and their relationships with the YMCA, their community, and all swimming governing organizations.

Coaches –

1. Teach our team’s values and mission to swimmers of all ages and abilities.
2. Continually educate themselves on the latest techniques of swimming.
3. Balance a swimmer-parent-coach relationship.

1.07 Parent Involvement

Every parent is involved in our organization through the swimmer-coach-parent relationship. If you, as a parent, are interested in broadening the scope of your involvement beyond your child, there are many ways to volunteer your time and resources to the Makos.

(a) Makos’ Parent Support Committee (MPSC)

The MPSC is a volunteer committee dedicated to supporting the YMCA Cape Cod and Mako swimming. All members of the MPSC are responsible for making decisions and taking action in the best interest of the YMCA Cape Cod Mako Swim Team, its swimmers, and its families. The MPSC is an ongoing committee with officers and defined responsibilities. The MPSC is staffed with parent volunteers. Parents interested in joining the MPSC should contact the Head Coach or committee president.

(b) Volunteering

The YMCA Cape Cod Mako swim team is an organization founded on principles of unity, bringing people together for a common cause. We are all members of the Makos, working to provide a safe, fun, and nurturing environment. Every volunteer is important to our team and its success.

Every Mako parent is encouraged to volunteer their time and talents in support of the Mako swim team.

(c) Becoming a Meet Official

Becoming a Meet Official (YMCA and USA) is a great way to become involved in our team. As a meet official, you will be responsible for helping insure the integrity of the sport of swimming while filling a vital role in our organization. **Meets cannot proceed without an adequate number of officials.**

1. USA Swimming Official
 - a. To become a USA Swimming Official (Starter, Stroke & Turn, or Referee), you must 1) attend a clinic, 2) take an online test, and 3) apprentice four (4) meet sessions. If you are interested in becoming an official, more information is available online at <http://www.usaswimming.org/officials>.
2. YMCA Official
 - a. To become a YMCA Meet Official, you must be familiar with YMCA meet processes, attend the annual Officials training course (typically held in November) and pass the Officials test. Officials Certification is valid for three (3) years. To renew certification, you must attend the annual course and pass the officials test.

Section II. Season Structure and Governing Organizations

The Makos compete in two seasons: Short Course and Long Course. We compete in both YMCA and USA Swimming competition.

2.01 Short Course (SC) Season

Short Course season is named based on the distance in which the swimmers compete: Short Course (25 yards). The SC season starts in September and the regular season goes into **March**. Championships for SC are held from mid-January through late March/early April.

2.02 Long Course (LC) Season

Long Course season is named based on distance: Long Course (50 meters). The LC season begins in **mid** April and lasts into July/early August. Championships for LC are held from mid-July through mid-August. We practice in our 25 yd. pool, while most competitions we attend during LC season are in 50 meter pools.

2.03 YMCA

Ever since YMCAs began offering competitive swimming and diving in the early 1920's, these sports have proved to be excellent opportunities for putting into action the YMCA mission. Over 1,000 YMCAs offer competitive swimming or diving, with over **100,000** youth participating. There are over 1400 YMCA swimmers who annually compete at the YMCA National Championships, making it the largest youth swim meet in the country. YMCA Competitive Swimming and Diving programs are for the beginning swimmer to the most competitive and skilled swimmer and helps train individuals of all ages to compete.

(a) Leagues

Leagues are broken down by division. We are part of the South Eastern New England Cluster of YMCAs (SENECY).

Attleboro YMCA
Bayside YMCA
Cranston YMCA
East Side YMCA
Fall River YMCA
Gleason Family YMCA
Kent County Branch
New Bedford YMCA
Newman YMCA
Newport County YMCA
Westerly-Pawcatuck YMCA
South County YMCA
Smithfield YMCA
Woonsocket YMCA
YMCA Cape Cod

New England YMCA Swim League is composed of swim teams from Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

National YMCA Swim League is composed of swim teams from all 50 states.

(b) Meets

YMCA meets are sanctioned by the YMCA and officiated by YMCA officials. Competition is divided by age and gender.

8 & under, 9 - 10, 11 - 12, 13 - 14 and 15 - 18

A swimmer's age during the short course season is determined by his/her age as of December 1st.

All swimmers are eligible to swim in our regular (Short Course) YMCA Season. The Y meets are called dual meets, where one team competes against another team. Y Invitational Meets are comprised of 3 or more Y teams competing in a competition set up on par with a USA meet. To be able to compete in the championship meets, a swimmer must swim in a minimum of 3 Y meets. Regional championships such as New England and National meets also have minimum qualifying time standards. Swimmers are encouraged to participate in all YMCA swim meets throughout the season. We ask that the swimmers stay on deck with the team until the session of the meet is over. All meets are listed on the web page under events.

2.04 USA Swimming (USA)

United States Swimming is the governing body for all USA swimming sponsored events. All swimmers participating in USA meets must be registered with USA Swimming. USA Swimming registration is done annually in the fall. The Makos urge all swimmers to participate in Y meets primarily. Once a swimmer progresses and begins to win more races in Y meets, they are encouraged to sign up for USA membership.

(a) Meets

USA Swimming meets are sanctioned by the USA organization. Competition is divided by age and gender: 8 & under, 9-10, 11-12, 12 & under, 13-14, 15 & over, and open (any age).

Meets are typically three (3) days long, Friday night through Sunday night, divided into five (5) sessions. A swimmer will compete in no more than 3 out of 5 sessions. The sessions are broken down into ages. Most sessions last between 4 to 5 hours. In one session, an athlete is allowed to swim no more than five (5) events. An **example** of a **typical** meet session breakdown is:

Session 1: Friday PM - Open distance events (Warm-up usually begins at 4pm)

Session 2: Saturday AM – 12 & Under

Session 3: Saturday PM – 13 & Over

Session 4: Sunday AM – 12& Under

Session 5: Sunday PM – 13 & Over

All meet information will be posted on our website (<http://www.ymcacapecodmakos.com/>).

USA Meets provide swimmers with a unique opportunity to compete in an environment similar to championships: multiple days of competition, large participation base, and increased event eligibility. All swimmers are encouraged to take part in these meets, in an effort to achieve best times and gain valuable large-meet experience.

To be eligible to compete at any USA championship meet, you must be a member of USA Swimming and have achieved an event qualifying time standard within one year prior to the meet start date. All qualifying standards are available on our website <http://www.ymcacapecodmakos.com/> or at www.neswim.org.

Championship meets are run as preliminaries/finals meets. Everyone who achieves the qualifying time standard competes in the preliminary sessions. Only the top swimmers swim in the final session where the swimmers are seeded based on their preliminary performance.

Section III. Training Groups

Our training groups are designed to offer every swimmer the leadership and knowledge to be successful in the sport of swimming.

Swimmers of all abilities and levels will work through the programs focused on:

- Consistently improving their stroke technique.
- Being a contributing member of the team environment.
- Challenging themselves, their peers, and coaches to succeed.
- Maintaining swimming as a life-sport, into college and beyond.

All swimming groups are eligible to swim in both YMCA competition. Once swimmers are more successful, they are also encouraged to join USA swimming.

The Practice Schedule can be found on our website <http://www.ymcapecodmakos.com/>.

BEN – Please check over these sections and make changes/additions as you see fit!

3:01 Qualifying

To qualify for the Makos, a swimmer must take a test to evaluate his or her skill level. Swimmers must be able to meet the minimum requirements of at least the novice group to be accepted.

3.02 Novice

The Novice Group is the entry level group offered in the YMCA Cape Cod Makos program. This training group provides an important transition from water safety to the foundation principles of competitive swimming. The aim of this group is to master the FUNdamentals of swimming.

Requirements:

Swimmers must be able to complete the following:

- Swim 50 yards freestyle with rotational breathing and no stopping. (25 for 8 and under)
- Swim 50 yards backstroke with no stopping. (25 for 8 and under)
- Dive in the water head first.

Equipment: two pair of goggles, cap. We recommend fins.

(All equipment is the responsibility of the athlete and must be brought to every practice).

Goals:

Swimmer is working toward the following accomplishments:

- Must learn all 4 strokes
- Proper kick and body alignment in all strokes
- Racing dive head first.
- Learn proper turns for all strokes.

Training Program:

Coaches and swimmers are focused on developing the fundamental skills and techniques to prepare the athlete for the Age Group level while learning about the sport of swimming and having fun.

Character Development and Life Skills

Championships Behavior and Accountability:

1. The swimmer understands the team rules and the consequences of breaking the rules.

2. The swimmer listens to the coach and tries to follow the direction in every practice and swim meets.

Work Ethic and Self-Discipline:

1. The swimmer will pick up and put away any equipment he or she used in practice.
2. The swimmer will be ready to start every practice on time with appropriate equipment.
3. The swimmer understands the importance of giving the coach his or her undivided attention while the coach is talking.

Time Management:

1. The swimmer will arrive at practice on time.

Commitment and Loyalty:

1. The swimmer will know the team name and team colors.
2. The swimmer will know the names of teammates and coaches in his or her practice group.

3.03 Age Group Makos

The Age Group is an important developmental training group in the YMCA Cape Cod Makos swimming program. This group is a key transition point as swimmers move from a foundation of swimming towards training.

Requirements:

Swimmers must be able to complete the following.

- * Must know all four competitive strokes.
- * Must know all turns
- * Final qualification is determined by head coach

Equipment: two pair of goggles, cap. We recommend fins.

(All equipment is the responsibility of the athlete and must be brought to every practice).

Goals:

Swimmer is working toward the following accomplishments:

Training Program:

Coaches and swimmers are focused on continued stroke development with some attention to aerobic conditioning and mental preparation. Swimmer must also learn to use the pace clock.

Character Development and Life Skills

Championships Behavior and Accountability:

1. The swimmer demonstrates quality sportsmanship.
2. The swimmer takes responsibility for attendance, performance and practice habits and understands how these three relate to meet performance.

Work Ethic and Self-Discipline:

1. The swimmer meets the established attendance criteria of a minimum of 50%
2. The swimmer does not partake in negative behavior that will influence the training and/or racing performance of teammates.
3. Swimmer shall not participate in any bullying.

Time Management:

1. Demonstrates an ability to balance school and outside activities.

Commitment and Loyalty:

1. The swimmer begins to learn the value of goal setting and supporting team goals.

Social Awareness:

1. The swimmer willingly and enthusiastically assists those less fortunate.

3.04 Junior Makos

The aim of the Junior group is to qualify and be competitive in New England Swimming Championships meets. Swimmers are considered for this group based on a combination of three main criteria:

1. Readiness and ability to execute the practice.
2. Meet performances.
3. Age. 10 years or older
4. Stroke technique quality

Swimmers will benefit most from our program and experience the most improvement by making a minimum of 3 practices per week. Four practices are preferred.

Requirements:

Swimmers are selected for this group from among the best qualified swimmers in Age Group who, by the coaches judgement, have the ability to grow into excellent swimmers.

Equipment: two pair of goggles, cap, fins.

(All equipment is the responsibility of the athlete and must be brought to every practice).

Goals:

Swimmer is working toward the following accomplishments:

- Excellent technique in all four strokes
- Learning proper race strategy
- Understanding and completing workouts.

Training Program:

Coaches and swimmers are focused on developing a comprehensive training accounting for stroke refinement, increased aerobic and anaerobic capacity, dry-land training, mental skills and balanced nutrition for athletes.

Character Development and Life Skills

Championships Behavior and Accountability:

1. The swimmer learns to accept responsibility for his or her performances.
2. The swimmer demonstrates the quality sportsmanship.

Work Ethic and Self-Discipline:

1. The swimmer meets the established attendance criteria.
2. The swimmer will learn coping strategies to deal with peer pressure.
- 3 .The swimmer will learn coping strategies to deal with parent pressure.
- 4 .The swimmer understands and performs personal race strategies.

Time Management:

1. The swimmer demonstrates an ability to balance school, social activities, swimming and family.

Social Awareness:

1. The swimmer willingly and enthusiastically assists those less fortunate.

3.05 Senior Makos Group

The aim of the senior training group is to be highly competitive at both the YMCA and USA level. Swimmers are considered for this group based on a combination of three main criteria:

1. Readiness and ability to execute the full practice.
2. Meet performances.
3. Age – should be 13 or older.
4. Must attend a minimum of 4 to 5 practices per week.

Requirements: Equipment: two pair of goggles; cap; fins, 2 lb weight, Techno timer

(All equipment is the responsibility of the athlete and must be brought to every practice). Goals: Swimmer is working toward the following accomplishments:

Placing at top of New England YMCA Championships and USA Championships and qualifying for YMCA Nationals.

Training Program: Coaches and swimmers are focused on developing a comprehensive training accounting for stroke refinement, increased aerobic and anaerobic capacity, event-specific dry-land routine, mental skills and balanced nutrition for athletes. Character Development and Life Skills

Championships Behavior and Accountability:

1. The swimmer accepts the responsibility of being a leader and/or role model by working with younger swimmers. The swimmer leads by being a positive example.
2. The swimmer understands the importance of planning a season with the Head Coach.
3. The swimmer recognizes the effects of poor communication.
4. The swimmer demonstrates the attributes of quality sportsmanship.

Work Ethic and Self-Discipline:

1. The swimmer takes pride in doing the little things well.
2. The swimmer demonstrates self-motivation.
3. The swimmer demonstrates an understanding of the short and long term effects of performance enhancing drugs.

Time Management:

1. The swimmer has mastered time management skills so outside activities do not interfere with practice and meet attendance.

Commitment and Loyalty:

1. The swimmer demonstrates commitment to his or her team by continued dedicated membership.

Social Awareness:

1. The swimmer willingly and enthusiastically assists those less fortunate.

3.06 National Group Makos

The National Group represents the highest level of practice and coaching available with the YMCA Cape Cod Makos. Swimmers in the National Group are working to achieve the highest levels of both YMCA and USA Swimming. Swimmers are considered for this group based on a combination of three main criteria:

1. Readiness and ability to execute the practice.
2. Meet performances.
3. Age. ***National Group invitees are selected by the Head Coach.**

Equipment: two pair of goggles; cap; fins; kickboard; Hann paddles; 3 lb weight, Techno Timer.

(All equipment is the responsibility of the athlete and must be brought to every practice to the lane you are assigned).

Training Program: Coaches and swimmers are focused on developing a comprehensive training accounting for stroke refinement, increased aerobic and anaerobic capacity, event-specific dry-land routine, mental skills and balanced nutrition for athletes.

Championships Behavior and Accountability:

1. The swimmer accepts the responsibility of being a leader and/or role model by working with younger swimmers. The swimmer leads by being a positive example.
2. The swimmer understands the importance of planning out the season with the Head Coach.
3. The swimmer recognizes the effects of poor communication.
4. The swimmer demonstrates the attributes of quality sportsmanship.

Work Ethic and Self-Discipline:

1. The swimmer takes pride in doing the little things well.
2. The swimmer demonstrates self-motivation.
3. The swimmer demonstrates an understanding of the short and long term effects of performance enhancing drugs.

Time Management:

The swimmer has mastered time management skills so outside activities do not interfere with practice and meet attendance. Commitment and Loyalty:

1. The swimmer demonstrates commitment to his or her team by continued dedicated membership.

Social Awareness:

1. The swimmer willingly and enthusiastically assists those less fortunate.
2. The swimmer sets an example of inclusion and steps in to stop bullying should it exist.

Section IV Swimmer Info

All YMCA Cape Cod Makos' swimmers are YMCA members first and foremost. With this in mind, it is expected that swimmers will embody the four core values of caring, honesty, respect, and responsibility.

4.01 Conduct and Role

All team members are expected to be orderly, courteous, and show sportsmanship during practices, meets, and any team related function. Any violation of the Code of Conduct may constitute grounds for dismissal from practice, meets, or team functions, at the family's expense. All major violations of conduct will be reviewed by the YMCA management, Head Coach, Swimmer, and Parent and may lead to suspension and dismissal.

It is required that all swimmers and their parents read and sign the Honor Code of Conduct before beginning practice with the team.

(a) Practice

Special Conduct and Responsibilities to follow for practice:

1. Your aim is to make the maximum number of practices available to your training group. This is the only way to ensure consistent improvement.
2. You must arrive fifteen minutes prior to scheduled start time of practice. This is to ensure that the swimmer is available for pre-practice meetings.
3. It is the swimmers responsibility to ensure that all specified equipment is brought to every practice.
4. Once on deck, you must remain on deck until the end of practice. If you must leave before the end of practice, a written note by a parent or guardian must be presented to your coach at the beginning of practice. The head coach has final say on all dismissals and can grant dismissal by verbal request upon occasion.

(b) Meets

Special Conduct and Responsibilities to follow for meets:

1. You must be on the pool deck **fifteen minutes prior** to the scheduled first warm-up.
2. If you are late and do not contact the check-in coach that you are running late you will be scratched from your events.
3. If you arrive after this point, the check-in coach **will not re-enter** you into the meet for that session.
4. Once on deck, you must check in with the designated check-in coach immediately.

5. Where available you are to sit with the team on the pool deck.
6. If you need to leave the deck during a meet, you must be aware of when your next race is and keep track of time while you are off deck.
7. Eating on deck is at the discretion of the meet staff. If you must eat, you can eat at an area designated by meet staff or while in the custody of your parent/guardian.
8. Maintain our high level of sportsmanship and conduct with members of all teams. All swimmers are members of the same team(s), YMCA Swimming Team and/or USA Swimming Team. Although we occasionally compete against other local YMCA teams in dual settings, we must maintain our view of one Y team.
9. You are our team's Ambassadors and must act accordingly.
10. If a swimmer is interested in doing time trials at a meet when it is available, it is at the discretion of the coach.
11. Swimmers must attend a minimum of 3 YMCA meets during the season before the SENEKY Championships. The Blue/white meet being an intra-squad scrimmage does not count toward the minimum requirement. Once a situation exists where a swimmer can no longer participate in 3 meets, he or she will be asked to leave the team. There will be no refund. If that swimmer wishes to return they will be placed at the end of the waiting list.

4.02 Nutrition

It is the swimmer's responsibility to ensure their body is being fueled properly. It is the parent's/guardian's responsibility to promote healthy nutrition and support their swimmers efforts for proper nutrition practices. Meet Nutrition is important to ensure all of your dedication to training pays off at competition.

Section V Parent Info

5.01 YMCA Cape Cod Membership Fees

For your swimmer to be eligible for registration for the Makos Swim Team, they must be a member of the YMCA Cape Cod. Membership information is available on-line and at the front desk of the Y.

(a) Scholarship

If you require a different payment plan or a scholarship, a financial aid form and supporting documentation must be completed and submitted to the YMCA Cape Cod business office. This is a service offered by the YMCA for all of its members and program participants. Information submitted to the YMCA will remain confidential. The YMCA will determine all financial arrangements and scholarships.

5.02 Makos Registration Fees

The registration fees support the Makos Swim Team. These fees contribute to the Makos budget, which must support all operating expenses – staff salaries, administrative needs, coaches travel expenses, supplies, training equipment, etc.

5.03 Pre-Registration Process

The Pre-Registration Process is the first step in insuring your family's and your swimmer's enjoyment of our program. By properly placing your swimmer into the appropriate practice group, we align every swimmer and their family with success in our organization. To register for the Makos, it is required that you complete the Swimmer Pre-Registration

Packet. It is also recommended that you read our Makos' Handbook, as this will inform you of our expectations and goals for the program, coaches, and swimmers.

Registration takes place before the beginning of each season. Returning swimmers have registration priority over new swimmers. All parents/guardians must complete the Pre-Registration Packet and submit all forms **before** the registration deadline. Your swimmer will not be allowed to participate in the program until they have been assessed by the Head Coach, properly registered and all outstanding accounts have been settled.

Tryouts will be organized to enable swimmers to be placed into training groups which best meet their needs.

5.05 Billing and Communication

the majority of communication is conducted via email. Please ensure that your email address is up to date.

5.06 Fundraising

The YMCA Cape Cod Makos swim team is extremely active in fundraising. The Makos are always interested in new fundraising ideas and everyone is expected to participate in fundraising activities.

5.07 Team Travel

Generally swimmers in the National training group are the swimmers that travel, typically to qualified USA or championship meets. Travel arrangements are the responsibility of the swimmer and their parents. By qualifying for Team Travel events, the swimmers form special bonds that have lasted through grade school, high school, and college. This experience is offered to all swimmers who qualify for these meets. The opportunity to travel to these meets is strong motivation to take training and swimmer performance seriously.

All travelling Makos will abide by the Team Code of Conduct.

5.08 Conduct and Role in Organization

As a parent/guardian of a Mako, you are an ambassador of our team, and therefore are responsible for adhering to the same standard of conduct as all of our team ambassadors, including your swimmer(s). Our team maintains its integrity through the integrity of its members. Integrity to the Makos means being: caring, honest, respectful, responsible, reliable, forthcoming, understanding, and nonjudgmental. Parents/Guardians play a large role in our organization. It is our responsibility to create a safe and fun environment where your swimmer will be able to develop physically, mentally, and emotionally. With this in mind, we ask that you maintain your role as a parent/guardian throughout your tenure as a Mako Parent and always: **support all of our swimmers with the love and compassion that you give your child.**

5.09 Communication

The Makos use four methods to communicate all of our in season information to the team: our website, email, Mako Bulletin Board (located in the pool viewing area), and through printed material distributed in the swimmer's folder. Swimmer folders are located in the pool viewing area and each swimmer has a folder with their name on it.

With these tools for communication, it is important that parents and swimmers are proactive in accessing information.

5.10 How to Address an Issue

Every issue affecting the successful and positive progression of the YMCA Cape Cod Makos should be brought to the attention of the Head Coach. Once the issue has been assessed, all parties will be consulted in resolving the issue. This will occur in an open and honest discussion of the facts surrounding the issue. Appropriate action will be determined by the Head Coach and where necessary, YMCA management and Aquatics Director.

5.11 What a Parent Needs to Know About Swim Meets

(a) Philosophy

Participation in swimming meets is an important part of being a Mako. It is the only true way for an athlete in this sport to test themselves: physically, mentally and emotionally. Swim meets provide an opportunity to gauge development in terms of conditioning, skill acquisition, race pacing etc. However, swim meets should be primarily focused on fun, enjoyment and the thrill of competition.

Gaining entry into swim meets in New England is much harder than in other parts of the country. For better or worse, our meet entry file is at the mercy of meet directors and unfortunately at this point, fiscal concerns and politics enter our sport. It is important to be aware that the YMCA Cape Cod Makos will do everything possible to ensure our acceptance into a meet but it must also be taken into account that the whole process is very much a lottery.

In regards to the number of swim meets we enter, it should be noted that **more does not equate with better**. Increased swimming performance is the result of the stress super-compensation cycle. In general terms, athletes adapt to stress placed on them during practices and in recovery. Both stress and recovery need to be in place to ensure positive progressions. Multiple swim meets do not allow this process to be fully realized as swim meets on weekends occupy the "prime-time" for athlete recovery. An understanding of this process is important for athlete and parental expectations.

(b) Parental Expectation and Race Instruction

The sport of swimming provides immense challenges. Paradoxically this can be the source of great triumphs for young athletes but can also be the reason for disappointing performances. In this context, parental expectations are fundamentally important in shaping athlete expectations. Athletes, coaches and parents should never settle for compromise or the lowering of standards but all expectations for young swimmers should be focused on **process** not **result** driven goals. In short, how well the athlete executes technique, racing skills and race strategy is more important than the final result (time). As such all parent-to-athlete feedback **must** be focused on these positive elements and **never on** concepts such as "adding time" and to a lesser extent "cuts". Many great things can be achieved in a race that is well outside a swimmers "best time".

Similarly, race instructions must come **only** from the coach and never be compromised by parental "advice". Any behavior contrary to this, impacts upon the ability of the coaching staff to manage the athlete and serve in their best interests.

(C) Entry Process

At the beginning of the season, a proposed meet schedule is developed. It is assumed that all swimmers will be attending all of the meets throughout the season. Roughly three weeks before a scheduled meet a sign-up sheet will be posted on the Mako Bulletin board. Swimmers check off their intention to swim or not swim at this meet by circling Y or N next to their name. Once collated, a meet entry will be submitted by the Head Coach for our teams' consideration for acceptance. All meet entries will be submitted as soon as possible after registration. For championship meets an updated meet entry file will be submitted by

the date as indicated on Meet Information form. No updates or added swimmers or events will be submitted after this time. Swimmers will also be entered for relays by the YMCA Cape Cod Makos coaching staff where applicable. Relays will be constructed based on a number of factors including fastest times, swimmer availability, stroke strengths and weaknesses etc.

*Swimmers will swim **all** entered events and voluntary scratching will not be acceptable in the period after the meet entry date or during the meet itself. The only exception to this will be illness or a family emergency.*

(d) Meet Commitment for Parents

Timers are needed at almost every meet. Parents are asked to volunteer to time at our home dual YMCA meets. The meet organizer will call for timers during the lead up to the meet. It is expected that if you have a child that swims for the Makos then you should support a meet or meets by timing. Another parent meet support activity is the bullpen. These volunteers support the meet by organizing swimmers for upcoming events. It is a very important job and parents are encouraged to sign up for this activity.

5.12 Meet Information

All of our meet information can be found online on our website (<http://www.ymcapecodmakos.com>) or on associated websites for USA swimming, NE swimming etc. It is the responsibility of the parent/guardian to familiarize themselves with the meet information. If you do not have access to the information online, it is your responsibility to request the information from the Head Coach.

5.13 YMCA Dual/Tri/Invitational Meets

YMCA Dual Meets are held during the regular season and are scheduled at the discretion of the clubs involved. Once meet locations and age group designation have been decided upon, this information, as well as directions to the off-site meet, will be published to our web site. Results for our team will be posted to the Makos' website once both on-site and away results have been secured. If you believe a published result to be incorrect, please contact the Head Coach as soon as possible so that the discrepancy can be resolved.

a. Swimmers that participate in USA Swimming are encouraged to swim at YMCA meets also but in order for those swims to be recorded in the SWIMS database, a new form and fee has been imposed by New England Swim for meets that fit the criteria of a USA observed meet. When applicable, the team administrator will fill out the forms and the \$1.50 per event fee will be invoiced.

5.14 USA Meets

USA meet information can be found online at <http://www.neswim.org>. It is the parent's/guardian's responsibility to read the meet information to inform them regarding their swimmer's sessions' timelines before submitting your Meet and Event Commitment Form and updated Meet Entry Form. This information will remain published online and will be posted to our Makos' website and Bulletin Board when it is the next USA meet to be attended by our team.

Results for the swim meet are published to the New England Swimming website by the Meet Director. Once this information is published to New England Swimming, it is their responsibility to submit the meet results to USA Swimming. Once this is done, our results

will be available online on our web site. Our team results will be posted to the Makos' web site as soon as the results become available.

5.15 Traveling

It is the responsibility of every parent to arrange for transportation to and from all swim meets.

We do attend meets mostly in Massachusetts and Rhode Island. For these meets, it is strongly encouraged that you explore Carpool options. Consider taking advantage of the community when you are unable to provide transportation for your swimmer on your own or in the interest of making the ride more enjoyable.

5.16 Packing your swimmer

Swim meets are typically 4 or 5 hours in length. Because of this, it is important that your swimmer is adequately prepared for the meet. By including the following items in your swimmer's bag, it allows for your swimmer to enjoy the meet, confident that they will be prepared.

1. Two towels
2. Two pairs of goggles
3. Drinks (Water, Sport Drink, Juice, etc.) – No Soda
4. Team suit
5. Team apparel
6. Extra pants & sweatshirt for on-deck
7. Entertainment (book, music, homework, cards, etc.)

We cannot guarantee safety of your possessions at meets or at practice.

Notice that SNACKS and CANDY is not on this list. As swimmers are not allowed to eat on any pool deck, it is the parent's/guardian's responsibility to be in possession of food for your swimmer(s) that can be eaten while they are with you. It is against Massachusetts General Law to have food on a pool deck. Please do not violate this policy, as it is a reflection of our team, organization, and you as a parent.

5.17 Equipment

Equipment is instrumental in aiding the development of your swimmer. Each piece of equipment has a specific purpose and is a necessary requirement at all practice sessions. Required equipment is listed in the information section for each practice group. Equipment is used at practice, meets, or both.

Required Equipment

Team Apparel - Meets
Fins - Practice

Equipment

Goggles – Practice and Meets
Swim Cap – Practice and Meets
Team Cap - Meets
Swim Suit – Practice and Meets
Team Suit – Meets (Required)

Towel – Practice and Meets
Team Race Suit – Meets

*Some equipment provided by the team.

(a) Equipment Nights

Our Equipment Nights will generally be held in late September. We will have a vendor with equipment for sale. Events will be held in the lobby of the YMCA of Cape Cod.

5.18 Planning Vacation

There are a number of principles that are harnessed by swim coaches in the attempt to provide athlete progression and improvement. Two of the most important are the **Principle of Adaptation** and the **Principle of Reversibility**. In short, swimmers who do not practice consistently and/or take extended leave of absence during a season will find it very difficult to improve. This is due to the fact that the body is being relieved of the stress (practice) which is necessary to force it to adapt (improve). Similarly, a swimmer who takes a two-week vacation will aerobically deteriorate at least six-weeks upon return to the pool. For example, a swimmer that takes a two-week vacation toward the end of the summer swimming season will return with a similar level of conditioning to when they first started the summer. In this cycle, improvement and expectation of “best times” is completely flawed and unrealistic. As such swimmers and families need to plan and take extended vacations outside of the swimming season, particularly the championship seasons. This is the only way the athlete has a chance of consistent improvement.

5.19 Practice Policies

With the best interest of your swimmer in mind, we ask that all parents stay off-deck during practice.

Children seek approval from their parent/guardian naturally. If they are aware of your presence, it is only natural for some of their attention to be directed to you. However, for the swimmer to successfully engage in our program, it is imperative that the coaches have the swimmers’ undivided attention during practice.

For a successful practice, the coach must give their undivided attention to the swimmers as well. With this in mind, it makes for an unsuccessful practice if a coach must spend their time communicating with parents/guardians. If you must speak to your child’s coach, please do so before or after practice, when the coach is not engaged in their coaching responsibilities.

5.20 Practice Schedule

	Holiday	Practice
The most updated Practice schedule is available on the www.ymcapecodmakos.com website. The only time practice will not be held is when the YMCA is closed for holidays. If you are unsure as to whether there is practice or not, contact the Head Coach or check the online calendar or weekly news updates. Date		
January 1	New Year's Day	No
May	Memorial Day	No
July	Independence Day	No
September	Labor Day	No
November	Thanksgiving	No
December	Christmas Day	No

(b) Thunder/Lightning Policy

In the event of thunder or lightning being sighted and/or heard, it is the policy of the YMCA to evacuate and close all aquatic facilities including pools, pool decks, and warm pool areas until 30 minutes after the last rumble or flash. This is mandated by the YMCA's insurance company.

Section VI. Glossary of Swimming Terms

Age Group Swim Meet –

All USA registered swimmers who have met the qualifying time standard for specific events are eligible to participate in their age category. Age on the first day of the meet shall govern the entire meet.

Bullpen –

Place where swimmers report at meets, before their event, to receive their entry cards and to be arranged into their heat and lane assignments.

Circle Seeding –

See pyramid seeding.

Consolation Heat –

The first, or slower, of two heats of finals at a championship meet.

Course –

Designated distance over which the competition is conducted. Long course (LCM) is 50 M and short course is 25 YDS (SCY) or 25 M (SCM).

Deck Seeding –

Heat and lane assignments are determined for the swimmers at the beginning of each meet session, after scratches are taken out.

DQ –

Disqualification. A swimmer is usually disqualified when he performs a stroke, touch or turn incorrectly or when he enters the water before the start (false start).

False Start –

When a swimmer enters the water before a race or moves during the start, he may be charged with a false start. This results in disqualification, since USA has a "no false start" rule.

Dual Meet –

Meets conducted between two teams, usually with a limitation on the number of entrants from each team.

Finals –

The session of a meet where qualifying rounds were held previously to determine the finalists. Usually there are 1-2 heats of finalists and their order of finish determines the ultimate placement in a given event. Most trials-finals meets are on a championship level.

Finals Heat –

Last heat of a trials/finals meet to determine the top 8 finishers in an event, seeded by prelim's results.

Grid –

List of a swimmer's events for a particular meet.

Heat –

The group of swimmers who swim a race at the same time. Several heats may be held in a particular event.

Heat sheets –

Printed listings of all swimmers by event number and entry time. These are also called the Meet Programs or "Psych Sheets."

IM –

Individual Medley. The event where a swimmer swims butterfly, back stroke, breast stroke, and any other stroke in that order.

Lap or Length–

One length of the pool.

LSC –

(Local Swimming Committee) One of several regional groups such as New England Swimming charged with the conduct of all USA activities in that region.

Medley Relay –

Four swimmers on each team each swim one fourth of the total prescribed distance in the order: back stroke, breast stroke, butterfly, and freestyle.

Meet Director –

The individual responsible for acceptance/rejection of teams' entry into the swim meet, designating meet schedule and events offered, staffing the meet, and publishing results. Parents are not allowed to contact meet directors without prior approval from the Swim Team Director.

Motivational Time Standards –

A set of times developed by USA Swimming to assist swimmers in performance planning. They are based on percentiles of the 16th fastest time in each stroke in each age group.

OVC –

Official Verification Card. Issued by meet officials to swimmers achieving a Junior National or Senior National time.

Prelims or Trials –

In certain meets, the qualifying rounds for each event to determine the finalists.

Proof of Time –

A requirement at some meets to make certain that swimmers have legally met the entry time standards for that meet.

Pyramid Seeding –

In trials or preliminaries of trials-finals meets, the swimmers in the top 3 heats are intermingled so that the fastest three swimmers are in the middle lanes of the last 3 heats, the next 3 in the lane next to that in each of those heats, and so forth. This is also called "circle seeding." In finals, those finishing fastest by time swim in the top 1 or 2 heats (Final and Consolation Final).

Referee –

The USA official who has the final authority over all other officials at the meet. He makes all final decisions and sees to the efficient running of the meet.

Regrets –

Designate that a swimmer will not be in attendance of a swim meet.

Seed Times –

The times a swimmer uses to enter a meet. These times appear on the heat sheet and the entry cards and determine the swimmer's heat and lane assignment in a meet.

Seeding –

The process of assigning swimmers to lanes and heats by time. In general the swimmers with the slower seed times swim in the earlier heats. The order of swimming in the final heats depends on the type of meet.

Straight Seeding –

Swimmers are assigned to lanes in heats from slowest to fastest. In a given heat, the fastest swimmers swim in the middle lanes and the slower ones on the outer lanes.

Split –

The time a swimmer achieves in one or more laps of his race. Coaches use these times to help instruct swimmers in pacing. For example, the time for the first 50 yd in a 100 yd race is the swimmers 50-yd split.

Starter –

The USA official who is responsible for starting each heat and calling the swimmers to the blocks.

Stroke and Turn Judge –

A YMCA/USA official, who determines the legality of swimmers' strokes, turns, and finishes and disqualifies those who do not conform to USA rules.

Time Trial -

An event offered, typically at the conclusion of a meet session or between sessions that is not in the meet entry. Time trials are entered during the meet and are a separate fee.

Top 16 –

A tabulation of the top 16 times in the US in each age group and stroke. These are published annually in Swimming World. The "consideration" times that may be eligible appear in the USA rulebook and on the CSI website.

Touch Pad –

An electronic pad which stops a clock when the swimmer touches it at the end of the race. This is usually the official time, although corrections are made if the swimmer misses the pad.

Unattached –

The status a swimmer receives when changing from one USA club to another. A swimmer must swim unattached for 120 days from the date of the last USA meet he swam for the previous club. During this time they may compete individually, but may not be entered in relays.

USA –

Abbreviation for United States Swimming, which is the governing body for all amateur swimming in the US. National headquarters are in Colorado Springs, CO.

Section VII. Meet Job Descriptions

Swim Meet Volunteer Job Descriptions

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 timing judge and referee 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.

Timers: Ensures the right 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.

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

Concession/Hospitality Coordinator: Organizes both the concession stand and the hospitality room. Develops food menu idea and quantities needed for the entire swim meet. Purchases all necessary food and accompanying items. Recruits volunteers to work the hospitality room and the concession stand. Is available throughout the meet to assist workers when necessary.

Hospitality Worker: Sets up and manages the hospitality room for coaches and officials. Keeps food and drinks replenished during breakfast and lunch. Also, keeps the water coolers in the pool full with water and ice for timers.

Concessions Worker: Sets up the Concessions Stand and sells snacks and drinks. Also, keeps track of the money until turned over to the Meet Director.

Meet Programs: Sells the Meet Programs (for all meets) and keeps track of the money until turned over to the Meet Director.