

Keystone Klub Dolphins



2010 Swim Team Parent Handbook

Dear Parents,

Welcome to the 2010 Keystone Klub Dolphins Swim Team season.

This will be a season of fun, team spirit and achievement. We have a great coaching staff this year and we are excited to have each and every one of you on our team. Swimming is a wonderful sport that requires dedication of both the swimmer and parent. We will celebrate all swimmers' accomplishments and enthusiastically support one another.

Parents are one of the main secrets to success in the world of swimming. They are the people who offer access to the sport, give moral support and also ensure that meets can be run. Volunteering means that you not only have another avenue to have a great impact in your child's athletic environment, but it also gives you a fun setting in which to meet other adults and make new friends.

This parent handbook is a guide created for you as a reference for your family. This handbook will help answer many of your questions and you will also find ways in which you can support your child in becoming the best athlete they can be.

We look forward to enjoying your child's development and achievements with you.

Keystone Board of Directors

Keystone Klub Swim Team

Our primary goal is for swimmers to HAVE FUN while improving their swimming skills. There are no try-outs and no minimum requirements other than the swimmer must be able to swim recognizable strokes for the length of the pool. We welcome all interested children age 18 and under. Summer swim league is a lot of fun, and you will be amazed at the improvement your children will make over the course of the season.

Description of the League

In 2010 the Keystone Klub Swim Team will participate in Class A of the Greater Omaha Summer Swim League. This league is comprised of 6 area private pool swim teams like Keystone which include:

JCC
Keystone Klub
Maple Village
Prairie Lane
Rockbrook
Sunset

Meet Schedule

Wednesday June 9	JCC at Keystone
Wednesday June 16	Keystone at Rockbrook
Wednesday June 23	Keystone at Maple Village
Wednesday June 30	Sunset at Keystone
Wednesday July 7	Keystone at Prairie Lane
Monday July 12	Prelims (10 and Under) at Prairie Lane
Tuesday July 13	Prelims (11 and Up) at Rockbrook
Thursday July 15	Finals at Rockbrook
Friday July 16	(Rain date) Finals at Rockbrook
Saturday July 17	(Rain date) Finals at Rockbrook

Registration

Swimmers may register to participate on the Keystone Klub Swim Team during the designated dates listed below:

- May 1, 2010
- May 8, 2010
- Late registration & fees will also be collected by a Keystone Board Member or designated party (coaches or management staff will not be accepting fees or registrations) who will be present during swim team practice (only) on June 1st- June 4th.

The swimmer's participation is contingent upon the timely payment of swim team fees and Keystone Klub membership dues. Fees and membership dues not paid in full by June 4th will make the swimmer ineligible for the team.

New swimmers who register will be allowed to swim on the team on a trial basis through June 4th. If a decision is made not to continue on the team by June 4th, a refund less a \$15 processing fee per swimmer will be issued. If a decision to not participate on swim team is made after June 4th, 2010, **NO** refund will be issued and the Volunteer Deposit will be forfeited.

Fees

Fees for the 2010 swim season are:

- \$45 per swimmer
- \$150 maximum per family
- Late fee assessment of \$15 per swimmer for registration fees paid after May 22, 2010
- Insufficient Funds fee of \$25 will be charged for each check that is written to the swim team which is returned to Keystone Klub Pool for insufficient funds
- A parent volunteer fee will be expected at the time of registration. A separate check in the amount of \$75 must be written for each swimmer up to a maximum amount of \$150 per family. The parent will be required to complete four (4) volunteer hours per registered swimmer up to a maximum of eight (8) hours per family. At the end of the season, if volunteer hours are completed the check will be returned. If the volunteer hours are not completed the check will be deposited into the Keystone Klub account. See the *volunteer* section of the handbook for more information about volunteer opportunities.

Coaches

Each coach is a certified lifeguard and has first aid and CPR training for the professional rescuer. All the above requirements must be kept up to date for a swim coach to remain in good standing with the Keystone Klub Swim Team. We are pleased to announce the following 2010 Keystone Klub Swim Team coaching staff:

Head Swim Team Coach: Andrew Bross

Andrew Bross has been involved in swimming since he was 7 years old. He began taking swimming lessons at Keystone and has since gone on to swim at the high school and collegiate level. He has helped coach Keystone for 8 seasons and is glad to be back after a year away. Andrew is a 2008 graduate of Luther College, where he earned a BA in Psychology. Andrew currently works fulltime at Boys Town in the Treatment Group Homes where he teaches youth appropriate social behaviors.

Assistant Swim Team Coach: Katie Paulsen

Katie Paulsen started swimming at age 6 at Keystone Pool. She began teaching with Barb Graeve Swim School at age fifteen and has continued to do so ever since. In previous years she has been a lifeguard and swim lessons director at Keystone. She has also held assistant coaching positions at South Pacific Pool as well as Cedar Rapids Aquatic Association. Katie is currently finishing her senior year at Coe College and plans on attending medical school at the University of Nebraska Medical Center upon graduation.

Assistant Swim Team Coach: Olivia Malloy

Olivia Malloy started competitively swimming at the age 12 as well as her first year on the Keystone swim team. She pursued swimming all the way through her high school years and is now swimming at the collegiate level. She began teaching swim lessons at Keystone at the age of 13 and still does them to this day at Brookhill pool where she has life-guarded for three years going on four this summer. Olivia is attending UNO for college with the major exercise science, but plans to attend either Methodist for her nursing degree or the police-training academy to be an officer after graduating from UNO.

Swimming Necessities

- Swimsuits: Swimwear is personal choice. You can choose any style, color and material you want, as long as it is comfortable and suitable. Although the swimmer is not required to wear the official team swimsuit at the swim meets, the suit we have selected for the team is a one piece (for girls) and jammer style (for boys) in royal blue and yellow with an embossed Keystone Klub logo. Swimsuit fittings and orders will be taken during registration.
 - During practice another suit should be used saving the team suit for meets. Any color or style is acceptable during practice.
 - Caring for your child's swimwear will increase the life of the apparel. The best way to look after swimwear is to rinse them with cold water after practice/meet and hang them out to drip dry.

- Goggles: Swimmers are in the water anywhere ranging from 3/4 hour for the younger children and up to an hour for the older, advanced swimmers. Goggles are recommended to protect the swimmer's eyes. Goggles are available in different shapes and sizes. Goggles should fit snugly around the eye, and you should feel a slight suction. You may need to try on a number of different brands and styles until you find ones that are both comfortable and watertight. You can buy these at your local sporting goods store, or they may also be available at the Keystone Klub concession stand.
- Towels: Needed at each practice and swim meet.
- Keystone Klub Swim Team Spirit Wear: Garments available for purchase may include waterproof drawstring swim bag, t-shirts, sweatshirts/hoodies and sweatpants. Items will be available to purchase at registration.
- Swim Caps: These should be worn by anyone with long hair or anyone wanting to reduce drag while swimming. Team swim caps will be sold during registration and also available in the Keystone Klub concession stand.
- Dry Clothes & Shoes: These clothes should be weather appropriate with warmer clothing for those cool days.
- Shampoo/Soap: These items each swimmer may consider putting into their bag for use after practice or swim meet.
- Ear Drops: Swimmers may want to use this to prevent "swimmer's ear". This solution can be purchased under several brand names and will help dry up water that may have gotten into the ear canal.

Use a permanent marker and write your swimmer's name on all gear.

Swim Team Practice

Practices are Monday through Friday and times will be assigned on the basis of age:

- Ages 13 & up: 7:30 – 8:30 a.m.
- Ages 11 – 12: 8:30 – 9:15 a.m.
- Ages 10 & under: 9:15 – 10:00 a.m.

The first practice will be held on Tuesday June 1st. Attendance is important for success in swimming and as the swimmer develops it becomes more important for them to be at practice.

Practice Policies:

- Swimmers should be at practice on time. Tardiness disrupts practice
- Listen to the coach at all times
- Swimmers are asked to have cell phones turned off and kept in their bags during practice
- Rain does not cancel practice, unless there is also thunder and lightning (in this case a sign will be posted at the pool)

- If you need to leave practice early or you are going to miss practice, please discuss this with the Head Swim Team Coach
- Do not hang on the lane ropes
- Leave the pool promptly at the conclusion of practice as not to disrupt the next practice group.
- Bring tennis shoes every day. There is the chance that a dry land workout will be done instead of or in addition to practice in the water.

Swim Meets

Swim meets are held mainly on Wednesday nights with the exception of an invitational or the preliminary or final championships. Swim meets will begin at 5:45 p.m. and swim team warm ups start at 5:00 p.m. Swimmers will need to be at the pool for warm ups by 4:30 - 4:45 p.m. A list of schedule of swim meets is listed earlier in the handbook. **Please notify the Head Swim Team Coach in advance if your swimmer will not be able to swim in the meet.** A notebook will be kept at the Keystone pool concession stand for any communication between coach and families.

All swimmers who participate in the meets will receive ribbons. Place ribbons will be awarded to swimmers placing 1st - 6th for individual events. Place ribbons will be awarded for placing 1st- 3rd for relays. Those who do not place in the top 6 (in individual events) and top 3 (in relays) will receive a participation ribbon for each event they complete. Ribbons will be distributed following a meet. Ribbons are not given for disqualifications.

Typically, meet competition falls in the following age groups and swimmers always compete with their own gender:

8 & under
 9 & 10 year olds
 11 & 12 year olds
 13 & 14 year olds
 Seniors, 15 & older

All swimmers are encouraged to swim in as many meets as possible. They must swim a minimum of two meets in order to qualify for the final championships. The age of swimmers on June 1st, will determine his/her age classification for the rest of the season.

The events of a swim meet are held in the following order:

- Individual Medley (one individual swimming the length of the pool of the butterfly, backstroke, breaststroke & freestyle - total 100 yds)
- Medley Relay (4 swimmers - each swimming one stroke - backstroke, breaststroke, butterfly & freestyle)
- Butterfly - individual event
- Backstroke - individual event
- Breaststroke - individual event
- Freestyle - individual event

- Freestyle Relay (4 swimmers each swimming the freestyle for the length of the pool)

The girls will swim first, followed by the boys, for each event. (younger swimmers swim their events first followed by the next age group)

Each swimmer is allowed to swim a maximum of 2 individual events and 2 relays at each dual meet.

Age groups of 8 & under and 9 & 10 year olds will swim only 25 yards (1 length of the pool) of each individual event. The 8 & under swimmers do not compete in the Individual Medley.

Age groups 11 and up swim 50 yards (2 lengths of the pool) of all individual stroke events. In relays, each swimmer will swim 50 yards (for a total of 200 yards for the team).

Exhibition swims are not scored in meets. Swimmers will generally swim exhibition to get a time for an event and it is also an opportunity to allow everyone to swim in a meet (especially in the age groups with many swimmers).

You may notice NT next to a swimmer's name in the meet program. This means the swimmer has no time. This does not always mean that a coach does not have a time for a swimmer. If a swimmer has entered into the event previously and their time does not appear in the program, do not worry, the coach will have the swimmers time in their records.

Lane assignments are generally given to the home team in the odd numbered lanes (1, 3, 5) and the visiting team will be in the even numbered lanes (2, 4, 6). When more than 2 teams are swimming, the lane assignments will be arranged as needed.

Keystone Klub Swim Team may participate in the following types of meets:

- Dual Meets - take place between two swim teams
- Tri-Dual Meets-takes place between three swim teams
- Invitational Meets - takes place between several swim teams which are specifically invited by the host team
- Preliminary Finals or Prelims - Preliminary finals will be held to determine the 6 fastest swimmers in each event in the swim league. The 6 fastest swimmers in each individual event will advance to the league final championship. Each team is limited to enter 4 individuals for each age group into each event. The Head Coach will enter the 4 fastest swimmers in each event. In some circumstances, one swimmer may be the fastest in 3 individual events, but since they are only allowed to swim in 2 events, the Head Coach will choose the swimmer who will benefit the team most (i.e. the fifth fastest swimmer in the breast stroke may swim at Prelims even though the swimmer was not in the top 4).
- Final Championship or Finals - The 6 fastest swimmers advance from Prelims and compete for the Class C titles in the individual event and team events as well as the overall team standing.

Swim Meet Scoring

Scoring for dual meets is as follows:

- Individuals: 7 points (1st), 5 points (2nd), 4 points (3rd), 3 points (4th),
2 points (5th), and 1 point (6th)
- Relays: 10 points (1st), 5 points (2nd), 3 points (3rd), 1 point (4th)

Scoring for championship meets is as follows:

- Individuals: 7 points (1st), 5 points (2nd), 4 points (3rd), 3 points (4th),
2 points (5th), and 1 point (6th)
- Relays: 14 points (1st), 10 points (2nd), 8 points (3rd),
6 points (4th), 4 points (5th), 2 points (6th)

In dual meets, teams are allowed to use most, if not all of their swimmers to score points in the meet. In Prelims, teams are limited to enter 4 individuals into each event therefore the teams become more evenly matched.

Many times larger teams will beat other teams in duals just because of the number of swimmers they have competing on their team. At Prelims, since the number of swimmers is limited there is more of an even playing field.

Swim Meet Officials

A swim meet cannot be run without the help of the Meet Officials and most of them are parents just like you:

- Time Keepers or Timers - use stopwatches to record the official time for the swimmer in their lane.
- Stroke and Turn Judges - observe from each side of the pool to ensure that all turns comply with the applicable stroke and each rule relating to the different stroke is complied with.
- Starter - takes control of the swimmers at the start of the race by saying, "take your mark", waiting until there is no movement from any swimmer and giving the start signal.

Going to a Swim Meet

- Find out where you're going, consider car-pooling, convoy etc.
- Dress appropriately. Summer outdoor meets can be beastly hot, so wear something that will keep you cool. Check the weather forecast before you leave, it isn't uncommon for a rainstorm to sneak up on us, or a cool evening.
- Purchase a meet program. You will find all your swimmer's entry information listed in the meet program along with that of all other participants. Use a highlighter to mark all your swimmer's events, as well as those of other Keystone Klub swimmers.
- Locate the Keystone Klub team waiting area. This is the area where your swimmer should stay between events.
- Parents should make sure their swimmer warms up. The swimmer should be on the pool deck at the beginning of the warm-up session and consult with

the Coach. It is important to follow the recommendation of the coach. After warm-ups, your swimmer should dry off and keep warm.

- Swimmers should always have their cap and goggles handy.
- Swimmers are occasionally disqualified (DQed) during their event by the Stroke and Turn Judge. Reasons for a DQ range from false starts to performing strokes, turns, or finishes incorrectly. DQs are judgments made by the Stroke and Turn Judge and they will explain to the coach the reason for the DQ. The coach will reinforce this judgment. Parents should not question the judgment of an official. DQs can be difficult for swimmers and parents to accept, but they do happen to every swimmer sooner or later. It is helpful if the swimmer accepts these decisions, as this is part of the discipline process that makes swimming a character-building sport.
- Writing on the swimmer's hand. By writing information in waterproof ink on the back of the swimmer's hand, the swimmer can watch and listen for his or her events to be called and will help them remember what events they are swimming in. This also allows the swimmer to check whether they are in the correct heat and lane.
 - The information on the hand represents the swimmer's individual events at the meet the swimmer is attending. Make up your own shorthand; for example, "4/3/5 50fr might mean 50-yard freestyle: event #4, heat #3, and lane #5.

Stuff to Bring to the Meet

- Team suit
- Goggles
- Extra goggles (just in case)
- Swim cap
- Towels -two or three may needed because the swimmer dries off after warm-ups, between events and when changing to go home
- Plastic water bottle or other drinks in containers other than glass
- Folding lawn chair for parent - you can't always count on there being a lounge chair for you to sit in, most pool chairs go to the first parents that arrive
- Highlighter to mark your swim program
- Pen to write on your swimmer's hand
- Money for a program and concession stand food - programs are helpful, but you're not obligated to buy them.
- Sunscreen
- Insect repellent
- Hat
- Sunglasses

Some of these items may seem unnecessary, but when you arrive at your first meet, you will soon understand the value of each and be glad you brought them.

The Parent's Role

As the parent of a competitive swimmer, your main responsibility is to provide a caring environment for your swimmer. This support will encourage your swimmer to feel good about his or her interest in swimming. Show your support by ensuring your swimmer's attendance at practices and swim meets.

Parents should show sportsmanship at all times toward the coaches, officials, opponents and teammates. Be enthusiastic, but remember that your child is the swimmer. If an issue arises, the situation should be addressed with the coach in a private and calm manner. Talk to the coaches before or after practice or the meet. Never argue with an official at a meet. Let the coach handle any and all problems.

Volunteer - We need everyone's help to make this team function. See the Volunteer section of this handbook for a list of activities where you can help.

Safety and Behavior

The Keystone Klub Board of Directors and Coaching Staff want all swim team activities (practices, meets and social activities) to be safe for swimmers, coaches, families and spectators. We ask that all members follow the rules of the pool, listen to coaches and follow directions.

Practice is not a time for fooling around. Swimming can be one of the safest sports, yet just one incident can turn it into a dangerous activity. Swimmers must act responsibly for their own safety and for the safety of others. Disruptive behavior and not following protocol set forth by the coaches is detrimental to the swimmer and the team. The Coaching Staff receives the support of the Board of Directors in benching swimmers during practice or at a meet. If swimmers are benched, they are not allowed to leave until their group is dismissed.

Volunteer

All parents of Keystone Klub swim team swimmers are required to participate in volunteer support services. There are many options and it is the volunteer efforts of individual parents that we count on for the success of our team.

How to get Involved

- Lane Timer - responsible for starting the watch when the horn sounds and stop it when the swimmer touches the wall. Two timers per lane, one of the timers will record the results of the swimmer's two times on his entry card. Timers must report to the timers meeting 15 minutes prior to the start of the meet. Timers commit to the entire meet unless you are able to find your own replacement.
- Runner - responsible for collecting all the lane slips after each heat and delivering them to the scorer's table as well as posting results from the computer table when they are available.
- Starter - responsible for starting each event. This person should be familiar with the flow of a swim meet and be able to keep the meet on schedule.
- Swim Meet Announcer - Responsible for announcing each event, heat, age group, name of swimmer, score updates and final results.
- Social Committee - plan and coordinate team activities such as end of season party, Friday donuts, after meet pizza parties etc.
- Stroke and Turn Judge - Watch the race and make sure swimmers are swimming according to the rules. Write disqualification slips when swimmers make mistakes. Good job for someone with swimming background (will require training)

- Computer Support - Volunteers who work during swim meets operating the Meet Manager software program. Must be good with numbers and work quickly on their feet.
- Awards/Ribbon Coordinator - responsible for filling out ribbons with swimmers information and ribbon distribution. Coordinate year-end awards with the Head Swim Team Coach and Swim Team Liaison.
- Spirit Wear/Team Picture Coordinator - responsible for assisting with the ordering and distribution of spirit wear and organizing the team picture.
- Concession Stand Help - responsible for set up, preparing, selling and clean up of the home meet concession stand.
- Fund Raiser Coordinator - assists the Swim Team Liaison with the collecting fundraiser orders / money and distribution of the product.
- Ready Area - Parent Leader - This position is responsible for keeping track of the swimmers in the ready area and escorting them by age group and event to their appropriate lane.
- Photographer/Historian (responsible for taking pictures at the meets/events and capturing memories to display at the yearend party.

Remember parents are required to volunteer 4 hours per swimmer (maximum 8 hours per family). You can sign up during registration (or check out one of the other avenues to be announced) for the job you would like to work. It is the parent's responsibility to fulfill their volunteer obligation and check in with the Swim Team Liaison (or designated person) to assure volunteer credit is given. You will not automatically be assigned a job and reminder calls will not be made. All families working their minimum hours will get their deposit check back at the end of the season.

Thank you to all parents who dedicate their time and efforts to the Keystone Klub Swim Team without you, the swim team would not exist.

Swimming Lingo - Glossary of Swimming Terms

- Backstroke - the swimmer swims on the back using an alternating motion of the arms and a flutter kick. Some part of the swimmer's body must touch the end of the pool on turns. The swimmer is not permitted to turn over onto the front during the race except when performing the backstroke front flip turn. The finishing of the backstroke occurs when some part of the swimmer touches the solid wall at the end of the pool.
- Breaststroke - the swimmer is required to move both arms underwater simultaneously in the same horizontal plane. The kick is similar to the action of a frog. No flutter, scissors or dolphin kick is permitted. Except on the pullout after the start and on each turn, the swimmer's hands are not allowed to pull past the hip line. On the turn and at the finish, the swimmer must touch the wall with both hands simultaneously with the shoulders in line with the surface of the water.
- Butterfly - the swimmer performs a simultaneous overhand stroke of the arms while doing an undulating dolphin kick with the legs. In the kick, the swimmer must move the legs together and may not use a flutter, scissors or breaststroke kick. The swimmer must touch the wall with both hands

simultaneously when turning and when finishing. Underwater recovery of the arms and one-hand touches on turns and finishes are common reasons for disqualification in both the butterfly and the breaststroke.

- Deck - The area around the swimming pool. During a swim meet, only authorized people may be on the deck. This includes swimmers, coaches and officials.
- Flags - These are suspended over the width of each end of the pool approximately 5 meters from the wall; they allow backstroke swimmers to determine where the end of the pool is.
- Flip Turn - Used in freestyle swimming, similar to a somersault under the water upon reaching the pool wall. Is faster than the "touch and go".

- Freestyle - an alternate overhand motion of the arms and alternating up-and-down flutter kick characterize this stroke. The forward start is used. Any type of turn is acceptable, but when turning, some part of the swimmer's body must touch the wall. The swimmer finishes when some part of the body touches the solid wall at the end of the pool. A common reason for disqualification is failure to touch the wall when turning.
- Lane Ropes - the dividers used to set out the lanes in a pool. These are made of individual finned disks strung on a cable, that turn on the cable when hit by a wave.
- Individual Medley - the swimmer swims a lap of each of the four strokes in the following order: butterfly, backstroke, breaststroke and freestyle.
- PB or Personal Best - The best time a swimmer has done so far in a particular stroke/event.
- Warm-up - The practice and loosening session a swimmer does before the meet or their event. The blood flow to the muscles warm up creates is essential to avoid injury.