

Blakeney Lion Fish Swim Team

PARENTS HANDBOOK

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Welcome to The Blakeney Lion Fish Swim Team

The intent of The Blakeney Lion Fish Swim Team Committee, which is comprised of parents just like you, is to make our summer swimming program an enjoyable and constructive experience for your children. We view The Blakeney Lion Fish Swim Team Program as a structured recreational activity in which your child can learn the value of clean competition, sportsmanship, and teamwork, as well as individual achievement, making new friends and having a lot of fun.

Six Divisions of six teams make up the Greater Charlotte Swim League. The League follows generally accepted rules, regulations, and standards of amateur swimming competition in the United States, as well as some basic rules and procedures designed specifically to meet the needs of this circuit and its member teams.

Please be advised that the degree of competitive "spirit and enthusiasm" varies from team to team. Some tend to place a stronger emphasis on "winning" and take a more serious approach to the sport than others. We at The Blakeney Lion Fish Swim Team want to achieve a positive balance between fun and healthy competition. We do not think "winning is everything," but it is fun and that is why hard work, regular practice, and learning self-discipline are all goals of our summer program.

Above all, we want to assure you that there is a welcome spot for every child on our team. There are no "losers" among the The Blakeney Lion Fish swimmers. We ask only that your child, and you, be a positive member of our team!

The Blakeney Lion Fish Swim Team Parent Organization

Our summer swim program literally could not operate without the generous work of parent volunteers. All the work of putting together a team of volunteers, keeping within a financial budget, arranging all the schedules, providing information for parents, to actually conducting the swim meets is up to **ALL OF US**. For this reason, we require every Lion Fish family to work a minimum number of shifts throughout the summer. A shift is defined as ½ of the swim meet. This means we are asking each family to help in a volunteer position for half of the swim meet, a number of times throughout the season. A more detailed description of the volunteer positions is found in the section, Volunteer Committee Position Description. None of the jobs are difficult and simple training is provided as needed but you can easily learn how to do most of the tasks in a few minutes. If you are brand new to the summer swim league, the jobs of timer, runner and score table are pretty good places to start. One thing to remember, as a volunteer you will definitely feel a part of the teamwork, and it actually does make the evenings go faster.

The Parent's Role in Lion Fish Swim Team

- a. It is the coach's job to offer constructive criticism of a certain performance. Parents should offer love, support, recognition, and encouragement.
- b. Swimmers in practice deserve not to be distracted and to be given the opportunity to concentrate.
- c. Parents are asked to provide well-balanced, nutritious meals and snacks. Food is the fuel for swimmers. Soft drinks and sweets need to be limited. Parents can benefit their swimmers by providing a good diet, plenty of rest, and a proper distribution of time for family and social activities.
- d. It is important for a swimmer's parent to have realistic expectations. Every swimmer will have high and low points. At some point in time, every swimmer will reach plateaus in both competition and training, and may be inconsistent in performance. A parent's constant love and support are crucial.
- e. Parents can keep a record of best times so their child will have a concrete idea of their progress and will be able to set realistic goals. The computer specialist will also have this information available.
- f. Lion Fish's methods of communicating with parents are through emails and the Blakeney Racquet Club website. We hope to launch a regularly scheduled Newsletter and have it available to all on our website. Meet information will be posted at the pool, available on line, e-mailed, and in print at the pool before the meet.
- g. Please discourage swimmers from wearing or bringing jewelry, money or expensive items to the pool.

Registration Requirements

During registration, you were asked to complete a number of documents relating to your child's medical information and emergency contacts. This information is obviously very important for the safety of your child, though hope it will never have to be used. If any of the information changes during the course of the swimming season, please give the updated information to any Committee Member so we may revise our records.

We also ask you to identify any swim meets that your child will not be able to attend. We ask this at registration because there is a large amount of work that goes into the preparations for a swim meet. If we know in advance which swimmers will be present, the meet will run faster and every child will be given the opportunity to swim. If we are expecting a child at a meet who then "no-shows", it creates confusion and could keep other relay members from swimming. There will be Meet Attendance forms the pool. Please complete this form and turn it in to one of the coaches or Committee members as soon as it is known your child will not be attending the meet. PLEASE make every attempt to notify the coaching staff if your plans change no later than the day before the meet... Any last minute changes (illness being an example) are to be called in as soon as possible.

Our Registration Fees

Swim Team registration fees are determined each swim season. These registration fees are the team's primary source of financial support. The registration fees cover the following:

- Coach's Salaries
- Greater Charlotte Swim League Dues
- Ribbons and Awards
- Individual Trophies
- Various Equipment Items as Required
- Miscellaneous Administrative Expenses
- Divisional Swim Meet Entry Fee

The cost of the swimsuit and equipment is in addition to the registration fee. Most swimmers can usually use the same suit for two years. In addition, the manufacturer may change the style and color combinations of the suits, which are standard competition swimwear, every two years. We will make every attempt to choose a suit that will be available for at least two years. We recognize the peer pressures a suit may cause with the swimmers, which we hope to minimize. You will be notified at registration who our swimsuit supplier will be for the season.

Our Practice Schedules

The single most important rule of the Lion Fish Swim Team practice is: ***Be There!***

Let's face it, getting up early on a summer morning for practice may not always seem like a great option. However, being there and on time, every time, is how individuals learn self-discipline and how to be a responsible, contributing member of a team. Please do your part and make sure your child takes practices seriously. We do understand that there will be occasional summer camps and family vacations.

During practice, it is important for all swimmers to have the following items: competition style suit, swim cap for swimmers (boys included) and goggles. You will be notified at registration as to any additional equipment needed and where to purchase it. Note: All items should be labeled with a waterproof marker for easy identification.

Swimming practices will start on the first Monday in May, providing the weather cooperates. The first three weeks of practice will be after school hours and our regular summer practice schedule will commence the first day after the school semester ends.

We will use common sense judgment in evaluating weather conditions to determine if practices will be held as scheduled. Heavy rain or lightning will result in a definite cancellation of practice, while a light rain may only delay the practice. Please use common sense with your own child. If practice has been canceled, a sign indicating such will be posted on the fence as you walk into the pool area and an email will be set to you.

The practice schedules will be posted on our website and at the pool.

The Swim Meets

Our swim meets are usually held on Mondays and Thursdays evenings, commencing at 6:00PM. We will rotate home and away meets each year, i.e., this years home meets will be next years away meets. If you know your child will be missing a meet, please contact the Head Coach, email is best, and advise them as soon as possible.

All regular season home swim meets are scheduled to begin promptly at 6:00 PM on the Monday or Thursday of the meet. Be forewarned that our meets start on time. That is, the starter has the swimmers in the first heat on the starting blocks at 6:00 PM sharp.

Please refer to the season schedule posted at the pool and on the website. Meet starting times are subject to change as required by special circumstances. Sufficient advance notice will be provided in all such cases.

Home Meets: Swimmers should arrive 15 minutes before the advertised warm-up time ready to swim, caps on, goggles on, and a desire to swim fast.

Away Meets: Parents, you are responsible for providing or arranging transportation to the meets for your child. Swimmers should arrive no later than 15 minutes before the advertised warm-up time. Driving directions to the various pools will be available on the team website and at the end of this document.

Inclement Weather

We swim in the rain and make every attempt to hold the meet as scheduled. Summer storms can pass quickly. So in most cases, unless notified before 4:00p.m, plan on getting to the meet as scheduled. The Team Representatives shall make the final judgment on the postponement or cancellation of a scheduled meet due to inclement weather. Such decisions will be communicated to the visiting team Representative as soon as possible. As information becomes available we will make every attempt to disseminate this information if at all possible. It is the parents' responsibility to get their swimmer/s to the pool and let the Team Reps determine what will be done. If a swim meet has been canceled completely, we will make every effort to re-schedule it. The new date will be posted on the swim team website.

When Your Child Must Miss a Meet

We have a policy on missing meets and it is extremely important to understand.

Our coaches must start "seeding" the swimmers -- decide who will swim which event(s) -- at the beginning of each week for Thursday meets and the week before for Monday meets and will assume that all team members will be participating in the meet unless notified otherwise. Simply not showing up at a meet without warning is unfair to other swimmers. "No shows" can and do cause relays to be canceled. Our computer-generated "heat sheets" (lists of swimmers by the events and "heats" they are swimming) are produced the day before the meet.

Our "heat sheets" are unofficial, but it is obviously more than helpful when they are, in fact, accurate. More importantly, absolutely no substitutions may be made later than 10 minutes before a meet starts. If one relay heat has to be scratched because of a surprise "no show", three other children will not be able to swim that event.

Each parent or guardian will be asked to provide the known practice dates and meet dates that your swimmer will be unable to attend. It is assumed the swimmer will be attending unless you have notified the Coach otherwise. Our coaching staff will be completing the meet's "seeding" using this information. This information must be submitted 72 hours preceding the meet you will not be attending.

We understand that plans can change quickly and unexpectedly, and that emergencies do occasionally arise between any given Monday and Thursday. In such cases, please notify the club at the earliest possible moment. If you must call the pool, the telephone number to Blakeney is 704-841-PLAY (7529):

Lion Fish Pride and Spirit

All Lion Fish swimmers and their families should show team pride and spirit. Swimmers are encouraged to wear the team suit, cap, and T-shirt at the meets. During the meet, all swimmers should participate in team cheers and encourage their teammates during races. Family members can purchase and use Lion Fish items and Spirit wear to show their support.

Eligibility Requirements

The Greater Charlotte Swim League Bylaws dictate the eligibility of the swimmer and various rules, which the Lion Fish Swim Team will follow in accordance with these bylaws. Some of these bylaws are as follows:

- a. Swimmers must be 5 by May 31 of the current swim season and the swimmers age on May 31 of the current swim season shall determine the age group in which the swimmer may compete for that season.
- c. A swimmer may compete in a maximum of three individual events and two relay events per swim meet. A swimmer may "swim-up" in an older age group but then that swimmer shall swim in that age group for each individual event in which he/she shall compete in that meet. The swimmer may still swim in their age group for relays.
- d. The maximum number of heats per event is two (2) for a 6 or 8 lane pool, and three (3) for a 4-lane pool. The Team Rep, before the start of the meet must approve any exceptions. This is usually changed to 4 or more heats per event due to the amount of swimmers. Most other pools also allow additional heats as needed to accommodate all swimmers.

Pool Lengths and Adjusted Times

The individual League swimming facilities and pools vary in size and these differences require various adjustments. Our pool has six lanes, while the other pools may have five or six lanes. The number of lanes available sometimes affects the total number of swimmers and/or the number of events that can be swum in a meet.

Some of the GCSL circuit pools may be different lengths (25 yards vs 25 meters), if so, swimmers' times must be adjusted accordingly in order to have a consistent measure. The pool lengths and adjustment factors are used to determine adjusted times. The Meet Manager software will make this adjustment automatically.

The formulas to adjust or equate times in different measured pools are:

To convert meter time to yard time: $\frac{\text{Meter Time}}{1.1} = \text{Yard Time}$

To convert yard time to meter time: $\text{Yard Time} \times 1.1 = \text{Meter Time}$

What Should You Know About 'Meet Day'

Your first swim meet -- the first several, actually -- can be confusing because you don't know what to expect. This section of the *Handbook* represents an honest attempt to help prepare you for the "swim meet experience."

The first thing to remember is that it only *seems* as if everyone else knows what they're doing. Some do and others don't. So, don't be shy -- ask your fellow parents about whatever might seem confusing to you. Our swim meets are pretty informal affairs for the spectators. They offer plenty of opportunity for visiting and chatting, even reading if you can withstand the apparent chaos around you.

However, there are a few basic rules dictated by The Geater Charlotte Swim League:

No alcohol consumption.

No glass containers.

No 'jam boxes' -- for kids and adults.

Arrival Time

If you want a reasonable choice of "prime" seating location get there early - at least 30-40 minutes before the meet. (Swimmers, and usually their parents, will have arrived earlier). As noted previously, meets start promptly. There will always be room for you, especially if you have your chair with you, but if you arrive late expect it to be crowded. Most of our swim meets are over by 9:30PM.

Parking

For home meets, the parking spaces at Blakeney pool area quickly become sparse. If you want to park anywhere near the pool, get there early. Blakeney has an over flow grass parking located on the left side of the gates as you pull in to the club. We advise our members use the overflow parking in order to accommodate our guests. In any event, please do exercise common courtesy and never block a driveway or another vehicle with your own at any of the meets. Spectators need to come and go at all times during the meets. Please park in designated areas, if possible.

Seating

The normal supplies of chairs and lounges at the Blakeney pool are available at meets, but there are not enough of them. Hardly any seating is available at the other pools. Most spectators are in the habit of taking their own lawn chairs to all meets. You can try spreading out on the ground with your blankets or towels, but by the time the kids get settled in their assigned areas, it's usually pretty crowded and wet.

At "home" meets the RipTide families sit on the north and east sides of the pool although you are free to sit anywhere. At other meets, look for familiar faces and RipTide T-shirts to locate the visitors seating area.

There are specific and separate seating areas for the swimmers at all meets. There are one or more volunteer team parents -- Clerk of Course & Asst Clerk of Course - who will be working to organize and make sure the swimmers get to the ready bench on time. You can help them out by discouraging your child from milling around. It is NOT the team parent's job to leave the age-group area in search of your child. Help out by stressing to your children that they need to stay in their area, and if they need to leave for some reason, please inform the team parent.

All spectators must stay clear of the pool decks at all times. In fact, only swimmers are allowed on the decks at the ends of the pool when they're about to start a race. It's crowded enough for the starter, timers, stroke judges, finish judges and runners to do their jobs.

Refreshments

The Club offers a full service concession and grill at all home meets. However, it is very common for spectators to bring their own thermos jugs of coffee and coolers with snacks of their choice. Remember, no glass containers are allowed around the pool area.

There are no commercial food vendors operating at any of the other League pools. At most meets, though, parent volunteers of the home team operate refreshment stands offering different varieties of items -- from performance drinks, soda, water to pizza, hamburgers, hot dogs and other munchies.

Refreshments for the swimmers should exclude the consumption of anything resembling "junk food". Most parents provide their child with a small cooler and help them stock it with healthy selections, including fresh fruit, sandwiches, Granola bars, and drinks like fruit juice, Propel, Gatorade and the like. And, please, clean up after yourself and your swimmer.

Ready Benches and Other Mysteries

There's a good reason to strongly encourage swimmers to remain where they're supposed to be during meets. It's not that hard to completely miss a race.

The Clerk of Course & Asst C of C refer to the Heat Sheets to set up each heat in advance and get them off to the "ready bench". Then they are seated in their proper lanes in the proper order by event and heat and sent to the starting blocks for their race. The "ready benches" generally run two or three events ahead of the event being swum at the moment.

Clearly, every participant has to be paying attention for all this to work. A team parent has several charges and has no time to search for your swimmer. Your swimmer must stay in the designated team area.

The Events

Dual Meets consist of 87 different events. Boy/girl, age group, and individual stroke or relay separates these events. There are from one to four or more heats per event, depending on the number of lanes and swimmers entered. The starter directs all swimmers in the heat in the following sequence:

- (1) "Swimmers on the blocks" (or in the water) - means for the swimmer to step up onto the starting blocks (or enter the water feet first).
- (2) "Swimmers take your mark"- which means to assume the starting position.
- (3) "Whistle or electronic tone sounds"- the race begins and the timers start their watches.

The swimmer must then put together the techniques of starting, correct stroke, kick, flip turn, endurance, strategy, and style to determine the end result. Remember, practice makes perfect!

Ribbons and Points

Ribbons and Points are awarded to the order of finish. Ribbons are awarded for places one through three for individual events and places one through three for relays. Points are awarded for places one through three. "Best Time or Time Improvement" ribbons will also be presented for individual achievement. Ribbons will be distributed at the first practice following the Dual Meet. We will also provide individual "Heat Winner" ribbons at our home meets. These ribbons are based on the swimmer who wins the heat they are swimming, regardless of how they did for the entire event. The ribbons are only given to the heat winners 10 yrs and under immediately after the heat is finished and the swimmer has exited the water. The parents may want to collect the ribbon from their child at that time to ensure it gets home that day. All swimmers enjoy winning awards. However, the coaching staff places a greater emphasis on individual improvement of times, stroke mechanics, encouraging your teammates, and having a good time.

Heat Sheets Tell All

The C of C & Asst C of C use the heat sheets to set up the swimmers. When the swimmer approaches the starting block the lane timer will verify the swimmers name and make sure it matches his/her time sheet. Any discrepancies will hold up the heat and be resolved by the C of C and the team coach. After the event, the times are recorded on the time sheet by each the lane timers and then taken to the scorers table where the official time and place of finish is recorded on the time sheet and entered in the computer. The swimmers are automatically seeded according to their best time for that event for the season. The fastest swimmers of each heat are assigned to the middle lanes of the pool and will usually swim against other swimmers of their own caliber. The times for all heats are taken to determine the official order of finish. Therefore, if a swimmer is in the first heat and finishes third, for example, it is possible for swimmer in the second heat to beat him/her with a faster time.

Knowing the Score

One of the frustrations you may encounter is that it's kind of hard to know what the score of the meet is while still in process. You will probably be tempted to go to the score table to find out. Please resist the temptation. The people at the score table, an equal number of parent volunteers from both teams, are very busy and distractions can result in serious mistakes.

Swimmers are also asked to fight their irresistible urge to approach the score table area to get both the score totals and their individual times in a particular heat. Usually they can ask the timers after they exit the water.

Please be patient. When the meet is over, the time sheets double checked and the points re-calculated the meet results will be announced over the public address system.

Those "DQ" Blues

You'll hear swimmers and parents speak of the "DQ's" with emotion -- from disbelief to anger to resignation and disappointment. "DQ" means "disqualification." The stroke judges are responsible for recognizing and recording kick, stroke and turn infractions.

The Greater Charlotte Swim League has instructed all teams in the league, and their stroke judges, to treat the younger swimmers the same as the older more experienced athletes. We want the children to enjoy their swimming experience and learn the correct way to swim all the strokes. The "DQ" is a learning experience that **all** swimmers, from beginners to Olympic Champions, have encountered. Swimmers should learn from their mistakes and not let it affect their upcoming events and they may need parental support to accomplish this.

The week following the swim meet, the coaching staff will be meeting individually with the swimmers who were disqualified so they will understand why they were disqualified. The parents need to remember not to get excited when their child is "DQ'ed". There will be a lot of disqualifications, especially early in the season when some of the younger children are just learning the strokes. Parents should encourage their swimmer to keep trying and then celebrate with them once they have achieved stroke mastery. This is how the swim team really pays off in self-discipline and self esteem. There is a copy of the DQ Ticket at the end of this handbook – please take time to review this information as it will help you understand the reasons your swimmer was DQ'ed if this should happen.

Parents, if you or your child is unhappy with the events they are swimming due to their ability to compete in that stroke, please contact the Head Coach. Again, we are stressing parent / child / coach communication.

Behavior and Discipline

Swimmers are expected to be "on their best behavior" at both swim meets and during practices. Considering the fact that we have 150-200 youngsters (during a meet) confined in a relatively small space for three or four hours, exemplary behavior isn't just for the gratification of grumpy adults - it is essential to the safety of all concerned and the smooth, orderly conduct of swim meets. We ask that all swimmers have a parent or a designated responsible party at each meet.

Normal pool rules -- no running, no frivolous splashing, no fighting, biting, scratching, screaming and so forth -- will be observed at all times. Additionally, no one is allowed in the Kiddie pool, Water Slide or any other part of the pool during a meet. That includes dangling feet in the water at pool edge. In addition, parents and swimmers need to understand that during meets, the swimmers must be where the coaches and volunteer "Team Parents" expect them to be.

After the Meet

Depending on the number of events in which your child is entered, he or she may be personally finished with their swimming well before the last event of the meet. They are encouraged to stay with the team and cheer on the remaining swimmers until the last event has been completed. However, if you do need to leave early, PLEASE notify one of the coaches before departure.

The 6 and under age group are not required to stay for the entire meet.

Finally, of course, please assist the children in cleaning up all litter after each meet. We want to make sure we will be invited back.

Year End Championship Meets

Divisional Championships

The Divisional Championship Swim Meet will be held at the downtown MAC facility (Mecklenburg Aquatic Center) pool, information will be provided as to location, date, and time of meet. All swimmers who have competed in a minimum of two dual meets during the current season are eligible to participate in this meet. The swimmers will be seeded based on their official times for that event. Medals will be awarded for the first three finishes for each event and ribbons will be awarded for the next nine places.

Invitational Meet

An Invitational meet is being considered and would be held at the conclusion of the normal swim meet schedule. This meet will be held at Lion Fish pool. Information will be provided as to location and time each swim season. The meet is open to those swimmers who have met the qualifying time standards as established by the Greater Charlotte Swim League. A swimmer must have at least one official time equal to or faster than the qualifying time for each event they enter, not to exceed three individual events and two relay events. Typically, each divisional team will send their best two swimmers for each individual event and best team for relay events.

Annual Blakeney Lion Fish Banquet

Typically, our annual end of season banquet is held after the Invitational at the Lion Fish pool facility. This may take the form of a "sit down" buffet dinner banquet at pool side or a more informal picnic or the Club's banquet room. The Committee Members will determine this each swim season.

In addition to food, the banquet features the presentation of individual trophies to the swimmers, recognition of outstanding individual and/or relay team achievements and coach speeches. We usually provide some type of multi-media show from this year's meets as well as the opportunity to purchase candid shots. The entire event lasts about two-three hours.

There will be a charge for attending the banquet in whatever amount is necessary to cover the cost of food provided.

An evaluation of all aspects of the swim program also will be conducted at the end of the season. All parents will be asked to complete a written questionnaire for this purpose and we encourage you to take the time to answer the questions. We will use your comments and suggestions to improve our program in future seasons. This would also be a good time for you to indicate the jobs you would prefer for the next year.

Volunteer Positions Job Descriptions and Parental Role

The Blakeney Lion Fish Swim Team simply cannot function without parent support. Parents are needed to work swim meets, organize social functions, and handle dozens of other essential tasks. The good news is that most swim team volunteer jobs are a great way to spend time with your children and have fun with other terrific parents.

Ninety percent of swim team parents eagerly sign up to help out. (Ok, maybe eagerly is a bit of a stretch, but there's no groaning involved.) But because we need everyone's help, parents are required to work in some capacity for each meet in which your child swims.

We will be swimming in five or six meets this season and will require every family to work at least three swim meets. Volunteer jobs last about 3 ½ hrs per swim meet. If there are enough volunteers we will make every effort to halve that time, if possible. Home swim meets usually require 42 volunteers and away swim meets usually require 19 volunteers.

There are ways to help if you work full-time or have toddlers clinging to your leg. There are jobs you can do if you don't know a backstroke from a breaststroke. There are many ways you can use your special talents and skills to help make the Lion Fish Swim Team the best it can be.

Parent volunteers at swim meets: We need over 40 adults just to begin a dual meet. We need parents to set up the pool, officiate, time, sell concessions, and clean up. As a result, parents should expect to work in some capacity for each meet. The team reps would be grateful if you would sign up to work a meet at least a week before the meet by contacting the one of the Volunteer Coordinators by phone or email. If you do not sign up to help, one of the team reps will have to run around and find you, plus by then your favorite job may be taken. If you've accidentally forgotten to sign up and no one has called you by the day before the meet, contact one of the Volunteer Coordinators to ask how you can help at the meet.

Parent volunteers at social events & other functions: Parents are needed to organize social events and other activities. We need parents to both chair functions and help out with them. These events help the team raise much-needed funds and are lots of fun for everyone. Remember, you must work on at least one social event, such as a golf outing; pasta dinner; ice cream social, etc. More than one is even better -- and greatly appreciated.

Miscellaneous parent responsibilities: Parents must let the coaches know, or remind their swimmers to let coaches know, when a child will not be participating in an upcoming meet. Unplanned absences wreak havoc with our team's ability to compete. Parents of children under age eight must be with their children at practices, swim meets, and other swim team events. **The following are Job Descriptions of some of the more complicated or involved positions that are necessary for the meet to function:**

TEAM REPRESENTATIVE

Official in charge at swim meets. Experience with the GCSL bylaws and the structure of the swim meets is required. Team Representatives attend an "Officials Clinic" (2 hours) prior to the start of the season. Team Representatives attend GCSL meetings, keeps membership up-to-date with GCSL news and updates. Coordinates meet activities with visiting or host Team Representative.

STARTER (1-Home Meets only)

This is the most technically demanding job. The Starter runs the events in the meet by ensuring that the swimmers start simultaneously and oversees all the other meet officials. This is a leadership position that requires experience and a take-charge personality. It is up to the Starter to keep the meet moving. The Starter runs the meet by announcing each **Event** and then each **Heat** in that **Event**.

The Starter will call the swimmers to the starting blocks, have them take their position and give them the "GO" signal with an audible sound device (we will use an air horn). The Starter is positioned at the "Starting" end of the pool at either the Lane 1 or Lane 6 corner; within 10 feet of the starting edge of the pool, in a position so as to provide all timers with an unobstructed view of the starting device.

The Starter will:

Assume full control of the competitors until a fair start has been achieved;

Direct the competitors into their starting position and issue final instructions to include:

The distance to be covered;

The stroke(s) to be swum and in what order;

The number of lengths to be covered.

Follow the above instructions with the command "TAKE YOUR MARK". (Sufficient time should follow this command to enable all competitors to assume a starting position. All competitors must assume a still position prior to the use of the starting device.)

Adapt any starting procedure to accommodate a handicapped competitor;

Disqualify competitors for delaying the start by entering the water while assuming a starting position or for any other misconduct observed while in the starting area;

If in his/her opinion a false start has been committed, the Starter shall immediately recall the swimmers using the starting device or a recall rope (if available).

ASST STARTER (1-Home Meets only)

This position works in concert with the Starter at the opposite end on the pool. The Asst Starter (commonly called "Paddle Man") signals the Starter when the swimmers and Timers are ready for the next Heat and when the Starter can begin his instructions to the swimmers. He signals the Starter by holding up a paddle which is Red on one side and green on the other side.

CLERK of COURSE (1-Home Meets only)

This position is normally only required for Home swim meets. Responsible for getting the home team swimmers to the lineup area before their event, checks names and places swimmers behind proper lanes. Prefer the same people do this for each meet – especially for the younger swimmers so they become familiar with the parent/s. The Clerk of Course is provided with an area where all competitors must report as soon as their event is called to report.

ASST CLERK of COURSE (1)

This position is required for both Home & Away meets. Responsible for gathering swimmers before an event, checking them in, lining them up and getting them to the starting blocks in the correct order and on time. Works in partnership with the Clerk of Course. Also helps coaches find the 8/10 & Under swimmers scheduled for upcoming events and gets them psyched up for their swim. Note: Parents still retain ultimate responsibility for their children and must be present at the meet.

STROKE & TURN JUDGE (4)

These judges observe a swimmers' strokes, kick, turns and finishes to determine whether the technical aspects executed by the swimmer were legal. Upon sighting a violation, the judge will immediately raise one hand to signal the infraction and complete a DQ (Disqualification) card. There are usually two teams of two judges assigned, each team observing the competitors in his/her assigned area to ensure all applicable rules pertaining to the stroke being swum are being performed.

It requires knowledge of the U.S. Swimming stroke regulations and a willingness to fairly disqualify swimmers when appropriate. Although no experience is necessary, it does require attendance at a training clinic, usually in May.

HEAD TIMER (1-Home Meets only)

Prior to the start of the meet he/she shall group and instruct the timers on their responsibility and procedures for timing. This meeting should also include a test to verify the accuracy of all watches to be used.

The Head Timer shall run two watches for back-up on every race, in case of malfunctioning watches, or in the event a timer does not start the watch properly. The Head Timer's watch shall be used in the event of a failure for any reason of an official lane timer's watch.

He/she shall assign two timers to each lane (one from each team), designate one of these timers as the official recorder for that lane and signal the Paddle Man that all timers are ready after all times have been recorded and time sheets have been collected.

SCOREKEEPER (2-Home Meets only)

Responsible for the entire scorekeeping process. Scorers receive the timesheets from the Sheet Runners; determine and enter the official times of all swimmers into the computer; post DQ's and adjust results as appropriate; keep the official score of the meet and prepare the official copies of the meet. Scorekeepers work in teams -- one from each team -- on the assigned task.

SHEET RUNNER (2-DQ Slips & Time Sheets) (Home Meet only)

After each heat the runner collects DQ slips from the Stroke & Turn judges and delivers them to the scorers table. After each event, the runner collects the time sheets from the timers in each lane and takes them to the scoring table. The job title is very descriptive. Runners should have good tennis shoes that work well on slippery wet surfaces. You stay on the move throughout the meet, so it's great exercise.

TIME RECORDER (1) (We will not be filling this position this season)

The Time Recorder determines the placement of order of finish by the swimmers, inscribes the place on the timesheet or card and records disqualifications as received from the Judges.

Time recorders are responsible for checking the times recorded on each swimmer's timesheet or card and making sure that the middle (or average) time is recorded as the swimmer's official time for that event. Each team is needed to record the official results of the meet on the Event Sheets.

LANE TIMER (12)

Each timer is responsible to record the time for the swimmers. By starting their watches at the direction of the starter and stopping their watches when any part of the swimmer touches the wall, they record a swimmer's official time. There are two timers per lane, and one of the timers is designated to record all times. The Head Timer will normally start one or two watches at the start of each heat in case one of the timers miss starting their watch when the event starts. If this occurs, the Lane Timer raises his/her hand with the watch and the Head Timer will exchange watches with the lane timer.

If three times are recorded, the middle time is the official time. If there are two times that are exactly the same, this time is used. If one of the timers miss their time (didn't start the watch on time or didn't stop the watch on time), the remaining two times are averaged. If all three times are the same, great job! It doesn't happen often.

If two times are recorded they are both written down and they are averaged by the Meet Manager software. If only one time is recorded then that will be the official time.

The usual procedure for the lane timers is as follows:

Check in with the Volunteer Coordinator and Head Timer as soon as you arrive at the pool.

Meet with the Head Timer about 15 minutes before the meet starts and review the process.

Receive their lane assignments, clipboards, timesheets and stop watches. and

Check the stop watched to ensure they are working correctly.

Go over any procedural changes that may be in use.

Review the SOP with the Head Timer and then report to their respective lanes.

Lane Timers should remember to:

Look at the starting device after the **Referee** gives control of the competitors to the **Starter**. Upon sighting the flash from the starting device they should start their watch. The only time sound should be used to start a watch is when the starting device does not have a visual signal.

Look at their watch to ensure that it is running.

Get close to the pool edge in order to clearly view the finish touch by the swimmer in you lane.

Stop their watch immediately when any part of the competitor's body touches the pool or course.

Promptly report the time listed on their watch to the lane recorder and if asked, present the watch for inspection.

Do not clear any time from their stopwatch until after all times (from their respective lane) have been recorded on the time sheets.

Timers should also ask each swimmer his/her name to ensure the right swimmer receives the right time.

If the swimmer is not the name on your sheet, cross off the sheet name and write in the name of the swimmer and record their times. This is very important to maintain accuracy and the individual swimmers times. This is to be done for every heat. If there is no swimmer in your lane write "NS" in the time slots.

Timers are requested to keep their cell phones, pagers, PDA's, etc. turned off during the meet to avoid any distractions and to maintain the highest accuracy.

FINISH JUDGE (2)

These judges stand at the end of the pool and observe the end of the race. They help decide the order in which the swimmers finished the event (i.e., who won). No technical knowledge of swimming is required, but it does require a keen ability to focus your attention for close races.

FALSE START TECHNICIAN (1/2-Home Meets only)

Prior to the start of the meet a length of rope should be stretched across the swimming lanes approximately 10 yards from the starting blocks. This *false start rope* should be attached about five feet above the water surface. The rope should be attached so that it cannot inadvertently fall into the pool, but should be attached in such a manner that it could be purposely triggered to fall into the pool and hinder a swimmer.

At the start of the race a **false start technician** should be alert. In the event of a false start as determined by the Starter, he or she should immediately drop the *false start rope* in the path of any swimmers.

EVENT BOARD (2-Home Meets only)

This position is responsible for flipping the Event Number Cards at poolside so that everyone can keep track on their Heat Sheets as to what event is currently under way.

RIBBON COORDINATORS (2-Home Meets only)

The ribbons coordinators are responsible for either putting the computer generated sticker on each ribbon, or hand writing labels for each ribbon with the name and swim time for every race and double checking that the correct information is on the correct event place ribbon. This job doesn't usually get going until after the first few races, but it will usually require the worker to stay for awhile after the races have concluded to finish preparing the ribbons. Ribbon Coordinators will also hand out "Heat Winner" ribbons to every Heat Winner 10 yrs and under and "I Did My Best" ribbons for the Shrimpers.

50/50 (1-Home Meets only)

This is a great way to meet everyone at the meet. This is another club fund raiser at home meets. You sell lottery tickets during the meet and the drawing is held toward the end of the meet. The winner gets half the money and the host team gets the other half. Note: If no winner on first drawing, you keep drawing until a winner is determined.

HOSPITALITY (1/2-Home Meets only)

These individuals are responsible for delivering refreshments, usually water, lemonade or ice tea, at the home meets to the swim meet workers.

FUND RAISING/TEAM SPONSORSHIP (No Limit!)

Approach local business and professional people to secure (relatively inexpensive) ads to be placed in our weekly heat sheets to help defray the cost of producing and duplicating them. Coordinate the preparation of sponsor's banners for display at the pool during home meets. Sponsors will also be advertised on our website.

BANQUET CHAIRPERSON

Responsible for organizing and conducting the annual banquet for all swimmers and their families. This can be, and usually is, a job for a full committee with a chairperson or co-chairs and committee members for different aspects.

PHOTO & MULTIMEDIA

Responsible for taking the official photos at the meets and other events. Also responsible for End-of-Season banquet multimedia entertainment. Usually prepares cd's for sale to parents and swimmers.

Driving Directions to Division VI Pools

For driving directions please visit www.greatercharlotteswimleague.com or visit our web www.brcharlotte.com and look under services (swim) link.



DISQUALIFICATION REPORT

EVENT # _____ HEAT _____ LANE _____

SWIMMER _____

BREASTSTROKE

DURING: START _____ SWIM _____ TURN _____ FINISH _____

10 KICK: ALTERNATING _____ BUTTERFLY _____ SCISSORS _____

11 ARMS: NON-SIMULTANEOUS _____ TWO STROKES UNDER _____
NOT IN SAME HORIZONTAL PLANE _____

12 ELBOWS RECOVERED OVER WATER _____

14 CYCLE: HEAD NOT UP _____ DOUBLE PULLS/KICKS _____

15 TOUCH: ONE HAND _____ NON-SIMULTANEOUS _____

16 NOT TOWARD THE BREAST OFF WALL _____

17 OTHER _____

BUTTERFLY

DURING: START _____ SWIM _____ TURN _____ FINISH _____

20 KICK: ALTERNATING _____ BREAST _____ SCISSORS _____

21 ARMS: NON-SIMULTANEOUS _____ UNDERWATER RECOV. _____

23 TOUCH: ONE HAND _____ NON-SIMULTANEOUS _____

24 NOT TOWARD THE BREAST OFF WALL _____

25 HEAD DID NOT BREAK SURFACE BY 15M _____

26 OTHER _____

BACKSTROKE

DURING: START _____ SWIM _____ TURN _____ FINISH _____

30 TOES OVER LIP OF GUTTER AFTER START _____

31 HEAD DID NOT BREAK SURFACE BY 15M _____

32 NOT ON BACK OFF WALL _____

33 NO TOUCH AT TURN _____

34 PAST VERTICAL AT TURN:
NON-CONTINUOUS TURNING ACTION _____
INDEPENDENT KICKS _____ STROKES _____

35 SHOULDERS PAST VERTICAL _____

36 OTHER _____

INDIVIDUAL MEDLEY

41 STROKES INFRACTION # _____

42 OUT OF SEQUENCE _____

FREESTYLE

50 NO TOUCH TURN # _____

51 HEAD DID NOT BREAK SURFACE BY 15M _____

RELAYS

70 STROKE INFRACTION # _____ SWIMMER # _____

71 EARLY TAKE OFF SWIMMER # _____

72 CHANGED ORDER: SWIMMER _____ STROKE _____

OTHER

60 FALSE START _____

61 DELAY OF MEET _____

62 DID NOT FINISH _____

63 OTHER _____

JUDGE: _____
(print name clearly)

REFEREE: _____
(print name clearly)

NOTIFIED: _____ SWIMMER _____ COACH _____