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# **WELCOME TO SEAY!**

## **SOUTH EASTERN AQUATICS The Racine Family YMCA Swim Team**

### **INFORMATION BOOKLET**

SOUTH EASTERN AQUATICS YMCA (SEAY) is a non-profit, tax-exempt competitive swim team chartered through the Racine Family YMCA and United States Swimming (USA). SEAY provides competitive swimming opportunities for southeastern Wisconsin area swimmers with structured practices and an opportunity to compete on an individual and team basis.

While not all competition is mandatory, SEAY strongly encourages meet participation for all swimmers who have developed the necessary skills!

SEAY uses the pools of the Racine Unified School District (primarily Case and Park High Schools) and the YMCA. SEAY retains a professional, certified head coach, a certified assistant head coach, and certified assistant coaches. In addition, one or more part-time certified instructors are employed. The costs of the organization are the responsibility of its members and are covered by fees and fundraising activities. Practice times for the winter season generally run between 5:30 and 8:00 p.m., Monday through Friday, with a Saturday morning practice offered on non-meet Saturdays. A schedule is issued at the beginning of each season.

SEAY provides an opportunity for young people to participate in an athletic program at their own level and to be part of a positive team experience.

We feel that SEAY has a lot to offer young swimmers in southeastern Wisconsin. We're happy to have you swimming with us. Welcome to SEAY!

## **THE SEAY PROGRAM**

The SEAY Program has been established since September 1984 to help young people learn to swim better, to achieve their competitive goals, and to provide them with a positive educational, social, and physical experience. Besides swimming workouts and meets, the program includes lectures, films, and handouts on such topics as goal setting, diet and nutrition, and the mental aspects of training and competing. SEAY also builds a strong feeling of togetherness and team unity through a number of activities offered outside the pool for the enjoyment of team members and their families.

## **REGISTRATION INFORMATION**

SEAY has three training seasons: fall/winter, spring, and summer.

The fall/winter season runs from mid-September through the end of March with registration in mid-September. Registration includes payment of SEAY, USA, YMCA fees and the SEAY Guarantee check. When USA and YMCA fees are paid in the fall/winter season, they are good for the whole SEAY fiscal year. (September – August)

A “new” swimmer try-out is held in the fall and registration for this coincides with an additional high school girl registration on about Nov. 1<sup>st</sup>.

The spring season runs from mid-April through the end of the school year with registration in mid-March. The summer season begins immediately after the spring season and runs through the first week of August with registration in mid-March and the first day of the summer season. When a swimmer has been registered for SEAY in the previous fall/winter season, only SEAY fees and Guarantee check are due at registration.

Swimmers who have not swum the previous fall/winter season will have SEAY, USA & YMCA fees, and SEAY Guarantee check due at spring/summer registration.

A spring “new” swimmer try-out is held in April with registration to follow.

With the start of each season the number of worker obligation sessions required for each family are established by the SEAY board. Fund Raising that has been completed in the fall/winter season covers a family for their annual obligation. The spring and summer seasons have fund raising obligations for families who did not participate with SEAY the previous fall/winter season.

A SEAY Guarantee check to cover worker obligation sessions and fundraising is due at each registration.

**SEAY FEE PAYMENT SCHEDULE—FALL/WINTER SESSION**

Payment #1: Fees due at registration are YMCA and USA registration (as applicable), and a minimum of \$100 of SEAY fees. The SEAY Guarantee Check is due also.

Payment #2: If you are utilizing the payment plan, the next payment is due 28 days after the last day of returning swimmer registration. The balance of the SEAY fees are due if they are \$100 or less. If the balance is more than \$100, at least ½ of the remaining SEAY fees are due.

Payment #3: If you are utilizing the payment plan, the third payment is due 56 days after the last day of returning swimmer registration. The remaining balance of the SEAY fees is due.

Returning swimmers who register after the 3<sup>rd</sup> payment due date must pay all fees (including the \$25 late registration fee) in full at the time of registration.

**SEAY FEE PAYMENT—SPRING/SUMMER SESSION**

Fees due at registration are YMCA and USA registration (as applicable), SEAY fees, and SEAY Guarantee Check (if you did not swim during the Fall/Winter Session).

Returning swimmers who register after the last day of the returning swimmer registration must pay all fees (including the \$25 late registration fee) in full at the time of registration.

**PRO-RATING SEAY FEES**

SEAY fees will be pro-rated for the fall/winter season only for new\* families to the team. The pro-rating date starts with their first day in the water after their “free trial week”. There is no pro-rating for the spring/summer season for any swimmer/family. (\*New families are those who have **never** been a member of SEAY before.)

**LATE PAYMENT FEE**

Upon completion of a five (5) day grace period following the original due date, a \$10 late fee will be assessed. At that time you will have an additional five (5) calendar days to pay the current payment plus the late fee. If all current fees are not paid in full at the end of the second five (5) day period, the swimmer, effective immediately, will not be allowed to practice or compete until all fees are current.

**LATE REGISTRATION FEE**

Any returning swimmer (from the previous season) who registers at any time other than the designated sign-up dates for returning swimmer, will be assessed a \$25 late registration fee that will be due at registration.

## **REFUND POLICY**

There are no refunds for swimmers without a medical excuse. Any swimmer with written medical documentation from a physician will have their SEAY fees pro-rated for that season from the date of the medical incident as noted by the physician. The Board of Directors decides worker obligations and fundraising obligations on a case-by-case basis. USA and YMCA fees are never pro-rated.

## **NSF CHECK POLICY**

If within any fiscal year (September 1 – August 31), a family has two checks returned due to insufficient funds, all further payments must be made by cashier's check or money order for a full year from the date of the second returned check.

## **FOREIGN EXCHANGE STUDENTS**

SEAY will waive the cost of the SEAY fees and fundraising obligation for a foreign exchange student. The foreign exchange student or host family is responsible for the USA fee, the YMCA fee, and worker sessions for that season.

## **THE SEAY TRAINING GROUPS**

- SEAY offers seven training groups.
- SEA Serpents: primarily ages 8 and under—recommended attendance 2-3 practices a week,
  - Technique Development 1: SEAY's younger beginning swimmers who need technique development--recommended attendance 2-3 practices a week,
  - Technique Development 2: SEAY's older beginning swimmers who need technique development--recommended attendance 2-3 practices a week,
  - Green: Younger SEAY swimmers with upper level stroke/skill development--recommended attendance 3-4 practices a week,
  - Blue: Older SEAY swimmers with upper level stroke/skill development--recommended attendance 4-5 practices a week,
  - Senior 1: Primarily SEAY's Middle School/HS swimmers with upper level stroke/skill development--recommended attendance 4-5 practices a week, and
  - Senior 2: Primarily SEAY's HS swimmers with a high degree of stroke/skill development--recommended attendance 5-6 practices a wk.

The SEAY coaches have designed these practice groups using USA recommendations as a basis. Each group has defined objectives for training, competitive performance, biomechanical progressions, physiological progressions, character development/life skills, and psychological skills. These training groups make it possible for a swimmer of any age or ability to fit into the program.

Placement in these training groups is determined at the start of the season by the swim coaches. The coaches will determine movement within the practice groups as the swimmer develops throughout the year and his or her swimming career. Swimmers must be able to swim 25 yards of freestyle, 25 yards of backstroke, and be safe in deep water before they join SEAY.

## **SEAY PRACTICE SCHEDULE**

A calendar of practice times and locations is distributed in September, December, and April. Any changes in practice are announced via email, the team website, and/or in the weekly newsletter which is distributed at practice on Tuesdays.

**\*\*Note:** It is important for swimmers to collect and take home all handouts distributed at practice!!

**PLEASE NOTE: IF FOR ANY REASON RACINE UNIFIED SCHOOLS ARE CANCELED (SNOW DAYS, OR OTHER EMERGENCY CANCELLATIONS) OR IF AFTER SCHOOL ACTIVITIES ARE CANCELED, SEAY PRACTICE WILL ALSO BE CANCELED.**

## **SEAY ATTENDANCE POLICY**

Swimmers are encouraged to attend as many practices as possible. A regular pattern of attendance will result in improved strokes and conditioning. A swimmer who arrives late or has to leave practice early should provide the courtesy of an explanation to his/her coach.

Swimmers are required to train with their assigned groups. To get the maximum from each workout and to maintain consistency within the groups, swimmers need to train in their assigned group at all times.

Swimmers should arrive for practice no earlier than 15 minutes prior to their workout time. **Swimmers should be ready to swim five minutes prior to the start of their practice.**

Swimmers should also be picked up no later than 15 minutes after their practice is over. **Please be prompt in picking up your swimmer at the end of practice.**

## **TEAM EQUIPMENT**

Team caps are required if the swimmer wears a cap during competition. Team suits are strongly recommended, but optional. New swimmers need not purchase a team suit until they are ready to purchase another suit. Caps, suits, team uniform, team bags, and goggles can be purchased from the team equipment manager. Orders for suits are placed early in the year, but can also be ordered at a later time during the season.

## **TEAM COMMUNICATION**

The **HANDBOOK** that you are reading is part of the team's effort to communicate important information to swimmers and their families. It is updated annually and is part of the information provided to new swim families.

**FAMILY MAILBOXES** (file folders, one per family) are located in the parent viewing area. Most of our team communication is accomplished through use of these mailboxes. Weekly newsletters, meet information, notes, and other important information are placed in these folders. **SWIMMERS SHOULD CHECK FOR MAIL WHENEVER THEY ATTEND PRACTICE!** If your swimmer will be away from practice for any length of time, plan to call another swim family periodically and check the team website to make sure that you stay informed. Information concerning swim meets, fundraising, and team activities must be completed in a timely manner.

The **TEAM NEWSLETTER** comes out each week, usually on Tuesday. Articles to be included should be turned in to the Head Coach by the end of practice on Mondays.

The SEAY website can be found at [www.sea-y.org](http://www.sea-y.org). The newsletter, information about swim meets, meet worker signup sheets, fundraising information, and team activities.

The **BULLETIN BOARD** in the parent viewing area is utilized for posting team information and special notices. Prior to posting, the Board must approve all non-team notices.

An **EMAIL NOTIFICATION SYSTEM** is set up early in the fall to provide a quick way of contacting swimmers in case of a last minute practice change/cancellation. **PLEASE NOTE: IF FOR ANY REASON RACINE UNIFIED SCHOOLS ARE CANCELED (SNOW DAYS, OR OTHER EMERGENCY CANCELLATIONS) OR IF AFTER SCHOOL ACTIVITIES ARE CANCELED, SEAY PRACTICE WILL ALSO BE CANCELED.**

**COACH AVAILABILITY TO PARENTS** SEAY coaches will do their best to make themselves available whenever possible outside of actual practice or competition times.

- Coaches are available nightly for 15 minutes before and after practice.
- Coaches make trips to the parent viewing area at least weekly to answer questions and provide information to parents.
- Voice mail messages can be left at the YMCA at 635-3843 for the Head Coach.

## **GRIEVANCE PROCEDURE**

There are times when families have questions/concerns about club direction or coaches' decisions. At such times it is critical that these issues are presented to the SEAY Board and coaches for clarification/discussion. If problems/misunderstandings cannot be resolved between the coach and parents or when there is need for policy development or clarification, such issues are most appropriately brought to the attention of the SEAY Board.

Failure to bring concerns directly to the attention of the coaches or to the Board only leads to discontent and delays in the resolution of problems.

### **SWIM PRACTICE OBSERVATION**

United States Swimming rules state that only certified coaches and registered swimmers are allowed on deck during practice or during a swim meet. Parents/legal guardians, grandparents, friends, siblings (anyone who is not a certified coach, registered swimmer, or registered SEAY Board member) are welcome to view any practice from the balcony at Park and Case or the bleachers at Horlick. **Parents are not allowed on the pool deck.**

### **SWIM FAMILY OBLIGATIONS/ROLE**

The SEAY program has evolved over the years as a means for families to provide their children opportunities that they would be unable to provide individually. Because the support needed to run a swim program is extensive, it is expected that all swim families will commit more than their swim fees to the operation of the team. *THE PERSONAL TIME DONATED BY FAMILIES IS OUR MOST IMPORTANT RESOURCE.*

There are many opportunities to become involved, including working on a number of short term jobs, chairing committees, serving on the Board, assisting with fundraising, etc. A volunteer list is distributed in the fall. Several of the jobs do not entail a great deal of work; others require a number of people working together. Please consider volunteering. We count on the support of all of our families.

In addition, all families are required to participate in meets SPONSORED/HOSTED by SEAY. It takes a large number of people to run a successful meet, and our meets are a major source of income for our team. Sign-up sheets for these meets are usually available on the tables in the parent viewing area. Also check the team website to view the sign up sheets for each SEAY hosted meet. See the "Family Participation in Running Team-Sponsored Meets" section of this handbook for more specific information.

A second major fundraising opportunity is our Fall Advertising Campaign. Money received for ads placed in our heat sheets help to offset an individual's swimmer fees. See the "Family Swimmer Account Policy" section of this handbook for more specific information.

### **FAMILY PARTICIPATION IN RUNNING TEAM SPONSORED MEETS**

Since a substantial portion of our team income is generated through hosting meets, and because it takes many workers to run a successful meet, it is the policy of South Eastern Aquatics to require families to work at **all** SEAY sponsored meets. All families, whether or

not their children swim in meets, benefit from meet revenues because this money is used to offset expenses that would otherwise need to be paid through swimmer fees.

SEAY hosts three to five meets in each calendar year. Generally, each family is required to work two sessions of approximately one-half day each at each of these meets. At the beginning of each swim season, the SEAY Board sets the exact number of work sessions required for each family.

### **GUARANTEE CHECK**

This check is due at registration in the amount equal to:

1. The fundraising requirement for that season PLUS
2. The number of worker obligation sessions required for that season at the rate of \$50.00 each.

At the end of the season **ANY** outstanding debts a family may owe SEAY will be deducted from this check. Outstanding debts may include, but are not limited to, SEAY fees, YMCA fees, USA fees, late fees, fundraising obligations, meet entry fees, state relay fees, unfulfilled worker obligations at the current rate and/or session missed, etc. After the initial check has cleared the bank, the balance will be put into the family's swimmer account and will be available at the next season's sign-up as a credit toward fees. Families may make a request to the Financial VP that the balance be sent to them in the form of a SEAY check, rather than put into the swimmer account.

### **FUNDRAISING**

In addition to hosting swim meets, there are fundraising opportunities throughout the swim season. Some of these may include selling advertising space in heat sheets (programs), Swim-a-thon, selling raffle tickets, car washes, etc.

Each year a set amount of fundraising is required by each family of which 100% of the proceeds goes into the team account. After that obligation is met most of the fund raising opportunities enable families to put 50% of the money they raise into their "family swimmer account." The family's share of money earned through fundraising will be credited to the "family swimmer account" for that specific family. This money may be used for registration fees, travel meets (travel meets are defined as long distance away meets as designated by the board), and/or scholarships. The donating family will designate the scholarships.

Monies not used by the end of a season may be carried over until the end of the following fiscal year (the SEAY fiscal year runs from September to August).

When a swimmer leaves the team for longer than 12 consecutive months, all money left in his/her "family swimmer account" will be donated to the club's general fund.

A family wishing to know their family swimmer account balance or wishing to use funds from their account must contact the Financial VP.

### **SWIMMER COMPETITIVE LEVELS (USA SWIMMING)**

USA meets are conducted according to the "Classified Age Group Program." Swimmers are divided into age groups: 10 & Under, 11/12, 13/14, 15/16, and 17/18. There are exceptions to these classifications: 6 & Under swimmers and 8 & Under swimmers sometimes swim as separate groups, and 15 and older swimmers are sometimes grouped as 15-18. The Senior category includes any swimmer regardless of age.

In order to provide competition among swimmers of similar ability/experience, USA further groups swimmers using nationally determined cut-off times. Swimmers begin as "C" level swimmers, and advance to "B", "BB", "A", "AA", and, in exceptional instances, "AAA" and "AAAA" swimmers, based on their times in any given event. A swimmer may have a "C" time in the 50 yard free, but may have achieved an "A" time in the 50 yard breaststroke. These cut-off times provide short term goals for swimmers as they become more proficient in each of the strokes, and also provide a way for swimmers to compete against others with similar times.

Another type of "cut time" swimmers strive for are State Cut Times. Swimmers who achieve state times are eligible to compete at the USA State meet at the end of each season.

It is the policy of SEAY to encourage Zone C competition in the summer; and USA Phillips 66 National Championships and Y National competition in the spring.

Achievement of "zone" cut times (AAA or better times in any individual event or an A time in the longest distance freestyle event in the swimmer's age group for the Open Water portion of the Zone competition) qualifies swimmers to represent the state of Wisconsin in Zone C competition. Zone C is one of the four geographic competitive swim districts in the United States. This team experience is under the jurisdiction of Wisconsin Swimming, Inc. Funds for participation in this meet are partially underwritten by our state swim organization.

The USA Phillips 66 National Championships Meet is the highest level of competition in American swimming. These meets are held at the conclusion of both the long and short course seasons, and are always swum in meters.

### **SWIMMER COMPETITIVE LEVELS (YMCA)**

In YMCA competitive swimming, all swimmers swim as one class. There is no C-B-BB-A-AA-AAA-AAAA classification. The YMCA also conducts a statewide championship meet during the short course (fall/winter) season. Unlike USA meets, where swimmers can achieve State Cut-Off Times at any time during the season, swimmers can

qualify for the YMCA State Meet only at that year's YMCA Sectional Meet. Qualifying swimmers must place first at sectionals or swim a **YMCA State Qualifying Time** (different from a USA State Qualifying time) during the swim season and then successfully swim that event at the sectional meet. The YMCA also holds two national meets (Y-Nationals), one following the short course (yard) season and one following the long course (meter) season. Like USA Nationals, swimmers must meet certain cut times in order to swim. Swimmers must be at least 12 years old in order to attend these national meets.

One other important difference exists between USA and YMCA meets: In USA meets a swimmer's age is determined by his/her age on the first day of the meet. In YMCA meets a swimmer's age is determined to be his/her age as of December 1. In other words, a YMCA swimmer who turns 13 on December 2 swims the rest of the season in the 11-12 age group. A YMCA swimmer turning 13 on or before December 1 swims in the 13-14 age group in all meets thereafter.

### **TYPES OF MEETS**

Time Trials	Meet attended by only SEAY swimmers. Times are not official, but may be used as seed times for all meets except those such as State and National meets which require proof of time verifications. The meet is low-pressure--an ideal first meet for new swimmers! These are generally offered at the beginning of the season.
Dual Meet	Meets between two teams, lasting 3 - 4 hours. Times that are swum are "official". There are usually no entry fees.
Invitational	Our team must be invited before we are able to swim this type meet. These are large meets having several hundred swimmers entered.
Open Meets	Any registered USA member or team may enter provided space is available.
A-BB-B-C Meet	In USA meets, "A", "BB", "B", and "C" swimmers may all enter, but all swim against each other in age groups for one set of awards.
A-BB+B-C Meet	In USA meets, "A" and "BB" swimmers are grouped together. "B" and "C" swimmers are grouped together. There are two sets of awards--one for the "A-BB" group and one for the "B-C" group.
A+BB+B+C Meet	"A" swimmers compete against only "A" swimmers. "BB" swimmers compete against only "BB" swimmers. "B" swimmers compete against only "B" swimmers. "C" swimmers compete against only "C" swimmers. There are four groups of awards--one for each level.

(REMEMBER: The dash (-) puts the levels together. The (+) separates the levels from each other.)

## SWIM MEET INFORMATION

### **MEET SIGN-UPS**

A schedule of all meets that SEAY will attend for the season is distributed at registration. The meets are selected to challenge not only our new swimmers, but also our national level swimmers. As soon as the specific details about each meet are available, the information is printed on blue paper and distributed through the mailbox system. Swimmers sign up for meets at the time they receive meet information in their mailboxes. ALL SWIMMERS ARE ENCOURAGED TO PARTICIPATE IN AS MANY MEETS AS THEIR FAMILY/PERSONAL SCHEDULES PERMIT. **Dual meets, the SEAY hosted meets, YMCA Sectionals, USA Regionals are strongly recommended.**

The sign-ups for swim meets are submitted by individual swimmers and their parents. Parents of new swimmers are encouraged to talk to their child's coach to determine when their child can begin to compete, and to decide which event(s) to enter. All swimmers are encouraged to speak with a coach when signing up for meets.

Open and Invitational Meets do require entry fees which usually range from \$3.00 to \$5.00 per event. In addition, there is usually a swimmer fee ranging from \$3.00 to \$5.00. If your child wishes to enter a meet, these entry fees must be paid before the entry can be sent in.

Meet sign-ups should be completed at the time that the meet information is put into the mailboxes. Deadlines for entries are always noted on the meet information sheet. A sample of the meet entry forms used by SEAY, along with simple instructions for its use, is printed in this handbook. Any "veteran" parent would also be happy to assist new parents to learn how the sign-up system works. Just ask!

SEAY swimmers (usually their parents!) are encouraged to keep track of their own "best times". Small record keeping booklets can also be purchased at most meets. The Entry Chair person will automatically enter the swimmer's best times when the meet entry is processed.

A meet schedule for each season is set up well before the start of practice sessions. SEAY swims both in YMCA and in United States Swimming (USA) sanctioned meets due to our dual affiliation. Most of the "Y" meets we attend can accommodate as many "swims" (individual swimming events) as we wish to enter. For most USA meets, however, swims are limited to the number reserved by individual teams **BEFORE THE SEASON BEGINS.** Because of this reservation system, there are times when we have extra swims available and there are also times when swims may need to be cut back. When swims must be cut there can be **NO** late entries accepted; cuts in entries are made from among those entries received on time, in an equitable way, by the entry chairperson and the head coach.

Entries along with entry fees are placed in the mailbox of the Meet Entry Chairperson. If you set up an Entry Fee Escrow account, entries can be emailed to the Meet

Entry Chairperson. Questions about an entry should be directed to one of the coaches or to the Meet Entry Chairperson

### **PAYING FOR YOUR MEET ENTRIES**

There are two ways to pay for your meet entries.

1. You may submit a check payable to SEAY with each meet entered. Entries along with the check must be in the completed meet entries folder at the pool on or before the due date to ensure entry into the meet.
2. You may wish to set up a Meet Entry Escrow Account. This is similar to a bank account. You write a check payable to SEAY for whatever amount you wish. An account is started for you. With each meet entered, the appropriate meet fees are withdrawn from your meet entry escrow account. This allows you to either place your meet entry in the completed meet entry folder at the pool, on or before the meet entry deadline or to e-mail the meet entry chairperson with the desired events to be entered. The deadline applies whichever method you choose to use.
  - One benefit to the escrow account is that you do not have to be at the pool to enter a meet and do not have to make any quick trips to the pool to drop off your entry.
  - If you choose to enter by email, you will receive a reply email informing you that the entry has been received.
  - When your escrow account runs low, you will receive an email requesting another deposit.

### **PREPARING FOR THE MEET--WHAT TO TAKE TO THE MEET**

1. Most important: Swim suit, team cap, and goggles (if your swimmer uses them). It is also a good idea to bring a back-up swimsuit, cap, and goggles!
2. Baby or talcum powder--to dust the inside of swim cap. This helps preserve the cap and makes it easier to put on. Look for the sample-sized containers.
3. Towels. Realize your swimmer will be there a while, so pack at least two.
4. Something to sit on. Example: sleeping bag, old blankets, or anything that will be comfortable to sit on. The swimmers will be spending a lot of time on it.
5. Sweat suits/Warm Up Suit
6. T-shirts.
7. Optional: travel games, books, coloring books, playing cards, homework, anything to pass time. Expensive items should not be brought to swim meets.
8. Food: Each swimmer is usually allowed to bring a small cooler. It is a good idea to bring snacks. They usually have snack bars at the meet, but the lines are sometimes

long. Suggestions for items to bring: Drinks--Hi-C, fruit juice, sports drinks. (Glass containers are prohibited.) Snacks: Granola bars, fruits, yogurt, cereal, jello cubes, sandwiches, crackers, bagels, assorted fresh vegetables.

Once you have attended one or two meets, this will all become very routine. Please do not hesitate to ask any parent on your team for help or information! These meets are a lot of fun for the swimmer! He/she gets to visit with friends, play games, and meet kids from other teams. There is also a chance to "race" and see how much he/she has improved from all the hard work put in at practice.

**Special Parent's Note:**

The pool area is usually very warm. Therefore, make sure you dress appropriately. Nothing is worse than being hot at a swim meet. At most of the meets, the parents are allowed to sit with the swimmers in the rest area. If you don't think that a gym floor is comfortable, feel free to bring folding lawn chairs to sit on.

In most cases the bleacher area to view to swim meet is very crowded. Leave the bulky items (cooler, swim bags, etc.) in the swimmer rest area.

One final word of advice: **LABEL YOUR CHILD'S CLOTHING AND SWIM EQUIPMENT, AS WELL AS ANY OTHER ITEMS THAT COULD BE LEFT BEHIND AT THE MEET WITH BOTH YOUR SWIMMER'S NAME AND "SEAY"**. These items are usually returned, as long as there is some identifiable team/swimmer information. Before you leave for home, it is a good idea to double check that swim suits, goggles, towels, and other swim equipment are in your child's swim bag.

**MEET TRANSPORTATION**

Although it is not always necessary that a parent accompany their child, we encourage active FAMILY participation in meets. Car pools may be available to and from the meet, but are arranged for by individual families.

**AT THE MEET--BEFORE THE MEET STARTS**

*(The following information on swim meets from the July, 1993, issue of Splash magazine has been adapted for use in the SEAY handbook.)*

1. Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. This time will be listed in the newsletter.
2. Upon arrival, find a place to put your swimmer's blankets, swim bags and/or sleeping bags. Our team usually sits together in one place, so look for some familiar faces.
3. Heat Sheets. A heat sheet (program) is usually available for sale in the lobby or concession area of the pool. Heat sheets generally sell for one to three dollars per

day. They list all swimmers in each event in order of "seed times" (best previous times that have been swum in a specific event). When the team entry is sent in, each swimmer and his/her previous best time in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no-time" swimmer will most likely swim in one of the first heats of the event. If the meet is pre-seeded, the swimmer's heat and lane have been set and will be listed in the heat sheet. In deck seeded meets or events, swimmers are usually listed on the heat sheet in order, from slowest to fastest.

- Using the information from the heat sheet (program), write each event number (heat and lane number also, if the meet is pre-seeded) on your swimmer's hand in ink. Some swimmers prefer putting the information on their thigh. This helps him/her remember what events he/she is swimming and what event number to listen for/look for. Make a grid with these letters at the top of each column: E, H, L. (The E stands for event. The H stands for heat. The L stands for lane.) Then fill in the grid with the event, heat, and lane numbers. Write the length and stroke at the side of the grid.

E	H	L	
3	2	6	50 free

- Your swimmer now gets his/her cap and goggles and reports to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. A swimmer's body is just like a car on a cold day--it needs to get the engine going and warmed-up before it can go all out.
- After warm-up your swimmer will go back to the area where his/her towels are and sit there until his/her first event is called. This is a good time to make a trip to the bathroom if necessary, get a drink, or just get settled in. If your child is swimming on a relay, add this information to his/her hand.
- The meet will start about 5-10 minutes after warm-ups.
- According to USA rules (because of insurance purposes), parents are not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.

**AT THE MEET--ONCE THE MEET STARTS**

- It is important for any swimmer to know what event numbers he/she is swimming (again, the reason for the numbers on the hand). He/she may swim right away after warm-up or may have to wait awhile.

2. A swimmer's event number usually will be called over the loudspeaker. Usually the girls' events are odd-numbered and boys' events are even-numbered. The swimmer needs to be alert to the progress of the meet and allow enough time to get to the starting blocks.
3. If the meet is "deck seeded", swimmers report to a "Clerk of Course" or "staging" area. At this area swimmers receive a card telling them their heat and lane numbers. At some meets the clerk will line up all the swimmers and take them down to the pool in correct order. Depending on the meet, the staging people will either give the card to the timers at the end of each lane or will instruct swimmers to hand their cards to the timers when it is their turn to swim. These cards are important because they tell the people running the meet who actually swam each event.
4. If the meet is "pre-seeded", swimmers will be expected to report directly to the starting blocks several heats before their own heat is swum. In this case, the timers will already have the swimmers' cards, and will simply verify that a swimmer is the correct swimmer for that heat and lane.
5. You can usually expect 4 - 5 heats of each event. However, large meets can have as many as 10 -12 heats.
6. After each swim:
  - A. The swimmer asks the timers (people behind the blocks) for his/her time.
  - B. He/she then goes **immediately** to the coach. The coach will ask for the time and discuss the swim with the swimmer.
  - C. Generally, the coach follows these guidelines when discussing swims:
    1. Positive comments and praise
    2. Suggestions for improvement
    3. Positive comments
7. Things you, as a parent, can do after each swim:
  - A. Tell your swimmer how great he/she did! The coaching staff will be sure to discuss stroke technique. You need to tell him/her how proud you are and what a great job he/she did. Remember—your job as a parent is to feed, transport, and hug. Let the coaches do the coaching.
  - B. If your swimmer DQ'ed (disqualified in the event) help them understand that DQ's are a learning experience and happen to everyone,
  - C. Have your child go back to the towel area to relax.
  - D. This is another good time to check out the bathrooms or get a drink or something LIGHT to eat.
8. The swimmer now waits until his/her next event is called and starts the procedure again. Swimmers are free to go home when they have completed all their events. Make sure, however, that you have your swimmer check with the coach before

leaving to make sure he/she is not included on a relay. It is not fair to the other swimmers who have stayed to swim on a relay when one swimmer on the relay leaves.

## RELAY PROCEDURE

*(The following is adapted from the Lake Forest Swim Club Handbook, and is used with their permission. It expresses the philosophy of the SEAY coaches regarding the selection of team relays.)*

Relays are a TEAM building activity at SEAY, and a very important part of swimmer participation in the program. There is no such thing as "THE" relay or "OUR" relay, only SEAY relays. The following guidelines have been developed by the coaching staff to help clarify SEAY team relay procedures.

The coaching staff selects all SEAY relay teams. At various meets throughout the season relay objectives may be different. At times we may "split" relays while at other times we may swim a "best time" relay. The coaches try to get all swimmers into a relay or two at least once, especially early in the season. Toward the end of the season, "best time" relays may be emphasized more. All relays will be finalized prior to USA Championship Meets. However, changes may be made during the course of a State Meet depending upon swimmer performance at that meet. YMCA State relays are finalized after YMCA Sectionals, but may be changed during the course of the YMCA State Meet depending on swimmers performances.

All swimmers entered in a meet are required to be available for relay swimming. If swimmers or families need to arrive at the meet late or to leave a meet early, please discuss this with a coach prior to attending the meet. SEAY places high priority on individual achievement within a team setting. Positive long-term benefits for youth who participate in sports come from learning to be team players--getting along and working with other people.

Relay selections often need to be based on "gut" feelings. Coaches in all sports need to determine the combination that they feel has the best chance of getting a job done. There is no simple mathematical equation that can determine who should be on a relay. Relays are not always going to be something that everyone associated with the team will agree upon, just like players, parents, and fans may have a different opinion on who should be in the starting line-up for a basketball team. **But being on a team does mean accepting and supporting the coaches' team decisions.**

When coaches select relays, the following factors are some of the guidelines that they use:

- Times prior to the meet
- Performance at the meet
- Combination of the four swimmers
- Team commitment (willingness to function as a total team member, warm-up promptness, practice attendance, etc.)

- Convenience factor (sibling already in the meet especially when travel is involved)
- Swimmer rest status
- Swimmer incentive/reward
- Past performance (especially relay performance)
- Impact on overall performance (both team and individual)
- Relay skills (pick-ups, finishes)

### **PARENT - COACH - SWIMMER RELATIONSHIP**

From Rainer Martens "Joy and Sadness in Children's Sports"

It is not easy to be a coach or parent of young athletes in a society that defines success synonymously with winning. It is not easy for coaches to resist the influence of a winning-is-everything philosophy when surrounded by college and professional sports programs where winning is indeed everything. It is not easy for parents to help their children keep winning in perspective in a society that seemingly has winning out of perspective. But that is what coaches and parents of young children must strive to do.

Adults know that whether or not sports bring joy or sadness to children is a direct consequence of the goals they have for children's sports. Unfortunately these goals are not always the same goals the children have for participating in sports.

Too many adults have winning as the only goal. Even though they may deny it verbally, their behavior reflects a winning is everything attitude. Uncontaminated by adult influence, children far more often have fun as their first goal and winning as their second goal. Watching children play sports without adult intervention makes the goals of their play self-evident. For example, when kids are asked whether they would prefer to win or to have fun 95% said to have fun. When asked whether they would prefer to be on a winning team but sit on the bench or be on a losing team and play, over 90% chose to play on a losing team.

It is no tragedy, of course, for children to lose a contest, to make an error, or to perform poorly; the tragedy is when parents belittle their children, destroying their self-respect and often the respect for their parents. Verbally berating the coach or belittling the ability of the coaching staff of the team is inappropriate, disrespectful, and unacceptable. Some parents seem to think that dealing with their children as athletes is somehow isolated from the rest of child rearing. They become so emotionally engrossed in their children's sports that they forget their child-rearing responsibilities. It is as though parents perceive a reversal of roles. Now they expect their athlete-child to behave as an adult, while they resort to the behavior of the odious child.

**From the SEAY Coaches:**

So what should be the role of the swim team parent? First, we respectfully suggest that parents (1) allow the coaches to do the coaching, and (2) concentrate on appreciating and supporting your swimmer's efforts. The toughest job a parent has is not to increase pressure on their young athlete, but to relieve it. This can be done by giving your unconditional appreciation of their efforts. Secondly, the SEAY swim team is run by parents who support their child(ren)'s interest in the sport of swimming. All SEAY parents are encouraged to get involved in making the team the best experience possible for their children. Work behind the scenes! There's lots that can be done.

Guy D. Banicoat of Mission Viejo, California, is the father of two former nationally ranked swimmers, and also was the National Age-Group Swimming Chairman. His advice to parents was "Get involved **behind** the scenes. Stay off the pool deck. Throw away your stopwatches. Get involved in any of the many support roles in swimming."

This was some of the soundest advice offered. Channel that energy into officiating, working the entry table, or committee representation. Make yourself known as a volunteer. Let the coaches coach, let your swimmers swim, enjoy their athletic career, and help out behind the scene!

### **TEAM RULES**

Every swimmer and parent is required to read and sign the SEAY Code of Conduct at registration. ALL swimmers MUST observe the following rules.

#### **TRAINING**

1. Schedule your activities so you get at least 8 hours of sleep each night.
2. Eat the proper foods and the correct amounts.
3. Make school, followed by swimming, a priority.
4. Never smoke, drink, or partake in the use of drugs. Not only are these things some of the worst things you can do to your body, but it is against the law for you to do them.
5. Respect and follow the guidelines set by your coaches, officials, teachers, and parents.

#### **PRACTICES**

1. Swimmers are to enter the building at the designated doors and go directly to the pool area. A swimmer found in any other part of the building will damage our relationship with the high schools.
2. Swimmers should be ready to begin practice at the scheduled time.
3. Swimmers must help with setting up and taking down equipment.
4. Locker room conduct must be exemplary (including language) with or without supervision. Horseplay is dangerous and not acceptable.
5. Horseplay during practice is not acceptable. (Towel snapping, throwing kickboards, pushing other swimmers, cartwheels, skipping on deck, etc.)

6. Swimmers may not leave practice at any time without notifying their coach. Swimmers should always enter the locker room in groups of 2 or more.
7. Swimmers must not interfere with other swimmers' practice in any way.
8. They will show respect for others at ALL TIMES.
9. Swimmers will be given 15 minutes following practice in which to get dressed and clear the locker room. Parents should be prepared to pick them up at this time.
10. Parents, please encourage your swimmers to spend a minimum amount of time in the locker room. There are more opportunities for horseplay in this area than in the pool. Parents are encouraged to make occasional trips into the locker rooms.
11. If a SEAY member is guilty of damaging property of any kind, he/she is subject to suspension or expulsion. Damage costs will be paid by the offender/family.
12. It is the swimmer's responsibility to find out about all announcements--meet entry deadlines, practice changes and cancellations, and fund raising information when they are absent.
13. Parents should not talk to the coaches or swimmers during a practice. The pool balcony will be used to observe the team workout.
14. Parent must supervise their non-swimmer children during swim practice. At no time should children be running, climbing on chairs, hopping down bleachers, or sitting/hanging from the guardrails or from the stairs. Failure to keep children under control and safe will result in dismissal from the balconies.

### **MEETS**

1. Swimmers are expected to attend all meets that they have entered and swim all events entered unless the coaching staff has been notified prior to the meet.
2. The coaching staff makes the final decision as to whether or not a swimmer may scratch an event.
3. Swimmers must be ready to warm-up as a team when warm-ups begin. Swimmers who are late may be asked to warm-up on their own and may jeopardize their relay positions at the meet.
4. Swimmers are responsible for keeping all team areas clean.
5. Relay positions will be determined by the coaching staff. The coach has the right to make any change deemed necessary, regardless of times.
6. Team suits are strongly suggested, as are team caps, if a cap is worn. All other team equipment is optional.
7. At meets the coaching staff is responsible for the supervision of swimmers only during the actual meet events.

### **GENERAL**

1. The coaching staff has the authority to take disciplinary action toward any swimmer causing problems. This includes expulsion from practices and/or meets. Any swimmer who continually is a disciplinary problem risks expulsion from the team. In the case of a conflict between the coach and the swimmer's family in question, subject to disciplinary action, the Board of Directors acts as the Board of Appeals.
2. Sportsmanship and mature conduct are expected of all individuals affiliated with the team.

3. Swimmers who arrive early to practice must remain on deck and are not allowed to roam around the building.
4. The coaching staff has the final word in all matters concerning the training program of the team.
5. Any swimmer who is known to use alcohol, drugs, or tobacco is subject to suspension from the team.

## GLOSSARY OF SWIMMING TERMS

**Age Group Swimming:** The program through which USA provides fair and open competition for its younger members. Nationally recognized age groups are 10 and under, 11-12, 13-14, 15-16, and 17-18. Local meets may also include events for 6 and unders, 8 and unders, or Seniors.

**Anchor:** The final swimmer in a relay.

**Block:** The starting platform.

**Bulkhead:** A wall constructed to divide a pool into different courses, such as a 50 meter pool into two 25 yard courses.

**Championship Meet:** The meet held at the end of a season. Qualification times are necessary to enter the meet.

**Check-in:** The procedure required before a swimmer swims an event in a deck seeded meet. Sometimes referred to as positive check in, the swimmer must mark his/her name on a list posted by the meet host.

**Circle Swimming:** Performed by staying to the right when swimming in a lane to enable more swimmers to swim in each lane.

**Clerk of Course:** Area where swimmers must report for heat and lane assignments prior to swimming each event in a deck-seeded meet.

**Cut:** Slang for qualifying time. A time standard necessary to attend a particular meet or swim a particular event.

**Deck:** The area around the swimming pool reserved for swimmers, officials, and coaches. No one but an "authorized" USA member may be on the deck.

**Deck Seeding:** Swimmers report to a staging area and receive their lane and heat assignments for the events.

**Distance Events:** Term used to refer to events over 400 meters/500 yards.

**DQ:Disqualified:** This occurs when a swimmer has committed an infraction of some kind; e.g., freestyle kick in butterfly. A disqualified swimmer is not eligible to receive awards, nor can the achieved time be used as an official time.

**Drill:** An exercise involving a portion or part of a stroke, used to improve technique.

**Dryland Training:** Training done out of the water that aids and enhances swimming performance; usually includes stretching, calisthenics and/or weight training.

**Dual Meet:** Type of meet where two teams/clubs compete against each other.

**Entry Form:** Form on which a swimmer enters a competition. Includes USA number, age, sex, event numbers and seed times.

**False Start:** Occurs when a swimmer is moving at the start. A false start results in disqualification.

**Finals:** The championship heat of an event in which the top six or eight swimmers from the preliminaries compete, depending on number of lanes in the pool.

**Final Results:** The printed copy of the results of each race of a swim meet.

**Finish:** The final phase of the race: the touch at the end of the race.

**Fins:** Large rubber fin type devices that fit on a swimmer's feet. Used in swim practice, not competition.

**Flags:** Backstroke flags placed 5 yards (short course) or 5 meters (long course) from the ends of the pool, which enable backstrokers to count their strokes to the wall at the ends of the pool.

**Goal:** A specific time achievement a swimmer sets and strives for. Can be short- or long-term.

**Gutter:** The area along the edge of the pool in which water overflows during a race and is recirculated through the filtration system.

**Heat:** A grouping of swimmers during an event with one swimmer per lane who compete with each other. Six swimmers swim each other in a six lane pool, eight in an eight lane pool.

**Heat Ribbon:** A ribbon or coupon given to the winner of a single heat at an age group swim meet.

**Heat Sheet:** A listing of all swimmers for each event of the meet.

**High Point:** An award given to the swimmer scoring the most points in a given age-group at a swim meet. Not all meets offer high point awards.

**I.M.:** Slang for Individual Medley, an event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.

**Lap Counter:** A set of plastic display numbers used to keep track of laps during a distance race. Also, the person who counts for the swimmer, stationed at the opposite end from the start.

**Long Course:** A pool 50 meters in length. SEAY swims most of its summer competition in long course.

**Long Distance Events:** Any freestyle event over 1500 meters, normally conducted in a natural body of water, such as a lake, river or ocean. Also known as Marathon Swimming.

**LSC:** Local Swimming Committee. Consists of representatives from all USA swim clubs within a designated geographic area of USA. The LSC to which SEAY belongs includes almost all of Wisconsin.

**Meet:** Competition designed to be a learning experience. By implementing what has been learned in practice, the swimmer tests himself against the clock to see how he is improving.

**Middle Distance:** Term used to refer to events of 200 yards/meters to 400 yards/500 meters in length.

**Mini-Meet:** Intra-squad competition for SEAY. These are usually held on practice nights and involve no cost to the swimmers. An excellent opportunity for new swimmers and for veteran swimmers as they experiment with some aspect of their stroke.

**National Age Group Time Standards:** Time standards derived from the previous years' results that are broken down by age and sex as well as B, BB, A, AA, AAA, and AAAA divisions. These designations are NATIONAL and may be used for entry or qualifying purposes. Many LSCs have their own time standards as well.

**National Age Group Top 16 Times:** Time standards set for both short and long course based on previous years' achievements. Only times meeting these standards may be submitted for consideration each year.

**Negative Split:** Swimming the second half of the race equal to or faster than the first half.

**Official:** A judge on the deck of the pool at a sanctioned competition who enforces rules. There are stroke and turn judges, administrative officials, starters, timers and referees.

**Pace Clock:** Large clock with a large second hand and a smaller minute hand, used to check pace or maintain intervals in practice; may also be digital.

**Preliminaries (Prelims):** The qualifying rounds of a swim meet which determine the swimmers who will participate in the final session of each event.

**Pre-seeded:** A meet in which a swimmer's heat and lane assignments are determined before the start of the meet and are printed in the heat sheet.

**Proof-Of-Time:** A requirement at some meets that swimmers be able to show proof (final results) that they have swum qualifying times. It assures that all participating swimmers have met the established qualifying standards.

**Psych Sheet:** A listing of all swimmers, ranked according to entered time for any event in a meet.

**Qualifying Time:** The time standard necessary to compete in a particular event and/or competition.

**Referee:** The chief official at any swim meet.

**Relay:**

**Free Relay**--Four swimmers swimming a set distance, one at a time, usually using the crawl stroke. The first swimmer starts the race at the sound of the gun. Each successive swimmer starts their segment at the conclusion of the preceding swimmer's portion of the relay.

**Medley Relay**--Four swimmers swimming as in the free relay except each successive swimmer uses a different stroke in the following order: backstroke, breaststroke, butterfly, and freestyle.

**Rest:** Also known as **Taper**. The final preparation--the resting phase--at the end of the season before the championship meet. Prior to major competition, an older, more experienced swimmer may shave his entire body to reduce resistance and heighten sensation in the water.

**Scratch:** To withdraw from an event in a competition.

**Seeding:** There are two types: (1) deck seeding, which is the procedure of assigning swimmers to their proper lanes and heats immediately prior to each event, and (2) pre-seeding, which is the process of assigning swimmers to heats and lanes prior to the swim meet.

**Seed Time:** This is the best time a swimmer has achieved swimming a particular event. The seed time is used to place the swimmer in the proper heats the next time s/he swims that event. Seed times carry over from one season to the next and from one age group to the next.

**Senior/Open:** In USA Swimming, there are no age restrictions in Senior/Open competition. Any age swimmer may compete in a Senior event. In YMCA Competition, a swimmer must be 12 years old (as of December 1) to compete in a Senior/Open Event.

**Senior Nationals:** Other than the Olympic Trials and the World Championship Trials, each of which is held every four years, the highest level of competition is the Phillips 66/USA National Championships. Swimmers with qualifying time standards compete against America's best swimmers in the spring and in the summer.. Swimmers can qualify for national teams that represent the US in international competition by their performances at Senior Nationals.

**Short Course:** A pool 25 yards or 25 meters in length. SEAY swims most of the winter competition in short course.

**Split:** A swimmer's intermediate time in a race. Splits are registered every 50 yards or meters and are used to determine if a swimmer is on record pace. Under certain conditions, a lead off split (the time for the first swimmer in a relay or the time for an initial distance for an individual swimmer) may also be used as official times. In a relay, the time for one of the four individuals.

**Sprint:** Describes the shorter events (50 and 100 yards/meters). Also, in training, to swim as fast as possible for a short distance.

**Stand-up:** The command given by the Starter or Referee to release the swimmers from their starting position.

**Starter:** The official responsible for starting each heat of an event.

**State Qualifier:** A swimmer who has made the necessary cut off times to enter the State meet.

**Step-Down:** The command given by the Starter or Referee to have the swimmers move off the blocks. Usually this command is a good indication that everything is not right for the race to start.

**Streamline:** The position used to gain maximum distance during a start and/or push-off from the wall in which the swimmer's body is as tight and narrow as it can be.

**Stroke Judge:** The official who determines that the strokes of all competing swimmers conform to the rules.

**Taper:** Also know as **Rest**. The final preparation--the resting phase--at the end of the season before the championship meet.. Prior to major competition, an older, more experienced swimmer may shave his entire body to reduce resistance and heighten sensation in the water.

**Time Trial:** A time-only swim which is not part of a regular meet.

**Touch:** The swimmer's contact with the wall at the end of a race. Butterfly and breaststroke turns and finishes require a two-hand touch.

**Touch Pad:** A large, sensitive, electronic board at the end of each lane where a swimmer's touch is registered and recorded by the timing system.

**Turn:** A reversing of direction by the swimmer at the end of the pool.

**Open Turn--**Usually done with the head coming out of the water and taking a breath. The feet and legs stay underwater. It is slower than a flip turn.

**Flip Turn--**The head is usually below the surface of the water and the legs are brought out of the water during the turn. It is much faster than an open turn.

**Unattached:** USA registered swimmer who does not represent any particular USA registered club.

**United States Swimming:** National governing body of competitive swimming in the United States. Abbreviated "USA".

**USA Card Number:** Unique number assigned to a swimmer when she/he joins United States Swimming. The card may be required at any given competition. The number consists of the swimmer's date of birth (mmddy), the first three letters of the LEGAL first name, the first letter of the middle name, and the first four letters of the last name. If the first or last names do not have enough letters or if the swimmer does not have a middle name, an asterisk (\*) will be used to fill in the blanks.

**Warm Down:** Low intensity swimming used by swimmer after a race or main practice set to rid the body of excess lactic acid, and to gradually reduce heart rate and respiration.

**Warm-Up:** Low intensity swimming used by swimmer prior to a main practice set or race to get muscles loose and warm and gradually increase heart rate and respiration.

**Watches:** Stopwatches used to time swimmers during a competition, usually electronic. When totally automatic timing equipment is used, watches serve as a back-up method.

**Zones:** At the end of the long course season (in August) swimmers with AAA times compete in a championship age group meet. Swimmers achieving an A time in the longest distance free style event in their age group may compete in the Open Water portion of the Zone Competition. The United States is divided into 4 major zones: Eastern, Southern, Central, and Western. SEAY, as part of the Wisconsin LSC, competes in the Central Zone.