

Swimmer's Log Book - In all types of competition, keeping accurate records of race results for each stroke at each distance can be very beneficial. Though the coaching staff keeps team records and times, each swimming family should keep records of their own swimmer's times. This is an excellent way of keeping track of your swimmer's improvement. Logbooks may be purchased at most USA Swimming meets and sport and swim shops.

Taper - The resting process in training for swimming competition.

Timed Finals - Competition in which individual heats are swum and the final placements are determined by the times performed in all of the aggregate heats. All swimmers are seeded from the slowest times to the fastest times. Each heat is set up by ascending order of times (i.e., if 48 swimmers are entered in the 50 yard backstroke in an 8 lane pool, the 8 slowest times would be swum in heat #1, and the 8 fastest times would be swum in heat #6).

Time Standards - Certain qualifying times which have been set up by organizations, such as Michigan Swimming or USA Swimming or Michigan Team Swim League for all events in all levels of meets to insure that all competitors are of reasonably the same ability in their respective meets.

Top 16 - A tabulation of the top 16 times in every age group and every event of all USA Swimming competitions from the previous season. The short course Top 16 are published in August, and the long course Top 16 are published every March.

Touch - The finish of the race.

Touch Pad - The part of an electronic timing system that rests in the water at the end of each lane. Swimmers times are automatically recorded when the swimmer touches the pad.

Turns - (Flip) - a somersault used to turn in freestyle and backstroke. (Open) - Touching the wall with one hand (free and back) or two hands (breast and fly). Must be used in breast, fly and most IM turns.

Unattached - The status assigned to a swimmer when switching from one USA club to another or when not affiliated with any club. A swimmer must be unattached for 120 days from their last competition with their previous club. During this time, the swimmer may compete individually, but not in relays.

USAS - Abbreviation for United States of America Swimming, Inc., which is the governing body for amateur swimming in the United States. National headquarters is in Colorado Springs, Colorado.

USA Swimming Meet Rules - All USA competition is conducted in accordance with the rules of United States of America Swimming as set forth in Official Rules for Competitive Swimming, a rule book published annually by USA Swimming. The rules generally follow the standard international (FINA) rules.

Warm down - A moderately slow swim used by the swimmer to rid the body of excess lactic acid generated during a race.

Warm-up - A set used by the swimmer before the race to get their muscles loose and ready to race.

## Welcome

This parents' information handbook is intended to help bridge the information gap between staff and parent and between board and parent. We would like all members to be familiar with the contents.

Although the primary intent of the book is parent information it also contains information important for swimmers. If, after reading the booklet, you still have questions, feel free to contact a Parent Booster Organization member or a staff member.

WPCA WaveRunners Mission Statement:

*We exist to foster maximum growth of our members as a team and as individuals using the vehicle of competitive swimming.*

We welcome you to the WPCA WaveRunners. We are dedicated to providing an enjoyable competitive swimming experience for a broad range of participants of varying ages and skill levels. Most of your sons and daughters are not going to become Olympic champions. The benefits of an organized club swimming program are vast regardless of the ultimate swimming level achieved. Just the safety and life skills associated with swimming are of great value.

We feel that self-discipline, sportsmanship, a high level of personal responsibility and a sense of positive self-esteem are fostered in learning to understand the fundamentals of competitive swimming. The recognition of, appreciation for, and pursuit of excellence are major goals for our program.

WPCA WaveRunners swimmers should have the proper skills and be in the proper condition to meet the swimming challenges they will face. Though some consideration is given to the age and personality of the individual, we believe that proper start, turn, and stroke mechanics are the basis of fast swimming. Training should take place only within the context of proper mechanics. Regular attendance at practice will go a long way in helping to reach this goal.

Parents are important in our program. They can improve the experience of the swimmers significantly and create a more positive environment more enjoyable for all. Parent volunteers make the operation of the WPCA WaveRunners better by spreading the significant support load required. There are many different ways that you can make a positive difference. Besides signing them up in the first place and getting them to practice, on time, each day that they are supposed to be there, the most important way to make a positive difference is to love and support your child regardless of swimming performance.

We hope your time spent with us is rewarding and enjoyable.

September 2006

### Your Parent Booster Organization and Staff

|                    |           |               |                 |
|--------------------|-----------|---------------|-----------------|
| Mary Swails-Climer | President | Marcia Holmes | Member-at-large |
| Kathryn Kilpatrick | Treasurer | Bill Copland  | Head Coach      |
| Grace Fernsler     | Secretary |               |                 |

## ORGANIZATION

The WPCA WaveRunners organization is made up of three basic groups: swimmers, their parents, and staff.

### Swimmers

Our club has two fundamental levels: Lessons and team. Generally, any child kindergarten age or older may join our lessons program. Lessons include all skill levels -- from children who are afraid of water to those who need to brush up on the basic swim strokes. In order to move beyond that, a child should be comfortable in the water and able to swim a length of the pool. They should also have the desire to move forward. Each swimmer will be evaluated at the beginning of the season by the staff. A determination regarding which group the swimmer belongs in will follow this evaluation. Ongoing evaluation during the season may lead to a swimmer advancing to the next level during the season.

We would like to offer the following suggestions for what each swimmer should have at each practice: Please make sure all items are labeled with the swimmer's name!! Sharpie permanent markers work great for this. We can't return items to owners as easily if things aren't labeled.

- At least one swimsuit (for girls, generally not two-piece)
- At least one swim cap for any swimmers with long hair. (Hair ties for under the cap)
- At least one set of swim goggles.
- A water bottle is optional for first practice (lessons) swimmers and is highly recommended for team practice.
- At least one towel.
- Soap, shampoo, and whatever else is needed for after practice.
- A lock is a really good idea. A lock will help to discourage someone from taking your stuff. Please leave any jewelry or other valuable items home. If you don't use a lock, you should bring your bag back out on deck during practice.

Swimmers should bring all of the above to meets plus:

- An extra towel or two.
- A sweatshirt and shorts or sweatpants to keep you warm between events.
- Shoes of some type (i.e. flip flops) for use when leaving the deck area.
- A snack for post-exercise nutrition.

Other swimmer procedures:

- If there is a check-in for practices or meets, attend to it when you arrive on deck.
- Always check in with your coach at meets
- Swim to the best of your ability
- Always behave in the locker room, the pool, and on deck within the rules of the WaveRunners.
- Always wait for your parents after practice in the hallway or on deck.
- Sign up for meets before the last day of the deadline.

ally the results from a previous meet) before they will be given their award and points. At some meets like State Championships, there are fines if you can't prove that you previously swam the qualifying time.

Pull Buoy - Tool used to keep the legs still so that more focus may be placed on the arms.

Referee - The official who has authority over all other officials at a meet. He enforces all rules, decides all questions about conduct of the meet, and is responsible for the efficient running of the meet.

Region VI - One of 15 regions for USA Age Group/Junior Olympic competition encompassing Indiana, Illinois, Michigan, Ohio, Kentucky, and West Virginia.

Relay - An event where four swimmers are part of a single, team oriented event. Each swimmer covers 1/4 of the distance.

Sanction - Official or authorized approval from USA Swimming to sponsor a meet.

Scratch - To withdraw from a race by announcing to the Clerk of Course the intention not to swim one or more races.

Seeding - The process by which a swimmer is assigned a certain lane and heat in an event. Competitors are assigned to lanes based on their seed times as follows:

6 lane pool - lanes numbered 3,4,2,5,1,6 (with the fastest time in lane 3)

8 lane pool - lanes 4,5,3,6,2,7,1,8 (with the fastest time in lane 4)

Send off - A given amount of time to perform a swim during a set.

Set - A series of swims in practice.

Short Course - A type of competitive pool, which measures 25 yards or 25 meters.

Split - Any portion of a race that is timed. Usually, all portions will be an equal distance. During individual swims, coaches take splits to gauge how well a swimmer is pacing themselves. Splits taken during relays allow each swimmer to know their approximate time. Splits for the second, third and fourth swimmers are generally faster than their individual best times due to the relay start.

Starter - The official at a meet responsible for the proper, legal start of each race.

Starts - There are two basic types of starts, the flat start (used to begin a race) and a relay start (which the second, third, and fourth swimmers in a relay may use). For flat starts, there are several variations used. Grab - Swimmer places both feet at the front of the block and grabs front of block to pull forward. Track - Swimmer stands with one foot over the front of the block and one foot back. A swimmer may use either of those for a relays start, but there are additional methods allowed in relays. Swing - Swimmer swings arms to build up momentum. Step up - A relay start where the swimmer steps forward while swinging their arms.

Strokes - There are four official racing strokes: butterfly, backstroke, breaststroke, and freestyle.

Stroke Judge - A certified official who determines the legality of swimmers' strokes and disqualifies those who do not conform to the USA Swimming rules.

6-16 depending on pool size and whether or not consolation finals are conducted). Results of the finals determine the ultimate placements in a given event. Most "final" types of meets are at the championship level (i.e. State, and Nationals, USA Junior and Senior Nationals).

Freestyle Relay - Four swimmers on each team, each swimmer swims one fourth of the distance using any desired stroke.

Heat - A division of an event into a series of races. Each race is one heat. Heats are needed when more swimmers enter a race than there are lanes available in the pool.

Heat Sheet - A list of swimmers entered in each event with their respective entry times. Pre-seeded meets will also list swimmers in pre-assigned heats and lanes. The host team of a meet prepares heat sheets and sells them to spectators for a nominal fee.

Individual Medley (IM) - All four of the competitive strokes are swum by one swimmer in the following order: butterfly, backstroke, breaststroke and freestyle.

Invitational - A sanctioned meet sponsored by a team with two or more teams invited to participate. Invitationals and USAS meets are classified according to the level of competition. An "A" meet is a high level of competition restricting competition to swimmers who have achieved "A" time standards. A "B" meet is restricted to swimmers who have not achieved "A" time, but have achieved better than "C" times.

Kick Board - Training tool used to keep the arms still so that focus may be placed on the legs.

Lead Off - First swimmer on a relay team. A time achieved by a lead off swimmer is official if there is 1) an electronic time or 2) three hand-held times. A coach's time is not official.

Long Course - A type of competitive pool that measures 50 meters or 55 yards in length. The standard size for all International competition and all World Record swims is the 50-meter course.

Marshaling Area - An area at the meet where swimmers report before their event to be arranged into their heat and lane assignments.

Medley Relay - Four swimmers on each team, each swimmer swims one fourth of the prescribed distance continuously in the following order: backstroke, breaststroke, butterfly and freestyle.

Meet - Series of events determining the basis of competition.

MS - Abbreviation for Michigan Swimming, Inc., the Michigan administrative organization for USA.

Negative Split - A race strategy in events in which a swimmer covers the second half of the race faster than the first half.

Pace - The speed at which one swims. Speed and strategy vary according to stroke and distance.

Pace Clock - A clock used for sendoffs. Has no hour hand.

Prelims - In certain meets, the qualifying rounds held for each (Preliminary Heats) event to determine the finalists.

Proof of Time - A requirement at some meets (usually "A" or above) to make certain that all swimmers entered have legally met the time standards for the meet. Also, swimmers who place and earn points and a ribbon or medal in a USS event but don't swim fast enough that day to make the qualifying time for that event must show their proof-of-time (usu-

- Remind your parents about helping with the WaveRunners.
- Stay with the team during meets so the coaches can find swimmers when needed.
- Stay at the meet until it is over unless a parent clears an early exit with the coach beforehand.
- We expect swimmers to follow coaching directions. Failure to do so will have consequences.
  - The first time the coach and swimmer will have a discussion.
  - The second time the coach will have a discussion with the parent.
  - The next time the board will be notified.

## Parents

Parents play an essential role in our swim club. They not only support the swimmers by providing their transportation and paying their fees, but also provide the security for them. Please keep in mind that we rent the pool from LCC, therefore have to pay for any damage done to the equipment while we are there. Our club parents form a very close-knit group. Feel free to ask another parent to check on your child in the locker room if you cannot enter it.

Parent procedures:

- Use appropriate language around the swimmers.
- Discipline for swimmers is to be handled by the coaches. Do not approach a swimmer (other than your own) without a coach present.
- Parents should be on deck only as needed to deliver or pick up a child to/from the pool, or at a coach's request. Parents and siblings should remain in the balcony during practice.
- Parents should be sure that the balcony is completely picked up after each session.
- Siblings are to remain in the balcony and are not to roam the halls or locker rooms unaccompanied by an adult.
- **Swimmers over the age of six (6) are not allowed in the locker room of the opposite gender.** That is LCC policy.
- Car pooling is a valuable option to ease in transporting multiple swimmers and to minimize parking expenses at LCC.

## Parents Organization

The Parent Boosters Organization is comprised of the parents of **all** WaveRunners swimmers (lessons and team). **It is imperative** for the continuation of the club **that parents become involved** in this process. We have acquired formal corporate status and are working on our 501c3 (non-profit) status. Parent Booster Organization meetings are held the first week of each month at the pool during lessons. All parents are strongly encouraged to attend. Our current board is listed on the welcome page.

## Coaching Staff

Head Coach Bill Copland (2nd year WaveRunners, 34th year coaching) manages the assistant coaches, who are hired as needed and usually have experience with Delphinus Swim Club.

## COMMUNICATIONS

Life is generally better when we understand what is going on and why things are being done. In an effort to create that environment in our organization, we are making every effort to make you aware of the communications channels available to you. We realize that not everyone has the same needs and time available. We will therefore try to use several different methods to get information to swimmers and parents.

This **Parents' Handbook** is intended to be your basic guidebook in handling most of what you need to know about WaveRunners. Whereas we cannot possibly anticipate every question you will have during the season, we have tried to cover the most frequently covered territory. We hope you will keep it handy and refer to it first when you have a question. But if it does not answer the question, we also have other sources, including a **club website**. [wpcawaverunners.com](http://wpcawaverunners.com) contains various club information for yet another choice in getting the information. It will usually have information about schedule changes or cancellations.

A **newsletter** will be published during the WaveRunner seasons. It will be published approximately every 2-3 weeks. The newsletter will be available electronically on the website and in paper form, which will be available at the WaveRunners Communications Center (the pool balcony during practice) the day after it is e-mailed.

The newsletter is intended as a tool parents will have during the season to know what is going on in the water. It will include not only the current schedule of practices or meets, but will also discuss items of interest like why we might be training in a particular way at a particular time, or what our philosophy regarding away meets is, or nutrition, or different psychological points for swimming . . . . There are infinite topics that could be covered. We'll try to keep you informed with relevant topics.

**E-mail** is probably the most important method of getting current information. If you do not have e-mail access, you will need to be diligent in assuring that you get information from the other options, including **Word of mouth**. It is the old "tried and true" method of getting information out. We are hoping that this will not be the primary mode, however. On a related note, if you do have questions about the information that you get, or information that you don't get, please feel free to contact the appropriate person at the appropriate time.

**Contacting Parent Booster Organization** members is sometimes necessary in order to get accurate information. A list of club members and phone numbers is available on the website. Calling the Parent Booster Organization member in charge of the area in question will usually lead to quicker results. If the question relates to your swimmer or swimming, you should contact a staff member rather than a Parent Booster Organization member.

**Contacting a coach** is many times preferable to trying to get the information from other sources. The most important thing we ask in contacting a coach is **please do not try to engage a coach in a discussion during practice time or at a meet!** The staff has been instructed to do their best to deflect questions during their practice time. We will, however, do our best to make coaches available at other times, usually right before or after those practices for any questions you might have.

## GLOSSARY OF SWIMMING TERMS

"A" Cut - The qualifying time in a given event for the MS "A" classification level.

Aerobic Base - A swimmers fitness level built up by swimming yardage at a progressive and intensive level.

Age Group Meet - A meet which is organized by gender and age to help insure the most fair competition. A swimmer's age on the first day of competition shall govern for the entire meet.

"B" Cut - The qualifying time in a given event for the MS "B" classification level.

Backstroke Flags - String of small flags hung across the pool 5 yards from each end. Used by backstrokers to let them know when to count their strokes to the end of the pool so they don't have to look for the wall.

Circle Seeding - This is the seeding system used in prelims where the final three heats of an event are arranged so that the three fastest swimmers occupy the middle or fastest lane in their heat; the next three fastest swimmers occupy the next fastest lanes, etc. This gives more swimmers the opportunity to swim with faster swimmers in the preliminaries.

"A", "B", or "C" Events - A swimmers' ability level determines his or her class of competition at USA Swimming meets. A, B and C meets are sanctioned by MS. Each class has MS time standards for each stroke at each distance for each age group. Swimmers new to competition are classified as "C" or "No Cut" swimmers in their first meet. Thereafter, swimmers must check their meet result times against MS time standards to determine what class of competition to enter for each stroke and each distance. Quite often, a swimmer will be a "B" swimmer in one stroke at one distance, and an "A" swimmer in another stroke at another distance.

Clerk of Course - The meet official who handles most of the administrative duties on the day of the meet such as deck entries, scratches, etc.

Course - Designated distance over which the competition is conducted.

Cuts - Qualifying times for specific types of championship meets.

Deck Entry - Signing up to swim on the day of the meet. A deck entry is often not eligible for awards.

Deck Seeding – A procedure for assigning swimmers to the proper lanes and heats immediately before each event in the marshaling area.

Disqualifications (DQ'S) - Stroke and turn judges watch each race. Swimmers with improper form or technique are disqualified and told why. Swimmers should not be discouraged by a DQ. Most team members have had the same experience. Pay close attention to the judge's remarks and work hard on stroke perfection in practice. Swimmers may swim the remaining events that day and may enter the same event at the next meet.

Dolphin Kick – Kick used in butterfly.

Drill - Technique used to focus on certain aspects of strokes.

Event - Any race or series of races in a given stroke and distance. Usually a swimmer is allowed to enter up to four individual events and one relay per day at USA Swimming meets. However, event limits are set by the host team, so check the meet information sheet to see how many events per day you are allowed.

Finals – The session of a meet where qualifying rounds (prelims) were held previously to determine the finalists (usually

### **Home Meets**

Both dual meets and invitationals are cause for gathering and celebration. Parent volunteers are needed for many administrative positions in running the meet including timers, marshals, awards table volunteers, concessions, and such.

### **Away Meets**

Besides providing transportation for your swimmer(s), parents at away meets really have the opportunity for comradery with the swimmers, coaches, and other parents. We will often try to find a place to meet and eat together after away meets. This provides an opportunity for fellowship and to wind down. Maps are provided. Car pools are again a good option.

### **Awards Banquet**

An Awards Banquet is held each year in March following the winter season. Each swimmer and family is strongly encouraged to attend to celebrate the season.

If your question or discussion will take longer than a few minutes, we ask that you schedule time with the coach at a time when all parties are available for the time necessary. Please be patient and be willing to set up a time that works. We want you to know what is going on!

**Schedule Changes.** Again, e-mail is the primary mode for letting people know about changes, let us know if you don't use your e-mail and would need another source. Regarding weather closings: If LCC is open, we will swim.

## **SEASONS AND PRACTICES**

There are four seasons to our WaveRunners calendar year. Fall session begins in mid-September and runs through December. Winter session goes from January through mid-March and Spring session begins in mid-April and runs through the end of school in June. Summer runs for five weeks and begins in mid-June.

There are currently two practice groups in our program: Lessons and Team. Both groups have their own set of requirements, procedures, times, and expectations.

### **Lessons Practice Group**

The Lessons practice is designed as an introduction to the water and swimming. Though it will be oriented towards beginning competitive swimming, the program is designed for children with no prior competitive experience. The swimmers in this group will practice two days per week for 30 minutes per session. The lessons group is subdivided into three groups based on experience and maturity.

### **Swim Team**

Swim team practice is designed to continue the skills learned in the Lessons program. It is a beginning competitive program for children between the ages of about six to twelve or thirteen years old. The swimmers in this group will have practice available three days per week for 1 1/2 hours per session. The first fifteen minutes are devoted to simple "dryland" exercises. A slightly higher level of fitness is produced, using stretching and body weight exercises. The posture and strength used in these exercises are expected to be used in the pool.

The intent of this group is to help the swimmers to continue to become more comfortable in the water and to begin to learn the fundamental skills needed to go on into the other groups and be successful in swimming in years to come. Learning posture, line, and balance in the water and learning the coordination of each of the four strokes with the associated starts and turns is a high priority. Attendance is not required at every practice, but recognition of the connection between practice and improvement is encouraged. Speed and racing success early in this level is not a priority.

As the swimmers progress, the practices for slightly more experienced swimmers increase in intensity and expectation. These swimmers will have the ability to perform each of the four strokes and associated starts and turns legally. Early level training techniques and procedures are also introduced with this group. Our more advanced swimmers are expected to create swimming and training habits of using the posture, line, and balance learned at lower levels. These practices will consist of a combination of drills, kicking, and swimming. Practice is still not required, but two practices are required during the week for any meet participation.

## COMPETITIONS

Since this is a competitive swim team, meets are an essential part of the program. We have four different types of competition available for our swimmers. Nearly all of our meets are designed as “age-group” meets. The idea is to have reasonably fair competition based on age and experience.

The basic age-groups are:

8 & Under

9-10 (or 10 & Under)

11-12

13-14

15-18

Open (This can be ANY age whatsoever!)

Parents should be aware that there is an admission fee to most meets. This ranges anywhere from \$2-\$5 and there is often a separate fee (\$1-\$2) for a program. Swimming pool seating areas are hot and the benches are hard. Dress for hot weather and if you have a seat cushion, bring it! Many meets offer t-shirts that have a list of teams and swimmers on the back. There will occasionally be swim equipment vendors at the larger meets.

### Meet Types

#### Intra-squad

We will occasionally hold an intra-squad or mini-meet at our pool with only our swimmers involved. These meets, often early in a season, are extremely low-key and are designed for the swimmers to become comfortable with the idea of meets and for the staff to evaluate meet readiness. We will usually give our lessons swimmers the chance to race with noodles. These meets often serve the additional purpose of helping parent volunteers become comfortable with their particular meet function. There may, or may not, be a signup for these meets. If there is, it may be with the coach, or it may be with a parent board member. The coaches will create the lineup and relays from the list of swimmers signed up.

#### MTSL

The Michigan Team Swim League was founded over 25 years ago and holds meets during the fall and winter sessions. These meets are the next step past intra-squad meets. They are still fairly low-key, but will involve swimmers from other MTSL teams. They can be dual meets with just one other team, tri meets with two other teams, or invitational meets, with several other teams. These meets take place from November through February. In March the MTSL Novice and Championship meets are held. We expect each of our team swimmers to participate in one of these two meets. Signup for MTSL dual meets will generally be at the pool during the week or so preceding the meet. The coaches will make the lineup and relays from the list of swimmers signed up. Signup for the invitationals will take place more in advance. Some of these meets have swimmer entry fees.

In order to qualify for the MTSL Championship meet, a swimmer must meet a specific “cutoff time” in one or more of the offered events. If a swimmer is faster than the specified time in that event, they may then enter that event in the Championship meet. If a swimmer does not achieve championship cutoff times, he/she may enter the Novice meet. The Novice meet is held on a Saturday in early March and has traditionally been held in St. Johns. The championship meet is held the next day, and has been at Alma College recently. A swimmer may not enter both meets.

#### CASL

The Capitol Area Swim League has also been around for over 25 years. They generally hold meets during the summer session with a championship meet being held the week or so before the summer USAS state meet. There are no cutoff times for this meet. The dual meets are very similar to the MTSL dual meets. Signup for these meets will usually be at the pool the week of the meet. The coaches will do the lineup and relays.

#### USAS

USA Swimming is the governing body for swimming in the United States. This is the highest level that we swim at. USAS meets range from small local meets for beginners to the U.S. Olympic Trials. Our swimmers will generally use these meets to swim more challenging events and competitions than they have available in MTSL or CASL meets. The short course state championships are held each year in March. The long course state championships are held in August. Zone and regional championships are also available for even more advanced swimmers.

Signup procedures for USAS meets are different than the other types. In order to participate in USAS meets, you MUST be registered with USAS. The fee for registration is \$52 for the calendar year. This fee also provides additional insurance to the swimmer and the excellent magazine “Splash”. These meets also require an earlier sign-up than the other meets and will also require an entry fee. The coach will usually work with the athletes with regard to which meets and which events are to be entered.

Since these meets are longer and usually involve more travel, most of our younger and less experienced swimmers will elect not to participate in these meets and will stick to MTSL and CASL meets until they achieve a higher level of expertise.

## TEAM/FAMILY ACTIVITIES

The WaveRunners are committed to being a family organization. Many of our activities are designed with that in mind.

#### Family Fun Nights

These are held at the pool, usually the final week of the session. Games and free time are all part of the fun. The families and an extra friend are invited to join us.

#### Team Pictures

Team pictures are taken in February and given out at the team banquet at the end of winter session.