

The Knolls Tsunami Swim Team Handbook



The Knolls Swim Team is a member of, and regulated by, the Rocky Mountain Swim League (RMSL). Please visit their website, which includes a page for our team, at:

www.rmsl.info

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Dear Swim Team Families:

Welcome to the Knolls Tsunami Swim Team. We hope you, the swim team family, will find this handbook helpful as you dive into the season!

The Knolls Tsunami Swim Team is a member of, and regulated by, the Rocky Mountain Swim League (RMSL). This is a recreational league consisting of 18 teams split into three divisions: A, B and C. We are in division B and we'll swim against five teams during the season.

The highlights of the RMSL rules that most affect swimmers are:

1. A swimmer must be a member of the pool for which they are swimming according to our HOA rules.
2. The legal age of a swimmer as of June 1, of that year will determine the age group in which he/she will compete for the entire season.
3. The League requires swimmers to participate in at least 10 practices and 2 regular swim meets to be eligible for Prelims and Finals.

Your child does not have to be a year-round or expert swimmer to be part of our team! All we ask is that your child be committed to attending practices and meets, do his or her best, have a winning attitude and have fun. In turn, we'll do everything we can to make sure your child is properly coached and trained, has plenty of memorable social opportunities, and improves his or her swimming abilities while building muscle tone.

There are NO LOSERS on the swim team and we can't emphasize this enough. All kids have different abilities.

*We have fun
We do our best
We swim as fast as we can!*

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Swim Team Committee Head Descriptions

Parent Reps: Volunteer parents responsible for coordinating all volunteers, communications, liaisons to league, employ and supervise coaches, and overall management of the team.

Registration: Reserve clubhouse, coordinate with Out of Breath, and produce, with the help of parent reps, forms and documentation.

Social Chair: Coordinate volunteers for all social functions.

Team Pictures: Contact photographer and arrange date.

WaterWorld: Produce forms and collect monies for Waterworld day.

Awards: Order and pick up trophies, etc. for awards banquet.

Luminaria: Coordinate fundraiser with sponsor, make clubhouse reservation, collect monies and orders, coordinate delivery routes and order materials.

DVDs: Take photos and videos and produce end of season DVD

Records: Maintain record board and produce labels for banquet.

Coaches Gifts: Provide coach incentives throughout the season.

Webmasters: Maintain Knolls Tsunami website

Swim Meet Lead Volunteer Descriptions

See more details in Section IV

Set up: Arrive before meet and set up pool with meet equipment and raise tents for home meets.

Clean up: After meet, take down, clean and put away all equipment including tents. Return left items to lost and found at Knolls clubhouse.

Timers and Runners: Coordinate volunteers.

Starter/Referee: Responsible for stroke judges and running of home meets.

Concessions: Organizes concessions for the home meets.

Ribbons: Orders and produces weekly ribbons after the meets.

Clerk of Course/Heating: Responsible for combining heats and managing the heating area during home meets.

Stroke Judges: Schedules and coordinates stroke judges for all the meets, prelims and finals.

Scoring: Team Manager/ Meet Manager lead as well as setting up computer and coordinating volunteers during meets for scoring.

Announcer: Announces heats and general announcements during home meets.

Part I: Highlights

Organization

The Knolls Swim Team was started in 1976 and is a valuable asset for our neighborhood. The Knolls Homeowner Association has consistently committed time and resources during these years to ensure that our kids have a healthy, fun activity in the Knolls every summer. The Knolls HOA contracts with Perfect Pools to manage and maintain the safety of the swimming pool. Less than 10% of the pool contract goes toward the coach/lifeguard costs required for swim team practices and meets.

Aside from the coaches, the swim team season is run entirely by swim team family volunteers. The swim team parent reps, along with numerous lead volunteers, coordinate our many wonderful volunteers. Swim meets need many hands to run smoothly - there is a need for every family to participate in every meet!

Costs

These funds are used to pay for Rocky Mountain Swim League membership, coaches, clinics, some social activities, swim meets, finals, awards and replacement equipment such as lane ropes, kick boards, tents, sound system and stop watches. In addition to the registration fees, we raise money from coffee sales, End of Season DVD sales and the annual Luminary sales during the holiday season. We also profit from home meet concession sales.

Tsunami or Ripples?

Sometimes children, most often those 6 and under, aren't quite ready to swim at meets. The Knolls Tsunami team has a "Ripples" program where these swimmers will receive coaching until they are ready to join their age group practices. The Ripples program focuses on improving swimming skills, having fun in the water, and getting swimmers ready to participate in a meet. Ripples swimmers can start swimming in a meet as soon as they are ready. The coaches ask that Ripples swimmers be at least comfortable in the shallow end of the pool without "floaties," be close to floating and be able put their faces in the water.

One-on-one Instruction

Coaches may be hired by parents to give one-on-one instruction to swimmers outside of swim team practice time. Please talk with our coaches directly about your needs.

Social Activities

There is no better way for a kid living in the Knolls to get to know a wide range of other kids in the Knolls than by being on the swim team. The same is true for their families. The fun starts with a kick-off spaghetti dinner, and from there we have a pancake breakfast, age-group parties, a pizza party, a day at Water World, and wrap up the season with an awards banquet for ALL swimmers and their families!

Buddy Groups

This year we are trying something special - joining swimmers into buddy groups of new and current swimmers from various age groups. Buddy groups will stay together through the season, helping each other and cheering for each other.

Communication

Effective communication is necessary during the swim team season to help all of us manage the many swim team activities. Each family will be provided with a calendar with all the events for the season. It is each family's responsibility to be familiar with the calendar of events. Any additional communication will be emailed and/or posted down on the team bulletin boards.

Communication is also accomplished at our team page on the RMSL website (<http://www.rmsl.info/KnollsSwimTeam>). Again, it is the responsibility of each family to retrieve information through these sources. Finally, parent feedback is encouraged and should be directed to co-chairs or the other lead committee members and volunteers as appropriate.

Volunteer Requirements

Swim meets are run entirely by volunteers - whew! Home meets in particular require every family to volunteer as we have more volunteer shifts than swimmers. **Every family is responsible for filling one shift per swimmer at each meet (with a maximum of 2 shifts per family). For example: if you have two children swimming you will be asked to fill two shifts. Many families have one parent fill an early shift and then the other parent volunteer in the later shift.** The volunteer positions, which are described in more detail later in this book, will require minimum training, except for the positions of stroke judge and starter/referee - these require clinic attendance before the season starts. Please note, it's important that you arrive at your volunteer position ample time before your shift starts.

Volunteers are needed at prelims and finals as well. Lead volunteers and parent reps will coordinate shifts with families.

Please know that if you're unable to fill your shift requirement for one reason or another, it is your responsibility to find your replacement. If unable to do so, please contact your lead volunteer or a parent rep immediately. Thank you for your cooperation with this!

Part II: Swim Meets

Swim meets are where our hard work shows! They are held on Saturday mornings and the first race begins at 8 a.m. sharp, with warm-ups starting as early as 6:45. The meets will usually conclude between noon and 2 p.m. Because swim meets require a lot of focus and energy from our swimmers, we encourage them to eat a "carbo-loaded" dinner the night before and help them get to bed early!

Swimmers should come dressed in their swimsuits and sweats (the early mornings are cool!) and should bring a towel or two, blanket or old sleeping bag, goggles, sunscreen, water, and a book, deck of cards, or a game to keep them occupied when they're not swimming or heating. Whether you bring them from home or purchase them from concessions, nutritious snacks are also encouraged. Please encourage your kids to drink plenty of water!

A detailed meet schedule can be found on the website <http://theknolls.rmsl.org>

Swim Meet Sign Out

All swimmers on the team will swim in each meet. If for some reason your swimmer will be unable to swim in a meet, you need to make the coaches aware by signing out on the "Swim Meet Sign Out" sheet that's posted in the pool area by Tuesday preceding the meet. Please know that absences should be rare and not a regular event. We are a small team and we need everyone!

What's there to eat?

Nutritional Tips for Swim Meets By Susan Jiskra

It's bright and early - a half-hour before a swim meet. You know you should eat something for energy, but what? Strenuous exercise (like swimming fast) after eating is not a good idea because the body's blood supply is concentrated in the gastrointestinal tract. Exercise will force the blood

supply to feed muscles, disrupting digestion. Try a piece or two of fruit. Fruit is a simple carbohydrate that supplies the body with an enormous amount of immediate as well as usable energy. Fruit should be eaten alone because it takes anywhere from twenty to thirty minutes to digest. Any other food in the remaining food groups can take up to four hours to digest!

In-between events, it is best to eat light. Whole foods are best - foods without processed sugars and preservatives. Suggestions include: carrots, celery and cucumbers - any raw vegetable is great. Not used to eating raw veggies? Try dipping them into a ranch dressing (without sugar.) Raw nuts, mozzarella cheese sticks, a hardboiled egg, part of a whole grain bagel are all favorites if chewed thoroughly so they don't sit in the pit of your stomach. So what about fluids? Water is always best - distilled or filtered if possible. Gatorade and pop contain processed sugar - try a naturally sweetened sport drink that will replace lost electrolytes - Recharge.

If you fuel your body with healthy foods your body will perform at a high level. Eat sweets and processed foods and your body will experience fatigue.

Warm Up!

Swimmers will warm up for HOME MEETS at 6:45 a.m. and at AWAY MEETS at 7:15 a.m. This is an important pre-meet exercise that benefits the swimmers and the teams, so it's important that you have your swimmer participate. It's also the time for the coaches to identify who's not at the meet giving them ample time to scratch the missing swimmer from their events and replace them with another. The coaches spend a great amount of time determining which swimmers will swim in which individual events and relays, so please be aware that last minutes changes puts a great deal of burden on the coaches and officials.

What Events is Your Swimmer Swimming?

The coaches make every effort to heat a meet based on which events the swimmers want to swim and events in which the coaches believe they'll do well. Swimmers are told toward the end of the week which events they are swimming. Members of relays are not announced until the morning of the meets.

"Heat sheets" are posted close to the team tent on the day of the swim meet. Check these sheets to see what events your child is swimming. An indelible marker will be available so that you may write the event numbers on your swimmer's hand as well as your own. This is a great way to keep on top of the day's events! Please

know that RMSL guidelines state that a swimmer can swim in a maximum of three individual events and two relays.

Swimmer Conduct

We'd like to emphasize three basic guidelines of conduct for our swimmers:

1. We ask that swimmers demonstrate good sportsmanship for both the away team and our own team; we encourage swimmers to cheer on and congratulate their teammates.
2. We ask that swimmers stay in the tent area, except for bathroom and (quick) concession trips. We don't have volunteers to look for kids who aren't under the tent when it's their time to swim.
3. We ask that swimmers clean up the tent area during and after the meet. The tent area has a tendency to become littered.

Thank you for your cooperation in adhering to these guidelines!

Spectator Conduct

As well, we ask all spectators to exercise good judgment in good sportsmanship. And, we encourage you to cheer on all of our eager swimmers! Additionally, as a spectator, you need to stay behind the ropes around the pool deck. The Starter, Referee, Stroke Judges, Clerk of Course, Timers, Runner, Place Pickers and Coaches are all busy doing their jobs inside the ropes. No Boston Hockey scenes, please!

Judging Events

All swimmers are judged by a stroke judge to ensure that a swimmer is executing an accurate stroke. This allows for competition to be fair for all swimmers. Stroke judges are required by the RMSL to disqualify (DQ) swimmers who are not swimming a stroke correctly regardless of age or ability. DQ's have happened to every swimmer at some time and are part of the learning process. If a swimmer is allowed to continually swim a stroke incorrectly, they may have an unfair advantage over the other contestants.

Ribbons

Knolls Tsunami swimmers have an opportunity to earn ribbons, by event, at swim meets. Ribbons are awarded to all age groups for placing 1st through 6th in an event. Swimmers 8 and under get a ribbon for every event they swim (7th place and later gets a "Super Swimmer" purple ribbon). Finally, swimmers 8 and under, who disqualify in an event, also get a purple "Super Swimmer" ribbon. Ribbons are not

awarded to any swimmer or relay team who disqualifies in an event. Ribbons will be available to the swimmers the Monday or Tuesday following the swim meet from the ribbon file box poolside. Any ribbons not picked up weekly will remain on file.

Team Records

Team records are maintained by a parent volunteer. Announcements of broken records will be announced through the season and updating of the team record board will be made at the end of season banquet. The Knolls pool is 25 yards. Therefore records are maintained in yards. However, many of the pools in RMSL are 25 meter pools. The conversion factor is 1.11. This means that whatever time a swimmer has at a yard pool in seconds needs to be multiplied times 1.11 to get the equivalent meter time. This conversion is directly from the team's software, Hytek's Team Manager/ Meet Manager.

Preliminary Finals ("Prelims")

RMSL organizes Prelims for each age group after the regular season to determine who will compete in the RMSL Finals. This is an excellent "big meet" opportunity for our swimmers and shouldn't be missed. Prelim swim meets begin at 8 a.m. and will take place in July. Swimmers will usually compete in their strongest events for Prelims. The goal is to give our swimmers the best chance to qualify for RMSL Finals.

Entries for Prelims

Entries for Prelims are due to the League by the end of June or first part of July, see calendar. The entry time for Prelims is determined by a swimmer's fastest time at a regular dual meet prior to the League cut-off date. Generally, the fourth meet of the season is the final swim meet for a swimmer to post a qualifying time for Prelims. Not all swimmers attend Prelims due to other commitments or personal reasons. However, we highly encourage everyone's participation!

Finals

The 16 fastest swimmers from Prelims, plus two alternates, in each event, attend finals. Finals swimmers must have swam in at least 2 meets and attended 10 practices. Finals will be held at the Cherry Creek Vista pool. While many children compete in Prelims, making it to Finals is a challenge for every swimmer.

In the Knolls, we are proud of ALL of our swimmers and their achievements regardless of whether or not they qualify for Finals.

Each individual swimmer accomplishes and gains so much in just one short season.

Part III: Social Events

There is no shortage of socialization during the swim team season! The following events require the help and generosity of LOTSA parent volunteers! See calendar in blue.

Spaghetti Kick-off Dinner

Our social chair will be enlisting the help of many to prepare noodles, sauces, breads and desserts! You'd have to pay a lot of money at the finest restaurant in town to get it this good, folks. Please note that the swimmers and coaches will go through the food line first so they can "carbo-load" and learn new cheers from their coaches and brush up on old favorites. Parents and siblings (who are too young to be left home alone) are also invited. It's a great way for the parents to gather before the first meet and ask any questions about volunteer assignments for the next day.

Pancakes and Pictures

Wash your hair and wear your Speedos! A pancake breakfast will be served and team pictures will be taken. There is no practice this day. Again the chair person will be the lead organizer here, but will seek the help of many.

Pizza Party

Calling all swimmers, parents and siblings! Wear your suits and bring your appetites! Come on down to the swimming pool for pizza and swimming. Families are encouraged to bring a salad or dessert to share (no glass dishes or containers). Sodas and pizzas are provided. Let's get mom and dad in the pool, too!

Water World

We will organize the much-anticipated trip to Water World! Pack a picnic lunch and spend the day with the entire swim team and their families! Tickets for Water World are available to purchase at a discounted group rate a week or two prior to the event.

**Please note: A responsible party must accompany each child. The swim team accepts no responsibility for the events of the day. By purchasing tickets for this event, you are releasing the Knolls Swim Team from any liability.*

Age Level Parties

In 2008, we started age level parties so that kids and parents can further get to know each other. That's one of the best outcomes of participating in the Knolls Swim Team is the chance to further get to know your neighbors. Our social chair will be enlisting volunteers to take the lead of each party. Parties can range from ice cream parties down at the pool, pizza parties, backyard BBQs, etc. It's open to whatever the lead planner of that party chooses to do to bring the kids and parents together.

Awards Banquet

Whether you're ready or not (and we bet you'll be ready!), this is our last get-together of the swim team season. We'll celebrate our children's accomplishments through their participation on swim team with trophies and desserts. Since this is designed to be a post-dinner event, we invite families to bring a dessert to share. Lemonade and water will be provided. Bring your lawn chairs, mom and dad! (If the weather's bad, we'll meet in the Club House).

Part IV: Everything Else

Parents and Coaches Meeting

We hold a "Parents and Coaches" meeting at the Club House. This is an opportunity for parents and coaches to ask questions and exchange ideas and expectations with each other. Your attendance is important! We ask that children not attend.

Volunteering at a Swim Meet

Volunteer Shift Times: Please check in for your shift 5 minutes prior to your shift time.

First Shift: 8 a.m. through Event 45

Second Shift: Event 45 to end of meet

Setup and Cleanup: The team tent needs to be set up at 7 a.m. at AWAY meets. Setup for Home meets is usually done the Friday evening prior to the meet or early Saturday morning. It includes staging chairs and tables, ropes around the pool, pool flags, picnic tables for the ribbon writing and scoring area and a table for the Starter. At the end of each meet, all items need to be taken down and stored. Team tent area needs to be checked for trash and lost and found items.

Concessions: For our home meets, we will have a concession stand. Several volunteers are needed to sell items from the concessions area and help prepare food, condiments and drinks. Our lead volunteer will purchase all groceries and manage concession operations. We ask that small children and infants not be permitted in the concession area during a volunteer's shift.

Heating: These volunteers (who "heat" the swimmers) gather the swimmers prior to their events, give them their event card and direct them to the staging/heating area. All swimmers should be under the team tent when their event is to be heated. If swimmers are not in the tent area when their event is heated, they may be "scratched" from the event.

Clerk of Course: The Clerk of Course is needed for all dual meets. In addition to being responsible for meeting with coaches and the opposing team's Clerk of Course at 7:15 a.m. to "combine" events to ensure an efficient meet, this individual receives the swimmers from heating and gets the swimmers on the blocks.

Starter: The Starter announces each heat for the events starts the swimmers and notes any infractions prior to the swimmers "leaving the wall." A Starter is only needed for home meets. The Starter is required to complete RMSL training. Our starter also acts as referee for each meet.

Stroke Judge: Stroke Judges must attend a clinic prior to swim season and then complete a self-scoring test. All Stroke Judges must attend a 7:30 a.m. meeting prior to the swim meet regardless of the shift they are working that day. This position is recommended for seasoned parents or parents who were competitive swimmers.

Timer: Using a stopwatch, Timers time each event for their lane during their shift, and then they write the time for that swimmer or relay team on the event card and give the card to the "Runner." If a swimmer is disqualified, they write "DQ" and hold the swimmer for the Stroke Judge to explain why the swimmer was DQ'd.

Runner: The Runner takes the event time cards from the timers and "runs" them to the scoring table.

Data Entry/Scoring: The position receives the deck cards from the runner, circles the middle time on each card, and enters the swimmers' times into a computer program during the meet. First, second and third place in each event is worth a specified amount of points.

Ribbons: Ribbons are given to swimmers who finish in First through Sixth place in their heat. The person responsible for doing Ribbons will sort and organize preprinted labels, affix them to the appropriate ribbons and file them in the Swim Team file box for swimmers to pick up the following week.

Practice

Swimmers are expected to attend all practices. If your swimmer will miss several consecutive practices, please notify the Head Coach. Please keep in mind that eligibility for prelims is a minimum 10 practices and 2 meets.

Behavior Policy and Procedure

Swim team offers an immense opportunity to celebrate the diversity of all of our children. Swimmers range in age from 5 to 18, from short to tall, from light to dark, from athletic to not so athletic, and from quiet to not so quiet. Along with all of their differences, there are certain to be a few children who like to "test the waters" - so to speak. The team **behavior policy** and **procedure** is as follows:

During practice time, if a child misbehaves, the coaches will remove that child from the pool and make them sit out the entire practice. If the bad behavior occurs at a subsequent practice, the child will again be removed from the pool and the parent(s) or guardian(s) of that child will be called to discuss the situation. Further, the child will not be allowed to attend practice without the presence of a parent or guardian. If the bad behavior persists and there are no signs of improvement, the swimmer may be asked to leave the team.

Stroke Clinics

Three stroke clinics are included in the season at no extra cost. Please refer to the calendar for specific dates. The coaches will design the stroke clinics based on which strokes the kids need the most help. This is a great opportunity for kids to perfect their technique! Please know that while these clinics are optional, they are highly encouraged, especially for our young and/or less experienced swimmers.

Weather Policy

Swim team practice will be cancelled if it's thundering or lightening, or if the air temperature is below 60 degrees. Check the Knolls website and email for current info regarding practice. If in doubt, please come down to the pool. Keep in mind that, as the parent, it's ultimately your decision whether or not your child should swim.

Special Notes

- Due to the Knolls Homeowner Association insurance and liability policy, those siblings and family members of swim team members who are not themselves swim team members may not swim or use pool facilities during swim team practice time. Our swimmers, who are current with registration dues, are covered by Rocky Mountain Swim League insurance during practices and meets.
- Parents, we ask that you save your questions for the coaches for before or after practice and swim meets. Coaches need to focus on their jobs - just like the rest of us.
- All swimmers and families are asked to leave the pool area at the conclusion of their practice so that the next practice may begin and end on time. The Knolls pool will open to homeowners at 11 a.m.

Thank you for your participation with the Knolls Swim Team!

Visit our team page at

<http://theknolls.rmsl.org>

RMSL SCHEDULE OF EVENTS

In Meters or Yards depending on the pool. *Note: Events 19 & 20 switched with 61 & 62

FREE RELAY (6 & Under)

- 1 Boys 6&U 100
- 2 Girls 6&U 100

MEDLEY RELAY

(BK,BR,FLY,FREE)

- 3 Boys 15-18 200
- 4 Girls 15-18 200 same
- 5 Boys 13-14 200
- 6 Girls 13-14 200
- 7 Boys 11-12 200
- 8 Girls 11-12 200
- 9 Boys 9-10 200
- 10 Girls 9-10 200
- 11 Boys 8&U 100
- 12 Girls 8&U 100

FREESTYLE

- 13 Boys 13-14 200
- 14 Girls 13-14 200
- 15 Boys 15-18 200
- 16 Girls 15-18 200
- 17 Boys 6&U 25
- 18 Girls 6&U 25
- 19 Boys 8&U 25 *
- 20 Girls 8&U 25 *
- 21 Boys 9-10 100
- 22 Girls 9-10 100
- 23 Boys 11-12 100
- 24 Girls 11-12 100
- 25 Boys 13-14 50
- 26 Girls 13-14 50
- 27 Boys 15-18 50
- 28 Girls 15-18 50

BUTTERFLY

- 29 Boys 8&U 25
- 30 Girls 8&U 25
- 31 Boys 9-10 50
- 32 Girls 9-10 50
- 33 Boys 11-12 50
- 34 Girls 11-12 50
- 35 Boys 13-14 100
- 36 Girls 13-14 100
- 37 Boys 15-18 100
- 38 Girls 15-18 100

BACKSTROKE

- 39 Boys 6&U 25
- 40 Girls 6&U 25
- 41 Boys 7-8 25
- 42 Girls 7-8 25
- 43 Boys 9-10 50
- 44 Girls 9-10 50
- 45 Boys 11-12 100
- 46 Girls 11-12 100
- 47 Boys 13-14 100
- 48 Girls 13-14 100
- 49 Boys 15-18 100
- 50 Girls 15-18 100

BREASTSTROKE

- 51 Boys 8&U 25
- 52 Girls 8&U 25
- 53 Boys 9-10 50
- 54 Girls 9-10 50
- 55 Boys 11-12 100
- 56 Girls 11-12 100
- 57 Boys 13-14 100
- 58 Girls 13-14 100
- 59 Boys 15-18 100
- 60 Girls 15-18 100

FREESTYLE

- 61 Boys 8&U 50 *
- 62 Girls 8&U 50 *
- 63 Boys 9-10 50
- 64 Girls 9-10 50
- 65 Boys 11-12 50
- 66 Girls 11-12 50
- 67 Boys 13-14 100
- 68 Girls 13-14 100
- 69 Boys 15-18 100
- 70 Girls 15-18 100

INDIVIDUAL MEDLEY

(FLY,BK,BR,FREE)

- 71 Boys 8&U 100
- 72 Girls 8&U 100
- 73 Boys 9-10 100
- 74 Girls 9-10 100
- 75 Boys 11-12 100
- 76 Girls 11-12 100
- 77 Boys 13-14 200
- 78 Girls 13-14 200
- 79 Boys 15-18 200
- 80 Girls 15-18 200

FREESTYLE RELAY

- 81 Boys 8&U 100
- 82 Girls 8&U 100
- 83 Boys 9-10 200
- 84 Girls 9-10 200
- 85 Boys 11-12 200
- 86 Girls 11-12 200
- 87 Boys 13-14 200
- 88 Girls 13-14 200
- 89 Boys 15-18 200
- 90 Girls 15-18 200