

Table of Contents

INTRODUCTION	2
WHY SWIM.....	2
"PREPARATION FOR LIFE"	3
INTRODUCTION TO SOUTH METRO STORM SWIM CLUB.....	4
MISSION STATEMENTS.....	4
INTRODUCTION TO USA SWIMMING AND MSI.....	4
ORGANIZATION OF THE CLUB	5
COACHING STAFF	5
COOPERATION AND COMMUNICATION.....	6
CLUB COMMUNICATION	6
REGISTRATION INFORMATION.....	7
STORM EQUIPMENT	7
GROUP DESCRIPTIONS.....	8
ADDITIONAL PROGRAMS OFFERED	9
ADVANCING TO THE NEXT LEVEL.....	9
WHERE TO FIND PRACTICE SCHEDULES.....	10
SCHEDULING GUIDELINES	10
POOL INFORMATION	10
POOL LOCATIONS & MAPS	11
CODE OF CONDUCT	12
CLUB EXPENSES	12
VOLUNTEER POLICY	13
ADDITIONAL POLICIES	13
TRANSPORTATION POLICY	14
OUT OF TOWN MEET POLICY	14
RELAY POLICY.....	15
VERY BASIC SWIMMING RULES & INFO	15
COMPETITION.....	16
MEET INFORMATION.....	17
TYPES OF MEETS.....	18
MEET ENTRY INFORMATION.....	19
WHAT TO EXPECT AT A SWIM MEET	19
TEAM SPIRIT ITEMS	20
THE BEST KIND OF PARENT	20
"TEN COMMANDMENTS FOR SWIMMING PARENTS"	21
NUTRITION	22
FREQUENTLY ASKED QUESTIONS.....	23
PARENT ADVISORY BOARD, JOB DESCRIPTION.....	24
MEET VOLUNTEER JOD DESCRIPTIONS	25
GLOSSERY	27
KEY	28

Introduction

The purpose of this handbook is to explain just what the **South Metro Storm Swim Club** is and to outline various policies that affect our members. All families should read it so that they may become familiar with important facts, and information about the Club and Competitive Swimming. All Club members are required to abide by all policies & rules as stated in this Handbook. It is the hopes of the Coaches/Staff, Parent Advisory Board & Owners that this handbook will help educate our members and answer many of the questions about competitive swimming, swim meets and the operation of our Swim Club.

By signing the Clubs registration form, Parents/Guardians and Swimmers Agree to and Understands, all monetary and time commitments, the Club's Code of Conduct and Volunteer Policy.

Why Swim?

The USA Swimming, age group swimming program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits. Swimming is a team sport, that individuals with different ability levels can take part in.

Physical Development

Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much?

- Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swimming teams use every precious minute of practice time developing fitness and teaching skills.
- Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well.
- Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.
- Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.
- Swimming is considered to be the most, injury-free of all children's sports.
- Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Master's Swimming programs are still training and racing well into there 80's.

Intellectual Competence

In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally their accomplishments in learning and using new skills contribute to a stronger self-image.

Now we can't say that swimming has a contributory relationship, but if you check collegiate GPAs of swim team members, you will find that they are significantly higher than those of other collegiate athletes, and the student body in general. This may be because of the self-discipline, persistence, goal setting, time management, and the belief in oneself they learn in competitive swimming. Once these qualities are learned, they are applied to academics and all other aspects of life. (Or may be it is because swimmers have genetically more intelligent Parents – parents who are smart enough to put their children into a competitive swim program.) Whatever the reason is we believe that swimming develops both life and physical skills that help mold young children into respectful, self-confident and responsible adult.

**So Congratulations for producing a swimmer!
Your child may never realize how much swimming will help him or her in life.**

“Preparation for Life”

By Phil Hansel, Reprinted from: Swimming World magazine February 1988

Not everything we do in life is a pleasant experience. Not everything we do is beneficial. Not everything is productive. Not everything is a nurturing, loving experience. Life is full of negative, destructive experiences. Rejection, defeat and failure surround all of us. The trick is to be prepared to deal with this side of life and learn to overcome discouragement.

I have always felt that the great value of swimming as a sport is that it prepares one for life. The total swimming experience is made up of people, attitudes, beliefs, work habits, fitness, health, winning and losing, and so much more. Swimming is a cross section of lifetime experiences. It can provide so many learning situations. A swimmer learns to deal with pressure and stress, sometimes self-imposed, sometimes applied by others. One learns to deal with success and failure. One learns teamwork and discipline.

Swimming becomes a self-achievement activity. There is only one person in the water in a given lane in any race. The responsibility for performance ultimately lies with the individual. How well the individual has prepared physically and mentally to a large degree will determine the performance level.

Many swimming experiences can be of the disruptive, discouraging type. But at least a young swimmer learns that this is part of life, and the swimmer must learn to cope.

By learning how to handle frustration and disappointment, the young swimmer gains confidence. The swimmer learns dedication and commitment. Through perseverance, a swimmer learns to overcome adversity. All of these experiences tend to develop an individual who is better able to handle life's hardships and face problems.

As coaches and parents, we tend to preach that hard work will lead to victory. We preach that clean living and proper training such as diet, sleep and regular attendance at workouts will lead to winning. Though in the long run for a productive successful life, these are probably truthful concepts that don't always work in short term situations.

We have all been in situations where a bigger, more gifted person with poor work habits is the victor in race after race. Or we've known others who never seem to study, yet get good grades. We've known business people who never seem to lift a finger, yet for one reason or another, they close deal after deal.

These things just are not fair. Yet this is one of the valuable lessons that swimmers learn: "Life is not fair." We don't all start out in life with the same physical, mental, emotional and financial resources. In that respect, "Life is not fair."

A swimmer must learn what is fair for one is not necessarily fair for another. A swimmer learns we are all different and each individual controls his or her own destiny. A swimmer learns to emphasize given talents and skills. A swimmer learns to improve on a regular basis. By not setting limits and restrictions, this improvement will surely lead to success. A swimmer learns if he or she does their best, then there are no failures. A swimmer learns to set realistic goals. Once a goal is reached, then new goals must be established. A swimmer learns that effort becomes an individual crusade. If the ultimate goal is an Olympic gold medal, then with the proper talent, dedication, belief and support, all swimmers believe it can be done.

This is the positive achievement side of swimming that I like so much. Through experience in swimming, our young people learn attitudes and habits that will remain with them throughout the rest of their life. Most swimmers learn to be "can do" people.

Generally, these positive attitudes, belief in self and solid work habits will produce a terrific adult. Our society and our world is enriched by these former swimmers, as they become adults. Because of their training, they handle life with a smile. They contribute time and energy to others in every way imaginable.

We can be proud of what swimming contributes to this world. Though "life is not fair," a swimmer knows how to deal with that and can achieve a balance. For the most part, former swimmers grow up to be ordinary people, but they always have that extra plus from the swimming experience.

We are different and can be proud of it. It's a pity and truly "unfair" that thousands and thousands of young people are missing the swimming experience. We must open our programs to everyone. We must find ways to share our fantastic sport.

Introduction to South Metro STORM Swim Club

Welcome to the South Metro Storm Swim Club. You and your child have chosen a sport that will give them a lifetime of enjoyment and physical fitness. Swimming develops excellence in athletic ability through improved: strength, flexibility, conditioning, and coordination. Swimmers develop essential life skills such as; self-esteem, goal setting, time management, discipline and good sportsmanship. In addition, swimmers often excel academically. The South Metro Storm Swim Club strives to develop excellence in all of our swimmers.

The South Metro Storm is a competitive swim club. Practice sessions and philosophies are geared towards the development of the proper technique, and a better understanding of the four competitive swim strokes. The Club provides an opportunity **for boys and girls** of most ages (generally 8 & up) and different ability levels to be a part of a competitive swim team (no one is ever benched). The Club allows the athlete to progress at their own pace and to excel to their maximum potential.

Our Club is a **non-profit organization** owned & operated by two **Professional Swim Coaches, Phil & Chuck Smith.** The South Metro Storm Swim Club services swimmers from many south metro communities including Lakeville, Prior Lake, Savage, Burnsville, Apple Valley, Rosemount, Farmington and others.

Mission Statements

1. To foster a permanent, positive attitude towards competitive swimming.
2. To foster interpersonal relationships, and team spirit between boys and girls of various ages.
3. To promote proper physical conditioning and fitness consisting of: endurance, strength, and flexibility.
4. To build and foster a positive self-image by enabling children to experience success through self-improvement, goal setting, and discipline.

Introduction to USA Swimming and MSI

When you joined our Club & (paid MSI membership dues) your child became a member of the nationwide organization of USA Swimming. USA Swimming is the governing body that controls amateur competitive swimming in the country. USA Swimming has over 250,000 registered athletes, its' headquarters is located at the Olympic Training Center in Colorado Springs, Colorado. USA Swimming is made up of 59 Local Swimming Committees (LSC). Our LSC is Minnesota Swimming Inc. (MSI) is the body that governs all swim clubs in the state of Minnesota.

USA Swimming National Headquarters strives to educate and inform its' membership through continued communication. Once a year USA Swimming publishes an updated version of the USA Swimming Rules and Regulations, the final word in technical swimming rules. Splash is a bi-monthly publication providing current and timely information of interest to all USA Swimming members. Lanelines, the USA Swimming coaches' newsletter, is also included in Splash. **USA Swimming registered athletes are covered with a USA Swimming insurance policy.** When they are under the direct supervision of a currently certified coach member of USA Swimming, in practice, sanctioned or approved competition. For more information on the coverage they provide visit their website at www.usaswimming.org look under swimming tools, then download/library. Contact information for USA Swimming can be found on the back of your membership card.

Minnesota Swimming Inc. sets rules, regulations and polices for all clubs in the state to fallow. MSI is a non-profit organization whose focus is on competitive swimming and the benefits that youth get from being involved in a competitive activity. MSI has over 6,000 registered athletes (boys and girls) participating on more than 70 clubs across Minnesota and 3 counties in adjacent Wisconsin.

Competition is available for all ability levels from novice to National Championship. MSI boasts an Olympic Gold Medalist - Tom Malchow - who won gold in 2000 after winning silver in 1996. If your kids swim, there is also a place for volunteers as officials, club representatives, etc. Become involved to make the sport and Minnesota Swimming a better organization. Contact information: Minnesota Swimming 1001 Hwy 7 Suite 326 Hopkins, MN 55305, 952-988-4184 or www.mnswim.org

Notes: It is in violation of MSI & USA Swimming policy for non-registered MSI members to be on the pool deck during practice or at swim meets (See MSI & USA Swimming on pg. 13). Once a year MSI updates the states "Time Standards".

Organization of the Club

The following outline gives a general idea of the parties involved and their responsibilities with the Club. Contact info can be found on the website, or leave a message on the Hotline.

Administration (Owners & Staff)

- Handles the day-to-day operations of the Club.
- Manages Club revenue/expenses, sets and collects fees.
- Makes Club policies.
- Hires and Support Coaches & Staff.
- Recruits Parent Advisory Board members.

Coaches (Employees)

- Establish and run practice sessions.
- Provide the technical and critical direction to the swimmers.
- Assist with determining meets and events swimmers will enter.
- Enforces Club policies.
- Respect swimmers, parents, fellow coaches, and property.
- Head Coach: manages and directs the swim programs.

Storm Parent Advisory Board (Key Volunteer Parents)

- Coordinate and implement some of the Club functions.
- Proposes and implements fundraising and other activities.
- Helps educate swimmers & parents about club swimming, general club info, club policies and procedures.
- Helps promote the club as a positive experience to the members and the community at large.

Families (Club Members)

- Be supportive of the swimmers, coaches & staff.
- Volunteer and participate in Club fundraising, team-sponsored meets and other Club activities.
- Respect coaches, swimmers, fellow parents, and property.
- Have your swimmer to practices/meets on time. Ready to enter the pool area (suit/cap on & goggles in hand).
- Pick them up promptly at the end of the schedule practice time.
- Educate themselves about competitive swimming

Swimmers (Club Members)

- Attend practice regularly.
- Have a good attitude.
- Respect coaches, parents, fellow swimmers, and property.
- Be ready to enter the pool area (suit/cap on & goggles in hand) at the scheduled practice time.
- Represent the Club at competitive swim meets.
- Have Fun.

Coaching Staff

Our coaches are highly qualified professionals, trained & USA Swimming Certified. They must hold valid certification in First Aid, CPR, Life Guarding and Safety Training. They will coach and instruct swimmers in groups according to their age level/swimming ability. Our coaches are in charge of all swim club practices. They are responsible for maintaining discipline during practice and on the pool deck at swim meets, as it relates to safety and to providing a workout for all swimmers. **They have the authority to remove swimmers who are in violation of safety or behavior guidelines/Code of Conduct.**

If you have a question or concern regarding your child's swimming, please discuss this with the coach involved before or after practice. Please do not interrupt the coaches during workouts! The workouts are carefully planned for each day, & interruption can only take away from the coaches' main function.

Cooperation and Communication

Cooperation and communication among Parents, Swimmers, Coaches and Administration is vital to the success of our programs. As with all things in life, you get out of it what you put into it. Swimmers and Parents should get involved with the activities of the Club. Swimmers strive to be the best you can be, and participate in swim meets. Parents consider becoming a Meet Official, a Committee Member, or a member of the Storm Parent Advisory Board. We can always use your help/ideas.

Coaches provide the technical and critical direction to the swimmers. Parents should restrict their input to support and encouragement. Keep in mind that the Coach does have the best interest of your child at heart. Coaches must balance what is best for your child with the needs of the team. Parents should focus their efforts in a positive direction so that the total and final emphasis will always be in the best interests of all of our swimmers.

If a problem exists between a parent or swimmer and a coach, please talk to the coach and try to work it out privately. If the concern/issue is not resolved to the satisfaction of the parties involved, please contact the Head of Administration.

It is very important for parents and swimmers to communicate to the coaches any outside influences (i.e. problems with school, personal relationships, etc.), which may have an adverse impact on the performance and/or attitude of the swimmer. The Storm coaches welcome input from parents and will be available whenever possible.

Club Communication

Hotline: 952-953-7789. The Hotline is the most accurate schedule & is updated daily. Please call the hotline daily to keep apprised of any changes that have been made to the schedule. On occasion's practices times, location, or cancellation may happen due to pool breakdowns, pool conflicts, coach illness or other circumstances. These may occur last minute.

E-mail: storm_swim@yahoo.com to cut expenses & improve communication the Club **IS** using E-mail. Items such as: practice calendar, meet entry info, newsletter & other important items. If you are unable to supply an E-mail address to the club you may ask a Coach for a hard copy. **If you are unable to open an attachment, check for the item on our website.**

Website: www.mnstorm.org has a lot of information such as: Practice calendars, Meet Schedule with links to: Meet Entry Info, Meet Entrants (swimmers entered in a meet), Results (places & times). Info on how to order team swimsuits & equipment, links to other swimming related websites, names and contact info of Support Coordinators and Administration.

Parent and Swimmer Handbook: The handbook will answer many of the questions that you may have and probably ones you have not thought of yet. It cover ever thing from: **Club Policies**, Organization of the Club, registration info, scheduling guidelines, pool location/maps, swim meet info, nutrition & **frequently asked questions**. **All Club members are required to abide by all policies & rules as stated in the Parent & Swimmer Handbook.**

Newsletter: The Club publishes a newsletter periodically. The newsletter is an important vehicle of communication between the administration/staff, coaches and the general membership. It will inform you of upcoming events & activities, meet information, and other issues. Club members (parents and swimmers) are welcome to contribute.

Parent Meetings: Held once each session (excluding summer) **All Parents new to the Club are encouraged to attend.** The basic operation of the Club and some of its key polices will be covered. We will touch on the benefits of competitive swimming and how and when to enter a swim meet. **If you are a NEW or CURRENT PARENT with questions this is one of the places to get answers.** It is helpful to read the Club's handbook beforehand.

By signing the Clubs registration form, Parents/Guardians and Swimmers Agree to and Understands, all monetary and time commitments, the Club's Code of Conduct and Volunteer Policy.

Registration Information

Sessions: The Club offers 4 regular sessions each year. This is a general time frame.

Fall: September thru November
Winter: December to early March

Spring: mid April thru May
Summer: June thru July

Registration: Occurs at the beginning of each session, generally the first few days of practice. A practice schedule can be found on our website at www.mnstorm.org Swimmers may join at most anytime during the session by speaking to a Coach. Please contact Club Administration in regards to Fees for mid-session starts.

New Swimmers: are always welcome. A Coach can assist you with group placement at a Swimming Instructional Clinic, or you may arrange a Stroke Evaluation by calling the Hotline at **952-953-7789**. Please leave a message & a Coach will get back to you. You may stop by **before or after** a scheduled practice & speak with a Coach. To join the Club a swimmer must be able to swim front-crawl/freestyle one length of the pool non-stop (25 yards).

Fees: fee schedules are available at registration. A minimum of ½ of the fee is due at registration. An alternative payment plan may be available, please contact the Head of Administration for more info. All past session fees, including competition fees must be paid in full before a swimmer is allowed to participate. The Club offers a Family Discount of 10% for each additional swimmer.

MSI fee: This once a year fee covers membership (Sept.–Aug.) to USA Swimming and MSI, the **insurance they carry on their members**, and other services they provide. Contact information for USA Swimming & MSI can be found on the back of your membership card; cards generally take 3 months to receive. MSI phone 952-988-4184 or at www.mnswim.org

Volunteer Deposit: A Volunteer Deposit will be collected at registration. For more information please refer to the Volunteer Policy, included with the Club's registration forms, and can also be found in the Parent and Swimmer Handbook.

Swim Meet Entry/Registration: Meet entry occurs about 2 weeks prior to the meet. Swim meet entry does require additional fees. For more information refer to the Meet Information section of the Parent and Swimmers Handbook. It covers items such as: types of meets, meet entry/registration, and what to expect at a swim meet and much more.

Refunds: After a two-week trial period, swimmers are responsible for the entire fee. Refunds after the trial period, will be considered by the Head of Administration only in the event of illness or injury in which a swimmer is kept out of the water for two consecutive weeks or longer. A letter to the Head of Administration accompanied with a written doctor's excuse is required. No refunds will be granted after the session's mid-point.

Locations: The Club utilizes 3 school pools, Kenwood Trail Middle Lkv, McGuire Middle Lkv, Oak Ridge Elementary PL. The Club tries to rotate the practice locations/times, of the different groups as best we can, given pool availability. Scheduling Guidelines and Maps to the pools can be found on page 10 & 11 in the Club's Parent and Swimmer handbook.

Storm Equipment

Club colors are Columbia Blue & Silver/Gray

Coaching Staff's recommended equipment:

Swimsuit – **required**, kind-swimmers choice, need not be a Club suit

Swim Fins – **required** for AG1, kind-swimmers choice

Goggles - recommended, kind-swimmers choice

Swim Fins or Zoomers – **required** for AG2-IG, kind-swimmers choice (zoomers – recommended for IG)

Zoomers – **required** for SR,

Catalyst paddles – **required** for SR, recommended for IG (ask a coach about size)

Storm Equipment: team swimsuits, parkas, fins, zoomers, catalyst paddles, goggles, fin bags & swimmers backpacks.

For your convenience can be ordered on-line and delivered right to your door. There is a link on our website to Elsmore Aquatic Team On-Line Purchasing or <http://www.elsmoreaquatic.com/sms.html> our Club has its own pages, with only the equipment we use or call 651-450-6255. These items maybe purchased elsewhere if you so choose (i.e. sporting goods store). A new Club swimsuit will be chosen about every two years in the fall.

South Metro Storm Swim Club Group Descriptions

This is a **general outline** followed by the coaching staff. The guidelines give parents and athletes a goal for advancement. The coaching staff reserves the right to make exceptions to these guidelines. To enter the South Metro Storm Swim Club a swimmer must be able to swim front-crawl/freestyle one length of the pool non-stop (25 yards).

Age Group 1 (AG1)

- All swimmers age 8 and under
- Some swimmers that are 12 and under
- 3x per week
- 1 hour practices
- Focus of the group is on the technique, development of all 4 strokes turns and starts.

Age Group 2 (AG2)

- Minimum age of 8, maximum age 14
- 4x per week
- 1 hour 30 minute practices
- Focus of group is on using correct technique while learning to train in competitive swimming.

Intermediate Group (IG)

- Minimum age 10
- 4x per week
- 1 hour 30 minute practices
- Focus is on using proper technique while increasing endurance, distance and speed.

Senior Group (SR)

- Minimum age of 12
- 4+x per week
- 2 hour practices
- Focus of group is on using correct technique while training the aerobic system and learning to train the anaerobic system as the physical development of each body indicates.
- Attendance is necessary to develop within this program.

Maintenance Group

This group is for High School/ Jr. High swimmers whose intent is to stay in shape for the High School/ Jr. High season. Their practice is less rigorous and focused on maintaining fitness level with limited coaching.

- 2x per week
- 2 hours practices
- Limited coaching
- May participate in meets
- Scheduled with Sr. Group
- AG2 or IG level swimmers may participate with Coaches prior approval.

Masters Group

- High School graduate or 19+
- 2 hour practices
- 3 days per week
- May participate in USS meets
- Scheduled with Sr. Group – May practice with AG2 or IG with Coaches approval.

Additional Programs Offered

Olympic Swimming Instructional Clinic

- Generally held 2 times per year
- 1 hour practices over a 2 to 3 week period
- Mini Meet held at the end of the last session
- Focus is on instruction of freestyle, backstroke, breaststroke and butterfly.
- Participants must be able to swim 25 yards of the front crawl before entering this Clinic.
- Swimmers may be invited to join the South Metro Storm Swim Club upon completion of the Clinic.

Stroke Evaluations (individuals interested in joining the club)

- Are held at the beginning of each session, to make arrangements contact a Coach
- Coaches will assess the swimmers current ability.
- Coaches will determine readiness of the swimmer, to join the South Metro Storm Swim Club.
- With Coach's approval, group placement then will be decided.

Advancing to the Next Level

These are general guidelines used by the Coaches. The coaching staff reserves the right to make exceptions.

Moving from AG1 to AG2

- Minimum age 8
- Consistently execute all 3 turns legally.
- Be able to dive (head first, not whole body.)
- Be ready socially, emotionally, and physically for a higher demand.
- Be able to complete 3 of these: 25 FL, 50 FR, 50 BR, 50 BA
- Approval of the AG1 and AG2 coaches, as well as other South Metro Storm coaches.

Moving from AG2 to Intermediate Group

- Minimum age 10
- Consistently perform 4 strokes legally.
- Consistently execute all 3 turns and swivel turn legally.
- Know dive start, relay start, backstroke start.
- Be ready socially, emotionally, physically for a higher demand.
- Be able to legally complete 100 FR, 100 BA, 50 FL. 100 IM, 100 BR, 200 FR
- Approval of the Age group 2 and Intermediate coaches, as well as other South Metro Storm coaches.

Moving from Intermediate Group to Senior

- Minimum age 12
- Be ready socially, emotionally, physically for a higher demand.
- Be able to legally complete 200 FR, 100 BA, 100 FL. 200 IM, 100 BR, 500 FR
- Move up set – 10x 100 free 1:40 or 10x100IM 2:00
- Approval of the Intermediate and Senior coaches, as well as other South Metro Storm coaches.

Where To Find Practice Schedules

Hotline: 952-953-7789. The Hotline maintains the most accurate schedule. The Hotline is updated daily. Please call the hotline daily to keep apprised of any changes that have been made to the schedule, location/time/cancellation.

Practice Calendar: A copy of the schedule will be sent out via e-mail as soon as they are available. **Changes in pool availability do happen even after a practice calendar has been communicated.** A copy (with a revision date) will be e-mailed as soon as possible. Call the hotline daily to keep apprised of any changes. You may ask a coach for a hard copy.

Website: www.mnstorm.org The Schedule can be found on our website. When changes occur, an updated copy will be posted on the website as soon as possible.

Scheduling Guidelines

Depending on Pool availability the Club attempts to meet these guidelines:

1. Seniors 2 hours per day, offered 5 Days per week at least 2 in PL.
2. IG and AG2, 1½ hour per day, offered 4 days per week at least 2 in PL.
3. AG1, 1 hour per day, offered 3 days per week in PL and 3 days in Lkv.
4. No times before 4:30 or after 9pm.
5. Allow for travel time between pools for coaching staff
6. If possible schedule Intermediate Group and Age Group 2 in both communities
7. Avoid overlap of groups as much as possible
8. Attempt to schedule all groups as early as possible
9. Schedule on every day of the week for AG1, AG2, and IG if possible.

Pool Information

The South Metro Storm Swim Club utilizes 3 pool locations. The Club tries to rotate the practices of the different groups as best we can, given pool availability. **We attempt** to meet the above scheduling guidelines. Pool locations and maps can be found on the following page.

Pool availability: On some occasions there are **NO pool times available.**

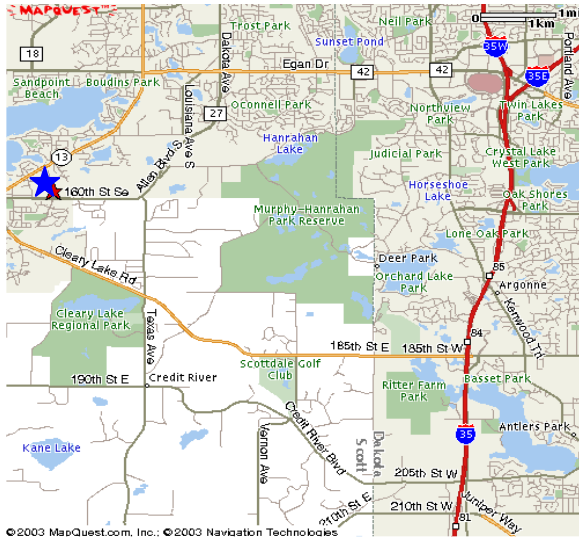
- 1st priority is school activities such as: Jr. & Sr. High Girls & Boys Swimming/Diving (practices and swim meets)
- 2nd priority is community education programs such as: lap swimming, water aerobics, swimming lessons ect.
- 3rd priority then goes to non-profit organizations, such as our club.

Host Schools: reserve the right to make any changes to their pool times **(including last minute).** Please check the Hotline at 952-953-7789 for daily updates. Host Schools expect swimmers to **behave appropriately.** Please refer to the Policy sections of this Handbook for Code of Conduct, Drop off, Pick Up, Host School, and Locker Room Polices. **Club members (swimmers/parents) are not allowed in the pool area before or after the scheduled practices time, and not at anytime without a Club Coach present.**

Swimmer's Safety: For your swimmer's safety, please escort them to the pool area and pick them up promptly at the end of practice. Make sure a Club Coach is present before leaving your child. On rare occasions practice may have been cancelled at the last minute due to pool breakdowns, pool conflicts, coach illness, ECT. Please have your swimmer properly supervised, before & after the scheduled practice, & at meets. The Club/Coach is not responsible for the swimmer, their activities/ behavior before or after the scheduled practice time & is only responsible for the swimmer while on the pool deck.

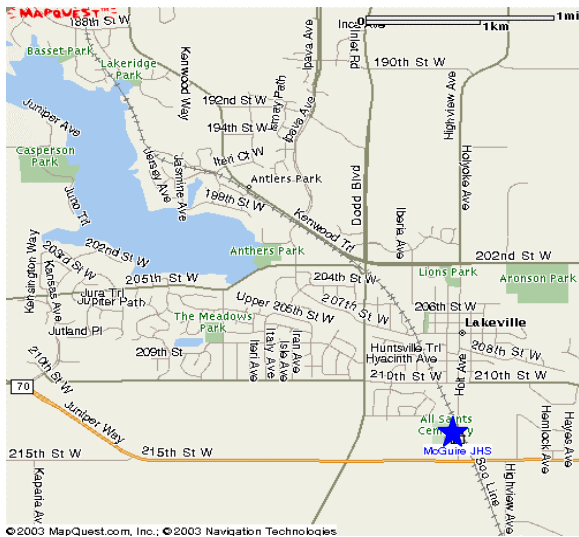
MSI & USA Swimming: It is in violation of MSI & USA Swimming policy for non-registered MSI members to be on the pool deck, **during practice or at swim meets.** For **insurance coverage** of the swimmers, and the safety of all, parents and siblings **MUST stay off the pool deck.** Violation of this policy puts all swimmers insurance coverage in jeopardy. The only exception to this rule is for volunteers working at a club-hosted swim meet. All Club Officials are MSI registered. **Diving off the diving board is not an insured activity, and is thus prohibited by USA Swimming.**

Pool Locations & Maps



Prior Lake - Oak Ridge Elementary ★
(formerly Prior Lake High School)
15860 Fish Point Road SE

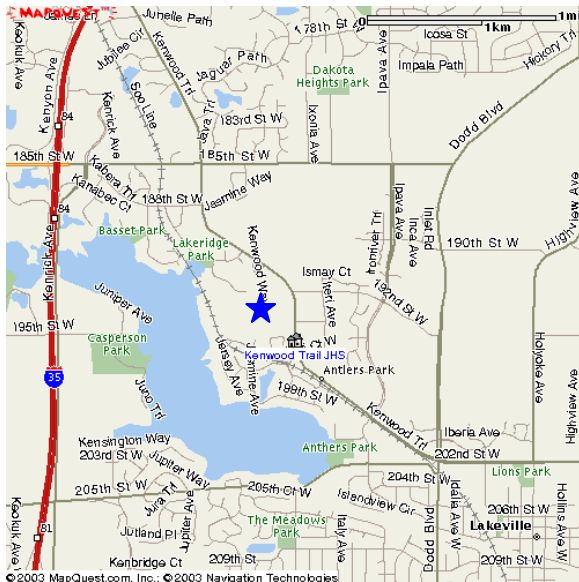
From: Target Superstore in Lakeville
 Drive west on 185th (turns into Cleary Lake Rd or CR-21). Take this to Texas Ave. (CR-27) and take a right. Turn left on Allen Blvd S (CR-44). Follow road to stop sign at Fish Point Road. Take a right onto Fish Point Road. The school is on the left-hand side of the road. Enter pool through south side of building.
 Mileage = 7.5



McGuire Middle School ★

21220 Holyoke Ave. West

From: Target Superstore in Lakeville
 Drive east on 185th Street to Kenwood Trail (CR-50). Turn RIGHT onto Kenwood Trail (CR-50). Follow CR50 – turns into 202nd St W once you pass the McDonald's. At next stop sign take a right onto Holyoke Ave. and follow through downtown Lakeville. McGuire Middle School will be on your left-hand side. Enter pool through Southeast side of building.
 Mileage: 4 miles



Kenwood Trail Middle School ★

19455 Kenwood Trail

From: Target Superstore in Lakeville
 Drive east on 185th Street to Kenwood Trail (CR-50). Turn RIGHT onto Kenwood Trail (CR-50). Kenwood Trail Middle School is about 1.25 miles on the right-hand side of the road. Enter pool through the South side of the building.
 Mileage: 2 miles

Code of Conduct

In order to conduct our organization in a manner that allows the completion of our mission and goals, it is necessary that all members – swimmers, staff, and parents – follow a few simple rules of conduct. Membership with our club is a privilege. Individuals that cannot abide by the following rules may be asked to leave the team.

As a parent, I will:

- Put the well being of the team ahead of my personal desires.
- Speak positively of our coaches, swimmers, and other parents.
- Express my concerns in a positive manner when I have a dispute.
- Resolve conflicts with other parties either privately or through a Head Coach.
- Volunteer my time to help the team.
- Pay my dues and meet fees on time.
- Not sacrifice the long-term success of the team for personal gain.
- Accept responsibility for my child(ren).
- Make sure my children show respect to other parents, swimmers, and the coaches.
- Have my child to practice and meets on time.
- Pick up my child promptly at the end of the scheduled practice time.
- Read and abide by, all policies & rules as stated in the Parent & Swimmer Handbook.

As a swimmer, I will:

- Make the most of every training session and competition.
- Be a proud member of the South Metro Storm Swim Club.
- Support my teammates' efforts.
- Lead by example.
- Respect and listen to my coaches.
- Respect the facilities and building in which I train.
- Respect my fellow swimmers and their personal property.
- Be on time for practices and meets.
- Refrain from horseplay on pool deck or in the locker rooms.
- Read and abide by, all policies & rules as stated in the Parent & Swimmer Handbook.

Consequences of DISRESPECT of personal or property:

1st Offense- Written or verbal apology to victim or establishment. Notification of parents and board.

2nd Offense- Swimmer, Coach, and parent meet to discuss the conditions of re-instatement into the club after a 2-day suspension.

3rd Offense- Permanent suspension of swimmer for the remainder of the season.

Consequences of HORSEPLAY at practice or meets:

1st Offense- Warning, coaches discretion, Swimmer will be asked to sit on deck or in balcony for an extended period of time. Parent notified.

2nd Offense- Swimmer will be asked to call parent to come and pick them up.

3rd Offense- Swimmer will not be allowed back into the water until a meeting is set up with the parents and coaches.

By signing the Clubs registration form, Parents/Guardians and Swimmers Agree to and Understands, all monetary and time commitments, the Club's Code of Conduct and Volunteer Policy.

Club Expenses

Most clubs and organized sports have some expenses and the South Metro Storm Swim Club is no exception. **Unlike many other club sports, we employ professional coaches who are trained and certified** (not volunteer parent coaches). We also pay for **pool time**. There are many additional expenses like professional affiliations, coach's out-of-town meet expenses, and MSI membership for coaches & club officials. The Club has a phone mailbox (Hotline), website, timing and computer equipment, and supplies. To promote the growth of the Club we have advertisement expenses, newspaper fees, paper, copying costs, Club communication costs like paper, and postage. When the Club hosts a meet we have janitorial fees, awards & certificates. And the list goes on. **Session fees alone do not cover all of these expenses.**

Volunteer Policy

To fulfill the clubs financial needs. All Families are required to take part in all club hosted Swim Meets and miscellaneous Required Fund Raisers undertaken by the club. As stated on our registration form, there is a \$200 charge to families who do not meet their volunteer obligations. The Club will be collecting a separate “volunteer deposit” of \$200 per family at registration for each session. This check will be post dated (to a week after the end of the session) and held. If your family has met its volunteer obligations at the end of the session it will be shredded. If your family **did not** meet its volunteer obligations, you will be notified and the check will be cashed.

The session fees alone do not cover all of the clubs expenses. To keep fees, down we **must** do some type of fundraiser each session. Depending on the success of the fund raiser and financial needs of the Club, it may be necessary to do more than one fund raiser per session. If on rare occasion, a member cannot possibly participate in a particular “Required Fund Raiser,” it is their responsibility to contact the Volunteer Coordinator well in advance, to be assigned other duties.

Swim meets hosted by the Club are by far, our largest fundraisers. A meet takes many volunteers, approximately 50 (per session), in various roles, such as: Officials, meet marshal, meet director, timers & relief timer, timing table & computer back room, runners, on deck safety, concession, programs, hospitality room and awards, setup and cleanup. Swimmers twelve and older can time, and help with many of the other things that need to be done. Due to many different variables like the kind & size of the meet, and the number of families in our club, the number of sessions a family is required to work varies. For an example some Pre-C meets are only one session, while other meets can be 4 to 5 sessions. Sessions can last anywhere between 4-6 hours. Please plan on staying for the whole session or until you are relieved to go.

By signing the Clubs registration form, Parents/Guardians and Swimmers Agree to and Understands, all monetary and time commitments, the Club’s Code of Conduct and Volunteer Policy.

Additional Policies

Talking to the coach: If a parent needs to talk to a coach, the appropriate time to do so is before or after practice. **Please do not** approach the coaches while they are on deck, during a practice or at a swim meet. Approaching a coach during practices not only disrupts the practice for your swimmer, but also raises the issue of insurance coverage and safety for all. You can always leave a message on the Hotline or E-mail and a Coach will get in touch with you as soon as possible.

MSI & USA Swimming: It is in violation of MSI & USA Swimming policy for non-registered MSI members to be on the pool deck **during practice or at swim meets.** For **insurance coverage** of the swimmers, and the safety of all, parents and siblings **MUST stay off the pool deck.** Violation of this policy puts all swimmers insurance coverage in jeopardy. The only exception to this rule is for volunteers working at a club-hosted swim meet. All Club Officials are MSI registered. Diving off the diving board is not an insured activity, and is thus prohibited by USA Swimming.

Drop off: For your swimmers own safety, please escort them to the pool area. Make sure a Club Coach is present before leaving your child. On rare occasions practice may have been canceled at the last minute due to pool breakdowns, pool conflicts, coach illness, etc. The Club/Coach is not responsible for the swimmer, their activities or behavior before or after the scheduled practice time. **The Club/Coach is only responsible for the swimmer while they are on the pool deck.**

Pick up: Please pick up your swimmer promptly at the end of practice. The accounts of tardy parents will be assessed a **\$10.00 late fee for every 15-minutes** after the scheduled practice time. This means if the practices time is AG1 6:00-7:00 a parent needs to be in the pool area/hallway at 7:00. The Club/Coach is not responsible for the swimmer, their activities or behavior before or after the scheduled practice time. And is only responsible for them while they are on the pool deck.

Host Schools: Host Schools will not tolerate any destructive behavior or horseplay on school property. Please have your swimmer properly supervised, before and after practice, and at swim meets. The Club/Coach is not responsible for the swimmer, their activities or behavior at swim meets. **The Club/Coach is only responsible for the swimmer while they are on the pool deck.** Club members (swimmers & parents) are not allowed in the pool area before or after, the scheduled practice time, and not at anytime without a Club Coach present.

Locker rooms: Use of locker rooms is limited; the host schools will not tolerate prolonged activity or horseplay. The Club/Coach is not responsible for the swimmer, their activities or behavior in the locker rooms. Please leave valuables at home. Other people do have access to the locker rooms. To help reduce the chance of theft, lock your belongings in a locker or bring them into the pool area. The Club/Coach is not responsible for any lost or stolen items.

State Meet: Fees cover practices up to A/B-A/B/C Finals (unless otherwise stated). Swimmers & relay alternates representing the Club at the State Meets will practice free of charge after Finals. All others are done until the next session.

Refunds: After a two-week trial period, swimmers are responsible for the entire fee. Refunds after the trial period, will be considered by the Head of Administration only in the event of illness or injury in which a swimmer is kept out of the water for two consecutive weeks or longer. A letter to the Head of Administration accompanied with a written doctor's excuse is required. No refunds will be granted after the session's mid-point.

Transportation Policy

The following is a transportation policy that is in effect for all functions related to the club:

It is hereby the stated policy of the South Metro Storm Swim Club, effective immediately and until either revoked or restated by the South Metro Storm Swim Club Owners, that transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by the South Metro Storm Swim Club as a purely private agreement between the parties involved and that neither the Storm Swim Club Coaches/Staff, Advisory Board, nor Owners, separately or as a group, except for the parties directly involved can be or will be considered as a party to such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved.

Out Of Town Meet Policy

Trips to meets in other cities become an important part of a swimmer's career while advancing through the age group ranks. The Storm Swim Club has established the following policy for the safety of the swimmer & peace-of-mind of parents:

1. Parents are to be responsible for arranging transportation and lodging to away meets. DO NOT ASK YOUR SWIMMER (S) TO HANDLE THIS JOB. The Club Coaches or the Staff, are not responsible for arranging your swimmers transportation and/or lodging. Oftentimes, a certain hotel will be designated as "team headquarters."
2. Parents are encouraged to attend out-of-town meets with their swimmers and to chaperone other swimmers. These trips can be great fun for parents and swimmers alike. They also are a rare opportunity to participate in a special way in each young swimmer's career.
3. A coach has too many responsibilities to the entire team to accept responsibility for an individual swimmer. Therefore, **do not ask a Coach to provide or arrange, transportation or lodging.** The Club, Coaches, Staff or Owners, are not responsible for any swimmer/team member outside the confines of the pool deck. The Coach is responsible for the swimmer only during the scheduled swim meet/warm-up times while a Club Coach is on the deck.

Relay Policy

1. The Coach will decide who swims on the relays and in what position they will swim.

In order to be eligible for consideration on the relays the swimmer must meet MSI requirements of:

- Currently registered with the South Metro Storm Swim Club and must not have swum at a meet with another club for the last 120 days.
- Must be a member in good standing. This means they must be current on all payments to the South Metro Storm Swim Club as well as any other club they previously were a member of.
- Note: If the swimmers champ times are used to obtain an additional relay. Then that swimmer will be on one of the relays. If that swimmer does not wish to participate on the relay the coach must immediately be notified because this will affect other swimmers.

2. Once a relay team is determined and the information is communicated to the swimmers it cannot be changed because of performance achieved after the entry deadline date. The following would be considered communicating the information to the swimmer:

- Telling the swimmer they are on the relay.
- Invoicing the swimmer for the relay.
- The swimmers name appearing in the program.

3. Once it is communicated who will be on the relay team, the only changes that can be made are ones with the consent of the swimmer(s) who are being replaced.

4. **Not showing up for the meet** is giving consent. Only when the swimmer forces the relay to be disqualified, due to an insufficient number of swimmers on the relay team, will the swimmer; be **charged for the entire relay**. If there are enough swimmers at the meet to legally swim the relay, the swimmer will still be **responsible for payment for their part of the relay cost**. Their replacement swimmer will swim on the relay for free.

Basic Swimming Rules & Info:

Starts: The swimmers are not allowed a false start. If they move or jump after the Starter says “take your mark”, the Official thinks they are trying to get an advantage (whether intentional or not), they will be disqualified (DQ) and taken out of the race. In a Fly-over start the swimmer that just completed their race stays in the pool, while the next swimmer starts their race.

Turns & Finishes: Freestyle: feet have to touch the wall on the turns.

Backstroke: swimmer must finish on his/her back. They may not roll over & grab the wall until they have first touched it.

Breaststroke & Butterfly: Swimmers have to touch the wall with both hands at the same time. A swimmer may not freestyle kick off the wall in either stroke. When swimming butterfly, both arms must move at the same time.

Ten and Under: Are the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmer alike! Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins The South Metro Storm Swim Club, there may be a brief period in which he/she appears to slow down. This is a result of the added concentration on stroke technique, but this will soon lead too much faster swims for the individual.

Older Swimmers: Even the very best swimmer will have meets where they do not swim their best times. These “plateaus” are a normal part of swimming. Over the course of a season times should improve. Please be supportive of these “off meets”. Older swimmers may have only two meets a year for which they will be rested and tapered. Oftentimes, a swimmers “best stroke” changes as they mature and their body goes through physical changes.

“The Hidden Training Factors”: The swimmer controls a **minimum of 80%** of their training. They are in control of their attitude, what they eat, the amount of sleep they get, attendance at practice, & even their effort on practice sets. There is only one person in the water in a given lane in any race. **The responsibility for performance ultimately lies with the individual.** How well the individual has prepared physically & mentally, to a large degree will determine the performance level.

Competition

Swim Meets are supposed to be the icing on the cake. Swimmers put many hours of training in, and that should be rewarded. At practice their head is buried in the water most of the time, at a Swim Meet it is the complete opposite. There is plenty of time between races to make new friends, get to know old ones better, talk and play games, cheer for each other during their races **and just have fun**. Swim meets are a great family experience! They're a place where the whole family can spend time together.

Competing at a Swim Meet doesn't have to be about getting a "best time"; maybe you/they completed the 50 butterfly for the first time without getting DQ'ed. **The individual's improvement is our primary objective.** Swimmers are taught to set realistic, yet challenging goals for meets and to relate those goals to practice. At a meet, swimmers get to "race" and see how much he/she has improved from all the hard work that they have put in at practice.

Swimming is an individual sport, and though swimmers are on a team, it is still about one swimmer in the water facing his/her toughest competition. That is, **they themselves**-their motivations and expectations are their greatest assets, but can also be their greatest liabilities. In competition, the important measure is not who collected the most medals, or even who improved the most seconds. **The real critical measure is who learned the most from the competitive experience.**

Competition: On average the Club wants **all team members to compete once every three to four weeks**. This allows the swimmer sufficient time between competition to develop new skills and master old ones. The meet schedule is established with this philosophy in mind. In some cases, meets of a similar classification are scheduled as close as two weeks apart or as far as five weeks apart. This happens when the meets available to us offer no other alternative. You may choose to enter only one day of a multi-day meet.

First Meet: A Pre-C meet is the place to start. Once your swimmer can swim **50y they are ready!!!** This doesn't take long after joining the Club. Ask a Coach for advice on when the time is right for your swimmer. These meets are very low key (a practice meet). Swimmers need not, be able to go off the starting blocks they can dive in from the pool deck. There are no Stroke Officials (non-sanctioned), swimmer are not DQ'ed for rule infractions. They are smaller & usually last about 3 hours, general on a Fri. night or Sat. morning. **Pre-C Meets are offered to give the novice swimmer a place to learn about the meet experience.** Once a swimmer has been to one or two Pre-C meets they are ready for the next step.

Second Meet: A/B/C Open Meet is a nice way to take the next step. These meets are where most of the Club can participate. Generally there is no min. qualifying times to enter. Relays are held, & are vary fun. These are Sanctioned meets where they will earn "official times". Officials will be on deck & will "DQ" the swimmers for rule infractions. Once official times are achieved in an event, according to the current time standards they can then be swum in meets at higher levels.

Swimmers event times: **The Club REQUESTS that you keep track of your child's times throughout the season.** This is a nice way to observe the progress that they are making & **will be beneficial to you when it comes time for you to choose which meets/events your swimmer is qualified for.** Swimmers times & final results from each event will be posted on a wall near the pool during a swim meet. You can also find your swimmers "best times" (made in club meets) posted on the MSI web site, www.mnswim.org (from home page) click on "Times Database" then click on "Athletes". Enter the info to narrow your search. You may also find their times and meet results (when available) on our Club's webpage.

Meet Information

The South Metro Storm Swim Club is a competitive swim club. Practice sessions and philosophies are geared towards the development of the proper technique, and a better understanding of the 4 competitive swim strokes. We encourage as much meet participation as possible. This helps the swimmer see their improvement, boosts self-esteem, and they have **a lot of fun**. We request that all parents and swimmers follow the recommendations of the Coaching Staff.

Events: Competitive swimming consists of four strokes: Freestyle, Backstroke, Breaststroke and Butterfly. In most individual events, the swimmer swims a particular length of one stroke. However, the individual medley (which is referred to as the "IM") is a combination of all four strokes swum in the following order: butterfly, backstroke, breaststroke, and freestyle. For example, a 100 "IM" is a 100-yard event or one length (25 yards) of each stroke swum in the order above. There are two "non-individual" events, the freestyle relay and medley relay. Each relay consists of four different swimmers of the same gender from the same age group. In the freestyle relay, team members swim their leg of the relay using the freestyle stroke. In the medley relay, each member of the relay swims one of the four strokes.

At most meets (except Pre-C) swimmers compete against others of the same gender, age group, and swimming ability. The swimmers age on the first day of the meet will govern the swimmers age for the entire meet. Most meets are divided into the following age groups: 8 and under, 9-10, 11-12, 13-14, 15-16, 17-18, & Senior. The Senior classification includes any age registered swimmer who has achieved the prescribed qualifying times for the event. The events offered in each age group increase in number & distance, as the swimmer gets older. For instance, 8 & under swimmers have a total of six individual events available with the longest distance being 100 yards, while 17-18 year olds have a total of 14 individual events available with the farthest distance being 1650yd (1 Mile). **The COACHING STAFF can help you decide which events a swimmer should swim.** Different meets offer different orders of events - not all events are available at each meet.

Time Standards: Once each year MSI (www.mnswim.org) updates its “time standards”. Each swimmer can compare her/his event time with the “time standards” for that individual event. Time standards are particular to age/gender & ability level. Short course times reflect times made in a 25-yard pool (55.59y), while long course times correspond to times made in a 50-meter pool (47.99m). It is imperative that the current time standards are used to determine your child’s “C”, “B”, “A”, “Champ”, and “Zone” times. **An example: for an eight-year-old girl in a 25-yard pool (short course, in the 2000):**

Girls 8 & U	Zone	Ch	A	B	C
50 Yard Freestyle	29.79	39.69	41.69	47.69	55.59

Looking at this, it is clear that for her to have a “C” time in the 50 free; she must be able to swim it in: 55.59 seconds or better. She would have a “C” time until she reached 47.69 seconds or less. At this time she would have a “B” time in the 50 free. When she reached 41.69 seconds or less, she would have an “A” time, while 39.69 seconds or less would give her a “Champ” time. When a “Champ” time is achieved, the swimmer becomes eligible to swim that event in the state meet at the end of the season. Each stroke and distance is treated distinctly and has its own set of “time standards”.

In some cases, a swimmer may be in a different class in each stroke. An example: a “C” breaststroke time, a “B” backstroke time, and a “Champ” freestyle time. There are several different types of swim meets, each with it’s own qualification standards. A swimmer may not always be qualified to swim all of their events in a particular meet.

Although this process may appear confusing at first, it has been established to provide fair competition, and you will become more comfortable with it as you attend more meets. This system allows more swimmers to achieve individual goals and awards within their own ability and age group. Beyond our own Minnesota Time Standards, there are National Time Standards (used by many other states). Once a swimmer has achieved Minnesota championship level times, she/he may wish to strive for times on these National Standards (National “Zone” times are required to enter a Zone Championship Meet).

Confused? Once you have attended one or two meets, this will all become routine. Please do not hesitate to ask any other South Metro STORM Swim Club Parent, a Coach or the Registration Coordinator for help or information!

Types of Meets

USA Swimming and Minnesota Swimming, Inc. have several different types of meet formats to insure that swimmers of the same ability levels & ages will be competing against one another. Most swim meets set certain qualification time standards. In order to swim in a certain classification, a swimmer must have achieved an “official time” qualifying him/her for that particular classification. Below is a listing of **some of the different types of meets.**

National Championships: One of the highest levels of competitive swimming. All USA Swimming Member-athletes who have achieved the qualifying time standards for one or more events are eligible to participate. Swimmers are chosen for national teams from this level.

Zone Championships: Swimmers must achieve “Zone” times to qualify for these meets. The swimmer is then part of an all-star team representing Minnesota. The country is divided up into 4 major zones: Eastern - Southern - Central - Western. At the end of the long course season (August) the Zone Administration sponsors a championship Age Group meet.

State Championships: Swimmers must achieve a “Champ” level time to qualify for these end-of-season meets. The swimmer competes both on an individual basis & for club points. The club also organizes relay teams to compete for points. MSI sponsors 2 state meets in the winter (March) one for 12 & under, one for 13 & over, and one in the summer (Aug.) for all ages. This is a **sanctioned** meet and MSI sponsored meet.

A/B - A/B/C Finals: An end-of-season meet for swimmers 12 & under with A & B times only. Swimmers 13 & older can swim with A, B & C times only (no Champ times for either group). No relays in this meet. This is a **sanctioned** meet and MSI sponsored meet.

C Finals: An end-of-season meet for swimmers with C times. This is the last opportunity for swimmers 12 & under to swim C time events in a meet. There are no relays in this meet. This is a **sanctioned** meet and MSI sponsored meet.

Pre-C Finals: An end-of-season meet for swimmers with Pre-C times. This is the last opportunity for all swimmers to swim Pre-C events in a meet. There are no relays in this meet. This is a **sanctioned** meet and MSI sponsored meet.

A Meets: This level of competition is for experienced swimmers who have attained A level times. Team scores are kept & team awards are given. Relays are generally swum. This is a **sanctioned** meet. They are most often held in the metro area, but may involve travel to a different city.

B Meets: An intermediate level of competition for swimmers who have attained B level times. This is a **sanctioned** meet.

C Meets: Are for relatively inexperienced swimmers who have achieved the C level times. This level is usually combined with the B level to create a meet in which there are both C & B events. Relays are generally swum. This is a **sanctioned** meet. These meets are most often held in the metro area.

Pre-C Meets: **Are perfect for the beginner** (refer to First Meet on page 16). These meets are very low key (a practice meet). They are smaller and shorter usually lasting 3 hours, held during the regular season for Novice and Pre-C swimmers. There are no minimum time standards for entering. A maximum of 3 events can be swum. This meet is **non-sanctioned**.

Note: Official Time is a time achieved at a “sanctioned meet”. Sanctioned meets have officials on deck and they will Disqualify (DQ) swimmers for rule infractions. Once official times are achieved in an event, according to the current time standards they can then be swum in meets at higher levels. **Pre C-meets are non-sanctioned**, with the exception of the Pre-C Finals Meet.

Meet Entry Information

At the beginning of the Fall and Spring sessions the Meet Schedule will be updated, with the meets the **Storm** will be participating in. The Meet Schedule can be found on the Clubs website. You may then choose the ones you plan on entering. Detailed info about each meet will be provided about 2-3 weeks prior, & will be **communicated via the Clubs E-mail list and posted on the Club’s website**. This information will include:

- Location, & direction to the meet
- Estimated time schedule
- A list of events, max number of events
- Fees
- **Due date**
- Meet Entry Coordinator contact information

How to Sign-up for a Meet: Please choose your events for each day, and if you would like to be considered for a relay. You may choose to enter only one day of a multi-day meet. **Please E-MAIL** the Meet Entry Coordinator with your chooses. **Meet entries must be E-MAILED by the deadline!!!** (Due to deadlines imposed by the host club).

AFTER you E-MAILED the entries in, BUT PRIOR to the meet turn in a payment for the appropriate amount (for individual events only) **TO A COACH**. Or mail it to Storm Swim Clubs P.O. Box 177 Lakeville, MN 55044. You will be billed, if your swimmer is placed on a relay. **Note: Once the entries have been communicated to the host club, the swimmer is liable for the fees whether or not they show up to swim.**

Meet entries are generally due 1½ week’s prior to the meet. If you have not received meet entry information 2½ weeks prior to a meet you would like to attend, please check the website or contact the Meet Entry Coordinator, or a Coach. **If you are unsure of which Meets or Events to enter, or are a new swimmer, PLEASE ASK A COACH and they can assist you.**

What To Expect At A Swim Meet

Be prepared for all climates. Most pools areas are hot and others are cool. Make sure your swimmer has brought adequate warm clothing, in spite of weather conditions. Parents note; make sure you dress appropriately. Nothing is worse than being hot at a swim meet. It makes the time pass very slowly! Before you leave home, double-check your swimmer's bag for:

- Swimsuits
- 2 swim caps (incase one tears)
- 2pr. Goggles (incase one breaks)
- 2 towels
- Sweats (to wear between races)
- Dry clothing to wear home
- Water bottle with something to drink
- A healthy snack

Some of these items may be available for purchase at some meets. Some families bring a sleeping bag to sit on (at the "camping" area). Parents may like to bring a folding chair to sit on in the hallway between races. It is often helpful to bring a few toys or other items to keep the younger swimmers or siblings occupied between swimming events. It is a good idea to bring some healthy snacks & drinks. Hosting teams usually provide some food concessions.

It is easier to keep track of the meet schedule if you have a meet program. Programs are available for purchase, generally as you enter the building. Programs are organized into events and heats, which are determined by entry times. Each Event has an estimated start time. It is helpful for younger swimmers if you write their event/numbers and lane on their hand/arm in ink. This helps him/her remember what event number to listen for and what lane to check in at for that event.

You should make sure your swimmer is on deck with the team several events before he/she is to swim. The coach may want to give your child some last minute tips and/or encouragement at this time. After each swim, your child should speak to the coach as soon as the race is over and before leaving the deck area. **Parents & siblings are not allowed on the pool deck.**

It is in violation of MSI & USA Swimming policy for non-registered MSI members to be on the pool deck **during practice or at swim meets.** (Refer to the MSI Policy pg. 13). If you need to speak with your swimmer at a swim meet or during practice, you will have to get their attention **and have them come over to you.** Wave at them (signaling them to come to you) or ask another swimmer from the hallway/camping area to get them for you. **Parents and/or siblings, who violate this policy, can be asked to leave the swim meet.**

If they choose to wear a swim cap **Please wear a STORM swim cap.** This helps team member's identify each other & promotes team spirit. The swimmers will be given one latex cap each year. Please ask a Coach if they haven't received one. If their cap is lost or torn others are available for sale contact the Youth Development Director or a Coach. MSI does have regulations on what swim caps can have on them; swimmers can be disqualified for wearing the wrong kind of swim cap.

Final results & swimmers times from each event will be posted on a wall near the pool. Generally award places are equal to the number of lanes in the pool. If your child has earned an award, a Coach will pick them up at the end of the meet. Pre-C meets are generally, participation ribbons only.

You are STRONGLY ENCOURAGED to keep track of your child's times throughout the season. It is a nice way to observe the progress that they are making and will be beneficial to you when it comes time for you to choose which meets/events your swimmer is qualified for. You can also find your swimmers "best times" (made in club meets, excluding Pre-C) posted on the MSI web site, www.mnswim.org (from home page) click on "Times Database" then click on "Athletes". Enter the info to narrow your search. You may also find their times and meet results (when available) on our Club's website. A Coach may be able to give you their times. If they have not swum at a meet ask a Coach for assistance.

Confused? Once you have attended one or two meets, this will all become routine. Please do not hesitate to ask any other South Metro STORM Swim Club Parent, a Coach or the Registration Coordinator for help or information!

Note: The Coaching Staff has recommendations on equipment **some equipment is required.** Information on Storm Equipment can be found on page 7.

Club colors are Columbia Blue & Silver/Gray

Team Spirit Items

Team Spirit Items: t-shirts & team swim caps (latex & silicone), are on hand.

Availability of sweatshirts, baseball cap & other items varies from session to session. All items are optional.

SOME, Spirit Items are on hand; contact The Team Spirit Coordinator for what is available (their contact info can be found on the club's website). Items cannot be order on-line. When items become available, ordering instructions, deadline & cost will be **communicated via the Club's E-mail list**. All team spirit items are optional.

Please show your team spirit by wearing a team swim cap at all swim meets. This helps team member's identify each other & promotes team spirit. Swim Caps are recommended to keep hair out of the swimmers eyes & reduce drag. Swimmers will be given one latex cap each year. Please ask a Coach if you haven't received one.

Please encourage your swimmer to show their team spirit by CHEERING on their teammates.

The Best Kind of Parent

The Best kind of Parent: The Coach's job is to motivate & constructively criticize the swimmer's performance. It is the Parent's job to supply the love, recognition, and encouragement necessary to make the child work harder in practice, which in turn gives them the confidence to perform well in competition. After a race you need to tell him/her how proud you are and what a great job he/she did, despite the out come of the race and whether or not they cut time. The performance should be about the swimmer giving the race their best effort. The Coach will be sure to discuss stroke technique with them.

Keep in mind that the Coach does have the best interest of your child at heart. Coaches must balance what is best for your child with the needs of the team. Parents should focus their efforts in a positive direction so that the total and final emphasis will always be in the best interests of all of our swimmers.

The Coach is the Coach! We want your swimmer to relate to his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and oftentimes insurmountable, confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint, please contact the coach.

Mental Strength: There is both physical, and mental aspect to swimming. When a child first, joins a competitive swim program, the physical aspects account for about 90% of their successes. As they perfect their swimming skills, however, the mental aspects become more and more predominant and the percentage switches. The true basis for swimming performance is *belief* – what a swimmer believes they can swim - their "*true expectations*". Teaching swimmers to have an "I can do it" attitude will go along way in developing their "True Expectation". **The motor pattern skills (not physical strength), the desire to perform and the belief that one can win separate the champions from the pack.**

The good news is that mental strength is an area a parent can address. Who should know more about how your child's mind works than you. There are basic mental skills young athletes can be taught. Some of these skills include setting goals, positive self-talk, mental rehearsal, concentration, and relaxation. We often tell athletes to "concentrate" or "relax," but fail to teach athletes what it means or what they need to do to concentrate or relax. Parents can shape these mental skills.

The most important secrete to competitive swimming success is superior mental strength!

“The Body is Weak but the Mind is Strong.”

"TEN COMMANDMENTS FOR SWIMMING PARENTS"

By **Rose Snyder** (*adapted from Ed Clendaniel's "Ten Commandments for Little League Parents"*)

1. Thou shalt not impose your ambitions on thy child.

Remember that swimming is your child's activity. Improvements and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes and don't push them based on what you think they should be doing. The nice thing about swimming is every person can strive to do their personal best.

2. Thou shalt be supportive no matter what.

There is only one question to ask your child "Did you have fun?" If meets and practices are not fun, your child should not be forced to participate.

3. Thou shalt not coach your child.

You have taken your child to a Professional Coach, do not undermine that coach by trying to coach your child on the side. Your job is to support, love and hug your child no matter what. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy. That is not your area. This will only serve to confuse your child and prevent that swimmer/coach bond from forming.

4. Thou shalt only have positive things to say at a swimming meet.

If you are going to show up at a swimming meet, you should cheer and applaud, but never criticize your child or the coach.

5. Thou shalt acknowledge thy child's fears.

A first swimming meet, 500 free or 200 IM can be a stressful situation. It is totally appropriate for your child to be scared. Don't yell or belittle, just assure your child that the coach would not have suggested the event if your child was not ready to compete in it.

6. Thou shalt not criticize the officials.

If you do not have the time or the desire to volunteer as an official, don't criticize those who are doing the best they can.

7. Honor thy child's coach.

The bond between coach and swimmer is a special one, and one that contributes to your child's success as well as fun. Do not criticize the coach in the presence of your child, it will only serve to hurt your child's swimming.

8. Thou shalt not jump from team to team.

The water isn't necessarily bluer at the other team's pool. Every team has its own internal problems, even teams that build champions. Children who switch from team to team are often ostracized for a long, long time by the teammates they leave behind. Often times swimmers who do switch teams never do better than they did before they sought the bluer water.

9. Thy child shalt have goals besides winning.

Giving an honest effort regardless of what the outcome is, is much more important than winning. One Olympian said, "My goal was to set a world record. Well, I did that, but someone else did it too, just a little faster than I did. I achieved my goal and I lost. This does not make me a failure, in fact, I am very proud of that swim."

10. Thou shalt not expect thy child to become an Olympian.

There are 225,000 athletes in United States Swimming. There are only 52 spots available for the Olympic Team every four years. Your child's odds of becoming an Olympian are 1 in about 4,300. Swimming is much more than just the Olympics. Ask your coach why he coaches. Chances are, he was not an Olympian, but still got enough out of swimming that he wants to pass that love for the sport on to others. Swimming teaches self-discipline and sportsmanship; it builds self-esteem and fitness; it provides lifelong friendships and much more. Most Olympians will tell you that these intangibles far outweigh any medal they may have won. Swimming builds good people and you should be happy your child wants to participate.

Everything you do influences your performance, but your food choices have the most effect due to the long term and short-term benefits. A proper diet, including proper selection of foods, will help your training and performance while also achieving a healthy lifestyle once you stop competing.

To help ensure a balanced diet, remember that there are no magical nutrition remedies. So forget the fads and eat a variety of wholesome foods from the four food groups--milk, meat, fruits & vegetables, and grains. Foods in these groups provide protein, fat carbohydrate, fiber and all the necessary vitamins and minerals. Your ideal diet should include the following percentage of calories:

Carbohydrate	50-60%
Fat	20-30%
Protein	14-18%

This nutrition series is designed to help you better understand good nutrition and to provide guidelines for ideal food choices. Within sports, there are four major periods that nutrition will impact:

During Training -Training represents the period in which athletes spend most of their time. Therefore, this category represents the most critical period. During this time, a diet high in carbohydrates is important. This is important since it is not uncommon for athletes training 4-6 hours a day to burn 2500 to 4000 calories a day. The best way to replenish these calories is with a high carbohydrate diet. By being conscious of this and by taking high carbohydrate foods or drink in the first 30 minutes following a workout, you can minimize depletion of energy stores.

Pre-event Nutrition - The major purpose of the pre-event diet is to ensure sufficient energy and fluid for the athlete. Two to three days before competition, a high carbohydrate diet with plenty of fluids should be emphasized. The pre-event meal should include a light, high carbohydrate meal three to four hours before the event.

Nutrition During Competition - Provided that good nutrition practices were followed during training, middle distance and sprint events will not be limited by nutrition-related factors. During a three to four day competition, make sure you consume plenty of fluids and each meal should include high carbohydrate, low fat selections.

Nutrition After Competition - High intensity work will deplete the muscle's energy supplies. Therefore, carbohydrates play an important role after competition to make sure energy stores are maintained.

Food Choices - The best food choices include a well balanced, mixed diet with choices from each of the four food groups. You can get all the nutrients you need by selecting a variety of foods in the recommended serving size from each of the following food groups:

Food Group	Selections	Servings
MILK	Milk, Cheese, Yogurt, Cottage Cheese, Ice Cream (Vitamins & Protein)	4 or More
MEAT	Meat, Fish, Poultry, Eggs, Beans, Peas, Nuts (Minerals & protein)	2 or More
FRUIT & VEGETABLES	Fresh, Frozen, Canned, Dried and Juiced Fruits And Vegetables (Vitamins and Carbohydrates)	8 or More
GRAIN	Cereals, Breads, Rolls, Pasta, Muffins, Pancakes (Carbohydrates and Minerals)	8 or More
OTHERS	Cakes, Cookies, Pies, Candy Soft Drinks, Chips (Carbohydrates and Fat)	ONLY if you need additional calories AFTER selections from above

Nutrition Do's & Don'ts: Carbohydrate intake is important during every stage of nutrition. For each meal and snack, Follow these Do's and Don'ts listed below for wise food choices during training.

	Do	Don't
Breakfast	<p>Eat hot cereals like oatmeal or oat bran. Select whole-grain or high fiber cold cereals. Eat breads, including muffins, biscuits and bagels. Try milk, skim or low fat is best. Choose fruit, including fresh, canned and fruit juices. Drink hot beverages such as hot chocolate and hot apple cider. Eat pancakes, waffles and french toast. Chooses eggs up to two or three times weekly. Choose fat-free toppings like syrups and jams as an alternative to butter.</p>	<p>Eat sausage, ham or bacon more than once or twice weekly Opt for eggs every day Choose sugary children's cereals Choose fast food breakfast sandwiches and fat-laden croissants every day. Use too much margarine or butter. Eat doughnuts or pastries daily. Skip breakfast.</p>
Lunch	<p>Pack a lunch when possible. Choose whole-grain breads. Choose lean meats like turkey over salami or bologna. Use mustard and ketchup as condiments. Choose a hamburger over hot dogs. Choose a baked potato over french fries. Eat pasta as much as you like, but choose tomato sauces rather than cream sauces. Try pizza without fatty meat toppings. Eat hearty soups and stews.</p>	<p>Eat fast-food meals too frequently. Eat fried foods like fish'n'chips too frequently. Overuse condiments like mayonnaise or salad dressings. Eat fatty and salty luncheon meats too often. Skip lunch. Choose prepared salads containing excessive mayonnaise or salad dressing.</p>
Dinner	<p>Eat pasta dishes. Choose pizza with vegetable and lean meat toppings. Try Chinese food with rice and fresh vegetables. Select fish often. Broiled or poached is best. Trim visible fat from meats and remove skin from poultry. Have soups, salads and plenty of vegetables. Eat as much bread as you like. Include potatoes, rice or beans when available. Choose fresh fruit, yogurt or Jell-O for dessert.</p>	<p>Choose deep-fried meals more than twice a week. Eat high-fat meals like hot dogs or sausages in excess. Choose meals with heavy cream sauces or gravies. Ruin a baked potato or bread with too much butter. Have cakes, ice cream and pies every night.</p>
Snacks and Beverages	<p>Pack nutritious snacks like fruit, raisins and nuts. Have rolls, muffins and breads when you get a break. Snack on popcorn, pretzels and breadsticks. Drink eight to ten glasses of fluids every day. Drink nonfat or low fat milk. Drink fruit juices, sparkling waters and plain water. Drink hot ciders, soups and hot chocolate.</p>	<p>Count on potato chips or tortilla chips as good snacks. Eat cupcakes or cream-filled pastries to satisfy hunger. Eat ice cream, cakes or candies in excess. Drink too many soft drinks.</p>

Frequently Asked Questions

Q: Do I have to attend all practices?

A: No—once you have committed to a certain level, you plan your schedule accordingly. For instance, if your child swims on the Age Group 1 Team, you would swim three days per week for one hour. You can then choose from the locations and times that are offered. If you can only make it to two practices, that is your choice.

Q: What additional expenses can I expect?

A: MSI fee, a once a year fee covers membership (Sept.-Aug.) to MSI and USA Swimming & the insurance they carry on their members. Some practice equipment; refer to the Storm Equipment section on page 7. If your child plans on participating in meets there are some additional fees. You may also wish to purchase a team swimsuit, or other spirit items.

Q: How can I get in touch with a coach?

A: Leave a message on the hotline 952-953-7789 and your call will be returned. Or by E-mail at storm_swim@yahoo.com

Q: How do I know what level my child should be in?

A: A new swimmer generally starts in Age Group 1, but the coach can advise you if your child is too advanced for this level.

Q: Why are there less than two practices in our City?

A: Refer to the Scheduling Guidelines and Pool Information, sections included in the P/S Handbook. **Although very attempt is made to follow the guidelines it is not always possible.** On some occasion there is **no pool time available**. Non-profit organizations, like our Club, have 3rd priority for pool time.

Q: Why was practice changed after we got our monthly schedule?

A: Refer to the Pool Information sections in the P/S Handbook. Due to unforeseen situation such as; School changes their pool time, Pool breakdowns, or Coach illness. **Changes happen, even last minute ones**, please **call the Hotline daily** to keep apprized of changes in location, times, or cancellation of practice.

Q: Is a swimmer required to participate in swim meets?

A: No, we are not currently requiring a minimum number of meets, as some clubs do. **But, swimming in the STORM hosted meets (if qualified for) is strongly recommended, as parents are required to volunteer for them.** We encourage as much meet participation as possible. This helps the swimmer see their improvement, boosts self-esteem, and they have **a lot of fun**.

Q: How do I know if my swimmer is ready to participate in swim meets?

A: **Most swimmers are ready when they can swim 50 yards without stopping.** If your child has never participated in a swim meet, please ask a Coach for assistance. **Pre-C meets are perfect for the beginner.** There are no min. time standards, are smaller meets that last about 3 hours. They are **non-sanctioned** so competitive swimming rules are not enforced.

Q: What meets can they attend?

A: After going to one Pre-C meet, they must then record “official times” by entering a sanctioned meet, such as an A/B/C Open meet. Once “official times” are achieved, according to the current “time standards” they can then compete in meets at a higher level. **You are strongly encouraged to keep track of your child’s times throughout the season. This will be beneficial to you** when it comes time for you to choose which meets/events your swimmer is qualified for. Refer to the Meet Information sections of the P/S Handbook for detailed info.

Q: If my child achieves a “B” time in only one event, how does that work?

A: If your child makes a “B” time in the 50-yard backstroke, for example, and all of their other times are “C”, then they may compete in only that one event at “B” meets. At “C” meets they could swim any event that they have recorded a “C” time in, but not the 50 Backstroke. Refer to the Meet Information sections of the P/S Handbook for detailed info.

Q: When will I find out about a meet and how do I register?

A: You will receive info **via the Clubs E-mail list** generally 2-3 weeks prior to the meet. Please choose your events for each day, and if you would like to be considered for a relay, **E-MAIL the Meet Entry Coordinator** with your choices. **Meet entries must be communicated by the deadline!!** (due to deadlines imposed by the host club).

Q: At what time, will the afternoon session of a meet start?

A: This varies depending on the number of swimmer entered in the meet. **Call the MSI hotline at 952-988-4184 (option 3)**, no sooner than the Thursday 12:00pm, before the meet for a better-updated timeline.

Q: Do we have to go to both days of a two-day meet?

A: No, if you can only attend one day. Please communicate that at the time of entry (Sat. Only).

Q: My swimmer is in the maintenance group why are his/her times not improving?

A: Maintenance is offered to allow busy **student athletes** an opportunity for continued contact w/water. The programs intention is not to improve upon a swimmers conditioning level, but to form base blocks that can be carried into a competitive season. In order to achieve the highest conditioning level possible, swimmers need to be in the water training 4-6xs per week.

Q: If I have more questions or concerns, who do I ask?

A: If it is in regards to your swimmers ability in the water or what to enter in a swim meet, please talk to the Coach. If you need further assist contact the Head of Administration. Contact info can be found on the website www.mnstorm.org or you may leave a message on the Hotline 952-953-7789 or e-mail address storm_swim@yahoo.com

STORM Advisory Board

The Storm Advisory Board is volunteer parents asked by, Club Administration to help implement some of the Club functions. Coordinators will also help promote the club as a positive experience to the members, and the public at large. If you are interested in filling one these key positions contact the Administration.

Meet Director: Helps the Administration & coaches choose dates and kind of meet. May help with paper work. The Meet Director oversees overall meet operations, from the meet design and setup to the day-to-day operations of the meet each day. Make sure the proper ribbons and other supplies are on hand and stopwatches are in working order. This position requires timely attention to detail, strong organizational skills, and the ability to work with various personalities. Persons interested in this position are encouraged to obtain on-the-job training by first becoming a Co-Meet Director, USA Swimming also has a Meet Director's handbook.

Concession/Hospitality Coordinator: Organize/Oversees concessions for all Storm Swim Club hosted meets. Plan the menu and purchase items needed for the concession stand and hospitality room. Plans/oversee the hospitality room for coaches and meet officials. Coordinate, Solicit and Record all donations for meets. Send out the proper Thank you notes and recognition to businesses that donated. The Club provides training for this position.

Volunteer/Fundraising Coordinator: Recruits volunteers to help with Club hosted meets, maintains the master list of meet volunteers. Oversees the volunteer check-in process at the event. Works with the Meet Coordinator/Director to find replacements, or shifts existing volunteers to fill, unfilled or no-show spots as need be. Recruits volunteers for various others activities the Administration need help with. Research and implement other fundraising activities for the club at Administrations request. The Club provides training for this position.

Registration Coordinator: Organizes volunteers to help take registrations at the beginning of each session. Assist the staff with clinic registration, clinic parent meeting and mini meet. Attend activity fairs and registrations with a coach/staff (both in Lkv and PL). Assist the Coaches & Administration in educating the swimmers and their parents about club swimming, general club information, and club policies and procedures. Helps with parent meetings when/if requested by the Administration. The Club provides training for this position.

Publicity Coordinator: Coordinate advertising on behalf of the club. Assure newsworthy club information is published in local newspapers (PL American, Savage Pacer, Lkv Life and Times, and the Lkv area Sun Current). Develop and publish newsletter for the club as recommended by the Administration. The Club provides training for this position.

Team Spirit Coordinator: Organizes parties, team spirit activities & outings at the request of the Administration and Coaches'. Handles the ordering of club spirit wear. The Club provides training for this position.

“Our volunteers are not paid because they are worthless.

It is because they are PRICELESS!!!”

Meet Volunteer Job Descriptions

GENERAL DESCRIPTION OF THE VOLUNTEER JOB ASSIGNMENTS NEEDED TO HOST A SWIM MEET.

The Club reserves the right to make changes to these jobs at anytime. The Club reserves the right to move volunteers to a different assignment if need be. All jobs not necessarily needed at every meet. **Please plan on staying for the whole session.** The length of sessions varies depending on the type of meet but is generally 4-6 hours.

Set-up/Clean-up: Prior to the first session of the meet, the pool area and rooms that will be used need to be set-up (i.e. chairs on pool deck for swimmers, concession and hospitality food carried in and prepared, awards carried in and organized). After each day's activities, general clean up; of the pool deck, bathrooms, locker rooms, hallways, concessions and hospitality areas is necessary. Sunday clean up is estimated to run longer as it will be necessary to assist in "take-down" of tables and equipment at the conclusion of the meet. These positions are attractive to volunteers whose swimmers are not participating in the meet, or who may wish to remain in the stands during the meet. **Reports as assigned by the Volunteer Coordinator.**

Concessions: The Club provides meal and snack concessions service to meet swimmers and spectators. Concessions staff operate the concessions sales area and oversee the eating area. Duties also include pick-ups of selected food items (e.g., coffee, bagels, etc.) in advance of the meet, and outside runs during the meet for hot lunch or dinner items, or to replenish exhausted inventory. While some modest food preparation may be involved, most concessions sales items consist of pre-prepared and pre-packaged food items. **Reports 15-30 minute prior to the start of warm-ups.**

Cashier-Concessions: Collects the money for concessions. **Reports 15-30 minute prior to the start of warm-ups**

Hospitality: The Club provides food service for meet officials. Hospitality staff oversees and replenishes the officials' "hospitality area", makes beverage runs to both officials and volunteers on the pool deck who are conducting the meet and are unable to leave their stations. Duties also include pick-ups of selected food items (e.g., coffee, bagels, etc.) in advance of the meet, and outside runs during the meet for hot lunch or dinner items, or to replenish exhausted inventory.

Concessions/Hospitality shift lead: We need one person per session that has worked in the concession area once previously. Just to kind of oversee thing, if we are running out of items, or have other issues, this person can contact the Concession Coordinator. **Reports 30 minute prior to the start of warm-ups.**

Lane Timer: Lane timers are assigned two per lane to handle manual timing functions for each swim heat. Duties include checking in swimmers as they report to their lanes, organizing them in a line in the order they swim, keeping swimmer and sandals back behind the blocks, instruct swimmer as to which side of the starting block to exit the pool, operate the electronic "plungers" and stop watch and record watches time on heat sheet, for each race as "back-up" times for the meet's automatic timing system. **Timer meeting will be held 30 minute prior to the start of the meet or session.**

Relief Timer: Runs back-up watches and relieves timers for breaks. See Lane Timer info.

Head Timer in Training: Someone interested in learning to do the head Head Timer position in the future, previous timing experience helpful. See head timer & lane timer info.

Administrative Runner: Is responsible for collecting the back-up times from the lane timers (when need be) along with other miscellaneous duties.

Omni-Sport Timing Operator in-training: Someone interested in learning to do the timing operator position in the future.

Meet Manager/Computer Operator in-training: Someone interested in learning to do the Meet manager/computer operator position in the future.

Announcer: Announces events, individual heats, and other public announcements.

Awards: These volunteers post event results, and prepare individual awards for distribution to teams coaches and/or swimmers. **Reports 15 minute prior to the start of the session.**

Awards shift lead: We need one person per session that has worked in the awards room once previously. Just to kind of oversee thing, and contact the Awards room coordinator if need be. **Reports 30 minute prior to the start of the session.**

Program Table: Handle the sale of meet programs, hands out the meet packets to clubs/coaches that are participating in the meet, as well as checking in of our Club's volunteers. **Must report 30 minuets prior to the start of the warm-up session.**

In addition to the positions outlined above, there are a small number of positions that require some prior experience—or a willingness to learn. The Club is always looking for volunteers who are interested in these positions, and will provide all necessary training. These positions are as follows:

Meet Marshal/Safety: USA-S Rules and Regulations, Section 102.18. Marshals - *Shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The Marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.* Once the meet is underway the Meet Marshals/Safety patrol the pool deck area and locker rooms to enforce pool rules and public safety. Fills out accident reports if need be. Must be CPR certified. The Club provides training for this position. **Must report 15 minute prior to the start of warm-ups.**

Head Timer: Oversee the timers, holds a timers meeting 30 minuets prior to the start of each session & assigns the lane times to their lanes. Introduces them self to the meet referee/head official (so that you can pass on info form the officials to the timers). Instructs the Head Timer—in training, so that they can do the positions in a future. Coordinates rest breaks for timers and runs back-up watches along with a relief timer & head timer in training. Head Timer Instructions/cheat sheet can be found in the Green Meet box with the stopwatches & clipboard. The Club provides training for this position.

OMNI-Sport Timing Operators: Are in charge of running the electronic timing equipment which serves as the primary system for recording swimmers' heat times during the meet. The Club provides training for this position.

Meet Manager Computer Operators: Collect the electronic timing data from OMNI-Sport Timing, and process that data in order to generate heat and event results. The Club provides training for this position.

Awards Room Coordinator: Organizes/Oversees the Awards Room, makes sure that all the supplies needed are available. Trains awards room staff. Oversees the inventory process at the end of the meet. The Club provides training for this position

Meet Officials: The Club must provide a minimum of two fully trained meet officials per session. These positions need training through MSI. More info can be found on the MSI web site.

Referee: The head official at a swim meet in charge of all of the “Wet Side” administration and decisions.

Stroke Judge: Officials positioned at the sides of the pool. If they see something illegal, they report it to the referee & the swimmer may be disqualified.

Starter: The official in charge of signaling the start of a race, and insuring that all swimmers have a fair takeoff.

NOTE: All questions/concerns referring to volunteering for a meet, **signing-up for a job** or check-in time should be directed to the **Volunteer/Fundraising Coordinator**. For info on your **volunteer obligation** (see pg. 13) or ask the Volunteer Coordinator. “If on rare occasion, a member cannot possibly participate in a particular “Required Fund Raiser,” it is **their responsibility to contact the Volunteer Coordinator well in advance**, to be assigned other duties”. **Or forfeit their \$200.00 Volunteer Deposit.**

GLOSSARY

Age Group: Division of swimmers according to age. The Minnesota Age group divisions are 8&U, 9-10, 11-12, 13-14, 15-16, Senior.

Aging-up: When an athlete changes age groups. It can be difficult for some.

Alternate: In a prelims/finals meet, after the finalists are decided the next two fastest swimmers other than the finalist are designated as alternates. The faster of the two being first alternate and the next being the second alternate. If a finalist cannot participate, the alternates are called to take their place, often on moments notice. If an athlete is an alternate, but cannot make it back for finals they should scratch from their alternate position.

Circle Seeding: A method of seeding swimmers when they are participating in a prelims/finals event. The fastest 18 to 24 swimmers are seeded in the last three heats, with the fastest swimmers being in the inside lanes. (I.e.) Lane 4 in the final 3 heats. See rulebook for exact method for seeding depending on the lanes in the pool.

Consolation Finals: After the fastest 6 or 8 swimmers, the next 6 or 8 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. Consolations are the second fastest heat of finals when multiple heats are held and are conducted before the Championship heat.

Deck Entry: An entry accepted into the meet on the first day or later of the meet. Usually a higher fee is charged and it is up to the meet director whether or not to allow deck entries.

Deck Seeding: Seeding an event after the meet has begun. A swimmer check-in is usually held first and then entered swimmers are seeded into heats. This is usually done in distance events where numerous no-shows may be expected.

Distance: How far a swimmer swims. Distances for short course are in yards: 25 (1 length), 50 (2 lengths), 100 (4 lengths), 200 (8 lengths), 400 (16 lengths), 500 (20 lengths), 1000 (40 lengths), 1650 (66 lengths). Long course: 50 meters (1 length), 100 meters (2 lengths), 200 meters (4 lengths), 400 meters (8 lengths), 800 meters (16 lengths), 1500 meters (30 lengths).

Disqualified or (DQ): A swimmers performance is not counted because of a rules infraction. A disqualification is shown by an official raising one arm with open hand above their head. False Start: When a swimmer leaves the starting block before the horn or gun. One false start will disqualify a swimmer/relay team, although the starter or referee may disallow the false start due to unusual circumstances.

Entry limit: 1. The number of events an athlete may swim during a specific session. For most meets this is four. For prelims/finals meets it is often three. 2. Each meet usually has a limit of total swimmers that can be accepted. Once this limit has been reached, the meet will be closed to all other swimmers and teams.

Electronic Timing: Timing system that has touch pads in the water that stop the clock automatically as a swimmer finishes.

False Start: When a swimmer leaves the starting block before the horn, resulting in a disqualification.

Fastest to Slowest: seeding method used in longer events held at the end of a session. The fastest seeded swimmers participate in the first heat followed by the next fastest and so on.

Flippers/Fins or Zoomers: Used during practice in certain sets, for various reasons (ask a coach). All groups will be using this piece of equipment. Zoomers (are shorter & stiffer) Helps in ankle flexibility and aids in keeping the body in proper alignment in the water.

Fly-over Starts: In a fly-over start the swimmer that just completed their race stays in the pool hanging on to the gutter close to the wall & one of the lane lines and is required to stay still. The next swimmer gets on the blocks for their race and starts their race, before the previous swimmer is allowed to exit the pool. Fly-over starts are used to speed up the time between heats, hence making the meet go faster.

Heats: The division of an event in which swimmers are divided into groups of six or eight depending on the number of lanes in the pool. The fastest swimmers in each heat will be in the middle lanes.

Heat Sheets/Programs: The pre-meet printed listing of swimmers seed times in various events. Heat sheets are sold at the admissions table and are used mainly to make sure the swimmer has been entered correctly and to determine what heat and lane the swimmer will swim in for each event.

IM: Short for individual medley. A swimming event using all four competitive strokes. The order of strokes must be butterfly, backstroke, breaststroke, freestyle.

Interval: Used in practice to determine how much rest to take between swims.

Invitational: Meets by invitation only. The host club decides invitees, events and awards if any.

Natatorium: A building constructed for the purpose of housing a swimming pool and related equipment. Usually a quality building used for big meets with ample seating.

NT: Short for "No Time." This abbreviation is used on a heat sheet to designate that the swimmer has never swam the event before.

Official Time: A time achieved at a MSI Sanctioned meet using the current MSI time standards. **Pre C-meets are non-sanctioned.** With the exception of the Pre-C finals meet.

Pace Clock: The large clocks with highly visible numbers and second hands, positioned at the ends or sides of a swimming pool so the swimmers can read their times during warm-ups or swim practice.

Positive Check In: The procedure required before a swimmer swims an event in a deck seeded or pre seeded meet. The swimmer must mark their name on a list posted by the meet host

Prelims-Finals: Type of meet with two sessions. The preliminary heats are usually held in the morning session. The fastest 6 or 8 (Championship Heat) swimmers, and the next fastest 6 or 8 swimmers (Consolation Heat) return in the evening to compete in the Finals. A swimmer who has qualified in the Consolation Finals may not place in the Championship Finals even if their finals time would place them so. The reverse also applies.

Proof of Time: An official meet result. Swimmers/Coaches must supply proof of time with some meet entries, and other meets it is not required unless a swimmer misses a cut of time at the meet.

Qualifying Times: Published times necessary to enter certain meets, or the times necessary to achieve a specific category of swimmer.

Scratch: To withdraw from an event after having declared an intention to participate. Some meets have scratch deadlines and specific scratch rules, and if not followed, swimmer can be disqualified from remaining events.

Split: A portion of an event, shorter than the total distance, that is timed. (I.e.) A swimmer's first 50 time is taken as the swimmer swims the 100 race. It is common to take multiple splits for the longer distances.

Step-Up: The command giving by the starter or referee to move the swimmers from behind the blocks, to up on the blocks.

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 everything is not right for the race to start.

Stroke Judge: The official positioned at the side of the pool, walking the length of the course as the swimmers race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be disqualified.

Taper: The resting phase of a senior swimmer at the end of the season before the championship meet.

Time Standard: A time set by a meet or LSC or USA Swimming (etc) that a swimmer must achieve for qualification or recognition. Also insures that all competitors are of the same ability level at the same meet.

Time Trial: An event or series of events where a swimmer may achieve or better a required time standard.

Top 16: The top 16 times nationally in each event by age group as compiled by USA Swimming.

Touch Pad: The removable plate (on the end of pools) that is connected to an automatic timing system. A swimmer must properly touch the touch pad to register an official time in a race.

Unattached: An athlete member who competes, but does not represent a club or team. (Abbr. UNA)

Unofficial Time: The time displayed on a read out board or read over the intercom by the announcer immediately after the race. After the time has been checked, it will become the official time.

Key

STRM=South Metro Storm
AG=Age Group swimmer
IG=Intermediate Group Swimmer
SR=Senior Group swimmer
25y-a distance of 25 yards
MSI=Minnesota Swimming Inc. (see pg. 4)

PL=Prior Lake/Oak Ridge Elementary
Lkv=Lakeville
KTM=Kenwood Trial Middle
MM=McGuire Middle
50m=a distance of 50 meters
Club= Owners, Coaches and Staff

FR=Freestyle stroke (front crawl)
BA=Backstroke
BR=Breaststroke
FL=Butterfly
IM=Individual Medley