

Brownsburg Swim Club

Parent Handbook

2010 -2011

Brownsburg Swim Club

Welcome to Brownsburg Swim Club (BBSC), your local, competitive swim club. BBSC's mission is to foster good sportsmanship and ignite competitive spirit as a daily exercise, enable swimmers of all ages to reach their full potential by providing a quality coaching environment and enrich the community through pride in personal and athletic excellence.

BBSC is a member of the national governing body for the sport of swimming –USA SWIMMING. BBSC follows the rules and regulations stated in the Amateur Sports Act, administered by USA Swimming and FINA (La Federation Internationale de Natation- International Federation of Swimming).

BBSC is also a member of the SLIC (Swim League of Indianapolis Clubs). This league consists of several swim clubs in the Indianapolis area. We compete with these teams in dual meets and in a season end invitational.

Club Governance Structure

BBSC is a volunteer run, non-profit organization. We have paid coaches and an elected board of directors made up of volunteer parents that serve staggered 2-year terms. The elections are held annually in the summer. The board of directors holds open meetings once a month during swim practice to discuss BBSC business. The meeting times are made known via e-mail.

Our 2010-2011

Board Members:

Bob Waggoner President	svrsalt@gmail.com
Duane Bradds Vice President	dtabradds@comcast.net
Josh Saylor Head Coach	Jsaylor5@yahoo.com
Raz Cuparencu Head Age Group Coach	coachraz@brownsburgswimclub.com
Jay Watson Meets/Officials	We4watsons@sbcglobal.net
Beth Jones Secretary	gjones@indy.rr.com
Roseanne Wishart Work Requirement Coordinator	Rpwish1210@aol.com

Our 2010-2011

Board Members (cont.):

Jud Woodings Control Room/Meet Preparation	judwoodings@yahoo.com
Paula Myhre Sponsorship Coordinator	prmyhre@gmail.com
Pam Phillips Treasurer	PPhillips@panpowered.com
Pam Ancel At Large	Apace164@yahoo.com
Steve Fulwider At Large	dxfl@comcast.net

Please email any one of these Board Members if you have any questions. Member Billing Questions should be directed to the Member Billing Coordinator, Laurie Watson, memberbilling@brownsburgswimclub.com.

BBSC Coaching Staff

Josh Saylor is entering his fourth year as the Head Coach of Brownsburg Swim Club and the girls and boys teams at Brownsburg High School. In the past three years, Brownsburg Swim Club has grown from 80 to 150 swimmers, has achieved Level 1 status in the USA Swimming Club Recognition program and has produced State, Zone, Sectional and Junior National qualifiers. Prior to coming to Brownsburg, Josh was the Head Coach of the Vincennes YMCA from September 2003 through March 2006. Josh coached athletes to individual Age Group State championships as well as Zone, Sectional and Junior National qualifying times. One of Josh's swimmers was also a national age group champion in The Philippines and represented his country in international competition. Josh was the Head Coach at Vincennes University during the 2005-06 short course season, where he guided the Trailblazer men's and women's teams to fourth place finishes at the NJCAA National Championships, an effort which resulted in 11 Trailblazer athletes being recognized as Community College All-Americans. Josh's coaching experience also includes serving as an age group assistant coach (1997-2000) for the Lake Forest Swim Club in Lake Forest, Ill. Josh is an ASCA Level 3 coach, has served as an Indiana Swimming head camp coach and camp director and an Illinois Zone Team coach. Josh was a four-year member (1994-1997) of the University of Notre Dame's men's swimming team and a three-time MVP and four-time sectional champion for John Adams High School in South Bend, Indiana.

Raz Cuparencu is the Assistant Head Coach/ Head Age Group Coach at Brownsburg Swim Club. He works with all swimmers in the program, and directly coaches the Senior Development and Gold Groups. Coach Raz has a unique background in the sport of swimming. Born in Romania, he was the Romanian Junior National Champion in the 200 backstroke and member of the Junior National Team. Raz swam for Terre Haute North High School where he was the first swimmer in school history to win a conference championship in the 100 backstroke and finished top 8 at the IHSAA State Meet in 1998. Raz also broke two school records while swimming at North. His senior year of high school Raz swam for Terre Haute Torpedoes Swim Club where he was recruited by Slippery Rock University and awarded a scholarship. Raz started his coaching career at Terre Haute Torpedoes Swim Club where he coached for 5 years; he coached all four levels ranging from the developmental program to the most and advanced swimmers. In his 5 year tenure, he coached numerous state and Zone qualifiers. He coached a 12 time state champion, high point winner, Zone champion, national top 16 and Junior National qualifier. Raz was the Assistant Coach for Terre Haute North High School under Brian Heaton. During that time, the Patriots won three sectional titles. Raz is certified by the American Swimming Coaches Association as a Level 2 coach.

Samantha Strantz started with the Club during the 2008-2009 Short Course season. She is certified by the American Swimming Coaches Association as a Level 1 coach, and has extensive swimming and coaching experience. Her coaching career began in 2003 at the Fishers YMCA and most recently, Samantha spent two years with the Lawrence Swim Team, where she worked with athletes of all ages and abilities. Samantha is also still active competitively, as a part of the Indy Swim Fit Masters program. Samantha is a graduate of IUPUI and is a physical education teacher at Christ the King Catholic School.

Kelly Schlottman is the newest member of the Brownsburg Swim Club coaching staff. Kelly swam for Mt. Vernon Swim Club for ten years before entering Mt. Vernon High School. At Mt. Vernon High School, swimming for Coach Larry Zoller, Kelly swam for four years, leading the team her final year. Kelly swam on scholarship at IUPUI for four years. In addition to her competitive experience, Kelly has taught swim lessons through the Brownsburg Parks & Recreation Department and has worked with athletes of all ages and abilities. Kelly is excited to start her first coaching job and be the lead coach for the athletes in the Bronze Development Group. Kelly will graduate IUPUI in May 2010 with a degree in Health Information Administration, and a minor in Business.

Korey McCulley is entering his first year with the Brownsburg Swim Club. Korey will be assisting with the Bronze Developmental and Gold Groups. Korey grew up swimming in Kansas for Great Bend High School and Western Kansas Swim Club. His senior year he was 2nd team all state and finished top 8 in the 50 & 100 Freestyle at the Kansas High School State Championship meet in 2003. He then came to Butler University where he swam 4 years before graduating in 2007. He holds records at both GBHS and BU. Korey brings 6 years of coaching experience with him. He most recently has worked with the Fishers Area Swimming Tigers for the past 3 years. He has also coached in various roles at Washington Township Swim Club, Western Kansas Swim Club, and Butler University Women's Swimming & Diving. He has experience coaching athletes of all levels and abilities ranging from novice swimmers to US

Senior National qualifiers. Korey is certified by the American Swimming Coaches Association as a Level I coach.

Vanessa Frobese swam for the Hot Turbos of La Porte Swim Team for eight years before joining the La Porte High School swim team in 2003 to continue to swim under Coach, Bart Frank. She also swam at the collegiate level for one year at IUPUI. Even though this is Vanessa's first coaching position, she has had experience with helping out fellow Hot Turbos members and working with the middle school swim program in La Porte. Vanessa is looking forward to working with the Brownsburg Swim Club and the Bronze Group and seeing what advancements every swimmer makes throughout their season. Vanessa is a junior at IUPUI and is majoring in Elementary Education with an endorsement in Early Childhood Education and will be graduating in May of 2011.

Training Groups

The **Brownsburg Swim Club** offers training and practice groups for swimmers of all ages and ability levels. It is the goal of the **Brownsburg Swim Club** to offer age specific training for all of our athletes geared towards challenging each individual and developing each individual to the best of THEIR abilities.

Group Placement

Coaches evaluate swimmers on a daily basis and determine the training group that best fits each swimmer's experience, ability, maturity, and motivation.

Bronze Development Group

This group is for the beginner swimmer and focuses on teaching water skills, body position, and basics for all four competitive strokes. Practices 3 days per week for 60 minutes.

Bronze Group

This group is for swimmer ready to learn the basics of training and competition, focusing on the refinement of all competitive strokes with significantly more yardage than the previous group. Practice 3-5 days per week, M-F (1.5 hours). Equipment needed: Fins, kickboard, small pull buoy, water bottle, 11 & under: Red Strokemaker paddles, 12 & over: Green Strokemaker paddles.

Silver Group

This group focuses on more demanding training skills, much higher yardage totals and "race pace" techniques. Practice 3-5 days per week, M-S (1.5 hours). Equipment needed: Fins, kickboard, small pull buoy, water bottle, 11 & under: Red Strokemaker paddles, 12 & over: Green Strokemaker paddles

Gold Group

For the more advanced swimmer who has achieved at least 4 divisional cuts. Practice 4-6 days per week, M-S (1.5 hours). Equipment needed: Hydro Finz or Speedo Split Fins, kickboard, small pull buoy, 11 & under: Red Strokemaker Paddles, 12 & over: Green Strokemaker

Paddles, Stretch cord tubing, Bungee cord goggle strap, Log Book, Water Bottle, Speedo or Finis Swim Snorkel.

Senior Development Group

This group is for the 12 year old and up who focuses on becoming “senior” swimmer (i.e. swimmer who trains year round and is completely committed to the sport). Practices 4-6 days per week, M-S (2 hours). Equipment needed: Hydro Finz or Speedo Split Fins, kickboard, small pull buoy, 11 & under: Red Strokemaker Paddles, 12 & over: Green Strokemaker Paddles, Stretch cord tubing, Bungee cord goggle strap, Log Book, Water Bottle, Speedo or Finis Swim Snorkel.

Senior Group

This group is for the High School age swimmer. Practice 4-6 days per week, M-S (2 hours). Expected to compete in all Age Group Events. Equipment needed: Hydro Finz or Speedo Split Fins, kickboard, small pull buoy, Green Strokemaker Paddles, Stretch cord tubing, Bungee cord goggle strap, 100% use of Log Book, Water Bottle, Speedo or Finis Swim Snorkel.

Senior Conditioning Group

This group is for the High School age athlete with additional commitments outside the high school season that make the full training program unfeasible. Senior Conditioning members may train 3 times per week with the Senior Group at any time outside of high school season, up to 5 times per week during the summer “doubles” period, and are eligible to compete in meets. Senior Conditioning families will be required to participate in the BBSC work requirement program. This would require ONE session per swimmer, TWO max.. **THERE WILL BE A FIFTY (\$50) DOLLAR CHARGE for each session missing from each family's work requirement obligation.**

College/Alumni Athlete

This group of athletes is defined as athletes who participated with BBSC prior to their freshman year of college, as well as, anyone who has completed their freshman year of college and return to the club during the summer month.

Swim Gear and Approximate Cost

BBSC team suits and a BBSC cap (if a cap is worn at meets) are required at meets. Action Accents visits our club once a season, in October and May, during swim practice to sell swimming suits, gear and take orders for those items which they did not bring. Action Accents has agreed to give our team members a 20% discount on all retail items bought at their store and the 12+ (bulk) price on our individual suits.

Swim suit	Prices Vary	Goggles	\$5 - \$19
Fins	\$16 - \$35	Swim cap	\$1 - \$10
Stretch cords	\$10 - \$30	Kickboard	\$5 - \$10
Mesh Bag	\$7.50 - \$18	Hand Paddles	\$12 - \$18
Pull Buoy	\$5 - \$10	Water Bottle	\$1 - \$8
Swimming Duffel Bag/Backpack	\$36 - \$50		
Team Warm Up jacket & pants	\$50 - \$70	Parkas approximately	\$100 (6 to 8 week delivery)

Training Expenses and Discounts

Fees

Training fees vary between training groups. As the swimmer progresses through each level, the fee structure will increase due to more coaching, facility, and lifeguard time. These fees are required at the beginning of each season. For the Short Course Season, we offer two payment options: Lump Sum and Structured Payment. The Lump Sum option extends a 5% discount toward training fees. The Structured Payment option extends payments into pre-arranged installments over a period of months. A family discount of 15% is extended for each additional child after the first. The highest-rate child is billed the full amount and subsequent children are billed a reduced amount.

For current members who wish to begin training in the middle of the Short Course Season, we offer a prorated seasonal package. A \$50 late registration fee is incurred with acceptance of this offer. (Not offered during the Long Course Season.)

A discounted fee is offered to our alumni who have graduated high school and plan to continue to swim in college.

Past-Due account Balances

It is expected that all BBSC families will be current with fees owed to BBSC. Swimmers of BBSC families with accounts which are past due **60 days or more WILL NOT** be allowed to participate in any BBSC meet. This includes Dual meets, Intersquad meets, Invitational meets, Divisional meets, State meets, etc... Once the BBSC family's account is current within 60 days, the swimmers will once again be allowed to participate. **Families who have swimmers not participating due to past due issues are still required to fulfill the family's work requirement obligation.** Please contact the president of BBSC via email should the ability to pay fees is in question or if there is a question as to one's account balance.

USA Swimming Membership

USA Swimming membership is \$53 annually (billed as part of first payment). If joining the team during the Long Course Season, this membership is prorated to approximately half the annual rate.

Injury/Illness Voucher

Should an athlete's injury or illness require a one month or longer rehabilitation period which disallows an athlete from participating in practices and meets, a voucher valued in the amount equal to the training expenses incurred during the absence (training and lifeguard fees) will be extended to the family and applied to the following training season's expenses. A request for such a voucher must be submitted to the board in writing.

Meet Fees

Payment of all Meet Fees incurred by a family's athlete(s) is the responsibility of that family. Each meet's individual events generally run between \$2.50 and \$4.00 a piece; relays are generally \$7/relay team and are split between each of the swimmers in that relay team. There is also a \$1.50/athlete/meet Indiana Swimming surcharge, and a \$5.00 BBSC surcharge that is the responsibility of the participating athlete's family. These fees will be pre-paid by the Club and then billed to the individual families. Meet Fees at Championship meets may be slightly higher. Check the Meet Letter for exact fees for any particular meet. It is not uncommon for an individual swimmer to accrue \$25 to \$45 in Meet Fees at a normal Invitational meet.

Training Location

BBSC trains at the Brownsburg Aquatic Center at Brownsburg High School. Because we share the pool with high school and middle school swim teams, it is sometimes necessary to adjust our schedule for home meets. The monthly training schedule provides times and locations for each day. Any last minute changes or cancellations are made known as soon as possible by e-mail. Families who don't have e-mail will be notified by telephone.

During the Long Course season, a long course pool may be selected for some practices.

Please encourage your children to dress quickly after practice. The Club is charged hourly rates for both Lifeguards and Facility Use and locker-room time counts toward these charges.

Types of Swim Meets

Dual meets and Intersquad meets are one-day meets (lasting approximately 3-4 hours) involving, perhaps, one other team. There are no entry fees, but because times achieved in these meets are official times, each participant will be charged the Indiana Swimming surcharge. Dual meets are for the new swimmer to get experience in a competitive situation and for the experienced swimmer to better their personal times. These meets also serve as Time Trials for swimmers trying to achieve particular qualifying times.

Invitationals are two or three day long meets involving many swim teams. You can choose to participate in one day only, two days or all three. There are three types of invitational meets: timed finals, preliminaries and finals, and a combination of both. 1) At timed final meets the swimmer swims once and the fastest are given the awards. 2) At meets where there is a

preliminary session and a finals session, the swimmer swims their event early in the day, then the fastest 16 or 24 swimmers are promoted to the final session where they are arranged in speed order and swim again. The swimmers promoted to the finals are placed into two or three heats. A) A consolation heat (swimmers placing 9th through 16th in the morning session) and B) A final heat (swimmers placing 1st through 8th in the morning session). Some meets also have a Bonus Final for swimmers placing between 17th and 24th in the morning session. Once you have earned a place in the final heat, you are guaranteed at least an 8th place. No one from the consolation heat can place before you. Based upon the swimmers times, within their heats, awards are given. 3) The invitational that combines both methods has three sessions: morning, afternoon and final. The morning session usually has the older swimmers competing. They will be striving for a place in the final session, to be held that evening. Following the morning session, the afternoon timed final session begins. At the conclusion of the afternoon timed final session, the final session begins.

Swimmers making the finals usually improve their times from the morning session because they're swimming against the best competition. Morning and afternoon sessions last approximately 4 hours including warm-ups. Final sessions are approximately 1 1/2 -2 hours. The Meet Letter for each meet will explain how it will be conducted.

Time Standards and Meet Progression

USA Swimming has compiled time standards. This identifies each swimmers level of expertise. The time standards or "cut offs" are used, so that the beginner swimmer swims against a beginner swimmer and the advanced swimmer swims against an advanced swimmer. At most swim meets the host team decides what or if there will be a time standard.

There are several time standards The basic time standards used by host clubs for invitational meets begins with slower times as B then progresses BB, A, AA, AAA, AAAA. Then, there are time standards set for specific meets (i.e. state meet cuts, zone cuts, and national cuts).

Many meets during the beginning of the season are without time standards. Anyone can swim. As the season progresses, time standards are utilized. Before entering a meet, the swimmer must have swum the event within the stated "cut off" time

Copies of the current time standards available on the website or on Indians Swimming or UDA Swimming websites.

Meet and Required Cuts

Winter- Short Course Season	Short Course Yards (SCY)
Summer-Long Course Season	Long Course Meters (LCM)
Dual Meets -	No Time Requirements
Local Club Meets -	Host Club Decides
Divisional -	Divisional Cut
Senior State -	State Cut
Age Group State -	Age Group State Cut
Central Zone Championships -	Zone Cut
USA Swimming Sectionals -	Sectional Cut
Nationals -	National Cut

Competitive Swimming Events - Short Course

*25 Yd Butterfly	50 Yd Butterfly	100 Yd Butterfly	200 Yd Butterfly
*25 Yd Backstroke	50 Yd Backstroke	100 Yd Backstroke	200 Yd Backstroke
*25 Yd Breaststroke	50 Yd Breaststroke	100 Yd Breaststroke	200 Yd Breaststroke
*25 Yd Freestyle	50 Yd Freestyle	100 Yd Freestyle	200 Yd Freestyle
*100 Yd Ind. Medley	400 Yd Ind. Medley	500 Yd Freestyle	1650 Yd Freestyle
*100 Yd Medley Relay	200 Yd Medley Relay	200 Yd Freestyle Relay	Open Water
*100 Yd Free Relay	400 Yd Medley Relay	400 Yd Freestyle Relay	

*Denotes events offered to 8 & under age group only

Long Course events are similar except they are measured in meters and the 500 and 1650 Yd Freestyle events are replaced with 400M, 800M and 1500M Freestyle events.

How to Enter a Meet

At the beginning of the season, the coaches and the Competition and Meets Committee (volunteer parents), choose our meet schedule. It is then up to individual families to decide which meets to attend. The meet schedule for the season is available on the BBSC website.

All swimmers are encouraged to swim dual meets. The coach will choose their events for dual meets and let them know what they are the day of the meet. Deadlines for meet entries will be announced prior to the meet.

If your swimmer participates in an invitational meet, the coach will choose their events. Any specific requests need to be communicated to the coach directly or through the comments section available when signing up for a meet on-line. Meet entry information is made available approximately 2 to 3 weeks prior to the meet in one of two ways: website or hard copy. If you do not have an Internet connection, meet information packets are available in the coaches' office. Information is also posted on the dry-erase board at BAC. Most invitationals are located within a one-hour drive from Indianapolis. Transportation to the meets is the responsibility of the parents.

To enter your swimmer(s) in a meet, visit the on-line meet entry form available at www.BrownsburgSwimClub.com. Go to the Events Section and select the days you will be available to participate.

Entry fees for invitational meets are typically \$2.00 to \$4.00 per individual event. There is at least a \$1.00 surcharge per swimmer for a USS sanctioned meets held in Indiana, and a \$5.00 BBSC surcharge. Some higher level meets (divisionals, state, sectionals, etc) will have a slightly higher surcharge per swimmer. Meet fees are listed in the information packet for each meet.

If you decide not to attend a meet that you have signed up for, please notify your swimmer's coach at least 48 hours in advance. In case of an emergency, please call as soon as possible. Please note that swim meets are paid for in advance of the actual meet. There are no refunds if you are signed up and do not participate in the meet. If your swimmer is scratched from any entries in a meet due to the meet host making cuts to maintain a reasonable timeline, refer to the meet packet as to whether or not refunds will be issued.

What to Bring to a Meet

BBSC swim cap (required - helps locate our swimmers, can be purchased from the coaches at \$5 for latex or \$10 for silicone)

Team Meet Swim suit	2 pair of Goggles	2 or more towels
Sweat suit	Flip-flops	Blanket or sleeping bag to sit on
Entertainment items (i.e. paper, pens, books, Walkman)	Small cooler or lunch box for snacks or meals (food is available at the concession stand)	

Meet Procedure

In order to identify our swimmers, we require all team members to wear BBSC swim suits and swim caps at the meets.

Swimmers should arrive at the pool approximately 30 minutes prior to the stated warm-up time. Then, they should locate the sign-in sheets, which are usually posted on a wall near the entrance. Each swimmer must check off their name to confirm their presence. (However, at State Championship meets and dual meets there are no check-ins.) Next, the swimmer should proceed to the "campground". The "campground" is the area designated for the swimmers to put their belongings (blanket, swim bag, entertainment items). BBSC will have a banner hung identifying

our team location. This is where the swimmer should remain in between events. Finally, the swimmer should report to their coach ready to swim warm-ups.

Some swim meets have a clerk of course. This is an additional check-in prior to each swimming event. The announcer will call out the event information (i.e. "This is the first call for: Event #5, Girls 8 & Under, 25 Yard Free", and "Please report to the clerk of course.") The swimmer would report to the area designated as clerk of course and sit down. The clerk will call out each swimmers name to confirm attendance and assign them a heat and lane. This information will be placed on a small card and given to the swimmer. The swimmers are lined up and led to the pool area where they wait for their event.

Some meets do not have a clerk of course. At these meets, the heat and lane assignments are posted on a wall in the pool area. It is the swimmer's responsibility to refer to this sheet to know which heat and lane they will be swimming.

If a swimmer accidentally misses an event after being checked-in, according to the USA Swimming Rule Book, the swimmer may be penalized and not allowed to swim their next event.

Swimmers should check-in with their coach before leaving the meet to verify whether they are needed on a relay. If the swimmer leaves without checking-in with their coach and was entered on a relay, causing a scratch of the relay, you will be charged for the entire relay fee (approximately \$5.00 to \$7.00).

At the end of the meet or when the swimmer has told the coach that they are leaving, they are responsible to pick up their debris from the campground.

If the meet that you are participating in has required cut off times and the swimmer does not make the cut off, the coach or parent must show proof of the swimmers past performance making the cut off. A meet result sheet within the last year showing the swimmer's time will suffice as proof. If proof cannot be shown, the swimmer will be fined. Fines are listed within the meet information packets which are posted on our website.

Cross Training

Swimming in the water is a large portion of a swimmers training, however through dry-land exercise, running, weight-lifting (for the senior group only) and water games, the swimmers training is varied and interesting.

Goal Setting Sheets

In order that the swimmers think about their personal objectives, the coaches have the swimmers develop a set of goals for themselves and the coach reviews with each swimmer these goals and together they devise a plan to reach them.

Awards Banquet

At the end of each season (winter and summer) an awards banquet is held. It is a pitch-in dinner and several swimmers are recognized for their accomplishments throughout the season.

Swimmer Expectations

Certain rules are needed in every organization in order that it can run efficiently and effectively. We strive to not only train our swimmers to be great athletes but good citizens with excellent character. Outlined below are our swimmer expectations and the consequences of infractions.

1. Swimmer must be prepared to participate at stated practice time.
2. Swimmer must notify the coach on deck if they are leaving practice early and have parental permission.
3. Swimmer must bring specified training gear, adjusted properly before practice.
4. All coaches and teammates will be treated with respect.
5. No rude behavior and/or interfering with others.
6. Some Training Groups will have attendance requirements. Failure to meet these requirements might lead to swimmers not allowed to compete in upcoming meets.

Failure to comply with the above listed rules may result in additional dry land exercises, swimming or expulsion from practice. Swimmers may also be required to watch proper behavior from the pool deck.

7. All pool facilities and equipment will be treated with respect.
8. No use of illegal drugs, alcohol or tobacco.

Failure to comply with rules 7 and 8 may result in suspension from the team for a period determined by the board of directors. If vandalism occurs, full monetary reimbursement for the damage will be the responsibility of the swimmer or legal guardian.

Parent Advice

Parents must have an understanding of the philosophy that guides BBSC and how their swimmer will develop and progress through the swim program. Parents must know what the expectations, responsibilities and criteria are for each group placement.

If there are issues between you or your child and the Practices and/or Meets, please see the coaches outside of their practice time. (Remember that that time is for the coaching of swimmers.) If there are issues between you and the Club, please see any member of the Board.

Support your child.	Read Parent Handbook and Blast emails.
Attend parent educational meetings when offered.	Support the Coach.
Allow the coaches to be the experts in swimming.	Communicate with the coach before or after practice.
Remain in the stands during meets and practices.	Support the program.
Work at hosted meets.	Attend monthly board meetings.
Become an Official –it makes you intimate with the sport.	

Parent Expectations

MEET REQUIREMENT PROGRAM

Each year Brownsburg Swim Club hosts several meets: Invitationals, Dual Meets, and Intrasquad Meets. They provide an opportunity for our children to compete and measure their progress. Invitationals provide significant revenue for the Club and thereby keep all of our Fees lower.

Depending on membership and worker-sessions required, the Board will establish a number of sessions that each swimmer's family will need to work. Currently, ALL BBSC families have an obligation to work - Bronze D families and Senior Conditioning families - ONE session per swimmer, TWO max. All other groups -TWO per swimmer, FOUR max. **Families who have swimmers not participating in a particular meet will still be required to work sessions at that meet.** This is particularly important for High School and Middle School swimmers' families. Each session runs approximately 4 to 5 hours. **THERE WILL BE A FIFTY (\$50) DOLLAR CHARGE for each session missing from each family's work requirement obligation.**

The following is a description of several different roles that are filled to run a meet.

Admissions

Workers in Admissions are responsible for spectator receipts. Admission can be purchased by individual session or possibly in the form of a "weekend pass" in which a wrist band or hand stamp would be given to and worn by the spectator. Admission cost varies from meet to meet. The "Banker," or person responsible for providing the money box to Admissions workers will provide that information to those workers. It is at this station that spectators also purchase Psych Sheets, again at a cost which varies from meet to meet.

Because those working Admissions are usually located in a high traffic area, they often act as guides to our visitors, providing them with both on- and off-site directions, from "Where do officials sign-in?" to "Where's the nearest Bob Evans restaurant?"

This position must be filled by adults.

Meet Requirements

BAC Hosted Meet

2 Workers are required for each session

Circle City Classic Meet

2 Workers are required per entrance for each session; a third is needed during high-volume activity (they can be borrowed from roles that are inactive early on, such as Marshalls and/or Timers)

Championship Meet

2 Workers are required for each session if at home. See CCC meet for requirements at the IUPUI Natatorium.

Announcer

The role of the Announcer is to provide information to attendees of a meet via a public address system, i.e. a microphone connected to the pool's loud-speakers. This information might include results, welcome/closing statements, meeting reminders, and any other information that needs to be communicated to the general population of attendees. If the meet is run with a prelim/final format, the Announcer would also be the one to assist with announcing and maintaining the "30-minute-scratch rule." Most of our meets are timed finals in format, so any adult under these circumstances would fit fine into this position.

The Announcer is positioned near the Control Room/Table.

Workers in this position must be adults.

Meet Requirements:

Any meet we run would require 1 Announcer for each and every session.

Awards/Missed cuts

Workers in Awards and Missed Cuts are responsible for assembling, if necessary, the medals, possibly printing the award labels, placing labels on the medals and/or ribbons, sorting the awards by team, and, when required, processing "Missed Cuts."

More often than not, labels will be printed by someone in the Control Room and delivered to the Awards station. However, a Control Room member will instruct the Awards workers on how to run labels should this be required.

In meets where a qualifying standard (cuts) was applied, Indiana Swimming requires proofing of any seed time in which the swimmer did not achieve the cut. Indiana Swimming provides a form that needs to be filled out. If the cut cannot be proved, a financial penalty is applied.

At least one adult should work in this position. The second worker can be High School aged or older.

Meet Requirements

BAC Located Non-Championship Meet

1 or 2 Workers are needed for each session

Circle City Classic Meet

2 Workers are needed for each of the afternoon and evening sessions. None are required in the mornings for preliminary-only sessions

Championship Meet

2 Workers are needed for each of the afternoon and evening sessions. None are required in the mornings for preliminary-only sessions.

Clerk of Course

The Clerk of Course is the person, or team of people, responsible for getting children aged 10 and under into the correct position on deck for their races.

The Announcer would call the children to “Report to the Clerk of Course” at which time those children preparing for the race would move to the designated area. The Clerk of Course workers would arrange the swimmers by event/heat, from first heat to last, lining the children up according to their lane assignment. For instance, the heat would not be arranged in fastest to slowest order, but in lane order. A member of the Clerk of Course station would then walk the children onto the deck and physically place them in the correct lane prior to their race.

Meet Requirements

Any of our meets offering Clerk of Course for 10 and Under swimmers run smoothest with one adult lead coordinator and two assistants who can be either adults or responsible teens.

Concessions

“Concessions” is exactly what it sounds like, the running of the off-deck concession stand. Two types of workers are needed to run this site. The first role is that of Concessions Coordinator(s), whose responsibility it is to plan and purchase food and drink products to be sold throughout the course of our meet. They must be available to work most, if not all, of the sessions of a hosted meet. Since IUPUI runs their concessions, we only need to run a stand at our BAC location. Careful records of purchases and sales need to be maintained by the coordinator so that a final report can be prepared and presented to the Meet Director immediately following the conclusion of the meet.

The second type of worker is that of a Concessions worker. These workers, along with the coordinator, prepare and serve to the public the food products being offered. These workers should be good with multi-tasking and have a quick and accurate sense for money exchange.

The “Banker,” who has an independent role from Concessions will provide the cashbox for the stand.

Concessions Coordinators must be adults; however the role of a Concessions worker can be fulfilled by anyone 12 and over. Our younger workers would require having at least one adult at the station for guidance and supervision.

Meet Requirements

BAC Hosted Meets

At least 3 workers for each and every session.

Control Room

Two types of trained personnel are located in the Control Room: 1) Computer Operators and 2) Daktronics System Operators. It is the responsibility of these people to maintain athlete and race

data for the meet and to communicate the pre- and post-race information to all present at the meet, including athletes and their coaches, officials, parents and the other workers. **Working in the Control Room as the Computer Operator requires certification as an Administrative Official with USA Swimming.** At most meets, this requirement is waived for some workers so long as there is a certified Administrative Official working.

Workers in the Control Room require training with the computer/electronic systems involved. Administrative Official certification requires taking a class, certain online open-book test through USA Swimming.

Meet Requirements

Meets hosted at home require one Daktronics Operator and two Computer Operators for each pool run. Larger meets, such as the Circle City Classic and any championship level meet would require three Computer Operators. IUPUI supplies the Daktronics Operators for any meets hosted there.

Hospitality

“Hospitality” is the area located off-deck at which coaches and officials can take their breaks and enjoy their meals. Although done as a courtesy, the host club provides food and drink for these “VIPs.” The Officials’ and Coaches’ Meetings are also most often held in the Hospitality room. Due to the size of the IUPUI Natatorium facility, a “hospitality cart” is prepared and taken around the site to provide workers with a quick snack and drink.

Workers in Hospitality are responsible for preparing the snacks, drinks and meals offered to our VIP’s. The club pays for all provisions which are purchased by the lead coordinator. Hospitality workers are also responsible for wiping down tables and emptying and relining Hospitality area trash cans.

Workers in Hospitality should be High School aged or older.

Meet Requirements

BAC Hosted Meet

Hospitality Coordinator(s): 1

Friday Workers: 4 people in each of 3 time slots.

Saturday & Sunday: 4 people in each of 4 time slots

Circle City Classic Meet

Hospitality Coordinator(s): 1

Friday Workers: 4 people in each of 2 time slots

Saturday & Sunday: 4 people in each of 4 time slots.

Marshall

Marshalls are responsible for controlling the flow of traffic in and around the deck area. Most importantly is stopping walk-through traffic near the Starter/Referee stand at the start of a heat. This is done for two reasons: 1) to keep the area distraction free for the swimmers, officials and timers, and 2) to provide a visual alley in which the Control Room/Table workers can see who is and isn't on the blocks at the start of each race. For BAC Hosted meets, this position may not be filled depending on the overall number of participants.

Workers in this position should be HS-aged or older, however in a pinch a 12 year or older child would be okay.

Meet Requirements

BAC Hosted Meet

1 Marshall per session, per pool being used in competition

Circle City Classic Meet (IUPUI)

At least 1 Marshall, preferably 2, per session, per pool being used in competition

Officials

The team of officials who work each session validate the times swum there. The head official is the Meet/Deck Referee. They are responsible for making sure that the meet is run according to USA Swimming regulations. Other than the Referee position, there are the roles of Starter, Chief Judge, Stroke & Turn Judge, and Administrative Official (Administrative Officials are discussed in the Control Room). **All positions require formal training through USA Swimming. Getting this certification involves taking a class, successful completion of certain online open-book tests, and shadowing more experienced officials during meets.** Every year, officials must work a minimum number of sessions to maintain their credentials. Those who are interested in becoming an official can contact any club official for guidance on how to proceed.

As Officials do not formally sign-up through our general sign-up procedures, it is important that you sign-in at the Sign-in Table in order to receive credit for any sessions worked.

Meet Requirements

Meets can be run with different numbers of officials as allowed by USA Swimming. BBSC needs to have a large contingent of officials which is augmented by officials from other clubs. Officials often volunteer at other meets that BBSC attends. This mutual volunteerism allows all meets to run smoothly. USA Swimming and Indiana Swimming establish the requirements for officials.

Runner

The Runner is stationed in or around the Control Room/Table. The responsibilities for this position can include operating the copy machine (adults only), posting heat sheets and results, passing results on to the Announcer, retrieving DQ slips from the Officials, retrieving watch times for the Control Room upon request, and relaying communications from the Control Room to others located on deck or elsewhere.

Workers in this position should be an adult or responsible child.

Meet Requirements

BAC Hosted Meet

1 Runner for each session

Circle City Classic Meet

2 Runners for each session

Championship Meet

2 Runners for each session

Timers and Head Timers

It is the responsibility of the Timers to time each heat using hand held stop watches. These times are recorded on a form provided to the timers by the Control Room workers. At least one timer is also responsible for pushing the back-up button connected to the electronic timing system. Although all of this effort is used for back-up purposes only, as the pad-times are the primary source of record, accuracy remains of utmost importance in this position because should the primary system fail, it is the electronic back-up time, verified by the watch-times, that is used to establish the official time for that race.

Relief timers are on stand-by should a timer have to leave their post for any reason. The person, upon returning, will either sit back down at their lane or become a relief timer themselves, depending on the instruction of the Head Timer.

The responsibility of the Head Timer is to first verify that enough timers are at hand. If there are not enough timers, the Head Timer would work with the Session Coordinator to find additional timers. The Head Timers are also responsible for instructing timers on the proper use of the stop watch and back-up button equipment, and proper timing technique. They are also responsible for assigning timers to their lanes, along with distributing lane-timer-sheets, clipboards, pencils and watches. During the course of the meet, the Head Timer maintains two back-up watches to be used should a timer miss the start of a heat. They should also have extra pencils on hand to be distributed when needed.

Control Room personnel will notify the Head Timer if there are any inconsistencies in timing results. The Head Timer would then 1) reinstruct the timers in those lanes affected and then 2) check the equipment should inconsistencies continue following reinstruction.

If no one is formally assigned the role of Marshall, it is the responsibility of either the Head Timer or relief timer(s) to perform those responsibilities.

Meet Requirements

Any meet we run would require 2 timers for each and every lane utilized. Indiana Swimming requires that timers be 11 years of age or older.

How to Join BBSC

BBSC offers 5 swim practices for the curious swimmer. Because of insurance requirements, every swimmer must fill out the USA Swimming registration form and pay the registration fee at their first practice. If after these first 5 practices, a new swimmer decides not to continue with the Club, the registration fee will be refunded in full. New swimmers will be evaluated and then placed in the appropriate training group. Fees and group expectations will be covered at the start of the season. Swimmers joining the Club mid-season will have their Training fees prorated.

Parent Communications

A BBSC Blast email is distributed every week. The newsletter contains important information regarding upcoming events, meets, club issues, new members, swimmer achievements, and notes from the coach. These are generally distributed via email.

Most correspondence is done via e-mail. If your family has an e-mail address, please include it on the registration form.

The dry erase board located at Brownsburg High often has information posted. Please check the board periodically.

Parent, coach or Board meetings are also held at various times throughout the year. The time and location will be announced by the above mentioned methods. All parents are welcome at most Board Meetings.

To ensure safety and to keep the training instruction focused, we ask that parents remain in the bleachers during swim practice. The coaches are available after (not during) practice for any questions or can be reached by phone.

Swim Meets

Our Club generates a significant portion of our income by hosting invitational swim meets. Every parent is expected to work at these meets; we all benefit from the lower training fees that are possible by hosting these meets. Before each meet, the Board will determine the number of required sessions for each swimmer's family. Currently, ALL BBSC families have an obligation to work - Bronze D families and Senior Conditioning Group - ONE session per swimmer, TWO max. All other groups -TWO per swimmer, FOUR max. **The requirement to work sessions at our hosted meets exists even for families whose children are not swimming in a particular meet** Please see the section of this Manual on the Meet Program to see the details and the types of roles that can be worked.

General Information and Facts about Competitive Swimming*

The Pool

The length of an Olympic size pool is 50 meters. During the summer season, or long course season, 50 meters is the standard length. During the winter season, or short course season, 25 yards is the standard length. The Brownsburg pool is 50 meters long, however, during short

course season, the pool is sectioned into two 25-yard pools for higher flexibility with other programs using the facility. We continue to practice all year in a 25-yard pool. During the long course season, many meets are held in 50-meter pools. The IUPUI Natatorium is a 50-meter Olympic quality pool that can be sectioned off into two 25-yard pools.

The competitive (Olympic quality) pool has 8 lanes, each lane is anywhere from 7 to 9 feet wide. The racing course must be at least 4 feet deep and is frequently deeper. Top pools in the U.S. are 6 to 9 feet deep. Indiana Swimming has put into effect a rule for all Indiana pools, regarding the depth required for racing starts. As of October 15, 2001, the minimum depth for teaching racing starts is 5 feet. The water temperature must be between 78 degrees and 80 degrees Fahrenheit. The front edge of the starting blocks is 30 inches above the surface of the water.

The Strokes

Freestyle – In the freestyle, the competitor may swim any stroke he or she wishes. The usual stroke is the Australian Crawl. This stroke is characterized by the alternate overhand motion of the arms and a flutter kick.

Backstroke - In the backstroke the swimmer must stay on his or her back, except during turns. The stroke is an alternation motion of the arms—much like the crawl stroke - with a flutter kick. Since 1991, a swimmer is no longer required to touch the wall with his or her hand before executing the turn maneuver.

Breaststroke - In the breaststroke, the arms move simultaneously on the same horizontal plane. The hands are pushed forward from the breast on or under the surface of the water and brought backward in the propulsive stage of the stroke simultaneously. The kick is a simultaneous thrust of the legs called a “frog” or breaststroke kick. No flutter or dolphin kicking is allowed. Swimmers must touch the wall with both hands at the same time before executing their turn. Swimmers are allowed only one underwater pull off the start and turn.

Butterfly - the most physically demanding stroke, the butterfly features the simultaneous overhead stroke of the arms combined with the dolphin kick. The dolphin kick features both legs moving up and down together. No flutter or frog kick is allowed. As in breaststroke, the swimmer must touch the wall with both hands before turning.

Individual Medley - This event is commonly referred to as the “I.M.” features all four strokes. In the I.M. a swimmer begins with butterfly, changes to backstroke after one-fourth of the race, then the breaststroke for another quarter and finally finishes with freestyle. The swimmer must touch the wall with their hand for the backstroke to breaststroke transition.

Medley Relay - In the medley relay, all four strokes are swum by four different swimmers. No swimmer may swim more than one leg of the relay, which is swum in backstroke, breaststroke, butterfly, and freestyle order.

Freestyle Relay - In the freestyle relay four swimmers swim. Each swims one-fourth of the distance. No swimmer may swim more than one leg.

*Please refer to the USA Official Rule Handbook for complete details

Starts - Many races are lost due to poor starts. For the start, the swimmer is called onto the block by a whistle blow. Then the swimmer is called into position “Take your mark” by the starter. The

starter visually checks that the swimmers are in the down position and still. Once the starter is satisfied, the race is started by an electronic tone, a whistle, or a gun. If the starter and the referee agree that a swimmer has started early, the offending swimmer will be disqualified at the completion of the race.

Turns - Quick turns are essential in a good race. In all events, the swimmer must touch the wall. In freestyle and backstroke the swimmer may somersault as he or she reaches the wall, touching only with their feet. In breaststroke and butterfly the swimmer must touch the wall with both hands before executing a turn.

**Please refer to the USA Official Rule Handbook for complete details*

Training

Competitive swimming is a training intensive sport. If you desire a high level of success, attendance is critical and necessary.

Efficiency and technique are also important for success in swimming. Swimming combines the power of weightlifting (water resistance), the endurance of cross-country running (workout/race duration), and the technique of golf (stroke efficiency). Stroke technique must be taught early and often reviewed in a swimmer's career.

A foundational combination of proper technique and conditioning prepares a swimmer for success.

Nutrition

Athletes achieve peak performance by training and eating a healthy variety of foods consistently.

Athletes gain most from the amount of carbohydrates stored in the body.

Fat provides body fuel; use of fat as fuel depends on the duration of the exercise and the condition of the athlete.

Exercise may increase the athlete's need for protein.