

Ketchikan Killer Whales Swim Club Handbook

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INTRODUCTION

The purpose of this handbook is two-fold: to explain to new members just what the Killer Whale Swim Club is and to outline various policies and philosophies that affect all swimmers, year after year. It should be read by all families so that they may become familiar with important facts and rules of the club. The club will continue to distribute supplements for families to update this swimming resource.

WHY SWIM?

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 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 their 90'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.

HISTORY

KKWSC was started in 1973 by Gene Horne, who managed and coached the fledgling club. Enthusiasm for the sport was generated during this first year and parents took an active role in the club, with emphasis on skill building and competition. From these beginnings, KKWSC has increased its membership to over 80 swimmers competing on a year round basis in meets ranging from Alaska to the Pacific Northwest and the Western United States.

In 2006, KKW voted to join the Southeast Alaska Swim Team. Swimmers from southeast communities will unite to compete as SEAK at all state and national level meets, while clubs continue to maintain local identity and governance within the region.

KKWSC is organized as a nonprofit organization and is open to all swimmers ages 6 and older, from novice to national competition levels. The club is supported by the Ketchikan Gateway Borough and Ketchikan Parks and Recreation Department, by contributing a reduced rental rate for the pool and facility. KKWSC provides necessary funding through fees and fund raising.

ORGANIZATIONAL GOALS

The mission of USA Swimming and the Ketchikan Killer Whales Swim Club is as follows:

- ***BUILD THE BASE:*** We seek to expand our membership in order to share our sport with as many other people as possible. We are especially committed to sharing the values of our sport with young people who may discover that swimming is an activity they can enjoy for their entire life.
- ***PROMOTE THE SPORT:*** We want swimming to receive as much publicity as possible because we believe that the more people learn about our sport, the more inclined they will be to join the ranks of our membership. We are proud of our sport and we seek to celebrate it whenever possible.
- ***ACHIEVE COMPETITIVE SUCCESS:*** USA Swimming has been ranked as the number one swimming nation in the world for more than 40 years. We seek to continue this tradition of competitive excellence. When our athletes are successful in fulfilling their dreams, our society benefits from the inspiration these athletes give us.

In addition, KKWSC promotes these values for Ketchikan:

- ***FOR THE SWIMMER:*** To attain maximum potential as both a swimmer and a contributing team member. To recognize his/her ability to set and achieve goals and to develop self-esteem and positive feelings about the sport of swimming and competition.
- ***FOR THE TEAM:*** To promote good sportsmanship, self-discipline, fitness and team camaraderie. To place well in competition as a team. To promote competitive swimming as a major, year round sport in Ketchikan.
- ***FOR THE FAMILIES:*** To provide a family-oriented club experience where the parents can play an active role in their swimmer's and the club's activities and development.
- ***FOR THE COMMUNITY:*** To provide a supervised recreational opportunity for Ketchikan's youth and to provide positive direction and supervision for the youth of Ketchikan.

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How Can You Help Your Child's Team?

The first question really should be, "Why should I help the team?" The answer for many people is not clear, although it seems like it should be. The simplest reason is also the most powerful. You should help because your child benefits greatly from the program.



The second reason is that most clubs cannot function without substantial volunteer help. The economics are not there for a full professional staff to do all the things that need doing. Look at the finances of youth sports for a moment. Nobody likes to pay bills. Now count up the hours that are available for your child to participate in your program. Divide your monthly fee by those hours, and you will come out with substantially less than you pay your baby sitter. And the baby sitter doesn't provide much in the way of a learning situation, values education, physical exercise and development or role model. (Or at least, not many baby sitters do!)

Now imagine if you had to pay for all you get from your team. Teams can't do it without your help. Add to that the fact that few clubs have full time coaches, and even fewer have more than one full time coach, and you can begin to recognize the need for parental involvement. Those clubs that do enjoy full time coaches are usually those of sufficient size that coaching duties alone take up the whole day. The club needs your help. Now let's get along to how you can provide that help.

People have strange attitudes toward working with organizations. In most, a very few people do a tremendous amount of work that benefits everyone. There are parents who develop workaholic behavior towards teams. This is a bad deal for everyone. That person sooner or later burns out, leaving a big hole to fill. Meanwhile, that individual holds a great deal of power in the club, according to the rule that says, "he that does, decides." (That unwritten rule operates in all volunteer organizations, doesn't it?)

The club needs a little bit of time from everyone, a little more from some, and on occasion, a great deal from a few. Note that when you find your lawn uncut, the dishes three days deep in the sink, your cat starving on the porch, and you have just driven home from the team leaving forgetting half of the carpool, you are over committed. This may also result in your children thinking that your club job is more important than they are.

The simple goal of most organizations should be to devise a system where the coach is left free to do what he does best....to coach. This means that parents take responsibility for fund raising, administration, club communication and similar items. Over the past five years there has been a trend to look at coaches more as a CEO (Chief Executive Officer) model, where they are involved in those things to the extent of making sure they are successful, but essentially the tasks are accomplished by parents. Having coach involvement in those tasks is great, if the coach has the time. If not, the idea is to use the volunteer talent available, in the areas where it can be most effectively deployed.

Many clubs have a Board of Directors that helps operate the club. The best boards are long range planning boards that leave the daily work to committees. New parents are often asked to work on one of these committees. If you are not asked, volunteer. Many times people simply forget to ask...they are not slighting you, they are just so busy, they don't notice. This is also where you will begin to make new friends in the organization.

What kinds of jobs are available?

- Fund raising...bring in the dollars to make up the difference between operating budget and club fees. There has never been an organization with enough operating funds. Most of us are experts at spending and less expert at "raising" money, so if you have any ability here, you'll be extremely popular at the club. (Of course, if you have that ability, you are already extremely popular...)
- Publicity...letting people know about the club, its goals, aims, results and personal stories. A journalism background is helpful, but even more important is a willingness to organize results, type, and run them around town to local papers, TV and radio stations. It takes persistence, and the results are not automatically on display immediately.
- Membership...allied to publicity, helping the club attract and retain members. This can be really rewarding for new parents, as they learn much more quickly about the good things in the sport while working on this type of assignment. You'll be a source of information to prospective new families.
- Administration...a general subheading for a vast array of jobs that include things like newsletters, competition entries, operating phone trees, etc. The amount of work required to operate a team is amazing, and most clubs like to have a system where one person performs a task while another learns it as an apprentice...and then takes it over later on. So, many jobs are "doubles".
- Competitions...There are those who run competitions as part of fund raising, and there are clubs who run competitions strictly as opportunities for kids to compete, and there are some who do both. It takes a lot of volunteers to run a quality competition. You'll be called on plenty, and your help is vital. This is one time that money will not substitute for your physical presence.

Lastly, remember that a parent organization is a watchdog of philosophy...that same philosophy that attracted you to the team. Stability is what builds the organization and your support for that stability is the key thing you can contribute. I like the thought of "bloom where you are planted." As your child progresses in sports, stay with your club and help it progress. Involve yourself in helping to set goals and objectives and make it great! And remember, it is all for FUN, and all for your youngster.

Adapted from "News for Swim Parents." Published by the American Swimming Coaches Association. www.swimmingcoach.org

BOARD OF DIRECTORS

The administrative functions of the club are overseen by the Board of Directors, made up of seven elected volunteers, for one year terms. The elections for board positions are held annually in May.

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| President | Conducting board meetings Primary liaison with Head Coach Primary contact for Pool Management/Borough Government Facilitator Appoint Committees Calling special meetings Delegating authority and responsibility Holding elections Board membership/job descriptions Maintaining staff Official spokesperson for team statements |
| Vice President | Conducting meetings in absence of President Organization of July 4 th Float |
| Treasurer | Collecting fees, dues Athlete/Staff/Volunteer registration with USA SWIMMING Budgets Filing taxes Paying bills Maintaining receipts Financial reports Maintaining pull tab account |
| Secretary | Recording minutes of meetings Posting meeting agenda Sending thank-you notes Maintaining historical records Club mailings Writing necessary letters Sending gifts |
| Ways and Means | Fundraising coordinator - Raffle tickets/Blueberry Festival Sponsorship and advertising |
| Meet Director | Delegating responsibilities for meets/time trials for KKW/HS Recruit and retain USA Swimming officials Volunteer coordination Primary contact for facility for competition |
| Membership | Primary contact for new members Primary contact with ASI Registration Chair Process paper and electronic registrations Connect new members with veteran families Update/Create family files |

Board members are also assisted by standing committees which are composed of parents from the club.

COACHES RESPONSIBILITIES

The coaches' job is to supervise the entire competitive swim program. The Killer Whale Swim Club coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself--"to be the best you can be." Therefore, the coaches must be in total control in matters affecting training and competition.

The Killer Whale Swim Club uses a "progressive" age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced to the training program.

At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long term goal of total excellence is always in mind. As each child is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making recommendations based on a swimmer's physical, mental, and emotional level of development.

- The coaches are responsible for placing swimmers in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/ she will be placed in a more challenging training group by the coach or increase the amount of time practicing in the pool.
- Sole responsibility for stroke instruction and the training regimen rests with the Killer Whale Swim Club coaching staff. Practices are based on sound scientific principles and are geared to the specific goals of that group.
- The coaching staff will make the final decision concerning which meets Killer Whale Swim Club swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer is entered into. Any swimmer wishing to enter competition while not actively participating in KKW practices may not swim in that meet as SEAK or KKW.
- At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmers performance. (It is the parent's job to offer love and understanding regardless of their youngster's performance)
- The building of a relay team is the sole responsibility of the coaching staff.

The coaching staff is constantly updating and improving the Killer Whale Swim Club program. It is the swimmers and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

PROBLEMS WITH THE COACH?

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

- Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.

- Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group that can range in size from 10-90 members. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short term inconvenience.
- If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head coach to join the dialogue as a third party.
- If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

PRACTICE MAKES PERMANENT

The coaching staff recommends these numbers of practices for progressive, long-term development. Swimmers may attend practice any day of the week, at the recommended time. Individuals vary on physical and emotional maturity:

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| 8 & Under | up to 4 | practices per week for 75 minutes |
| 9-10 | 4-6 | practices per week for 75 minutes |
| 11-12 | 5-6 | practices per week for 60-90 minutes |
| 13&Over | 6 | practices per week for 90-120 minutes |

- Swimmers are expected to be on the deck 15 minutes before the start of practice, completing stretching and exercises, and meeting with their coaches.
- Additional training may be added, based on pool and coaching availability.
- KKW's pool time changes through the year. Check the website and bulletin board for practice schedule.

PRACTICE POLICIES

The following guidelines are to inform parents and swimmers of the coaches' policies regarding practice. These policies have been developed over many years and are designed to provide the best possible practice environment for all.

- Each age range and maturity level has a recommended number of practices geared toward skill development and long-term success. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The expectation level to attend practices increases as swimmers mature.
- Plan to stay the entire practice. The last part of practice is very often the most important. Usually, there are also announcements made at the end of each practice.
- Occasionally, most of a practice group may be attending a meet, in which case you will be notified of a practice change or cancellation.
- While on pool grounds, the swimmers are required to listen to the Mike Smithers Pool staff. Swimmers who misbehave run the risk of losing their privileges to enter the building, and will not be able to practice.
- Parents are encouraged to observe practice from the pool lobby or seating area behind the railing. Do not try to communicate with any swimmer during practice. This is not only distracting to the swimmer, but can also be distracting to the entire team as well as the coach.

TRAINING RESPONSIBILITY

Whenever possible, the coach should be informed in advance of an illness or injury. Regardless of how serious or trivial it may be, it will almost always be possible to find a physician (or parent) who will recommend abstaining from training and one who will recommend a modified approach. It is helpful to find a family physician who appreciate the importance of participation and who understands the repercussions associated with missed meets and training sessions.

If your swimmer will be out of the water over a long period of time with an injury or illness, please notify the coaching staff.

As a swimmer's level of swimming ability increases so does his/her responsibility. The program is designed to encourage all swimmers to be Senior Swimming bound. As swimmers improve this is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Own your success. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

Swimmers will be required to bring specified training accessories (i.e., goggles, etc.) to workouts. It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as excuse to miss part of a training session.

FEE STRUCTURE

Participation fees are automated through the team website and are sent via email the 1st of each month. It is the responsibility of the families to print out the invoice and submit it, with payment, to the Treasurer's file by the 10th of each month. Fees cover coach salaries, operating expenses, and equipment purchases. They are recommended by the Board and approved by the general membership. Members are responsible for any month (or part of a month) in which the athlete is an active swimming Killer Whales participant. It is the responsibility of the members to notify the Treasurer and the Head Coach if the swimmer will be inactive for a particular month, before the 21st of the previous month.

Swimmers will be charged for any month in which they participate in at least one practice or part of a competition. Do not place cash in the file.

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| Club fees | Ages 6-10 | \$45.00 per month with the sale of raffle tickets/\$70.00 without |
| | Ages 11 and Older | \$50.00 per month with the sale of raffle tickets/\$75.00 without |
| | Pre-Competitive Squad | \$40.00 per month (no raffle ticket sales required) |

- There is a \$125.00 membership fee payable upon the first time a swimmer joins the competitive team. If a swimmer is inactive for more than one year, the membership fee must be paid, again, before the athlete can restart. This membership fee is waived for collegiate swimmers currently USA Swimming registered, who wish to train with the club in their off-season.
- Swimmers active at the time of the raffle ticket fundraiser will be billed for the amount of the raffle tickets, and credited after the book has been sold. Swimmers who join the team after raffle ticket sales will pay the "without raffle tickets" monthly fees until the next round of raffle sales is completed. The adjusted fee will be updated in the December following the raffle ticket drawing.
- A \$15 per month charge will be assessed for any accounts with balances on the 21st of the month.
- A \$25 fee will be charged for checks returned NSF.
- A 5% discount is available if fees are paid by September 20th for the months of September through May. This discount is NON-REFUNDABLE if your swimmer chooses not to swim during any of those months. The Scholarship Committee will consider refunds for medical and emergency cases.

- For families with more than 2 swimmers you will receive a \$10 discount for each additional swimmer, per month.
- Dues must be current for swimmers to attend meets.
- Kayhi swimmers training with KKW in August before the start of high school season will have their fees waived for August. All other fees remain applicable during the rest of the year.

Scholarships are available to help cover monthly fees, volunteer hours, and/or travel expenses and will be considered on a case-by-case basis. If your family is in need of assistance, please contact the President or the Treasurer. The committee consists of the President, Treasurer and one non-board member appointed by the President. All scholarships are confidential.

If you have any questions about any billing you have received, please contact the Treasurer immediately at the email listed at the bottom of the bill.

RAFFLE TICKET FUNDRAISING REQUIREMENT

Each Killer Whale swimmer active in the fall prior to November 21st is required to sell one raffle book of 30 tickets, valued at \$300.00. All raffle tickets sold or unsold must be returned by the designated return date. Swimmers will be charged for any unsold raffle tickets in December. Pre-competitive swimmers are not required to sell raffle tickets, but are encouraged to do so as it can affect their dues rate should they decide to join the competitive squad, later. Kayhi swimmers who continue with KKW after the high-school swim season are not required to sell raffle tickets, but are highly encourage to do so as it can affect the dues rate.

KKW also sells coffee for fundraising. Prizes are given to the top coffee sellers every four months. Details are on the website.

VOLUNTEER REQUIREMENTS

Each family with competitive swimmers is required to volunteer up to 25 hours per year for team activities. A year is designated as September through August. This is automated on the website, based on job sign-ups for various activities. Opportunities will be posted on the website and bulletin board. Families who join mid-year or end their swimming mid-year are still responsible for volunteer hours and will be pro-rated at 2 hrs a month for active swim time. Families that do not complete their volunteer requirements will be billed in September at \$10.00 per hour for missed time. Families with only pre-competitive swimmers are not required to volunteer, but are encouraged to do so, since the volunteer requirement will take affect should the swimmer decide to join the competitive squad. Kayhi swimmers joining KKW after the high-school swim season are required to fulfill volunteer hours and will be assessed at 2hrs per month of active KKW swimming.

TEAM UNIFORM

KKW team colors are black and white. Swimmers should have a black suit and team swim cap to wear at all competitions. Additional equipment should be team gear or black and white. Swimmers should wear the 'SEAK' team cap for all state and northwest regional competition, and a 'SEAK' shirt for the first day of those meets. It is KKW tradition to wear black on Sundays.

Appropriate travel attire for competitions is a collared shirt/nice top and khakis or skirts. A KKW warmup jacket or sweatshirt may be substituted for the shirt.

Once a year, KKW organizes a team order for SPEEDO team gear, through our team supplier.

Swimmers may wear any color of swimsuit for practice, and will not wear their meet suit at practice. Team suits, workout suits, caps and goggles are available from the KKW swim shop, and the team website.

COMMUNICATION

www.ketchikankillerwhales.com –The team website is the primary source of communication, and includes account billing, announcements, contact information, photos, online meet sign-up system, swimming links of interest and meets results.

Family File -Most written communication, such as the newsletter, meet information sheets and schedules, etc., will be put in a file folder in the pool lobby, which has your family name on it. It is the families' responsibility to check that folder.

Whales Tales - The team publishes a monthly newsletter called "Whales Tales". Meet reviews, general information from the coaching staff and announcements from the Board of Directors are covered in the newsletter. Make sure you and your swimmers read the contents of this when it is distributed.

Voice Messaging - The club has a voice messaging number (247-7946) that provides 24 hour information regarding team updates. Messages are checked regularly, with questions being answered as soon as possible, by staff or the Board.

Bulletin Boards - The bulletin board at the pool provides meet information in detail and entry summaries for upcoming meets. It is the swimmer or parent's responsibility to double check each meet entry after it is posted. Mistakes sometimes happen in meet entries, however, it is much easier to fix them one month prior to a meet than on the actual day of competition.

E-mail – The most common method of communication to the entire team. It is the family's responsibility to update the website with new e-mail addresses.

Board Meetings- Meetings are held once a month and are open to the public. Information on time and place as well as months agenda can be found on the website and bulletin board. If you wish to have a topic discussed at a meeting please notify a board member one week prior to meeting, so that it can be placed on the agenda.

When contacting the coaches, please be considerate. The best way to speak with the coaches is to meet them after practice. They usually make themselves available for 15 minutes to answer questions, provide information, etc.. Sending a note to the coach with your swimmer is a good way to get information to them. Office calling hours are from 1:00-2:30 at 247-7946. Coach Martin's e-mail is: coachmartin@kpunet.net.

COMPETITION ..and the winner is...

The Killer Whale Swim Club staff does not see the first place person as the only winner. We'd rather look to see who behaves like a winner. There are certain characteristics of a winner, and every swimmer, no matter where they place, has the opportunity to emulate those characteristics: concentration, listening skills, and working toward goals.

Sports are not an end in itself, but a vehicle we use to teach children life skills and how to reach their potential. We use sport as organized play to demonstrate and measure one's abilities. Seen in that light, winning without learning is not Killer Whale Swim Club's desired intention. 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.

Swimmers quickly forget the medals, records, and other material benefits. They will, however, remember the development of interpersonal skills, discipline, listening skills, time management, goal setting, and enhanced self- image. These are the things that make the swimmer a more successful person with a better chance of living a life closer to their peak potential, and to contribute to the world they live in.

The Killer Whale Swim Club engages in a multi-level competition program with USA Swimming that, like our training program, attempts to provide challenging, yet success-oriented competitive situations for swimmers of all ages and abilities. The following policies outline our philosophy:

- We emphasize competition with oneself. Winning ribbons, medals, or trophies is not our main goal. Even if the swimmer finishes first, but has swum poorly in comparison to his/her own past performances, he/she is encouraged to do better. The individual's improvement is our primary objective.
- Sportsmanlike behavior is of equal importance of improved performance. All the coaches teach swimmers how to behave like a champion when the swimmer has both a "good" and a "bad" swim. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the Killer Whale Swim Club coaching staff.
- A swimmer is praised for improving his/her stroke or time. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way.
- Swimmers are taught to set realistic, yet challenging, goals for meets and to relate those goals to practice to direct their training efforts.
- Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmer's "best" stroke changes as they mature and his/her body goes through physical changes. The coaches select events for the swimmers, based on individual improvement, and what is best for the team. Championship line-ups are generally constructed to score the most points as a team.

TYPES OR LEVELS OF SWIM MEETS

Time Trials- These meets are held to introduce swimmers to competition, to track times, and to earn qualifying times before traveling to championship meets. They are held usually on Saturdays during the KKW regularly scheduled practices, once a month or in months in which there is no invitational meet.

Invitationals- These meets generally do not have any qualification time standards. Most of the time these meets offer each one of the competitive strokes in the two to three distances offered for each group. Each swimmer is usually allowed to enter 5 events per day, and it is recommended that a swimmer be able to legally complete seven different races before traveling to an invitational.

Qualification Meets- These meets have some type of qualification time standard(s) that a swimmer must meet in order to enter the meet. Qualifying times (QT's) are updated annually for some meets. Southeast Championships is an example of a qualification meet.

State/LSC Championships- There are three State Championship meets sanctioned by Alaska Swimming, the governing body of swimming in the state of Alaska. Alaska Swimming sets the qualifying time standards for these championship meets. Age Group Championship for swimmers 14 and younger; the Great Alaska Open/Senior Championship is open to any swimmer in the state who has met the qualifying standards regardless of age; and the Junior Olympics for swimmers 19 and younger. It is recommended that swimmers have a minimum of three qualifying times before traveling to a state championship, and five qualifying times before traveling to Southeast Championships.

Northwest Section Age Group Championships- The regional championship for the seven states of the Northwest Region. It is recommended that swimmers have at least two qualifying times to travel to this meet, or have a total of three events, including relay participation.

Zone Championships- After the state championships are held in the summer, a swimmer may qualify to participate in the Western Zone Championships. This is an all-star meet where swimmers compete as a member of the Alaska Zone team against other states from the West.

Northwest Section Senior Championships – The regional senior championship for the ten states of the western part of the US (except California and Nevada). There is only one QT per event, and it is the transitional meet between age group swimming and National level meets.

On an average, we want all team members to compete once every three or four weeks. The meet schedule is established with this philosophy in mind. It is a helpful learning tool in the swimmer's long-term development.

The coaching staff reserves the right to make the final decision concerning meets Killer Whale Swim Club swimmers may attend. Since the coaching staff places the most emphasis on 'team effort' meets, Killer Whale swimmers who are qualified are highly encouraged to attend. Southeast Champ's, and all state champ's (Age Groups, JO's, Great Alaska Open) are always considered "Team Effort Meets".

MEET SIGN-UPS

Families are responsible for booking their own travel to meets. KKW will provide the travel schedule of the coaches and chaperones as early as possible, for the entire season. When booking a minor traveling alone, families may list the coach or chaperone as the guardian, or call Alaska Airlines customer service to explain that KKW is traveling as a group.

Sign-ups will occur on the team website, with deadlines listed. Sign-ups will be the responsibility of the parents, as are housing requests, or hotel-sharing requests.

Any changes to the meet or time trial schedules will be relayed through the website, by a coach to your swimmers at practice, on the bulletin board, via e-mail, in your file or on 247-SWIM. Please encourage your swimmer to contact the coach with any questions about entries.

All swimmers who travel must have the head coach's approval.

MEET FEES

Entry fees, set by Alaska Swimming or the host governing body, are added to your invoice after the sign-up deadline has passed. The fees include monies collected by host teams/regions, fees for USA Swimming and contributions to travel funds to various meets, set up by Alaska Swimming, to encourage meet participation throughout our large state.

Individual events and athlete entry fees will total approximately \$45 per weekend, depending on the number of events and the type of meet. No fees are collected for time trials.

KKW pays for all relay entries.

Alaska Swimming offers travel assistance for: Age group Championships, JO's, Great Alaska Open, Senior Sectionals and national-level meets. Copies of full fare ticket receipts must be submitted to the Treasurer within three days after the meet to submit to ASI for individuals' reimbursement. Alaska Swimming does not offer travel assistance for mileage tickets.

OUT-OF-TOWN MEETS

In order to travel to a meet a swimmer must have the following qualifications: Approval by the coach; current KKW fees; completed, signed and returned permission slip; have the ability to swim the qualifying times or number of swims needed to attend the meet.

Travel is the most costly of the club's expenses. The coach and chaperone's airfares, hotel accommodations and the coaches' per diems are paid from the club monies.

Swimmer's travel expenses, as well as additional funds needed for food and personal expenditures during travel, are the responsibility of their parents. There will be swim meets that do not house traveling swimmers, which then will require enough funds for food and accommodations for the entire swim meet.

The club cooperates with the schools in having students released from classes. Permission slips are available for downloading from the team website. Swimmers who fail to turn in an approved school permission slip risk being canceled from the trip.

A swimmer who has repeatedly caused problems during workouts or who has been a problem on a prior trip may not be allowed to travel.

TRAVEL CONDUCT

Swimmers must adhere to the KKW code of conduct (signed by swimmer at registration) while traveling to and from a meet. Swimmers must follow rules and instructions of coaches and chaperones. When traveling, swimmers must check in and out with chaperones. This includes a final check out upon returning home. Swimmers must be accompanied by an adult when not at the pool.

Rude or disruptive behavior, including swearing or other forms of foul language, will result in disciplinary action. Smoking or possession of alcoholic beverages or other drugs will result in direct disciplinary action.

Failure to comply with the above rules of conduct may result in the following disciplinary action:

- If a swimmer's conduct at meets held in Ketchikan does not conform to the above rules, the swimmer may not be allowed to participate in, or travel to the next swim meet.
- At an away meet, on a first offense, swimmers may be scratched from the remainder of the meet and may be sent home immediately at their parents' expense.
- A second offense may result in a loss of all travel rights for a time to be determined by the KKW Board of Directors.

WHILE TRAVELING

Swimmers are not allowed to get off of the airplane or ferry at stops unless either prearranged by the parent with the chaperone/coach for a particular reason, or at the discretion of the chaperone or coach. Swimmers must be accompanied by an adult.

On the ferry, no swimmer of any age is allowed on the OUTSIDE DECK without an adult. Crew quarters, car deck and staterooms are OFF LIMITS for all swimmers unless the chaperone or coach has granted specific permission.

Upon arrival at the airport or ferry terminal, you must check out with your chaperone before leaving with your housing family.

Families should send at least \$15.00 per day in SMALL BILLS in an envelope marked with the swimmer's name. When travel is on the ferry, extra money will be needed for meals. If you send personal spending money for your swimmer, please make a note on the envelope that it may be spent at the swimmer's

discretion. If you choose to allow your swimmer to manage their own money, please send \$15.00 for emergency funds (enough for replacement of goggles, caps etc.) for safe keeping with the chaperone.

At the pool, swimmers must check in each morning with their chaperone and check out before leaving at the end of the day. No swimmer is to leave the pool at any time during the meet without permission from the chaperones. Regardless if a swimmer is traveling with his/her parents, they will still be assigned a chaperone and must abide by all these rules while at the pool. All other times, they will be under their parent's discretion.

All swimmers are required to take a sleeping bag and it is recommended to only bring one piece of luggage and a backpack. Everyone must carry their own luggage. Be sure to label all belongings. For airplane travel, swim gear must be with the swimmer in their backpacks and not in their luggage.

It is tradition to present a thank you gift to the housing family for their time. Please make sure that you are representing Ketchikan with the utmost respect.

Chaperones, housing parents and coaches are not required to be knowledgeable about medical issues that your child may have. If your child has serious medical problems like asthma or allergies or requires daily prescriptive medication that may require medical attention if not adhered to, it is recommended that you travel with your child. If you choose to send your child, chaperones and coaching staff will attempt to accommodate the needs of your child if they require such medications. (Please refer to the liability section of the medical release form) All parents' of swimmers that are traveling must have signed a medical release form.

If your swimmer has pills or medication that is being used, please let the chaperone know at the time of travel. Chaperones/coaches will not dispense any pills/medication except at the written request of a parent or guardian, including ibuprofen or acetaminophen.

CHAPERONES

Parents are often needed to chaperone out of town meets. By becoming a chaperone, you will have an opportunity to assist the coach and team, get acquainted with other swimmers and understand meet procedures and events. KKW will pay chaperones' airfare and hotel accommodations.

If you are interested in becoming a chaperone it is required that you are registered with USA Swimming as a non-athlete for insurance purposes. At least one experienced chaperone will be selected to attend each meet. Sometimes there are no experienced chaperones who are able to travel with the team. When this happens, the names of the parents that are willing to chaperone will be drawn randomly and every attempt will be made to ensure your swimmer has a safe trip. One chaperone is needed for every ten swimmers.

Sign ups for chaperones will be on the website, with the meet announcement. Chaperones will be chosen in the following order: Head Chaperone – a parent who has chaperoned at least one previous time. If another chaperone is necessary, then a chaperone of the opposite gender (if available) will be chosen; after that, names will be randomly drawn from the list of parents that signed up.

Because chaperones may be called at any time of day or night to respond to unforeseen situations regarding swimmers, chaperones shall not consume alcoholic beverages while acting as chaperone on the trip. Chaperones may not house their own swimmers in the hotel room with them, so that they may remain available for emergency situations.

HOUSING

Out of town swimmers who participate in swim meets sponsored in Ketchikan will be housed. ALL parents are required to be available to house visiting swimmers.

- **TRANSPORTATION:** You are responsible for transporting the swimmer(s) to and from the pool, as well as to and from the ferry or airport unless you are assured that other arrangements have been made.
- You are responsible for feeding the swimmer(s) not only when they are at your home, but also during the day. Please send either a sack lunch with the swimmer(s) you host, or make sure they have enough money to buy lunch.
- Swimmer(s) usually bring their own sleeping bags. Most coaches require swimmers to be in bed by a certain time. Ask them. Many will have a housing sheet for you—check it. Swimmers need their sleep!
- Don't allow your guest swimmer(s) to do anything you wouldn't let your own child do. Treat them as you would want a host parent to treat your child in another town. If problems arise, please contact the child's chaperone and the housing chairperson.
- Be sure the swimmer(s) check out with their chaperones before leaving the pool so that no one needs to worry about a lost child.
- Swimmers should not be left unattended in the home. Swimmers housed in homes where parents will be working are the responsibility of their chaperones during the working hours. The head chaperone will have a list of all names and telephone numbers of the swimmers.
- Only movies and games rated G or PG are acceptable.

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT SWIM MEETS

Swim meets are a great family experience! They're a place where the whole family can spend time together. Listed below are some very in-depth guidelines geared to help you through your first couple of swim meets. It may seem a little overwhelming, but we tried to be as specific and as detailed as we possibly could.

Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. Upon arrival, check in with the chaperone and coach, then find a place to put your blankets, swim bags and/or sleeping bags. The team sits in one place together, so look for some familiar faces.

Once "checked in", write each event-number on your swimmer's hand in ink. This helps him/her remember what events he/she is swimming and what event number to listen for. Heat sheets are usually posted on a wall or for sale in the lobby. It lists all swimmers in each event in order of "seed time". When the team entry is sent in, each swimmer and his/her previous best time in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no-time" swimmer will most likely swim in one of the first heats of the event.

Your swimmer now gets his/her cap and goggles and reports to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. Swimmer's bodies are just like cars on a cold day-he/she needs to get the engine going and warmed-up before he/she can go all out.

After warm-up, your swimmer will go back to the area where his/her towels are and sit there until the next event is called. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in. The meet will usually start about 10-15 minutes after warm-ups are over. Finish writing the events on their hand, if necessary. It is important for any swimmer to know what event numbers he/she is swimming (again, why they should have the numbers on their hand). He/she may swim right away after warm-up or they may have to wait awhile.

A swimmer's event number will be called, usually over the loudspeaker. Depending on the meet, the swimmer should report to the 'Clerk of Course' or the 'bullpen' to check in and wait for the event. In some meets, swimmers go directly behind the starting blocks. Swimmers should report with his/her cap and goggles. Generally, girls' events are odd-numbered and boys' events are even-numbered. Example: "Event #26, 10-Under Boys, 50 freestyle, report to Clerk of Course."

Some events are 'positive check-in', meaning a swimmer must check in for the event at the Clerk of Course, during warm-ups, to indicate that he/she will be swimming the event. This usually happens with longer races, so that meet management can seed the event without empty lanes.

After each swim, he/she is to ask the timers (people behind the blocks at each lane) his/her time. He/she should go immediately to their coach. The coach will ask him/her their time and discuss the swim with each swimmer.

All questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.

Things you, as a parent, can do after each swim: Tell him/her how great they did and how proud you are of them! The coaching staff will be sure to discuss stroke technique with them. Now is also the time to use the restrooms and hydrate and eat a light snack.

In an invitational meet, a swimmer may go home/go with their housing family after completing all of his/her events. Make sure, however, you check with the coach before leaving to make sure your swimmer is not included on a relay. It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and he/she is not there.

At a championship meet, a general rule is that swimmers may leave after completing their morning prelim events. All swimmers, even those not competing in finals, should attend finals until the end, to support their team.

The swimmers who participate in the championship finals receive awards as listed in the meet information. The swimmers who participate in the consolation finals often do not receive awards, but can score points for the team. Once a swimmer has made the championship final, the worst they can place is 8th, regardless of how slow they may swim in finals. The swimmers who participate in the consolation finals may place no better than 9th (the winner of the heat) regardless of how fast they swim. It has been known to happen that the winner of the consolation finals swims a time that would have placed him/her 2nd or 3rd in the championship finals, but the highest he/she can score is 9th. That is why it is important to swim very fast in the morning prelims session to make the championship finals. If a swimmer is disqualified in finals, they do not score points or get awards, however, a non-finals swimmer can not be moved up to score. The place simply is not awarded. Alternates occasionally get to swim and can score the same as any other swimmer.

Whenever there is a system of presenting awards at a meet, it is customary for swimmers to be prompt and to cooperate fully with dignity and respect at the presentations. A club uniform is to be worn when accepting the award. It is appropriate to congratulate other swimmers and receive the same with poise and a "thank you". Good sportsmanship is essential. If photos are being taken, we ask the swimmer to remain until the shooting is complete, being sure to cooperate with the photographer. Do not ham it up! The picture may be special to someone else. The image a swimmer presents is a direct reflection of the team.

What Happens If Your Child has a Disappointing Swim

If your child has a poor race and comes out of it feeling bad, talk about the good things. You never talk about the negative things. If your child comes up to you and says, "That was a bad race, don't tell me it wasn't," there is nothing wrong with a swimmer negatively evaluating a race. The important thing is for the child not to dwell on it. You should move the swimmer on to something good. "All right, you have had a bad race. How do you think you can do better next time?" Immediately start talking about the positive things.

What To Take To The Meet

- Swim Suit and two KKW/SEAK caps and goggles.
- Baby or talcum powder--To "dust" the inside of swim cap. This helps preserve the cap and makes it easier to put on.
- Towels-Realize your swimmer will be there awhile, so pack at least two.
- Something to sit on, like a sleeping bag or old blanket. The swimmers will be spending a lot of time on it.
- Warm clothes for the deck, between races. These will get wet and soggy, so don't expect to wear them home.
- Games: travel games, coloring books, books, anything to pass the time.
- Snacks: Gatorade, granola bars, yogurt, cereal, bagels, sandwiches, fruit

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

Special parents' note: The pool area is usually very warm. Make sure you dress appropriately. Nothing is worse than being hot at a swim meet. It makes the time pass very slowly!

Goal Setting and Mental Preparation



Q: I worry that my child is overwhelmed by all of his commitments. What can I do?

A: Talk to your son. Is this your perception or is it really happening? If your son is overwhelmed, it's time to work together in establishing priorities. Be sure to make any observations of "wasted" time in his day. After helping him help your son determine whether it is necessary to drop some activities. Then, some decisions have to be made by you and your child to relieve this pressure and allow your child to be better balanced and enjoy his activities. This experience will teach your son how to better manage his time and balance his schoolwork, family, training, and activities.

establish his priorities,

Q: What are "Process" goals?

A: There are two types of goals that athletes can set:

- **Outcome Goals:** focus on the end result of performance. "Win, qualify for finals."
- **Process Goals:** relate to process of performance. "Maintain technique, streamline."

Athletes have much more control over Process Goals. Outcome Goals are uncontrollable since they also involve the performance of other competitors. Athletes and coaches, especially at the young age levels, should concentrate on Process Goals.

Q: Should my child begin setting goals?

A: Of course! Everyone should set goals. In fact, most kids have already set goals. As adults, however, we must remember that kids are not simply little versions of us and are not going to set the same types of goals as adults. One developmental difference is that children lack the cognitive ability to distinguish time and are also very concrete thinkers. Therefore, setting long-term goals often doesn't provide the motivation for kids that it does for adults. Kids want results today. With younger athletes, it is appropriate to talk about short-term goals: what they need to work on today. Most coaches will emphasize goals that reinforce skill development and the process of performance. Additionally, based on cognitive development research, we know that around the age of 6 or 7, kids enter the stage of social comparison. In this stage, they begin to evaluate their own performance by comparing it to others. So as the parent, reinforce what the coach has emphasized and help her focus on individual improvement.

Q: My son has set some great goals but I am not sure if the coach is aware of them.

A: Ask your son if he developed the goals with his coach. You might find that the coach actually helped your son set these goals. This is the beginning of your son learning to take risks and responsibility for his sport.

Encourage his goal to be "SMART".

- .. **Specific:** tells the athlete what to do
- .. **Measurable:** able to measure and record progress
- .. **Attainable:** athlete can experience success
- .. **Realistic:** challenging but "do-able"
- .. **Trackable:** short-term goals build into long-term goals

Q: All my athlete talks about is being an Olympian. Should I discourage this since it may not be realistic?

A: Most kids will have long-term or "dream" goals of making the Olympic team or winning a National Championship. Dream goals can be beneficial by helping motivate your athlete to go to practice and to train hard (and there is no way of knowing if it is realistic or not). While it is okay to have dream goals, there are several problems with athletes only having dream goals. These

problems include not knowing if they are making progress towards their goal, not experiencing little “successes” along the way, and losing motivation when the goal seems so distant. To combat this, it is important to also talk to your child about setting short-term or even daily goals. Ask him what he is working on in practice this week (just as you ask him what is going on in school), get him to identify skills he needs to improve on, and follow up with him to help him recognize successes along the way. Be sure to ask your son to speak to his coach if he needs help seeking some practice or short-term goals.

Q: I know the mental aspect of sports is important. Should my child be using mental skills, or is she too young?

A: If we equate mental skills with physical skills, as we should, this question becomes easier to answer. Just as there are certain physical skills that a young athlete is not physically, developmentally, or cognitively ready for, there are also mental skills he is not ready to learn. But, on the flip side, there are basic mental skills young athletes can be taught at this level. It is great to begin laying a foundation of mental skills (just as it is great to introduce basic physical skills at a young age). Some basic skills that can be introduced include setting goals, imagery, 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. These are skills that coaches can work on with young athletes

Q: My child gets so nervous before a competition. Is this natural? What can I do to help her to reduce this competitive pressure/stress?

A: To a degree, nervousness is part of the competitive experience and can be used as an opportunity to teach the young athlete specific strategies or skills to help her manage this arousal or nervousness. A simple skill that young athletes can learn to help manage the “butterflies in their stomachs” is belly breathing. The athlete is taught to take slow, deep breaths into her belly, hold it briefly, and then exhale slowly. Words can be included to help the athlete focus her thoughts on something besides worry. This is a quick strategy that helps calm the body and mind and only takes a few seconds to do. Another skill to help the athlete deal with muscular tightness brought on by nervousness is progressive muscle relaxation. In this procedure, the athlete goes through the major muscles in her body and first tenses and then relaxes each muscle. This teaches athletes to learn the difference between a tense and relaxed muscle, to learn where different muscles are

located, and to eventually be able to relax specific muscles as necessary. Remember that these skills must be taught and practiced before the athlete will be able to use them effectively.

We also know that excessive anxiety can be damaging to both performance and to the athlete's desire to enter such situations in the future. Two factors which have been found to play a role in the level of anxiety experienced are the importance of the event and the uncertainty of the outcome. Greater importance and greater uncertainty lead to increased anxiety. Parents, this suggests that you can play an active role in reducing competition anxiety by de-valuing the outcome of the event and by focusing on the individual performance over which the athletes have control.

Q: What are the symptoms of anxiety?

- .. increased heart rate
- .. rapid breathing
- .. sweating
- .. negativity
- .. jittery
- .. frequent ‘pit stops’
- .. excessive worry
- .. doubts
- .. talk of failure
- .. low confidence

Q: What are some strategies to manage anxiety?

- Deep belly breathing
- positive self-talk
- relaxation exercises
- think of success
- visualize race
- listen to music
- focus on goals
- light massage
- distract by talking to friends and family

10 Commandments for Sport Parents



- I. Thou shall not impose thy ambitions on they child.
- II. Thou shall be supportive no matter what.
- III. Thou shall not coach thy child.
- IV. Thou shall only have positive things to say at a competition.
- V. Thou shall acknowledge thy child's fears.
- VI. Thou shall not criticize the officials.
- VII. Thou shall honor thy child's coach.
- VIII. Thou shall be loyal and supportive of thy team.
- IX. Thy child shall have goals besides winning.
- X. Thou shall not expect thy child to become an Olympian.

GLOSSARY

A Glossary of those strange and wacky words we use in the sport of swimming. Parents! You may or may not find these words in the English Dictionary, and if you do, their definitions will probably be radically different than the ones listed in this Glossary. Relax and take your time reading. Soon you'll be understanding and maybe even speaking some "SWIMSLANG".

- Age Group*** Division of swimmers according to age. The National Age Group divisions are: 10-under, 11-12, 13-14, 15-16, 17-18. Some LSC's have divided the swimmers into more convenient divisions specific to their situations: (i.e.) 8-under, 13-Over, 15-Over, Junior, Senior.
- 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 2 being first alternate and the next being second alternate. If a finalist cannot participate, the alternates are called to take their place, often on a moments notice.
- Anchor*** The final swimmer in a relay.
- ASAA*** Alaska High School Athletic Association
- ASCA*** The American Swim Coaches Association. The professional organization for swim coaches throughout the nation. Certifying coaches and offering many services for coaches' education and career advancement.
- Bull Pen*** The staging area where swimmers wait to receive their lane and heat assignments for a swimming event. Area is usually away from the pool and has rows of chairs for the swimmers to sit. The Clerk of the Course is in charge of the Bull Pen.
- Championship Finals*** The top 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. The fastest heat of finals when multiple heats are held. Big Finals.
- Check-In*** The procedure required before a swimmer swims an event in a deck seeded meet. Sometimes referred to as positive check in, the swimmer must mark their name on a list posted by the meet host.
- 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 rule book 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.
- Course*** Designated distance (length of pool) for swimming competition. (I.e.) Long Course = 50 meters / Short Course = 25 yards or 25 meters.

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| <i>Deck Seeding</i> | Swimmers report to a bull pen or staging area and receive their lane and heat assignments for the events. |
| <i>Disqualified</i> | 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. |
| <i>Division I-II-III</i> | NCAA member colleges and universities are assigned divisions to compete in, depending on the schools total enrollment. Division I being the large universities and Division III being the smaller colleges. |
| <i>Dropped Time</i> | When a swimmer goes faster than the previous performance they have "dropped their time". |
| <i>Dryland</i> | The exercises and various strength programs swimmers do out of the water. |
| <i>Entry</i> | An Individual, Relay team, or Club roster's event list into a swim competition. |
| <i>Entry Fees</i> | The amount per event a swimmer or relay is charged. This varies depending on the LSC and type of meet. |
| <i>Event</i> | A race or stroke over a given distance. An event equals 1 preliminary with its final, or 1 timed final. |
| <i>False Start</i> | When a swimmer leaves the starting block before the horn or gun. One false start will disqualify a swimmer or a relay team, although the starter or referee may disallow the false start due to unusual circumstances. |
| <i>Fastest to Slowest</i> | A seeding method used on the longer events held at the end of a session. The fastest seeded swimmers participate in the first heats followed by the next fastest and so on. Many times these events will alternate one girl's heat and one boy's heat until all swimmers have competed. |
| <i>Finals</i> | The final race of each event. See "Big Finals", "Consolation Finals", "Timed Finals", etc. |
| <i>Heats</i> | A division of an event when there are too many swimmers to compete at the same time. The results are compiled by swimmers time swam, after all heats of the event are completed. |
| <i>Heat Sheet</i> | The pre-meet printed listings of swimmers seed times in the various events at a swim meet. These sheets vary in accuracy, since the coaches submit swimmers times many weeks before the meet. Heat sheets are sold at the admissions table and are used mainly to make sure the swimmer has been properly entered in all the events they signed up for. Parents enjoy looking at the seedings prior to the race plus swimmers can tell the order the events will be conducted and get a rough idea how long the meet sessions will last. |
| <i>High Point</i> | An award given to the swimmer scoring the most points in a given age group at a swim meet. All meets do not offer high point awards; check the pre meet information. |
| <i>HOD</i> | House of Delegates. The ruling body of an LSC composed of the designated representative of each club plus the board of directors (BOD) of the LSC. One vote per club and board member. |
| <i>Illegal</i> | Doing something against the rules that is cause for disqualification. |

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| <i>IM</i> | Individual Medley. A swimming event using all 4 of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke, Freestyle. Equal distances must be swum of each stroke. Distances offered: 100 yds, 200 yds/mtr, 400 yds/mtr. |
| <i>Interval</i> | A specific elapsed time for swimming or rest used during swim practice. |
| <i>Invitational</i> | Type of meet that requires a club to request an invitation to attend the meet. |
| <i>J.O.</i> | Junior Olympics. An age group championship meet conducted by the LSC. |
| <i>Jump</i> | An illegal start done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall. |
| <i>Mile</i> | The slang referring to the 1500 meter or the 1650 yard freestyle, both of which are slightly short of a mile. |
| <i>Novice</i> | A beginner or someone who does not have experience. |
| <i>NT</i> | No Time. The abbreviation used on a heat sheet to designate that the swimmer has not swam that event before. |
| <i>Officials</i> | The certified, adult volunteers, who operate the many facets of a swim competition. |
| <i>Pace Clock</i> | 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 warmups or swim practice. Usually referred to as, "the clock." |
| <i>Paddle</i> | Colored plastic devices worn on the swimmers hands during swim practice. |
| <i>PR</i> | The slang referring to a best time, or 'personal record'. |
| <i>Scratch</i> | 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. |
| <i>Seed</i> | Assign the swimmers heats and lanes according to their submitted or preliminary times. |
| <i>Senior Meet</i> | A meet that is for senior level swimmers and is not divided into age groups. Qualification times are usually necessary and will vary depending on the level of the meet. |
| <i>Shave</i> | The process of removing all arm, leg, and exposed torso hair, to decrease the "drag" or resistance of the body moving through the water. Used only by Seniors at very important (Championship) meets. |
| <i>Short Course</i> | A 25 yard or 25 meter pool. |
| <i>Split</i> | A portion of an event, shorter than the total distance, which is timed. (I.e.) A swimmers first 50 time is taken as the swimmer swims the 100 race. It is common to take multiple splits for the longer distances. |
| <i>Starter</i> | The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff. |

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| <i>Stroke Judge</i> | 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. |
| <i>Swim-A-Thon</i> | The "Fund Raiser" copyrighted by USA SWIMMING for local clubs to use to make money. |
| <i>Taper</i> | The resting phase of a senior swimmer at the end of the season before the championship meet. |
| <i>Timed Finals</i> | Competition in which only heats are swum and final placings are determined by the those times. |
| <i>Time Standard</i> | A time set by a meet or LSC or USA SWIMMING (etc) that a swimmer must achieve for qualification or recognition. |
| <i>Timer</i> | The volunteers sitting behind the starting blocks/finish end of pool, who are responsible for getting watch times on events and activating the backup buttons for the timing system. |
| <i>Touch Pad</i> | The removable plate (on the end of pools) that is connected to an automatic timing system. A swimmer must properly touch the touchpad to register an official time in a race. |
| <i>Transfer</i> | The act of leaving one club or LSC and going to another. Usually 120 days of unattached competition is required before swimmer can represent another USA SWIMMING club. |
| <i>Unattached</i> | An athlete member who competes, but does not represent a club or team. (abbr. UN) |
| <i>Unofficial Time</i> | 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. |
| <i>USA SWIMMING</i> | The governing body of swimming. United States Swimming. |
| <i>Warm-down</i> | The loosening a swimmer does after a race when pool space is available. |
| <i>Warm-up</i> | The practice and loosening a swimmer does before the meet or their event is swum. |
| <i>Zones</i> | The country is divided up into 4 major zones: Eastern - Southern - Central - Western. At the end of the long course season (in August) the Zone Administration sponsors a championship age group meet. |

Student Permission Form

Ketchikan Killer Whales swimmers are required to maintain good grades in order to travel to swim meets. Therefore, it is a team requirement that students obtain written permission from teachers that verifies they are in good academic standing.

_____ has permission to attend the _____ swim meet being held in _____ on _____. He/she will be departing on _____ at _____, and returning on _____ at _____. I understand he/she will have to leave school early on _____ to catch the airport ferry.

Parent

Teacher

Principal

Teacher

Secretary

Teacher

Teacher

Teacher

Teacher

Teacher

Teacher

Coach/Assistant Coach

SEAK Handbook

Section I: Mission Statement

To develop, educate and empower Southeast Alaskan youth in their quest for leadership and achievement in life, through competitive swimming.

The purpose of SEAK will be to maximize participation and opportunities for Southeast Alaskan swimmers.

Section II: Governance

Southeast Alaska Swim Team (SEAK) will be a coached owned organization. SEAK coaches will pay the USA registration fee. All other costs will be divided equally and fairly to the individual communities.

SEAK will be made up of participating communities, combining teams from participating Southeast Alaskan clubs. New communities may also join the organization. Local communities may join or separate from SEAK at any time, given the 120 day unattached rule.

All athletes will register with USA Swimming as Southeast Alaska Swim Team (SEAK) members. Non-athletes, including coaches, will register with their local club.

Local clubs will always retain all ability to make decisions regarding their swimmers (travel, meets, policies, employees, etc), with the hopes that southeast clubs will work together to build a closer, stronger group. All other SEAK decisions (some relays, out of state meets) will be made by the coaches. If an agreement cannot be made, a majority vote of the participating coaches will be the deciding factor. In the event of a tie, the current SEAK head coach's vote will be the deciding vote.

Section III: Meet Policies

Local meets (time trials): Swimmers participating in time trials will be entered and swam as SEAK swimmers. Entries will be submitted to AK swimming as SEAK.

Southeast meets (invitations, dual meets, and Southeast Championship): Swimmers will be entered as local communities (KKW, VSC, GSC, HDST, BBSC, CWSC) and participate in all individual and relay races under local clubs. If scored, points will be awarded to the local community teams. Upon submitting the results to AK swimming, meet management will merge all attached athletes onto SEAK.

State Championships: Each local community will submit entries to the SEAK entry chairperson no later than exactly one week prior to when the meet entries are due according the meet invitation. Entries will be based on what coaches believe is best for the local community's swimmers. If a coach wishes to enter a relay with only local swimmers, he/she may do so at this time and they will compete at the meet together. The entry chairperson will merge all the entries from each community, coordinate relays from remaining swimmers and send entire entries back to the local communities for approval no later than 3 days before the entries are due to the host team. If the local club makes any changes, they are due no later than one day prior to entry deadline.

Out of State championship meets: 2 week prior to meet, coaches will send in individual entries, SE entry chair will merge entries and email back to coaches. Relays and relay only swimmers will be picked by the coaches. Local communities will be charged their respective entry fees (due to meet entry chair), and the entry chair will mail one payment with meet entries by the deadline.

Section IV: Job Descriptions

Head Coach: Will be rotated on an annual basis when the team is registered in the fall. The head coach will be rotated according to seniority; new coaches will enter the rotation at the bottom of the list. The head coach will be responsible for communicating any and all general SEAK material (mail, email, meet invites, etc).

Meet Entry Chair: The meet entry chair will be chosen by the coaches. The entry chair shall be responsible for merging all entries from local communities, forming possible relays, and communicating entries back to individual communities for approval BEFORE submitting entries to the meet host. The meet entry chair will follow up if necessary to ensure all entries are appropriate and submitted by the entry deadline. The meet entry chair will also be responsible for breaking up the meet entry fees and giving the total to each individual club and deciding whether to collect fees and submit as one payment, or have each club submit their own fees to meet host.

Team Apparel: One coach shall be selected by the coaches to be responsible for SEAK apparel including, but not limited too, caps, T-shirts, sweats, and swim suits. The team apparel chairperson will maintain the SEAK logo and distribute it to teams whenever requested. The team apparel chair will chose a sponsor (Speedo, Nike, TYR, etc) and team dealer. Local communities are encouraged to use the same dealer.

Website: A coach or combination of coaches shall be responsible for maintaining a SEAK website. The site must include hyperlinks to each community swim club.

Individual club coaches: Each head coach of local community teams shall be employed by the local club. Their primary focus will remain the swimmers they directly coach. In addition to all duties described in their own job descriptions, they will work towards the SEAK mission.

Section V: Records

Local records will remain the same, only swimmers from the local community can break local team records.

SE regional records will continue to be maintained. Records will be issued to the team the individual or relay represented (SEAK).

SEAK will not maintain team records.

Section VI: Local Identity

All clubs within SEAK will maintain their local identity. All existing team names, apparel and tradition should be continued. At the local and southeast level, teams should solely represent their local community. At the state and championship level, swimmers should, at the minimum, wear SEAK caps. T-shirt, sweats, and other apparel are at the discretion of the local clubs.

Section VII: Relays

For all meets within Alaska, local clubs will always have the option of entering 4 swimmers together on a relay. Swimmers not attached to a local relay will form as many relays as possible to give the most swimmers the opportunity to participate. Whether relays are built in order to develop the fastest relays, the most relays that may score, or another reason is at the discretion of the coaches. If in doubt, relays will be formed on a fastest to slowest basis according to past achieved times.

Section VIII: Financial

Other than collecting and paying entry fees, SEAK will have no income or expenses. Annual team registration fees will be paid by the coaches. If SEAK wishes to pursue fundraising, it must not interfere with any local fundraising, and all money must be allocated back to swimmers' meet cost.

Section IX: Awards

Any team awards received for SEAK accomplishments shall be shared between clubs. Duplicate awards will be ordered for all individual clubs that wish to own one, and expense will be equally shared between those clubs. Awards given to SEAK that were the result of a swimmer or swimmers from only one local community shall remain in the sole possession of that local club.

Please sign and return this section:

I have read the Ketchikan Killer Whales Handbook, and understand the organization's policies and procedures.

Adult Name

Date

Adult Name

Date