



**Summer Swim Club  
New Parent Handbook**



# SWIM MEET INFORMATION

## Regular Swim Meets

- The Piranhas will swim in six regular meets during the summer season. All of these meets are held on Saturday mornings, and usually run from 7:00 am to around 1:00 pm. Warm up is at 6:00 am for home meets and 6:30 am for away meets. Attending warmups for both home and away meets is required. Swimmers MUST check-in at the Check-in Table to get their assigned races and to let the coaches know you are present.
- Swimmers should sign up for three individual events by the end of practice each Wednesday before a meet. Swimmers sign up for meet races on our website: [fiveparkspiranhas.org](http://fiveparkspiranhas.org) under the tab SWIM MEET SIGNUP. Generally, the sign up should be available on Monday morning prior to the upcoming weekend meet and will include all eligible races by age group. It is the parent's and swimmer's responsibility to make sure they sign up for their races by the deadline each week. Failure to do so, may exclude a swimmer from being able to participate at that meet. You will NOT be notified if you have not signed up! Swimmers are not guaranteed the events they sign up for; the head coach will make the final decisions on event entries for each meet, including placing swimmers on one or two relay teams at each meet.
- IF YOU PLAN TO BE GONE FOR A MEET, PLEASE INFORM THE COACH IN WRITING OR BY E-MAIL BY THE WEDNESDAY BEFORE THE MEET, SO THAT EVENTS CAN BE PLANNED ACCORDINGLY!!!

**NOTE: When the Piranhas are hosting a meet, it is expected that parents will sign up to work in one of the following areas: Meet Set-up, Heating Area, Concessions, Apparel Sales, Timing, Officiating, Results, Parking, Facilities Monitoring, or Clean-up. Volunteer sign-up will be via a link to SignUp Genius from our website: [fiveparkspiranhas.org](http://fiveparkspiranhas.org). OUR HOME MEETS CANNOT TAKE PLACE WITHOUT YOUR HELP!**

## Relay Races @ Regular Swim Meets

- Relays help make swimming a team sport. They provide an opportunity for all swimmers to participate and have fun. If you are assigned a relay, you are expected to swim.
- Coaches will assign the relays and reserve the right to determine relays for reasons other than time, such as attitude, attendance, and sportsmanship. The coaches generally assign relays based on the following criteria:
  - ❖ For qualification meets, such as league and state, relays will be determined by placing the four swimmers with the fastest times on the "A" relay, the 5<sup>th</sup>-8<sup>th</sup> fastest times on the "B" relay, and so forth. The times used to determine relays will be the swimmer's best time or their best relay split time.
  - ❖ For regular meets, relays will usually be determined by making the fastest possible relays while also attempting to place all swimmers on a relay. For instance, sometimes the fastest freestyle swimmer will need to swim butterfly on the "B" relay, rather than swimming freestyle on the "A" relay.
  - ❖ The coaches recognize that relay placement is important for many swimmers. Remember that complicated situations do develop and while there may be a few ways to solve the dilemma, only one solution must be chosen. Please respect the coach's judgment.

**NOTE: Swimming is an individual sport and also a team sport. A relay is usually chosen by a coach to make the fastest possible relays for the swim team. Sometimes a swimmer will need to swim a stroke they don't necessarily like in order to contribute to the team. Good swimmers realize that they must occasionally swim less enjoyable individual or relay events to contribute to the team. Great swimmers take the responsibility of swimming for their friends and team very seriously and with pride!**

# SWIM MEET INFORMATION (Continued...)

## C/D and Last Chance Meets (Optional)

- Developmental meets are designed to help swimmers improve their times in order to move up a bracket into C, B, A (“League”) or “State” qualifying times.
- An “A” time qualifies a swimmer to swim at the League Meet. A “State” time qualifies a swimmer to swim at the State Meet.
- Swimmers should compare his/her recorded times to the [FSA Qualifying Times](#) on our website: [fiveparkspiranhas.org](http://fiveparkspiranhas.org) to see his/her standing.
- Developmental meets offer only individual events, i.e., no relays. These meets give swimmers a chance to improve their times while earning ribbons for their accomplishments. Swim coaches are spread thin on the day of developmental meets because there are often two or more meets scheduled on the same day (often Sundays). **Therefore, it is important for a participant to know what events he/she is entered in, and where and when the meet is being held.**

## AAC Pentathlon Meet (Optional)

The AAC Pentathlon Meet is held mid-summer at Applewood Athletic Club. Each swimmer swims the same five (5) events: one event of each stroke and an individual medley event:

- ❖ 8 & under: 25 of each stroke and a 100 IM
- ❖ 9 - 12: 50 of each stroke and a 200 IM
- ❖ 13 & older: 100 of each stroke and a 400 IM

The times from all five events are added together to determine the overall time and place. Swimmers must have at least “B” league times in four (4) of the (5) events to enter the meet.

## Relay Meet (Optional)

- This meet is held mid-summer, during the week, at Applewood Athletic Club. It starts in the afternoon and can run well into dark. This is an extremely fun meet as it involves many different kinds of relay races not offered at regular FSA meets. The races involve varying distances and combines age groups, which makes this meet VERY fun for the kids. There is also a Parents Relay and a Coaches Relay at the end of the evening, so you’ll want to be sure to stick around for the entertainment! Concessions will be available.

## FSA Summer Club League Meet

- This is a three-day meet with all teams in the Foothills Swimming Association League (10 teams). Only swimmers with “A” or better times qualify for individual events.
- **It is an honor and an accomplishment to qualify for this meet**, and the points earned at this meet determine our divisional ranking within the league.

- **Even if swimmers do not qualify for an individual event, they may be scheduled to swim in one or more relay events (one on Saturday and/or one on Sunday). The head coach will expect those chosen to swim on a relay will be available for practices and the league meet.**

ADDITIONAL INFORMATION REGARDING THE FSA LEAGUE MEET IS AVAILABLE ON THE FOOTHILLS SWIM ASSOCIATION (FSA) WEBSITE AT: <http://www.fsacolorado.com>

### **Colorado Summer Club State Meet**

- Approximately 50 teams participate in this three-day meet. Most teams are from the Denver metro area, but Colorado Springs and Fort Collins are also represented.
- A swimmer must have a “State” time to qualify for an individual event. This is faster than an “A” time. A swimmer, who gets a “State” time at any meet, including the League Meet, will qualify to swim in the State Meet.
- **It is an honor and an accomplishment to qualify for this meet.**
- **As in the League Meet, even if swimmers do not qualify in an individual event, they may be scheduled to swim one or more relay events at the Summer Club State Meet. As with the Summer Club League Meet, it is an honor to be selected by the head coach to swim in a relay event and support your team.**

ADDITIONAL INFORMATION REGARDING THE STATE MEET IS AVAILABLE ON THE COLORADO SUMMER CLUB SWIMMING ASSOCIATION STATE SWIM MEET WEBSITE AT: <http://www.statemeet.com>

# WHAT TO EXPECT AT A SWIM MEET

## Come Prepared

As most of you know, when planning an event in Colorado, plan for anything. Swimmers should bring several towels, warm-ups or sweat suits, a sleeping bag or blankets, extra goggles and sunscreen to the meets. It is important to stay hydrated during a swim meet, so make sure you have plenty of water, and pack healthy, high-energy snacks. Most importantly, swimmers should come dressed in their team suits, t-shirts, caps, and goggles. Families should consider bringing sunshades, snacks and activities for siblings. Concessions will be available.

## Warm-Ups

The coaches will announce the start time for each meet during practice the week before the meet. (This information will also be posted on the team website.) Swimmers will usually meet at the host pool about an hour before the start of the meet for warm-ups. Plan to arrive 15 minutes before the scheduled warm-up so you are prepared and ready to go. Swimmers will warm up in the pool for about thirty minutes prior to the start of each meet. **WARM UP IS MANDATORY FOR ALL SWIMMERS!**

## Check-In

Upon arrival at the meet, all swimmers must check in with the Check-In Coordinator(s) at the check-in table. It is at this time that each swimmer will receive the events he/she will swim by reviewing the age-group event listings at the table. Sharpies will be available for those swimmers wanting to write their event numbers on their arm – this is highly recommended so swimmers can track their races and make it to the heating area on time. Make sure swimmers also note their position, and stroke, if swimming in a relay.

## Entries

Each swimmer can swim up to 3 individual events and 2 relays during each meet. See the [Order of Events](#) (on our website: [fiveparkspiranhas.org](http://fiveparkspiranhas.org)) for a list of the races available for your swimmer, based on their age group.

At regular swim meets, each team can enter an unlimited number of swimmers in short freestyle and backstroke events. The number of swimmers from each age group (boys and girls) entered in other events may be limited by unanimous agreement of all of the coaches involved in the meet.

## Exhibition

Your swimmer can only swim in three individual events for points at a swim meet. However, the coach **may** allow a swimmer to swim an event as an exhibition swimmer for the experience or to better an individual time. An exhibition swimmer does not receive points towards the team's score or a ribbon, but the time he/she receives in the event will serve as an official time to qualify for "League" or "State" times. Exhibition swimmers will be determined by the coaching staff for each meet, and will be notified by the coaches if they have been selected to swim.

## Relays

There are two types of relays: free and medley. In the free relay, all four swimmers swim freestyle. In the medley relay, each swimmer swims a different stroke: back, breast, butterfly, freestyle, in that order. In the 8 & under age group,

each swimmer swims 25 meters, so the breast and freestyle swimmers start out at the opposite end of the pool. The swimmers will be directed to their start positions by heating volunteers.

## **Racing Procedures**

- Swim meets are “pre-heated” which means swimmers will be directed, in the heating area, to their lane. They will not have a card to hand to the timer before they swim their event. The event card system is no longer being used for FSA events.
- Swimmers should monitor the Event Board hanging by the heating area that posts the “First Call” and “Last Call” for each event. It is the swimmer’s responsibility to make sure that they watch the Event Board so they’ll know when their event is ready to be called.
- Before the swimmer’s event is posted as “First Call”, the swimmer may be required to check in with the coach to get last minute instructions.
- When their event is posted as “First Call”, swimmers should proceed to the heating area. Once the swimmer is seeded for the race, the attendant will call the swimmer by name. The swimmer will move to his/her assigned lane at the beginning of the race.
- After they have completed their event, swimmers are encouraged to check in again with the coach to discuss their race.

## **Heating Area**

This area is used to organize and line up swimmers for each race. It is important that swimmers stay in the Heating Area after they have reported for “First Call.” When the Heating Area volunteers are ready to seed each race, they will call out the swimmer’s names and seat each swimmer according to the lane in which they will swim. If a swimmer does not respond when his/her name is called, he/she will be scratched from the race. Every effort will be made to ensure that all swimmers get to swim their events. However, the swimmers are responsible for getting where they need to be and following the directions of the Heating Area volunteers. Heating Area volunteers do not have time to look for missing swimmers. If a swimmer arrives late to the Heating Area, then they cannot swim that event. Please make sure your swimmer understands that they should be relatively quiet and refrain from horseplay in the Heating Area.

## **Races**

When the swimmers get to the starting block just prior to their event, the lane timer will double-check that they are in the correct lanes.

## **Disqualification (DQ)**

It is not uncommon, especially for new swimmers, to be disqualified (DQ’d) after completing an event. If this happens, an official will write the reason for the DQ on the timer’s sheet and talk to your child after the event to explain the reason for the DQ. Swimmers get DQ’d for such things as diving off the block before the start of the race, executing the wrong stroke or kick for the event, or making an improper touch on the wall. This happens often and is a time for special TLC from the parents. Please remember that the officials do not like to DQ swimmers, but it is their responsibility and they are trained to do so. They will break the news to the swimmer as gently as possible. When a swimmer is DQ’d, the time from the DQ’d event cannot be used to score points for the team and no ribbon is awarded. If a swimmer is DQ’d in a relay, the whole relay team is DQ’d. Times will not be posted for DQ’d swimmers or relay teams.

## **Results**

Timers record swimmer times on timing sheets. Timing sheets are then delivered to the results/scoring area. Results are compiled on the computer and posted continuously during the meet in the pool area. Meet Mobile, an iPhone and Android App, is also available to purchase for download to your smartphone. You may track our team and your swimmer(s) results even faster as they are posted to Meet Mobile. Ribbons are given to the coach at the end of the meet and distributed via the swimmer's file box during next week's practice.

## **Meet Duration**

Regular meets are generally over by approximately 1:00 pm. There are approximately 110 events each meet. Developmental meets can run slightly longer. League meets run from Saturday morning through Sunday afternoon (often with the longer events for older swimmers held on Friday nights). The State meet usually splits days according to age group. 400 Freestyle events (Events 1-6) are held on Friday. Lower Division age groups (12 & under) swim on Saturday and the Upper Division age groups (13 & older) swim on Sunday. Although we encourage swimmers to stay until the end of the meet to cheer on teammates, swimmers may leave when they have completed their individual and relay events. Keep in mind, that if your child will be swimming until the end, we suggest that you sign up for volunteer duties during the last shift.

## **Away Meets**

You will travel individually to the various meet locations (we do not have team transportation). Addresses of the other pool locations can be found on our website ([fiveparkspiranhas.org](http://fiveparkspiranhas.org)) under Pools in Our League. Please use Google Maps or MapQuest to print driving directions. Swimmers are expected to be on time for warm-ups, and to check in at the check-in table even for away meets. Not all meets start at the same time. You will be informed each week of warm-up and meet start times.



# VOLUNTEERS

**Parent volunteers are critical to the success of our program!**

**Meets cannot happen without you!**

In order to run a swim team, and especially a swim meet, it takes many people contributing in many ways. We utilize parent volunteers instead of paid employees to fill these roles in order to keep the cost of participating on the team to a minimum. **We ask that each family volunteer at least 15 hours** of work during the summer in order that we may have a well-organized, well-run team.

**Parent Participation Fee (PPF) Agreement Form/Deposit:** A Parent Participation Fee form must be signed by each family to ensure you are aware of the policy and turned into the team with \$150 PPF deposit check.

**Volunteer Log Book:** A Volunteer Logbook will be available at practices to record your volunteer hours. All hours **must be recorded** and must total the required number of volunteer hours as stated in the PPF (Parent Participation Fee) Agreement, in order to receive your PPF deposit back at the end of the season.

**Volunteer Sign-up:** Prior to each meet and social event, volunteer positions will be posted on SignUp Genius.

**NOTE: Swim meets are not the only way to earn volunteer hours. There are many events during the summer season and many jobs to do behind the scenes, including bringing food and drinks and organizing social events. If helping at meets is a problem, see a Parent Board Member about other volunteer opportunities.**

## **Home Meets**

Although the meets are supervised by the coaches, they are run by parent volunteers. If your child is swimming in a meet hosted by the Piranhas, you can expect to be called upon to do one or more of the following jobs:

- **Timers:** Stopwatches are provided. Each lane must have three timers. All three times are recorded.
- **Starter:** One person is needed to announce and start all races and must be certified by the league.
- **Officials:** Four to six officials are needed for all races and must be certified by the league.
- **Check-in Coordinators:** Two volunteers are needed to arrive early and check-in all our swimmers to verify attendance and race entries during home and away meets.
- **Herders:** Two volunteers are needed to organize swimmers by heat and lane assignments and move them up through the heating rows to the blocks.
- **Heaters:** Two volunteers are needed to check in swimmers upon arrival in the Heating Area. The heaters also keep track of the event board and change First Call and Last Call event numbers.
- **Runners:** Two volunteers are needed to deliver completed timer sheets to the results area after each event and move 8 & under swimmers to the opposite side of the pool for their relays.

# VOLUNTEERS (Continued...)

- **Results:** Three volunteers are needed to help the chairperson with results. One person is needed to highlight the correct race times recorded on the timer sheets and place them in order before giving them to data entry. One person is needed to help with data entry and printing results, and one person is needed to prepare and sort ribbons, and post results.
- **Hosts:** Two people are needed to take refreshments to adult helpers throughout the meet.
- **Concessions:** Three to four people are needed to help sell concessions at our home meets.
- **Parking Attendants:** Three volunteers are needed on the morning of the home meets to help direct traffic and show people where to park.
- **Facility Monitors:** Two volunteers are needed to monitor the bathrooms and pool area during the home meets. This will involve checking on bathrooms, emptying trash cans and making sure parents and children are not sitting or walking in unauthorized (roped off) areas. These volunteers can work in shifts.
- **Apparel Sales:** Volunteers are needed to sell Piranhas apparel at the booth during the home meets.
- **Home Meet Set-up Volunteers:** Five to ten volunteers are needed for setting up the coaches and heating tent at home meets as well as helping the Board Members get the pool ready on Friday night for hosting our home meets. Duties include placing lane lines, setting up chairs and tables, putting up signs and barrier tape, etc.
- **Home Meet Take-down Volunteers:** Multiple volunteers are needed immediately following our home meets to help clean up the pool area, take tents down, reposition chairs, tables, take down signs, and haul trash, etc.

**NOTE: The number of volunteers listed above for each job reflects the number of workers needed per shift. There are usually two or three shifts.**

## Away Meets

When meets are held at other clubs, we are still responsible for supplying timers and officials. SignUp Genius will also be used to sign up for volunteer positions at away meets. Generally, there are two or three shifts, and we expect that everyone is willing to share in this responsibility. Volunteers are also needed to check swimmers in when they arrive at the away meets.

## League and State Meets

Parents of children who swim at the league and state swim meets are **REQUIRED** to volunteer during those meets, **regardless of your PPF volunteer hour fulfillment**. In other words, even if you've already met your 15 hour volunteer commitment during the regular season, you will still be expected to volunteer at the league and state meet if your child is swimming. Each team is assigned an area of responsibility (i.e. timing verification, hospitality, etc.) for the league meet. We will also be assigned one or two lanes for timing. There are other opportunities for volunteering, i.e., transporting, setting up, and taking the tents down. Since it may be a smaller set of swimmers who go to these meets, **ALL** parents of these swimmers need to volunteer.