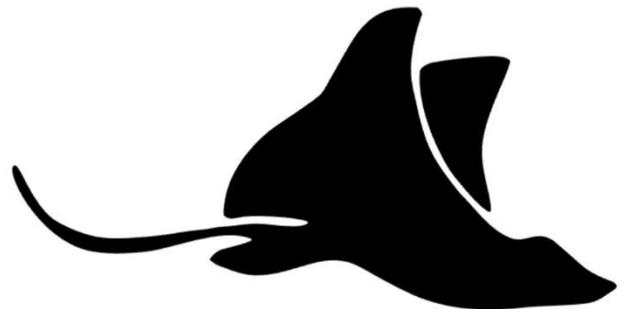




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**MUSCATINE
COMMUNITY YMCA
MANTA RAYS
SWIM TEAM**

**COMPETITIVE
SWIMMING 101**





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PURPOSE

The purpose of this guide is to provide new swim families with the basics of competitive swimming. There is a lot to learn with any sport and we hope the information provided within this guide will help you become more comfortable with swimming terms, expectations, equipment needs, and a general overall understanding of the sport.

Some of this information is duplicated in the Team Handbook & Swim Meet Survival Guide because it is important enough to be said multiple times. If we sound like a broken record, it is for a reason!

TERMS YOU SHOULD KNOW:

BLOCK: The starting Platform the swimmer will use to dive from at the beginning of the race.

BULKHEAD: A temporary or permanent wall constructed to divide the pool into different courses.

CIRCLE SWIMMING: performed by staying to the correct side of the black line when swimming in a lane to enable maximum use of pool space (like driving a car on the right side of the road).

CLERK OF COURSE: An area where swimmers are arranged in order according to their events, heats and lanes. Also called a "Seeding Area", "Ready Wall/Bench" or "Staging". The COC is not an area for parents or swimmers to linger or hang out. Parents that are not in charge of this area should not be in this area with their swimmers.

DQ (DISQUALIFICATION): Occurs when an official observes a rule violation by the swimmer. A disqualified swimmer cannot receive awards or use the results as an official time.

DRILL: An exercise involving isolation of a portion or part of a stroke; used to improve technique or increase endurance.

FINISH: The final phase of the race; the touch at the end of the race.

FLAGS: Pennants strung across the pool 5 yards/meters from the end of the pool. The flags enable backstrokers to execute a turn or finish more efficiently by counting their strokes from the flags to the wall.

FLY-OVER START: Swimmers that have just completed their race will stay in the water while the swimmers who are next to swim step up on the block and start their race by "flying over" the swimmers still in the water. This helps keep the meet moving quickly. Not used in Backstroke events or Medley Relay since those swimmers must start in the water.

GUTTER: The area along the edge of the pool in which water overflows during a race & recirculates through the filtration system.

HEAT: a division of an event in which there are too many swimmers to compete at one time.

HEAT SHEET: Also called a Meet Program. Available to purchase for a few dollars. This is a listing of all the events, who is swimming, their heat and lane assignment and if they have a previous time in the event. It is not required to purchase but it is helpful for keeping track of your swimmer's events.

I.M.: Abbreviation for Individual Medley; an event in which one swimmer swims equal distances of each stroke in the following order: Butterfly, Backstroke, Breaststroke, Freestyle.

LANE LINE: A continuous floating marker attached to a line stretched from the starting end to the turning end of the pool for the purpose of separating each lane.

LAP COUNTER: A set of plastic display numbers used to keep track of laps during a race of 500 yards or more. A lap counter can also be the person who stands/sits at the opposite end from the start and uses the display numbers to keep track of the distance for the swimmer.

MEET: Competition designed to be a learning experience. By implementing what has been learned in practice, swimmers test themselves against the clock to mark improvement.





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OFFICIAL: a certified judge on the deck of the pool who observes each race for rule violations. Separate officials watch for stroke violations, start, finish & turn violations. There are also administrative officials, starters, timers and referees.

Q-TIME: Slang for qualifying time. A time standard that swimmers are required to meet or better for entry into specific meets.

RELAY: An event in which four swimmers compete together as a team to achieve one time. There is a Medley Relay (each swimmer swims a different stroke in the following order: Back, Breast, Fly, Free) and the Free Relay (every swimmer swims freestyle).

SCRATCH: To withdraw from an event in a competition. There may be time limits for scratching from an event without penalty.

SPLIT: A swimmer's intermediate time within a race. Splits are registered every 50 yards or meters and are used to determine if a swimmer is on pace. Under certain conditions, splits may be used as official times. In a relay, the time for one of the four individuals.

STREAMLINE: The position used to gain maximum distance during a start and/or push off from the wall in which the swimmer's body is as tight as it can be.

STROKES: term used to refer to the different styles/ways the swimmer's swim during competition. There are four competitive strokes: Butterfly (referred to as the Fly; abbreviated FLY), Breaststroke (referred to as Breast; abbreviated BR), Backstroke (referred to as Back; abbreviated BK) and Freestyle (referred to as Free; abbreviated FR)

TOUCH PAD: Part of the electronic timing system that is placed at the end of each lane and is sensitive to touch by the swimmer. Each time the swimmer touches the pad a signal is sent to the electronic timing system to register a split or the overall time.

WARM-UP: Low intensity swimming used by the swimmer prior to a main practice or race to get muscles loose and warm. Designed to gradually increase heart rate and respiration.

EQUIPMENT & SWIM SUITS

A competition style suit is the first and most important piece of equipment that every swimmer needs to have. Please do not try to use regular/recreation style trunks, suits or bikinis for practices or meets. Trunks/board shorts have more material-more material=more drag-which causes the lower body to sink for younger swimmers, causing poor body position & swimming form.

Boys: most boys are comfortable in "jammers" which are longer style (similar to compression bike shorts). They are tight fitting but go to just above the knee. A speedo style suit is also appropriate but some boys are not comfortable in them.

Girls: a one-piece competition style is most appropriate.

Colors and styles vary based on brands and time of year. For longer lasting suits, get a high percentage of polyester in the material. It will feel a little tighter on your swimmer but it will last longer.

Competition style goggles are the next important piece of equipment every swimmer should have. There are tons of styles and colors for both youth and adult so finding a pair should not be difficult.





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Facemasks or recreation style goggles (like the kind you get at Wal-mart) are not designed for competition and will not work well for your swimmer.

Caps are another piece of equipment most swimmers utilize. It helps keep hair out of the face while swimming and reduces the effects of chlorine to the hair. Silicone or latex caps are best for competition. Silicone caps are a little thicker, easier to get on and pull on hair less than latex caps. The team cap provided is a silicone cap.

There are regulations and restrictions for logos and appropriate language for caps and suits so if you aren't sure if something is appropriate, please ask your coach. In general, a brand logo is acceptable to have on equipment.





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PRACTICES

Practice times and dates vary each season. Manta Rays practice at both the YMCA and Carver Swim Center (at Muscatine High School). Whenever possible, practices will be scheduled at Carver and only at the YMCA when Carver is unavailable for use (either due to maintenance or scheduling conflicts with high school activities).

Coaches have the following rules and expectations regarding practices:

- Swimmers should attend as many practices per week as possible. We attempt to be as flexible as possible with minimum practice attendance, but there are recommendations so that coaches can strategically plan workouts to benefit all swimmers.
 - 8 years & under athletes should attempt to attend at least 3 practices a week minimum on average.
 - 9-10 year old should attempt to attend at least 3-4 practices a week minimum on average.
 - 11 years and older should attempt to attend 4-5 practices a week minimum on average.
- Swimmers should arrive at their practice locations promptly before practice is scheduled to start. Practice times are limited. Late arrivals cause confusion and interrupt the workout of other swimmers. We understand the occasional delay but regular tardiness should not be the norm, and will be addressed.
- Swimmers are expected to be ready to practice at scheduled times. This refers to physically as well as emotionally and mentally. Swimmers should be in suits with caps, goggles, and other gear ready to go at scheduled start times. We also expect swimmers to focus, listen, and follow directions of the coaching team. Any swimmer's that can't follow instructions, try to skip sets repeatedly, or are just not putting their best foot forward, may be asked to leave practice for the day. Coaches should not have to sacrifice safety or the workout of other swimmers to repeatedly coax effort from an unwilling swimmer.
- **Communication!!!** If your swimmer is unable to attend practice, is struggling, has additional needs that will effect practices, etc... please communicate with the coaches. Lack of communication leads to confusion, disruption of practices, assumptions and other situations that are not beneficial to the swimmer or the team. Please communicate with us!
- Parents are welcome to attend and observe practices on a limited basis, but should not interfere with practice or coach their child from the sidelines. If a parent is a distraction to their athlete, the coaching team may ask you to leave practice.
- **Let the coaches' coach.** If you need to communicate with coaches, please do not interrupt practices. Please wait until practice is over, email or direct message via the team app. Coaches have spent and will spend a considerable amount of time planning. They may have swimmers do things that look odd, or that violate the competitive regulations, but they have a purpose in teaching skill and technique, so please, let the coaches coach!
- Swimmers should never enter the water prior to practice times at either location.
- Parents, Swimmers and Coaches are expected to follow our Code of Conduct, as well as all facility rules and guidelines at all times.





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SWIM MEETS/COMPETITIONS

Swim Meets are competitions designed to be a learning experience for swimmers. By implementing what has been learned at practice, swimmers test themselves against the clock to mark improvement. Participation in meets is crucial for swimmers, parents and coaches in order to gauge progress.

Throughout the Fall/Winter YMCA season, there are approximately 5-8 regular meets as well as 3 Championship meets for those that qualify.

YMCA meet participation is not required in order to participate in practices but are strongly encouraged. Competition is the best way for coaches to gauge progress.

There are two types of meets: Regular or "Dual" meets and "Championship" meets.

REGULAR/DUAL MEETS

Regular or "Dual" meets are held both home and away. Parents are responsible for transportation to and from all meets-we do not travel as a team.

- We host approximately 3-4 home meets every season. Home meets are held at Carver Swim Center (MHS).
- We try to participate in at least 2-3 "away" meets. We try to keep distance to travel as short as possible, but we also want our swimmers to have the opportunity to swim in pools or with teams that are good hosts and that we may swim at later for Championship meets.
- There is no fee to participate in regular/dual meets
- There is no event minimum-this means your swimmer can swim one event (as long as they don't DQ or scratch) and it will qualify them towards their minimum meet participation for the season that is required for Championship meets.
- If swimmers wish to participate in "Championship" meets they must participate in at least 3 regular meets to qualify. Again, there is no event minimum so as long as they complete one event at a meet it counts toward their participation.

Meet participation is not mandatory but coaching staff strongly encourages a minimum of 3 meets each season, ideally swimmers should participate in as many competitions as possible.

CHAMPIONSHIP MEETS

"Championship" meets refer to meets that require a special qualification process and are usually more competitive in nature.

- The three Championship meets we participate in each season are: Sectionals, State, Regionals.
- There is a fee to participate in Championship meets.
- There is also usually a special qualification requirement/process to be able to attend.

Championship meets are usually "scored" in addition to ribbons or medals being awarded (meaning points are awarded to top finishing places)

To register for any meet:

- An email with meet details will be sent out from the team's general email address.





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- Within that email, you will find details on start times, warm-ups, special directions from the host team, and the registration deadline. Additional details may be sent out after registration has closed so please watch emails for meet details.
- There will be a registration link also included within that email: the link will indicate if your swimmer is participating in the meet, available for relays and if you have any special requests for events. All swimmers will have their events chosen for them by their coach. Coaching staff will discuss events with swimmers if they feel the events may be a challenge or the swimmer may be nervous about swimming the event. The coaching staff is open to hear suggestions from swimmers if they would like to try new events, but remember that the coaches will do what is best for everyone and have the entire team to consider, not just one or two swimmers.
- If you or your swimmer have any conflicts or restrictions that will effect what events they swim; you should communicate that with the coaches and the job assignment coordinators by the registration deadline.
- If there is a fee to participate in the meet (Sectionals, State & Regionals) those deadlines and payment options will be listed in the meet details.

SWIM MEET FEES

Swim Meet fees vary by league and are the responsibility of the swimmer/family to pay by the requested deadline. Meet fees are non-refundable. Swimmers with unpaid meet fees may be ineligible to enter additional meets until balance has been paid. Any special arrangements that need to be made for payments, must be approved by the Aquatics Director. **Coaches have no authority to adjust fees or take payments.**

- YMCA regular season meets are free to attend.
- YMCA Sanctioned/Championship meets at the end of the season have a fee to participate
 - Sectionals: \$15 per swimmer
 - State Championship: \$10 per swimmer
 - Regional Swim Meet: \$35 per swimmer

SCRATCHING OR CANCELLATION FROM A MEET

- If your swimmer becomes ill or in any other way is unable to participate in the meet-please communicate that with your coaches and the job assignment people immediately. In most cases; we would simply scratch your swimmer from their events and try to find someone to fill your assigned job. However, if your swimmer is on relays, coaches will need to try to find a replacement (which isn't always possible), so three other swimmer's won't get to swim either. The sooner we know the better so we can reach out to as many swimmers as possible to replace them on relays.
- In the case of inclement weather on scheduled meet dates the coaches, committee members and Aquatics Directors from all traveling teams and Manta Rays Swim Team will decide if the meet is to be cancelled, postponed, delayed, etc... The Muscatine Community YMCA will be notified of the status, a mass EMAIL generated through the Swim Team's G-Mail account will be sent out to all parents and may be posted on Facebook, through the team app, and the swim team's website, if time allows. We encourage all parents to call the YMCA Member Services or Welcome Center at 563-263-9996 if the weather appears to be uncertain for running a meet.
- If you feel it is unsafe to travel to a meet due to weather conditions, you may scratch your swimmer individually. Please send an email to muscatineswimclub@gmail.com or direct message the coach via the team app immediately so that coaches have time to make changes to the meet/relays. If you do not have access to email, please call the YMCA 563.263.9996 and they will contact Jocelyn.





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COMMUNICATION

Each coach has a team email address. Many of the other important administrators associated with the team will also have a team email address instead of a personal email. Please communicate with coaches via their team email addresses or via direct message through our team app: HEJA. HEJA can be downloaded from iTunes app store or Google play for free and you can join our team by entering our team code.

AT SWIM MEETS:

- **AT HOME or AWAY:** Arrive and check in with the coaches, unless instructed otherwise, at least 15 minutes before our scheduled warm-up time.
- **Coaches will help with writing your events on your hand with a sharpie, but if parents can do this for us, we appreciate it...**we have many kiddos to wrangle on meet day so any help is appreciated (a brief HOW TO is below).
- Wear shoes, sandals, socks at all times when walking around any facility. Stay warm & dry in between events.
- Go to our designated swimmer holding area and remain there except for: Warm-ups, Event calls (to report to Clerk of Course/Staging/Ready Bench), Restroom visits, and/or Concession stand visits.
- Sit with the team whenever possible so coaches can locate swimmers quickly-this also promotes team bonding and unity.
- Bring lots of things to keep swimmer's busy & healthy snacks (running around can result in injuries, being scratched from events or even ejection from the meet if swimmer's aren't behaving).
- Stay off the pool deck unless there to swim in your event.
- Stay out of locker rooms unless showering, changing, or using the restroom facilities.
- Stay out of the spectator viewing area and "off-limit" areas.
- **Talk to your coach after each event.** Coaches will have a laundry basket pool-side for swimmers to throw their towels, shoes, robes, etc... in when traveling from the COC to the holding areas to the blocks.
- Watch for your events being called and report to Clerk of Course promptly. Swimmers are expected to be courteous, respectful, and well-behaved while in Clerk of Course. Clerk of Course personnel have the authority to scratch swimmers from an event if they are misbehaving. **GO POTTY BEFORE YOU GO INTO THE COC!!!** You might not have time once you are in there to go before you are ushered to the blocks to swim. Make sure you have your cap & goggles ready when you head to staging.
- Tell the head coach if you have to leave a meet before you complete all of the events you have entered. This is especially important if you are entered in a relay and cannot swim in that relay. Relay swimmers who "stand up" their teammates may be dropped from consideration for relay competition at the sectional, state, or regional levels.
- Clean up the holding areas before leaving the swimming meet. Wipe up spills and throw away trash in proper waste containers. This means **EVERYONE**. At our home swimming meets, remember that any food and drink other than water is to stay in the cafeteria and commons. PLEASE do not bring food and drink, other than water, into any other area of the building. For away meets, please eat in designated areas. Please respect the rules of our host facilities at all times.





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- Make sure to take all personal belongings with you when you leave any practice or swim meet. YMCAs usually maintain "Lost and Found" areas, but please do not depend on your missing items being there.

MEET TIMELINES

Every meet is a little different depending on the host site, but in general this is how a meet breaks **down**:

1. **Arrival:** all swimmers should arrive at least 15 minutes prior to our scheduled warm-up time. Warm-up times can be found in the meet information that is sent out with meet registration links. If you are not swimming the first half of the meet make sure you discuss this with your coach!! Any swimmer not checked in by the start of warm-ups will be scratched from the meet unless they have made arrangements with the coaches.
2. **Warm-ups:** meet warmups are chaotic at meets. Our entire team is usually asked to share the entire pool or even fewer lanes depending on the number of swimmers participating. It's crucial that swimmers arrive on time and are ready to swim for warm-ups. Warm-ups are typically only 15-20 minutes and include time for us to practice starts.
3. **Camp areas:** after you arrive in between warm-ups or after warm-ups you should find a spot with the team in our designated camp area. This is usually in a cafeteria or gym (varies by location). Swimmers can lay out blankets/sleeping bags, folding chairs, etc... and make themselves comfy in between event calls. Please be sure to follow any facility rules regarding food in the camp areas. Every facility is different. Parents are responsible for keeping camp areas clean & keeping swimmers from getting to rowdy in between events.
4. **National anthem:** after warm-ups, some additional set up is required to get the meet ready to start. In Muscatine, we will start our meet with the singing of the national anthem by a very special guest. We require all Manta Rays to be on the deck with their coach at the locker room end of the pool for the singing of the national anthem to show support for our volunteer.
5. **Event calls:** swimmers are called to the COC or seeding area. Depending on the number of swimmers per event or the type of event; events are usually called in batches (ex: events 1-10 could all be called at once, but the next time they may only call 13-14 because they are relays). It is important that your swimmer pay attention to event numbers posted and called and report to the seeding area promptly with all their swim gear (goggles, cap, etc..). Parents in the COC will not usually go searching for swimmers if they are not in COC when they call for them.
6. **Down time:** there will be lots of down time for your swimmer in between their races. The key is to keep them entertained! Bring books, electronics, coloring books, card games, whatever their favorite boredom buster may be! We just want to ensure the kids are resting in between races-not running laps around the facilities! Healthy snacks are great too. Cheese and meat sticks, veggies, juice, fruit, yogurts, etc... some sugary things are ok but we don't want the kiddos chugging soda and eating a bunch of greasy food before races! We do have concessions available so if you want to treat yourself or the swimmers bring some cash.
7. We strongly encourage to bring extra caps, goggles, and suit just in case. Extra towels and warm clothes are also good to have on hand...swimmers tend to get things soaking wet...so some extra dry stuff is nice.





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8. **Races:** Each race your child will swim one of four competitive strokes (unless they are swimming the I.M.-where they will swim all four in one race!!). They will swim various distances depending on their age, ability and experience (8u swimmers will typically swim only 25-50 yards, older swimmers can swim between 50-500 yards). There are also relay races: the Free Relay (everyone swims Freestyle), and the Medley Relay (each swimmer swims a different stroke during their leg of the race). Each event is numbered. Odd numbered events are for Girls, Even numbered events are for boys. If there are a limited number of swimmers for events that are the same stroke and distance; events may be combined to save time (so sometimes girls and boys may swim together in the same heat; or younger and older swimmers will swim together). Below is an example of a meet program and how to write your swimmer's event numbers on their hand on meet day.

Swimmer's events are sent out to families a few days prior to the meet along with job assignments (for home meets or if we are asked to provide timers/officials by the host team). Please be on the lookout for those emails!! Once the job assignments have been sent out-if for any reason you are unable to fulfill your assigned slot, finding a replacement is YOUR RESPONSIBILITY. Please notify the job assignment coordinator of any changes or swaps so we can adjust accordingly.

POST MEET

- **We ask that parents please help with clean-up of camp areas and any area that you are assigned to (not just post meet clean-up crew). The clean-up crew & coaches should not be responsible for cleaning up the entire facility when there are parents in every location. Please help! Most areas have descriptions and pictures to help put things back in order.**
- Results are sent out to families after the meet has been verified by the A.O. and all corrections have been made. We do our best to get this done in a timely manner. We appreciate your patience.
- Results are also sent to Iowa YMCA Competitive Swimming. They keep a top results in the state. Please check out their website for top times in the state!
- Ribbons are awarded for each event (not heat) for places 1-8. 8u events are also awarded participation ribbons if the swimmer successfully completes the events (meaning no scratch and no DQ).
- Each swimmer has a folder at their practice location in a blue storage bin. Ribbons are placed in those boxes. Parents should get ribbons for their swimmer so they are not lost or misplaced by the swimmer. Lost or misplaced ribbons will not be replaced.





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24 MEN'S 8 & UNDER 25 FREESTYLE No. heats **2**
2018 State QT - 18.25

LN	Name	Team	Seed	Finish
HEAT 1				
1	HUBER, KADEN- 6	Washington	NT	_____
2	KRAUSHAAR, GARRETT-	Muscatine	NT	_____
3	ERWIN, MAVERICK- 6	Muscatine	NT	_____
4	HOUSEMAN, CARTER- 8	Muscatine	NT	_____
5	KREITNER, GEORGE- 6	Muscatine	NT	_____
6	WULF, OWEN- 8	Washington	NT	_____
HEAT 2				
1	BALL, DECLAN- 7	Burlington Bullshark	NT	_____
2	LEAVENS, WILLIAM- 7	Muscatine	24.11	_____
3	DIAZ, SANTIAGO- 8	Muscatine	22.91	_____
4	BALACHANDAR, JEYADEV	Muscatine	23.12	_____
5	ELIAS, SEBASTIAN- 7	Muscatine	34.96	_____
6	CHAPIN, CONNOR- 6	Muscatine	NT	_____

13 WOMEN'S 8 & UNDER 100 MEDLEY RELAY No. heats **1**
2018 State QT - 1:38.00

LN	Team	Name	Seed	Finish	
HEAT 1					
1				_____	
			Event 13		
2	MUS	HOUSEMAN, C.- 8	DIAZ, S.- 8	NT	_____
	Relay- B	ERWIN, M.- 6	CHAPIN, C.- 6	Event 14	
3	MUS	KREITNER, G.- 6	LEAVENS, W.- 7	1:19.09	_____
	Relay- A	ELIAS, S.- 7	KRAUSHAAR, G.- 7	Event 14	
4	MUS	, - 0	, - 0	1:21.10	_____
	Relay- A	, - 0	, - 0	Event 13	
5	WASH	WULF, E.- 8	HUBER, T.- 8	NT	_____
	Relay- A	WULF, O.- 8	HUBER, K.- 6	Event 14	
6				_____	
			Event 13		

The Event is Number 24 (25 free for the 8un boys). There are 2 Heats because there are 12 total swimmers registered to swim (only 6 can swim at one time). The Row along the top (under the event number, age & distance description), lists the Lane, Swimmer Name, Team & Seed Time (previous best time in the event).

On your swimmer's hand for meet days, you write: the event number, the event (distance & stroke) and if there are no changes you can also write heat and lane. We often do not write heat & lane because on meet days heat and lanes can change due to scratches.

So let's use Maverick Erwin as an example. On Maverick's hand, for this event we would write:
24 25 FR 1/3

Maverick would have lots of other numbers and events for the day including relays. Let's look at a relay:

Event 13 is the Girls 8u Medley Relay but because not many swimmers were registered for this event or the boys 8u Medley Relay they were combined to save time.

Since this is the Medley Relay each swimmer swims a different stroke for their leg (Back, Breast, Fly, Free). Swimmers are listed in this order (the first two are listed on the top row, second two on the bottom). Maverick is the 3rd swimmer, which means for this relay he will swim Butterfly.

On Maverick's hand his relay would look like this:

14 MR-B-fly (3)

Meaning: Event number 14, MR=Medley Relay, B (there are 2 Muscatine Relays 1 is labeled "A" the other "B", fly=stroke he is swimming, 3 indicates he is the third swimmer.

If you are unsure on how to write events on your swimmer, please ask a coach.

IMPORTANT: the writing on their hand can be the only marking on their bodies! Swimmers will be disqualified for any other sayings, phrases or writing on their body per USA swimming rules.





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SWIM MEET JOB ASSIGNMENTS

LISTED BELOW ARE THE DESCRIPTIONS OF POSITIONS THAT NEED TO BE FILLED EVERY MEET.

- **Pre-Meet Set-Up (Friday night, during regular practice times)** : setting up tables and chairs, switching practice/competition lane lines, etc... Should be able to lift approximately 25 pounds.
- **Officials (Level 1, 2 or AO)**: Must obtain certification and meet Officials criteria. If interested in officiating, please contact Jocelyn for more information.
- **Timer**: 2-3 timers are required per lane. Timers operate a stopwatch and write down times so they can be compared to our electronic timing system times.
- **Swimmer Escort**: Once swimmers have been arranged in their rows for their events, the Swimmer Escort helps keep the swimmers in order as they walk from "Clerk of Course" area to the pool deck and then again down to the starting block end of the pool.
- **Timer Slip Collector**: Timers write down times from each event on timer lane slips. The "Collector" collects these sheets after each heat/event and gives them to the Computer Station people.
- **Computer Stations**: Computer Station 1-is responsible for ensuring the swim meet program starts with each event, correctly runs during each event, and stops when the last swimmer is finished. Computer Station 2 is responsible for time verification (USING TIMES PROVIDED FROM STOP WATCHES-COMPARES TO TIMING SYSTEM). Station 2 is must be a certified official.
- **Ribbon Table**: Ribbon labels are printed during the meet (approximately every 10-15 heats) and placed on the corresponding ribbon. Ribbons are sorted by team, placed in bags or boxes and coaches take ribbons home at end of meet.
- **Program/Sales Table**: We sell programs of the events for the first half of the meet. Responsible for collecting money, making change, returning inventory to appropriate place, and turning in cash bag. Restricted to those over 18 years of age.
- **Clerk of Course**: Clerk of Course is the area where the swimmers are organized for each heat/event. Parents line up swimmers according to lane assignments, help keep swimmers organized and promote good behavior while awaiting their next event. (This includes Pre-Stage Area-where swimmers are lined up, Swimmer Escort: where an adult guides swimmers from one area to another, while keeping them in order, & Card Runner/Event Updates: where you collect laminated cards after a few events and post which events are called into the COC)
- **After Meet Clean-up**: help put the pool back to non-meet set up. Put practice lane lines back in pool, put away all equipment used during meet in pool area and other areas used in high school (cafeteria, commons, upper gyms, etc...) Help pick up trash, debris, and lost and found items.

SWIM OFFICIALS

Swim meets must have a bare minimum of officials in each position in order to be a "legal" meet. Below is a breakdown of what each position does at a meet:

TIMERS-LEVEL 1 (ONLY REQUIRED TO BE OFFICIALS FOR CHAMPIONSHIP MEETS)

- Operate timing devices (stopwatches and automatic timing systems) and record official times per lane.

STROKE AND TURN JUDGES-LEVEL 1

- Observe from each end of the pool and ensure that the rules relating to each stroke and/ or turn and/ or finishes are being followed. Fills out and turns in a "DQ slip" for infractions.

STARTER-LEVEL 2

- Controls the flow of the meet. Directs start of each event. Tracks the order of finish.

REFEREE-LEVEL 2

- Has overall authority of the competition. Assigns and instructs all officials and volunteers. Decides all questions relating to the conduct of the meet.

ADMINISTRATIVE OFFICIAL (A.O.)

- Determines the official, order of finish, scoring, etc... of individual races, events & meets. Understands the steps to be taken in investigating & resolving potential timing system problems. Knows the rules for determining official times/places. This is a "dry deck" official.



MANTA RAYS SWIM TEAM
REVISED 4.2019