



TEAMHANDBOOK

(Updated August 2015)

MISSION STATEMENT

- To achieve an understanding of the competitive sport of Age Group Swimming.
- To promote physical fitness and a sense of pride through team work and sportsmanship.
- To make friends and develop a love for the sport of swimming.

VISION

To empower young people to become aware of their full potentials and strive for excellence through the sport of swimming.

INTRODUCTION

Swimming is one of the fastest growing and most popular activities in the nation. This organization houses everything from the beginning athlete to the highly competitive swimmer. Swimming provides a healthy, safe and fun activity for all. Come swim with Campbell WAVE!

This competitive U.S.A Swimming team is open to youth ages 5-18 years of age. Enrollment is ongoing and practices are held year round, excluding two weeks in August and the break during the Christmas and New Year holiday season. Most practices are held at the Campbell Community Center Pool located at 1 W. Campbell Ave. Campbell, CA 95008.

Practices are held Monday through Saturday and are divided by age and ability level. Swimmers in the younger and less competitive levels are encouraged to attend at least three practices per week. Improvement in both endurance and technique will not be evident with attendance of less than three days per week. Swimmers in more competitive groups will be encouraged to attend more practice sessions.

FEES AND PAYMENTS

Registration and Monthly Dues

All checks for are made payable to “City of Campbell” and submitted to the Main Recreation Office (room C-31) by the 5th of each month to avoid a late fee of \$10. Monthly payments are accepted in the form of a check, cash or credit card (Visa, MC, American Express or Discover). Credit Cards will automatically be charged by the 5th of each month. Billing slips need to be filled out and returned to the main office in requesting monthly credit card billing. Please do not drop off your payments at the Aquatics Office. You must be registered every month to be able to be in the water.

USA Swimming

Yearly dues for USA Swimming are \$73.00 per swimmer, payable every December, and upon joining Campbell WAVE. All Swimmers must re-register with USA Swimming yearly during the month of December or within the first 15 days of joining the team. The USA Swimming registration cards are valid from September 1st through December 31st of the following year, a 14 month period. Checks are to be made out to USA Swimming and submitted to the Pacific Swimming offices.

Swim Meets

Swim meet prices vary depending on the meet and the number of events from \$10 up to \$50 based on the level of the swimmer.

REGISTRATION FEE: \$40

MONTHLY DUE	RESIDENT OF CAMPBELL	NON RESIDENT
PRE COMP	\$48	\$53
WHITE	\$53	\$60
GRAY	\$70	\$77
BLACK	\$70	\$77
PRE JR'S	\$78	\$85
VARSAITY	\$83	\$90
JUNIORS	\$92	\$99
SENIORS	\$108	\$115

MULTIPLE CHILD DISCOUNT: \$10

USA SWIMMING REGISTRATION (renewable every December) \$73*

*It should be mailed to Pacific Swimming within the first 15 days of joining the team.

EQUIPMENT

What to Bring to Practice

- Two swim swimsuits
- Two pairs of goggles
- Two swim caps
- Two Towels
- Water (BPA free container)
- Post-workout snack (fruits)
- Sunblock (year round)
- Equipment bag
- Warm clothes

Female Suits: One piece suit. Bikinis, white, yellow or skin color are not permitted.

Male Suits: Jammers, speedos or drag suits. Board shorts or swim trunks are not permitted.

TRAINING EQUIPMENT



GOGGLES



SWIM CAP



FINS



KICKBOARD



PULL BUOY



MESH BAG



SNORKLE



PADDLES



TEMPO TRAINER

SWIM MEET EQUIPMENT



SWIM CAP



T-SHIRT



PARKA

Training Equipment

Pre Comp / White / Gray / Black: Fins, kickboard, pull buoy, mesh bag. Paddles optional.

Varsity / Pre Juniors / Juniors: Fins, kickboard, pull buoy, paddles, snorkel and mesh bag.

Seniors: Fins, kickboard, pull buoy, mesh bag, snorkel paddles and tempo trainer.

Sponsors

For training gear please visit Sports Basement in the pruneyard for a discount on all team related items when you mention Campbell WAVE.

TEAM POLICIES

USA Swimming Registration Required for all Swimmers

Campbell Wave is a member of USA Swimming and belongs to the Pacific section, Pacific Swimming, Zone One South Region of USA Swimming. Campbell WAVE competes in USA Swimming sanctioned swim meets through the entire swim season. In both long course meters and short course yards swim events USA Swimming is the nation's organization that governs the sport of swimming in the United States. Being a member of USA Swimming represents both the honor and opportunity for swimmers to compete in USA Swimming sanctioned swim meets, have liability level insurance coverage at any USA swimming sanctioned events, and receive financial support when representing USA/Pacific Swimming at certain caliber/level meets. New swimmers must make sure they are registered (with their Coach) prior to participating in a USA level swim meet. Swimmers must join USA Swimming in order to compete in any USA Swimming meets, be on a USA pool deck and be coached by USA Swim registered coaches.

Pacific Swimming

The local governing agency for USA Swimming is Pacific Swimming. There are a large number of teams that make up the Pacific Swimming family. A majority of all competitions are held within this region and often include, and are somewhat limited to, the smaller local zones within that region. Campbell WAVE is a member of the Zone 1 South Region of Pacific Swimming. Most meets attended are within a 50-mile radius and are hosted by teams in our Zone. The team will, at times, swim in events or venues outside of Zone 1 to expose the swimmers to new competition or to have more opportunities for level competition. Pacific Swimming's website can be accessed at www.pacswim.org. This website is filled with valuable information regarding both Pacific Swimming and the swimming community in general. Links are also available from the Pacswim site to USA Swimming and other swimming related websites.

Swim Connection

www.swimconnection.com is a website available to all swimmers registered with USA/Pacific Swimming. This website allows swimmers to access their most recent and current swim event times for the season and also allows you to sign up for swim meets. All times listed on this website are sanctioned, legitimate times and can be used as entry times when entering USA/Pacific swimming sanctioned swim meets. Families may also join the swim connection site and that membership will give you access to any times, both current and archived, that the swim connection site has had access to since its inception. The yearly fee is normally \$15.00 per year. To enter the site and locate best times follow these simple steps: enter the www.swimconnection.com website. Upon entry, click the top left section of the screen designated "Club Pages Central." In the next screen, click on the top left section designated "Pacific Swimming."

In the following screen, click on the top line designating "Swimmers." The alphabet will appear on this screen. Select the first letter of the swimmers last name. Click on it and a listing of all registered Pac/Swim swimmers will appear. Scroll to the name of the swimmer you are interested in.

Coaching Staff

All coaches are USA Swimming certified coaches along with maintaining CPR, First Aid, AED, Safety Training for Coaches, and have had two background checks.

NOTE: As a courtesy to our coaching staff, swimmers should not be dropped off more than 15 minutes before the start of their practice, nor should they be picked up any later than 15 minutes after the established completion time. Thank you for your cooperation.

Parent Duties

Parents are asked to actively help and support the swim team as a whole. A competitive swim family's obligation is to volunteer 20 hours per calendar year from September to August. Swimmers joining the team midway through the swim year will have the volunteer hours prorated and must speak with Head Coach regarding the correct amount of hours required. Volunteer hours may be accomplished in a variety of ways including timing at swim meets, chaperoning team trips and activities, becoming a swim official, assisting with team parties, and assisting with swim meet preparations. There are a number of other possible assignments that family members may assist with.

Campbell Wave Honor Code

- Team members and guardians will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- The possession or use of alcohol or tobacco products by any athlete is prohibited.
- The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and Campbell Wave. Athlete behavior must positively reflect the high standards of the Team (or LSC).
- Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to: Dismissal from the trip and immediate return home at the athlete's expense, Disqualification from one or more events, or all events of
- competition, Disqualification from future team travel meets, Disqualification from future team travel
- meets, Financial penalties, Dismissal from the team, and/or Proceedings for a LSC or USA Swimming
- National Board of Review.
- Swimmers are to refrain from inappropriate physical contact at team activities and events.
- Swimmers are to refrain from use of inappropriate language.

Electronic Communication Policy

Campbell Wave recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While Campbell Wave acknowledges the value of these methods of communication, the Team also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors. All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures

Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is Transparent, Accessible and Professional.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Team's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of Campbell Wave. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

Campbell Wave does not have an official Facebook page.

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Team join their personal page as a "friend." A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.

TWITTER

Campbell Wave does not have a Twitter account

Coaches may have personal Twitter account, but they are not permitted to tweet or re-tweet any athlete member of the Team.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or a City's staff must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

Campbell Wave's Action Plan to Address Bullying

Bullying of any kind is unacceptable at Campbell Wave and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Team is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of Campbell Wave's Bullying Policy and Action Plan:

- To make it clear that Campbell Wave will not tolerate bullying in any form.
- To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
- To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
- To make how to report bullying clear and understandable.
- To spread the word that Campbell Wave takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Campbell Wave Coach, City's staff or other designated individual;

- Write a letter or email to the Head Coach, Recreation Offices, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we STOP BULLYING ON THE SPOT using the following steps:

- Intervene immediately.
- Separate the kids involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm. Reassure the kids involved, including bystanders.
- Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by FINDING OUT WHAT HAPPENED and SUPPORTING THE KIDS INVOLVED using the following approach:

FINDING OUT WHAT HAPPENED

First, we get the facts.

- Keep all the involved children separate.
 - Get the story from several sources, both adults and kids.
 - Listen without blaming.
 - Don't call the act "bullying" while you are trying to understand what happened.
 - It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.
1. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a. Review the USA Swimming definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
 - c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

2. Support the kids who are being bullied

- a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
 - b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
 - c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
3. Address bullying behavior
- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
 - b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
 - c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
 - d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
 - e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
 - f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.
4. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- Be a friend to the person being bullied;
 - Tell a trusted adult – your parent, coach, or club board member;

- Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
- Set a good example by not bullying others.
- Don’t give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Extended Departure from the Team Due to Illness

Team membership can be placed on hold due to injury or illness. A note from a physician stating the illness must be submitted to the Campbell Wave Head Coach or the Main Recreation Office.

Departure from the Wave Team for Prolonged Absence

Swimmers who need to take a prolonged absence (up to three months) from the team must:

- Inform the Head Coach and the Main Recreation Office prior to the 1st day of the month in writing or via email. No verbal, voicemails or text messages.
- Swimmers space will be saved up to three months; after that period swimmers will be placed into the same group based on space availability or in a waiting list.
- If members are using the Active renewal system, it is your responsibility to discontinue payments using your personal ActiveNet account or contact the Main Recreation Office.
- A re-registration fee of \$40 will be charged if a swimmer is absent from the team for a period of 31 days or more.
- Upon returning, swimmers need to contact the Head Coach for updating profile information and group placement and then contact the Main Registration Office who will assist with re-registration process. “Welcome Back” from will provided by the Coaching staff.

ABOUT THE SPORT OF SWIMMING

USA Swimming

United States Swimming (USS) is the only sanctioned swimming body on the United States Olympic Committee, representing nearly a 300,000 swimming athletes, over 10,000 organized swim teams, and many thousands of volunteers. The USS national program is one the most organized amateur sports programs in our nation. Competitions are held in 'Local Swim Committees' (LSC) and local zones. For instance, SUNN competes in Zone 1 North of the Pacific Swimming (PC) LSC. USS sanctions all eligible competitions and certifies all eligible coaches, requiring that they meet USS's high standards of excellence.

The Sport of Swimming

Competitive swimming is a sport of individual and team racing in water. Races are held in swim 'Meets', in which at least two teams participate. All meets are made up of “events” or races in various stroke combinations and lengths.

Events

Participants normally swim against others their own age, girls against girls, boys against boys. Each age group has different lengths of races, with the length increasing as the swimmer gets older. For example, 8 and under typically swim 25-yard races with just a couple longer ones. Most events are single stroke (i.e. backstroke) except for the Individual Medley where the swimmer does all strokes in a specific order (Butterfly, Backstroke, Breaststroke, and Freestyle).

In each event, swimmers are grouped in racing 'heats', in which six or eight swimmers will race together. Racing 'heats' are arranged for swimmers of equal age and ability. This allows for fair and productive competitions. Events are divided into age group, style and distance classifications.

Age Groups

- 6 year old and under
- 8 year old and under
- 9 and 10 year olds
- 11 and 12 year olds
- 13 and 14 year olds
- 15 and 16 year olds
- 17 and 18 year olds
- 19 year olds and older

Yards vs. Meters in Competition

Year-round swimming is divided into two seasons: short course and long course. Short course season is the time period between September and April when the swimmers train and compete in the 25 yard width of the pool. Long course season takes April through August when the pool is set up for training and competition lengthwise in 50 meter lanes. Each season has corresponding time standards.

Championship meets are held near the end of the short course and long course seasons. A swimmer's time standard will determine which Championship they will attend; Zone 1 South Championships, Junior Olympics, Far Western Championships, Senior Championships, Nationals.

Time Standards

Time standards and age determine the type of meet in which a swimmer may participate. USA Swimming age group standards are, in successively faster levels: C, B, BB, A, AA, AAA, and AAAA time standards which can be found on both the Pacific Swimming and USA Swimming websites. Senior time standards are, in successively faster levels: Junior, Junior+, Senior, Senior Trials and Finals, Sectional, Nationals and Olympic Trials. These senior standards are not based on age, but strictly by time.

You can print a copy of the standards here: http://www.pacswim.org/page/times_standards.html

- C and B standards are the basic developmental and meet entry time standards used in Pacific's age group program. C is the entry-level standard and a B time is everyone's first big goal. At meets, ribbons are generally given to the first eight swimmers of each division: C, B and A.

- **A times:** The A time is the qualifying time standard for the Zone 1 North Championship in January and for the 10/under Championships in April. When a swimmer reaches the A time for the first time in an event, s/he receives an "A" medal.
- **JO (Junior Olympic):** The JO meet standard is the qualifying time standard for the JO meets that are offered in Pacific in March, July, and December. There is no 8/under JO time standard. To qualify for JO, a 8/under swimmer must make the 10/under cut.
- **Far Western:** The Far Western (FW) meet standard, also known as the Q time standard, is the qualifying time standard for the two Far Western Championship meets that Pacific host each year in early April and early August. 8/under swimmers must make the 10/under cut to qualify.
- **PRT (Pacific Recognition Time):** For 8/unders, PRTs are the time standard used for compiling the top times each year for this age group. For the other age groups, PRTs are a recognition time standard above FW.
- **Sectionals:** Nickname for the Speedo Championship Series. Open "senior level" meets held in the spring and summer. Qualifying times, sites, dates and meet rules are determined locally. There are no age groups. Sectional Championships are generally held in December and July.
- **WZCT (Western Zone Consideration Time):** a long course (50 m) time standard established by Pacific Swimming which is used in the selection process for the team that represents Pacific Swimming at the annual Western Zone Championships in August.

Age Group Swim Meets

Pacific Swimming meets are part of the United States Swimming classified age group program. There are seven age groups in USA Swimming: 8 & under, 10 & under, 11 & 12, 13 & 14, 15 & 16, 17 & 18 (sometimes 15 – 18) and senior.

The time standards for each classification are established by Pacific Swimming and are subject to change. The time standards for each age are set annually and listed in the Pacific Swim Guide and on the Pacific Swimming website. In order to swim in a specific classification, a swimmer must have achieved the appropriate qualifying time.

Pacific meets usually combine classifications to allow swimmers to compete in a complete event schedule. In a C/B meet, for example, a swimmer could swim the "C" breaststroke event and the "B" freestyle event in the same meet. A meets are usually open to swimmers with A, or better times.

Senior-Level Swim Meets

Swimmers, regardless of age, who achieve Pacific Swimming Senior Time Standards, Sectional or Senior National time standards, participate in a host of senior-level competitions designed to provide older and faster athletes the chance to compete in events offered at regional and national level competitions. These meets are usually in a trials and finals format and are not tied to the swimmers age, only the qualifying time achieved in any event.

Unlike age group meets, these meets are open to all qualifying swimmers within Pacific Swimming (or specified region for national meets) and not limited to the different zones.

Examples of senior competition are local or regional Junior+, Senior and Senior Trials and Finals meets. There are also Sectional Championships and Junior and Senior National Championship meets with the top swimmers in region or rest of the country.

HOW TO ENTER A SWIM MEET

PACSWIM.ORG

Here is the step for step. It's not that hard, once you're in the system you can enter with a click of a button every time. The first step is getting on line and going to the web site pacswim.org. Here is where you will find all your swimming information you need for signing up for meets, events to enter, meets to enter, etc. On the right is the first screen you will see when you click on pacswim.org and at the top (you cannot see in this screen) is a drop bar with a bunch of information on it. The one you want to click is meets or the year/meets.



Meets on PACSWIM.ORG

Once you click on meets you will see a screen like the one on the right with the month at the top and a large list of meets to enter. (You can only enter your swimmer in the meets that WAVE is going to.) Some people ask the question, "How do I know which meets WAVE will attend?" Ask your coach or check our website.



Meet Sheet

You would need to click on the meet sheet to see things like, what events they offer, where the venue is located, fees, food, etc. Every meet sheet will differ from competition to venue to level of swimming. NOTE: If you are in the Pre-comp/Level 1 group print one of these out and bring it to the coach to highlight your swimmers events.

On the left is an example of 2 pages of a 5 page meet sheet. Pre comp and Level 1 will get these from time to time with events highlighted for competition guidance on what to swim. On the left you see the front page and the event page. The event page is the page the coach will highlight. The Minis and up are expected to sign up on their own but we will help if asked.



Electronic Entries

1. Go to the Swim Connection "Enter Meets" page at <https://ome.swimconnection.com/meets>
2. Click on the meet your coach has instructed you to enter.
3. Click on the button labeled "Online Meet Entry".
4. If you are not a member click on the button labeled "non-member" (if you plan to enter most meets this way, you might want to become a member – you can learn about his on the swim connection website.)
5. Enter your name and email address.
6. On the next screen, click "Guide me on how to enter a swimmer to this meet."

7. Next, Select "Pacific Swimming" for the Swimming Association.
8. If you do not yet have your USA Swimming number yet, select "No" for the question, "Is your swimmer registered with USA Swimming."
 1. Leave the "Registration Number" field blank and select "Pending."
 2. Fill in the rest of the personal information. The team code is WAVE
9. If you do have a USA Swimming number, please enter it.
10. Your swimmer's information should appear on the next page along with the events offered for his or her age group. Click on the "Get All Best Times" button to obtain all your swimmer's previous best times as stored in Swim Connections database or click "Best" next to an individual event to select by event. Click on "Clear" to remove events. Times will only be stored if your swimmer participated in a USA Swimming sanctioned event. If no times are available, ask your swimmer's coach to give you entry times or enter "NT" (for no time.)
11. Once all entry times are entered, press the "Save" button and proceed to paying for the meet entry. You will see a confirmation page. Print it out for proof of registration. You will also receive confirmation via email. NOTE: Swim Connection adds a transaction fee. If you do not want to pay this fee, print out the meet sheet and follow the "How to Enter a Swim Meet

Mail Entry

1. Fill out your SAMMS Consolidated entry card(s) completely (c can usually be found on the last page of the meet sheet, blank ones are also in the Documents pages at www.pacswim.org .)
2. Be sure to fill in all spaces with your USAS Registration number as above.
3. Mail or deliver your entry with appropriate fee to the address on the meet sheet by the deadline given.
4. Please use only the name on your current USS Registration card on your meet entries. Meet times are computerized and in order to maintain accurate lists of best times, your name, Team, and age must be consistent from meet to meet.

Swimmer's ID Number

Swimmer's ID consists of the swimmers birth date followed by the first three letters of their first name, their middle initial followed by the first four letters of their last name. If the swimmer does not have a middle name, or the last name is less than four letters long, use a * in place of the empty box.

Swimmer: Jane A. Smith Birth Date: 6-18-98 ID #: 061898JANASMIT

If there was no middle name: 061898 JAN*SMIT

If the last name were too short: 061898 JANASMI*

All 14 boxes of the swim ID MUST BE FILLED OUT

Attending Meets

1. All competitive swimmers are encouraged to attend one swim meet a month and can attend more if desired; however, pre-comp swimmers do not have to attend meets until their Coach says they are ready.
2. New swimmers can either ask their Coaches for possible entry times or write NT for No Time.
3. Meets normally run on Saturday and Sunday with an exception of a few large meets that may run more than two days.
4. Warm ups begin at 7:30am and all Campbell WAVE swimmers are expected to arrive before warm ups begin. Meets officially begin at 9:00am and run until 2:00 or 3:00pm.
5. When arriving at a meet: swimmers must first check into the meet, initial next to their name, and circle their events. If they wish to scratch an event they must FIRST ask their coach for permission.
6. During the swim meet swimmers must give their Coach their heat and lane assignments before they swim and after they swim they must return to their coach with their time.

7. If a swimmer misses an event (which should NEVER happen) they will be taken out of the meet and have to be checked back in by their coach. If the swimmer then misses another event they are not allowed back into the meet.
8. When preparing for a race swimmers must be behind the block during their specified heat in their assigned lane when they hear three short whistles. This allows the starter to see that all swimmers are ready to swim, if a swimmer is not behind their block the starter will announce their name twice, if the swimmer does not show the race is swum without them. When the swimmers hear one long whistle it means they must step up onto the block or enter the water for backstroke. **It is important to be alert and listening at all times during a swim meet**
9. Team gear: Team suits and caps must be worn during the swim meet in order to represent the team. Please also sit with team under the team tent in order to create unity and meet new friends.
10. Swim meets fill up fast therefore you must sign up for them immediately in order to get in.
11. Swim meets are subject to change.

How to Prepare for a Swim Meet

Preparing for a swim meet is not only physical, but mental as well. Giving your body the proper rest and fuel and mentally preparing yourself for the task at hand is the best way to know that you're equipping yourself with the best chance of swimming your best at your next meet.

Get in the pool and swim, but don't do anything very aerobic or at 100%. Get in and stretch out and get a feel for the water. Drills are great for this. If you do feel the need to go fast, do a short hard set but don't go over 80% of your max speed, and make sure your intervals give you a good amount of rest. This will get the blood flowing, you will get a feel for your stroke, and you will remain rested for your big meet. The point is you need to conserve your energy while keeping your body conditioned at the same time.

- Eat a good dinner with plenty of carbohydrates and low amounts of protein the night before you swim.
- Go to bed as early as possible, especially if you are getting up early. The night before a meet, you need a lot of sleep.
- Eat a light breakfast such as a bowl of cereal and a banana, or an energy bar if you're swimming a morning event. If you're swimming in the afternoon, eat a big breakfast and a light lunch. Eat one or two hours before the event. Bananas, crackers, and plain toast with no butter in modest amounts are good food. The best foods are pasta, cereals, bagels, breads, fruits, and vegetables. These are out of the stomach in two hours, therefore should not be eaten more than three hours before swimming or they could over ride the energy in time for the race.
- Rest. If you have school, do not rush between classes. Take your time walking up and down stairs. Do not over-exert yourself, save it for the race.
- Drink plenty of liquids. Fruit juices and water are the BEST liquids. Many people think that Gatorade is good but it is made out of all sugar. Only drink this five minutes before an event. Drink plenty throughout the day and during the meet. Lack of liquids do affect your performance as well, even before you feel thirsty.
- Put on your bathing suit right before you leave and gather your stuff for the meet. Be sure you have water and healthy snacks. If you are swimming both trials and finals, you are going to need up to five towels; however, you can hang up your towels to dry to save space in your bag.
- Put on sunscreen if outside. Remember, it takes 30 minutes to soak in. You don't want goggle tans, that's for certain.
- Listen to some good pump up music. Plug in your iPod and listen to your favorite mix of tunes. Dance if needed but don't wear yourself out.
- Prepare your body for the race. Warming up in the pool not only allows you to get your muscles ready for the challenge of the race, but it also helps you mentally to familiarizing yourself with the lane and wall markings, etc., if you aren't swimming in your home pool.

- Focus your mind on racing to the best of your ability. For some, this may mean relaxing with friends before their race. Others may prefer to go off by themselves or listen to music to get themselves mentally ready for the race. Do what works best for you.
- You should stretch before your meet; stretch for about a 1/2 an hour at home, doing arm swings, and stretching those quads, especially for breaststrokers.
- It's a good idea to elevate your feet for about an hour while you're resting. Lay on your back and put your feet up on a chair. Breathe slowly and deeply. Now is a good time to do visualization of your race strategies or relaxation exercises.
- Especially during the summer, you need a ton of water. Four to six water bottles should get you through the meet. Stick to one bottle of Gatorade, about a sip before/after races. Too many Gatorades will give you a sugar high, which means "let down" just when you need the energy.
- Keep yourself warm when not swimming. Wear your favorite sweatpants and comfiest sweatshirt.
- Just relax, don't stress out over anything, and enjoy yourself, meets are a good opportunity to bond with friends and make new ones.
- Remember to always keep your goggles and cap near at all times, and watch the board so you can be prepared for your event.

Things you will Need for a Swim Meet

- Friends
- Goggles (2)
- Towels (2)
- Caps (2)
- Racing suit and Warm-up suit
- Movie, book, game, but not too much; you don't want a headache.
- Food
- Razors and shaving cream (ONLY FOR SENIORS AT MAJOR MEETS)
- Music

Warnings

Don't eat too much. You might be sleep deprived but don't be tempted to carbo-load to make up for the lost energy. Stick to a 3000 calorie diet on race days, and stock up on food after you are done swimming, especially foods high in protein. Too much food before a meet will weigh you down, guaranteed. Don't cut yourself shaving. If you cut yourself, rub on some chap stick to stop the bleeding. Put on a band-aid, but remember to take it off before you race; it's not allowed. Never drink any kinds of energy or soft drinks on race day, it will only clear out your electrolytes and stress your muscles.

10 COMMANDMENTS OF SWIM PARENTING

by Rose Snyder, Managing Director Coaching Division, USOC, Former Director of Team Services, USA Swimming.
(adapted from Ed Clendaniel's 10 Commandments for Little League Parents)

I. Thou shalt not impose thy ambitions on thy child.

Remember that swimming is your child's activity. Improvements and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes and don't push him

based on what you think he should be doing. The nice thing about swimming is every person can strive to do his personal best and benefit from the process of competitive swimming.

II. Thou shalt be supportive no matter what.

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

III. Thou shalt not coach thy child.

You are involved in one of the few youth sports programs that offer professional coaching. Do not undermine the professional coach by trying to coach your child on the side. Your job is to provide love and support. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy. Never pay your child for a performance. This will only serve to confuse your child concerning the reasons to strive for excellence and weaken the swimmer/coach bond.

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

You should be encouraging and never criticize your child or the coach. Both of them know when mistakes have been made. Remember "yelling at" is not the same as "cheering for".

V. Thou shalt acknowledge thy child's fears.

New experiences can be stressful situations. It is totally appropriate for your child to be scared. Don't yell or belittle, just assure your child that the coach would not have suggested the event or meet if your child was not ready. Remember your job is to love and support your child through all of the swimming experience.

VI. Thou shalt not criticize the officials.

Please don't criticize those who are doing the best they can in purely voluntary positions.

VII. Honor thy child's coach.

The bond between coach and swimmer is special. It contributes to your child's success as well as fun. Do not criticize the coach in the presence of your child.

VIII. Thou shalt be loyal and supportive of thy team

It is not wise for parents to take swimmers and to jump from team to team. The water isn't necessarily bluer in another team's pool. Every team has its own internal problems, even teams that build champions. Children who switch from team to team find that it can be a difficult emotional experience. Often swimmers who do switch teams don't do better than they did before they sought the bluer water.

IX. Thy child shalt have goals besides winning.

Most successful swimmers have learned to focus on the process and not the outcome. Giving an honest effort regardless of what the outcome is, is much more important than winning. One Olympian said, "My goal was to set a world record. Well, I did that, but someone else did it too, just a little faster than I did. I achieved my goal and I lost. Does this make me a failure? No, in fact I am very proud of that swim." What a tremendous outlook to carry on through life.

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

There are 300,000 athletes in USA Swimming. There are only 52 spots available for the Olympic Team every four years. Your child's odds of becoming an Olympian are about .0002%.

Winning Philosophy for Youth Sports

1. Winning isn't everything, nor is it the only thing. Young athletes can't possibly learn from winning and losing if they think the only objective is to beat their opponents. Does this mean that children should not try to win?

Definitely not! As a form of competition, sports involve a contest between opposing individuals or teams. It would be naive and unrealistic to believe that winning is not an important goal in sports. But it is not the most important objective. To play sports without striving to win is to be a dishonest competitor. But despite this fact, it is important that we not define success only as winning. Not every child can play on a championship team or become a star athlete. Yet every child can experience the true success that comes from trying his or her best to win. The opportunity to strive for success is the right of every young athlete.

2. Failure is not the same thing as losing. Athletes should not view losing as a sign of failure or as a threat to their

personal value. They should be taught that losing a game is not a reflection of their own self-worth. In other words, when an individual or team loses a contest, it does not mean that they are worth less than if they had won. In fact, some valuable lessons can be learned from losing. Children can learn to persist in the face of obstacles and to support each other even when they do not achieve victory. They can also learn that mistakes are not totally negative but are important stepping stones to achievement. Mistakes provide valuable information that is necessary for improving performance. Thomas Edison was once asked whether he was discouraged by the failure of more than three thousand experiments leading to the development of the light bulb. Edison replied that he did not consider the experiments failures, for they had taught him three thousand ways not to create a light bulb, and each experiment had brought him closer to his goal.

3. Success is not equivalent to winning. Thus, neither success nor failure need depend on the outcome of a contest or on a won-lost record. Winning and losing apply to the outcome of a contest, whereas success and failure do not. How, then, can we define success in sports?

4. Children should be taught that success is found in striving for victory. The important idea is that success is related to effort! The only thing that athletes have complete control over is the amount of effort they give. They have only limited control over the outcome that is achieved. If we can impress on our children that they are never "losers" if they give maximum effort, we are giving them a priceless gift that will assist them in many of life's tasks. A youth soccer coach had the right idea when he told his team, "You kids are always winners when you try your best! But sometimes the other team will score more goals."

A major cause of athletic stress is fear of failure. When young athletes know that making mistakes or losing a contest while giving maximum effort is acceptable, a potent source of pressure is removed. Moreover, if adults apply this same standard of success to themselves, they will be less likely to define their own adequacy in terms of a won-lost record and will more likely focus on the important children's goals of participation, skill development, and fun. Parents and coaches will also be less likely to experience stress of their own when their athletes are not winning. When winning is kept in perspective, the child comes first and winning is second. In this case, the most important sport product is not a won-lost record, it is the quality of the experience provided for the athletes.

What to do if your Youngster wants to Quit

What are the causes of dropping out of youth sports? In general, the reasons fall into two categories. The first category involves a shift in interests, especially in adolescents. Other involvements, such as a job, a boyfriend or girlfriend, or recreational pursuits, may leave little time for sport involvement. In such cases, a youngster may simply choose to set other priorities.

The second general set of reasons why youngsters drop out relate to negative sports experiences. Research conducted in the United States and Canada has shown that the following reasons often underlie a decision to drop out:

- Not getting to play
- Undesirable, abusive coaching practices
- An overemphasis on winning that creates stress and reduces fun
- Over-organization, excessive repetition, and regimentation leading to boredom
- Excessive fear of failure, including frustration or failure to achieve personal or team goals
- Mismatching relative to physical size and maturation

If the youngster has decided that other activities are more important, his or her priorities should be respected. However, it is wise to provide a reminder that a commitment has been made to the program and to teammates

and that athletes owe it to themselves and to others to honor commitments and to finish out the season. This gives the youngster an opportunity to feel good about himself or herself by fulfilling the obligation through the rest of the season-even if the activity itself is no longer pleasurable.

If the decision to quit is based on one or more of the negative factors listed above, there is a legitimate problem. Again, it is very important that you listen to your child and offer understanding and support. Beyond that, you may discuss some ways to resolve the problems that are affecting the desire to participate. As a last resort you may wish to take some active steps to correct the difficulties. This way involves speaking to the coach or league administrators. In talking with your youngster, you should evaluate how intolerable the situation is to him or her and whether the problems can be worked out. In all but the most severe cases, you can point out that a commitment has been made, and you can encourage your youngster to finish out the season.

If the problems are sufficiently severe, the decision to drop out may be in the best interests of the child. In this case, you would want to communicate to your child that although it is important to live up to commitments, you understand that the principle is outweighed by the nature of the problems. If the child does drop out, there may be other opportunities to play in a sport program that doesn't have the negative factors that prompted the decision to quit.

GLOSSARY OF TERMS

Block(s) or Starting Block(s) - The starting platform from which swimmers dive into the pool.

Circle Swimming - Performed by staying in to the right of the black line when swimming in a lane, to Enable more swimmers to swim in each lane

Clerk of Course - The person who arranges swimmers in their proper heats and lanes during a meet.

Cut Time – a time that has to be matched or beaten in order to qualify for a championship meet.

Disqualified (DQ) – This occurs when a swimmer has committed an infraction of some kind (e.g. failure to use a two-hand touch on the breaststroke). A disqualified swimmer is not eligible to receive awards, nor can the time be used as an official time.

Drill - An exercise involving a portion or part of a stroke, used to improve technique.

Dryland Training - Training done out of the water that aids and enhances swimming performance.

False Start - When a swimmer is moving too early at the start of a race usually results in a disqualification.

Flags - Backstroke flags placed 5 yards from the end of the pool - they enable backstrokers to execute a backstroke turn more efficiently by referencing their distance from the wall.

Individual Medley (IM) - An event in which the swimmer uses all four competitive strokes in the following order: butterfly, backstroke, breaststroke, and freestyle.

JO's - The Junior Olympic Championship Meets,

Long Course – USA Swimming competition taking place in a 50-meter pool.

LSC – Local Swim Committees, LSC are divided in zones. WAVE is part Zone 1 South of the Pacific Swimming (PC) LSC.

Meet - A competition between two or more swim teams

Negative Split - Swimming the second half of the race equal to or faster than the first half.

Official - A judge on the deck of the pool at a competition who enforces the rules. There are stroke and turn judges, administrative officials, timers and referees.

Pace Clock – A large clock with a large second hand and a smaller minute hand used to check pace or maintain intervals in practice.

Personal Best Time (PB) – Individual swimmer’s fastest time in a given event in an official meet.

Relay – An event in which 4 swimmers compete together as a team to achieve one time. There are Medley relays, in which each swimmer swims a different stroke in order (Backstroke, Breaststroke, Butterfly & Freestyle), and Free relays, in which all swimmers swim the freestyle.

Scratch – To withdraw from an event in competition.

Sanctioned Meet – a meet that has received an official sanction number from the USA Swimming District and in which all of the USA Swimming requirements for meets have been met.

Seed – a procedure by which swimmers in a meet are assigned to lanes and heats according to their ability or qualifying times.

Short Course – USA Swimming competition taking place in a 25-yard pool.

Split - A swimmer's time for an intermediate portion of the race.

Starter - The person who assumes control of the swimmers from the referee, directs them to "take your mark", and sees that no swimmer is in motion prior to giving the start signal.

Streamline - The position used to gain maximum distance during a start and push-off from the wall in which the swimmer’s body position is as tight and efficient as it can be.

Timers– People who operate stopwatches and record the official time for the swimmers in their lane (Usually 2 timers on a lane and a head timer).

Touch Pad – A large touch sensitive board at the end of each lane where a swimmer's touch is registered and sent electronically to the timing system.

USA Swimming - This is the national governing body for amateur competitive swimming in the United States.

Warm Down - Low intensity swimming used by swimmers after a race or main practice. It rids the body of excess lactic acid and to gradually reduce heart rate and respiration.

Warm Up - Used by a swimmer prior to a main practice, set or race. Gets muscles loose and warm and gradually increases heart and respiration.