

Welcome!

On behalf of the YWCA Gettysburg & Adams County Sharks Swim Team, I'd like to welcome you!

Competing for over 20+ years here at the YWCA, the Sharks have continued to grow in experience.

The goals of the Sharks are as follows: sportsmanship, teamwork, fellowship, and fun!

Our coaching staff is both experienced and knowledgeable. We strive to make swimming a large part of Adams County and the surrounding areas!

We look forward to working and getting to know all of you better during this exciting season.

Cora Rhoads
Aquatics Director



COACHES

Neil Beck , Kate Dutrow, Megan Maslowski, Matt Teeter

A statement from the coaching staff...

"We seek to develop our swimmers both in and out of the water. While our focus is on technique, we hope to condition swimmers to be successful in reaching their highest potential."

PRACTICE

Practice is according to age and ability to provide the most effective use of the pool and coaching time. **All swimmers should arrive early enough to be ready to swim at the stated time.** This will provide time for a smooth progression from warm-up to instruction and practice, and discourage disruption. There is no set rule concerning the number of days a swimmer must be at practice. The coaches recommend at least 2 practices per week to start. Based on your child's level, there are certain recommendations to follow for attendance guidelines. **The amount of practice should match the swimmer's expectations of success.** Although we support the concept of self-motivation, parental encouragement may be needed from time to time. Please keep in mind; forcing a swimmer to come to practice may result in resentment.

What to bring to practice:

- ♦ *A good swimming attitude!*
- ♦ A bag to carry swim stuff. (Expensive or meaningful possessions are strongly encouraged to stay at home during practice.) The YWCA is not responsible for stuff in the locker rooms.
- ♦ At least 1-2 pairs of goggles and caps with your name on them!
- ♦ At least 1 towel.
- ♦ Water bottle or sports drink- NO SODA- it depletes your oxygen!

What Parents should do during practice:

- ♦ You are encouraged to watch from the hallway, but leave the coaching to the coaching staff. **Except in the event of an emergency, parents should refrain from talking to their children or the coaching staff during practice.** Coaches are usually available both before and after practice for discussions. *Specific appointments for discussions are also encouraged.*

What to take away from practice:

- ♦ All equipment you brought!
- ♦ Anything from your mailbox
- ♦ Info that the coaches want you to inform your parents
- ♦ A memory of what you learned, what you worked on, and how you felt at practice.
- ♦ **A SMILE!!**

****Swimmers should attend practices and promptly inform their parents of information. Please remember that neither the YWCA, nor the coaches are responsible for the kids when they leave the pool. The parents are responsible for their own children in the locker rooms. Parent help monitoring the locker rooms is strongly encouraged! Children**

over the age of 5 must use the same sex locker rooms. (the special needs locker room is available for use for mothers/sons or fathers/daughters.

Every swimmer should check his/her file folder in the hallway every day.

Practice Schedule:

LEVEL I (8 & under or as needed)

Monday- Thursday - 5:45- 6:30 pm

LEVEL II (intermediate swimmers)

Monday-Thursday- 6:30- 7:45 pm

Friday- 5:30-6:30 pm

LEVEL III (advanced/HS swimmers)

Monday-Thursday- 6:30- 8:00 p.m.

Friday- 5:30-6:30 p.m.

Shark Plus Team Practice Schedule:

Tuesday & Thursday 6-7am Monday-Thursday 6-8pm Friday 5:30-6:30pm

Saturday 8-9:30am

EQUIPMENT

Official team caps with are required for all swimmers on the team who wear caps in competition, as are goggles. Team suits are highly recommended for those swimmers who are in their second season and beyond. Each swimmer will need a pair of fins. Sweats, baseball caps, swim bags, shorts, T-shirts, and jackets may be purchased through the front desk. Although these items are not required, they make great gifts.

Expected Team Behavior

The YWCA Sharks Swim Team Program expects all swimmers and their families to be polite and respectful of all participants and their families, all our employees, our facilities and represent the YWCA Shark Swim Team with this type of behavior at program events outside the YWCA of Gettysburg & Adams County. To maintain and protect a healthy and successful swim team all swimmers and their parents are to sign the attached statement that this handbook was read, understood and stand in agreement with it.

No Bullying Rule: Zero Tolerance.

Bullying includes harassment, intimidation to varying degrees, taunting, ridicule, repeated exposure to intentional injury, verbal assault, social ostracism, obscene gestures or inappropriate physical contact and aggressive acts that cause the victim to feel fearful, distraught or embarrassed. This rule applies to all swimmers and the families of the swimmers. Any bullying done to other swimmers, parents, siblings or coaches before, during or after practices, local and away meets, hotel stays or special events will be disciplined immediately.

Enforcement of the No Bullying Rule: 3 Strikes and You're Out.

Every incident can be reported by a parent or swimmer filling out an incident report (one is attached to this handbook) and handing this incident report to the front desk to be given to the Aquatics Director, or by calling the Aquatics Director, who will document

every call, or by calling or talking to a coach, who will also document the conversation. Every documented incident reported to the coaches will be copied or given to the Aquatics Director. Strikes will be written letters given to the offender by either a coach or the Aquatics Director. Strikes can be given to swimmers, siblings of swimmers and/or the parents of swimmers in the program.

Strike 1: A verbal warning

Strike 2: A suspension from practices, special events, and meets. The amount of time and the specific events a person or people is/are suspended will be explained in the letter.

Strike 3: Expulsion from all team practices, meets and special events and no program refund will be awarded.

QUESTIONS/CONCERNS- please follow

If you have questions or concerns about your swimmer that relate to coaching, please contact the coach.

1. Leave a note in the coach's folder in the hallway.
2. Call/email the coach.
3. If an emergency, call the coaches at home.
4. Do NOT talk to the coaches directly before OR during practice.
They are here for the kids and cannot be distracted.

COMMUNICATION

Please remember that communication is very important to be informed on events, etc. Please check your family's mailbox on a daily basis. Email (crhoads@ywcagettysburg.org or sharkscoaches@gmail.com) is an extremely important tool to be informed. The coaches prefer that you email your questions to them. Emails to coaches will be copied to the Aquatics Director at the discretion of the coaches. You may also check out the Sharks website at www.swimburg.org or www.ywcagettysburg.org and most importantly be involved with other team parents.

PARENT PARTICIPATION

As in any youth sport, the success of the team depends not only on its participants and coaching staff, but also on parent participation. Parents are the backbone of our team. Without their support and help, our team could not hold meets.

Parents run swim meets. They are needed to officiate, time, to be runners, operate the computer, the timing system and operate the snack bar. Even if your background in swimming is limited, there are plenty of experienced parents to show you the ropes. It is our hope that when you are asked for help, you will be willing to give some of your time.

PARENT MEETINGS

Meetings are held a couple of times each season at the YWCA. Attendance at these meetings will keep you informed of team and league happenings. You will also become involved in decisions that affect the team's operation. Days and times will be announced. Email is also a very important communication tool!

RECORDS/AWARDS

The team statistician keeps records of all times swum by each member of the team and team records. Awards are presented in each age group at the end of each season.

HOME MEET PREPARATIONS

Parent volunteers are needed to help set up and tear down the timing system, scorer's tables, snack bar, and recall line before meets. Swimmers will be assigned clean up duties at each meet. Parents are asked to make sure their swimmer(s) does his/her job before leaving the YWCA.

OFFICIALS

Officials are needed at every meet. Yearly training clinics are offered by the league and United States Swimming. While we need more officials at home meets, we are also required to supply officials for all away meets and championship meets.

Meets cannot take place without parent volunteers.

MONEY

The snack bar is one of our major sources of income. The snack bar operates in shifts. If your child is swimming during your shift, please leave to watch and then return. All money from the snack bar goes to the Swim Team Fundraiser Account.

Swim Team Fundraiser Account pays for the following:

Awards, timing system, fundraisers, equipment exclusive to swim team and coaches' food, travel, and hotel

The Aquatics Department pays the coaches' salaries, timing system and (t-shirts (fall '09)

Thank you for joining the Sharks Swim Team! Our main goal is to make sure that every swimmer has fun and enjoys swimming. Please don't hesitate to ask any questions.

Cora Rhoads
Aquatics Director
YWCA of Gettysburg & Adams County
909 Fairfield Rd
Gettysburg, PA 17325
(717) 334-9171 ext. 129

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empowering women
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COMPETITIVE PROGRAM

Dual Meets

The Sharks compete in two leagues: the Central Penn Aquatic League (CPAL) in the winter season, and the Capital Area Swim League (CASL) in the summer season. A dual meet is competition between two teams. The team with the most dual meet wins determines the league champion in their respective division. Meets are held at either our home pool (YWCA) or the opposing team's pool. **Swimmers are placed in events by the coaches for the maximum benefit to the team.** The coaches also try to place swimmers in events they enjoy.

CPAL and CASL rules limit all swimmers to a maximum of four events per meet, one of which must be a relay. (8 & under's may only swim three total events in the summer).

Sign up for League meets- Sheets will be on the web site or at the front desk, please fill out and return by the appropriate date.

Swimmers are STRONGLY encouraged to attend all dual meets! All 1st season swimmers must participate in at least all home meets. Swimmers past their 1st season must participate in at least 3 dual meets. We need everyone to participate to be a strong team!

For the fall/winter season swimmers are to attend all meets and in the summer season we encourage swimmers to attend as many meets as they possibly can.

Swimmers are responsible to make sure they are on deck for their events. They are not to wander around the building. They must also remember that they are young ladies and gentleman and that there is no excuse for bad manners!

INVITATIONAL MEETS

Sign up for invitational meets Sheets will be on the web site or at the front desk, please fill out and return by the appropriate date. Several invitational meets are held during both seasons. The host team invites many teams to send swimmers to participate. The large number of participants usually provides very challenging competition. A small fee is charged for each event entered, and the host team decides the rules governing the meet. These meets are optional, but strongly recommended.

DIVISIONALS

At the conclusion of the dual meet season, all teams in each division compete in a meet called Divisionals. **Each swimmer must have participated in at least three dual meets to qualify for Divisionals.** The swimmers and coaches choose the events in which they will compete and are seeded according to event, age, and time. Swimmers' times at Divisionals determine whether they qualify to swim at All Stars.

ALL STARS

The top 8-12 finishers in the combined Divisional meets results qualify. (There are a total of four divisional meets held the same day). This meet is typically held the day after Divisionals.

MID-CAPS

The top 4-6 finishers from each of two All Star meets (East and West shores) advance to the Mid-Cap Meet. Summer only. This meet is typically held the Saturday after Divisionals and All Stars.

ANATOMY OF A SWIM MEET

Age Levels (for boys and girls)

8 & under
9-10
11-12
13-14
15-18

INDIVIDUAL EVENTS

Butterfly, Backstroke, Breaststroke, Freestyle, and Individual Medley (IM).

Each event proceeds from youngest to oldest. Distances are measured in yards or meters, depending upon the pool and varying by age group.

RELAYS

Each of four swimmers swims an equal distance of the event. Usually done in a freestyle or IM format. (IM- Backstroke, Breaststroke, Butterfly, Freestyle- different order for Medley Relays and the Individual Medley).

SCORING

Individual events: (6 lane pool)

1 st place	6 points
2 nd place	4 points
3 rd place	3 points
4 th place	2 points
5 th place	1 point

Relays

1 st place	8 points
2 nd place	4 points
3 rd place	2 points

One team may not earn points for more than two relay places in one event.

TERMINOLOGY

Timing System- Electronic timing system that automatically gives the swimmer's time and place on the board when the touch pad is activated at the end of the race.

Conversion Chart- Used to translate times for similar distances between a meter (ours) and yard (most other pools) pool.

D.Q.- Disqualification- Swimmers can be disqualified for doing an illegal stroke, kick, turn, or touch during a race. The swimmer is not able to receive an award, nor can the time be used as

an “official” time. These should be taken as a learning experience, not as a bad experience. It happens to the best of us!

Entry Fees- Money paid by the parent or club for a swimmer to participate in an invitational, or championship meet.

Exhibition- Swimming an event for a time, but not to earn points. If there is an abundance of an age group, the coach must put swimmers in Exhibition heats. This does not mean they are not part of the team!

False Start- A race start that is considered invalid, usually because of a swimmer moving in a forward motion before the starting sound. With the exception of 8 & under swimmers, who are allowed one false start, a swimmer is disqualified from a race if he/she commits a false start. The official may still allow them to swim, however this will not count for team points or awards.

Flip Turn- A somersault type of turn used in the freestyle and backstroke.

Heats- Only 3 swimmers per event are eligible to gain points for the team. If other swimmers swim in these events, they will be placed in exhibition heats. This is organized by time. Swimmers must show the coach they can perform in order to move up to the 1st (scored) Heat.

Individual Medley (IM)- Swimmer is required to swim each of the four strokes in the following order (Butterfly, Backstroke, Breaststroke, and Freestyle). *Butter, Back, Breast, Free- I'll beat your team just wait and see!*

League Meet- A dual meet between league members for the purpose of team competition.

Meters vs. Yards- a meter = 39.37 inches, and a yard = 36 inches. This causes the times swum in a meter pool (like the YW) to be slower than in a yard pool. The computer program we use to keep statistics uses a fairly accurate conversion factor to convert times.

Scratch- When a swimmer withdraws from a race, due to illness, etc.

Seeding- To rank swimmers according to times and placed in heats.

Splits- Time for the individual legs of a relay, or leg of an individual swimmer's race.

Taper- A training process used at the end of a season of hard work to help the swimmers rest and prepare for their most important meets of the season.

Warm-Up- Laps swum at the beginning of practice to loosen up and gradually increase the heart rate. Very important not to rush into a hard practice. Please be on time, as not to miss warm-ups.

Cool- Down- Laps swum slowly at the end of practice to relax muscles and decrease heart rate. Again, very important.

WINTER DUAL MEET TEMPLATE

Here is a copy of the events that are swum during a winter meet. Practices for the winter typically start in early October and end late February. The meets begin in early December and will continue through February.

Event Name

- | | | | |
|----|----------------------------------|----|-------------------------------------|
| 1 | Boys 11-18 200 Freestyle | 37 | Boys 11-12 50 Backstroke |
| 2 | Girls 11-18 200 Freestyle | 38 | Girls 11-12 50 Backstroke |
| 3 | Boys 8 & Under 25 Freestyle | 39 | Boys 13-14 100 Backstroke |
| 4 | Girls 8 & Under 25 Freestyle | 40 | Girls 13-14 100 Backstroke |
| 5 | Boys 9-10 50 Freestyle | 41 | Boys 15 & Over 100 Backstroke |
| 6 | Girls 9-10 50 Freestyle | 42 | Girls 15 & Over 100 Backstroke |
| 7 | Boys 11-12 50 Freestyle | 43 | Boys 8 & Under 25 Butterfly |
| 8 | Girls 11-12 50 Freestyle | 44 | Girls 8 & Under 25 Butterfly |
| 9 | Boys 13-14 50 Freestyle | 45 | Boys 9-10 50 Butterfly |
| 10 | Girls 13-14 50 Freestyle | 46 | Girls 9-10 50 Butterfly |
| 11 | Boys 15 & Over 50 Freestyle | 47 | Boys 11-12 50 Butterfly |
| 12 | Girls 15 & Over 50 Freestyle | 48 | Girls 11-12 50 Butterfly |
| 13 | Boys 8 & Under 25 Breaststroke | 49 | Boys 13-14 100 Butterfly |
| 14 | Girls 8 & Under 25 Breaststroke | 50 | Girls 13-14 100 Butterfly |
| 15 | Boys 9-10 50 Breaststroke | 51 | Boys 15 & Over 100 Butterfly |
| 16 | Girls 9-10 50 Breaststroke | 52 | Girls 15 & Over 100 Butterfly |
| 17 | Boys 11-12 50 Breaststroke | 53 | Boys 8 & Under 100 IM |
| 18 | Girls 11-12 50 Breaststroke | 54 | Girls 8 & Under 100 IM |
| 19 | Boys 13-14 100 Breaststroke | 55 | Boys 9-10 100 IM |
| 20 | Girls 13-14 100 Breaststroke | 56 | Girls 9-10 100 IM |
| 21 | Boys 15 & Over 100 Breaststroke | 57 | Boys 11-12 100 IM |
| 22 | Girls 15 & Over 100 Breaststroke | 58 | Girls 11-12 100 IM |
| 23 | Boys 8 & Under 50 Freestyle | 59 | Boys 13-14 200 IM |
| 24 | Girls 8 & Under 50 Freestyle | 60 | Girls 13-14 200 IM |
| 25 | Boys 9-10 100 Freestyle | 61 | Boys 15 & Over 200 IM |
| 26 | Girls 9-10 100 Freestyle | 62 | Girls 15 & Over 200 IM |
| 27 | Boys 11-12 100 Freestyle | 63 | Boys 8 & Under 100 Freestyle Relay |
| 28 | Girls 11-12 100 Freestyle | 64 | Girls 8 & Under 100 Freestyle Relay |
| 29 | Boys 13-14 100 Freestyle | 65 | Boys 9-10 200 Freestyle Relay |
| 30 | Girls 13-14 100 Freestyle | 66 | Girls 9-10 200 Freestyle Relay |
| 31 | Boys 15 & Over 100 Freestyle | 67 | Boys 11-12 200 Medley Relay |
| 32 | Girls 15 & Over 100 Freestyle | 68 | Girls 11-12 200 Medley Relay |
| 33 | Boys 8 & Under 25 Backstroke | 69 | Boys 13-14 200 Medley Relay |
| 34 | Girls 8 & Under 25 Backstroke | 70 | Girls 13-14 200 Medley Relay |
| 35 | Boys 9-10 50 Backstroke | 71 | Boys 15 & Over 200 Medley Relay |
| 36 | Girls 9-10 50 Backstroke | 72 | Girls 15 & Over 200 Medley Relay |

SUMMER DUAL MEET TEMPLATE

Here is a copy of the events that are swum during a summer meet. Practices for the summer typically start in early May and end late July. The meets begin in mid June and will continue through July.

Event Name	
1 Boys 8 & Under 100 Medley Relay	39 Boys 9-10 100 Freestyle
2 Girls 8 & Under 100 Medley Relay	40 Girls 9-10 100 Freestyle
3 Boys 9-10 200 Medley Relay	41 Boys 11-12 100 Freestyle
4 Girls 9-10 200 Medley Relay	42 Girls 11-12 100 Freestyle
5 Boys 11-12 200 Medley Relay	43 Boys 13-14 100 Freestyle
6 Girls 11-12 200 Medley Relay	44 Girls 13-14 100 Freestyle
7 Boys 13-14 200 Medley Relay	45 Boys 15 & Over 100 Freestyle
8 Girls 13-14 200 Medley Relay	46 Girls 15 & Over 100 Freestyle
9 Boys 15 & Over 200 Medley Relay	47 Boys 8 & Under 25 Breaststroke
10 Girls 15 & Over 200 Medley Relay	48 Girls 8 & Under 25 Breaststroke
11 Boys 9-10 100 IM	49 Boys 9-10 50 Breaststroke
12 Girls 9-10 100 IM	50 Girls 9-10 50 Breaststroke
13 Boys 11-12 100 IM	51 Boys 11-12 50 Breaststroke
14 Girls 11-12 100 IM	52 Girls 11-12 50 Breaststroke
15 Boys 13-14 100 IM	53 Boys 13-14 50 Breaststroke
16 Girls 13-14 100 IM	54 Girls 13-14 50 Breaststroke
17 Boys 15 & Over 100 IM	55 Boys 15 & Over 50 Breaststroke
18 Girls 15 & Over 100 IM	56 Girls 15 & Over 50 Breaststroke
19 Boys 8 & Under 25 Freestyle	57 Boys 8 & Under 25 Butterfly
20 Girls 8 & Under 25 Freestyle	58 Girls 8 & Under 25 Butterfly
21 Boys 9-10 50 Freestyle	59 Boys 9-10 50 Butterfly
22 Girls 9-10 50 Freestyle	60 Girls 9-10 50 Butterfly
23 Boys 11-12 50 Freestyle	61 Boys 11-12 50 Butterfly
24 Girls 11-12 50 Freestyle	62 Girls 11-12 50 Butterfly
25 Boys 13-14 50 Freestyle	63 Boys 13-14 50 Butterfly
26 Girls 13-14 50 Freestyle	64 Girls 13-14 50 Butterfly
27 Boys 15 & Over 50 Freestyle	65 Boys 15 & Over 50 Butterfly
28 Girls 15 & Over 50 Freestyle	66 Girls 15 & Over 50 Butterfly
29 Boys 8 & Under 25 Backstroke	67 Boys 8 & Under 100 Freestyle Relay
30 Girls 8 & Under 25 Backstroke	68 Girls 8 & Under 100 Freestyle Relay
31 Boys 9-10 50 Backstroke	69 Boys 9-10 200 Freestyle Relay
32 Girls 9-10 50 Backstroke	70 Girls 9-10 200 Freestyle Relay
33 Boys 11-12 50 Backstroke	71 Boys 11-12 200 Freestyle Relay
34 Girls 11-12 50 Backstroke	72 Girls 11-12 200 Freestyle Relay
35 Boys 13-14 50 Backstroke	73 Boys 13-14 200 Freestyle Relay
36 Girls 13-14 50 Backstroke	74 Girls 13-14 200 Freestyle Relay
37 Boys 15 & Over 50 Backstroke	75 Boys 15 & Over 200 Freestyle Relay
38 Girls 15 & Over 50 Backstroke	76 Girls 15 & Over 200 Freestyle Relay



Parent/Guardian Acceptance Form

I, _____, parent/Guardian of _____,
have reviewed the YWCA of Gettysburg & Adams County Shark Swim Team Handbook.
We, (participant and parents) have read, understood and are in agreement with
everything in the handbook.

Parent's signature

Swimmer's signature

Date

Incident Report

Date of Incident _____ Time of Incident _____

Exact Location of Incident: _____

Name(s) of Person(s) Involved: _____

Description of Incident _____

1. Witness Name _____

Address _____ Phone _____

2. Witness Name _____

Address _____ Phone _____

Action Taken: _____

Person Filing Report _____ Date of Report _____

Turn into the YWCA of Gettysburg & Adams County Aquatics Director