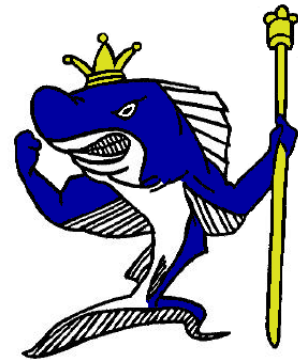




South YMCA



KEY



Swim Team

**PARENT
HANDBOOK**

2011 - 2012

www.keyswimming.com

Dear Parents and Swimmers,

On behalf of the coaching staff I would like to welcome you to the **KEY** Swim Team, and I would like to share some ideas that may help you to understand and benefit from our program.

First of all, **READ THIS BOOK CAREFULLY!!!** All the information you need is probably in this book or on the website (www.keyswimming.com). You should check the website frequently for important updates as well as news from the Parent Advisory Group and coaches. Also, be sure to read the periodic newsletter, which will be distributed via emails. These items will keep you abreast of current events involving our swim team.

As a member of KEY Swimming, I expect each swimmer to participate in as many meets as possible. This includes dual, invitational and championship meets. If your swimmer must miss a meet, for any reason, please notify the coach as soon as possible. The coaches go into meets with plans for warm up and relays and base our decisions on the entries submitted. By letting us know your swimmer will not be there beforehand, we can make appropriate changes without being rushed at the meet.

Swimmers are expected to be at practice on time for two important reasons. First, every swimmer should participate in the warm-up exercises prior to training to avoid injuries. Second, coaches have planned practices sessions to get as much work done as possible. If your swimmers are going to miss days or weeks of practice in a row, please notify the coach before or during the absence.

Parents, please do not come into the pool area to talk to the coaches during practice. If you have any questions for the coach, approach them before or after practice. If necessary, please call or email to make an appointment. All of the coaches can be emailed through the website: www.keyswimming.com

The coaching staff and I look forward to working with the parents and swimmers. ***IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE FEEL FREE TO CALL ME!!!*** My office number is 434-1964 and my e-mail address is: eric@keyswimming.com

Thanks,

Eric Wentzel
Director of Competitive Aquatics
KEY SWIMMING
South (Kettering) YMCA
West Carrollton YMCA

Dear Swimmers, Parents, and Family Members,

Welcome to the KEY Swim Program!

We are proud to have one of the finest swim programs in the area. Our program is dependent upon the considerable efforts of our swimmers and coaches, the cooperation of the South and West Carrollton YMCA's and support of the families of our swimmers to achieve the excellence goals we have defined. We especially need your support in the following areas:

1. Encourage your swimmers to work hard, earn good grades, make new friends, and have fun.
2. Support our Invitationals and Fund-Raising Activities. It is a must that everyone participate for these to be successful.
3. Swim team parents are required to be officials, timers, record keepers, etc. at all meets. In addition, we ask that you help with social activities, fund-raising events, and a wide variety of other duties that makes KEY a successful program. It is a great way to get to know other people on the team.

We hope everyone has a great season. If you have any questions or concerns throughout the year, please do not hesitate to call one of the Coaches or Parent Advisory Group Officers.

Sincerely,

KEY Parent Advisory Group:

Head Coach: Eric Wentzel - eric@keyswimming.com
President: Lynne Menke - menkej@sbcglobal.net
Vice President: Karen Hulett - kwahzhulett@woh.rr.com
Secretary: Lynn Rohr - srohr@woh.rr.com
Treasurer: Steve Rohr - srohr@woh.rr.com
Fundraising Chair: Pam Stier - stier.mom@gmail.com
Publicity:
At-Large Member: Deb Tankersley - Deborah.tankersley@gmail.com
At-Large Member: Maureen Issenmann - Maureen.issenmann@woh.rr.com
At-Large Member: Jenn Fullenkamp - jennfullenkamp@yahoo.com
Gift Cards: Cheryl Krueger - cheryl.krueger@wright.edu
Kroger Cards: Robin Miller - robinmiller.shaklee@gmail.com

Thank you!

Your decision to participate with your child in the South YMCA (KEY) swim team program is appreciated and I, along with the volunteers and staff, want to say "thanks" for choosing our program!

You and your family have made an important commitment to be a part of the South YMCA Swim Team family and best swim team in the area. We know that adding one more thing to your already busy schedules takes, among other things, planning, family lifestyle adjustments, and determination to make the most of this opportunity. We hope that the staff and volunteers can assist you and your family in making this the best experience possible.

This program provides competition for youth in the most supportive way. The coaching staff not only improves stroke development, but they are also interested in the character development of the child as well! The term "help build a healthy spirit, mind and body" is a fixture in our mission and what we hope to do each and every day at the YMCA. This program is much more than trying to develop Olympic champions. We hope at the end of the season that your child will also be a better person for participating and challenging themselves to strive for the best in all aspects of their lives.

As you begin your first season with us, or if you are returning for another season, we know that you will find many rewards in being involved. Throughout the season there are many opportunities to get involved in this program and we hope that you will take advantage of those opportunities. Fundraising is not only a very important function that helps provide top quality coaching and financial stability to the program but also offers parents and children time together and hopefully provides a sense of accomplishment when these goals are achieved. Volunteering at swim meets and on committees helps all parents understand just what it takes to pull off a successful season of competitive swimming while giving the staff the "extra hands" they need to get the job done!

I may be biased, but I am always proud to say that the coaching staff for KEY swimming, lead by Eric Wentzel, is one of the best in the country! But even with the best, the coaches can't do it alone. We need your help!

Again, thank you for taking the time to learn more about this awesome program and joining the team! Do not hesitate to contact myself or any of the wonderful volunteers and staff that run this program throughout the year. We appreciate your support of the YMCA and your participation in the KEY Swim Team program.

Randy Paulin
Executive Director
South YMCA
937-434-1964

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For A, AA's, and National Qualifying Times, see the Southwest Ohio Website at:

<http://www.swyswim.org/>

**2011 – 2012 KEY Meet Schedule
(Subject to change, check the KEY website frequently!!)**

<http://www.keyswimming.com>

TEN COMMANDMENTS FOR PARENTS OF ATHLETIC CHILDREN

Reprinted from the *Young Athlete* by Bill Burgess

1. Make sure your child knows that win or lose, scared or heroic, you love him/appreciate his efforts, and are not disappointed in him/her. This will allow him/her to do his/her best without fear of failure. Be the person in his/her life he can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic ability, his/her competitive attitude, his/her sportsmanship, and his/her actual skill level.
3. Be helpful, but don't coach him on the way to the pool or on the way back or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.
4. Teach him/her to enjoy the thrill of competition, to be "out there trying," to be working to improve his/her swimming skills and attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun.
5. Try not to re-live your athletic life through your child in a way that creates pressure. As a child, you lost as well as won. You were frightened, you backed off at times, you were not always heroic. Don't pressure your child because of pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking, feeling, sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his/her world turns black. If he/she is comfortable with you, win or lose, he/she's on his/her way to maximum achievement and enjoyment.
6. Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc. with your athlete if you interfere with or berate the coach's plan or ability. Be supportive.
7. Don't compare the skill, courage, or attitudes of your child with other members of the team, at least within his/her hearing.
8. Get to know the coach so that you can be assured that his philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.
10. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that

courage is not the absence of fear, but means doing something in spite of fear or discomfort.

The job of the parent of an athletic child is a tough one, and it takes a lot of effort to do it well. It is worth all the effort when you hear your child say "My parents really helped me and I was lucky in that respect."

SWIM TEAM FAMILY CONDUCT

It is unfortunately true that at many youth sport competitions, it is said that, "if the parents weren't at the game, the kids would just be fine." Swimming is no exception and some would argue that overbearing swimming parents who lose sight of the real purpose of the youth swimming programs are a prime example of overemphasis on winning.

The KEY swimming program is designed to accommodate wide ranges of physical talent, as well as the peaks and valleys of athletic motivation. The program seeks a balance between competition, participation, academics, family values, and good old fashioned "fun."

Much of the primary motivation for children is the praise of their parents. The manner of administering this praise is important. Praise should not be in the form of bribes or extra rewards that are based on extra requirements of the swimmer. One of the goals of our program is to teach rewards of hard work and realizing success from that hard work. Often, feelings of success that a child could have are tarnished or completely destroyed by the failure to meet an outside requirement placed on the performance by well-meaning parents. If you choose to reward performances materially, do so not on the basis of a task that you believe the swimmer should be able to do, but rather as the result of solid effort. If rewards are given, keep the idea of the reward a secret until after the performance. There is plenty of pressure to do well without adding to it with a "if you do this, then you will get this" type of statement.

"Overzealous and/or fanatic swimming parents" should be forewarned that conduct detrimental or embarrassing to the swim program will not be tolerated. The conduct of the parents, just as the swimmers themselves, at practice and at meets, is expected to be at the highest level.

GENERAL INFORMATION

I. FOR THE SWIMMERS

Be On Time: Whether arriving in a car pool or individually, be sure to arrive 10 minutes prior to the scheduled time. The coach carefully plans the training period for your benefit, missing any part of it, sets you behind.

Absences: If you miss practice for any reason, call our office or send an e-mail. This is a sign of respect and responsibility. Those athletes in the National training program must report each day, illness notwithstanding, either in person by phone or by email.

Dress Well To and From Workout: Come to practice dressed for the weather with an extra towel and your training equipment in a team bag. Your season's success is dependent on your health. Take care to be dried and dressed warmly before you leave.

Training Equipment: Each individual is responsible for supplying caps, suits, and goggles. Some additional supplies (i.e. kickboards, pull buoys and paddles) may be necessary as decided by the coach of your training group. Coaches will advise groups what gear they will need early in the season.

Use of Restrooms: Use of restrooms during workout is a nuisance, resulting in a loss of time. Restrooms use should be restricted to emergencies and before and after workout.

Before and After Practice: You represent KEY Swimming and the YMCA at all times. Conduct yourself accordingly. While waiting for practice to begin, stay close to your assigned practice lanes and wait for instructions from your coach. After practice, dry off and dress immediately. If you must wait for a car pool or another group to finish, do so quietly in the lobby. Do not interfere or disturb other "Y" programs that may be going on while you wait. We are a respected group only as long as we respect others.

Meet With Your Coach: If for any reason you have questions or difficulties, be sure to consult with your coach first. The staff is the best source for an answer or solution. "Wharf area gossip" is destructive and offers no help. Check with your coaches.

Mailbox: Each team member in the Kingfish, White, Red and Blue Groups will have a file folder for distribution of newsletters and other swim team documents. It will also be used to disseminate meet information, meet awards, and whatever else is being handed out at practice. Please check weekly, if not daily. The assigned folders will be completed shortly after the season begins. These are located by the record board across from the pool at the South YMCA.

II. FOR THE PARENTS

The parent's role in age group swimming should be as a cheerful, informed observer. You should be supportive. You must be patient; progress at times is deceiving. Sometimes it takes years to make a Champion.

Parents are the backbone of any swim club. You drive your swimmers to practice and meets, work at the swim meets, feed and take care of swimmers, and do many other things to support the club. Parents ideally encourage their swimmers and constantly give positive support.

Our professional coaching staff is aware of and employs all the latest training and coaching techniques available to help and benefit our swimmers. Let the coach do the job. Please do not offer your child, and others, coaching hints. Sometimes that confuses the swimmer and tears down the confidence the swimmer has placed in the coach.

If your child asks you a question, reverse it and ask them what they think. Give an answer only if you are qualified. Suggest that your child talk it over with the coach and perhaps the two of them together can find the answer.

When someone compliments you on your swimmer, a simple "thank you" suffices.

Always offer encouragement; never lecture your child about a poor race. You will make the swimmer feel even worse. Let your swimmer discuss the situation with the coach and do your job to give support and encouragement to do better the next time.

Events and meets are selected to benefit both your swimmer and the team. Never look for more meets to enter. The coach and swimmer should discuss this. The coaches will choose the events your swimmer will be entered in (the best events for the swimmer to place and help the team).

Offer assistance whenever possible with out of town meets. Be concerned about who will drive and who else will travel in the car. Remember the coach cannot watch all the swimmers at a meet. It is a coach's job to take care of the team's performance.

A coach and the program can't be supported if ruined in the eyes of a swimmer by parents. Never complain about the number of hours of practice that your swimmer logs each day. Rather, make them feel that it is worthwhile and if this is what the swimmer wants, then you will help. Anything worthwhile usually means sacrifice.

The KEY Booster Club is certain that all parents recognize the dedication that is required of each swimmer and therefore, the Booster Club fully supports the efforts of all the swimmers. It is extremely important that each swimmer on the team is

aware of your support. If you have any questions, please contact a coach or member of the Parent Advisory Group.

Also, a reminder, in accordance with YMCA rules & regulations, non-participants will not be permitted on the pool deck during meets and practice.

GOVERNING RULES & REGULATIONS

I. INTRODUCTION

A. Statement of Position

Management of the Swim Team is vested in the KEY Booster Committee of the KEY Swim Team Booster Club in consultation with the YMCA professional staff. All Swim Team parents are automatically members of the KEY Swim Team Booster Club.

B. YMCA Philosophy

The mission of the South YMCA is to provide programs and an environment that will help people grow physically, intellectually, and morally.

We are an association of people united by the commitment to the values of our Judeo-Christian traditions. Our programs are designed to:

- Promote Healthy Lifestyles
- Strengthen Families
- Develop Leadership Qualities in Youth
- Improve Our Community
- Increase Understanding Among People

C. Swim Team Mission Statement

To provide an environment where swimmers of all levels of ability can develop their technical skills and character traits through competition and team membership. Each swimmer will be pushed to realize their full potential whether that is a personal best or a meet record. We help swimmers set individual goals and we develop swimmers toward attaining their personal goals. Our philosophy is to stress the success of each swimmer and to combine that with a strong team atmosphere so all swimmers come away with a good feeling about themselves and the team to which they belong.

D. KEY Parent Advisory Group Officers & Committee Chairs:

Head Coach:	Eric Wentzel - eric@keyswimming.com
President:	Lynne Menke - menkej@sbcglobal.net
Vice President:	Karen Hulett - kwahzhulett@woh.rr.com
Secretary:	Lynn Rohr - srohr@woh.rr.com
Treasurer:	Steve Rohr - srohr@woh.rr.com

Fundraising: Pam Stier - stier.mom@gmail .com
Publicity:
At-Large Member: Deb Tankersley – Deborah.tankersley@gmail.com
At-Large Member: Maureen Issenmann – Maureen.issenmann@woh.rr.com
At-Large Member: Jenn Fullenkamp – jennfullenkamp@yahoo.com
Gift Cards: Cheryl Krueger - cheryl.krueger@wright.edu
Kroger Cards: Robin Miller - robinmiller.shaklee@gmail.com

The Parent Advisory Group members are the parents of the swim team and all parents are responsible to be part of a committee. This is the organization that supports the coaches, swimmers, and the team.

Currently, we need parent participants in the following volunteer opportunities: *Key Invitationals, Fundraising, Team Marketing, Social Committee, Spiritwear/Awards, Spaghetti Dinner, End-of-the Year Banquet, Hotel Reservations, Nationals Coordinator and Swim Camp*. Please contact Lynne Menke or Karen Hulett to volunteer for any of these positions.

II. COMMUNICATION

A. Bulletin Board

The Swim Team has a bulletin board in the hallway, directly across from the aquatic office at South YMCA and in the pool area at the West Carrollton YMCA. Please check the bulletin board regularly for any swim team information you may need.

B. Swimmer's Folders

Each Kingfish, White, Red and Blue swimmer has a file folder in the file box located by the swim team office at the South (Kettering) YMCA. The folder may contain a copy of any pertinent handouts as well as ribbons or medals from past meets. Swimmers are responsible for checking their folder and making sure contents are removed regularly. Gold and National swimmers do not have folders. Information will be given to them by the coach.

C. Website

Additional information regarding meets, practice schedules or changes, fundraising activities, upcoming events, etc., can also be found at the KEY Swimming website; www.keyswimming.com. In addition, your account information is managed through this website.

D. Coaches

The coaches are available should you or your swimmer have any questions or problems. Please call and make an appointment or stop in before or after practice to see any coach. **We ask that you do not attempt to talk to any coach during**

practice, as they are responsible for the safety of your children. The coaches have a mailbox, voice mail, and e-mail for messages.

E. Email

We use email to maintain contact with our KEY team family. Important information such as fundraising reminders, invoices, newsletters and last minute schedule changes are communicated through email and the website. We have found this method to be the quickest, least expensive, most convenient, and most complete method of communication between our families. Please make certain we have the best information for you.

IMPORTANT

CONTACT YOUR SWIMMER'S COACH IF YOUR SWIMMER IS GOING TO MISS AN UPCOMING EVENT, PARTICULARLY AN UPCOMING SWIM MEET.

F. Cancellations

If the YMCA is open, there will be practice. If there is any question, please contact your coach.

G. Best Times and Goal Times

The coaches will periodically post the best times and goal times of each swimmer. These will be posted on the swim team bulletin board and on the website.

III. SWIM TEAM FEES

A. Fees

Team fees are established well in advance of the season. These fees help cover coaches salaries, coaches' travel, training, pool rental, and miscellaneous expenses associated with the team. Swim team fees are now paid automatically through the TeamUnify (TU) on-line system (www.keyswimming.com) at midnight on the 1st of each month for six months. When you registered your child for the Team, TU asked for a credit card number. Your card will be charges the monthly fee based on the swim group to which your child is assigned. If you choose to make payments in advance, and many people do, you can place your payment in the blue box at the South YMCA before the 1st of each month. These payments can be made by check (made out to the *South YMCA*) or credit card. All team fees are due by **February 1, 2012**. Payments placed in the Blue Box will be manually entered to your account by the team Treasurer. It is helpful for you to include the most recent copy of your

statement along with your payment. This is to ensure accuracy and accountability between the team and the South YMCA.

You have the opportunity to participate in the KEY gift card program to offset team fees.

If you have a credit balance after your tenure has ended, the remaining balance will be considered a donation toward the **South YMCA – KEY Swimming** program and will be completely tax deductible.

Swimmers with delinquent account may not be permitted to participate in practice or meets after December 31, 2011 until fees are up to date or special arrangements have been made through Eric Wentzel or Randy Paulin, Executive Director of the South YMCA.

These are the current swim team fees:

Kingfish - \$540.00 (90.00/month x 6 months)

White - \$648.00 (108.00/month x 6 months)

Red - \$798.00 (133.00/month x 6 months)

Blue - \$924.00 (154.00 /month x 6 months)**

Gold - \$1080.00 (180.00/month x 6 months)**

National - \$1296.00 (216.00/month x 6 months)**

**** There will be additional costs if a swimmer qualifies for National Competition**

B. Meet Fees (Escrow)

The KEY Swim Team maintains an entry fee account to cover the expenses of meet entries. This account is used ONLY for individuals' entry fees. Since we must mail a check with entries approximately 10 days to 4 weeks prior to a meet, it is IMPERATIVE that all swimmers have sufficient funds in their account at all times.

1. Meet Fees can be up to \$10 for an individual event. However, for most invitationals, the range is from \$3.50 to \$5.00. Additional individual fees are charged to the account when required for participation in certain meets.

2. A deposit of \$50 per swimmer is required for all families at the beginning of the season. This initial deposit can only be done manually and cannot be done through the TeamUnify system. You will need to place a check in the Blue Box at the South YMCA (please make checks payable to **South YMCA**) to cover these initial

expenses associated with Meet Fees; however, after the first Meet, the TU system will bill your credit card for the fees incurred at any Meet your child swam in during the last billing cycle.

3. Account statements, which include Team Fee and Meet Fee (Escrow) balances, are generated by TeamUnify and sent via email once a month.
4. All swimmers must enter meets with the team. If you must enter at a later date, you must have the coach enter you. Please *do not call the team hosting the meet to enter your swimmer*.
5. There will be a minimum charge of \$25.00 on all returned checks.

C. Fundraising

With our new fee structure, we now have the ability to do some REAL fundraising activities which will solely benefit the team. Stay tuned for additional information on this subject. See Appendix A for more information on Kroger Cards.

IV. SWIM MEETS AND THE YMCA SWIMMING ORGANIZATION

The following is a brief description of the YMCA swim program and the type of meets in which we participate:

A. Age Groups

For the purpose of competition, YMCA is divided into age groups. A swimmer's age for the entire season is their age as of December 1st:

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

Senior (Anyone 12 & over as of the 1st day of YMCA Short Course National Championships is eligible to swim senior events)

B. YMCA League

YMCA Swimming in Ohio is divided into four leagues. The **South YMCA - KEY Swimming** program is located in the Southwest Ohio League, which includes 20 teams. They include: Auglaize-Mercer, Beavercreek, Blue Ash, Clinton County, Clippard, Coffman, Countryside, Darke County, Greater Miami Valley, Huber Heights, Kleptz, Lakota, ME Lyons, Miami County, Powel Crosley, RC Durr, Sidney-Shelby County, South (KEY), Springfield, and Union County. At the conclusion of the season, championship meets are held.

C. Dual Meets

During the regular season, the YMCA participates in a schedule of dual meets. DUAL MEETS ARE NOT CHARGED TO YOUR MEET FEE ACCOUNT. The entire team swims at this meet and it is usually done within an afternoon or morning time frame. A dual meet consists of 43 events each for boys and girls, which includes five to seven individual events and two relays for each age group. Swimmers are entered in one or two individual events and possibly relays. These limitations are for the purposes of scoring and awards although no ribbons or trophies are given. By agreement of the opposing coaches, swimmers may swim additional exhibition events and exhibition relay teams may also be added to events. Points are not normally given to exhibition swimmers. Obviously, the size of a particular age group will, to some extent, dictate the number of events in which a swimmer can be entered. Our emphasis in dual meets is to allow the maximum number of swimmers to participate and to possibly enter a swimmer in events that he or she may not be use to swimming.

Your child will be entered unless you notify the coach that you will not be there.

ALL DECISIONS RELATIVE TO THE LINE-UPS FOR SWIM MEETS ARE MADE SOLELY BY THE COACHING STAFF

D. Invitationals

Invitationals are meets where four or more teams compete and usually are conducted over two or three days. Swimmers can usually enter as many events as needed.

Coaches will select the events the swimmer will swim and determine the relays. All entries will be made through the team website. You need to sign up for the appropriate age group and days your swimmer is able to swim. Entry fees for these events and any relays will be deducted from the swimmer's escrow account. Once the entries have been submitted, no refunds and nor additions can be made.

KEY Invitational

This meet is the club's largest fundraiser and is held on a Friday, Saturday, and Sunday in the fall. It requires many hours of hard work by all swimmers and their families to make this meet successful. Sign up for jobs via the website.

KEY Valentine Meet

The KEY Valentine Meet is a meet held in February. Normally, swimmers 14 and under are invited to participate in a number of events. All families are expected to work for this to be a success. This is another fundraiser for the team. Sign up for jobs via the website.

Championship Meets

At the conclusion of the regular season, A's, AA's, and Zone Championships are held in consecutive weekends and at varying locations. In order to swim an individual event at the AA and Zone meets, a swimmer must have met a specified qualifying time in a meet during the regular season. If they do not have a specified qualifying time, then that swimmer would be eligible to swim at A Championships. A swimmer with 4 or more AA qualifying times is not eligible to swim in the A Championships. Swimmers with Zone times are able to swim in the AA meet (see enclosed qualifying times).

Nationals

Spring Nationals are held in April at the Greensboro Aquatic Center in Greensboro, North Carolina. Any swimmer age 12 or older on or before the 1st day of YMCA Short Course National Championship competition, meeting specified qualifying times and KEY National Team Standards (which include academic standards) is eligible to participate in the National Championship Meet. For more information, contact the head coach.

If eligible to compete, expenses paid by each swimmer covers the motel for 7 nights lodging, team suit, team warm-up, team van, team meals, and event entry fees. Flight expense is extra. These costs fluctuate yearly.

USA Swim Meets

To add variety to the swimmers total experience, KEY Swimming offers and encourages all swimmers to register with United States swimming (USA Swimming). We will swim several USA meets each year. The team normally participates locally at Washington Township Rec Center, along with smaller meets in Cincinnati, as well as USA Junior Olympics and Zone Championship meets. These meets offer our swimmers the opportunity to swim events and distances not allowed at YMCA meets. It also gives our team the opportunity to experience different pools and competition. In USA Swimming, you swim your age, so the day of the swimmer's birthday determines the age group you swim. Depending on your swimmer's birthday, this can, at times, be an advantage. The cost of registration is \$58. Please see the website for registration forms and/or talk to one of the coaches for more information.

V. SWIM TEAM PROCEDURES

A. Discipline

Swimmers will be informed by their parents that their conduct at all Swim Team events should be, at a minimum, equal to what it would be if their parents were present.

First offenses will result in the swimmer sitting out the balance of the practice and the possibility of suspension from practice for one or more days. Swimmers suspended from practice will be required to be accompanied by their parents when they return to practice. For continuing problems, we will request a conference with the executive director, the coach, the parents, and the swimmer. Verbal or physical harassment by any swimmer could result in immediate dismissal from the team.

**ALL DECISIONS REGARDING DISCIPLINE WILL BE THE
SOLE RESPONSIBILITY OF THE COACH**

B. Practice and Meet Philosophy

The Coaching Staff, with the concurrence of the Booster Club Committee, feels that regular attendance at practice and swim meets is essential for individual and team improvement. The Coaching Staff also recognizes that it is neither practical nor desirable to expect the same commitment to swimming from eight or nine year olds that is expected from a fifteen year old.

The following goals have been established, which the Coaching Staff feel are reasonable expectations of the number of practices that a swimmer should attend and indicative of the commitment that is required of each swimmer:

Kingfish	2 of 3 practices per week
White Group	3 of 4 practices per week
Red Group	4 of 6 practices per week
Blue Group	5 of 6 practices per week
Gold Group	5 of 6 practices per week
National	Expected to attend 100% of AM and PM practices

Swimmers are encouraged to attend as many practices as possible!

All decisions relative to practice in meets and events at those meets will be made solely by the Coaching Staff and based upon regularity of attendance at practice. For this reason you are asked to advise the Coach, in writing, if your swimmer has been sick or has missed practice because of some personal or family reason.

C. Swim Groups

KEY Swimming consists of six groups. Coaches place swimmers in the appropriate groups so the swimmers can receive the greatest benefit by working with a certain group:

Kingfish

Age 10 and under

Must be able to swim 25 yards Freestyle with an understanding of rotary breathing

Must be able to swim 25 yards Backstroke

White Group

Ages 11 and under

Must be able to swim 200 yards Freestyle with an attempt at flip turns

Must be able to attempt a 100 yard IM

Must understand circle swimming, flip turns and streamlines

Must be able to attempt to dive from either the side or from blocks

Red Group

Ages 10 and over (*only 10 year-olds with four "AA" time standards will be allowed in this group)

10 year-old must have coaches' permission (Good listening skills, willingness to work hard)

Must be able to swim 500 yards Freestyle continuously with flip turns

Must attempt to swim and kick 100 yards of all four competitive strokes

Must attempt a 200 yard IM

Must be able to kick 10 x 100 yards on 2:05

Must be able to streamline dolphin kick 4 x 25 yards underwater with fins

Blue Group

Ages 11 and over (*11 and 12 year-olds must have both coaches permission to be admitted to this group)

Must be able to swim 1000 yards Freestyle

Must be able to attempt a 400 yard IM

Must be able to attempt 200 yards of each stroke

Must be able to streamline dolphin kick 8 x 25 underwater without fins

Year-round swimming is strongly encouraged

Gold Group

Ages 13 and over (swimmers not in high school must have three 15 and over Zone time standards to be allowed in this group)

Must be able to swim 2000 yards Freestyle

This group is for serious swimmers that also do a fall sport

Must be able to attempt 200 yards of each stroke

Must be able to attempt a 400 yard IM

Must be able to understand time cycles and read a pace clock

Ability to manage time and outside obligations
Ability to set realistic goals and work to attain them
90% practice requirement is required to move into the National Group and must meet the time standards.

National Group

New swimmers to this group must have YMCA Summer National Times
Swimmers are required to attend morning dryland training and swimming practice.

Swimmer must maintain an 85% practice attendance to stay in this group

Must be willing and able to train at high levels

Must be able to swim 3000 yards Freestyle

Must be able to swim 200 yards of each stroke

Must be able to swim a 400 yard IM

Must be able to understand time cycles and read a pace clock

Ability to manage time and outside obligations

Ability to set realistic goals and work to attain them

High School Fall Sports participants must attend morning practices

Coaches permission ONLY !!!!

D. Equipment and Apparel

Team suits and equipment can be purchased from Kast-A-Way Swimwear (www.kastawayswimwear.com, 1-800-543-2763). All swimmers are encouraged to wear the "TEAM" suit, which has been selected. This helps build team spirit and unity. Goggles and caps are helpful, but not mandatory. Swimmers should also have a warm-up or sweat suit to wear during a swim meet. Some type of footwear, like tennis shoes or thongs, should also be worn. Parents are reminded that swimmers have normally gotten out of the water when they leave practice and they should be dressed appropriately. This includes a hat in cold weather.

Each swimmer on the team will be given 2 latex KEY caps at the beginning of each season. Each latex KEY cap after that will cost \$5. Everyone will be given the opportunity to order personalized silicone KEY caps at the beginning of the Short Course (September) season. Extra silicone KEY caps will also be purchased at that time and will cost \$15. All KEY cap purchases will be billed to your TeamUnify account.

We will provide the opportunity to order KEY Swimming Spirit Wear at the beginning of the Short Course (September) season. That information will be distributed at the ALL parent meeting held in September, posted on the website and sent out to families in email form. Other ordering opportunities will be provided if the Parent Advisory Group decides there is enough need.

Each swimmer is expected to wear team clothing and caps at ALL swim meets.

Group Equipment Lists:

Kingfish Group

Fins
Kickboard
Mesh Bag

Red Group

Front Mounted Snorkel
Strokemaker Paddle
Fins
Kickboard
Pullbouy
Mesh Bag

Gold Group

Front Mounted Snorkel
Strokemaker Paddle
Kickboard
Pullbouy
Mesh Bag
Fins
Biofuse Fin(optional)
OLD Tennis Shoes

White Group

Front Mounted Snorkel
Fins
Kickboard
Mesh Bag

Blue Group

Front Mounted Snorkel
Strokemaker Paddle
Kickboard
Pullbouy
Mesh Bag
Fins
Biofuse Fin(optional)
OLD Tennis Shoes

National Group

Front Mounted Snorkel
Strokemaker Paddle
Kickboard
Pullbouy
Mesh Bag
Fins
Biofuse Fin
OLD Tennis Shoes

E. Parent Workers for Meets

Behind every successful swim team is a group of parents who raise money or otherwise facilitate the operational aspects of a swim meet; which includes but not limited to, recording meet entries, arranging travel, recording results, officiating at meets, organizing fun activities, publishing newsletters and coordinating team attire.

As the parents of children on the swim team, you are part of this very special organization. The Parents Advisory Group is an extension of KEY Swimming that provides important services for the team. Your responsibility to the Swim Team, the swimmers, and the Parents Advisory Group is to actively participate in the swim program. Swimming at KEY is a family sport!

Fortunately at KEY, we have always been blessed with wonderful parent volunteers who are dedicated to the activities of their children and who selflessly give of themselves to the program.

For those of you who are new to KEY, we depend on the support of 100% of the parents whose children swim in the program. All swim meets are run completely by parent volunteers. For each home dual-meet, over 22 volunteers are needed. Away meets require more than 10 volunteers. Additionally, there are many "behind the scenes" activities that occur peripherally on the day of a swim meet where we can use your talents and time.

Because of the numerous volunteering opportunities that exist, there is something for everyone's interest and desire. Although some volunteer positions such as officiating require special training and certification, most positions just need your time and talents. Stopwatch timers, concession people, banquet volunteers, group coordinators, party organizers, and many more are examples of positions that need to be filled. And for those of you who like to organize and manage, consider volunteering as one of our committee chairpersons.

Every year we have a need of volunteers for several very specific positions. These include:

Timer. Timers are needed in each lane. The primary responsibility is to start the watch at the start of the race and stop it when the swimmer touches the wall. This time is recorded. You get the best seat in the house with this job. No experience is required.

Announcer. The Announcer works at home meets. The Announcer reads names and events from the program prior to each event. No experience is required but need to keep a quick pace. Time required: The duration of the meet.

Runner. Responsible for taking the time sheets from the Head Timer and delivering to the scorer's table after each event.

Hospitality Workers. Responsible for planning the menu, shopping, cooking and feeding the officials and coaches during the duration of a hosted meet.

Concession Workers. Responsible for preparing and serving food while following the Ohio Revised Food Code during the duration of a hosted meet.

Level I and II Certified Officials:

YMCA Swim Official I. Level I Swim Officials are certified to function as Stroke and Turn Judge, Relay Take-off Judge, Place Judge and Timer. Successful completion of a written examination/Online test is required for certification. Minimum age requirement is 21 and must be associated with a YMCA sponsored Swim Team.

YMCA Swim Official II. Level II Swim Officials are certified to function as Referee, Starter and Chief Judge, as well serve in the role of any Level I Swim Official. Successful completion of a written examination/Online Test is required for certification. Minimum age requirement is 21 and must be associated with a YMCA sponsored Swim Team.

USA Officials Certification. USA Swimming recently changed its requirements for becoming a USA-certified official. Officials that are interested in becoming USA certified, in addition to their YMCA Officials designation should contact Steve Rohr or Coach Eric Wentzel for more information.

YMCA Certification is required to perform specific roles at dual meets, invitational meets, Southwest YMCA Cluster, YMCA Zone and YMCA National Championship meets. USA certification is required for officiating at USA swim meets.

F. Other Parent Volunteer Positions

Group Coordinators – These people are to help with new members of our swimming family and with communication between the parents and the coaches. Each group will be assigned 1 or 2 parents for this position.

Fundraising. Expenses paid by KEY families are directly affected by the effectiveness of team fundraising activities. These activities will be expanded this year and will be run with the purpose of both raising funds and building team cohesion. Coordination of these activities will include definition of activities that meet team requirements, coordination of volunteers to implement those activities, and monitoring the activities when they are implemented.

End of Season Banquet Volunteers. The KEY Awards Banquet is held at the end of the Winter swim season. At this banquet, graduating seniors are honored and the team celebrates the season. One person is required to coordinate planning the event within the budget established by the Board, and others are

required to help implement the different facets of it, (e.g. decorations, awards, registration). It is a huge undertaking, but ALWAYS a fun and tear-filled event. We love our KEY Swimmers!

Spaghetti Championship Dinner. Motivational team dinner preceding the championship season beginning in March. Volunteers needed to secure the location, collect reservations and money and to prepare the meal.

Team Apparel. Part of our swim club's branding and team building is for our swimmers and our parents to proudly wear their KEY gear at swim meets. We would like help coordinating the design, ordering and distribution of the team gear.

Publicity/PR. Each year, we need to keep refreshing our ranks with great kids. This role help build our brand to the non KEY swim family by coordinating press releases and other PR materials on the great events and the great swimmers coming out of our swim club.

Please contact any Parent Advisory Board member if you have questions about these or any other volunteer opportunities.

Each KEY Family is expected to work during the season, including the KEY Invitational, the KEY Valentine Meet, A's, AA's and Zones, along with other jobs throughout the season.

GLOSSARY OF TERMS

Clerk of Course: The person at a swim meet to whom all swimmers report as soon as their event is called.

Disqualification (DQ): When an official determines that a swimmer has violated YMCA rules, he may disqualify the swimmer. Typically, swimmers are disqualified for an illegal stroke, turn or finish.

Final: A single race in which the fastest preliminary swimmers compare to determine final places and times in an event.

Heat Sheet: A schedule of events sold at each individual or championship meet that lists all swimmers that have been entered in those events.

Individual Medley: A swimming event of four strokes that are swum in a specified order - fly, back, breast, and free.

Long Course: Refers to competitions conducted in a 50-meter pool. The YMCA Long Course season usually runs from June to August.

Medley Relay: A relay of four swimmers each swimming a different stroke in a specified order - back, breast, fly, and free.

Meet: The period when swimming competition teams are held. Dual meets are two teams competing usually on a Saturday afternoon lasting about 4 hours. Invitationals and Championship meets last 2 or 3 days and are divided into morning and afternoon sessions. Each session normally lasts 4 hours and is preceded by a warm-up period. Invitational meets have a timed finals format. Championship meets usually have preliminaries and finals.

Preliminary: A session of a meet in which the heats are held to determine the fastest times to swim later in finals.

Scratch: Withdraw an entry from competition. The coach should always be consulted before scratching. Failure to scratch properly can cause disqualification of a swimmer from not only an event but also the entire meet. In Invitationals a swimmer is not penalized for not reporting or not swimming. In a Championship meet, a swimmer who does not scratch properly can be disqualified.

Short Course: Refers to competition conducted in a 25-yard pool. YMCA Short Course season runs from October through April.

Stroke: The style of swimming: free, back, butterfly, and breaststroke.

Taper: A change in training routine to start preparing the swimmer for a championship.

Time Standards: Cut-off times established by a group, league, zone, and national committees. Range from "A", "AA", Zones and Nationals.

Timed Finals: Competition in which only heats are swum and final placing is determined by the times achieved in those heats.

Turns: The technique used to turn at the end of each length, except at the finish.

Warm-Up: The period before the start of each session set aside to allow swimmers to enter the pool to loosen up, practice turns, starts, etc.

HELPFUL HINTS FOR SWIM MEETS

YMCA Swim Meets are either dual meets (two teams) held on a Saturday or Sunday afternoon or invitational meets hosted by a team and attended by several teams. Invitational meets are held for 2 or 3 days - Friday evening, Saturday, and Sunday. Each day is divided into two sessions by age groups.

Competitive meets have two formats. One has prelims and finals whereby the top 8 to 16 swimmers of each event qualify to come back and swim in the evening finals. The other format is timed finals. In this format, the swimmer's time in their first swim becomes their final placing as well.

What to take to the Meet

1. 2 Suits, 2 caps and 2 pairs of goggles
2. Towels - at least 2
3. Something to sit on - blanket, sleeping bag, etc.
4. Sweat suit, T-shirt - each swimmer may want to bring extras because they can get wet
5. Snacks - something healthy
6. Optional - games to pass the time.

For Summer Long Course Meets

You may want to take lawn chairs, tents for the swimmers.

Before the Meet Starts

1. Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. Find a place to put the swimmer's belongings. Look for some familiar faces.
2. Report to your coach for warm-up instructions. Remember cap and goggles! After warm-ups, sit in your area until your event is called.
3. A heat sheet is usually available for sale in the lobby area of the pool. It lists all swimmers in each event in order of "seed time". Seed time is the time (usually his/her best) that the coach submits with the entry for each swimmer. NT means "no time" was recorded with the swimmer's entry. Usually NT means the swimmer has never swam the event before.
4. Find the Clerk of Course (normally for 10 and under). Check the heat sheet for the events the swimmer is swimming that day - event number, heat, and lane. For the younger swimmers, it is helpful to write each event number, heat number, and lane assignment on the back of his or her hand for quick reference. In a dual meet, bullpen workers will hand out event cards to swimmers.

When the Meet Starts

1. Be aware of what event is being swum and report to the clerk of course or behind the block. Sometimes the swimmer will get a card from either the clerk of course or the coach. The swimmer will report to the pool deck to swim his or her event.
2. After the race, the swimmer should report to his or her coach.
3. CHECK WITH THE COACH BEFORE LEAVING THE MEET TO SEE IF THE SWIMMER IS INCLUDED ON A RELAY.
4. Official times for each swimmer are posted shortly after the event has been swum. Entering these times in a notebook or swimmer's logbook enables the swimmer to have a record of his or her progress. Time on a scoreboard is not the official time.

SPECIAL PARENT'S NOTE: The pool area is usually very warm – Dress comfortably!

Please remember that if you have any questions and/or comments, let someone know. We sincerely hope to eliminate lack of communication within our Booster Club.

Welcome to the KEY Swim Team !! Have an enjoyable and rewarding swim season !!

DIRECTIONS TO POOLS

BEAVERCREEK YMCA (BVCY)

Address: 560 Grange Hall Road

Phone: 937-426-9622

Take Stroop Road or Dorothy Lane to Indian Ripple Road. Travel east on Indian Ripple (over I-675) to Grange Hall Road. Turn left on to Grange Hall. The YMCA is on your right about a mile.

BLUE ASH YMCA (BASH)

Address: 5000 YMCA Drive

Phone: 513-791-5000

I-75S to I-275E (towards Columbus) to I-71S. Then take I-71S to Ronald Reagan Highway (Exit 14). Go right on Ronald Reagan and take the Blue Ash/Kenwood Road exit. Turn right on to Kenwood Rd. After you go under Ronald Reagan you will turn left on to YMCA Dr.

COUNTRYSIDE YMCA (CY)

Address: 1699 Deerfield Road

Phone: 513-932-1424

Take SR-48S toward Lebanon. Turn left (still on 48S) at Lebanon High School (traffic light). Continue on SR-48 to the Turtle Creek Union Road exit ramp. Countryside YMCA will be in front of you on Deerfield Road.

M.E. LYONS YMCA (ABLY)

Address: 8108 Clough Pike

Phone: 513-474-1400

I-75S to I-275E. Take I-275E to the Beechmont Avenue exit (almost to Kentucky). Turn right off of exit onto Beechmont Avenue. Go to Eight Mile Road, turn right (approximately 2 miles). Turn left on to Clough Pike. M.E. Lyons is on the right side (about ¼ of a mile).

MIAMI UNIVERSITY RECREATIONAL CENTER

Corwin M. Nixon Aquatics Complex

Address: 700 South Oak Street

Phone: 513-529-8175

I-75S to SR-122 (Middletown) exit, turn right. Go to second traffic light (you will pass Towne Mall) and turn left. Go to Oxford-State Road, turn right. You will pass the Armco Steel Plant and enter the city of Trenton. Oxford-State Road will eventually become SR-73. Follow SR-73 to Oxford. Turn left on to Patterson Road.

Turn right on to Spring Street. Turn left on to Oak Street. The complex will be on your right.

POWELL CROSLY YMCA (PCY)

Address: 9601 Winton Road

Phone: 513-521-7112

I-75S to I-275W. Take I-275W to the Fairfield/Forest Fair/Winton Road exit (exit 39). The exit will loop around and put you on Winton Road, going south (away from the mall). Go about 4 ½ miles on Winton Road. Powell Crosley YMCA is on the right. If you get to Compton Road, you have gone too far.

SPRINGFIELD YMCA (SPY)

Address: 300 South Limestone Street

Phone: 937-323-3781

I-70E to SR-72 (exit #54). Turn right at the end of the exit and head north toward Springfield. Stay on SR-72 (Limestone Street) about two miles. You will pass Springfield South High School on your right. Turn left at Selma (traffic light). Turn right at the first street which is South Limestone Street. The Springfield YMCA is on the right about one block.

WEST CARROLLTON YMCA (KEY)

Address: 900 Alex Road

Phone: 937-866-9622

Take Stroop Road west to Dixie Highway, turn left. Follow into West Carrollton. Turn left onto Alex Road. YMCA is just past the Appleton Paper Company and will be on the left.

COFFMAN YMCA (CFY)

Address: 88 Remick Blvd.

Phone: 937-886-9622

Go south on SR-741 toward Springboro. Turn left on Remick Blvd. Follow road around to the YMCA which will be on the left.

KEY Swimming's Kroger Card Program

Frequently Asked Questions (FAQs)

How Do I Get a Kroger Card?

Put an envelope with your child's name, group color, and your phone number marked on the outside of the envelope in Jordan Miller's Folder (Red group) at the South YMCA with \$5 per card that you need. I will put the cards back in that envelope (sealed) and drop it in your child's folder. The card will have \$5 loaded on it at that time. Please drop me an email at robinmiller.shaklee@gmail.com if you plan on putting an envelope in her folder. I will come into the Y and take care of it. Otherwise, I drop her and pick her up without coming in the Y.

How Do I Get Credit For What I Load on the Card?

YOU DO NOT GET CREDIT AUTOMATICALLY WHEN YOU LOAD MONEY ON YOUR CARD AT THE KROGER STORE. You need to create a shopwithscrip.com account online for you to receive the Kroger credit on your KEY statement. Use the following code to create an account with KEY at shopwithscrip.com – 58BA465D798L. You do not need to enter anything else on the Scrip site to receive credit. Robin Miller credits these accounts monthly with information from Kroger. However, you need to have the account set up to receive the credit.

How Does the Kroger Credit Work?

Eric receives a statement with a check for the credits from Kroger monthly. This statement contains one month worth of credit that everyone on the team has loaded on each individual card. We receive the statement approximately 2 weeks after the close of each month. Depending on the timing of when you loaded your card, Robin receiving the statements, and the timing of Cheryl Kreuger ordering the rest of the Scrip cards, there can be a 2-3 month delay between loading your card and seeing your credit on your statement. **You will get the credit, just be patient!** For example, on Feb. 11, credit was added for monies added to Kroger cards during the timeframe of 12/27/09-1/23/10. This credit will not show up on your invoice until March.

Still have questions or need some help?

For additional Assistance, please contact our Kroger Card Administrator, Robin Miller