

# Manchester Makos Swim Team



## Parent Handbook



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## **WHO WE ARE:**

The **MANCHESTER MAKOS** is a year round competitive swim team offering high quality professional coaching and technique instruction for swimmers age 5 to 18. The goal of our team is to provide every member an opportunity to improve swimming skills and achieve success at his or her level of ability, from novice to the advanced competitor.

We are located at the [Manchester Recreation Complex, 557 North Woodland St., Manchester, TN 37349](#)

Team website: [www.manchestermakosswimteam.com](http://www.manchestermakosswimteam.com)

## **MANCHESTER MAKOS COACHING STAFF**

Head Coach Shawn Daniels

Coach Rebekah Buchanan

Coach Becky Behrendorff

Drylands Instructor: Chesleigh Lee

**GO MAKOS!!**

## WHY SWIMMING?

**Swimming is a life skill.** As a swimmer learns proper mechanics and proper breathing techniques, he or she is also learning a life-saving skill.

**Fitness.** Swimming is one of the healthiest forms of exercise. It improves an individual's cardiovascular fitness and strength. Swimming is a low-impact sport, which makes it easier on the joints. Unlike some sports, swimming is a fitness routine that can be enjoyed for a lifetime.

**Friendships.** Kids on swim teams create bonds with one another as they cheer one another on during meets and work alongside one another to achieve goals.

**Individual Improvement and Teamwork.** In swimming, the focus is on continued improvement. Individually, swimmers aim to improve times which can be just as satisfying as winning a heat or final. As a team, swimmers compete in meets and events that encourage good sportsmanship and support of fellow teammates. Since points are distributed across all events and age groups, the entire team contributes to its success.

**Community.** Parents are needed in order for swim teams to thrive. This provides opportunity to make friends and participate in the enhancement of a local community.

## USA SWIMMING

Manchester Makos is a member of USA Swimming. Clubs joining USA Swimming have liability insurance coverage for approved insured activities. USA Swimming is the ruling body of sanctioned swimming meets in the United States. USA meets are designed to protect the swimmer, provide fair and equitable conditions of competition, and promote uniformity in the sport so that no swimmer shall obtain an unfair advantage over another. Membership in USA Swimming is highly recommended for all Manchester Makos and is mandatory for those swimmers wishing to compete in sanctioned USA SWIMMING events. Athletes who choose to join USA SWIMMING must complete an annual Athlete Registration Form.

## MANCHESTER MAKOS SUPPORTERS

MANCHESTER MAKOS SUPPORTERS is the executive committee that exists to assist in the day-to-day operations of the Manchester Makos. Elections are held yearly at the parent meeting immediately before the start of the Fall/Winter Season. The elected officer positions for the Manchester Makos Supporters are:

President  
Vice President  
Treasurer  
Secretary  
Members-At-Large (3)

Other positions that are not elected but may be appointed by the board as needs arise include:

Fundraising Coordinator  
Social Events Coordinator

For a scheduled time during weekday (Mon - Thurs) afternoon practices, an officer of the Makos Supporters will be available on the pool deck to assist with payments/sign-ups and administrative questions.

Executive Board meetings are held monthly.  
Parent meetings are held quarterly.

### SWIM SEASONS:

**SHORT COURSE:** September to mid-March. This season offers opportunities to compete in sanctioned short-course events which take place in a 25-yard pool. Swimmers who qualify advance to Southeastern, Sectional, and National meets.

**LONG COURSE:** February to July This swim season offers opportunities to compete by coaches' invitation in sanctioned long-course events which take place in a 50-meter pool. Swimmers who qualify advance to Southeastern, Sectional, and National meets.

**SUMMER RACE LEAGUE:** May to mid-July. A recreational season that offers an excellent opportunity to introduce new swimmers to the sport. The season consists of local, non-sanctioned meets and concludes with a Race League Championship at the end of the season.

## **REGISTRATION**

Registration for SHORT COURSE/LONG COURSE takes place in early August.

Registration for SUMMER RACE LEAGUE takes place in early April.

Coaches are available during registration to answer questions and evaluate new swimmers. Prior to the SHORT COURSE and SUMMER RACE LEAGUE seasons, an informational meeting is held to keep current families up to date as well as orient new members to the team.

## **MEMBER FORMS:**

The following forms must be completed and updated annually for each swimmer:

Current Registration Form including Health History  
Concussion Form  
Media Release  
Manchester Recreation Complex Registration  
USA Swimming Athlete Registration Form (if applicable)

## **PRACTICE GROUP PLACEMENT:**

During registration, each new swimmer will be evaluated and placed into a practice group based on ability in each of the four strokes.

Practice Group Placement is at the discretion of the coaching staff.

## **TEAM UNIFORMS**

Team suits and caps are available for purchase at the beginning of the Short/Long Course and Summer Race League. These items are encouraged but not mandatory. The swimmer's name can also be printed on the team swim cap. For swimmers opting not to purchase a team suit, the team colors are red and black. Swimmers should keep an extra suit, swim cap and goggles on hand for practices and meets.

Team t-shirts are also available for purchase at registration and throughout the year..

## **FEES:**

TEAM FEES: Team Fees are due upon registration and are nonrefundable.

MANCHESTER RECREATION COMPLEX: The Manchester Recreation Complex charges swimmers a monthly fee for the use of its indoor facility. Discounts are offered to existing Recreation Complex members. The Rec Center also offers prepayment discounts. It is the duty of each family to ensure that accounts with the Manchester Recreation Complex remain current.

USA SWIMMING FEES: Membership dues renew annually in August.

MEET FEES: During the SHORT/LONG COURSE swim seasons, swimmers must pay individual meet fees. Swimmers are provided an invoice per meet that must be paid prior to the day of the meet. Once you have been registered to swim in a meet, meet fees are due even if you withdraw from the meet.

SUMMER RACE LEAGUE meet fees are included in the registration fees.

## **COMMUNICATION:**

With the goal of fostering independence and responsibility among its athletes, MMST coaches utilize the following means of communicating relevant information:

- Direct instruction to swimmer when age appropriate.
- Communication Wall on the pool deck. Meet sign ups are posted here. Please check the wall regularly to remain up-to-date.
- Facebook: "Makos Swim Team": - This is a closed group, so membership must be requested and approved. It is *strongly* recommended that members join as this is the most widely used method of communication.
- REMIND group messaging service. Text @swimstar to 81010 to be included.
- Team website: [www.manchestermakos.com](http://www.manchestermakos.com)

While every effort is made to relay team information in a timely and efficient manner, it is the responsibility of each member to stay informed.

## **FUNDRAISING**

Fundraising is strongly encouraged. Through the fundraising efforts of member families, the Manchester Makos is able to purchase needed equipment such as meet computers, timers, touch pads, etc. as well as provide end of season parties and awards. Most fundraisers will include an "opt-out" fee.

## **SUBSTANCE ABUSE POLICY**

Smoking, vaping, or any use of illegal substances is strictly prohibited at *all* times. This applies even when swimmers are not directly participating in Makos events. No exceptions.

## **PRACTICE and ATTENDANCE POLICY:**

Each coach will inform swimmers of the policies specific to each practice group. With that in mind, there are general rules that apply to all swimmers:

\*\*Please arrive at least 15 minutes before your designated practice time.

\*\*Please have the proper equipment for practice including spare goggles, cap and suit.

\*\*Parents, please refrain from interrupting coaches during practice.

As a general rule, consistent attendance and participation in the training schedule will produce the most success. Likewise, attendance expectations will increase as a swimmer progresses to higher levels of training. To that end, excessive absences may result in a temporary or permanent move to a lower practice group.

## **SWIM MEET SIGN-UPS**

### **SUMMER LEAGUE:**

The meet schedule for the Summer League will be available at registration and throughout the season on the Communication Wall. The deadline to sign up for each meet will be posted on the sign-up form.

Each swimmer must participate in a minimum of 2 meets in order to participate in the Race League Championship Meet at the end of the swim season. Only those swimmers who meet the minimum 2 meet requirement will be eligible for end-of-season awards.

All swimmers are important! While unexpected circumstances may happen on occasion, it is important that you let your coach know if you cannot make it to a meet for which you have previously signed up. Once your name is on the sign-up, you will be expected to be there. A "no-show" could cause a relay event to be scratched and will affect the team's points for that meet.

Event placement in meets is at the discretion of the coaching staff.

### **SHORT/LONG COURSE MEETS:**

Sign-ups for these meets and their corresponding deadlines will be posted throughout the year on the Communication Wall on the pool deck. Check the wall regularly for upcoming meet information.

## **MAKOS BUDDY SYSTEM**

In order to help younger swimmers feel more at ease during their swim meet, an older, more experienced swimmer (13 and up) will be paired with a younger swimmer (8 and under). The older buddy will help the junior swimmer line up for events and cheer them on as they compete. The Buddy List will be posted on the Communication Wall on the pool deck.

## **HELPFUL SWIM APPS**

**MEET MOBILE:** This app allows you to track your swimmer at all USA Sanctioned meets, usually in real time. Meet Mobile is sometimes available during non-sanctioned meets. This app charges a minimal yearly fee.

**DECK PASS:** This app is included in USA Swim fees and allows you to look up a swimmer's past times at any USA Swim sanctioned meet.

## **VOLUNTEERING AT MEETS**

Each swimmer must provide 1 volunteer during the Summer Race League season. For example, if the Smith family has 3 children that belong to the Makos Swim Team, this family will be required to volunteer 3 times during the swim season.

Volunteer sign-ups will be available beginning at Summer Race League registration and will be filled on a first-come, first-served basis. For those who do not sign up, you will be assigned a shift to work.

An "opt-out" may be purchased for a fee per swimmer. Those who volunteer more than the required amount will receive a credit towards next season's registration fee. Once you meet your 1-shift requirement, any additional shifts for which you volunteer may result in being designated as an "alternate" to make room for a swimmer who has yet to meet the requirement.

Failure to volunteer will result in a penalty fee attached to the swimmer's account.

There will be a check-in the day of the meet to ensure you receive credit for volunteering. If you cannot serve the day of your shift, please contact the Volunteer Coordinator as soon as possible.

For the Short/Long Course season, volunteer requirements vary depending on the number of meets the Manchester Makos hosts.

## VOLUNTEER OPPORTUNITIES

**Set up/Take Down:** Arrives early/Stays afterward to get equipment, tables, chairs and timing equipment set up for the meet. Picks up trash afterward. *No experience necessary.*

**Score Board:** Maintains proper functioning of the touchpads, scoreboard, pickle timers, etc. *Previous experience required for this position.*

**Computer:** Enters information into the computer including DQ slips, time slips and categorized reports for printing. Prints labels for ribbons. *Previous experience required for this position.*

**Starter:** Tells swimmers to take their mark and then pushes a button to sound a tone and flash a light to indicate the start of the race. *Official training and experience required.*

**Stroke/Turn Judge:** Determines whether the swimmers in the assigned lanes are swimming legally. Makes notes of any infractions. *Official training and experience required.*

**Place Judge:** Sits at either side of the pool during the meet and records the order of finish for each race. *No experience necessary.*

**Runner:** Collects DQ slips and Time sheets and delivers them to the Scorer's Table throughout the meet and posts results as required. The runner also relays messages between meet personnel who cannot leave their posts. *No experience necessary.*

**Head Timer:** Organizes and briefs the Timers on their duties approximately 30 minutes prior to the meet and is in charge of the lane timers throughout the meet. Verifies that all lanes have 2 timers present. Times each race in case another timer needs a back-up. *Previous experience required for this position.*

**Timer:** Keeps a manual time of each swimmer either by pickle timer (a tube shaped device with a button on one end) or by using a stopwatch. One timer per lane will record the stopwatch times on the clipboard. *No previous experience required.*

**Ribbons:** Sits in an assigned location and affixes labels on ribbons as printed throughout the meet, then sorts appropriately. This job may require you to stay for a short time after the conclusion of the meet. *No experience necessary.*

**Bull Pen:** helps to line up younger swimmers prior to their event. *No experience necessary.*

**Clerk of Course:** Handles team check-ins, collects payments, adds late entries and handles positive check-ins for long races. *Previous experience required for this position.*

**Heat Sheet Sales/Admission:** Sits near the door and collects fees for admissions and/or heatsheet sales. *No experience necessary.*

## TYPES OF MEETS

### SUMMER RACE LEAGUE MEETS

**Dual Meet:** A dual meet is a swim meet between two teams. This is the most common type of Summer Race League event. It consists of both individual events and relays. Swimmers compete by age and gender. All age groups of one event take place before the next event. The order of events is the same across all dual meets. These meets have no qualifying time standard and everyone is encouraged to participate.

**Double Dual Meet:** a meet between three teams. Each of the three teams competes against the other two, therefore, each team is competing in 2 dual meets simultaneously, hence the name. In terms of events and organization, a double-dual meet is essentially the same as a dual meet.

**Relay Meet:** a meet in which all the events are relays.

**Summer Race League Championship:** This is the last meet of the summer season and involves all teams in our league (Summer Race League). The Championship Meet is similar to the meets throughout the season. The main difference, however, is that the Championship Meet is divided into a morning session (swimmers age 10 and under) and afternoon session (swimmers age 11 and up). Since there are more teams involved, there will be more heats per event than during regular season meets.

### SHORT/LONG COURSE MEETS

**Sanctioned:** A meet that is approved by the LSC in which it is held. Meet must be conducted according to USA Swimming rules. All participants, including coaches, athletes and officials, must be USA Swimming members.

**Non-Qualification:** A meet for which there is no time standard that needs to be met in order to compete.

**Qualification:** A meet that requires each athlete to meet a qualification time in order to compete. Examples include: Southeasterns, Sectionals, Futures, Junior Nationals

**Prelim/Finals:** All swimmers compete in morning or afternoon sessions called preliminaries. The fastest six, eight, twelve or sixteen qualify to come back and compete again in the final session.

## SWIM MEET FAQ'S

**When should I arrive?** A good rule of thumb is to arrive 15 to 20 minutes before warm-ups. Warm-up times are usually 1 hour before the meet is set to start and are provided before the day of the meet. Be sure and get there in time to warm up with your team. This is important!

**What happens once I arrive?** When you get to the meet, find a place to set your towels, swim bag, etc. Oftentimes, there are places to set up chairs, blankets, etc. Find the check-in place and let the coach know you are there. Be ready to swim at warm-up time and remember to take your goggles on deck.

**What do I do with this Sharpie Marker?!** Once you warm-up, grab a heat sheet and look it over to find your events. Mark your event/heat/lane/stroke on your arm with Mom or Dad's help if necessary. See example below:

E = Event; H = Heat; L = Lane; S = Stroke

E	H	L	S
11	2	1	25 FR
23	1	4	25 BA

This swimmer is competing in 2 events.

The first event is 25 Yard Freestyle, Event 11, Heat 2, Lane 1

The second event is the 25 Yard Backstroke, Evnt 23, Heat 1, Lane 4

If your swimmer is in a RELAY:

E	H	L	S
3	2	1	100 FREE R (3)
11	1	4	25 BA
63	2	3	100 MED R (2)

This swimmer is competing in 2 relays and 1 individual event.

The first relay is the 100 Yard Freestyle Relay. This swimmer is the 3rd leg.

The second relay is the 100 Yard Medley Relay. The order for this event is:

For swimmers under 8, please also write the swimmer's name on his or her shoulder to help the Bull Pen workers know who's who.

**How will I know when it's my turn to swim?** Follow along the scoreboard and keep track of which event is currently underway. Listen for your event to be called. An announcer should say, "First Call, Event Number \_\_\_\_". For 8 and under swimmers, when you hear your event called, report to the Bullpen to be lined up. For older swimmers, report to the blocks and line up behind the lane in which you will be swimming.

## **What should I bring?**

### **Parents, make sure you have:**

Chairs and/or blankets to sit on. If there is a gallery you may want to bring a bleacher chair.

Dress in layers as sometimes the pool decks are quite warm!

Snacks/Drinks

Money for admission, heat sheets, concessions

### **Swimmers should bring:**

Suit, cap and goggles - 2 of each.

Healthy snacks

Plenty to drink - swimmers can get dehydrated!

Towels - usually more than one

Warm clothing - swimmers need to stay warm between events, especially in the winter

Deck sandals/Flip Flops

Sharpie Marker

**What do the whistles mean?** After the announcer blows his whistle in a series of short bursts, he or she will announce the next event. After this, the starter will blow the whistle one time to indicate it is time to step onto the blocks. Then the starter will announce "take your mark." When everyone is set, the starter will sound the horn/beep.

**What do I do after I swim?** Stay in the pool until all the swimmers have finished the race. Congratulate the other swimmers and exit the pool. You may go see your coach so he or she can congratulate you and give you tips for how to improve.

**What do I do between events?** Get a drink/healthy snack. Use the restroom. And cheer for your teammates!

**How long do swim meets last?** Swim meets can often last 3 to 4 hours, so plan accordingly.

**When can I leave?** When you have completed all your events, you are free to leave. However, check with the coach first just to be sure you are not scheduled for a relay at the end of the meet.

**When do I get my ribbons?** Ribbons are usually available the day after a meet on the pool deck. See a deck officer to claim your ribbons!

## TERMS and ABBREVIATIONS

**ANCHOR:** The final swimmer in a relay.

**BLOCK:** The platform from which the swimmer stands and then pushes off at the start of each race. Summer Race League swimmers do not use blocks.

**BULL PEN:** Usually just for younger swimmers, this is the staging area where swimmers wait to receive their lane and heat assignments for a swimming event. Operated by extremely patient individuals.

**CAP:** The latex or lycra covering worn on the head of swimmers.

**DECK:** The area around the swimming pool reserved for swimmers, officials, and coaches. No one but an "authorized" USA Swimming member may be on the deck during a USA sanctioned swim meet.

**DQ:** "Disqualified." May result when a swimmer breaks a rule for a stroke or the stroke is not deemed legal by officials. Could also be a result of a false start. Points awarded are forfeited following a DQ.

**DROPPED TIME:** When a swimmer goes faster than the previous performance they have "dropped their time."

**DRYLAND:** The exercises and various strength programs swimmers do out of the water.

**EVENT:** A broader term than a heat, this denotes the stroke, the distance and the age group. There may be several heats within a particular event. Example: "Girls 8 and under 25 Yard Breaststroke"

**FALSE START:** If a swimmer jumps in before the start of a race it is considered a false start and the swimmer is often disqualified (DQ'd). It is also considered a false start if a swimmer moves after they take their mark but before the start of the race.

**FINS:** Large rubber flipper-type devices that fit on a swimmers feet. Used in swim practice, not competition.

**FLY-OVER START:** When the swimmer finishes the event, he or she will stay in the water under the starting block and wait to exit the pool until the next race has started.

**GALLERY:** The viewing area for spectators during the swimming competition.

**HEAT:** A subcategory of a particular event which comes into play when there are more swimmers per event than available lanes. Swimmers are grouped according to seed times for each heat. When there are fewer swimmers than available lanes for the event, there is only 1 Heat per event.

**HEAT SHEET:** This is the event “program.” This details the order of events and lists each swimmer in the events by assigned lane. This provides all the information a swimmer needs to know regarding when and where he or she will be swimming during the meet. These are usually sold at the beginning of each meet for \$2 to \$3.

**KICK BOARD:** A flotation device used by swimmers during practice.

**LANES:** The divided sections of the pool separated by roped disks in which the swimmer swims the race. Lanes are numbered from right to left.

**LSC:** Local Swim Committee, the governing body for a region of USA Swimming. Ours is Southeastern Swimming and covers Alabama, Tennessee and parts of Florida and Georgia.

**NT:** “No time”. Simply means that the swimmer does not have a recorded time for this event prior to that day’s meet.

**PR/PB:** Personal Record/Personal Best. When a swimmer beats his or her fastest time in an event.

**PULL BUOY:** A flotation device used for pulling by swimmers in practice.

**PSYCH SHEET:** A generated report that lists all swimmers entered in an event in order of seed time. Psych Sheets are usually released days before the start of a meet.

**RELAY:** a group of four swimmers who either all swim freestyle (**FREESTYLE RELAY**) or each swims one of the competitive strokes in the order of backstroke, breaststroke, butterfly, and freestyle (**MEDLEY RELAY**). Freestyle relays are gender specific, while medley relays are co-ed (two boys, two girls).

**SCOREBOARD:** An electronic display of the times and place finish by lane of the competitors in a heat. Most scoreboards also display the event and heat number.

**SEED TIME:** a previous time for an event. Swimmers are assigned to appropriate heats and lanes according to these times in order to provide for good competition throughout the event.

**SOFT TOUCH:** Sometimes a younger swimmer may graze the touch pad or hit the top of it. When this happens the clock keeps adding time on the scoreboard and it looks as if the swimmer achieves a slower than expected time. The hand-held timers, however, are used to correct this.

**SPLASH:** The USA Swimming magazine that is mailed bi-monthly. A benefit of being a member of USA Swimming.

**STROKES:** The four competitive strokes are:

- 1) freestyle; 2) backstroke; 3) breaststroke; and 4) butterfly

Events are held in all of the competitive strokes at varying distances depending on the age-group. In addition, there is a combination of the strokes by one swimmer called the **INDIVIDUAL MEDLEY (IM)**. The order of strokes for the IM is: Fly/Back/Breast/Free

**TIMED FINALS:** If the competition is timed finals, the swimmer will only swim each event once. The swimmers with the fastest times score points and earn awards based on that swim.

**TOUCHPAD:** the removable pad at the end of each lane by which the swimmer's time is electronically recorded.

**WARM UP:** The practice and loosening session a swimmer does before the meet or their event. Essential to avoid injury, loosen muscles and prepare the body to go fast.

**WARM DOWN:** The loosening a swimmer does after a race when pool space is available. Used by the swimmer to rid the body of excess lactic acid generated during a race.