



Chabot Marlins Handbook

For Swimmers
and Parents

*Chabot Swim Club
Castro Valley, California
2009*

Welcome to the Chabot Marlins Swim Team! This handbook is designed for both swimmers and parents to get the most from the Marlins team experience. We will start with some fundamental goals and philosophy. Then we turn to the basic and practical information you will need to get started and be engaged throughout the swim season.

We strongly encourage both new and team veteran families to read this handbook. In it we have tried to organize in one place not only key information about the season and team policies and procedures, but plain explanations about how things work. Especially for new swimmers and parents, the array of new concepts can be daunting initially. What is a dual meet? What is a “medley relay?” What does a meet director do? You want me to be a “timer?” What events will I swim today? What is Event #62? What do you mean by “parent shift?” You want me to “sign out,” what? Does the individual medley start with butterfly or backstroke? You will find brief explanations for these and many others in this handbook.

If you are new to the team, thank you for joining and we are here to help. Please feel free to approach any of the coordinators, directors, or veteran parents for assistance during the swim season. If you’re back again this year, welcome back.

Most of the handbook applies to both swimmers and parents alike. There are sections near the end focused on parents and swimmers, separately. Remember, the Chabot Marlins are foremost a team; and that includes the swimmers, coaches, *and* parents. It is only through the dedicated efforts of all that the vision for the team can be realized.

We look forward to experiencing with you a truly rewarding swim season. Go Marlins!



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What is the EBSL and how do the Marlins fit in?



We are one of 12 swimming teams in the East Bay Swim League (EBSL). The EBSL is a collaborative of the participating teams governed by a set of bylaws and rules of competition. Each team has a vote in the affairs of the League. Swimmers in the EBSL span ages 5-18, and each competes with others in his/her same age group. The EBSL is a recreational league in that competition occurs solely among the members of the EBSL itself.

The teams of the EBSL compete in a series of dual meets on Saturday mornings during the swim season. A dual meet is a competition between two EBSL teams. At the end of the swim season, a championship meet is held. All 12 EBSL teams compete at the championship. The championship is independent of the outcome of the dual meets that have occurred earlier in the season.

Before and during the season, regular team practice sessions are held at the Chabot Swim Club, usually five days a week. The practices are run by the swim coaches, with whom swimmers develop a strong bond and sense of teamwork.

The Chabot Marlins, and 6 other teams of the EBSL practice and hold meets in private swim club facilities. The San Leandro Drowning Darryls, the Washington Manor Dolphins, the Newark Bluefins, the Columbia Crocodiles, and the Kennedy Seals use school swimming pools. The end of this handbook contains information to assist in finding all meet locations. These locations are subject to change, so always check your email for changes in meet location.

Teams of the EBSL

- Chabot Marlins
- Columbia Crocodiles
- Glenmoor Stingrays
- Highland Sharks
- Kennedy Seals
- Washington Manor Dolphins
- Mission Valley Barracudas
- San Leandro Drowning Darryls
- Newark Bluefins
- Southgate Penguins
- Treeview Dolphins
- Warm Springs Gators

What Are We All About? Why Do We Compete?



The focus on the Chabot Marlins is the personal growth and development of the swimmers. This is achieved in a variety of ways. It is often asked whether this is a “recreational” or a “competitive” team. The answer is both, and the reasons say a lot about the team philosophy.

The Marlins (and the EBSL) do not subject swimmers to cut-throat, pressure-cooker competition. Ribbons, medals, and records are awarded but are not the main goal. Winning and losing do not rise to such a level that they overshadow everything else. The winners do not advance (directly, anyway!) to state and national competitions or the Olympics. In this sense, the team and league are recreational. And, clearly an important objective of the team is to have fun.

But *how* we have fun is the other side of the recreational/competitive coin. The team is decidedly ***not*** lackadaisical about its performance, as if any outcome, any attitude, good or poor teamwork, is acceptable. Rather, we have fun by putting in the hard work it takes to achieve anything that is worthwhile – and then reaping the rewards of that work. The team focuses on developing physical and mental discipline, increasing physical fitness, creating a good sportsmanlike attitude, appreciating and fostering teamwork, and dedication to improving both personal and team performance. In this sense, the team is competitive; using competition as a driver to achieve its objectives and yes, to have fun.

We emphasize a swimmer’s competition with himself or herself -- setting goals and attaining improvement throughout the season. Swimmers are taught to set realistic yet challenging goals for meets and to focus on those goals in practice in an effort to direct their training efforts.

Sportsmanlike behavior is of equal importance to improved performance. Team spirit; respect for teammates, officials, opponents, and parents; and mature attitudes are fostered and held in esteem by the organization.

Swimmers are encouraged to compete in all swimming events and strokes. This policy promotes versatility and encourages the swimmer to explore his or her potential in the range of events offered in competitive swimming.

Team Objectives

- Provide physical fitness, proper conditioning, positive self-image and motivation
- Provide an environment for self improvement and goal achievement through hard work, dedication, and discipline
- Promote the ideals of integrity, good sportsmanship, and team loyalty through competition for swimmers of all levels of proficiency
- Develop a family-oriented team with full family participation.

The 2009 Chabot Marlins Season

This section discusses the basic information about our 2009 season – the coaches, the schedules, equipment, events, and awards.

Our Coaches



Ben Brookens will be returning as our head swim coach for the Chabot Marlins 2009 Season. Ben is a local father of three, long-time swimmer and a teacher in the Hayward Unified School District. Ben has swam and coached for 24 years and is excited about helping us lead, teach and assist our swimmers to achieve their best.



Jeff Branchaud will be returning as our assistant coach. Coach Ben has known Jeff since he was a 13-year-old whipper snapper on the Alameda Swim Team. He and Ben worked together as lifeguards in the 1980s. Jeff swam in high school and college and worked three years for the San Leandro Swim Team.

Jeff is a middle school teacher in the Pleasanton School District.

In addition to Ben and Jeff, we will have three or four junior coaches from the high school or college level who assist the coaches and coordinate at the starting platform at meets.

Schedule of Meets 2009

This year's Dual Meet Schedule is below. Dual meets start at either 8:00 or 8:30 AM. Swimmers and parents should be present at least 45 minutes early to warm up and meet with coaches. Swimmers should follow all start time and arrival instructions given by the coaches or the board of directors for a given meet – these take precedence over this handbook.

<u>Date</u>	<u>Opponent</u>	<u>Where</u>
May 30	Glenmoor Stingrays	Away*
June 6	Southgate Penguins	Away*
June 13	Washington Manor Dolphins	Home
June 20	San Leandro Drowning Daryls	Away*
June 27	Treeview Dophins	Home
July 5	<i>No Meet – Happy 4th of July!</i>	
July 11	Columbia Crocodiles	Home
July 18	Highlands Sharks	Home

*See appendix of this handbook for locations of away meets. All of this information is also available on the team Web site www.chabotmarlins.com.

What is a "Dual Meet"?

A dual meet is a 68-event competition between our team and one other team in the EBSL. The 2009 season has seven dual meets. Swimmers in each event compete for the best time. Also, the teams win points based on how their swimmers place. The team with the most points wins the meet.

What is "Champs"?

Champs is a single all-day championship meet at the end of the season in which all 12 EBSL teams compete.

July 25	Championships ("Champs")	Chabot College
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Champs is a fun, intense, and very highly coordinated event. About 1200 swimmers and 3000 people overall participate. The day starts very early (about 6:30 AM) and ends around 5:30 PM. A great number of instructions will be given to you as Champs approaches on arrival, parking, staging, helping, and everything else you can think of. Please stay attentive to all announcements.

Swim Practices

Swim practices are held five days a week, Monday – Friday. While school is still in session, practices are held late-afternoon and evening. Once school is out, the summer practices are held in the morning. Practice times are split up according to swimmer ages and proficiencies. As they can vary, practice times are not presented in the Handbook. The coach sets the practice times and will inform you of these and any changes as the season progresses.

Practices are extremely important!! Please note that the entire team depends on the dedication of each and every swimmer. Missing practice not only hurts the individual but the whole team. We cannot have a competitive team if swimmers do not come to practices – and that means all of them if possible, barring illness or emergency. Not only do practices increase swimmer performance and team bonding, but allow the coach to provide critical information regarding the upcoming meet. If swimmers do not receive or understand this information it can result in the team losing points or the whole meet. Policies regarding practice attendance may be set by the board or the coach for the season. Please stay alert to announcements about such policies as the season progresses.

Swimmers are not allowed to be at the Club unless it is their assigned practice time. Swimmers and club members are not allowed to use the club facilities around the pool during practice. This includes the kiddie pool. There are no lifeguards on duty. Parents, please pick up your swimmers promptly after their practice is complete.

NOTE! Practice times may change during the season. Please consult the coach and the team website, www.chabotmarlins.com, for any changes.

2009 TENTATIVE PRACTICE SCHEDULES

April 1 through early June (until school summer dismissal):

Age Group	Time	Land Practice	Days
8 and under:	4:15 – 5:00 PM		Mon - Fri
9-10	5:00 – 6:15 PM		Mon - Fri
11-12	6:15 – 7:30 PM	5:50 – 6:10 PM	Mon - Fri
13-18	7:30 – 8:50 PM	7:05 – 7:25 PM	Mon - Fri

June (after school dismissal) through July 24:

Age Group	Time	Land Practice	Days
8 and under	8:00 – 8:45 AM		Mon – Fri
9-10	8:45 – 9:45 AM		Mon – Fri
11-12	9:45 – 10:45 AM	9:20 – 9:40 AM	Mon – Fri
13-18	10:45 AM – 12:10 PM	10:20 – 10:40 AM	Mon – Fri

Personal Equipment for the Season

Here are the things what you will need to have before swimming starts.

- **Practice Suits.** These are the suits worn by the swimmer during practice sessions. Swimmers should ***NOT*** wear their team (competition) suit to practice. The competition suit should be kept in excellent condition for the meets. Practice suits are usually made of nylon, Lycra or stretch nylon and are loose-fitting. Swimmers often train with several suits on to create drag.
- **Competition Suit.** A team racing suit is required for competition. The suit is usually 2 to 3 sizes smaller than the practice suit to reduce drag. The material is Lycra. *Team suits are required.*
- **Cap.** A latex or Lycra swim cap used during a race or practice to cut down resistance and to protect swimmers hair from the effects of chlorine. The team cap is required.
- **Goggles.** Lenses worn by swimmers during practices and competition to enhance vision and protect the eyes from the effect of pool chemicals. Goggles should be of good quality to ensure a good water seal. Goggles should be purchased separately.
- **Sweats.** Some type of warm-up or sweat suit should be worn at meets and to and from practice during cold weather. Athletic apparel should be worn by older swimmers during dry-land exercises. Team sweats are optional.

Other Team Stuff to Know

- **Sign Out.** To sign out for a meet, inform the coach as soon as possible but not later than Wednesday before the meet. Fill out a *sign-out sheet* for the affected swim meet. These are used by the coaches to determine meet entries. *Missing a meet without signing out can be devastating to the team –even cause it to lose the meet. Do not casually miss meets!*
- **Illness.** If you have not signed out and your child becomes ill after Wednesday before the meet, inform the coach absolutely as soon as possible.
- **Sportsmanship.** Good sportsmanship is not only valued but required of members of the team. Anyone found to display poor sportsmanship during practice, meets, or any Marlins or EBSL function is subject to discipline by the coach and/or the team and may be subject to suspension or removal from the team.
- **E-mail.** We use E-mail often to provide or request key information for practices, meets, and events from parents and swimmers. Please make sure we have your most current email address and phone numbers at all time.
- **Awards.** Swimmers receive ribbons according to their placing in the events in which they participate. Swimmers also receive what is called a “time star” award when they improve their previously-best time in an event. At the end of the season, various medals and trophies are awarded to swimmers at our annual awards banquet.
- **Swimmer Folders.** Each swimmer has a personal file folder in the swim box in the office at the Club. The folder contains important announcements and information, awarded stars, and any ribbons or awards from recent swim meets. This is where you pick up these items throughout the season. The folder box is placed outside the Swim Team Office door during the season whenever it has been updated. If you see it, check your swimmer’s folder.
- **Bulletin Board.** Periodically check the bulletin board on the wall next to the lifeguard’s office for current information, announcements, meet sign-out sheets, and articles of interest.
- **Chabot Swim Wear.** An assortment of items such as parkas, baseball caps, shirts, goggles, etc. are sold before the season and at meets. The ordering and sale of swim wear is handled by the Chabot Swim Wear coordinator.

What is a “Sign-out”?

Informing the team that your child will miss a meet (or arrive late/leave early) is called signing out.

The swimming assignments for a meet – that is, who is swimming in what event, in what lane, etc.—must usually be made by Thursday morning before the meet. These are called *meet entries*.

When a swimmer does not show up at a meet, it requires a scramble to try to shift the meet entries. This may result in a “scratch” – a lane with no swimmer and no points for the team. If the event is a relay, then the entire relay team will forfeit due to that one swimmer (this will cost the team as many as 12 points in the meet)!

Signing out of events that you must miss is a duty to the team. Don’t let your team down. Sign out.

The Workings of a Swim Meet

This major section describes what you need to know about a swim meet and how it works. It will discuss the sequence of activities, how swim events are constructed and categorized, the roles of the persons staffing the competition, and other related swim meet information. Especially if you will be participating in a dual meet for the first time, this section will be helpful. A swim meet, from warm-ups to cleanup, typically lasts about five hours. A lot happens in this time.

Parent Swim Meet Job Assignments

Positive parental support is the foundation of a successful swim program. The Chabot Marlins would not exist without participation from the parents. Nowhere is this more evident than at the dual meet. Parents do not merely help out at the meet. In large measure, they run the meet. Our team is run on a volunteer basis: only the coaches are paid. It is the parents that take up the multitude of functions that allow the meet to proceed successfully. All parents are required to take an active role during meets. It is critical that every family does its share.

There are a variety of functions that parents perform in the meet. These are discussed later in this section. Parents of one swimmer are required to provide a parent to work at least one shift per meet. Parents of more than one swimmer are expected to work more than one shift, if necessary. If a family is unable to fulfill its assignment, it is responsible for finding a replacement. Many non-swimming teenage club members may be available to help for a fee. Please take this obligation seriously and inform the meet director of any changes.

The meet director assigns swim meet jobs to parents at every home and away dual meet, and at champs. This is usually done by email and/or by the team Website. Parents should

always check what their parent jobs will be and what shift they will be working, before coming to the meet. If the jobs have not been announced before the meet, parents should find their jobs from the meet coordinator immediately upon arrival at the meet. Once at the meet, it is very important that parents are prepared for their shift and show up on time for the shift.

What is a "Parent Shift"?

Each dual meet is divided into two parts, with roughly half the competitive swim events in the first part, and half in the second. Parents are assigned to jobs for either the first or second half of the meet. The time in which a job is assigned is called a *parent shift*. There are two shifts in each meet. As an example, a parent may be assigned to be a "timer" for the first shift. The parent performs the timer role for the first half; then a parent of another swimmer takes over.

List of Parent Jobs

- Volunteer Desk Worker
- Timer or Head Timer
- Recorder
- Deck Runner
- Shepherd
- Ribbon and Awards Assistant
- Timing Desk Assistant
- Snack Shack
- Setup and Cleanup

What You Do When You Get To The Meet

● **Report and Check In.** All swimmers should report to the pool by 7:30 AM. All swimmers should check in with the coaches immediately upon arrival. Parents should already know their job and shift, and should report to the meet director for any changes or special information.

● **Swimmers Warm Up.** The coaches control the order and timing of warm-ups so swimmers from both teams get a chance to warm up.

● **Mark Your Territory, Pitch Your Tent.** Usually a short distance back from the competition deck, there will be space to place your chairs, sun umbrellas, towels, sports bags, food and drinks, blankets, etc.

At dual meets, families from each team usually sit together. At some pools, there are also nearby lawns that can be used. Many families use small tents and/or “easy-up” temporary shelters at the meet. These provide space and shelter from the sun for swimmers to rest and wait for their next event.

● **Find The Swimmer’s Meet Entries (Assignments).** One of the first things parents and swimmers will do at the meet is to look up the specific meet entries that apply to the swimmer. The meet entries mainly specify: in which events the swimmer will swim, in which heats he/she will swim within each event, and in which lane he/she will swim within each heat.

The meet entries typically appear on a printout that is posted on a wall near the pool at each meet location. The printouts may appear in either one or both of two formats: (1) Swimmer-specific, where swimmers look up their name and their events are listed; and (2) Event-specific, where swimmers look across all events, heats, and lanes and find their names. Sometimes, changes must be made to the meet entries after the printouts are posted. It is therefore important that swimmers and parents remain aware of announcements from the meet director.

● **The Team Cheer.** Shortly before competition begins, all members of the team will gather for a rallying team cheer.

What to Bring to the Meet

- Swim suit, cap, and goggles
- Sweats and/or swim parka
- At least 2-3 towels
- Sleeping bag
- Sunscreen
- Hat for warmth or shade
- Sunglasses
- Food and drinks
- Money for food or emergency
- Tent or easy-up
- Books, magazines, games, cards

What are “heats” for an event?

There are usually five to eight roped-off lanes in the pool available for use in the dual meet. There may be more swimmers participating in any given event than there are lanes available. For this (and sometimes for other) reasons, the swimmers for the event may be divided into groups and each group will race separately. Each group racing together is called a “heat.” The winner of the event is the best time across *all* heats.

Age Classes, Strokes, and Events

Swimmers compete against other swimmers of the same gender and age-group. The age classifications are:

- 6 years of age and under (freestyle only)
- 7-8 years of age
- 9-10 years of age
- 11-12 years of age
- 13-14 years of age
- 15-18 years of age

All swimming events are constructed from one or more basic swimming strokes.

In ***Individual Events***, swimmers perform one of the four basic swimming strokes. The distance of the race depends on the age group of the swimmers. See the table on the next page.

In the ***Individual Medley***, (often called “IM”) each swimmer performs 25 yards (one pool length) of each of the four basic strokes in succession for a total of 100 yards. Only swimmers in the 11-12, 13-14, and 15-18 age categories swim the IM.

Medley: a swimming event in which more than one basic stroke is used.

In the ***Medley Relay***, relay teams consisting of four swimmers compete against each other.

Each swimmer uses a different basic stroke. The total time of all four

Relay: a swimming event in which several teammates swim consecutively in the same lane for a single team time.

swimmers is recorded. The distance of the race depends on the age group of the swimmers. See table on the next page.

The ***Freestyle Relay*** is the same as the Medley Relay, except that all swimmers perform freestyle; no other strokes are used.

What are the basic swimming strokes?

- **Freestyle**: swimmer floats on the front and uses a flutter kick and an alternating right-and-left arm stroke where the head turns to the side for a breath;
- **Breaststroke**: swimmer floats on the front and uses a “frog” kick and an arm stroke that pulls the head out of the water for a breath;
- **Backstroke**: swimmer floats on the back and uses a flutter kick and an alternating right-and-left overhead arm stroke; and
- **Butterfly Stroke (“Fly”)**: swimmer floats on the front and uses a dolphin-like kick (feet together) and arm stroke where both arms arc overhead at once.

What is the order of strokes in the Individual Medley?

- **Butterfly**
- **Backstroke**
- **Breaststroke**
- **Freestyle**

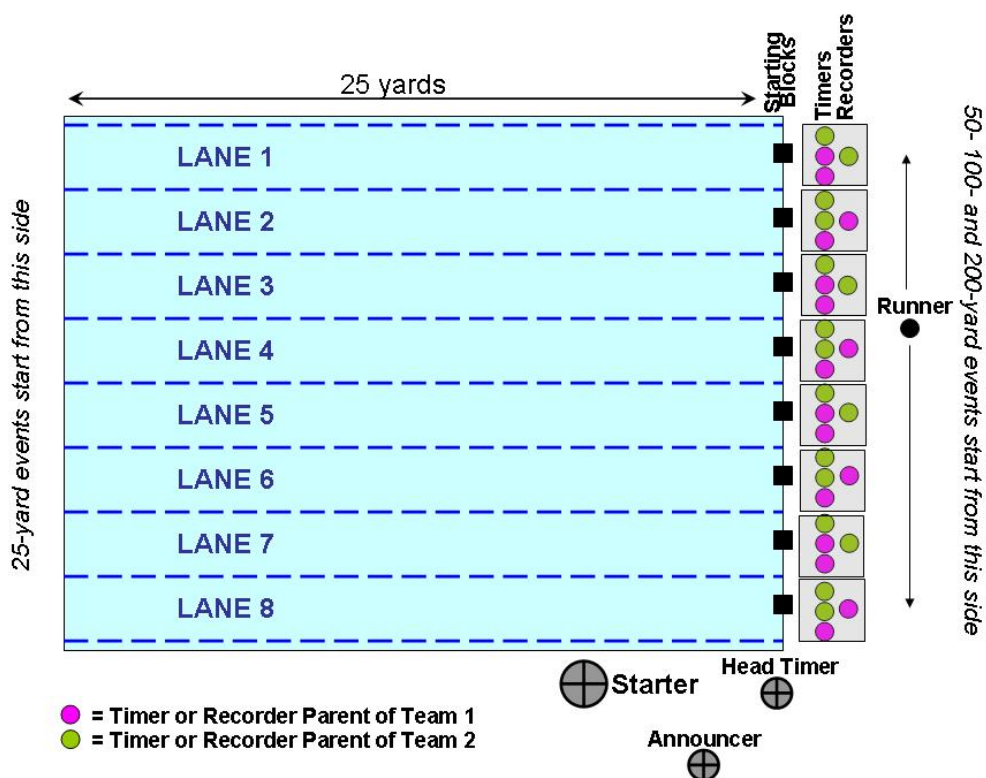
What is the order of strokes in the Medley Relay?

- **Backstroke**
- **Breaststroke**
- **Butterfly**
- **Freestyle**

Events and Event Numbers for Dual Meets

FIRST PARENT SHIFT		SECOND PARENT SHIFT	
Event #	Event	Event #	Event
Medley Relay		Breaststroke – Individual	
2	Girls 8&U Medley Relay 100 yds	43	Girls 8&U Breaststroke 25 yds
4	Boys 8&U Medley Relay 100 yds	44	Boys 8&U Breaststroke 25 yds
6	Girls 9-10 Medley Relay 100 yds	45	Girls 9-10 Breaststroke 25 yds
8	Boys 9-10 Medley Relay 100 yds	46	Boys 9-10 Breaststroke 25 yds
10	Girls 11-12 Medley Relay 200 yds	47	Girls 11-12 Breaststroke 50 yds
12	Boys 11-12 Medley Relay 200 yds	48	Boys 11-12 Breaststroke 50 yds
14	Girls 13-14 Medley Relay 200 yds	49	Girls 13-14 Breaststroke 50 yds
16	Boys 13-14 Medley Relay 200 yds	50	Boys 13-14 Breaststroke 50 yds
18	Girls 15-18 Medley Relay 200 yds	51	Girls 15-18 Breaststroke 50 yds
20	Boys 15-18 Medley Relay 200 yds	52	Boys 15-18 Breaststroke 50 yds
Freestyle – Individual		Butterfly – Individual	
21	Girls 6&U Freestyle 25 yds	53	Girls 8&U Butterfly 25 yds
22	Boys 6&U Freestyle 25 yds	54	Boys 8&U Butterfly 25 yds
23	Girls 7-8 Freestyle 25 yds	55	Girls 9-10 Butterfly 25 yds
24	Boys 7-8 Freestyle 25 yds	56	Boys 9-10 Butterfly 25 yds
25	Girls 9-10 Freestyle 50 yds	57	Girls 11-12 Butterfly 50 yds
26	Boys 9-10 Freestyle 50 yds	58	Boys 11-12 Butterfly 50 yds
27	Girls 11-12 Freestyle 50 yds	59	Girls 13-14 Butterfly 50 yds
28	Boys 11-12 Freestyle 50 yds	60	Boys 13-14 Butterfly 50 yds
29	Girls 13-14 Freestyle 50 yds	61	Girls 15-18 Butterfly 50 yds
30	Boys 13-14 Freestyle 50 yds	62	Boys 15-18 Butterfly 50 yds
31	Girls 15-18 Freestyle 50 yds	Individual Medley	
32	Boys 15-18 Freestyle 50 yds	63	Girls 11-12 I.M. 100 yds
Backstroke – Individual		64	Boys 11-12 I.M. 100 yds
33	Girls 8&U Backstroke 25 yds	65	Girls 13-14 I.M. 100 yds
34	Boys 8&U Backstroke 25 yds	66	Boys 13-14 I.M. 100 yds
35	Girls 9-10 Backstroke 25 yds	67	Girls 15-18 I.M. 100 yds
36	Boys 9-10 Backstroke 25 yds	68	Boys 15-18 I.M. 100 yds
37	Girls 11-12 Backstroke 50 yds	Freestyle Relay	
38	Boys 11-12 Backstroke 50 yds	70	Girls 8&U Free Relay 100 yds
39	Girls 13-14 Backstroke 50 yds	72	Boys 8&U Free Relay 100 yds
40	Boys 13-14 Backstroke 50 yds	74	Girls 9-10 Free Relay 100 yds
41	Girls 15-18 Backstroke 50 yds	76	Boys 9-10 Free Relay 100 yds
42	Boys 15-18 Backstroke 50 yds	78	Girls 11-12 Free Relay 200 yds
CHANGE OF SHIFT		80	Boys 11-12 Free Relay 200 yds
		82	Girls 13-14 Free Relay 200 yds
		84	Boys 13-14 Free Relay 200 yds
		86	Girls 15-18 Free Relay 200 yds
		88	Boys 15-18 Free Relay 200 yds

Running the Race: Deck Layout and Summary of Roles



The figure above shows the layout for the pool and competition deck at a typical dual meet. There may be fewer lanes in use than shown here. Each lane has a starting block on one end. At the same end of the pool is a row of timers and recorders. There are three timers and one recorder for each lane. Other critical roles include the starter, announcer, head timer, and the deck runner. The duties of these are described below. All events *finish* at the end of the pool with the timers. Where events *start* depends on the length of the event. 25-yard events start at the end of the pool opposite the starting blocks. These are the younger swimmers. 50-, 100-, and 200-yard events (including all relays) start from the starting blocks.

Key Roles on the Competition Deck

- **Starter** calls and starts the race.
- **Announcer** announces the current event and gives notice to swimmers of events coming up next.
- **Head Timer** coordinates timers, ensures timers are ready before starting, and serves as backup timer.
- **Timer** is one of three parents timing the race for a particular lane.
- **Recorder** receives and organizes time cards for swimmers in a particular lane and records the three clock times for the swimmer after the race.
- **Deck Runner** shuttles time cards from the competition deck to the time official's desk.

Running the Race: The Sequence

The following sequence of actions occurs for any swimming event:

- The event number sign is flipped to show the current event.
- The recorders receive the time card for the swimmer for the next race.
- The timers clear their watches and prepare for the start of the race.
- The head timer signals the starter that all timers are ready to start.
- The starter calls the swimmers to the block, and starts the race.
- The timers and head timer simultaneously start their watches.
- The timers stop their watches when the swimmer touches the wall.
- The recorder records the times from the three timers on the swimmer's time card.
- The deck runner collects the time cards and carries them to the time official's desk.
- The announcer announces the next event and gives notice to swimmers about upcoming events.

What is a time card?

A swimmer has a time card for each event in which they participate in a meet. The time card contains the swimmer's name, age group, gender (usually designated by card color), the name of the event, the heat, and the lane. There are spaces on the card for the recorder to put the three times from the timers after the race. The time card is used by the time official to determine places for all events and to maintain statistics.

For age groups under 10 years, time cards are distributed to the recorders by meet staff on behalf of the swimmers. For age groups older than 11 years, swimmers are responsible for holding their own cards and giving them to the recorder before the race.

Points for Recorders

- Before the swimmer steps to the blocks, the recorder should verify that the card has the right swimmer's name, event, heat, and lane. The recorder will have some blank cards as backup. If a card is missing for a swimmer, one can be created manually.
- Recorders should remain seated at all times.
- The recorder records only the three times; he does not compute any extra values.
- Times are recorded to the nearest 1/100 seconds. If the time is 27.40, do not write "27.4". Some races go over one minute. Make sure that the minutes are recorded properly.
- If a swimmer does not show up for the event, the recorder should record a scratch by writing "SCRATCH" across the face of the card. However, it is the responsibility of the coaches, not the recorder or timer, to rule on disqualifications. Never enter a DQ on a card without the direct order of the coach of the swimmer's team.

What is a "scratch"? A "D.Q."?

A scratch occurs when a swimmer does not show up for an event as scheduled. This swimmer is disqualified by default. A disqualification (D.Q.) occurs when a swimmer violates a rule during a race, invalidating their contention for placing.

Points for Timers

- Watches are normally obtained from the meet coordinator, or an assistant to the meet coordinator. Watches should be checked at the beginning of the meet to make sure the batteries are good. If there is a problem with a watch, see the head timer.
- Carry your watch on the lanyard to avoid dropping it. They are expensive to replace.
- There should always be 3 timers per lane.
- Start the watch when you see the starter's strobe light, not when you hear the buzzer. Light travels much faster than sound. Relying only on the sound can result in differing clock starts from the near and far ends of the deck.
- It is essential that the timer pay strict and undivided attention to the starter as the race starts. In particular, the timer should always look directly and intently at the strobe light and depress the start button precisely upon seeing the strobe fire.
- When starting or stopping the watch, use your index finger to depress the button and hold the watch steady. The watch does not need to be jerked or swung to push the button. The thumb or other fingers are slower to react than the index finger.
- If you incorrectly start your watch too early (by over-anticipating the start) or too late (by missing the start), set aside your watch and call over the head timer. The head timer will have started at least one backup watch at the start of the race. He will bring a running backup watch to your lane. Either you, or the head timer will then use that watch to clock the finish of the race.
- As the swimmer in your lane approaches the finish, rise from your chair and walk forward to the edge of the pool so that you can see the exact moment the swimmer touches the wall. You should be standing directly over the wall, looking straight down. Stop the watch at the exact moment that any part of the swimmer's body touches the side of the pool. This may include the swimmer's hand, arm, leg, head, back, etc. The timer should be careful not to anticipate and stop the watch before the swimmer actually touches.
- Do not hesitate if the swimmer does an illegal touch in butterfly or breaststroke. Timers are to time the race, not judge the swimmers or determine disqualifications. This is the coaches' responsibility.
- If you do not stop the watch on time, do NOT record the estimated time of arrival. Instead, have the recorder write "No Time" for your watch. The other watches will then be used to determine the official time.
- As a timer, it is ok to watch the race, but you must only watch the finish of the race for the swimmer in your lane. If your child is swimming a race and you want to watch, please get a replacement to time that race.
- If you need to go to the restroom while timing, please call a parent from the side of the pool to relieve you until you get back.
- When the race is finished, return to your chair, report your time to the recorder, see that the recorder writes it correctly, and be seated promptly for the start of the next race. The next race will occur in rapid succession on the heels of the previous race.

Points for Head Timers

The role of head timer is generally assigned to persons with experience as a timer. You should:

- Make sure that timers are assigned to lanes as required by the league rules.
- Make sure all timers are seated, ready, and attentive to the start.
- Pay attention and start your backup watches precisely with the strobe.
- Watch to see if any timers missed the start so you or someone else can fill in.
- Hold up the card and make sure the card is collected by the runner after each heat.

Points for Swimmers

- It is very important that you do not lose track of the progress of the meet. If you miss your event, you will scratch and it will cost your team points. If you are in the 11-18 age groups, you alone are responsible for getting to the blocks for your event. There are no shepherds for these age groups. Do not dawdle when you hear your event coming up.
- Listen for the announcer to keep track of the current event and to hear which events are coming up soon. Watch the event number sign to keep track of the current event.
- If you are in the 11-18 age groups, when the event or heat before yours ends, make sure that you give your card to the recorder;
- Make sure that you are in the heat and lane that was indicated on your card and meet entry.
- Pay strict attention to the starter. Do not get distracted!

STARTER COMMANDS	
If <u>not</u> doing backstroke....	If doing backstroke....
“Swimmers Step Up” Step up onto the blocks – do not step up before you hear this command.	“Swimmers In The Water” Jump into the pool and remain at the side.
“Swimmers Take Your Mark” Reach down, take your mark, <i>and come to a complete stop</i> . The next sound should be the buzzer.	“Swimmers Set Your Feet” Grab the block and set your feet in position.
	“Swimmers Take Your Mark” Pull up <i>and come to a complete stop</i> . The next sound should be the buzzer.
Other Possible Command: “Step Down” Step down off the blocks; the race has been delayed. Listen for instructions. Other Possible Command: “Stand Up” Leave your mark and stand up on the block. Usually, a swimmer has failed to reach a complete stop and this is called to avoid a false start. Listen for instructions.	Other Possible Command: “Relax” Put your feet back into the water. Usually, a swimmer has failed to reach a complete stop and this is called to avoid a false start. It may also indicate that the race has been delayed. Listen for instructions.

The Official Time

The official time is not computed by recorders or timers. However, it is computed at the time desk as follows: (1) if three different times are recorded, the high and low time are discarded and the middle time is the official time. (2) If two times are the same and one is different, then the two identical times are the official time. (3) If one of the times is missing, then the official time is the average of the two recorded times.

Beyond the Actual Race – Making the Meet Work

These are some other important roles, activities, and other information for a dual meet that you should know about:

- **The Meet Director.** The meet director (see front page for this year's coordinator) is in charge of coordinating the meet entries, assigning parent job assignments, and coordinating the meet in general. If you have an important question or issue about such things as for which event a swimmer is scheduled, which heat or lane is assigned, getting a stop watch for a timer, or (especially) a swimmer who has a meet entry but is not present or is injured, etc. please approach the meet director. Please know, however, that this is a very busy position. Especially at the beginning of the meet, do not approach the meet director for minor issues or problems that can wait. Often an assistant or other parents or supporting coordinators can help you with such matters.
- **The Coach.** The coach's first priority is to the swimmers, not the parents. Parents should not approach the coach during the meet to discuss issues such as those discussed above for the meet director. Good coaching takes up all of the coach's time. Please direct your questions or issues either to the meet director or to one of several other supporting coordinators at the meet. If you have a question about coaching in general, or about your swimmer's work in practices, etc., please see the coach after the meet or contact him at another time.
- **Shepherds.** As the meet proceeds, many swimmers are resting, waiting, or playing in other locations. Young swimmers are particularly vulnerable to losing track of the meet and failing to show up for their event, resulting in a scratch. Shepherds keep track of meet progress, and at the right time fan out to locate the younger swimmers for their upcoming event and shepherd them toward the competition standby area.
- **Snack Shack.** Most of the teams in the EBSL provide snack (and often, lunch) service at the meets. This is an important form of fund-raising for the team, as well. The Marlins have a top-notch snack shack offering coffee, snacks, hot food, BBQ tri-tip and chicken sandwiches, etc. Those helping with snack shack will prepare food, run the barbeque, take money and distribute food, etc.
- **Cleanup.** There can be over 400 people at a dual meet (and several thousand at Champs). And many people tend to leave behind lots of trash. It is important that as many people as possible chip in to restore the Club to its original condition so that regular Club activities may proceed after the meet.

The Swimmer's Section

As a swimmer you should remember that a lot of people, including your parents, coaches, and teammates are putting in a great deal of work to give you an opportunity to grow, learn self-discipline, practice good teamwork, and reap the benefits of working hard for something and seeing what happens. Do all you can to step up to that opportunity and not let yourself, or these other people down. Remember that you have a responsibility not only to yourself but to your teammates to be present and do your best. You should try to win, but if you are doing your best, then winning is not important. Focus on making yourself better each time you swim, and everything else will take care of itself.

Focus on these very important things:

- Be positive about your Chabot Team swim experience and accept responsibility for working hard, and supporting the team;
- Always practice good sportsmanship and encourage it from fellow swimmers, parents, coaches and officials;
- Attend all practices and meets and notify the coaches promptly if you cannot;
- Strive to improve your performance at each meet;
- Do your best always to learn and listen to your coaches--they are there for you; take hold of that opportunity to improve yourself;
- Treat your coaches, other swimmers, officials, parents, and fans with respect regardless of race, creed, or abilities;
- Have fun during your Chabot Swim Team experience and alert parents or coaches if it stops being fun;
- Encourage your parents to be involved with the team because it's important to you; and
- Read the Chabot Swim Team Handbook and become an informed member of the team.

At the Meet

Please read the bullet points and directions on page 18, under "Points for Swimmers."
It is critical for you and your team that you follow these carefully.

Also, remember a few other things about the meet:

- Have fun, but remember what you are there to do. Do not lose what you have worked so hard for in practice by becoming entirely unfocused at the meet.
- Stay attentive to your coaches and meet officials. Help your teammates do the same.
- Remember that the team is only one activity of the Chabot Swim Club, and there are many members of the Club who are not associated with the Marlins. Treat the Club and all its facilities with respect, and encourage others to do so. Help your parents clean up during and after the meet.

The Parent's Section

Good parental support is the foundation of a successful swim program. Parents are needed in many areas in order for the team to function successfully. Everyone has something to offer. We want our swimmers to be supported and be proud of the job their parents do.

Volunteer Your Time and Stay Informed

- Keep yourself informed by reading all publications from the team, checking the website, and checking your E-mail. Check your swimmer's file folder often for current information and to get your swimmer's awards and times from the last meet.
- Volunteer your time at swim meets as directed by the meet director. It takes the whole parent membership to put on a successful meet. When attending away meets, your help is still a necessity. During the team's social and fund-raising events, your assistance is expected. With all of us helping, the work is quicker and more evenly-distributed.
- If you have a skill and are willing to volunteer that skill to the team, please let us know. Extra help is always welcomed.
- Communicate; if you question any aspect of the swim program, please contact the team president or vice president.

Supporting Your Swimmer

- Be positive. Help your child look beyond today and toward his or her goals.
- Be patient. Swimmers develop at different paces, but all swimmers need time. No matter how your child seems to be doing in comparison to other swimmers, nudge - don't push. When he or she is ready the improvement will come.
- Never bug your swimmer about his or her swimming – it will only irritate him/her and reduce morale.
- Foster good sportsmanship by displaying it yourself. Be a good role model.
- Be sure that your swimmer arrives to practices and meets on time.
- See that your swimmer gets the proper rest and nutrition.
- Attend at least some of your child's practices – all of them, if you can – and be supportive.
- Although swimming has an individual element that needs focus, encourage your swimmer to develop a sense of teamwork and dedication to the team as a whole.
- We encourage families to stay until the meet is over, even if their swimmer's events are done.
- The single most important thing you can do for your child is to help him or her develop a sense of sportsmanship and a positive self-image. With your help, this will be swimming's best benefit to your child.

Being a Good Parent at Practices

- **Don't try to talk to the coaches (or swimmers) while they are conducting a workout.** Consider the pool deck as a classroom and the coaches as the teachers. If the coach is not talking to the swimmers, he or she is thinking, watching and analyzing. If you need to ask questions regarding meets, workout schedules, or similar issues, ask after practice. The coach can get back to you at a more appropriate time via phone or E-mail, if necessary.
- **"The coach is the coach."** We want your child to relate to his or her coaches as soon as possible. The relationship of bonding between coach and swimmer produces the best and fastest results. When parents interfere with opinions, it causes considerable confusion as to whom the swimmer should listen, and undermines the coach's effectiveness. For the same reasons, never assume the role of coach yourself at a practice. The child needs to focus single-mindedly on the coach's teaching.
- **Watching Workouts.** Parents are encouraged to attend practices. However, do so from a distance. Never talk, signal, wave, or admonish a swimmer during workouts. If you notice a problem or have a recommendation, talk to the coach later at a mutually convenient time. *Never time your swimmer during workouts.* The times are something for your swimmer and coach to discuss. If your swimmer has a poor workout, offer encouragement. It will pay dividends in the future.
- **Leaving the Pool after Practice.** While parents are encouraged to attend swim practices, they should only be at the pool during the time that their swimmer is working out. Having too many people in the pool area leads to distraction for the swimmers in the pool and raises liability issues for the Club. Swimmers, parents and siblings who are not currently scheduled to practice are not allowed to be in the pool area or inside the Club gates until the pool is officially open to members.
- **There is no smoking on the pool deck at any time.**

Appendix: How to Get to Away Meets

The information on this page is also available on the team Web site www.chabotmarlins.com.

Earlier versions of this handbook contained crude maps to the locations of away meets. However, with the advent of Google Maps and Google Earth, most users enter addresses on the Web and print their own directions, photos, or maps. The maps have been deleted from this edition and it provides instead only the addresses of the pools at which meets are held by the other teams. Note that San Leandro and Washington Manor swim at the same pool. Also, the Crocodiles swim at Cal State East Bay.

Columbia Crocodiles

Meets at Cal State East Bay

25800 Carlos Bee Blvd.

Hayward, Ca 94542

Pool has 10 Lanes

President: Mike Panko (mike@meyersound.com)

Head Coach: Trevor Croghan (trevcrog@gmail.com)

Glenmoor Stingrays

39120 Glenmoor Dr. (mail)

38220 Glenmoor Dr. (location)

Fremont, CA 94536

510-793-2716

Pool has 5 Lanes

President: Paul Yamaguchi (paul.yamaguchi@lmco.com)

Co Head Coach: Stephanie Keller (swimkeller@msn.com)

Co Head Coach: Bryan Accurso (swmnh2o@comcast.net)

Highlands Sharks

41900 Palm Ave.

Fremont, CA 94539

510-490-9803

Pool has 5 Lanes

President: Rob Avon (robavoncpa@sbcglobal.net)

Head Coach: Frank Gygax (frankgygax@comcast.net)

Kennedy Seals

Meets are held at American High School at
36300 Fremont Blvd.
Fremont, CA 94536
(510) 796-1776
Pool has 8 Lanes

President: Nora Maldonado (norajoe@comcast.net)
Head Coach: Ray Murphey (rmurphey15@hotmail.com)

Mission Valley Barracudas

40100 Las Palmas Ave.
Fremont, CA 94539
510-651-7290
Pool has 6 Lanes

President: Jane Conn (janeconn@yahoo.com)
Head Coach: Don French (ferretfrench51@yahoo.com)

Newark Bluefins

Newark Memorial High School
39375 Cedar Blvd.
Newark, CA 94560
510-794-2182
Pool has 8 Lanes

President: Philip Bergey (pbergey@vmivideo.com)
Head Coach: Gordon Crosby (gccrosby@msn.com)

San Leandro Drowning Darryls

San Leandro High School
2200 Bancroft Ave.
San Leandro, CA 94577
510-351-5087
Pool has 6 Lanes

President: Carol Alvarez (calvarez@sanleandro.k12.ca.us)
Head Coach: Fred Scheberies (homesfred@comcast.net)

Southgate Penguins

24900 Magnolia St.
Hayward, CA 94545
510-738-1252
Pool has 5 Lanes

Pres.: Joanna Houghtelling (joanna@southgatepenguins.org)

Coach: Katie Carlson (coachkatie@southgatepenguins.org)

Treeview Dolphins

301 Gresel
Hayward, CA 94544
510-471-5242
Pool has 5 Lanes

President: Andy Ng (andy@treeviewdolphins.org)

Head Coach: Bob Redecke (coachbob@treeviewdolphins.org)

Warm Springs Gators

251 Goldenrain
Fremont, CA 94539
510-651-4723
Pool has 6 Lanes

EBSL map (pdf) | Yahoo map

Co-President: Michelle Carlson (nuggetclan@aol.com)

Co-President: Betsty Leff (b.leff@sbcglobal.net)

Head Coach: Victor Seeley (seeley@sbcglobel.net)

Washington Manor Dolphins

Manor Meets will be at the San Leandro Pool this year
2200 Bancroft Ave.
San Leandro, CA 94577
Pool has 6 Lanes

Co-President: Shirley Harvey (bharvey2@aol.com)

Co-President: Michele Felarca (michele_felarca@sbcglobal.net)

Head Coach: Jenny Kubicki (jsbissell@hotmail.com)