

Welcome to TMST's 2026 Season!

We are glad to have you as a member of the Tipp-Monroe Swim Team, Inc (TMST). This handbook is designed to provide some basic swim team information to help you understand and enjoy the season.

GOAL:

The primary goal of our team this year is to have swimmers compete at each meet while maintaining a competitive team. Prior to each meet, swimmers will be evaluated on their performance and willingness to compete for the benefit of the team. As a member, you can expect to improve your swimming skills, enjoy better physical fitness, meet others that share your enthusiasm for swimming and have fun!

COACHING STAFF:

Erin Gutman, Michael Galloway, Renee Masin, Kyle Eilerman & Alaina Jacquemin. Coaches will need to be present & attentive during practices, so please address questions/concerns before or after practice.

TMST BOARD MEMBERS:

Christine Bathgate, Jayme Everhart, & Lauren Vore. Please reach out to any of us during the season with questions, comments & concerns.

TEAM REQUIREMENTS:

Membership is open to any swimmers 18 years of age or under. Each child 12 and under must be able to swim one length of the pool in at least one competition stroke unaided to compete in meets. Each child 13 and older must be able to swim two lengths of the pool in at least one competition stroke unaided to compete in meets. Competition age groups are determined by the age of the swimmer as of May 31st of the year of registration. The competition strokes are: freestyle, backstroke, breaststroke, & butterfly.

PRACTICE REQUIREMENTS:

Swim team members come in knowing the basics of swimming - such as blowing bubbles, face in the water, jumping into the pool, not holding their nose, safety floating, treading water, ability to wear goggles and the basics of the freestyle stroke. Swim Team members are not permitted to wear swim diapers or use floatation devices. Due to coaching and lifeguard availability, TMST will not be permitted to use the "activity pool" during swim team practice. The Tippecanoe Family Aquatic Center offers swim lessons as well as local YMCA and Rec Centers. **The coaches may need to make the determination if a swimmer is not ready for swim team.**

REGISTRATION FEES:

Online registration will be during the month of April and May. No registration or pro-rated refunds permitted after May 28. Registration fees for the 2026 season are as follows:

\$110 for 1st swimmer
+\$85 for 2nd swimmer
+\$75 for 3rd+ swimmer

Swim Team Pass. The Tippecanoe Family Aquatic Center requires that every swimmer **must** have a swim team pass to the pool. The swim team pass can be obtained at the administrative offices of Tipp City, or the front desk of the Tippecanoe Family Aquatic Center and will cost \$30.00 per swimmer. Questions regarding the swim team pass must be directed to the city; TMST has no control over this pass. **The swim team does not obtain swim team passes for you.**

<https://www.tippcityohio.gov/250/Pool-Information>

ATTENDANCE:

Swimmers are encouraged to attend practices. This ensures improvement of form, technique, and endurance. Commitment to practice also shows the coaches the intent of the swimmer to be a competitive swimmer. Coaches are helped in this way by noting improvement in individuals. Attendance is not mandatory, nor is attendance taken, but practices are used by the coaches to determine the swimmer's readiness to compete in a meet.

We understand that many of our swimmers are involved in other summer activities and sports. You will be asked to RSVP yes or no to every swim meet so coaches will know who is and is not available. If you do not RSVP, we will assume you are unable to attend and your swimmer will not be placed in any events. **It is not the coaches or board members responsibility to RSVP for your swimmer(s).**

PRACTICE SCHEDULE:

Tuesday & Thursday	May 5 – May 28	Robinson (Troy) YMCA (YMCA Membership is not required)
	10 & Under	5:00 pm – 6:00 pm
	11 & Up	6:00 pm – 7:00 pm
Monday through Thursday	June 1 – July 16	Tippecanoe Family Aquatic Center (Swim Team Pass is required)
	10 & Under	7:00 pm – 8:00 pm
	11 & Up	8:00 pm – 9:00 pm

Please plan on arriving 5-10 minutes early to ensure your swimmer is ready to go. We need to make the most of our practice time and want swimmers in the water as much as possible.

MEET SCHEDULE: (TIMES ARE MEET START; WARM UP TIME will be 15-30 minutes PRIOR to meet start)

Saturday, June 13, 8:30 am	AWAY @ Bellefontaine
Thursday, June 18, 6:00 pm	HOME vs Troy
Tuesday, June 23, 6:00 pm	AWAY @ Versailles
Thursday, July 2, 6:00 pm	AWAY @ Minster
Thursday, July 9, 6:00 pm	HOME vs Botkins

CHAMPIONSHIP MEET:

The 5C's Swim League Meet is conducted at the END of the swim season. Swimmers are selected based on overall season performance and NOT ALL SWIMMERS will compete in Championships. Swimmers must have competed in at least TWO swim meets in order to be eligible to compete at championships. Coaches will only be able to enter two swimmers in each event, and no swimmer may be able to swim more than three individual events and two relay events. If your swimmer is participating in championships, they may swim as many as five events or as few as one event.

Saturday, July 18, 9:00 am **5C's Championships at Tippecanoe Family Aquatic Center**

If you are swimming with us this season, please make every effort to be available to swim in the Championship meet. While we cannot swim every member of our team, we want to be competitive at Championships.

TEAM ROSTER:

TMST will provide a team roster available on the website by password only. Information in the roster will be athletes name, age group, parents name and parents email. This information is not to be shared. You will be able to opt out of the team roster while registering.

TEAM SUITS & EQUIPMENT:

TMST is partnering with PocoLoco in Piqua for team suits and will bring swimsuits and swim gear to the Troy YMCA in early May for fittings and questions. It is highly recommended that all team members have goggles and a cap (especially for swimmers with medium/long hair). All swimmers must wear a competitive suit for all swim meets, however the team suit is not required to be purchased. TMST has swim caps available for purchase throughout the year. Team suits and team caps provide a unified team spirit.

AWARD RIBBONS:

1st through 6th place ribbons are given to swimmers who finish in the top six of the event. Participation ribbons are given to every 10 and under participant unless they receive a place ribbon.

INJURIES:

Because we are a small volunteer, nonprofit organization, we are not responsible for injuries during practice, or at swim meets. Your family insurance should cover your child. A waiver must be signed on behalf of each swimmer. The team's liability policy **does not** cover injuries to the swimmer.

REMIND MESSAGING:

Summer weather is unpredictable; we use the Remind app to announce meet/practice delays/cancellations. Text @tippswim to 81010 or remind.com/join/tippswim.

FUNDRAISING:

Dine to Donate: Look for several events during the season

Kroger Community Rewards: Organization ID KN400 – Tipp-Monroe Swim Team Inc

Sponsorships: Know someone willing be a sponsor for the 2026 season? Please let one of the Board members know and we will gladly reach out.

SPECIAL EVENTS: Be on the lookout for emails announcing the specific dates for these upcoming events!

TMST Spiritwear: Coming soon!

Parent Meetings: TBA Early May 5:15 & 6:15 Troy YMCA during practice(s). You do not have to attend both. Rec Room next to the fieldhouse

PocoLoco Swim Gear Day: TBA Early May 5:15 – 7:15 at Troy YMCA. Rec room next to the fieldhouse

Whole team practice & Pasta Party: Thursday, May 28 Troy YMCA. Rec Room next to the field house.

Team Photos: Early June 7:00 Tippecanoe Family Aquatic Center.

End of Season Celebration: Saturday, July 18 late afternoon/early evening Tippecanoe Family Aquatic Center.

VOLUNTEER REQUIREMENTS:

TMST is a volunteer run organization. Along with most youth activities, the activities of the team cannot be conducted without the additional support of parents. Parent(s) will be needed to volunteer if your child is participating in a meet. Volunteering to assist with the swim meet is a great way to see your child(ren) swim as well as helping the team. Parents who are unable to fulfill volunteer assignment(s), will need to find replacement(s).

If your child swims in the Championship meet, you will be asked to volunteer at Championships, even if you have already volunteered during the regular season.

VOLUNTEER ASSIGNMENTS:

All volunteer positions are in two shifts. 1st shift is from start of meet until event 44 is completed. 2nd shift is the start of event 45 until the end of the meet. 8&U's will be finished after event 44. If you are a parent of ONLY 8&U swimmers, please do not sign up for 2nd shift.

Announcer (Home meets only) – This position requires someone comfortable on a microphone! You will be announcing current and upcoming races as well as general announcements throughout the meet. This is a sit down job on the lifeguard chair. Helpful if you have a good understanding on how swim meets are run.

BullPen – This is our "child wrangling" job! You will round up and organize 12 & under swimmers and send/walk them to the clerk of course. You will be holding up the large event numbers, calling out the event, and looking for swimmers (who should be seated in the bullpen unless preparing to swim). 13 & ups do not report to the bullpen.

Clean Up (Home meets only) – Responsible for putting away lane lines, backstroke flags, clerk of course chairs, walking areas, taking down starter & PA system. Please do not sign up for this if you ONLY have 8&U swimmers.

Clerk of Course – These individuals will make sure swimmers are lined up in order for their events and may take swimmers to the starting blocks (or opposite end for relays). Helpful if you have a good understanding on how swim meets are run.

Ribbon Writer (Away meets only) – You will organize timer sheets, place labels on ribbons and sort by teams. The home team will provide further instructions at the meet. Job will require staying until all ribbons have been completed.

Runner (Home meets only) – Collects timer sheets and disqualification slips and brings them to the scoring table. Will also bring water to timers, coaches and officials.

Set Up (Home meets only) – Responsible for setting up lane lines, backstroke flags, clerk of course chairs, walking areas, starter & PA system. Arrival time 5:00.

Starter (Home meets only) – Prepares swimmers for and starts each event. Operates the starting system and keeps the meet moving. This is a sit down job near the pool deck. Helpful if you have a good understanding on how swim meets are run.

Stroke and Turn Official – Ensure the rules relating to the style of swim designated for the event are observed. Helpful if you have a good understanding on how the strokes are swam legally, or are a former competitive swimmer.

Timer – Operate stop watch and record times for swimmers. Two timers to a lane; each timer uses a standard stopwatch (or Dolphin timing watch). One timer will also have to write both times. Two timers will be a designated "Backup" timers that assists if a lane timer missed the start or for RR/child swimming breaks.

MEET INFORMATION FOR PARENTS:

BULLPEN & CLERK OF COURSE OPERATION:

- We need all swimmers ages 12 and under to remain in the bullpen area with the team. Parents, have your swimmers spread out their towels or a blanket with some friends. It is important that they be able to hear the bullpen workers call the events and be there when the volunteers are lining them up and sending them to the Clerk of Course for their events.
- Help your young swimmers be aware of when their events take place, and how much time they have between them. The bullpen workers will do their best to make sure that all swimmers hear the call for the events. The workers will not leave the bullpen area to look for a swimmer.
- If a swimmer is not found before the event is sent to Clerk of Course, then it's the swimmer's responsibility to find his or her way there. (We will usually send one of the other swimmers looking for a missing swimmer, if

there is time.) We suggest swimmer write their event information on their arm in a Sharpie. The typical swimmer will use this layout as example:

E (event)	H (Heat)	L (Lane)	S (Stroke)
#34	2	1	Fly
#56	1	4	Back
#78	1	1	R1 (Relay, 1 st position)

Swimmers 13 and up, please check in with a bullpen worker before the meet starts, so we know that all the swimmers in the age group are there for the meet. Once you've checked in, you are free to sit outside of the bullpen area and listen to the announcer call the events and report to the Clerk of Course on your own. We will call your events in the bullpen, but we will not line up the older groups.

PARENT CODE OF CONDUCT:

- I will encourage good sportsmanship. I will demonstrate positive support and respect for all team members, coaches, competitors, officials, and volunteers at every practice or competition.
- I will let the coaches coach. I will refrain from talking to swimmers or coaches during practice. I will trust and support coaches' decisions on meet entries, and I will positively reinforce the coaches' instructions and advice. I will channel my questions and concerns through the swim team board, rather than distracting the coaches with parental communication.
- I will do my best to make swimming fun for my child. I will place the emotional well being of my child ahead of my personal desire to win. I will remember that swimming is for the kids—not the adults. I will help my child enjoy swimming by being a respectful fan.
- I will only engage in positive communication with coaches, officials, and volunteers. If I communicate with a coach, official, or volunteer after a swim meet or practice, it will be to thank them for their work, realizing that without them there would not be a swim team. If I need to voice a concern after a swim meet, I will wait 24 hours after the conclusion of the meet and then contact a swim team board member.
- I will encourage my child to advocate for him/herself. If my child has a concern or question, I will give him/her the confidence to discuss it independently with his/her coach. I will do my best to foster a coach-swimmer relationship without parental involvement.
- I will demand a safe and healthy sports environment for my child. The use of drugs, alcohol, tobacco, violence, abusive or foul language, or inappropriate sexual conduct will not be tolerated.

SWIMMER CODE OF CONDUCT:

- I will represent TMST with excellence, respect, team spirit, and politeness.
- I will follow the directions of the coaching staff, officials, and parent volunteers.
- I will practice good sportsmanship at all times by demonstrating positive support and encouragement for teammates and competitors.
- I will make every effort to be on time for practices and meets.
- I will listen during practice and refrain from disruptions.
- I will respect my teammates. Fighting, intentional touching, or hitting will not be tolerated.
- I will contribute to a safe and positive team environment. This means refraining from alcohol, tobacco, drugs, profane language, or obscene gestures.

Your acknowledgement during registration indicates the swimmer(s) and parent/guardian have reviewed the TMST Code of Conduct and understand the TMST Swim Team Code of Conduct. You (the parent/guardian) and the swimmer(s) agree to abide by this Code and accept the penalties for not abiding by these rules. Any non-compliance may be subject to disciplinary action determined by the coaches and/or the Board, which may include expulsion from the team.

SWIM TERMINOLOGY:

- **Event:** a portion of a meet competition broken down by distance, stroke, gender and relay type.
- **Heat:** a portion of an event. An event may require multiple heats to allow all swimmers entered to swim the event.
- **Exhibition:** A swimmer or relay that will not be eligible to score points or receive awards.
- **Heat sheet:** A list of the day's events, (electronically and/or paper), that lists the participants in each lane, their entry time, lane, and the heat they are in. Races are arranged by event number.
- **Age groups:** Swimmers are organized by age in competition. 8 and under swimmers compete against each other. Same goes for 9-10 year olds, 11-12 years olds, 13-14 year olds, and 15-18 year olds.
- **False start:** When a swimmer leaves the blocks early. A false start can include a swimmer trying to jump the start or rolling forward before the starter's beep has sounded.
- **Lane Lines:** the dividers used to delineate the individual lanes. These are made of individual finned disks strung on a cable which rotate on the cable when hit by a wave. The rotating disks dissipate surface tension waves in the competition pool.
- **Starting Blocks:** Or Blocks. Swimmers use these at the end of the pool to enter the water.
- **Backstroke Flags:** Flags hung in the air over the width of the pool five meters (yards) away from the end of the pool. The flags are used for swimmers to count strokes to the end of the pool.
- **Seed time (or entry time):** The time that a swimmer is entered into an event with. This time, usually the swimmer's personal best time in the event, is used to seed the swimmers into heats. NT is for No Time (the swimmer does not have a record of the stroke/distance – times do not transfer from winter swim)
- **Disqualification (DQ):** Stroke & Turn officials will DQ a swimmer if the stroke is being swam incorrectly or use methods to gain an advantage (leaving block early, walking on pool bottom, etc).
- **Length vs Lap:** One length is swimming from one side of the pool to the opposite end. One lap is down the pool and back (starting and stopping at the same end).
- **Clerk of Course:** Swimmers sit (or stand) in their respective heats and lanes before waiting behind the blocks. Volunteers will verify that all swimmers are accounted for.
- **Bullpen:** A designated area in the pool area that teams will sit and volunteers will gather the swimmers for their respective event and walk (or send) them to the clerk of course area.
- **Official:** a stroke judge on the deck of the pool. Various judges watch the swimmers' strokes, turns and finishes.
- **Short Course Yards (SCY):** One length is 25 yards of the pool. Yards is shorter than meters. Times are automatically converted for meets. Troy & Bellefontaine's pools are 25 yards.
- **Short Course Meters (SCM):** One length is 25 meters of the pool. Meters is longer than yards. Times are automatically converted for meets. Tipp, Minster, Versailles, & Botkins's pools are 25 meters.
- **Long Course Meters (LCM):** One length is 50 meters of the pool. The Olympics use this type of pool. TMST will not participate in this type of pool.
- **Competitive Strokes:** freestyle, breaststroke, backstroke and butterfly.
 - **Medley Relay:** an event in which four swimmers compete, with each swimming one of the four competitive strokes in the following order: backstroke, breaststroke, butterfly and freestyle.
 - **Freestyle Relay:** an event in which four swimmers compete with each swimming the freestyle stroke.
 - **IM:** abbreviation for Individual Medley, and event in which the swimmer swims all four competitive strokes in the following order: butterfly, backstroke, breaststroke and freestyle.

SWIM MEET ORDER OF EVENTS:

TMST is limited to the number of events and the number of entries a child can swim in a swim meet; this is due to the 5C's league rules. Each child may swim up to three individual events and two relays. Coaches will place swimmers in events; parents will be able to provide comments when RSVPing for the meet.

GIRLS	BOYS	AGE GROUP	DISTANCE & STROKE
1	2	Open	100 Freestyle
3	4	8 & Under	100 Medley Relay
5	6	9 & 10	100 Medley Relay
7	8	11 & 12	100 Medley Relay
9	10	13 & 14	200 Medley Relay
11	12	15 & Up	200 Medley Relay
13	14	8 & Under	25 Freestyle
15	16	9 & 10	25 Freestyle
17	18	11 & 12	25 Freestyle
19	20	8 & Under	25 Breaststroke
21	22	9 & 10	50 Freestyle
23	24	11 & 12	50 Freestyle
25	26	13 & 14	50 Freestyle
27	28	15 & Up	50 Freestyle
29	30	8 & Under	25 Butterfly
31	32	9 & 10	25 Butterfly
33	34	11 & 12	25 Butterfly
35	36	8 & Under	25 Backstroke
37	38	9 – 12	50 Butterfly
39	40	13 & 14	50 Butterfly
41	42	15 & Up	50 Butterfly
43	44	8 & Under	100 Freestyle Relay
All	8&U	ARE	FINISHED
45	46	9 – 12	100 Indiv Medley
47	48	13 & 14	100 Indiv Medley
49	50	15 & Up	100 Indiv Medley
51	52	9 & 10	25 Backstroke
53	54	11 & 12	25 Backstroke
55	56	9 & 10	25 Breaststroke
57	58	11 & 12	25 Breaststroke
59	60	9 – 12	50 Backstroke
61	62	13 & 14	50 Backstroke
63	64	15 & Up	50 Backstroke
65	66	9 – 12	50 Breaststroke
67	68	13 & 14	50 Breaststroke
69	70	15 & Up	50 Breaststroke
71	72	9 & 10	100 Freestyle Relay
73	74	11 & 12	100 Freestyle Relay
75	76	13 & 14	200 Freestyle Relay
77	78	15 & Up	200 Freestyle Relay

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Website & App

tippmonroeswimteam.swimtopia.com

Facebook

facebook.com/TippMonroeSwimTeam

Remind

@tippswim (Required for weather related updates)

Email

tippmonroeswimteam@gmail.com

