



Skyline Swim Team
Season Guide

Dual Meets

Dual meets are competitions conducted between two teams within our division (Division I). They determine our win/loss record for the season. These are scheduled during the week on Tuesday and Thursday evenings. There are 7 teams within our division, so we have 6 dual meets each season. We swim against each team once throughout the summer.

Exhibition and Live Heats

Each team enters 3 or 4 swimmers (depending on the number of lanes a pool has) in an individual “live” (scoring) heat. These swimmers have the best times in their age group and will be scoring points for our team. We also have “exhibition” (non-scoring) heats. These “exhibition” heats provide opportunities for ALL swimmers on both teams to compete. Skyline Swim Team has the largest team in the league; in order for as many of our swimmers to have the chance to swim, there will be times when we will have an exhibition heat with only Skyline swimmers.

Each swimmer may swim a maximum of three events per meet, which effectively limits the maximum opportunities that each team can score points. There is no minimum number of entries.

Events

Individual events are broken down into the following age/gender groups. Age group is determined by the swimmer’s birth date as of June 1, 2018. In other words, the age of the swimmer on June 1, 2018 determines his/her age group for the *entire* summer of competition. Below is the schedule of a typical swim meet.

Girls 8 & under 25 yard Freestyle
Boys 8 & under 25 yard Freestyle
Girls 10 & under 25 yard Freestyle
Boys 10 & under 25 yard Freestyle
Girls 12 & under 50 yard Freestyle
Boys 12 & under 50 yard Freestyle

And so on, with 14 & under, and 18 & under and then it continues with each age group swimming backstroke, breaststroke, and butterfly, in that order. Generally, girls will swim first in an age group and then the boys in the same age group.

Relays

The final events of the dual meet program are the freestyle relays for each age group and gender. Relays are comprised of 4 swimmers on a team. We will have 4 teams (of four swimmers) swimming in one heat. That breaks down to sixteen swimmers swimming in ONE HEAT. This can get confusing for the younger swimmers and difficult for the coaches to keep track of all the kids. PLEASE DO NOT LEAVE THIS UP TO THE COACHES OR STAGERS TO FIND YOUR CHILD! MAKE SURE YOUR CHILD IS READY FOR THE RELAYS! If your swimmer is on a relay, it is crucial that they DO NOT leave the meet or wander off. Relays begin quickly after Butterfly. Please make sure your child is with the team (not at concessions, on the playgroup or in the bathroom). Remember, the relay team is made up of 4 swimmers; if ONE is missing, then the 3 remaining swimmers CAN NOT swim. League rules state we cannot substitute another swimmer. This can be very disappointing and frustrating to the relay team (especially our young swimmers), as they have waited all night to swim.

The team that places 1st in the relay will earn 7 points. Only the 1st place winner is awarded points. Often the final outcome of the meet is determined during the relays. Many teams make comebacks and win the meet after being behind. So the excitement of the meet culminates at this time. The team accumulating the most overall points determines the winner of the meet. Scoring is as follows:

Individual Events

1st place - 5 points
2nd place – 3 points
3rd place – 1 point

Relay Events

1st place – 7 points
2nd place – 0 points

A team cannot sweep *all* points for individual events (maximum 8 points per event). Even if a team comes in 1st, 2nd and 3rd they can only receive eight points and the opposing team receives one point. Our swimmers and parents generally get very excited and enthusiastic at the end of the night. No matter what the outcome, all swimmers are rewarded with free treats by the hosting team at the end of the meet. In the past, if our team wins a home meet, you may find our coaches being pushed into the pool! Coaches will let swimmers know if this is acceptable at morning practice. (No swimmers may enter the pool at the end of the meet for their safety).

Invitational Meets

The majority of the invitational meets occur on Saturday mornings. Usually by the preceding Friday, information will be posted on our Skyline Bulletin Board listing and via our website the event(s) your swimmers will be entered in. Specific information concerning the meet will be posted on the bulletin board and website, such as arrival times, directions, and possibly suggestions for parking.

Policy regarding missing the Invitational Meet: Skyline Swim Team registers and pays for all swimmers participating in our Invitational Meets during the season. It is the expectation that once your swimmer is signed up for an Invitational Meet, they are to participate. In the event that your swimmer(s) end up not participate during an invitational meet, unless it is deemed an emergency, you will be charged \$5 for each event your swimmer was entered into. Our swim team pays for these invitationals directly. You will receive an invoice in your family mailbox. All fees are expected to pay their invoices prior to the Season ending. If you choose not to pay your balance due, your swimmer(s) will not be allowed to sign up for the next season until it is paid.

It is a good idea to come to these meets well prepared because they can be very long. Here is a list of some of the items to send to these meets: a towel or two (some people bring a towel for each event they swim); a sweatshirt or sweat suit; books, games, “DS’s” and or iPods to occupy their time spent waiting; a light snack such as fruit or crackers (try to avoid snacks high in sugar); and sunscreen. Remember to label all personal items. Things that are left behind are much easier to identify if they have a name on it.

The area where the team will be located is marked with a blue Skyline banner and our tents. We will have tents available for swimmers to find shade or keep dry. If it rains, the event will only be cancelled if it is lightning or thundering. As noted above, there is always an admission charge for spectators unless they are working at the meet (for example, timers). You probably will want to purchase a heat sheet which contains the schedule of events with your swimmers lane assignments. You may want to take lawn chairs along for seating although bleachers are usually provided. All these meets have concessions where you can purchase food and drinks which help support the hosting team.

Here is some information about the Invitationals/Championships we attend:

The Overlook Relays are held on a Thursday night, traditionally the second Thursday in June. This is a relay invitational and there will not be any individual races. The meet begins at 6:00PM and last approximately 3 hours. The last event is a Parent’s Relay, so practice your swimming if you would like to participate! Any interested swimmers or former frustrated Olympic wanna-be’s, please contact Coach Jenn. It’s a lot of fun and the kids love it. So, stick around until the end of the night if you can!

The Woodridge Classic is held in Lititz at the Woodridge Swim Club. This is usually a faster event, meaning the swimmers with faster **official** times are invited. If you want to swim this event, sign up for it and those selected, will be posted on the Skyline Bulletin Board. Not to worry, there are lots of other opportunities for all of our swimmers to compete in. The meet usually starts at 9:00AM and runs approximately 4-5 hours. It is outdoors and provides bleacher seating. There is a playground and an area with shade. A snack bar is available for breakfast and lunch.

The Conestoga Valley Invitational is held at the Leola Community Pool in Leola. Swimmers whose times are not better than the posted qualifying standards may be entered into this meet. This is a good meet for new swimmers and improving swimmers to gain experience, and also offers a chance to win an award for those who might not otherwise have the opportunity to do so. The meet starts at 8:00AM and lasts 5 hours. *There is no shade, so remember to bring plenty of sunscreen to this one!*

The Lititz Springs Invitational is for the more seasoned swimmers. Check the Bulletin Board the week prior to the meet to see what swimmers have qualifying times.

The Manheim Fast and Furious is held at the Manheim Pool. This is a very fun meet that is run slightly different than any other meet during the summer. You want to see an open swimmer do a 25? It's there!

The Divisional Championships are hosted by various teams throughout the League. Only teams from Division I participate in this event, with Division II, and III holding their own championships at other pools the same day. All Skyline swimmers are eligible to participate. The meet usually runs 6 hours and is broken up into two sessions. The morning is for 12 & Unders, 14& Unders, and Opens. The afternoon is for the 8& Unders and 10 & Unders. It is generally very crowded at this meet but exciting for all the teams involved.

The All League Meet is a season-ending, two-day league championship event. Only swimmers with LCSSL qualifying times will compete in this meet. Relays are held on Friday night while individual events are on Saturday. Again, Saturday's events are divided into two sessions as was done for Divisionals. The All-League meet includes Division I, II, and III, Teams. Friday evening's relay session lasts approximately 3 hours and the Saturday sessions last about 3 hours each.

Skyline Charity Cup is our Charity Event we host every year. We invite other swim teams to this event to help raise funds for local charities. We have some of our swimmers work on the event and choose a charity or charities to donate the monies raised during this event. It is a fun night with all 25's for all swimmers. Even the parents can get involved with a Momma and Pappa relay team. It is held around the July 4th week. Check out our calendar for the date on our website.

We will also participate in three mini meets this summer. A mini meet is a meet geared towards the 10 & Unders. This meet is a great way to introduce young children and first time swimmers to the world of competitive swimming in a relaxed atmosphere and at a reduced time commitment since they are abbreviated.

Ribbons and Awards

Ribbons for dual meets are awarded for first, second, and third place for individual events and 1st place for relay events. Each pool decides if exhibition heat ribbons are awarded. Ribbons for exhibitions are for first place heat winners only. Ribbons are collected by the coaches at the end of the meet and presented to the swimmers usually at the next practice. Skyline also gives out Personal Best Ribbons whenever swimmers beat their best time to date. We find this is a big boost to our younger and first time swimmers. It gives them an opportunity to be proud of their accomplishments even if they don't place 1st, 2nd or 3rd throughout the season.

Generally, for an Invitational Meet medals are given out for 1st, 2nd and 3rd place, and ribbons are given out up to 8th place. Trophies are given out to the winning team. These awards are up to the discretion of the hosting team. Please refer to the heat sheet program for each Invitational for specifics regarding awards.

Swim Meet Tips

Below are some guidelines for parents and swimmers attending their first few meets:

Preparing for the Meet:

Make sure the swimmer obtains plenty of rest the night before a swim meet. Before departing for a meet, pack the swimmer's team suit, team cap, goggles, towel, sweats, and tee shirt, and a blanket, sleeping bag, or additional towel for the swimmer to sit on. You may also wish to pack snacks and drinks. Many meets have concession stands, but may serve tempting junk food and soft drinks. Recommended snacks to pack include: granola bars, yogurt, fruit, cereal, sandwiches, Gatorade, fruit juices, and Hi-C.

USS Swimming regulations can call for swimmers to be disqualified if they wear jewelry on the starting blocks or in the water. Remove all jewelry before departing for the meet.

Warm-Ups

Just prior to the beginning of the warm-up period, the swimmer should report to the coaches for warm-up instructions. It is very important for all swimmers to warm-up with the team. A good warm-up is an essential part of a successful performance. At warm-ups, coaches will inform swimmers if they have been entered in a relay. After warm-ups, the swimmer will go back to the area where his/her towels are and sit there until their first event is called. This is a good time to go to the bathroom, get a drink, or get settled in. Meets usually start 10-15 minutes after warm-ups are over

For parents:

Pools are warm and humid places---dress appropriately. Arrive at the pool at least 15 minutes before the scheduled warm-up period begins. Upon arrival, find a place to put the swimmer's blankets, swim bags and/or sleeping bags. The team usually sits in one place together, so look for familiar faces. At Invitationals, purchase a "heat sheet" at the entrance (there are no heat sheets for dual meets). Heat sheets list all the swimmers and their scheduled events. Check the heat sheet to assure that the swimmer is properly entered in his/her events. If there is a mistake, discuss it with your coach so corrective action may be taken. Each swimmer is responsible for knowing which events he or she is swimming and being present on time to swim. If they are not present when their event is being staged they will miss it and be VERY DISAPPOINTED.

During the Meet

When a swimmer's event number is called over the loudspeaker, s/he must report to the "bullpen" or staging area ready to swim. At the bullpen, the stager lines up swimmers by heats and take them to the starting blocks in correct order. In some meets, older swimmers may be expected to report directly to the starting blocks, bypassing the bullpen.

Swim meets are run by certified officials who run the meet according to USS standards. Deck officials are responsible for determining whether the each swimmer has used the proper, or legal, stroke and has made a legal start, turn, and finish. When an infraction is determined, the official signals by raising a hand and records that the swimmer is disqualified, or DQ'd. That official will inform the swimmer of the infraction. Once DQ'd, a swimmer is not credited with the time achieved on that swim. At the conclusion of each race, the swimmer should check the score clock or the timer for his or her unofficial time. Immediately after receiving this time, the swimmer should go directly to his or her coach, who will discuss the race with the swimmer. Clock times are not official, and may be adjusted if the swimmer failed to touch the touch pad firmly or if the swimmer is disqualified. At Invitationals, official times are posted by race on a wall somewhere near the pool during the meet. Official posting, however, can often take up to an hour after the event is completed.

Between races, swimmers should rest and stay warm. All energy is to be stored up and used in competition. If a swimmer must eat, a light snack is strongly recommended.

Only certified coaches, swimmers, workers and officials may be on the pool deck at a USS meet. Parents must remain in the stands or the lobby at all times.

Before Leaving the Meet

Parents should check with the coaching staff to make certain that their swimmer has not been entered in a relay. If for some reason a swimmer is entered in a relay but must leave early,

please notify the coaches as soon as possible so that the swimmer may be replaced or the relay scratched.

Safety and Weather Rules

Safety rules for meets:

- No glass containers
- No smoking
- No alcoholic beverages
- No recreational swimming during swim meets. Keep children away from baby pools etc.
- No unsupervised children in the playground area during a swim meet (swimmers and siblings).

Thank you for your cooperation.

Weather rules: If the weather is questionable, the referee and coaches will decide whether or not to cancel the meet. It is difficult to re-schedule meets, so every effort is made to avoid cancellation. Sometimes they will wait for a storm to pass. Swimmers will not enter into the water in the presence of lightning, safety is the primary concern. Swim meets will be held in the rain if there is no lightning.

Routine for Day of the Meet

Swimmers Routine for the Day of the Meet

- Be sure that you are well rested before the meet. Try to avoid strenuous activity the day of a swim meet, and stay out of the sun as much as possible.
- Avoid high fat foods (hamburgers, French fries) and carbonated beverages.
- Eat a high carbohydrate dinner (pasta, baked potato) no later than 4:00pm
- Arrive at the pool in plenty of time for the meet, usually no later than 5:15pm. Sit with your team. Do not wander around the pool grounds. Swimmers are not to be at the playground, volleyball court or basketball courts.
- Check in with your coaches when you arrive. Check the schedule board to see what you will be swimming.
- **Be responsible! Be ready to report to the staging area in plenty of time for your event; don't make your coaches search for you!**
- Support your fellow swimmers by cheering them on.

- Keep your belongings organized and clean up before you go home.
- Bring to the meet: team swimsuit, cap, goggles, towels, nutritious snacks, water bottle and dry clothes. You may also want to bring cards or games to pass the time before you swim.
- Focus on your event; spend some time before your events preparing mentally for your race.
****Please remember that you must be very quiet at the start of every race, when the referee blows the whistle it is time to be quiet. This allows for a fair start for every swimmer.****

Parent's Routine for the Day of the Meet

- The first meet is always a zoo...lots of new swimmers and parents. If you are new to swimming, it can be confusing. Experienced swimmers and parents are glad to help out, so call on them. After the first meet it will be easier to understand the routine and pace of swim meets. Try to learn the order of events; it will help make it easier to understand the “rhythm” of the meet.
- Bring snacks and drinks (coolers are okay) or plan to purchase snacks at the pool. Most teams provide a concession stand where the money raised goes to the home team. Food may also be available at the pool snack bar. Swimmers get very hungry at meets!
- Make sure your child has several dry towels, as the sun sets wet swimmers get cold. A sweatshirt is a good idea too.
- Bring your own chair; no pool has enough seating for everybody.
- Check with your child or on the printed board to see which events your child is swimming. The most frustrating job at a swim meet is staging for the events. **Please see that your child is ready to be staged for their event.** Coaches and volunteer parents should not have to search the pool looking for swimmers. It may be helpful to sit near younger swimmers to be sure they know when to report to the staging area for their event.
- Arrive at the swim meet on time.
- Never leave a swim meet before it is over. Your child may be entered into a relay on short notice and the kids have a lot of fun at the end of the night (especially if they win at home!) In the event of an emergency you must inform the coach that you are leaving. All swimmers are provided with a free snack at the end of the evening.
- If you have volunteered to work the meet, report to the head of that area when you arrive.
- Remember that each dual meet lasts approximately 2 1/2 hours. Invitational meets can last much longer, so prepare accordingly.
- Don't forget sunscreen for daytime meets. You may also want to bring a book or other amusement to pass the time for long meets.
- There is no charge for swimmers to compete in any dual meets or invitational/championship meets. These fees are covered by your initial registration fees for the season. There is no admission fee for spectators at dual meets, but there is always an admission fee (usually \$2-3) for spectators at the invitational/championship meets, as these meets are fundraisers for the hosting swim team. There is always a small fee (usually \$1) for a meet program/heat sheet at these meets as well, so come prepared with some cash.

- It is not a bad idea to keep an extra pair of goggles and/or goggle straps on hand. Your child will become dependent on them and they seem to break periodically.
- Label your child's personal belongings; make sure they take everything home with them.
- Help clean the pool area and lend a hand breaking down the equipment.
- If your child is unable to swim that night (i.e. sick), let the coaches know as soon as possible. This allows them to replace relay swimmers etc.

Swim Strokes

The four basic strokes are the backstroke, breaststroke, butterfly, and freestyle. The individual medley is a combination of all four strokes in one event. Each stroke has specific criteria that must be met in order to be considered as proper technique and avoid disqualification. These criteria can apply to take-off, turns and finishes as well.

Backstroke

In the backstroke, the swimmer must stay on his or her back, except during the turns. The stroke is an alternating motion of the arms much like the crawl stroke - with a flutter kick. Since April 1991, a swimmer is no longer required to touch the wall with his or her hand before executing the turn maneuver. The key to proper interpretation of the backstroke rule is the phrase "continuous turning action", i.e., a uniform, unbroken motion with no pauses. In a more technical interpretation, after the shoulder rotates beyond the vertical toward the breast, a continuous single or simultaneous double arm pull may be used to initiate the turn. There shall be no kick, arm pull, or floatation that is independent of the turn. The position of the head is not relevant. In all U.S. Swimming and FINA competition, each swimmer's head must surface within 15 meters of the start of the race. This is a change from the 1988 FINA rule change, which stated that a swimmer must surface within 10 meters of the start of a race. The rule was passed after America's David Berkoff set a world record in Seoul using a 35-meter underwater start, nicknamed the "Berkoff Blastoff" by NBC swimming commentator John Naber.

Breaststroke

Perhaps one of the most difficult strokes to master, the breaststroke requires simultaneous movements of the arms on the same horizontal plane. The hands are pushed forward from the breast on or under the surface of the water and brought backward in the propulsive stage of the stroke simultaneously. The kick is a simultaneous thrust of the legs called a "frog" or

breaststroke kick. No flutter or dolphin kicking is allowed. Swimmers must touch the wall with both hands at the same time before executing their turn.

Butterfly

The most physically demanding stroke, the butterfly features the simultaneous overhead stroke of the arms combined with the dolphin kick. The dolphin kick features both legs moving up and down together. No flutter kicking is allowed. As in the breaststroke, swimmers must touch the wall with both hands at the same time before turning. The butterfly was "born" in the early 1950's as a loophole in the breaststroke rules and in 1956 became an Olympic event in Melbourne, Australia.

Stroke and Turn Guidelines

During competitive meets, there are stroke and turn judges who will watch the swimmers during their events and disqualify those who employ improper techniques. Disqualification means the swimmer's time will not count for that particular event and cannot be scored. Disqualifications are very common, especially with the younger swimmers, and should not be a source of embarrassment.

Listed below are the most common infractions committed by swimmers. The Stroke and Turn Judges use these guidelines to disqualify a swimmer.

Freestyle

- Pulling on the lane line to advance position
- Not touching the wall on a turn
- Walking/pushing off the bottom of the pool

Breaststroke

The start:

- Flutter, dolphin or scissors kick
- Non-simultaneous arm movement (doggy paddle)
- Too many underwater strokes

Between the flags:

- Kick- non-simultaneous leg movement (flutter, dolphin)
- Kick- both feet NOT turning outward during propulsive part of the kick movement

- Stroke-Non-simultaneous arm movement
- Stroke- Pulling past the hipline (Exception: allowed during the first stroke after the start and each turn.)

Flags to the wall-turns and finish:

- Not touching the wall with both hands at one time
- One hand touch

Backstroke

Between the flags:

- Pulling on the lane lines to advance position
- Does not stay on his or her back

Turns:

- Swimming on the breast (happens before the swimmer initiates the turn, taking 2 or more freestyle strokes on the breast)
- On the breast but kicks towards the wall (the swimmer has turned too soon and uses kicking to advance position.)
- Missed touching the wall with some part of the body
- On or toward the breast when feet leave the wall

Finish:

- On or toward the breast before touching the wall

Butterfly

Flags to the wall-starting position:

- Non-simultaneous leg/feet movement (flutter kick, breaststroke kick)
- Non-simultaneous arm movement (freestyle, breaststroke pull, doggy paddle)

Between the flags:

- Kick- Feet not moving up and down simultaneously (feet cannot alternate in relation to one another)
- Stroke- Arms are not coming out of the water (need to see the elbows)
- Stroke- Arm movement is not simultaneous (rotating shoulders, freestyle stroke)
- Stroke- Underwater recovery (taking additional strokes under water)

Flags to the Wall - Turns and finish:

- One hand touch

- Non-simultaneous touch
- Underwater recovery (taking additional stroke under the water prior to the touch)
- Kick- Feet not moving up and down simultaneously (feet cannot alternate in relation to one another)
- Stroke- Arms are not coming out of the water (need to see the elbows)
- Stroke- Arm movement is not simultaneous (rotating shoulders, freestyle stroke)
- Stroke- Underwater recovery (taking additional strokes under water)

Terms dealing with Swimming and/or Technique

Starts and Turns

Many races are lost in poor starts and turns. In the start, the swimmer is called to starting position by the starter who visually checks that all swimmers are in the down positions and still. Then, once the starter is satisfied, the race is started by either a gun or electronic tone. If the starter feels that one of the swimmers has jumped early, the race will be recalled. Quick turns are essential to a good race. In all events the swimmer must touch the wall, but in the freestyle and as of April '91, the backstroke, the swimmer may somersault as he or she reaches the wall, touching only with the feet. In the other two competitive strokes, the swimmer must touch the wall with both hands before executing the turn.

Catch or Anchor - the point in the stroke pattern where the hand feels the most resistance and begins effective propulsive movement.

Entry - dealing with how the hand enters the water at the beginning of the stroke (freestyle, backstroke and butterfly).

Timing of the Arms - in freestyle swimming, the relationship of when one arm enters the water in regards to the position of other arm.

"S" Pull Pattern - a method of pulling in freestyle swimming that encourages an outward and inward sweeping motion of the hand and arms rather than a straight back (point A to point B) motion. Allows for the arms to travel a greater distance through the water and results in greater distance per stroke. The "S" pull pattern also encourages better body roll.

Angle of Attack - the position or degree of angle that the hand enters the water.

Finish - the final propulsive phase of the arm stroke before the hand leaves the water. Recovery - the phase in the arm stroke where the arm travels over the water.

Hand Velocity - the speed your hands move through the water. **Body Position** - the way your body sits in the water during swimming. Ideal body position requires that your body be as straight and long and as close to the surface of the water as possible.

Balance - refers to body position. Proper balance implies that your hips and head position are equally close to the surface of the water as you swim, as well as rolling equally to each side during the freestyle and backstroke.

Body Roll - refers to freestyle and backstroke swimming. Rolling from the left of your body to the right side and back again, etc. Swimming "flat" would be the sensation of swimming directly on your stomach or back all the time.

Alternate Breathing - *in freestyle swimming, breathing to the right side then swimming three strokes and breathing to the left side, then swimming three strokes and breathing to the right side, etc.*

High Elbow - may refer to keeping a high elbow in the recovery phase of freestyle, which encourages better balance and body roll. High elbow can refer to the pull phase of freestyle where the elbow remains in a higher position over the hand, giving the sensation of reaching over a barrel when pulling through the water.

A Dropped Elbow would be the opposite of the high elbow and ineffective for powerful propulsion through the water.

Glossary of Swimming Terms

Block – the starting block; what swimmers dive off of to begin race.

Cap – a latex or Lycra swim cap used during a race or workout to protect a swimmer's hair from the effects of chlorine in the water as well as help cut down water resistance from the swimmer's hair.

DQ – (Disqualification) – swimmers disqualify themselves when they are not swimming a stroke according to the league rules.

Drag suit – a second loose fitting swimsuit worn by swimmers in workout and warm-up to add a certain amount of weight and resistance to the flow of the water around the swimmer. The concept is similar to a batter swinging two or three bats while on deck in a baseball game.

Event – It is the age group, length and stroke being swam (Boys 10 & under 25 freestyle, Girls 12 & under 50 breaststroke)

False Start – occurs when a swimmer leaves the starting block, or is moving on the block, before the starter officially starts the race. In U.S. Swimming, one false start will result in an automatic disqualification from the race (our summer swimming league allows a second try).

“Fast Pool” – a pool with a good gutter system on the sides of the pool. This allows water to flow out easily and does not allow waves to bounce back toward the middle of the pool. The lane lines also help control the waves, and the deeper the pool is, the fewer waves hit the bottom and bounce back up toward the surface

FINA – Federation Internationale de National de Amateur, the international governing body of competitive swimming, diving, water polo and synchronized swimming.

Final – the championship final of an event in which the fastest swimmers from the preliminaries compete.

Flip Turn – a type of turn performed at the end of the first length of a multi-length event.

Goggles – eyewear worn by swimmers in the pool to protect the swimmers’ eyes from the effects of chlorine in the water.

Gravity wave – is wave action caused by the swimmers’ bodies moving through the water. Gravity waves move down and forward from the swimmer, bounce off the bottom of the pool and return to the surface in the form of turbulence.

Gutter – the area at the edges of the pool in which water overflows during a race and is recirculated into the pool. Deep gutters catch surface waves and don’t allow them to wash back into the pool and affect the race.

Heat – one individual race in a meet. An event may have two or more heats, listed as event 1C, 1B & 1A. An **exhibition heat** is a heat with swimmers swimming for time and not for score (points). The final heat of an event is the **Live Heat**, which will be scored for points. Swimmers are assigned to heats based on their entry times, the slower swimmers will swim first, and the faster swimmers will swim in the live heat. Lane assignments in each heat are by based on times as well; swimmers with the fastest times swim in the middle lanes.

Heat Sheet – list of events at a swim meet which tells what swimmers are swimming in each heat and event and in which lane they are swimming.

IM – slang for individual medley, an event in which one swimmer uses all four competitive strokes in the following order: butterfly, backstroke, breaststroke and freestyle.

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 a competitive pool.

Long Course – a pool configured for swimming with a 50-meter long racing course. World Records may be set in long course and short course competition. The main U.S. Swimming Long Course season is during the summer months. The Olympic Games as well as all major international competitions are conducted long course.

Medley – a relay event in which four swimmers each swim a different stroke.

Negative Split – a race strategy in the distance freestyle events in which a swimmer covers the second half of the race faster than the first half.

Official – a judge on the deck of the pool. Various judges watch the swimmer's strokes, turns and finishes or are timers.

Prelim – short for preliminary, also called heats. They are races in which swimmers qualify for the championship and consolation finals in the events.

Relay exchange – the exchange between the swimmer in the water and the next swimmer on the relay team. A perfect exchange will simultaneously have the finishing swimmer's hand on the touch pad and the starting swimmer's feet just touching the starting block with the rest of the starting swimmer's body extended over the water.

Roll – movement on the starting blocks prior to the starting signal. A roll is usually caught by the starter and called a false start, but swimmers will often try to guess the starter's cadence and get a good start. It's similar to illegal procedure in football.

Short course – a pool configured in 25-yard or 25-meter lengths. U.S. Swimming conducts most of its winter competition in 25-yard lengths including the Speedo Junior National Championships in March. NCAA swimming competition uses the 25-yard format. The fastest times swum in a 25-yard pool may only gain US Open or American record 1 status.

Skin suit – a slang term for a swimsuit designed to have minimum drag in the water. While many swimmers use the traditional knitted Lycra, the newest suit is woven Lycra, called a "paper" suit because of its texture. There are continually new styles and fabrics put out on the market.

Split – a swimmer's intermediate time in a race. Splits are registered every 50 meters (or 25 depending on the pool and the equipment on hand) and are used to determine if a swimmer is on record pace.

Sports Medicine and Science – comprehensive use of science and technology to develop better training methods for athletes. In U.S. Swimming, the sports medicine and science program deals with everything from blood and respiratory conditions to the biomechanics of the swimmer to proper nutrition.

Staging – The placement of swimmers in a designated area prior to their heat of competition. This helps to avoid missed swims.

Starter – official who starts each race. The usual starting mechanism for outdoor meets is a gun for dual meets and a strobe light & buzzer for invitationals and divisionals.

Taper – the resting process in training for swimming competition. During the middle of the swimming season a swimmer may work out 10 to 15 thousand meters (8 to 10 miles) each day. As major competition draws near, the swimmer will “taper” off the distance swum each day. A perfectly designed taper will enable the swimmer to compete at their peak capability and is one of the most difficult aspects of swim coaching.

Touch – the finish of the race.

Touchpad – the area at the end of each lane in the pool where a swimmer’s time is registered and sent electronically to the timing system then to the scoreboard.

Trainer – in the U.S. refers to an athletic trainer; in Europe the term trainer is used for a coach.

Turnover – the number of times a swimmer’s arms turn over (cycle) in a given distance or time during a race.

USS – United States Swimming Inc., the national governing body for amateur competitive swimming in the United States.

Warm Down – used by the swimmer to rid the body of excess lactic acid generated during a race.

Warm-up – time in pool used by the swimmer before the race to get their muscles loose and ready to race.

Skyline Swim Team Association By-laws

*These By-Laws have been updated and approved by the Skyline Swim Team Board on
March 25, 2013

MISSION STATEMENT

Through development of individual skills, and commitment to the team, personal goals and team accomplishments may be celebrated.

PURPOSES

Section 1: To provide youths between the ages of six (6) and nineteen (19) the opportunity to participate in competitive swimming. All swimmers must be a member of a Manheim Township Swimming pool, either through a family membership or through a Swim Team Pass.

Section 2: To teach swimming, sportsmanship and fair play, comradeship, respect for authority, and self-reliance to young people.

Section 3: To work with Manheim Township Parks and Recreation Department for the best utilization of Township resources during the summer swimming season.

ARTICLE I (NAME)

Section 1: This Association shall be a non-profit organization known as Skyline Swim Team Association.

ARTICLE II (MEMBERSHIP)

Section 1: The membership of this Association shall be composed of all youth within our community participating in competitive swimming at Skyline Swim Club.

Section 2: The Association's membership shall also consist of all parents or legal guardians of swimmers on Skyline Swim Team. Those members include all coaches and board members who provide their services on a pro bono basis. Each family constitutes a voting member for the Board of Directors.

ARTICLE III (BOARD OF DIRECTORS)

Section 1: The Board of Directors of the Association shall consist of: two (2) Co-Presidents (one Senior & one Junior), six (6) Directors, one (1) each of Past President Advisor, Secretary, Treasurer and Parent Representative. The Skyline Swim Team Head Coach and Manheim Township Parks and Recreation representative will serve as ex-officios.

Section 2: The officers of this Association shall consist of two (2) Co- Presidents (one Senior & one Junior), six (6) Directors, one (1) each of Past President Advisor, Secretary, Treasurer, and Parent Representative.

Section 3: The two (2) Co- Presidents (one Senior & one Junior) and six (6) Directors shall be elected at the annual meeting for a term of one (1) year and may succeed themselves, with a maximum of two consecutive years of service in the same position for the Co-Presidents and five consecutive years of service for the Director positions. The Secretary, Treasurer, and Parent representative shall be elected at the annual meeting for a term of one (1) year and may succeed themselves with no term limitations. The Past President position is a non-elected position. Once the term limit is up for the Senior Co-President, they will become the Past President Advisor. The Junior Co-President will move up to the Senior Co-President. There will be an election for a new Junior Co-President. In the event that the Junior Co-President is unwilling or unable to fill the Senior Co-President, an election for a new Senior Co-President will occur. In the event that there are no candidates willing to serve on the board for a particular elected position, the consecutive year maximum may be waived. In the event of resignation or dismissal, the Board of Directors shall elect individuals to fill unexpired terms for the remainder of that term.

Section 4: The Board of Directors shall annually appoint a Nominating Committee from the voting members to select qualified candidates for election to the Board of Directors. The committee shall consist of one member representing each age group (8, 10, 12, 14, open) and the Board's Parent Representative. The Parent Representative will chair the Nominating Committee. The age group representatives shall be nominated no later than July 1st. The nominating committee shall meet at a time and place designated by the Boards parent representative, not later than July 1st. The Nominating Committee and/or the Board Parent Representative shall present a slate of recommended candidates to the full Board at the regular July Board meeting, and this slate will be presented to the voting members.

Section 5: All members of the Board of Directors are voted in by ballot prior to Divisional Championships or the End of Season Banquet, whichever is later. Any member of this Association may participate in the Board elections. Ballots will be placed in the family mailbox no later than July 15th, and are limited to one (1) vote per family. Any member of this Association may submit nominations for Board Membership and should do so through their age-group representative on the nominating committee (see section 4 above). The membership shall be notified of the election deadline in writing in the weekly communication. Results of the election will be tabulated by the Manheim Township Parks and Recreation representative or the Parent Representative and verified by the Board Co-Presidents. Results of the elections will be announced at the Swim Team Banquet.

ARTICLE IV (MEETINGS)

Section 1: The regular meetings of this Association shall be held pursuant to a schedule to be presented by the Co-Presidents, subject to the approval of the Board of Directors and at such times as decided by the Board.

Section 2: Emergency Board Meetings may be called by the Co-Presidents, when necessary, with all Board Members to be contacted no less than (3) days prior to said Meeting. A Board Quorum must be present to take action. If immediate action must be taken, the Co-Presidents or their designate may take temporary action until Board approval can be obtained.

Section 3: An attending Quorum shall be necessary to legitimate a vote on any subject. A Quorum shall be defined as being two-thirds (2/3) of the approved Board of Directors.

Section 4: Voting on any subject that affects the Skyline Swim Team Association will be limited to the Board of Directors, and requires a majority of the quorum present for approval. Any board member may request a vote by secret ballot at any time.

Section 5: Any board member of this association may be dismissed of his or her duties by a two-thirds vote of a board quorum.

ARTICLE V (DUTIES OF OFFICERS)

General Responsibilities of the Board

Co-President (Senior)

1. General chair of all swim team activities
2. Parent representative from Skyline Swim Team to all league meetings
3. Oversee pre-season information distribution
4. Coordinator of swim team registration (usually in April), registration forms & volunteer sheets
5. Set pre-season schedule with head coach
6. Oversee weekly communication to all families and coaches
7. Obtain Starter/Referee for next year's home meets. This should be done as soon as the dates of the meets are known, typically in August of the previous year
8. Co-Chairman for Manheim Township Cup Invitational
9. Banquet responsibilities:
 - A. Master of ceremonies (or appoint one)
 - B. Purchase gifts for coaches
 - C. Invite Facilities Manager and guest & the Manheim Township Parks and Recreation Representative and guest

D. Oversee Banquet chair

10. Purchase cake or other food items at the end of the season to thank pool staff or contribute to end of season staff picnic
11. Be the contact for Manheim Township Parks and Recreations Department
12. Move from Senior Co-President to Past President Advisor at the end of the term

Co-President (Junior)

1. The Junior Co-President shall act in the absence of the Senior Co-President
2. Primary assistant to the Co-President for all swim activities
3. Oversee fund raising activity and sponsorship promotion
4. Co-Chairman for Manheim Township Cup Invitational
5. Work with Banquet Director on End of Season Banquet
6. Move from Junior to Senior Co-President at the end of the term

Director of Clothing

1. Oversee all clothing related sales (suits, goggles, caps, imprint clothing, anything with team logo)
2. Coordinate clothing sales at Registration
3. Work with Senior Lead Crew to pick new swimsuits (every other year)
4. Coordinate swimsuits & caps with chosen vendor
5. Coordinate sweat pants, sweat shirts, shorts, bags and any other clothing items
6. Get annual swimmer T-shirts printed
7. Work with Senior Lead Crew on any clothing items (usually T-shirts) the Lead Crew may want

Director of Meets

1. Coordinate Volunteers sign ups at Registration
2. Oversee all aspects of swim meets. To include coordination of meet set up / tear down, timers, finish judge, stroke & turn judge, clerk of course, runner, scoring, ribbons, announcer, national anthem, and tents.
3. Run each home Dual Meet
4. Work with Director of Concessions at each home meet
5. Ensure all volunteers are in place at away Dual Meets
6. Work with Co-Presidents on Manheim Township Cup Invitational
7. Run Divisional Championship meet and / or All Leagues Championship meet when hosted by Skyline Swim Team
8. Act as President and make any decisions needed in the absence of Co-Presidents

Director of Concessions

1. Coordinate Concession donations at Registration
2. Oversee all Concessions related activities at all home meets
3. Run concession stand at all home meets
4. Oversee Beverage to Officials, After Meet Treat and Candy Gram sales at home meets

Director of Swimmer Activities

1. Plan Welcome Back Picnic
2. Oversee kids events
3. Oversee Swim for Cancer
4. Oversee team pictures
5. Coordinate Friendly's night or other swimmer related fundraising team activities

Director of End of Season Banquet

1. Plan and organize end of season banquet
2. Coordinate location for banquet
3. Collect reservations and payment for attending families

Director of Communication

1. Coordinate communication for Registration
2. Oversee all communication sent out to team
3. Maintain Facebook page, Web page and other technology based communication
4. Set up and maintain Family mailbox system

Treasurer

1. Handle all finances for the swim team
2. Collect registration fees and clothing funds
3. Pay Starter/Referee for home meets
4. Assist with compliance of directory
5. Provide an annual financial report to the board at the yearly meeting

Secretary

1. The Secretary shall keep records of all matters and information pertaining to this Association

2. Send minutes from all board meetings to board members and other swim parents as necessary

Past President Advisor

1. Function as advisor for current board
2. Provide assistance to current Senior & Junior President as needed

Parent Representative

1. Function as representative of all parents
2. Chairperson of annual Nominating Committee (see Article III, Section 4)

ARTICLE VI (FINANCES)

Section 1: It shall be the duty of the Board of Directors to raise all monies required to meet the operating expenses of this Association in any manner consistent with the objectives of this Association.

Article VII (BY-LAWS)

Section 1: The By-Laws of this Association may be amended, revised or repealed at any regular or special meeting of the Board of Directors by a two-thirds (2/3) vote of a Board Quorum, provided the notice of intended change shall have been given in writing and announced at least ten days prior to the meeting. This Association shall also follow the By-laws of the league (Lancaster Summer Swim League) of which it is a member.

Article VIII (COACHES)

Section 1: All coaches for Skyline Swim Team shall be hired by Manheim Township Parks and Recreation Department. The Parks and Recreation Department will employ four (4) full time coaches or two (2) part time coaches instead of one (1) full time position. The Parks and Recreation Department will cover the salary of up to four (4) full time coaches. Any additional coaching staff hiring and salary will be the responsibility of the Skyline Swim Team Parent's Board.

Article IX (FISCAL YEAR)

Section 1: The fiscal year of this Association shall end December 31 and all annual financial statements and committee reports shall be made up to and including that date.

Article X (AUDIT RECORDS)

Section 1: The books and financial records of Skyline Swim Team Association shall be audited at the end of each fiscal year by a committee of three Board members appointed by the Co-Presidents or a registered CPA. The treasurer must submit a detailed, written summary at the end of each fiscal year.