

**BTC
SWIM TEAM
HANDBOOK**

BTC SWIM TEAM HANDBOOK

Welcome to the BTC swim team! This handbook is designed to take some of the mystery out of being on the swim team, especially for all you first-time swim team families. If any of your questions are not answered here, the coaches and the swim team committee are always available. Another important source of up-to-date information is the BTC Web page and the Swim Team Bulletin Board located in the club house. See you in the pool!

Practice Schedule

The Practice schedule usually begins the last week of school in the afternoons. The following week begins morning practice. Check the web site for specific times.

Meet Guidelines

- Plan ahead to attend championship meets for which you have qualified.
- The meets can be long and tiring. Plan your daily schedule to ensure that you get the proper amount of food and rest.

- The emphasis at swim meets is always on achieving your personal best times, being a great sport and showing excellent team spirit by supporting your teammates.

Practice Guidelines

- Plan to stay for the entire practice. Please inform the coaches before practice begins if you need to leave early.
- If you will be out of the water for a long time due to vacations, camps, injuries etc. please fill out the attendance form as soon as possible.
- Swimmers are encouraged to support their teammates at practice as well as at the swim meets. Working together benefits all swimmers and makes being on the swim team a lot more fun for everyone.
- BTC swimmers are expected to listen and follow the directions of their coaches at all times. Disrespectful attitudes and behaviors will not be tolerated.
- Horseplay in the locker rooms, on the pool deck or in the bull pen will not be tolerated. This type of behavior is detrimental to the team as a whole, and BTC as a club. The coaches are ultimately responsible for any disciplinary action.
- There will be no practice if there is thunder or lightning. However, the team will practice in the rain. If an earlier practice is canceled, a later practice may still occur.

Meet Schedule

Meets for the Champlain Valley Swim League (which BTC is a part of) are generally held on Tuesday and Thursday evenings. See the BTC Web page and the Swim Team Bulletin Board in the club house for a complete schedule of meets.

Swim Meets

The length of a typical dual (2 team) swim meet is about 2 ½ to 3 hours. All swimmers are strongly encouraged to stay until the end of the meet to cheer on their team mates. Event assignments will be posted on the side of the pool house at home meets and usually on a fence or something at an away meet. The assignment sheets list all the events and the swimmers who will be swimming each event. Often it is not finalized until the night of the swim meet and it is important for swimmers to notify the coach ahead of time if they will not be at a swim meet, so the coaches will not assign them an event - especially a relay where other swimmers would be depending on them. It is the swimmers' responsibility to know their events!

For every home swim meet:

- Be at the pool by 4:45pm to be in the pool to warm up at 5:00pm. The guest team will warm up after the host team. The meet will start at 6:00pm.
- Bring healthy snacks and/or your dinner - it will be a long night!
- Bring your contribution to the swim team snack bar (See snack bar section).
- Come dressed to swim in your team suit and have your swim cap and goggles, if you wear them.
- Bring dry towels, sweat pants, sweat shirts, T-shirts, chairs, etc.

For every away meet:

- Be at the away pool by 5:15pm to be in the pool by 5:30pm to warm up. The meet will start at 6:00pm.
- Directions to each away pool can be found in the back of the handbook.
- Bring healthy snacks and/or dinner.
- Come dressed to swim in your swim team suit, with your goggles and swim cap.
- Bring dry towels, sweat pants, sweat shirts, T-shirts, chairs etc.
- Sometimes, for big swim meets like Essex, the team will meet at BTC first, decorate the cars and caravan to the away swim meet.

Snack Bar:

The BTC snack bar is fully staffed and supplied by volunteers and is a great fundraising opportunity with all proceeds going directly to the swim team. The snack bar typically sells hamburgers, veggie burgers, hot dogs and snacks contributed by the swim team families. The snack bar is up and running at each home swim meet, just drops off your food when you get to the meet. Some good snack bar ideas are: brownies, individually bagged pop corn, cookies, apples, bagels and cream cheese, big bowl of pasta salad with cups to serve it in - this might be dinner so use your imaginations! In the past, the snack bar has been a candy feeding frenzy, but this year we would really like to encourage you all to move toward healthier choices!

Order of swim meet events:

The order of events at a regular season dual swim meet is always the same.

Medley Relay (back, breast, butterfly, free)
Butterfly
Backstroke
Breast
Free Style
Free Relay

Each event always progresses from the youngest age group to the oldest, with the girls competing first, then the boys. The first heat is usually the faster swimmers. Exhibition events may

occasionally be added to the beginning of a meet (like leagues or states) to allow swimmers to compete in an event not usually included in a dual meet, such as an individual medley or a 100 yd. event. Unfortunately, the Free Style event, usually most popular with the younger swimmers, is one of the last events - so be prepared!

Age groups for a swim meet:

8 and Under	25 yards *
9 and 10 yr. olds	25 yards
11 and 12 yr. olds	50 yards
15 - 18 year olds	50 yards

* (25 yards = 1 length of pool)

League Championship Swim Meet

The League Championship swim meet is generally held the last weekend in July. It usually begins on Friday night and continues all day Saturday. Sunday is left open as a rain date. There are about 12 teams competing over a two day meet. Each team is allowed a limited number of swimmers and it is up to the coaches' discretion which swimmers will be going. BTC has a long standing policy that every swimmer who wants to swim can attend the League meet. Along with the usual away swim meet things, it is also a good idea to bring a highlighter to highlight your child's events in the program and a ball point pen to write the events on your child's hand - and yours! Unlike in regular season events, the heats at Leagues and States start with the slower swimmers.

State Championship Swim Meet

The Vermont Swimming Association hosts the Vermont State Swimming Championship meet. It is generally held the first weekend in August. It is run as a two day meet over Saturday and Sunday. Swimmers must qualify for this meet - be sure to check with the coaches or the swim team bulletin board to see if you qualify, and in what events. The schedule of events will also be posted on the swim team bulletin board. At the state swim meet, the only people allowed on the pool deck are ***swimmers competing in the current event*** and the *coaches*. Everyone else typically stays together in a designated BTC spot, which is also where the list of swimmers and events will be posted. Look for the postings! This is a very big swim meet - be sure you don't miss your start time. You will need to be down in the bull pen (usually near the pool deck) well in advance of your event. If you are not in the bull pen and ready to swim, you will be scratched.

Useful Terms

Scratched - Didn't show up for or was taken out of an event.

25 Yards - Length of a competition length pool.

Medley Relay - Group of 4 swimmers each doing *one* event in this order; back, breast, butterfly, free style.

Free Relay - Group of 4 swimmers each doing free style.

Heats - Different groups of swimmers doing the same event. In one age group there could be as many as 7 or 8 heats. The first heat usually has the slower swimmers, with the fastest swimmers going last.

Ageing Up - If a swimmer's birthday falls during the swim season, the swimmer would 'age up' to the higher age group - even if the birthday is during leagues or states!

I.M. - Individual Medley. One swimmer swimming *each* stroke; butterfly, back, breast, free, in that order.

Heat/Lane Assignment Card - An index-type card that has the swimmer's name, the event, the heat and personal best time for that event. The heat/lane

assignment card will be handed to the swimmer by a coach and the swimmer needs to bring it to the bull pen then carry it to his/her lane and give it to the timer in that lane. When the event is over, the timers will write your time for the event on this card then a runner will pick it up from the timer so your time can be recorded.

Bull Pen - The designated area where each swimmer must go prior to their event. There are usually chairs or benches lined up in the order of lanes and heats with a volunteer in charge of making the bull pen run smoothly. Swimmers must have their assignment cards with them and carry it to the starting block and hand it to the timer in their lane. When at BTC, the bull pen is in the Nursery/playground area. However, the playground equipment is OFF - LIMITS during a swim meet!

D.Q. - Disqualified from an event because the start, stroke, turn or finish was done incorrectly or 'illegally'. See coaches for specifics.

Starter - The volunteer who shoots the start gun or horn to start each heat. This must be supplied by BTC at each home meet.

False Start - When the swimmer leaves the blocks before the start gun is fired. The swimmer then returns promptly to the block for a second try.

Heat Ribbons - Ribbon handed out to the winner of each heat (for each event) immediately after the heat.

Personal Best Ribbons - Swimmers times are recorded for each event at each meet. When a swimmer's time in an event is faster than any previous time in that same event, the swimmer receives a 'Personal Best' ribbon.

Record Board: A board that displays BTC's record swim times and the swimmers that hold those records.

Volunteer Positions

Timer: Parents are needed to time the swimmers. About 12-14 timers are needed for each swim meet. There are 3 timers in each lane, using stop watches, who time the swimmer in that lane. The average of the 3 times is then written on the swimmer's heat/lane assignment card.

Head Timer: Person in charge of organizing the stop watches and timers for each meet.

Score Table: This person tallies the results of each event, keeps a running score for each team, gives the final copies to the coach and calls the Free Press after each home meet with the meet results.

Runner: This person collects all of the swimmers' heat/lane assignment cards from each lane after each heat and brings them to the score table.

Heat Ribbons: The heat winner ribbons are presented at the end of each heat to the winner of that heat. If boys and girls are swimming together in the same heat (to save time) a heat ribbon is

handed to the girl winner and the boy winner. Relay teams receive one ribbon for each swimmer. The home team is responsible for this task.

Starter: Announces the events, calls swimmers to the starting blocks and starts each event with a starting gun.

Stroke and Turn Judges: Watch all the swimmers during each event to make sure the swimmers do “legal” starts, strokes and turns. If the swimmer is not “legal” then they are disqualified (DQ). The judge tells the timers in that lane that the swimmer has been DQ so the timers can write it on the swimmer’s time card. The judge must also explain (kindly!) to the swimmer the reason for the DQ.

Bull Pen: The bull pen volunteers organize the swimmers in a certain area of the pool deck by placing the swimmers in the order of event, heat and lane. This job is really important and determines how smoothly a meet will run.

Meet Parent Volunteers: Volunteers willing to be a ‘point person’ for swimmers and parents during a swim meet. Volunteers are needed for each of the age groups, especially 8 & under girls and boys. It would be preferable to have the same volunteers for each meet.

Snack Bar Volunteers: Volunteers needed to organize, cook and run the snack bar during home swim meets. This could be done in shifts.

Snack Bar Finances: Person in charge of the money collected at the snack bar.

Swim suits/caps: Order swim suits and caps

Team Photo Coordinator: Take a team photo, have copies made for each swimmer. Also take photos during the season for the swim team bulletin board.

Event Coordinator: Plan swim team spirit-building events such as Family Fun Night, Awards Ceremony, Great Escape trip and swim team breakfast.

Mailboxes and Bulletin Board: Keep swim team information up to date and distributed to the team.

Handbook Coordinator: In charge of updating the swim team handbook with current information that may have changed from the previous year and have them printed.

Record Board Coordinator: A board that displays BTC's record swim times and the swimmers that hold those records. A volunteer is needed to keep this up to date.

Computer Results Coordinator: Input all the swimmers' times for all events. This information is needed for personal bests, time cards, and qualifying times.

Personal Best Ribbons Coordinator: Will check the computer results after each meet to see if a swimmer earned a 'personal best' ribbon and if so,

distribute the ribbons with the date, stroke and time on them.

Post Meet Clean-Up: Several volunteers are needed for each home swim meet to clean up the pool area after the swim meet.

Awards: Create awards and order trophies.

DIRECTIONS

(From BTC)

BLUE DOLPHINS (at Sports & Fitness Edge)

- Williston Rd. east
- Turn right on S. Brownell Rd.
- At lights, turn left onto Marshall Dr.
- Just past Yipes Stripes and City Tire, turn left onto Wellness Dr.
- Wellness Dr. goes right to the club.

BURLINGTON COUNTRY CLUB

- West on Main St. to South Prospect St.
- Left onto South Prospect St.
- Left into Burlington Country Club
- The pool is on the left across the parking lot from the club house.

DARTMOUTH COLLEGE

- I 89 South to exit 18
- At end of exit ramp, turn left
- Continue on that road for about 8 minutes into Hanover
- At fork in the road bear left (there will be a Mobil gas station on the right)
- Pass Hanover High School
- At the football stadium turn right
- Carmichael Pool is in the Alumni Gymnasium

ESSEX TOWN POOL

- I 89 South to Williston exit
- At the end of the exit ramp turn left
- Stay straight through Taft Corner and into Essex Five Corners
- At Essex Five Corners take Rt. 15 East
- Stay on Rt. 15 East past Lang Farms, over the Circ Highway and past McDonald's
- At the 2nd traffic light (the intersection of Rt. 128 and Rt. 15 East) go right to stay on Rt. 15 East
- Take first right onto Sandhill Road
- The pool will be on your right. Parking is in back.

KNIGHTS (GMA-St. Michael's)

- I 89 North to exit 15
- Bear right off the exit ramp onto Rt. 15 towards Essex
- Take the second left turn into St. Michael's
- Bear left to the parking lot. The pool is in the sports complex.

MIDDLEBURY COLLEGE

- South on Rt. 7 to Middlebury
- As you enter town, go right onto Main St.
- Pass over the bridge and follow signs to Rt. 30 (Rt. 30 is South Main St.)
- The pool is on the left.

MIDDLEBURY TOWN POOL

- Rt. 7 South into Middlebury
- Go around Court Square and stay on Rt. 7 South
- Champlain Farms Convenience Store is on the left
- Driveway to Middlebury Recreation Park is on your left just before Champlain Farms store
- The pool is in the back.

QUARRY HILL

- South on Spear St.
- Turn left into Quarry Hill Club, just after UVM and just before the UVM Horse Barn

RACQUETS EDGE

- I 89 North to exit 15
- Bear right off the exit ramp onto Rt. 15 towards Essex
- Travel past St. Michael's and Ft. Ethan Allen and take a left onto Susie Wilson Road
- Go past Pizza Hut then take a left at the light onto Kellogg Rd.
- Turn right onto Gauthier Road. The pool is on the left.

ST. ALBANS

- I 89 North to exit 19, St. Albans
- At the 4-way stop, go straight towards the lake
- Take a right onto Main St.
- At the 2nd light, turn left onto Lake St.
- Turn right onto Elm St. (Elm St. is just before the Holy Angels church)
- Go straight through the stop sign and across the railroad tracks
- Turn left onto Aldis St.
- The pool is at the end of the street on the left and parking is on the right.

TWIN OAKS

- I 89 South, to 189
- At the end of 1 89, turn left onto Shelburne Rd. (Rt. 7)
- At first light take a left onto Swift St.
- Turn left onto Farrell St.
- Twin Oaks is on the left.

VERGENNES

- Rt. 7 South towards Vergennes
- Turn right at the 3rd Vergennes exit, New Haven Rd.
- Turn right onto East St. (this is a one way street!)
- The pool is about 100 yards down on the right.

WINOOSKI

- I 89 North to exit 15
- Left onto Rt. 15 West
- Stay in right lane!
- Before railroad tracks, bear right onto E. Spring St.
- At traffic light of E. Spring St. and Main St., go straight
- The road turns into West Spring St.
- At 2nd stop sign, turn right onto North St.
- At 3rd stop sign on North St., turn left onto Pine St.
- Pool will be on the left.