



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**BURBANK YMCA BLUEFINS PARENT HANDBOOK**  
**FALL/WINTER 2011-2012**

**Head Coach /Director of Swimming Development:  
Mark Taffe**

**Coach: Alison Connolly**  
**Coach: Jennifer Sullivan**  
**Coach: Mike Houlihan**  
**Coach: Susan Smith**  
**Coach: Rosemarie Anastasiades**  
**Coach: Cary Mazzone**  
**Coach: Lianne Nihan**

**BYB website = <http://www.swimbyb.com/>**

**Aquatic Director: Amy Vendt**

**Updated August 2011**

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-Please be respectful of other YMCA members at all times.

-There is NO cell phone usage permitted in the locker rooms or the pool area at any time.

-Should a parent need to enter the pool area, they must either remove their shoes or cover their shoes with the blue booties. If you need to speak with a coach, the proper time is before or after practice. Parents should not be on deck unless there is an emergency.

**PARENTS:** Please review these procedures with your swimmers.

## **BEHAVIOR**

It is expected that all swimmers will treat team members with courtesy and respect and will exhibit good sportsmanship in all dealings with opposing teams and meet officials.

Swimmers will behave in an appropriate and orderly manner in the locker room and the pool area, keeping in mind the rights of other YMCA members to use the facilities without unnecessary disruptions. Swimmers are expected to participate in all drills, to listen to the coaches, and exhibit good behavior in their lanes. Swimmers who do not behave in an appropriate manner will be asked to leave practice. Repeated incidents will result in suspension or removal from the team.

Swimmers are expected to uphold the Y Core Values at all times. The YMCA core values are: Caring, Honesty, Respect, and Responsibility.

Swimmers are required to sign a BULLYING CONTRACT at the beginning of each season. This contract is also signed by the parent or guardian and the coach. The YMCA has a zero tolerance policy for bullying.

## **SWIM MEETS**

The BURBANK YMCA Bluefins are a YMCA team competing in Eastern Massachusetts District. In the past few years we have moved away from the DUAL meet structure, instead attending more **INVITATIONAL** meets. Invitational meets give the swimmers more variety in selection of events and also multiple days, in some cases, to swim events. The YMCA meet schedule usually kicks off with the **VIRTUAL NATIONAL CHAMPIONSHIP** in October and continues on to Championship season, which leads off with the Eastern Massachusetts District Championship, continuing with the New England Championship, and finally leading to the YMCA National Championship. The latter three championships have qualifying times but all swim in the **VIRTUAL NATIONAL CHAMPIONSHIP**, which is a competition against all YMCA swimmers nationally, with the standings are computed by time submitted from the day of the competition.

**YMCA AGE GROUP SWIMMING**– In the YMCA program, your swimmer is placed in an age group by the date of birth as of December 1<sup>st</sup>, 2011.

**CLASS**– In the YMCA format, the age groups are called Classes.

Class A = 15-18

Class B = 13-14

Class C = 11-12

Class D = 9-10

Class E = 8 and under

**ATTENDANCE AT MEETS**– It is expected that all team members participate in YMCA meets. Your swimmer **MUST** compete in 3

YMCA meets to compete in EMASS CHAMPIONSHIPS and beyond.

As regards counting meets, one invitational counts as one meet, although your swimmer may compete on two separate days.

## **YMCA MEET INFORMATION**

The YMCA meet schedule should be available about the 3<sup>rd</sup> week of September, after the coaches annual meeting. This information will be on the website and the bulletin board as it becomes available.

### **Meet fees:**

Most meets have meet fees attached to the entry. There may be a swimmer surcharge ( or swimmer participation fee). There will also be per event fees and coaches fees. These fees are billed to you via the AUTO PAY system.

## **THE AUTO PAY PROCEDURE:**

All members of BYB MUST be on the YMCA auto-pay system for meet fees. This is the YMCA procedure for deducting meet fees.

Swim Team Auto-Pay Billing Procedures are as follows:

- 1) Entry for meet finalized by Coach : billing and entry check request submitted to the YMCA. ( by Coach)
- 2) Automatic billing set for 1-7 days prior to meet date ( depending on type of draft – credit card or checking account
- 3) As soon as billing is set, charge receipt is mailed to all participants  
So it is received a minimum of 1 week prior to debit
- 4) Parents review this charge immediately so that errors can hopefully be caught PRIOR to billing

- 5) If there is an error, please use the BILLING CORRECTION FORM in the file folders and attach your email sent to the Coach.
- 6) Return BILLING CORRECTION form to Coach Taffe for review.

**\*PLEASE NOTE THAT ONCE YOU HAVE SIGNED UP/OPTED IN TO A MEET AND THE ENTRY HAS BEEN PROCESSED, YOU ARE RESPONSIBLE FOR ANY MEET FEES ASSIGNED WHETHER YOU PARTICIPATE IN THE MEET OR NOT. THE TEAM IS CHARGED FOR ALL ENTRIES. PLEASE CAREFULLY REVIEW MEET INFORMATION BEFORE OPTING IN!**

### **OPT IN PROCEDURE:**

#### **HOW TO SIGN UP FOR MEETS :**

ALL meets, whether they are USS meets, YMCA dual meets, YMCA Invitationals, or any Championships, have the same sign up procedure. Here at BYB we call this the "OPT IN". Once a meet has been assigned to the BYB calendar, you will be notified of the date of the meet, and a second date – THE OPT IN DATE. Once the OPT IN date has been established, it is the job of the swimming family to :

Check the website for the meet in question and click on it:

You will see the following:

<b>ELIGIBLE</b>	<b>QUALIFY</b>	<b>OPT IN</b>
<b>ENTRIES</b>	<b>HYTEK</b>	<b>MAP</b>
<b>WEBSITE</b>	<b>RESULTS</b>	<b>INFO</b>

The parts that are highlighted can be accessed. For example, if you need meet info you can click on INFO, etc.

The OPT IN button will assist you in OPTING IN to meets.

When you click on this button you will be directed to an email already addressed and properly subject headed with the meet in question.

**EMAIL READS:**

Coach,

Please opt – in SWIMMER FULL NAME ( put your name)

ON Friday I would like to swim LIST OF FRI EVENTS (your event request)

ON Saturday I would like to swim LIST OF SAT EVENTS ( your event request)

ON Sunday I would like to swim LIST OF SUN EVENTS ( your event request)

Thank you

MY NAME ( your name)

Simply fill in the email and send it. You have now opted in. Occasionally a meet will open up and you may need to send a separate email to Coach Taffe but this will be rare.

**USA /NE SWIM MEETS:**

The Bluefins are also a USA swim team, competing NE-SWIM. New England Swimming is the Local Swimming Committee (LSC) of USA Swimming.

New England Swimming involves 6500 athletes and nearly 100 teams in Massachusetts, Rhode Island, New Hampshire and Vermont.

USA swimming requires an annual membership fee. All USA meets the Bluefins attend are Invitational or Championship meets with a number of sessions per meet.

This affords the swimmer a large variety of events from which to choose on multiple days. There are fees associated with USA swimming per event, per meet.

A typical USA session will have the swimmer entered in 4 or 5 individual events in all strokes at various distances. In addition, swimmers are seeded by time and will therefore be competing in events with swimmers of their own ability range.

## **Volunteer Opportunitites – Parent Participation**

It is important that all parents realize that their assistance is critical to the success of the Bluefins swim team. Your first responsibility is to make sure that your swimmer upholds his or her commitment to the team by attending practice on a regular basis.

The success of our program will require a dedicated effort all swimming families. We will need volunteers at all levels for many tasks. You will hear more about this at the parent meeting in October.

We need approximately 50 volunteers to run an efficient, fast paced swim meet. There are many jobs at various skill levels available to the parent at these meets. You will also be asked to donate items to the concession stand, one of our major fundraisers.

## **REACH OUT CAMPAIGN**

Each year the Bluefins raise money to support the **REACH OUT** Program at the YMCA. For the past few years parent volunteers have raised money thru raffles and a **LAP-A-THON**, held in November.

## **SWIM MEETS – BYB DECK CREW**

**Setup/Cleanup Crew:** Help is needed before and after every home meet to set up the timing system (electronic touch pads), the starting system, and the scoring tables and chairs. On the job training will be required in order to help with the timing system as the equipment is fragile and expensive. Also will assist concession crew in set up and clean up and clean up the deck before and after the meet.

**Awards:** Two people are needed to transfer names onto the back of the ribbons so they can be distributed to the visiting team and the BYB swimmers. Ribbons are awarded to the top three place finishers in every event.

**Runners:** Two people are needed to run the 25- yard event sheets to and from the timers and to collect completed timing sheets from the timers. Runners will also collect disqualification sheets from stroke and turn judges and return to referee at head table.

**Official Greeter-** One or two people are needed in the lobby to direct visiting swimmers to locker rooms and spectators to the deck area. The Greeter will also have such information as: time and location of timers meeting, time and location of Officials meeting, and be able to answer any questions a visitor may have such as location of bathroom facilities, time of warmup, meet start time, etc. You need to be early!

**Bullpen Personnel:** Two people will assist the BYB coaches by lining up swimmers for their events.

**Deck Marshals:** Two people are needed to direct the swimmers and spectators around the pool area. Swimmers should be

directed out of the locker room past the windows toward the small pool. No swimmers should be on the scoreboard side of the pool at any time. There is to be no food or drink (except water) on the deck at any time. Spectators should enter the pool area from the lobby door. Deck marshals will be in place before warm-ups.

**Clerk of Course:** One or two people are needed to assure that swimmers are lined up in their correct lane one or two heats before their event.

**Meet Director Assistant:** One or two people are needed to make copies of the meet sheets for coaches, officials, bullpen, clerk of course, etc. We will probably need 20 copies. Familiarity with copier a plus! Distribute in this order: Coaches on both teams, referee, starter, clerk of course, bullpen assistance, stroke and turn judges. This will be a time sensitive job as we want to begin at the designated start time.

**Concessions and Locker Room Monitors:** A number of people will be needed to run the concession and monitor the locker rooms. The concession group will decide amongst themselves who will monitor the locker rooms. This is simply a matter of going thru the locker rooms to check bathrooms and showers. Make sure all water is turned off unless it is being used. Swimmers should be on deck at all times unless changing or using the facilities. Extra monitoring should take place at the beginning and end of the meet.

**Lane Timers:** This involves timing the swimmer in one lane with a hand held stopwatch. Two timers are needed for each lane (16 total) and one backup timer is necessary. One of the timers in each lane will act as head lane timer and record times on meet sheets. Lane timers will check with swimmers to make sure the swimmer is in the proper lane.

**Deck Crew Coordinator:** One person at each meet will act as the Deck Crew Coordinator. Responsibilities include: gathering all materials needed for the meet and distributing them, checking with the meet manager to make sure all jobs are covered and recruitment on the spot if necessary, proper organization of storage, and return of all BYB equipment to its proper place.

**Head Timer:** Will be responsible for gathering watches, clipboards, pencils, and cover sheets for each of the eight lanes. The head timer will assign the 17 timers to lanes and designate a backup timer. The head timer will also act as a backup timer. The head timer will hold a timers meeting one half hour before meet time to assign lanes and practice timing. This person will have meet experience and will work with the Deck Crew Coordinator. Will be responsible for the retrieval of all timing equipment at finish of meet.

**Electronic Timing Operator:** Will oversee and operate the timing system in coordination with the referee. The timing system operator should have a good understanding of the meet format and swim meet program of events. Will work closely with the computer operator/scorer.

**Head Lane Timer:** Will record the watch times for all timers in the lane and will write down and circle the electronic time for their assigned lane, which is displayed on the scoreboard.

**Volunteer Coordinators/Meet Management:** This group will organize the staffing of YMCA dual meets and any other meets we may host. Responsibilities include ensuring that all required positions for hosting a meet are staffed and that all families contribute their time and resources to the team.

**Computer Operators/Scoring:** Two people are needed to coordinate and run the computer as regards to meet entries, scoring, and other operations. Computer experience necessary.

Will be using Team Manager and Meet Manager software. Will work closely with counterpart from opposing team to ensure all swimmers are entered in the proper events and computer operations run smoothly.

## **OFFICIALS:**

Each year YMCA officiating classes are offered in the fall for anyone interested in becoming a YMCA official. The YMCA officiating structure is currently as follows:

Level I – timing, scoring, and stroke and turn officials

Level II – referee, starter, and chief judge

You must begin at Level I. Your card is good for 3 years.

The BYB team is in need of your participation on deck in all of the above positions. Please consider becoming a YMCA official in the fall. Officiating classes are run by YMCA Trainers from the EMASS District.

The USS official program is a bit different than the YMCA program. Classes are offered at various times of the year. Your first step to becoming a USS official is to join USA swimming as a non-athlete. You then take a course to become a stroke and turn and timing official followed by an open book exam online. Next is 4 apprentice sessions at USS meets, followed by at least 4 sessions as an official at USS meets in a calendar year. Each year following you must officiate at 4 sessions at USS meets.

## **UNIFORMS**

The BURBANK YMCA Bluefins uniform consists of the team swim suit, t shirt, and cap. The uniform has been completely overhauled to conform to national YMCA standards. The team t-shirt will be ordered once all have turned in paperwork. The cap and suit are ordered thru Varsity Swim Shop on the Bluefins Team page. The order information will be available shortly. For one week a sizing kit will be available if swimmers need to try on suits for size.

Please be advised that the suit you are ordering is for meets. Your suit should be in good shape for Championships in February. Please wear another suit for practice. Please be advised that we are a SPEEDO brand contracted team and that suits worn in meets **MUST** be SPEEDO brand.

It is highly recommended that you purchase personalized caps. This will identify you to officials and timers, and others who are lining swimmers up for events.

Also please label all belongings to have a better chance of retrieving your items.

Varsity Swim Shop is located at 157 Main Street in North Reading. The phone number is 978-276-0070. They have a wide variety of suits, goggles, and other swim equipment needs.

**PARENTS:** Please check the website as this will be your primary source of information throughout the season.