



BREAKERS SWIM TEAM

PARENTS HANDBOOK
2009 - 2010 SEASON

Welcome to the Breakers!

Welcome to the Ridgewood YMCA Swim Team Program - a year round age group and senior competitive swimming program that encompasses all levels from developmental to national. We offer instruction, training and competition to young people of all abilities from ages 6 through high school. Swimmers learn to improve skills and learn the value of teamwork and sportsmanship.

The Breakers Swim Team program complies with YMCA of the USA Rules That Govern YMCA Competitive Sports that require each member is “enrolled by the Association as an annual member, entitled to full privileges, activities and services of that Association.” A full membership in the Ridgewood YMCA is a Triangle membership. In order to register, the YMCA policy requires that membership be valid through the entire program period.

The YMCA mission is to develop an individual’s spirit, mind, and body and our goal is to build strong kids, strong families, and strong communities. We believe that fair play is the very essence of competition. A spirit of truth and honesty should mark competition, with strict observance of all rules. Fair play sets the game above the prize.

The YMCA believes that character development, focusing on the core values of caring, honesty, respect, and responsibility, is an essential element of our sports programs.

Caring: to love others and be sensitive to the well being of others involved in the sports program.

Honesty: to have integrity, making sure that one’s actions match one’s values through participation in sports.

Respect: to value the worth of every person, including oneself, one’s teammates, opponents, and officials.

Responsibility: to be accountable for one’s behavior and obligations.

YMCA Breakers swimmers compete at the local, regional and national level within two distinct organizations, the YMCA dual meet league organizations and USA Swimming. The National YMCA Swimming and Diving Committee governs the YMCA competitive swim program and USA Swimming is the national governing body for amateur swimming in the country.

During the winter short course season the Breakers participate in YMCA League meets and championships and in USA Swimming meets and championships. In the summer long course season the Breakers compete in Y invitational and USA Swimming meets.

This handbook will help familiarize you with all facets of the Breakers and competitive swimming in general. In the following pages you will be introduced to our history, philosophy, team policies and to basic information concerning your day-to-day participation in the Breakers. We hope that this handbook will help you better understand the inner workings of the Breakers and the world of amateur swimming.

Swim fast!
Coach Rimbault

1.	<i>About the Program</i>	5
1.1.	Tradition of Excellence	5
1.2.	Philosophy	5
1.3.	Objectives of the Breakers Swim Team	6
1.4.	Goals of the Breakers Swim Team	6
2.	<i>Coaching Staff</i>	6
3.	<i>Responsibilities</i>	7
3.1.	Coaches' Responsibilities	7
3.2.	Breakers Swimmer Behavior	7
3.3.	Parent-Swimmer-Coach Relationship	8
4.	<i>Training Program</i>	10
4.1.	Practice groups	10
4.2.	Practice Attendance	10
4.3.	Guidelines for Practice Attendance	10
4.4.	Guidelines for Illness and Injury	11
4.5.	Procedure for Breakers Program Questions, Concerns, Issues	11
5.	<i>Practice Sites</i>	11
5.1.	Ridgewood YMCA (Y)	11
5.2.	Bergen Community College (BCC)	11
5.3.	Garfield Boys Club (GBC)	12
5.4.	Paramus Municipal Pool (PMP)	12
5.5.	Pool Depth Requirement	12
6.	<i>Swim Meets</i>	12
6.1.	Philosophy of Competition	12
6.2.	About Swim Meets	13
6.3.	Practice Groups and YMCA Dual Meet Teams	13
6.4.	Mini Meets for 8/unders	14
6.5.	Escrow Account for Meets	14
6.6.	Classification and Types of Meets	14
6.7.	Conoco-Phillips National Championships Meet	16
6.8.	Meet Entries	16
6.9.	Meet Absence Notification	16
6.10.	Meet Requests	17
6.11.	Swim Meet Procedures	17
6.12.	Meets with Prelims and Finals	17
6.13.	Behavior at Meets	18

6.14.	Dual Meet Bus Policy	18
6.15.	Receiving Awards in Public	18
6.16.	Travel Meets	18
7.	<i>Breakers Equipment and Apparel</i>	18
7.1.	Practice Equipment Requirements.....	18
7.2.	Team Uniform – Competition Equipment Requirements.....	19
8.	<i>Team Awards</i>	19
8.1.	Annual Awards Banquet.....	19
9.	<i>Parent Communication</i>	20
9.1.	eBreaker emails.....	20
9.2.	Breakers Website	21
9.3.	Coach Communication.....	21
9.4.	Swim Team Parents Organization Communication.....	21
10.	<i>Breakers Swim Team Parents Organization (STPO)</i>	22
10.1.	Purpose	22
10.2.	Membership.....	22
10.3.	Breakers Parent Responsibilities At-a-Glance	22
10.4.	Breakers Parent Responsibilities - In Detail.....	23
10.5.	Committees	26
10.6.	Team Fundraising	29
10.7.	Annual Team Banquet Journal.....	29
10.8.	Officials.....	29
11.	<i>Appendix A: Glossary of Swimming Terms</i>	30
12.	<i>Appendix B: Ridgewood YMCA Breakers Contact Information</i>	33
12.1.	Breakers Office:	33
12.2.	Breaker Web site	33
12.3.	STPO Board for 2009-2010	33
13.	<i>Appendix C: Ridgewood YMCA Breakers Swim Team Code of Conduct</i>	34

1. About the Program

1.1. Tradition of Excellence

The Ridgewood YMCA Breakers Swim Team has a long and distinguished history in competitive swimming.

Competitive swimming was first introduced to the Ridgewood YMCA soon after the present YMCA building on Oak Street was completed in 1951. Since that time the swim team has enjoyed success at many levels with swimmers always ranked among the best in New Jersey and with some swimmers gaining regional and national ranking.

One of the high points in the team's history was the Men's National YMCA Championship won by the Breakers in 1974.

Recently the Breakers have featured a strong age group program that has served as an excellent foundation for the team. This strong foundation has led to numerous top three finishes at the New Jersey YMCA State Championship, East Field Regional Championships, and the New Jersey Junior Olympic Championships. The Breakers won team titles at East Field Regional Championships in 1992, 1993, 1995, and 1996 with the team winning the Combined Championship in 1992 and 1995.

In 2008 the Breakers won the Boy's Y State, finished third in the Combined team race and fourth in the Women's point total. At the YMCA National Swimming Championships the Breakers have placed as high as ninth with two of our swimmers winning national championships and several swimmers placing in the top 16.

The Breakers continue to be active at the USA Swimming national level with finalists at the Junior National Championships and Sectionals. Breakers swimmers have also enjoyed national rankings in both YMCA and USA Swimming Top 16 lists. One Breaker swimmer, Jim Sullivan, was ranked in the Top 100 in the world.

With the continued interest and hard work of our swimmers, coaches, and parents the future looks bright for the Breakers.

1.2. Philosophy

The Ridgewood Breakers swim program provides a supportive and encouraging environment designed to develop the swimmer's spirit, mind, and body. Participation by the swimmer in other activities is encouraged in order to develop a well-rounded person. The program has four principle objectives:

- To provide children of all levels of swimming ability with the opportunity to develop their capabilities and to attain their highest level of competitive proficiency.
- To help develop character by incorporating the core values of the YMCA and encouraging personal excellence and establishing challenging but attainable goals which each swimmer can achieve through hard work and discipline.
- To establish and maintain the swimming experience as fun and enjoyable, engendering willing, enthusiastic, and continued participation throughout childhood and adult life.
- To foster team spirit while encouraging and recognizing individual achievements of our swimmers.

1.3. Objectives of the Breakers Swim Team

The Ridgewood YMCA Breakers Swim Team provides interested youth with the opportunity to learn how to be the best swimmers they can be. Our program helps young people to learn the skills, the self-reliance, and the physical conditioning necessary for personal success.

The Breakers program is designed to teach the skills necessary for success at all levels in competitive swimming while realizing that not all swimmers will be able to swim at the highest levels of swimming. What is important in our program is that our swimmers learn to appreciate hard work and physical fitness while achieving as much as their talent will allow.

1.4. Goals of the Breakers Swim Team

The Ridgewood TMCA Breakers Swim Team short-term goals are intended to bring our swimmers, coaches, and parents together.

1.4.1. YMCA Competition Goals

League Meets	To have our dual meet teams finish first or second in dual meet standings of their division.
YMCA State Championship	To have both the girls and boys teams place among the top three teams while bringing as many swimmers to the meets
YMCA National Championship	To place among the top 25 in the women's, men's and combined team standings while bringing as many swimmers as possible to the meet.

1.4.2. USA Swimming Competition Goals

New Jersey Junior Olympics	To place among the top five teams in the team placing while bringing as many swimmers as possible to the meet.
Eastern Zone Championship	To qualify as many swimmers as possible for both the Winter and Summer Zone Teams.
Sectionals	To qualify all interested swimmers for the Sectional championships, have the swimmers attend the meet and prepare for the meet to achieve best times.
National Championships	To qualify all interested swimmers for National Championship while preparing them to swim as fast as possible at that competition.

2. Coaching Staff

Head Coach and Director of Competitive Swimming, Bud Rimbault, came to the Ridgewood Breakers Swim Team in 1991. Coach Rimbault, who grew up in New Jersey, graduated from Ithaca College in 1973 with a B.A. in History, and completed his Master's of Teaching History at Columbia University in 1975.

Bud began his coaching career with part time positions at summer clubs in Morris County during vacations from college. In pursuit of his teaching career, Bud moved to the southwest but he soon returned to coaching again with the San Antonio Aquatic Club.

His excellent reputation eventually brought him to the position of Head Coach of the very successful Space City Aquatic Team, a 150 member USS team in Houston, Texas, the position he had prior to joining the Breakers.

In addition to his coaching responsibilities, Bud takes an active role in swimming governance. Prior to joining the Breakers he was chairman of the Gulf Swimming LSC of Texas. He also served as General Chairman and Senior Vice Chair of New Jersey Swimming and on the state YMCA committee. This year Bud is General Chair of New Jersey Swimming.

Bud Holds an American Swimming Coaches Association (ASCA) Level IV certification.

Bud coaches the Senior practice group.

Other Members of the Breakers Coaching Staff are:

8&Under	Stefanie Crawford, Janet Caminiti
Age Group II	Patty Horton, Adam Van Brandenburg
Age Group I	Brian Hoffman, Gigi Fanous
Junior	Brian Hoffman, Peter Reiter
Senior	Bud Rimbault

3. Responsibilities

3.1. Coaches' Responsibilities

The Breakers coaching staff is dedicated to providing a program for swimmers that gives them the opportunity to maximize their potential as competitive swimmers. The coaches are responsible in all areas affecting training and competition.

- The coaches are responsible for placing swimmers in practice groups. This placement is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/she will be placed in a more challenging training group by the coach.
- Stroke instruction and the training regimen rest with the Breaker Coaching Staff. Each group's practices are based on sound scientific principles and are geared to the goals of each practice group.
- The coaching staff will make the final decision concerning which meets Breaker swimmers attend and which events our swimmers will swim. The coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmer's performance. (It is the parent's job to offer love and understanding regardless of their child's performance and to never compare one swimmer to another.)
- The building of a relay team is the sole responsibility of the coaching staff.
- The coaches are also responsible for helping to create the Breaker environment where swimmers are challenged to be their best while also being treated with respect for their efforts to become the best swimmer that they can become.

3.2. Breakers Swimmer Behavior

Every swimmer's behavior is a reflection of the individual, of the Ridgewood YMCA and of the Breakers Swim Team - its' participants, staff and volunteers. It is expected at all times that

every team member display good sportsmanship, fair play, and behavior in accordance with the mission of the YMCA and the core values of caring, honesty, respect and responsibility.

All Breaker swimmers, ages 13 & Up are required to read, sign, and return the Code of Conduct statement that can be found in Appendix C, on the last page of this Handbook.

1. All swimmers are expected to be at their designated starting places with their practice equipment ready to start practice on time.
2. Swimmers are expected to support their teammates at practice as well as in competition. Working together as a unit for the benefit of all individuals in the group is an important part of the *Breakers Spirit*.
3. Breakers swimmers are to follow the verbal directions of the coaching staff. Disrespectful behavior towards any adult, whether a parent, coach or official, will not be tolerated.
4. Swimmers may leave practice only with the coach's permission.
5. Swimmers are expected to follow the Breakers Practice Site Regulations.
6. Abusive language, lying, stealing and/or vandalism are unacceptable. These behaviors are contrary to the philosophy of the Ridgewood Breakers, and can be the cause for suspension or expulsion from the team, the YMCA, or both.

3.3. Parent-Swimmer-Coach Relationship

To have a successful program, there must be communication, understanding, trust, and cooperation among swimmers, parents, and coaches. The progress your child makes depends to a great extent on this triangular relationship. It is with this in mind that we ask you to consider this section carefully as you participate in the Ridgewood Breakers Swim Team program.

Parents' Guidelines

Your child is a product of your values, the structure you have provided, and the model you have provided. Human nature, however, is such that parents sometimes lose some of their ability to remain detached and objective in matters concerning their children. We hope the following guidelines will help you to keep your child's development in the proper perspective.

- Every individual learns at a different rate and responds differently to the various methods of presenting skills.
- When athletes first come to the team and start practicing it is possible that their performance will fall off in the short term. This is usually due to our emphasis on developing the skills of each of our swimmers during the early season. Once the skills have been developed the swimmers turn their attention to more challenging practices while still maintaining their skills. After the swimmers have developed their skills and practiced hard they are ready to swim their best. Our preparations for each season are designed to have the swimmers ready for their best performances at the end of the season.
- Plateaus can occur at one time or another in every swimmer's career. Plateaus can be both in competition and in training. A plateau signifies the swimmer has mastered lower-order skills, but they are not yet sufficiently automatic to leave the attention free to attack newer, higher-order skills. It is important for the athlete to understand that plateaus occur in all fields of physical learning. Successful athletes are those who work through this temporary delay in improvement and go on to achieve greater performance, realizing their personal potential.

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- **Ten and unders are the most inconsistent swimmers** and this can be frustrating for parent, coach, and swimmer alike. This requires patience, so that these children can learn to love the sport and continue their development.
 - The slow development of competitive drive at an early age is normal and perhaps more desirable than precocious or forced early development. It is important for children to learn to adapt to reasonable levels of emotional stress. The small disappointments can prepare them for larger ones as they mature.
 - It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's job to supply love, recognition, and encouragement necessary to help the young athlete feel good about herself/himself.
 - Parent's attitudes and models influence those of their children. A child might not be consciously aware of what is taking place while subconsciously absorbing powerful messages about their parent desires. For example, be enthusiastic about taking your child to practices and meets, fundraising projects, meetings, etc. - don't look at these functions as chores.
 - Do not attempt to speak to a coach during a practice. If you have questions about your child's training or team policies, contact your child's coach directly after practice, or call the office and leave a message, 201.444.5600 extension 319, or send an email to the office at brimbault@ridgewoodym.org. Criticism of the coach in the presence of swimmers will undermine the coach's authority and breaks the swimmer-coach connection necessary for maximum success.
 - No parent should behave in such a way as to bring discredit to the child, the team or to competitive swimming. Any disagreement with a meet official should be brought to the attention of the coach, and handled by the coach.
 - Be sure that your child swims because he/she wants to. People tend to resist anything they "have to do." Self-motivation is the basis of all successful swimmers.
 - The etymology of the word "competition" goes back to two Latin words, "com" and "petere", which mean together to strive. Do not "play" your child against their nearest competitors; this creates vendettas within the team and swimming community. Close competition provides two great services for the athlete: it brings out the best in them and shows where improvement is needed.
 - The communication between coach and swimmer is very important. This two-way relationship must exist daily at practice. It is imperative that the coach has the swimmer's full attention at these times. Therefore we ask parents to watch only from the observation area of the swimming pool and not to participate in the coaching in any manner.

It is best for parents to refrain from making stroke corrections or trying to coach their swimmer. Parents who interfere in coaching matters by coaching their swimmer cause considerable, and often, insurmountable confusion for the swimmer. If you differ with something, please confer with the coach.

Remember, particularly in the case of younger swimmers, that they attitude of parents in regard to their outlook on the sport has an important effect on the child. In swimming, as in life, nobody can "win" or succeed all of the time - there will always be some disappointment. Every child can gain from his/her experience whether or not he/she ever wins a single race. The important thing is to keep on striving to do better next time. The secret is not to produce great swimmers, but rather to produce great young people who swim.

4. Training Program

4.1. Practice groups

Swimmers practice in groups divided by age as follows:

- 8 and Under - 8 year old and younger swimmers
- Age Group II - 9-11 years old swimmers
- Age Group I - 11-13 years old swimmers
- Junior - 12 & Up swimmers
- Senior - 12 & Up swimmers

The Head Coach and the coaching staff determine the appropriate placement of swimmers using age, achievement and practice ability at the start of the short course and long course seasons.

4.2. Practice Attendance

1. Plan to be at the pool 10 minutes before the start of practice so that we can start on schedule and make efficient use of the allotted practice time. In case a swimmer is late for practice, it is our request that parents send a note with the child explaining the reason for tardiness.
2. Plan to stay for the entire practice. The last part of practice is very often the most important, and usually there are announcements made at the end of each practice. In the event that your child needs to be dismissed early from practice, a note from the parent for each dismissal is encouraged. Parents **MUST NOT** interrupt or talk to coaches on deck during practice.
3. When a swimmer cannot attend the recommended number of practices for his/her group, the parent is to notify the swimmer's coach to discuss the situation with the coach.
4. If your swimmer will be out of the water for three days or longer due to an injury or illness, please notify the Breaker's Office at 201.444.5600 extension 319.
NOTE: A doctor's note will be required for a swimmer to return to activity.
5. Occasionally, most of a practice group may be attending a meet, in which case you will be notified of a practice change or cancellation.
6. The frequency with which a swimmer is scheduled for practice depends on his/her age, the team level in which he/she trains, and the goal of the practice group as defined below.
7. Our practice groups have guidelines for practice attendance. These guidelines are listed below. All of our swimmers and parents should remember that the more often a swimmer attends practice and works hard, the better the swimmer will perform.

4.3. Guidelines for Practice Attendance

Age Groups I & II	Members of Age Group I & II are expected attend 70% of the practices offered each week.
Junior	Junior swimmers are expected to attend 75% of the practices offered each week.

Senior	Swimmers are to attend 85% of the weekday, morning and afternoon, and Saturday morning practices. Attendance at dryland and weight practices is also expected. Swimmers should call and leave a message on the office voice mail if they will miss practice.
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If there are any questions about these guidelines please discuss them with the swimmer's coach.

4.4. Guidelines for Illness and Injury

Should a swimmer be sick or injured enough to miss three or more consecutive practices and visit a physician for that illness/injury then the swimmer must provide his/her coach with a note from his/her physician. The physician note is to include the following:

- The date the swimmer will be permitted to return to swimming.
- What restrictions may be associated with the return to swimming.
- Any long-term considerations that might be associated with the illness/injury.

Any further questions about the return to swimming after an illness/injury should be directed to the swimmer's coach.

4.5. Procedure for Breakers Program Questions, Concerns, Issues

It is most helpful for questions, concerns, or issues regarding the swim team be addressed as they arise. As with all YMCA programs, every member, and participant is free to speak with any YMCA staff member regarding the Breakers Swim Team. The following is the 'go to' order should the need arise: first, swimmer's coach; second, Director of Competitive Swimming; third, Oak Street Executive Director. (See Appendix A for the YMCA organizational chart.)

5. Practice Sites

The Ridgewood Breakers use three different sites for short course practice sessions during the fall, winter, and spring season and an outdoor pool during the summer.

5.1. Ridgewood YMCA (Y)

Our home site, the Ridgewood YMCA at 112 Oak Street in Ridgewood, New Jersey, has two 25-yard pools - Grannon Pool (G) and Habernickel Pool (H). Most of our home YMCA dual meets are held in Habernickel Pool.

NOTE: NO SWIMMERS are allowed in the locker rooms and pool without presenting their YMCA membership card.

5.2. Bergen Community College (BCC)

The Ridgewood YMCA has a contractual agreement with Bergen Community College (BCC) for the use of several hours of pool time, which is shared by most practice groups of the Breakers. The pool is located on the easternmost corner of the college complex and can be most easily reached using Parking Lot B.

NOTE: Our contract with Bergen Community College is contingent upon our swimmers and parents following a few simple rules at the college. These rules insure the safety of our children and allow us to conform to the College's parking regulations.

Parents **MUST FOLLOW THE RULES** listed below to avoid parking violation fines and the loss of valuable pool time for the Breakers.

5.2.1. Bergen Community College Regulations

1. ALL SWIMMERS must be accompanied by an adult at all times, which includes the restrooms and walking between the parking lot and the pool. The college does **NOT** allow us into the locker rooms. Parent chaperones will be assigned to accompany swimmers to lavatories during practice.
2. Breaker swimmers and parents may **ONLY** park in Parking Lot B, between the **WHITE** painted lines.
3. No unauthorized vehicle may drive up to the pool door at any time or for any reason.

5.3. Garfield Boys Club (GBC)

The Garfield Boys Club rents their 25-meter pool to the Breakers for the use of all practice groups except the 8 and under. Parents must pull to the rear of the building before dropping off their swimmers for practice. Swimmers and parents are to conduct themselves courteously at all times.

5.4. Paramus Municipal Pool (PMP)

The Breakers long course training during the summer is held at the outdoor 50-meter Paramus Municipal Pool. Afternoon sessions are conducted at this pool for Senior and Junior swimmers starting after Memorial Day, as soon as weather permits. When school ends, both our senior and age group swimmers practice at Paramus in the early morning.

5.5. Pool Depth Requirement

The YMCA of the USA issued a directive in October 1992, which stated that if starting blocks are used by YMCA's in competition and practice they must be used only with water depths of five feet or more. The Breakers will abide by this national mandate at all meets.

6. Swim Meets

The Breakers website is the best place to find the meet schedule for the season, information about the meet with directions, and event entries for your child.

Go to <http://www.ridgewoodymca.org/breakers/default.asp> and click on "Meet Schedules & Entries" page.

6.1. Philosophy of Competition

The Breakers attend many meets each season. These meets are selected to provide our swimmers with the best opportunity to further their swimming. The 'regular' season meets on our schedule are designed to give our swimmers the opportunity to test and improve their competitive skills while they are still perfecting them in practice. These meets are important "tests" for the swimmer and provide invaluable information to the coach and swimmer so they can assess the state of readiness of the swimmer and chart their course to their best performances at the end of the season. These meets pave the way to championship meets at the end of the season. It is at the championship meets that our swimmers aim to have all of their skills and what they have learned during the season ready for the season's ultimate performance. The invitational and dual meets that our swimmers swim during the season are critical to their effort to swim their best at their biggest meet of the season, the championships.

6.2. About Swim Meets

One of the best things about swimming is that, unlike sports such as gymnastics and figure skating, it is objectively scored - the fastest is the winner. Indeed, most meets in which the Breakers compete are electronically timed, limiting human error.

- **Age groups at meets:** In order to allow for competition among athletes of equal ability, competition among swimmers is broken down into age categories called Age Groups, as follows:
 - 8 and under
 - 10 and under
 - 11 and 12
 - 13 and 14
 - 15-18

Swimmers may compete against older swimmers ('swim-up') only in Y dual meets and never against competitors in a younger age group.

- **"How old am I?"** may seem like a simple question but in swimming it is not so easy:
 - For USA Swimming meets, the swimmer's age on the first day of the meet is the key. Thus if the swimmer's thirteenth birthday is the first day of a three day meet, she/he is thirteen for the entire meet. If the swimmer had been born one day later she/he would have competed in the 11-12 age group.
 - For YMCA meets, the rules are different. The swimmer's age on December 1 determines her/his age for the entire season. Thus, if a swimmer has her/his thirteenth birthday on December 2, she/he can swim in the 11-12 age group for the entire season including the YMCA Championships the following February and March) but at the Holiday Classic (a USA Swimming meet) on December 9, the swimmer is 13-14!
- **Time standards:** Time is the essence of swimming and in order to further equalize competition, New Jersey Swimming has established time standards within each age group.

The time standards are designated Bronze, Silver, and Gold with Bronze times being the slowest classification while Gold times qualify a swimmer for New Jersey JO's. Time standards differ between events so that it is possible for a swimmer to have Gold times in one event and Bronze times in another.

The time standards are used to give swimmers goals to achieve and also to make swimming more fun for less advanced swimmers. Thus there are meets only for Bronze or Silver swimmers: if a swimmer has already swum faster time she/he may not swim in that event at the meet. Thus a swimmer may swim three events at a Gold meet on one day, and three events at a Silver meet the next day.

6.3. Practice Groups and YMCA Dual Meet Teams

All Breaker swimmers are assigned to one of five practice groups: 8 and Under, Age Group II, Age Group I, Junior and Senior. Each practice group has a coach who is responsible for the overall swimming development of the children in his/her practice group. However, these same coaches also are responsible for dual meet teams, which will have swimmers from several practice groups. Therefore, the dual meet coach a swimmer has is likely to be a different coach than their practice group coach.

For the YMCA Dual Meet season the Breakers divide into several competitive teams. For the 2009-10 season, the Breakers will have three girl teams and two boy teams. Each dual meet team has swimmers assigned from every age group, **excluding 6 and unders who do not**

participate in YMCA dual meets, and has its own schedule, travels to away meets as a team and has its own coach. No team is more important than any other. The Breakers coaches' and team's objective is to have each team place among the top two of its division.

At the end of the season, there are YMCA championship meets (described in Section 6.6 Classification and Types of Meets). These meets have minimum qualifying times and any swimmer on any dual meet team who qualifies will compete as part of the Breakers team at these meets.

The dual meets are pure team competition and there are no individual awards. The YMCA championship meets and USA Swimming meets are also team competitions with the Breakers competing as a team with other YMCA and USA Swimming teams but, in addition, individuals receive medals and ribbons at these meets.

In summary, a swimmer may be in AG II for practice purposes, member of the Girls White dual meet team (which is having an away meet at Somerset Hills YMCA this Saturday with the bus leaving the YMCA at 10:30 AM) and is swimming the 100 Fly, 100 IM and 50 Free at the Bergen Barracudas (a USA Swimming team) Gold meet at Raritan Valley Community College (warm-up at 7:00 AM) on Sunday. It is the parents' and swimmers' responsibility to be at the practices and meets on time.

NOTE: The only way to keep on top of this information is to regularly read the Breaker web site schedules page <http://www.ridgewoodymca.org/breakers/schedules.asp>

6.4. Mini Meets for 8/unders

Eight and unders are a special group in many ways, one of which is that they have their own swim meets. The eight and unders swim in mini meets, so named because of the size of the participants (not because of the number of swimmers or the length of the meet!). Mini meets are usually away meets and are most often run on Sundays. The children swim the four basic strokes - 25 Free, 25 Back, 25 Breast and 25 Fly and relays. Mini meets are offered to our swimmers about once every six weeks, or approximately four times during the winter season.

NOTE: The eight and unders participate in short course meets only.

6.5. Escrow Account for Meets

Each swimmer has an escrow account dedicated to meet the swimmer's individual entry fees incurred for both YMCA and USA Swimming invitational meets (not YMCA dual meets). When an escrow account reaches a minimum level, a bill will be sent to replenish the escrow account.

6.6. Classification and Types of Meets

The Breakers swim both YMCA and USA Swimming competition. Here is a brief description of many of the meets the Breakers attend each year.

Qualifying times for YMCA and NJ Swimming meets are posted on the Breaker web site.

6.6.1. YMCA Competition

YMCA League Dual Meets

Our team competes in dual meets sponsored by the YMCA Northern New Jersey Swim League. These meets feature two teams swimming against one another. Swimmers will compete in all dual meets that are scheduled for their dual meet team. Swimmers must represent the Ridgewood YMCA in dual meet competition in order to be eligible for YMCA championship

meets. The dual meet schedule runs from the end of October through the end of January. We do not participate in YMCA dual meet competition during the long course season.

Invitational Meets

Several teams are invited to attend a meet by the host. These meets usually have qualifying times and are conducted by YMCA's and USA Swimming clubs.

New Jersey YMCA Bronze Championship

YMCA swimmers from throughout New Jersey who have YMCA Bronze qualifying times compete in this meet. Swimmers who achieve YMCA Silver or YMCA State qualifying times may swim the qualified events at those meets.

New Jersey YMCA Silver Championship

YMCA swimmers from throughout New Jersey who have YMCA Silver qualifying times compete in this meet. Swimmers who achieve YMCA State qualifying times may swim the qualified events at YMCA State.

New Jersey YMCA State Championship

The fastest swimmers from YMCA's throughout New Jersey compete against each other. There are qualifying times for this meet, which usually falls on the second weekend of March.

YMCA Nationals

YMCA swimmers from all over the United States compete at this championship meet. There are qualifying times for this meet. There are two YMCA National meets held each year, the short course championship meet is held early in April and the long course championship is held in late July or early August. Swimmers must have competed in at least three YMCA dual meets and at NJ YMCA Championship to be eligible to compete at YMCA Nationals.

6.6.2. USA Swimming Competition

9 & 10 Championship Meet

This is a New Jersey sponsored meet. It provides an end of season meet for 9 and 10 year old swimmers who have Silver and Bronze times. Swimmers may qualify for New Jersey JO's at this meet.

Bronze/Silver Championship Meet

These are New Jersey sponsored meets. The meets are divided by age group' with 11-12's swimming at two sites and the 13-14 and 15-18's swimming at one site. These meets are for Silver and Bronze level swimmers.

Junior Olympics (JO's) Meets

This is the LSC age group championship for New Jersey Swimming. A swimmer must achieve New Jersey Gold time to qualify for JO's.

Eastern Zone Championship

This all-star competition is held twice each year, in the spring, at the end of the short course season, and in the summer, at the end of the long course season. To qualify for the short course Zone team a swimmer must be one of the two fastest swimmers in each age group for each event at the Spring JO's or be selected to join the team based on their performance during that season. A swimmer can qualify for the long course Zone team by achieving a Zone qualifying time in a long course meet that season. To qualify in both the short course and long course season, one must also swim in at least three New Jersey Swimming sanctioned meets.

Speedo Championship Series (Sectionals) Meet

This is a regional senior championship for swimmers from New Jersey, New York and New England. The meet is swum both during the short course and long course seasons. The meet is designed to be a high quality regional competition and preparation for USA Swimming Nationals.

6.7. Conoco-Phillips National Championships Meet

Formerly known as Senior Nationals, this is the national championship held twice each year in the early December and summer at different sites throughout the country.

6.8. Meet Entries

Only Breakers coaches enter our swimmers into meet: dual, invitational, and championship. Meet entries for invitational meets go to the host team as many as six or more weeks prior to the meet.

Please discuss any questions or problems regarding meet entries with the practice group coach or call 201.444.5600 extension 319 and speak to Coach Rimbault. We realize that from time to time swimmers will be unable to attend meets due to prior commitments.

NOTE: All fees and payments must be current for swimmers to be entered in meets.

6.9. Meet Absence Notification

6.9.1. Illness, Injury, Last Minute Notification

Should a swimmer be unable to attend a meet (YMCA or USA) due to illness or injury, a message must be left on the office voice mail by calling **201.444.5600 extension 319**. This notification should be left as early as possible. Any entry fees incurred are the responsibility of the family if notification is after the meet entries have been sent to the host team.

6.9.2. Advance Notification for all Invitational and Championship Meets

Advance notification process for meets is slightly different. A meet availability form will be sent to you prior to its due date. Please complete the form with the dates your swimmer(s) will be unable to attend meets. Return the completed form to Bud Rimbault, 112 Oak Street, Ridgewood 07450 according to the following schedule:

For Meets in:	Deadline:
October-December	October 1
January-April	November 1
May-August	April 15

This system makes it easier for the coaches to make entries in the most efficient manner possible. Paying unnecessary entry fees can be avoided by using the meet eligibility system.

NOTE: Parents must also be careful to notify the office *of all changes* in their swimmer's eligibility in a timely fashion to avoid confusion about their swimmer's availability for invitational meets.

6.10. Meet Requests

The Breakers coaches make all entries into meets for our swimmers. After reviewing the invitational schedule, if there is a meet that your swimmer particularly wants to swim, that desire needs to be communicated to your child's coach at least six or more weeks before the date of the meet. Our swimmers and parents should also be aware that many of the meets on our schedule have qualifying time standards. The coaches will enter swimmers into events for which they are qualified.

6.11. Swim Meet Procedures

When a swimmer attends a meet the following guidelines help to reduce the stress of the competition while maximizing their success at the event.

1. The swimmer should pack his/her swim bag the night before the meet. Swimmers should bring their team suit, a spare suit, 2 Ridgewood swim caps, 2 pairs of goggles, 2 towels and warm clothing, and a water bottle. Swimmers should also bring something to do quietly between events.
2. Swimmers should arrive at least 15 minutes before the start of the warm-up so they can check in with their coach, stretch and be ready for warm-up. Invitational meets require "positive" check-in with a swimmer's coach.
3. Our swimmers will stretch and warm-up as a team so that our coaches may observe and best prepare our swimmers for the meet.
4. Breakers are to sit together in an area designated by the coaches so the coaches can easily find our swimmers should the need arise.
5. While waiting, swimmers should stay warm and remain quiet. It is sometimes helpful for swimmers to have something to do quietly while they are waiting to swim.
6. When it is time to race, our swimmers are to talk with the coach at the meet for last minute advice on the race at hand.
7. After swimming a race each swimmer will review the race with the coach at the meet directly after the swim.
8. Once the swimmer has talked with the coach, they should warm down if there are warm down facilities.
9. After warming down the swimmer should dress warmly and rest quietly while waiting for their next event.
10. Swimmers are to remain on deck throughout the meet to cheer for their teammates and to be available for relays. A swimmer who needs to leave a meet early MUST notify the coach(s) BEFORE the meet starts.
11. Parents are allowed on deck only to time or officiate. Parents who get on deck for other reasons could have their swimmer removed from the rest of the meet.

6.12. Meets with Prelims and Finals

Some of the meets the Breakers attend are prelim/final meets. These meets feature preliminaries that are swum during the day with the top eight, sixteen, or twenty-four swimmers qualifying to swim the finals at night. It is in the finals that places and points are determined. Times achieved during preliminaries and finals qualify for time cuts and team and meet records.

Listed below are some hints for swimming in prelim/final meets:

-
1. Treat the prelim/final meet like all other meets, and be ready with your swim bag the night before the meet.
 2. Swim as fast as you can in prelims to qualify for finals.
 3. Rest in between events in both prelims and finals to save energy for events later in the meet.
 4. Rest between prelim and finals so that you will be at your best for finals.
 5. Swim every event as if it is the only event you are swimming in the meet.
 6. Drink appropriate fluids throughout the meet and eat light meals to keep you ready to swim fast.

6.13. Behavior at Meets

At all meets the Breakers attend we must remember we are guests at the meet and we should act accordingly. When our swimmers are at meets they should remember they are representing the Ridgewood YMCA, the Ridgewood Breaker Swim Team, and themselves and are expected to conduct themselves accordingly.

6.14. Dual Meet Bus Policy

The members of each dual meet team ride together on a chartered bus with their coach to all away dual meets. The departure time is posted on the web site along with directions to the away meets. Parents who are working the meet as officials, timers, etc. may ride the bus provided there is room after swimmers and coaches have taken their seats.

Any parent who prefers that their swimmer not ride the bus on the return trip after the dual meet must notify the dual meet coach in writing before the bus leaves the Ridgewood YMCA parking. The bus will not begin the return trip to the YMCA until all swimmers are accounted for.

6.15. Receiving Awards in Public

Some of the meets we attend have an award ceremony as part of the event. At these meets swimmers will be required to receive their award after being led to an award platform. When a Breaker receives an award in ceremony they are to wear team clothing, either a shirt or jacket, which identifies them as a member of the Breakers. Properly attired the swimmer will accept the award graciously.

6.16. Travel Meets

On occasion our swimmers will be given the opportunity to travel with the coach to a swim meet. These meets usually have minimum qualifying times so swimmers will need to be qualified to swim in these meets.

Travel meets will be part of our schedule to give our swimmers a new challenge and provide them with needed competition at a key point in the season. These travel meets are an opportunity for our swimmers to continue to grow in the sport. Individual travel expenses are the responsibility of the swimmer/parent.

7. Breakers Equipment and Apparel

7.1. Practice Equipment Requirements

Each practice group has specific equipment requirements for practice depending on their coach's assessment of that group's training needs. This equipment is an important aid to the practice routine. It should be brought to all practices in good, working order.

8&Under	Kickboard
Age Group II	Fins, kickboard
Age Group I	Pull buoy, fins, Speedo hand paddles
Junior	Pull buoy, fins, Speedo hand paddles
Senior	Pull buoy, Fins, Stroke Maker hand paddles

Every September, before the Parents' Meeting, an equipment and merchandise sale is held at the Ridgewood YMCA. Representatives from Metro Swim Shop are available with all of the necessary equipment, and team suits. Optional team clothing will also be available for purchase.

A pre-sale merchandise order form will be mailed to registered swimmers during August. This order form must be returned to the Breakers contact identified on the order form in order for a team order to be sent to Metro Swim Shop.

After the September sale all purchases of replacement equipment or team clothing is through Metro Swim Shop's web site <http://www.metroswimshop.com>.

7.2. Team Uniform – Competition Equipment Requirements

All Breakers are required to compete in the designated team suit at all meets that they swim.

This year, the team suit is **Endurance with team logo** by Speedo. **Please note:** 12&Under male swimmers may use the Jammer version of the suit while 13&Up male swimmers are required to wear the brief version of the suit. **If a swimmer does not wear their team suit at a meet, that swimmer will be scratched from the meet.** Swimmers may purchase this suit at the annual team equipment sale in September.

If a swimmer uses a swim cap in competition, he or she is to use the team cap. The team caps with the swimmer's name printed on the cap are also available at the annual equipment sale. Swimmers are not permitted to wear suit, caps, shirts or warm-ups of any other team when they are representing the Breakers in YMCA or USA Swimming competition.

There is only one exception to the team suit requirement: swimmers may use a **BLACK** Fastskin or equivalent **ONLY** at meets listed below. Swimmers are expected to consult with their coach before using a Fastskin or equivalent in the meets listed below.

- Holiday Classic
- Y State Championship
- New Jersey JO's
- Zone Championships
- Y Nationals
- Sectionals
- Conoco-Phillips National Championships

Please contact Coach Rimbault if there are any questions about which suit should be worn, at (201) 444-5600 extension 319.

8. Team Awards

8.1. Annual Awards Banquet

Each year the Breakers Swim Team recognizes those swimmers who have distinguished themselves during the short course season. Award recipients are announced at the Spring Awards Banquet.

Swimmers are recognized as the most valuable in their age group from each of the dual meet teams. Most improved awards are also announced for swimmers from each of the practice groups. These awards can be made to swimmers. Additional awards can also be made, as the coaches deem appropriate, to recognize swimmers for their contribution to the team and their quest for personal excellence. Some of the awards that have been made in the past are:

Award	Description
Spirit Award	For the swimmer(s) who has contributed the most to the overall spirit of the team by their actions and leadership throughout the year.
Coaches' Award	For the individual(s) who has demonstrated the qualities of perseverance, hard work and achievement that help make a swimmer successful.
Age Group Swimmer of the Year	For the swimmer(s) who has distinguished himself/herself during their age group career by hard work and achievement.
Iron Person	For the swimmer(s) who has best exemplified the values of diligence, perseverance and commitment in the face of great challenge in their swimming career.
Most Valuable	For the swimmer who has demonstrated their value to their dual meet team because of their ability to help make their dual meet team successful.
Most Improved	For the swimmer who has shown the greatest improvement during the short course season from each practice group.
Tony Prettitore Award	For the parent who most exemplifies the unselfish dedication and commitment to the team through their volunteer contributions. This award is named in honor of a former Breaker parent who gave untiring service to the team who passed away while still a member of the club.
Participation Award	For ALL Breakers swimmers who completed the short course season.

9. Parent Communication

An important link in the swimmer - coach - parent triangle is the parent - coach communication line. Parents are kept informed of team activities through:

- eBreaker emails
- Breakers website
- Coach communications
- Swim Team Parents Organization communication

9.1. eBreaker emails

To keep information flowing to our swimmers and parents, the Breakers publish an email newsletter. This newsletter is published when there is important information to communicate to Breakers families.

9.2. Breakers Website

The Breakers team website is the place to go to find complete season calendar with dual meet schedules, invitational meet information and swimmer entries, and qualifying times. During the season, be sure to check the website Meet Schedules page often.

Website: <http://www.ridgewoodymca.org/breakers/default.asp>

9.3. Coach Communication

It is very important that you let the coaching staff know if there is anything that can be done to aid your swimmer in the full enjoyment of their sport.

It is best to communicate with your swimmer's practice group coach when he/she is not on the deck coaching. The coaches are happy to discuss the progress of your swimmer(s) either before or after a practice session. Our coaches direct all their attention to working with the swimmers during practice and as such expect to talk with parents either before or after practice.

If you are not able to talk with your child's coach at those times you can leave a message for the coach at the Breaker office.

If any questions or problems should arise, the lines of communication between the coaches and parents will always be open. Feel free to call the head coach at 201.444.5600 extension 319, about problems or suggestions concerning your child.

Breakers contact information:

Breaker office:	(201) 444-5600 extension 319
Fax:	(201) 652-8877
Email:	brimbault@ridgewoodym.org
Website:	http://www.ridgewoodymca.org/breakers/default.asp
YMCA front desk:	(201) 444-5600

9.4. Swim Team Parents Organization Communication

In their capacity of assisting Breakers team staff, parents representing the Breakers Swim Team Parents Organization (STPO) will communicate important information to support the team such as:

- Request to sign up for dual meet volunteer positions.
- Parents assignments for dual meets.
- Parents assignments to time at invitational meets.
- Requests to participate in team fundraising projects.

10. Breakers Swim Team Parents Organization (STPO)

10.1. Purpose

The Swim Team Parents Organization (STPO) plays an important part to support the Breakers program. The STPO serves as program volunteers responsible for assisting YMCA Breakers staff with specific aspects of the competitive swim program as outlined in this document. Working with the Director of Competitive Swimming, the STPO promotes Breakers team spirit.

10.2. Membership

As a member of the team, **EVERY** parent or legal guardian of competitive swim program participants is a member of the STPO.

It is the obligation and responsibility of every STPO member to participate in and support the activities of the STPO as specified in the Breakers Swim Team registration Parents Responsibility Form and as outlined in this section of the Parent Handbook.

10.3. Breakers Parent Responsibilities At-a-Glance

Parents have several responsibilities to their children and the Breakers swim team.

At the time of registration, all parents receive a **Parent/Family Responsibility Form**. Parents are asked to identify their areas of interest and complete and sign a form indicating that they will participate in these areas to support the team and our swimmers. All parents are also required to time when asked in addition to other tasks that they perform for the team. By signing this form, parents agree to accept these responsibilities.

10.3.1. Meet Responsibilities

Each family is required to provide assistance at both YMCA League and USA Swimming meets. No competitive swim program for youth can operate without adult participation at all swim meets. Parent participation is crucial for the operation of all meets, and to ensure a thriving, competitive swimming program.

YMCA Dual Meets

Each family is required to sign up for YMCA League Meet responsibilities. The meet schedules will be made available once swimmers have been assigned to the League meet team. Parents will then have the opportunity to sign up to work on three meet dates, choosing from the specific duties described in *Section 10.4. Breakers Parent Responsibilities - In Detail*

USA Swimming Meets

For each meet, every swimmer entered in that meet is required to have one adult available for timing. For most meets we are informed of our team obligation for timers two days before a meet. If a parent cannot be called on to time, the swimmer will be withdrawn from the meet.

10.3.2. General Team Responsibilities

The quality of the Breakers Swim Team program depends on many tasks in support of the team. General team positions include chairing fundraisers, photographers, practice group and awards banquet positions.

Each family is required to select a minimum of two of the jobs described in *Section 10.4. Breakers Parent Responsibilities - In Detail*

10.3.3. Equitable Assignments

Every effort will be made to make the division of assignments equitable, but parents should realize that the more USA Swimming meets your child enters, the more you will be asked to work. We ask that you respond promptly to email/telephone requests for timers. Please remember that in many cases we are not aware of our team obligation for timers until two days before the meet.

Without participation from all Breaker families the team cannot function at the level necessary for continued growth of the team and the improvement of our swimmers. For example, a home dual meet requires 5 certified officials, 7 timers, 1 (preferably 2) recorders/scorers, a console operator, a runner and 2 to 3 hospitality people. It takes a total of 17 to 19 people to properly run a home dual meet.

10.4. Breakers Parent Responsibilities - In Detail

10.4.1. Meet Responsibilities

Parents are responsible for staffing all YMCA and USA Swimming meets. Families who have an adult serving as an official for a session of a meet are exempt from providing a timer for that session. The Swim Team Parents Organization makes every effort to ensure equitable assignments. However, the more meets a swimmer is entered in, the more the parents will be called on to work at meets.

YMCA Dual Meets

In October, parents will have two weeks to choose the dual meets and the positions that they will work. If a parent fails to voluntarily choose three meets at which they will work, they will be assigned positions as needed for the season. The following positions need to be covered for YMCA League meets:

YMCA League Positions	Position Description
Parent Coordinator	<p>The Parent Coordinator ensures that every position is covered for the meet. All volunteers MUST check in with the Parent Coordinator at the meet.</p> <p>Before the start of the meet, the Parent Coordinator checks that each parent assigned to work the meet is available. In the event of an emergency absence, Parent Coordinator will need to find a volunteer replacement from among those parents present at the meet.</p> <p>After the meet, Parent Coordinator provides the list of parents who actually worked the meet to the VP Operations responsible for dual meets.</p> <p>We need one Captain for each meet.</p> <p>NOTE: It is the parent's responsibility to inform the Captain if you cannot make a meet, and to inform Captain of replacement.</p>
Console Operators (home meets only)	<p>Console operators are responsible to setup, run and put away the timing system console equipment. We need two console operators for each home meet; one will actually work the console while the other works the computer. Additionally, the console operators help with either setup or cleanup of the equipment.</p>

YMCA League Positions	Position Description
	<p>For the first home meet of the day, console operators should arrive 30 minutes before warm-up to help with setup. For the last home meet of the day, console operators should plan to help put away the equipment after the meet is over.</p> <p>NOTE: Training sessions will be provided.</p>
<p>Hospitality (home meets only)</p>	<p>The person in charge of hospitality is responsible for setting up the snack area, and sells snacks and refreshments during home meets only. Hospitality volunteer should arrive 15 minutes <i>before warm-up</i>.</p> <p>We need one Hospitality volunteer for home meet only</p>
<p>Marshal for 8-and-unders</p>	<p>The marshal is responsible to watch over the 8-and-unders on the bus during travel to away meet, in between events during the meet, ensure that each swimmer knows their events/heats/lanes, and then corral them before each event to ensure they are ready.</p> <p>We need one Marshal for each meet.</p>
<p>Official</p>	<p>The meet official starts each event in the meet, is responsible for running of the meet according to USA Swimming rules and regulations, provides support for meet volunteers as needed.</p> <p>We need five officials for home meets and three for away meets.</p> <p>NOTE: Certification is required and training classes will be available.</p>
<p>Runner (home meets only)</p>	<p>The runner is responsible for collecting completed forms from timers and place form from officials at end of each heat, check to make sure that that the time forms are completely filled out, and deliver to scoring table.</p>
<p>Scorer</p>	<p>The scorer keeps a running record of results on official scoring sheets. Scorers use the place form and time sheets to record results on the dual meet score sheet, and to determine score after each event.</p> <p>At home meets, Scorer will use Hy-Tek Team Manager, keep results and score for meets. Training will be provided.</p> <p>We need two Scorers for home meets and one Scorer for away meets.</p>
<p>Timers</p>	<p>The timers are responsible to measure swimmer time in assigned lane for the duration of a meet, and records swimmer information on provided form. At end of each heat of each event, timers provide completed time form to runner.</p> <p>We need seven Timers for home meets and six Timers for away meets.</p> <p>NOTE: Timers MUST provide their own stopwatch.</p>

NOTE: ALL volunteers **MUST** check in with the Parent Coordinator at the meet.

NOTE: If a parent is unable to fulfill an assignment, it is that parent's responsibility to find a replacement and to notify Mary Dooman, VP of Operations for 2009-10 YMCA league meets, of the change.

USA Swimming Meets (invitational)

The team is required to provide timers and officials at USA Swimming meets in which our swimmers compete. Assignments are made a few days before the meet, and as soon as the meet host notifies the Breakers office. The following positions need to be covered for USA Swimming meets:

USA Swimming Positions	Position Description
Captain - USA Meet	<p>The Captain ensures that all timing positions for the meet are covered. All timers MUST check in with the Captain at the meet at the start of the warm-up.</p> <p>We need one Captain for each meet.</p> <p>NOTE: It is the parent's responsibility to inform the Captain if you cannot make a meet, and to inform Captain of replacement.</p>
Timer	<p>Timing responsibilities are determined by the meet host and communicated to participating teams 72 hours before the meet.</p> <p>Timers are responsible to record swimmer time in assigned lane and duration of time, using the recording system in use at the particular meet.</p> <p>NOTE: Timers MUST provide their own stopwatch.</p>
USA Swimming Officials	<p>Before each meet, our team is notified of requirement to provide officials. This need is determined before each meet.</p> <p>NOTE: Certification is required and training classes will be available.</p>

NOTE: ALL volunteers **MUST** check in with the Captain at the meet.

NOTE: If a parent is unable to fulfill an assignment, it is that parent's responsibility to find a replacement and to notify Sue Mathus, VP of Operations for 2009-10 Invitational meets, of the change.

10.4.2. General Team Responsibilities

At the time of registration, each family is required to select a minimum of two of the jobs listed below. The Swim Team Parents Organization President, will notify you of your assignments:

General Team Position	Position Description
Awards Banquet Ad Journal	<p>This keepsake is given out at the annual spring banquet. Swimmers are asked to sell advertising space and Breakers and parents may buy space to place personal messages in the Ad Journal.</p> <p>The individual(s) is/are responsible for its design, gather age group photos, and personal ads and prepare camera-ready copy.</p>
Awards Banquet Co-Chair	<p>Organizes the Breakers Banquet that takes place each year on the early in May.</p> <p>We need two Banquet chairs.</p>

General Team Position	Position Description
Awards Coordinator	Receives awards from the coaches after invitational meets and distributes them to the practice group award assistants.
Awards Coordinator Assistants	Assists Awards Coordinator. We need one assistant per Practice Group.
Fundraiser Chair	Chairs one or more specific fundraiser project. Organizes and coordinates execution of specific fundraisers in support of the team. Works with team Fundraising Chairperson to consolidate fundraiser project results.
Photographer	Responsible to provide photos of age group swimmers to Greg March, Media Coordinator for the team, for use in the Ad Journal and Banquet DVD.
Practice Group Liaisons	Develops a phone chain for the Practice Group, coordinates and organizes group party
Practice Group Phone Captains	In case of snow, or other emergencies, responsible to call group of families in the Practice Group. Any questions or problems of a general nature are best channeled through the practice group Liaisons. However, specific problems should be discussed with the practice group coach. The Practice Group Liaisons are listed on the contact guide that is on the inside back cover of this handbook.
Swim Team Parents Organization (STPO) Board	Participation on the STPO is an opportunity for more in-depth involvement. Open position(s) for the following year are communicated in the spring, and candidates confirmed at the annual banquet. See Section 10.5.1STPO Board for position descriptions.
Tryouts	In September, assist with running tryout activities such as registrations, timing, and other needed tasks.

10.5. Committees

10.5.1. STPO Board

The Executive Committee is responsible for coordinating the efforts of all parent volunteer committees. The regular meeting schedule for June through the following May is set on an annual basis. Members include YMCA Director of Competitive Swimming, YMCA Oak Street Executive Director, and Officers of the STPO.

The Officers and their duties are as follows:

1. President

- Presides at all STPO meetings
- Schedules and presides over Fall parents' meetings
- Coordinates the work and is responsible for the general oversight of all committees and of tryouts.
- Recommends replacements to Executive Committee to fill positions.

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- Serves as liaison to YMCA Director of Competitive Swimming
 - Notifies Executive Committee members of meetings
- 2. First Vice Presidents, League Meets Operations**
- Working with Second Vice President, responsible for league swim meet operations
 - Working with Second Vice President, organizes, coordinates and staffs all meets
 - Working with Second Vice President, recruits meet coordinators
 - Develops record keeping system to track parent compliance and reports non-compliance to Director of Competitor Swimming
 - Presides at meetings in absence of President
 - Assumes responsibilities of President if necessary
- 3. Second Vice Presidents, Invitational Meets Operations**
- Working with First Vice President, responsible for invitational swim meet operations
 - Working with Second Vice President, organizes, coordinates and staffs all meets
 - Working with Second Vice President, recruits meet coordinators
 - Develops record keeping system to track parent compliance and reports non-compliance to Director of Competitor Swimming
 - Presides at meetings in absence of President
 - Assumes responsibilities of President if necessary
- 4. Secretary**
- Records minutes of all STPO meetings and submits to Director of Competitive Swimming for review
 - Distributes minutes to all STPO members via Director of Competitive Swimming prior to next meeting
 - Drafts STPO correspondence for approval by Director of Competitive Swimming
 - For meets that may require extended or overnight stays, delegates/gathers restaurant and lodging information, blocks rooms, and provides this information to Communications Chairperson for distribution.
- 5. Communications Chairperson**
- Coordinates production and distribution of the Parent Handbook at the Fall parents' meeting
 - Recruits assistants for team communications duties listed above.
 - Obtains, coordinates and supports parent Practice Group and Phone Chair Liaisons.
- NOTE:** The Director of Competitive Swimming reviews and approves all communications prior to distribution.
- 6. Fundraising Chairperson**
- Responsible to coordinate all fundraising for the team.
 - Identifies projects and provides oversight to meet fundraiser goals.

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- Recruits parents to lead specific fundraiser projects.
 - Works with Breakers Head Coach and YMCA Executive Director to track funds generated through fundraisers.

7. Publicity Chairperson

- Submits meets results to the following:
 1. Designated Ridgewood News contact
 2. Other area newspapers
- Submits information to the YMCA Membership Development Director for special interest/feature stories for area newspapers.
- Cultivates relationships with area newspapers on behalf of the Breakers Swim Team program
- Recruits assistants for duties listed above

10.5.2. Fundraising Committee

The Fundraising Committee consists of National swimmers' parents and conducts National and Team fundraising activities in support of junior and senior swimmers 12 years and older who qualify for national YMCA and USA Swimming meets.

10.5.3. Hospitality Committee

Hospitality Committee Chairperson is responsible to:

- Provides snacks and beverages to swimmers after each home YMCA league meet
- Recruit parents to support Hospitality activities
- With President, organizes and implements annual Fall Family Picnic
- Delegates planning and implementing of annual Awards Banquet in May

10.5.4. Nominating Committee

The Nominating Committee Chair is appointed by the STPO President and reports on the composition of the Nominating Committee to the President in January. The Nominating Committee:

- Consists of a minimum of three and maximum of seven parent/guardian members who represent each Practice Group.
- Develops a slate of Executive Committee Officers in the month of February.
- Submits ballots in March to Director of Competitive Swimming for distribution to all STPO members.
- Reports on election results in April.

10.5.5. Update of Committee Position Requirements

All positions require incumbents to update and/or create job descriptions on an annual basis. Each Executive Committee position is limited to the same person serving two (2) consecutive one-year terms.

10.6. Team Fundraising

The Team Fundraising program is open to all swimmers. One goal of Team Fundraising is to assist swimmers who qualify for YMCA Nationals pay for their trips to the short course championship in April and the long course championship in July. The goal is to fund 25% of each of these trips for each qualified swimmer. The cost for these meets includes travel, meals, and lodging for several days. Some of the projects include the annual Gingerbread Man Mini Meet, a car wash, and the sale of team uniform items. Swimmers must meet basic requirements to benefit from this fund for their Nationals trip.

Surplus from Team Fundraising will be applied to the Breaker Scholarship fund for practice group fees and the general operations of the team.

10.7. Annual Team Banquet Journal

This keepsake is given out at the annual spring banquet. Swimmers sell advertising space and Breakers and parents may buy space to place personal messages in the Ad Journal.

10.8. Officials

The officials' positions are yet another opportunity for parents to volunteer and to be part of running the meets. Each team is required to provide officials for YMCA League and USA Swimming events.

While the Breakers has a roster of parents who are trained at various levels, a new pool of trained officials is needed every year to ensure complete coverage at meets. Training for new officials is provided at the start of the season.

11. Appendix A: Glossary of Swimming Terms

Term	Definition
Age Group Swim Meet	All USA Swimming registered swimmers; 18 years of age and under, who have met the qualifying time standard for a specific event(s) are eligible to participate in their age category.
Age Groups	Swimming in the United States is divided into the following age divisions: 10 and under, 11+12, 13+14 and 15-18. New Jersey also recognizes a special age group for 8 and under swimmers. Age groups allow swimmers to compete against swimmers their own age.
Breaker	The name commonly used for the “Ridgewood YMCA Breakers Swim Team.”
Deck Seeding	The procedure to assign swimmers to their heats and lanes immediately before the start of a meet session. Swimmers are required to check-in with their coach early in the warm-up for the session.
Designated Meets	New Jersey Swimming and the YMCA swim league both establish a schedule of meets. From these schedules the Breaker coaching staff decides the meets that will best serve our swimmers to develop their competitive abilities. Our coaches attend these meets to warm-up, observe, evaluate and offer advice to all Breaker swimmers.
DQ	Disqualified. A swimmer can be disqualified for any number of infractions.
Dual Meet	A meet in which only two teams compete is called a dual meet. The teams select the events to be swum and run the meet for the members of their teams. The Breakers participate in dual meets against the YMCA teams from late October through late January.
eBreaker	The email newsletter sent to Breaker families.
False Start	A false start occurs when one or more swimmers begin their start before the starting tone is sounded. The referee and starter must agree that a false start has been committed. When these two officials agree, then the swimmer(s) are disqualified from the event.
Finals	The session of a meet during which the places, and points, of an event are determined. Swimmers qualify for the finals based upon the results of the preliminary session which is held earlier in the day. The number of finalists ranges from 6 to 24 depending upon the size of the pool and whether or not multiple heats of finals are held.
Heat Sheet	A listing of all swimmers showing the heat and lane assignment for each swimmer who was checked-in for the session. Heat Sheets are posted at the pool for swimmer’s reference and distributed to coaches and officials.
Local Swim Committee	The Local Swim Committee (LSC) is an arm of USA Swimming and is the local governing body for all USA Swimming competitive swimming

Term	Definition
	matters. New Jersey Swimming is the LSC for most of New Jersey. New Jersey Swimming develops programs to promote swimming and provide assistance for swimmers and much more.
Long Course	A long course pool is 50 meters in length and can vary in width. During the summer our competitions are conducted in long course pools. The standard size for international competitions such as the Olympics.
Maximum Time Standard	This refers to the fastest time allowed to qualify to swim in an event/meet. This means that the swimmer's time must be equal to or slower the maximum time designated in order to swim.
Meet Cuts	Meet qualifying times established by a meet host.
Minimum Time Standard	This refers to the slowest time needed to qualify to swim for an event/meet. This means the swimmer's time must be equal to or faster than the minimum time designated in order to swim.
Open Event	An event swum without regard to age.
Positive Check-in	A swimmer must personally register with his/her coach that they are present at a session of a meet. When check-in is complete then heat sheets are generated.
Preliminary/Final Meet	A competition where swimmers compete in preliminary heats, which are usually held in the morning. The fastest swimmers from the preliminaries qualify for the finals session, usually held in the early evening of the same day. Points and awards are awarded based upon the results of the finals.
Psyche Sheet	A listing of all of the events in a meet with a ranking of all swimmers in an event. The psyche sheet for each event is included in meet program that can be purchased by spectators.
Qualifying Times	A time established to determine which swimmers are eligible to swim in an event or meet. The qualifying times used in New Jersey Swimming meets are written by the LSC. Qualifying times for local YMCA Championship meets are written by the Northern New Jersey Swim League.
Referee	The YMCA or USA Swimming official who has authority over the conduct of a meet. She/he makes all final decisions and insures the efficient running of the meet.
RY	This is the official abbreviation for the Ridgewood YMCA Swim Team. It is used on all entry forms and identifies a Breaker swimmer in meet programs.
Scratch	A swimmer does not swim in an event in which they are entered is referred to as a scratch. Breakers will only scratch an event after discussing the scratch with the swimmers coach and both parties must agree to the scratch.
Seed time	The time submitted to a meet host to enter a swimmer in an event. Swimmers are assigned to their heat and lane based upon their seed time.
Senior	All USA Swimming registered swimmers who have met the qualifying

Term	Definition
	time for an event and may swim this event regardless of their age.
Short Course	A competitive pool, which measures either 25 yards or 25 meters in length. Meets during the Fall, Winter and Spring are usually conducted in 25 yard pools.
Split Times	An intermediate time used by the coaches to help teach pacing to the swimmer. For example, a swimmers time for a 25 yard leg of a 100 yard swim.
Starter	The starter is the YMCA or USA Swimming official at a meet responsible for starting each heat.
Stroke Judge	The YMCA or USA Swimming official who determines Whether a swimmer' strokes and turns comply with the technical rules of USA Swimming. This official is empowered to disqualify those swimmers' who do not conform to the technical rules.
Swimming World	This monthly national magazine has stories and articles about swimming as well as regional and all national meet results. To subscribe, call "Swimming World" at 800.538.9787.
Team Travel Meets	A meet in which Breakers swimmers travel out of town as a team with coaches and swimmers traveling together. The coaches will be in charge of the swimmers at the pool while designated chaperones are responsible for the swimmers at all other times.
Time Trial	A swim against the clock to establish a time in an event. A time trial can count as a time for qualifying time only.
Timed Finals	A type of swim meet in which swimmers will only swim an event once. The places for the event are determined by the time achieved by each swimmer in that swim. Most meets are conducted as timed final meets.
Top 10	The National Age Group Recognition program recognizes swimmers, ages 11-17, who achieve times that are ranked in the Top 10 results for each age group event. This is a USA Swimming program.
Top 16	The YMCA Top 16 list is published late each summer by the National YMCA Swimming and Diving Committee which recognizes swimmers for performances in each age group event.
Touch Pad	The part of an electronic timing system that rests in the water at the finishing end of each lane. Swimmers' times are electronically recorded when the pad is touched.
USA Swimming	The national governing body for all amateur swimming in the United States. National headquarters are in Colorado Springs, Colorado. USA Swimming administers age group and senior swimming. A swimmer must be an athlete member of USA Swimming in order to compete in USA Swimming sanctioned meets.

12. Appendix B: Ridgewood YMCA Breakers Contact Information

12.1. Breakers Office:

Office Telephone/Voicemail 201.444.5600 ext. 319

[This phone has voice mail and is the best way to contact the coaching staff away from the pool]

Fax line 201.652.8877

Email address brimbault@ridgewoodym.org

Web site www.ridgewoodymca.org/breakers/default.asp

Please contact the coaches after practice with concerns about your swimmer. If that is not possible please send an email or leave a voicemail with the office and your message will be communicated to the appropriate coach.

12.2. Breaker Web site

The Breaker web site (www.ridgewoodymca.org/breakers/default.asp) is must reading for Breaker families! The site contains dual meet information as well as information about our invitational meet schedule.

12.3. STPO Board for 2009-2010

Role	Person Responsible
President	Kevin Cortright
Vice President - Dual meets	Margaret Finucane-Boos
Vice President - Invitational meets	Sue Mathus
Secretary	Sue Marsella
Communications	Kathryn Gritz
Fundraising Chair	Katy Devine
Publicity	Martha March

13. Appendix C: Ridgewood YMCA Breakers Swim Team Code of Conduct

The Ridgewood YMCA expects behavior in accordance with the YMCA mission and its core values of caring, honesty, respect, and responsibility. We believe that swimmers should understand and live by standards of honorable behavior, which are essentially a matter of attitude and spirit rather than a system of rules and regulations. Decent, self-respecting behavior must be based on personal integrity and genuine concern for others and on the ethical principles which are the basis of civilized society.

The members of the Breakers Swim Team should conduct themselves in a trustworthy manner that will further the best interests of the Ridgewood YMCA, the Breakers Swim Team, and the practice group that they practice with. They should act as responsible members of the community, working for the common good rather than solely for personal advantage. They should honor the rights of others, conducting themselves at all times in a moral and decent manner while at the Ridgewood YMCA, representing the Breakers at meets, and throughout their lives as citizens of and contributors to the larger community of the world.

Acknowledgement:

Swimmer's Name	Swimmer's Signature	Date
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Parent's Name	Parent's Signature	Date
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