



SWIM PRACTICE

Practice will be in the mornings Monday, Tuesday, Thursday, Friday, and Saturday and also Monday, Tuesday, and Thursday evenings. All swimmers should come to as many practices as possible. Swimmers who work out with a year-round team are required to attend at least one Hamilton practice per week in addition to attending time trials.

Please be on time. Practice is more effective when everyone begins together.
** Goggles are recommended. Swimmers should bring shoes for dry-land training.*

PRACTICE SCHEDULE:

Pre-season Clinics will be **April 16-May 14** at **Greensboro College Pool (corner of Market & Tate)**

Wednesdays, 6:30-8:00 PM

Saturdays, 2:30-4:00 PM



Fees for pre-season clinics may be paid at registration or at your first clinic attended, and are as follows:

5 sessions: \$20 per swimmer;

10 sessions: \$30 (no more than \$50 /family)

Practice Times at HL before school is out:

5/19 - 6/9

Mon - Thu, 4:00-6:30 (10 & under 4-5, 11 & up 5-6:30)

Sat - 8:00-10:30 (10 & under 8-9, 11 & up 9-10:30)

Yellow-Black meet - Saturday, May 31, warm-up at 8:00 AM

Time trials - 5/17, 6/14

Summer Schedule, beginning Wednesday, June 11:

Mon, Tues, Thurs, Fri, Sat 8:00-10:30 (8 & under 8-9, 9&10 8-9:30, 11 & up 9-10:30)

Mon, Tues, Thurs 5-7:00 (8 & under 5-5:45, 9-12 5:30-6:30, 13 & up 6:30-7:30)

SWIM PRACTICE (continued)

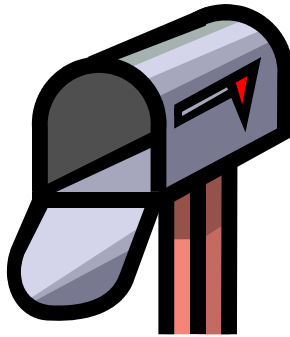
BAD WEATHER POLICY: If it is raining, we will usually still hold practice. Swimmers are encouraged to wear running shoes and appropriate clothes for dry-land training, which takes place in the clubhouse. There will also likely be games for the younger swimmers, and possibly swim instruction videos or other learning opportunities for older swimmers.

SUPERVISION: Our coaches are responsible for coaching. They cannot chase swimmers who wander off. If you are concerned about whether your child can stay with the coach, then an adult should accompany that child to practice.

All parents should make sure that practice is being held before leaving children at the pool.

COMMUNICATING WITH COACHES: Please do not use practice time to speak with a coach. Any concerns that you may have should be addressed well before or following practices. Using the coaches' mailboxes at the pool or email are other good ways to communicate with them.

KEEPING UP WITH SWIM TEAM ANNOUNCEMENTS: Newsletters and important announcements will be distributed to each swimmer's "mailbox" at the Hamilton Lakes clubhouse. Please also check the HL website at least a couple times a week for information specific to swim team (Hamiltonlakes.org).



CODE OF CONDUCT

The head coach and the assistants, expect each swimmer to treat others with respect. Any behavior toward a coach or another swimmer that is unconstructive and subsequently not beneficial to the team will be dealt with swiftly, first with a warning, then with parent notification.



SWIM MEETS - General Information

Each week Hamilton Lakes swims in a Dual Meet against another CSA team. Competitive swim meets help to teach swimmers good sportsmanship and discipline while helping to develop their competitiveness. The combination of these characteristics result in TEAM SPIRIT; working together for a common goal. Parental support through active participation in Hamilton Lakes meets and events helps to reinforce those life skills the children are learning.

If you plan to miss or be late for a meet, please let the head coach know in writing. This allows proper entry of swimmers for all events. There are a limited number of substitutions allowed at a meet. Unexpected absences create difficulties for coaches, and sometimes result in forfeited points.

Note: CSA rules state that if a swimmer misses an event for which a substitute swims, he or she is not eligible for subsequent events at that meet, including relays!

MEET DETAILS

STARTING TIMES: Dual meets begin at 5:30 PM, with warm-up at 4:30 PM.

AGE GROUPS: Age groups consist of the following: 6 & under, 8 & under, 9-10, 11-12, 13-14, 15-18. A swimmer's age is based on his or her age as of midnight of the day of the start of the meet in which he/she is swimming. For example, a swimmer who will be 13 years old on or before the first day of the start of the CSA Championship Meet will swim in the 13-14 age group at City Meet, but is considered an 11-12 age-group swimmer for prior dual meets. A swimmer who becomes 13 years old on the second day of the CSA Championship Meet will swim in the 11-12 age group for dual meets and City Meet. Participants must swim in their respective age groups with the exception of relays.

Relays: There may be two members of a relay team from any younger age group. Such substitutions with younger swimmers may be made to fill slots *only when an inadequate number of swimmers are available in the older age group*. Younger swimmers may not replace older swimmers who are otherwise eligible to swim on the relay in question. Violations of age entry rules will cause disqualification of the violating swimmer and relay.

High School Graduates: Swimmers who have just graduated from high school, but who turn 19 prior to City Meet are allowed to swim in the 15-18 age group.

ENTRIES: Each member team may enter only three (3) official swimmers per individual event in a dual meet and only one (1) official relay team per relay event. Any swimmer can swim a maximum of five (5) events - no more than three (3) individual events and no more than two (2) relays.

There will be only one heat of long-distance freestyle, individual medley, and relay events. For all other Dual Meet events, there will be whatever number of heats necessary to accommodate all entries. Beginning in 2005, *there will be no exhibition heats*. Heats will be swum fastest to slowest, and coaches are required to enter genuine swim times so entry placement will be appropriate. All swimmers have an equal chance at scoring, although only the top three swimmers from any one team can score points. This means, therefore, that if Team A swimmers post the fastest six times, Team A will score the top three places, with Team B scoring places 4, 5, and 6 despite slower times.

Ribbons, however, will be determined based on actual finish times. It is feasible, that Team A in the above example, will go home with the top six place ribbons.

Preparation and distribution of the ribbons are the responsibility of the club entering the swimmer, and will be given out at the next practice after the meet.

SCORING: Scoring for the Dual Meets is as follows:

Relays

10 points for first place

5 points for second

Individual Events

7 points for first place

5 points for second

4 points for third

3 points for fourth

2 points for fifth

1 point for sixth

DISTANCES: Exact distances for dual meets will depend upon each pool's dimensions but will be as close as possible to the following:

- 6 & Under Individual 25 meters / yards
- 6 & Under Relays 100 meters / yards
- 8 & Under Individual 25 meters / yards
- 8 & Under Distance Freestyle 50 meters / yards
- 8 & Under Relays 100 meters / yards
- Individual Medley 100 meters / yards
- Long Distance Freestyle 100 meters / yards
- 9-10, 11-12, 13-14, 15-18 Individual 50 meters / yards
- 9-10, 11-12, 13-14, 15-18 Relay 200 meters / yards

DISQUALIFICATION (DQ): If a swimmer fails to comply with the stroke and turn rules, a Stroke & Turn Judge may disqualify a swimmer. Almost all swimmers have been DQ'd at some time. This should be viewed as a learning experience, not a failure. Swimmers should discuss this with their coach, and formulate a plan to correct the mistake. DQs may occur because of illegal starts or finishes as well.

WHAT TO BRING

Getting ready for a swim meet can seem like you'll be camping for a week! High on the recommended "bring" list is sweats to pull on after warm-ups and at the end of the meet when *it is usually considerably cooler and swimmers are wet*. Since there is a lot of "down time" between events, drinks and snacks, as well as cards, games, and books help kids pass the time. **Write your name on absolutely everything you bring.** The checklist below might help you pack:

Positive Attitude

Swim Suit

Swim Cap

Goggles (*an extra pair just in case*)

Towels (*2 or more per swimmer*)

Sweatpants & Sweatshirt

Money for Concessions

Sun block (*very important!*)

Water & Juice (*no glass containers*)

Healthy Snacks

Cards, games, books, etc.

Lawn Chairs (*for parents*)

WHAT TO EXPECT

Plan to arrive 15 minutes before warm-ups start. This way you can "stake your space," find your goggles, and report to the coaches when the announcer calls for warm-ups. Shortly after teams have warmed up, the meet should begin. When you hear your event called, report to the "Clerk of Course." This is the person who gets the swimmers in order for their event. Younger swimmers must be encouraged by their parents to stay in the team staging area at all times and to report to the Clerk of Course when their events are called. PARENTS: It's important to allow your child to remain at the Clerk of Course staging area alone. Parent volunteers can do their job best if they don't have to contend with extra moms and dads!

SWIM MEET VOLUNTEERS

Organizing and keeping a swim team going takes many volunteers. Home meets require more than 50 workers and away meets require about half that number. It is the responsibility of every parent of a swimmer to help out in these positions. Please pitch in to make this a great season for our swimmers! Following are descriptions of volunteer positions.

Announcer — Calls up events and announces names of swimmers in each event.

Card Sorter — Writes the official time on the card, determined by the middle time recorded. (Fastest and slowest times are discarded.) Swimmers' cards are arranged by fastest to slowest official times for each event, and the corresponding place is recorded on each card. In the event of a DQ, the Card Sorter staples the entry card to the DQ slip, and places all DQs on the bottom of the cards for that event, then passes all cards (in order) to the scorer.

Clerk of Course — Organizes and seats the swimmers in the event they are to swim as assigned on the swimmer's entry card. The Clerk of Course also consolidates swimmers into heats in events where there are more swimmers from one team than the other, in order to expedite the meet. For example, in an event with 12 swimmers from Team A and 18 swimmers from Team B, there will be 4 heats of three swimmers from each team, and Clerk of Course will place the remaining Team B swimmers in the fifth heat together despite what lane and heat assignments indicated on their card.

Hospitality, during the meet — Keeps all workers and coaches hydrated with water or other beverages.

Hospitality, pre-meet — Especially for parents who cannot help *during* the meets, this job involves contributing to the snacks and drinks provided to swim meet volunteers *at home meets only*. Foods can be brought to the pool at any time prior to the start of the meet. Especially appreciated are home-baked goodies (cookies, muffins, banana bread) and fruit (cut or whole).

Newspaper Recorder — The Newspaper Recorder fills out the results form to be sent to CSA's web site manager, who will put them on the CSA web site and forward them to the News & Record. This form needs to be downloaded from the CSA web site (www.greensborocsa.org), completed, then emailed by 9:30 AM on the day following the meet. Complete instructions are on the form itself.

Place Judge — Determines which swimmer finishes first, second, third, etc.

Referee* — Presides over the meet to see that the meet runs on time, and is fair and safe for all swimmers. It is the responsibility of the Meet Referee to stop a meet due to hazardous weather conditions. The Meet Referee holds meetings for coaches and officials at the beginning of each meet to answer any questions and make necessary clarifications of rules and procedures. The Meet Referee clears the pool at the start of each race by blowing a whistle. He must also sign all swimmer disqualification forms before they are sent to the Scorer's Table.

Ribbon Labeler — Places labels on ribbons indicating swimmer's event, age group, and time, on the morning following a dual meet. Labels are printed out after the meet's data are entered (see Scoring Data Entry).

Runner — Transfer meet documents as needed. Card Runners bring entry cards from timers to scoring table. DQ Runners bring DQ slips from judges to meet referee for initialing, then to scoring table. Note: Card Runners must also run cards from the starting end of the pool to the finish end in races of just one length.

Scorer — Keeps a cumulative score of the meet. This record indicates by event the swimmer's name, team, time, and points earned. Each team provides a Scorer, and they work together to confirm accuracy.

Scoring Data Entry — Enters each event scores to a computer. This is done the morning following a dual meet using the completed score sheet.

Starter* — Gives the commands to the swimmers to start each race, and then to start the race.

Stroke and Turn Judge* — Determines if each swimmer is swimming the stroke legally as defined by USA Swimming rules. It is the responsibility of the Stroke Judge to disqualify any swimmer whose stroke, start, turn, or finish is illegal.

Timers — Time the swimmers in each race using stopwatches provided by each respective team. One Timer records all times on the entry card, which the Runner picks up for delivery to the Scoring Table.

Volunteer Coordinator — Confirms (by phone) volunteers for each meet according to volunteer sign-ups. Also seeks to fill positions when needed.

**CSA clinics are required for Meet Referee, Starter, and Stroke Judge positions. See GreensboroCSA.org for times and locations of training.*

CSA Dual Meet Entry Procedure

2006 Season

Coach Responsibilities

- Entry cards are to be completed by coaches as follows:
 - Each swimmer's first and last name, age group, event name and number, and entry time should be clearly indicated on entry cards.
 - Heat and lane assignments should be *left blank*, to be completed by the Clerk of Course.
 - Entry times for each swimmer are mandatory.
 - Cards must be submitted to the host team in event-number order and sorted from fastest to slowest entry times within each event.
- Entries may be done manually or by using *Team Manager* software.
- Entries must be submitted to the home team by 12:00 pm meet day.

Clerk of Course Responsibilities: Seeding Procedures

Before the start of the meet, the Clerk of Course is required to write the assigned heats and lanes on the corresponding pink and blue cards. **The home team uses even-numbered lanes, and the visiting team uses odd-numbered lanes.** The Clerk of Course then directs swimmers to heats and lanes according to assignments indicated on their entry cards.

Lane	Sample Entry Time
1	Third-fastest Away Swimmer 1:04.14
2	Next-fastest Home Swimmer 0:59.66
3	Fastest Away Swimmer 0:55.79
4	Fastest Home Swimmer 0:56.25
5	Next-fastest Away Swimmer 1:00.78
6	Third-fastest Home Swimmer 1:03.42

In CSA dual meets, the fastest swimmers swim in the first heat, with each subsequent heat having progressively slower entry times. **Within each heat, the swimmer with the fastest entry time is assigned to the innermost lane (lane 4 for home team and lane 3 for visitors), with progressively slower entry times in outer lanes.** (See diagram.) Note: It is possible that a *Home* swimmer in Heat 2 has a faster entry time than an *Away* swimmer in Heat 1 if the home team has more depth in that event.

In events with an unequal number of swimmers from each team: After all of one team's swimmers have been assigned lanes, subsequent heats are then combined as necessary to fill all lanes, thereby expediting the meet. For example:

Team A swims Team B at Team B pool. Team A enters 15 swimmers in an event, while Team B enters 8 swimmers. Lane assignments are *always* even-numbered lanes for the home team and odd-numbered lanes for the visitors *until* all of Team B swimmers are seeded. When there are fewer swimmers than lanes available, the middle lanes are filled first.

- Heat One: Team A in lanes 1, 3, 5; Team B in lanes 2, 4, 6.
- Heat Two: Team A in lanes 1, 3, 5; Team B in lanes 2, 4, 6.
- Heat Three: Team A in lanes 1, 3, 5, 6; Team B in lanes 2 and 4.
- Heat Four: Team A in lanes 1, 2, 3, 4, 5*.

*In the example above, the Clerk of Course will assign lanes to Heat 4 swimmers (all from Team A) with the fastest entry time in lane 3, and progressively slower times assigned to lanes 4, 2, 5, and 1, respectively.

CSA Scoring Procedure - Three Timers Per Lane

2005 Season

The scoring table includes 1 scorer from each team, and 1 card sorter provided by the home team. Each team is responsible for their own ribbon writers. See the note below about ribbon writers.

1. One TIMER records all three times on the swimmer's card, **and circles the middle time.**
2. The RUNNER delivers the cards to the scoring table, directly to the CARD SORTER.
3. The CARD SORTER collects all cards for the event (all heats), and organizes the cards from fastest to slowest, placing any DQ cards at the bottom of the pile. DQ cards should be marked with a "DQ," and have the DQ slip attached.
4. After sorting cards from *all* heats in a given event, the CARD SORTER assigns 1st through 10th place, and writes the correct place on the swimmer's card. Swimmers placing 11th and higher will not have a place written on their card. Teams may choose to provide ribbons beyond 10th place, but CSA does not provide these ribbons.
5. The CARD SORTER then hands the stack of cards to the SCORERS. The SCORERS pull cards of the top three places (top two places for four-lane pools) from each team, and arrange them in order of fastest to slowest. These will be the scoring swimmers for the meet.
6. The SCORERS at this time pass all the remaining cards to either the data entry people or to the ribbon writers.
7. The SCORERS then record the top six (or four) swimmers' names and times on the scoring sheet, and adjust the score accordingly.
8. The SCORERS pass the six (or four) scoring swimmers' cards to the data entry people or ribbon writers.

Note: The top six ribbons always go to the fastest six times. Because only three (or two) swimmers from each team can score, place ribbons may not coincide with scoring swimmers.

RIBBON WRITERS:

Each team is responsible for their own ribbon labels and the necessary volunteers to create those ribbon labels. While the ribbons are provided by the home team each team must create their own ribbon labels. Some teams choose to hand-write ribbon labels at the scoring table, or after the meet. Others choose to use computer-generated ribbons, entering the data into the computer at the scoring table. Whatever mechanism chosen, each team should provide the necessary volunteers.