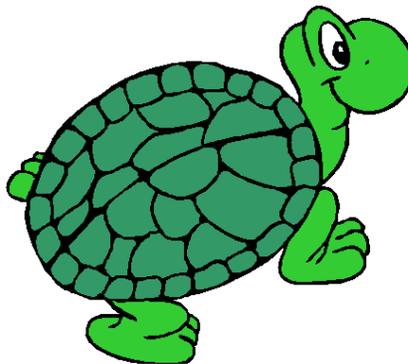


Beekman Beekers Swim Team Manual

2018

The mission of the Town of Beekman Recreation & Parks Department is to provide recreational opportunities which will encourage a healthy and active lifestyle. We strive to promote lifelong leisure skills and to enhance the quality of life and sense of community for all residents of the Town of Beekman.



I. Parents

A. Personal responsibility for direct family and guests

- 1. Purchase own suits when choosing a suit, pick a suit that is BLUE AND GREEN (our team colors) and close to the design of the previous years. YOU DO NOT NEED A NEW SUIT EVERY YEAR.**
- 2. Ensure all non-practicing individual are OFF docks and not in the creek.**
- 3. Ensure no one is playing at the water's edge; all sand building/water play should be on Patron Beach and individuals MUST have wrist bands to use that beach.**

B. Assist with practice

- 1. Bring your child regularly to practice at the docks**

C. Fund raise for Ribbons, Trophies

- 1. Coordinate bakes sales at meets**
- 2. Organize t-shirt sales**
- 3. Run a bathing cap fund raiser**

D. Contribute to Team Spirit

- 1. Coordinate festivities/food at Paper Plate Awards**
- 2. Coordinate Team pictures**
- 3. Coordinate posters and signs for meets**

E. Assist with Meets

- 1. Overall Assistance/Volunteer Manager:
 - a) Order trophies and ribbons****

b) Coordinate parent volunteers

2. All Parents:

a) Email coaches and Volunteer Coordinator 3 days in advance if child will miss meet

b) Bakers

c) Bake sale coverage

d) Timer

e) Back up Timers

f) Starter

g) Runner

h) Ribbon writers

i) Score Keeper

j) Card line up person

k) Finish Judge

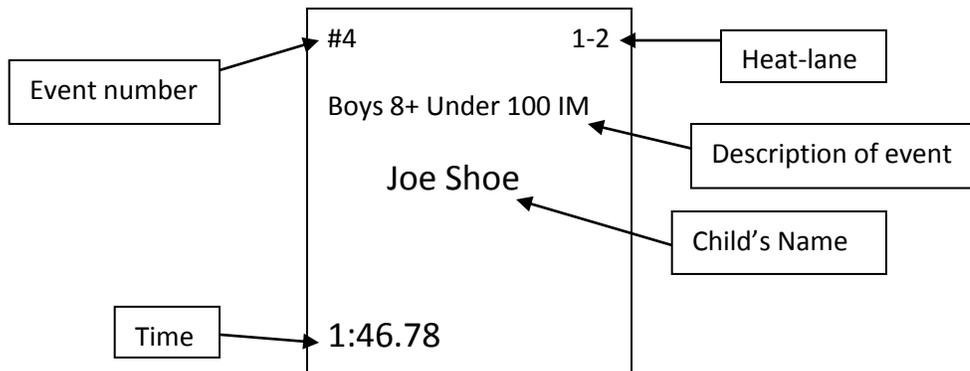
SCORE KEEPER

Description: Works with the score keeper of the other team to go through cards from the timers and calculate each teams score using our score keeping packet.

Equipment: - Calculator, Pencils, OUR score sheet, cards.

Instructions:

- 1) You will receive cards at the end of each race that look like this:



Along with a judges card that indicates the place that each lane came in.

- 2) On the score sheet, it says the event in the left hand column. Then it is followed by 3 lines. On these lines you will write the names of the children from our team (so we have record), followed by each child's time, and in the score column write the number of points received by our team and the other team. In the column for the other team, you do not need to write the names of their swimmers, but please include their times and place.
- 3) Calculate our score, AND the other teams score based on the following point distributions (ONLY heat 1 can score):

Relays: 1st place- 10 points, 2nd place- 6 points, 3rd place –2 points

Individual Events: 1st place- 5 points, 2nd place – 3 points, 3rd place- 1 point

- 4) Check your point calculations with the other teams score keeper to be sure that it is accurate.

Notes from the League: "No team can sweep all the points in a race. If the team that doesn't place has a swimmer in the race, they automatically get third place point(s) even though the ribbon goes to the actual third place finisher. If one team has no swimmers in a race, no one gets the one point for third place" IT IS A LEAGUE RULE NOW THAT ONLY HEAT 1 SCORES.

FINISH JUDGE

Description: This job will require a person to watch the end of the race and decide which lane took which place.

Equipment: Pencil, Clipboard, Judges Slips.

Instructions:

1. You will receive a stack of paper that looks like this:

Judges Slip	
EVENT #	_____
Place	Lane
1	_____
2	_____
3	_____
4	_____

You will write down the event number and the HEAT where it says Event # _____. Then you will write down the LANE of the person who placed in each _____.

2. This judge's slip will be handed to the RUNNER after it is filled out.

Notes:

- We DO NOT DISQUALIFY so if they touch the wall first, they get first place, unless they swim the wrong stroke entirely. If there is a tie, a TWO HAND TOUCH for breaststroke and butterfly will place first.
- Please be sure you are accurate with your judging and do not favor our team or certain swimmers because your slip of paper will be given to the score keepers who will compare your judging to the timers time in order to be sure points are awarded fairly and where they are deserved.

RUNNER

Description: This job requires someone to walk up after each race (each heat) and collect the judges slip from the finish judge, and the cards with times written down from each of the 6 lanes.

Instructions:

1. You will walk onto the left hand ramp to the docks and collect the FINISH JUDGE SLIP from the finish judge, and 6 cards, one from each of the timers behind each lane.
2. Please help the timers by double checking that there is a time written down.
3. You will then order the cards, FINISH JUDGE SLIP, LANE 1, LANE 2, LANE 3, LANE 4, LANE 5, LANE 6 and bring them up to the scorers table. Here the score keepers will have either a basket or a rock for you to place them under.

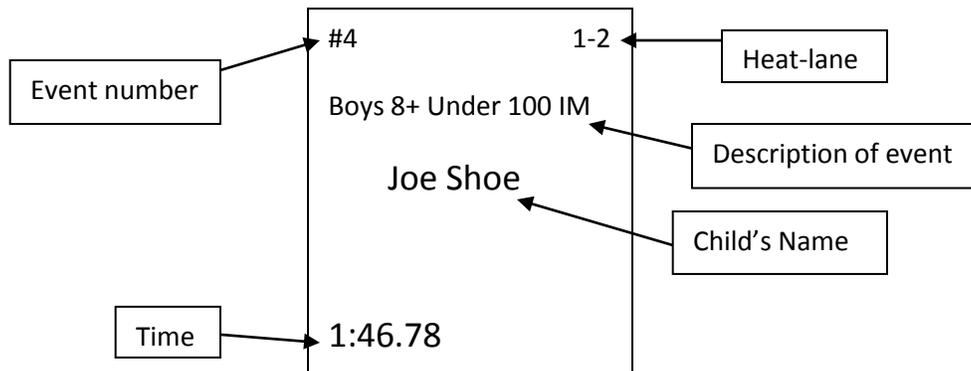
TIMER

Description: You will have a stop watch, and will time each of the swimmers to the best of your ability, and record their time on the card you received with their name on it.

Equipment: Clipboard, pencil/pen, stopwatch, kickboard

Instructions:

1. You will receive a card that looks like this:

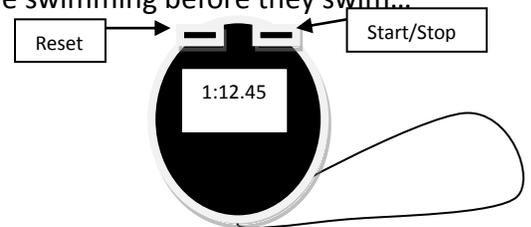


Please check to make sure the swimmer who steps up to swim is the swimmer on your card, and that they are in the correct heat and lane (heat is the order that that swimmers swims in the event, so sometimes when we have 3 heats, you will have 3 swimmers lined up for a certain event, please be sure they are in the right order).

2. You may want to remind the swimmer what they are swimming before they swim...

3. You will hear the starter give three commands:

- a. *Timers are you ready*
- b. *Swimmers take your mark*
- c. *GO (or whistle)*



On go, you will click START on your stop watch (usually the right hand button), and when the swimmer touches the wall you will click the same button to stop your watch. Record the time on your card, and hand it to the runner when they come by to collect the cards. To reset your watch for the next race, click the left button.

NOTE: If you miss a start, there is a back-up timer. Raise your hand and that person will come over to time your lane for you. PLEASE RECORD TIME OUT TO THE SECOND DECIMAL. We also do not disqualify, so every child gets a time, regardless of legality. Use the kickboards to protect kids from hitting the wall in their backstroke.

BACK-UP TIMER

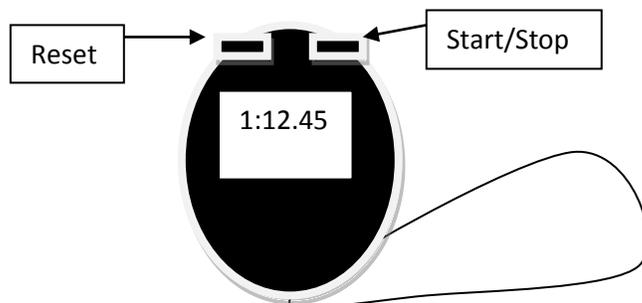
Description: This person is responsible for starting their stop watch when the starter says GO every time. If a timer in a lane needs a back up timer, they will raise your hand and you will time their lane.

Equipment: stop watch

Instructions:

1. You will hear the starter give three commands:
 - a. *Timers are you ready*
 - b. *Swimmers take your mark*
 - c. *GO (or whistle)*

On go, you will click START on your stop watch (usually the right hand button), and when the swimmer touches the wall you will click the same button to stop your watch. Record the time on your card, and hand it to the runner when they come by to collect the cards. To reset your watch for the next race, click the left button.



NOTE: We do not disqualify, so every child gets a time regardless of legality of their swim.

STARTER

Description: This person must have a loud CLEAR voice and feel comfortable running a meet. They will announce the start of a race using the bullhorn, and help keep the meet running.

Equipment: Bullhorn, meet sheet (with number of heats of the event included), pencil

Instructions:

1. You will start the meet by welcoming the other team to the rec. During this time you will announce for both teams to send their swimmers in Event #1 (the 10+ under medley relay) and their timers up to the docks.

2. It will be your responsibility once everyone is in place to ask the coaches if they are ready to start.

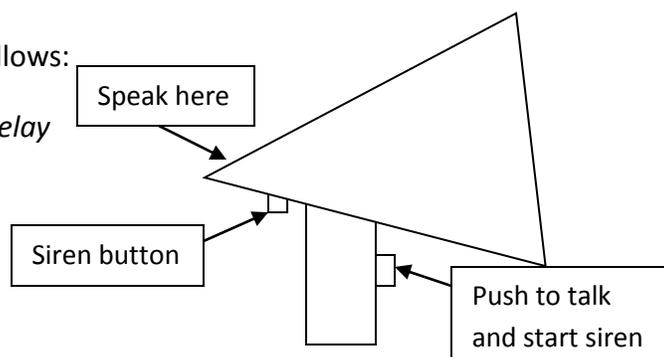
3. When you start a race you will announce as follows:

a. *Event #1, Mixed 10 and under medley relay*

b. *Timers are you ready*

c. *Swimmers take your mark*

d. *GO*



4. You will have a meet sheet with the phrase listed under a. written out, and how many heats of each event there will be. A heat is the number of times that race will be started. If there are 2 heats, it means you will start the race twice for two sets of swimmers, etc.

5. When you do step b. make sure that timers are at your attention and ready to go. If someone is fumbling, wait for them then ask again.

6. When you say swimmers take your mark, BE CLEAR. Swimmers are listening for this key phrase. After this, please wait a second for all swimmers to be in their start position and NOT MOVING.

7. The start in our case is a "go". There is a switch on the bullhorn that switches to a siren mode. Switch this switch then click the button as you would to talk.

NOTES: As the starter you are directing the pace of the meet, so please ensure the meet moves quickly and efficiently. If a swimmer is missing for their race you may announce their name, but realize that sometimes a swimmer is absent and may be on your meet sheet, but may not be present.

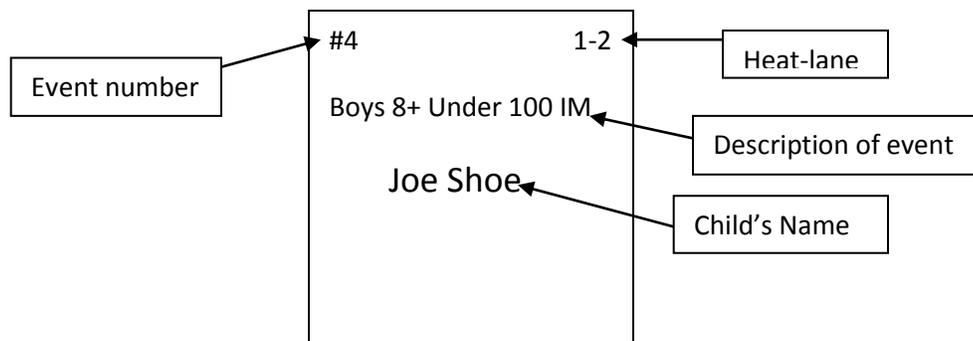
LINE-UP HELPER

Description: These people will work together to hand out cards to swimmers and line all swimmers.

Equipment: Meet sheet, meet cards

Instructions:

1. At the start of the meet you will take the meet cards and a copy of the meet sheet from the coaches. As soon as warm ups are done you will start gathering together the medley relays for event #1.
2. The cards will appear as follows:



When handing out the cards to children 11 and up, the kids should know where to be when, but if they ask, direct them towards the dock.

3. 8 and under swimmers and 9-10 swimmers only swim 25 yards, so they will be starting on the side of the dock OPPOSITE the timers. Their cards must be delivered to the appropriate lane BEFORE their event. The swimmers need to be lined up in their lane with appropriate instructions regarding when to go (Tell them a heat is your place in line behind the lane).

NOTES:

- Older kids on the team are extremely helpful resources, they know most of the kids so use their help to locate children.
- Remind children to STAY CLOSE or within a restricted area so you can find them when their race is approaching. You don't want to be chasing kids all over the park.

RIBBON WRITER

Description: You will be located at the scorer's table and will fill out ribbon information for the children's ribbons.

Equipment: Pens, ribbons, ribbon folder

Instructions:

1. As the meet starts, children who place 1-3 in a race, will receive a ribbon. Each ribbon has a tab on the back with the information regarding WHY that child received that ribbon.
2. After filling out the back of the ribbon, you will put them into our ribbon folder in alphabetical order by last name according to the tabs. RIBBONS ARE PLACED IN FRONT OF THE LETTER.

NOTES: This job has down time during the meet, but will be a mad dash at the final few relays, please recognize that you will work WITH the score keepers on this. Scorers will only be scoring heat 1, and as such we will only be giving ribbons to 1st-3rd in heat 1.

IF OUR TEAM OR THE OTHER TEAM HAS CHOSEN TO GIVE OUT PARTICIPATION RIBBONS OR HEAT WINNER RIBBONS, IT IS THE RESPONSIBILITY OF THAT TEAM TO FILL OUT THOSE RIBBONS.

EQUIPMENT NEEDS

HOME MEETS (* for away meets)

	Staff	Parents
6 kickboards	X	
5 stop watches*		X
4 clipboards*		X
Bullhorn	X	
Ribbons		X
Score sheet*		X
6 Meet sheets*	X	
4 Name sheets*	X	
Ribbon box*		X
Pens/pencils*		X
Judges slips		X
Rocks*		X
Posters (opt)*		X
Sharpies*		X
Cards*	X	
Water		X
2 Tables	X	
6-8 Chairs	X	
Garbage cans	X	

II. Coaches

A. Practice

- 1. Provide instruction & set up stroke workshop schedule**
- 2. Workout help**
- 3. Hand out ribbons**
- 4. Difference between 10+ under practice and 11+ up practice**

B. Meet Responsibilities

- 1. Tell kids what to bring**
- 2. Confirm which parent is bringing supplies needed**
- 3. Write events on kids hands**
- 4. Give kids encouragement**
- 5. Manage communication with the other teams**
- 6. Ensure meet runs smoothly (last minute changes)**

C. Outside work

- 1. Create meets (HOW TO: Use Team Manager)**
- 2. Write workouts**
- 3. Email communication**
- 4. Coaches Meeting**
- 5. FOR THE END OF THE SEASON:**
 - a) Paper plate awards**
 - b) Championship meet**
 - c) Mary Lou Gotsch Award**

COACHES

Description:

"A coach is a politician, a judge, a public speaker, a teacher, a trainer, a financier, a laborer, a psychiatrist, psychologist and a chaplain. It also helps if he is an astrologer or at least understands numerology.

He must be an optimist and yet at times appear a pessimist, seem humble and yet be very proud, strong but at times weak, confident yet not over-confident, enthusiastic but not too enthusiastic.

He must have the hide of an elephant, the fierceness of a lion, the pep of a young pup, the guts of an ox, the stamina of an antelope, the wisdom of an owl, the cunning of a fox, and the heart of a kitten. It will also be to his benefit to develop the acting ability of a poker player with a pat hand.

He must be willing to give freely of his time, his money, his energy, his youth, his family life, his health and sometimes even life itself. In return, he must expect little financial reward, little comfort on earth, little privacy, little praise but plenty of criticism.

However, a good coach is respected in his community, is a leader in his school, is loved by his team, and makes lasting friends wherever he goes.

He has the satisfaction of seeing youth develop and improve in ability. He learns the thrill of victory and how to accept defeat with grace. His associations with athletes help keep him young in mind and spirit; and he, too, must grow and improve with his team.

In his heart he knows that, in spite of the inconveniences, the criticisms, and the demands on his time, he loves his profession, for he is THE COACH."

THINGS TO KNOW:

- It is an unwritten rule here that every Friday is "Fun Friday". Play a game that all players CAN play, and make it level appropriate (DON'T play water polo with the little kids, they will drown each other).
- At the beginning of the season it is a good idea to get team spirit going by asking kids to make posters for their team. Our mascot is a Beeker (That is a turtle, technically a very muscular turtle). You can make an incentive like they will get a piece of candy for every poster they bring in.
- Keep in mind the AGE of the kids... little kids will only accomplish MAYBE 500 yards in an hour.
- Years ago a rivalry started between BEEKMAN and FREEDOM. It continues today. The goal is to beat freedom, and our kids will make that clear. They have a very good team, but don't underestimate Tymor or Red Wing. They are beatable, but strong.
- OUR CHEER IS, AND HAS ALWAYS BEEN:
 - "Don't mess, Don't mess, Don't mess with the best cause the best don't mess, Don't fool, Don't fool, Don't fool with the cool cause the cool don't fool, We'll B-E-A-T beat-em, We'll B-U-S-T bust-em, Beat-em, Bust-em, That's our custom, Come on Beekman readjust-em
- Beekman Courtesy:
 - Please continue to allow the away team to warm up last, as their swimmers will arrive over time, it is better to allow their swimmers to trickle in and all get to warm up than to force them to warm up first.
 - We do a cheer at the end of the meet to congratulate the other team for a job well done. A good one is:
 - Alligator Alligator munch munch munch... who do we think is a mighty fine bunch... (insert team name) (team name repeated) GOOO (team name)
- Our age up date for this season is June 21st, meaning if they are 10 on that date, then they swim as a 10 year old.
- As a coach you want to be fair. We have always tried to give every kid a relay if possible in every meet. They enjoy swimming with their teammates.
- WE ENCOURAGE SPORTSMANSHIP! Teach them to shake hands after every race, and wait in the water until all swimmers have finished their race.

PRACTICES

10+ Under Practice

1. You will want to encourage older kids on the team to come help you out with this practice. One will sit in lane 1 with the kids who can't really finish a lap on their own and basically teach a swim lesson. It's great practice for anyone who wants to be a WSI or a teacher, and tell kids that you will sign off on NHS or HS required community service hours.
2. Decide what will be taught at each practice BEFORE practice and make 4 different index cards with the workout for a different level. Think of the kids in lane 1 as a beginner group, and then lane 2 will probably finish 400 yards, lane 3 about 600, lane 4 about 800, lane 5 and 6 up to 1000. These index cards will help you because you can put them at the end of the lane so the kids know what they are supposed to do and you don't have to keep telling them. Then you can focus on the instruction portion of the practice.
3. Your job is NOT to teach a swim lesson. You may tell kids they are not ready for swim team. If they cannot finish a lap, they are not ready. Your job is to PERFECT and teach: The 4 racing strokes, shallow racing dives, and dolphin kick off the walls. (flip turns are for the older age groups)
4. You will need to encourage sportsmanship with the little kids, so be sure to remind them of the little things over and over again.
5. This group is HARD it is a lot of kids, and some will try to steal your attention for stupid things. Don't stray from your purpose.

11+ Practice

1. These kids will need to learn FLIP TURNS.
2. Keep in mind some of them only swim the summer team, and other use this workout as a cool down from their other HARD practice. Cater to BOTH groups.
3. It is weird to coach kids that are older than you, but if you don't treat it as an issue they won't either. You are the COACH, they should listen to you and respect you.
4. Encourage these kids to help with the little kids.
5. Don't let them walk all over you. Use your authority when necessary.

NOTES:

- You will need to hand out ribbons at practices... do this after the little kids practice, and it will get both age groups.

MEETS

BRING: Ribbon box, baskets, 6 meet sheets, 4 name sheets, cards, Sharpies

Order of Events:

1. Say hello to the other coach, set up the Beekers camp
2. Start writing kids events on their hands in sharpies, marking off who is here, until warm up.
3. Coach a 15 minute warm up (its fast!)
4. Finish writing events on kids hands, utilize older kids
5. DO TEAM CHEER
6. Check on who did not come.
7. Change medley relays according to who did not make the meet
8. Explain medley relay to kids (back, breast, fly, free) and assign who swims what (let them choose to avoid controversy).
9. Start giving pep talks to kids who are swimming IMs (it's a good idea to write the order on the little kid's hand. They can get nervous and forget but when its there, it is a sense of security).
10. Check with Line-up helpers to see who has checked in for events 11-13, because these usually have the most number of kids. Make sure their attendance lines up with yours.
11. Give kids pep talks, and cheer them on, from the docks.
12. There will be a 10 minute break before relays. Get your relays together and make sure you change the relays so you can have as many relays with 4 legal swimmers as possible. If you have to move kids up, DO SO CAREFULLY. Do not jeopardize a more competitive relay.

NOTES: The other coaches will expect YOU to keep your part of the meet running. It is your responsibility to check and make sure everything is in place to start the meet and ensure it runs smoothly. Relay changes need to be changed BEFORE relays. You want to have your #51-53 relays standing on the docks BEFORE the end of the break. Double check heats and lanes... if someone is absent from heat 1, move someone from heat 2 up. It gives them a chance to score, or get a ribbon (their favorite part).

OUTSIDE OF REGULAR TIME

COACHES MEETING

Tom Bubel (Coach of Freedom, Unofficial head of the lake league) will organize a coaches meeting. Here you will bring the availability provided by the rec office to schedule meets with all the other coaches. Here we will also go over the league rules. While we have no official governing body, please abide by the rules because we expect the other coaches to respect our team in the same manner.

CREATING MEETS: USING TEAM MANAGER

- ❑ Team Manager is new as of 2011. Our CURRENT version is Team Manager 7.0 lite edition. It DOES NOT print labels for cards OR all reports so check before you rely on having a document.
 - ❑ It is a program you need to play around with to learn.
1. In order to create your first meet you must first type in your roster. Type in each swimmer's name, and BIRTHDAY. You will need to input our age up date for that current year and the program will automatically place kids in an age group.
 2. You may use an old meet and just change the name. The events will be pre entered into the computer. Up top there is an option for Entries. Click on that and chose entries by swimmer or event (your choice which way you want to do it). REMEMBER: Each swimmer may compete in 3 individual events and 1 freestyle relay (the medley relay does not count against them in this count).
 3. You will need to change your meet last minute sometimes... DON'T PANIC... do it at the meet, and see who you have there before throwing together 3-4 relays that don't work.
 4. INSTRUCTION MANUAL FOR TM IS LOCATED ONLINE... http://www.hytek ltd.com/User_Guides_HTML/SwTM6/HTML/index.html

WRITING WORKOUTS

- ❑ There are many helpful sites out there for workouts if you struggle making your own. HINT: Google search – easy swim workouts (This works for the little kids, then you can modify the workout to make it harder and longer)
- ❑ For the little kids you will want to make 4 workouts based on level, as described previously.
- ❑ If your workout is not an hour don't panic... add in starts or technique drill work.

END OF THE SEASON

- ❑ Paper plate awards
 - These take time and effort so start early. It is tradition that every child gets a paper plate award at the award ceremony. This award is specific to them: i.e. Kevin Ma- The Little Monkey award.
 - BE CREATIVE. You will have to draw a picture on this plate. Don't worry about a lack of artistic ability. The kids just care that you tried.
- ❑ Mary Lou Gotsch Award

“In the mid 1970's, Marylou Gotsch was one of the Recreation Directors at the Beekman Rec. She raised her three children at the Rec and, it seemed, everyone else's, too. She also went on to run the concession stand. If you did not have enough money - no problem - she would put it

in for you. Marylou was involved in everything that happened down at the Rec.

With the swim team, she would donate all the stuff for their home meet concessions, and help run the stand. She also helped write up the swim team tickets (with what races the kids were swimming in), line the kids up, and run the timer sheets back and forth. At the away meets, she would always make sure that all the younger swimmers were taken care of. If you were the last kid to get picked up, Marylou would wait with you. In short, she was everyone's Mom.

When Marylou died in the early '80's, it left a big hole at the Rec. The following summer, the swim team needed help with everything that Marylou had done in the past. The older kids on the team started to pick up the slack, helping with the younger swimmers and with the concession stand. For many years now, and still some 30 years later, the Marylou Gotsch award has been presented to the swim team member that most embodies the spirit of Marylou, by helping out with the team and volunteering their time to keep the team running smoothly.

Recently, her son Tim came down to the end-of-season awards ceremony, to hand out the award in his Mom's name. He had said that his Mom believed that it was always important to give back to your community, and to do your best...you did not have to be the best swimmer, you just had to love what you were doing. Tim spoke about how his mother was a woman who was very involved in the Recreation teams as a whole (not just the swim team), and always helped with fundraising, etc., to make sure that all the kids could participate in recreational activities.

Over the years, the Swim Team coaches and leaders have interpreted the award to be meant for a team member who was an older swimmer, who was dedicated to the team, worked hard, helped the coaches out, and was a Team Leader. They have made sure that it has been awarded to someone who has been a member of the team for a number of years, and that is not just awarded to the best swimmer...it is all about good character and leadership." – The Rec Office

- Read this when giving out the award, and chose wisely. A swimmer may not get the award twice. Check the names on the plaque in the community center for who has already received it.
- Championship Meet
 - This meet is set up differently in that we only have 2 lanes in each heat and there are only 2 heats of every event. ALL heats score. Because there are only 4 slots in each event, kids in populated age groups may not get to swim all the

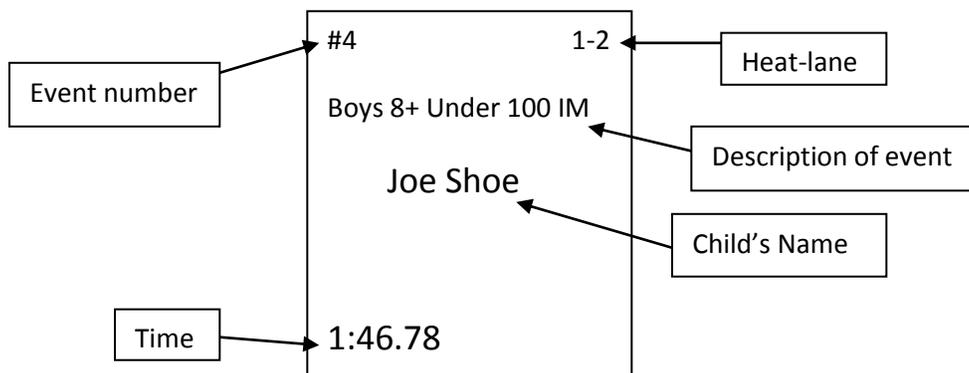
events that they would usually swim in a regular dual meet. Explain this to them PRIOR to championships.

- You are trying to seat a winning meet but make sure EVERYONE gets to swim an event, even if it's only a relay.

E-MAIL COMMUNICATION

- ❑ It is your responsibility to ensure that you are communicating with the parents and families of the team and especially the parent in charge of making the volunteer schedule to figure out who will and who will not be at each meet.
- ❑ You will want parents to notify you AT LEAST 3 days prior to a meet if they cannot make it. Stress this, because if not it will stress you.
- ❑ You are the coach, answer questions wisely and professionally.
- ❑ IF YOU MUST CANCEL A MEET, talk to the coach of the other park to make an informed joint decision and decide whether or not to reschedule, and when. You must then CALL all parents, and inform them of the change as well as send out an email. Same go for cancelled practices.
- ❑ Communicate with Greg (Head of Maintenance) when the home meets are and what you need brought down to the dock area (usually 2 long tables and 6-8 chairs).
- ❑ ALL communication will go through JEANNE/THE REC.

NOTES: At all meets give the scorers table a copy of the meet by EVENT so they can record times on this sheet. This way we have the cards and that sheet with the times written down. SAVE ALL CARDS kids will want their times. A card looks like this:



You may create your own format but it must include this information. The timers will record the times, and you will receive the cards back at the end of the meet. Organize them and it is a good way to keep record of everyone's times when making future meets.

THE REC OFFICE

RESPONISBILITIES:

- ❑ Mary Lou Gotsch Award- order name plates for the plaque and put up the plaque in the Community Center.
- ❑ Schedule Award Ceremony
- ❑ Provide Lake time for practice
- ❑ Collect registration money to cover staff payroll
- ❑ Help mediate communication between coaches and parents
- ❑ Provide lifeguards for practice and meets
- ❑ Provide coverage for coaches when they are at meets
- ❑ Provide roster to parents and coaches with necessary information
- ❑ Maintain paper trail of communication